

## **Minutes of Board Meeting of Berks, Bucks & MK and Oxon (BBO) Food Group**

Monday 13<sup>th</sup> October 2008 4pm to 7pm

Northmoor Trust, Little Wittenham, Oxon

### Present:

Susie Ohlenschlager	Director	Chair	OCC
Tamara Schiopu	Co Founding Director	Secretary	BBO Food Group
Geoffrey Whittle	Co Founding Director	Treasurer	Ranger Organics
Clare Marriage	Director	Doves Farm	
Mary Rumsey	Director	Rumsey's Hand-Made Chocolates	
Colin Wainwright	Director	Quince Products	
Wendy Tobitt	Invited	BBO Food Group PR	
Tessa Hennessy	Invited	Tessa Hennessy Solicitor	
Chris Rawson	Observer	Bucks CC	
Wendy Hole	Minutes	BBO Food Group	

### Apologies:

Henriette Reinders,	SEFGP
Elaine Cook,	CCB
Dorothy Cussens	Volunteer

#### 1. (i) Introductions and apologies

New Company Members & Directors submitted their 288A forms: Colin Wainwright (Quince Products), Clare Marriage (Doves Farm Foods), Mary Rumsey (Rumsey's Hand-made Chocolates), Susie Ohlenschlager (Oxfordshire County Council)

#### (ii) Brief history of BBO Food Group – Chair.

In 1997, following Agenda 21, a group of Oxon consumers set up the group with the first Oxon Food Directory following a few years later. Funding later became available from OCC, then from SEEDA in 2002. The group became based at



## **Berkshire, Buckinghamshire, Milton Keynes, and Oxfordshire (BBO) Food Group CIC**

### **Environmental Policy**

Berkshire, Buckinghamshire, Milton Keynes, and Oxfordshire (BBO) Food Group CIC is committed to minimising the impact of its activities on the environment, and assisting its members in achieving the same commitment.

The BBO Food Group office is hosted by Oxford Brookes University, and administrative support is provided by Oxfordshire County Council. At all times the BBO Food Group will abide by the Environmental Policies of these two organisations. Responding to climate change is a corporate priority for Oxfordshire County Council, which has set a target to reduce CO2 emissions by 18% by 2012.

The key points of the strategy to achieve our commitment are:

- Support food and drink producers who use humane, environmentally-friendly methods, sell through local retail outlets and are of benefit to local communities.
- Initiate and support projects that enable the production and consumption of local food by local people, to minimise the distance food travels from its origin to consumers.
- Encourage retail and catering outlets including supermarkets, shops, restaurants and hotels to source, sell and use locally produced food, to minimise the distance food travels from its origin to consumers.
- Minimise waste by evaluating everything we do and ensuring it is as efficient as possible.
- Minimise toxic emissions through the use of vehicles and the source of its power requirement.
- Actively promote environmentally sustainable processes, including products e.g. stationery and equipment that minimise the environmental impact of both production and distribution.
- Actively promote reduction, re-use and recycling of resources and equipment both internally and amongst our members and suppliers.

Signed

Print name and position

Date

## **Berkshire, Buckinghamshire, Milton Keynes, and Oxfordshire (BBO) Food Group CIC**

### **Equality and Diversity Policy**

Berkshire, Buckinghamshire, Milton Keynes, and Oxfordshire (BBO) Food Group CIC is committed to eliminating discrimination and encouraging diversity among the people it works with. Our aim is that people who work for the BBO Food Group will be truly representative of all sections of society and each person feels respected and able to give of their best.

To that end the purpose of this policy is to provide equality and fairness for all working with the BBO Food Group and not to discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age. We oppose all forms of unlawful and unfair discrimination.

Everyone working with the BBO Food Group, including contractors, part-time, full-time or temporary staff, will be treated fairly and with respect.

BBO Food Group does not employ staff. However, if employees are recruited in future, selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

Our commitment:

- To create an environment in which individual differences and the contributions of everyone working with BBO Food Group are recognised and valued.
- Everyone working with BBO Food Group is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- When and where necessary, training, development and progression opportunities are available to all staff.
- Equality in the workplace is good management practice and makes sound business sense.
- When necessary, employment practices and procedures will be reviewed annually to ensure fairness.

Signed

Print name and position

Date

## **Berkshire, Buckinghamshire, Milton Keynes, and Oxfordshire (BBO) Food Group CIC**

### **Health and Safety Policy**

By law, (Health and Safety at Work etc Act 1974 section 2(3)), if five or more people are employed by an organisation, there must be a written health and safety policy. This contains the organisation's statement of general policy on health and safety at work and the organisation and arrangements in place for putting that policy into practice.

Berkshire, Buckinghamshire, Milton Keynes, and Oxfordshire (BBO) Food Group CIC does not employ staff. It hires contractors to carry out work on behalf of the BBO Food Group, and requires them to abide by the Health and Safety at Work procedures in whichever environment they are working in – whether an office, at a showground, on a farm, or in a food production area e.g. dairy, kitchen, white room.

The BBO Food Group is not responsible for any liabilities arising from products and services provided by members of the BBO Food Group. All members of the BBO Food Group are responsible for the safety of their products and services.

Signed

Print name and position

Date