

## **Bath and North East Somerset Local Food Partnership**

### **Terms of Reference**

1. **Function:**

The Local Food Partnership is a multi-agency forum to provide leadership for the review, development and implementation of the Bath and North East Somerset Local Food Strategy.

2. **Aim:**

The aim of the Local Food Partnership is to oversee the implementation of the B&NES Local Food Strategy and to drive action across the Council and wider district.

3. **Roles and responsibilities**

To deliver the strategic aims of the Local Food Strategy, the partnership will undertake the following tasks:

- Oversee the development, implementation and review of the B&NES Local Food Strategy and annual implementation plans.
- Use expertise to establish priorities and suggest effective approaches and interventions that contribute to the delivery of the Local Food Strategy.
- Embed “Local Food Strategy” objectives into strategies and plans across organisations and partnerships which they are part of and engender political, strategic and public support for the strategy.
- Support the development and delivery of projects and initiatives which contribute to the delivery of the Local Food Strategy.
- Identify funding opportunities that contribute to the delivery of the strategy.
- Identify barriers/ constraints to local implementation and support remedial action so that barriers/constraints may be effectively mitigated.
- Monitor progress towards outcomes and indicators. Report progress to the Environmental Sustainability Partnership Board as required.

4. **Partnership structure, membership and governance**

4.1.. **Partnership structure**

The Local Food Partnership includes the following organizational structures:

- A multi-agency steering group with membership drawn from across the Council and other relevant partners.
- A wide stakeholder group including representatives from local businesses, community groups, experts, public sector partners and voluntary and charitable organizations.

#### **4.2. Steering group membership**

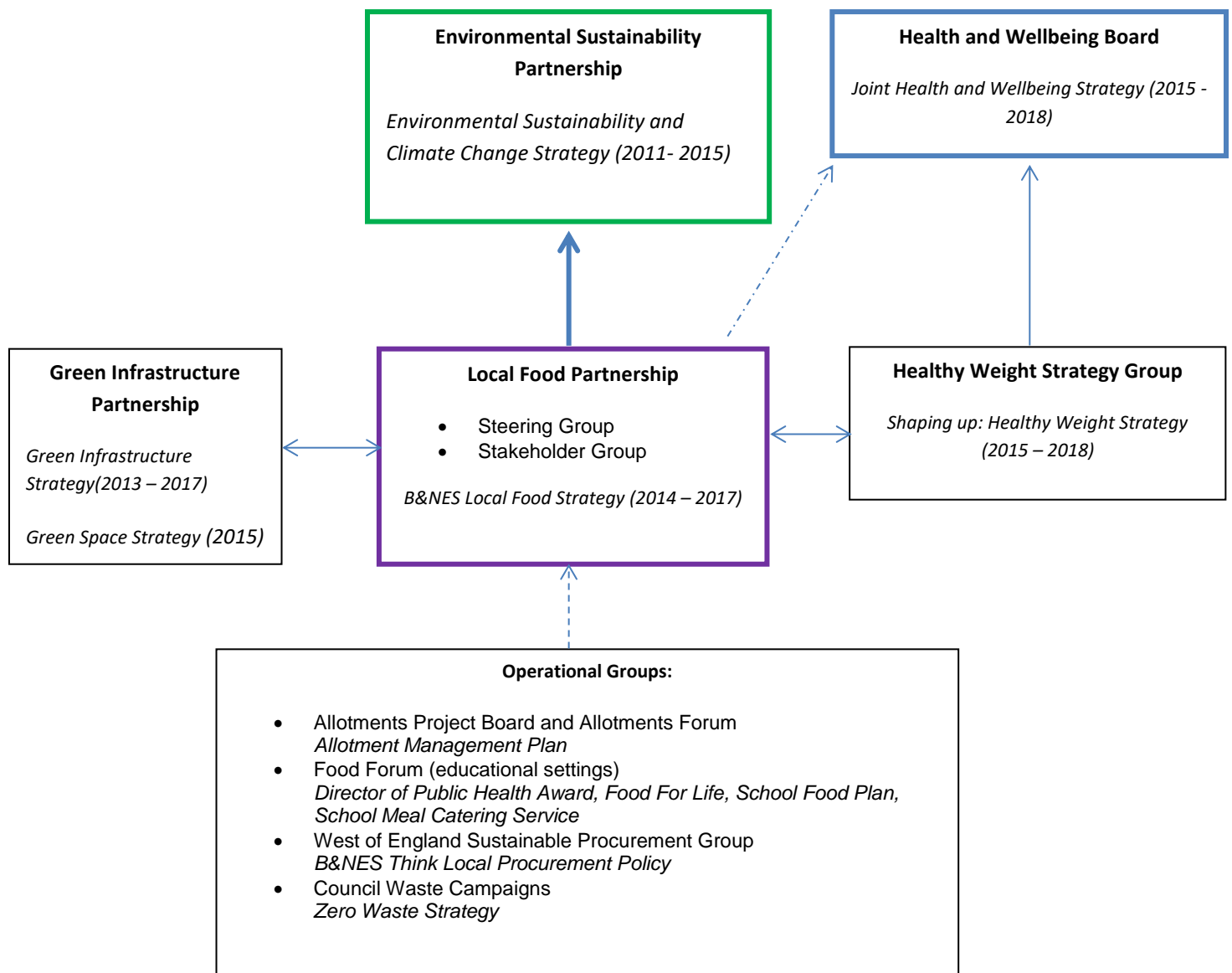
Steering group membership will be comprised of the following representatives:

- Corporate Sustainability (Local Authority)
- Public Health (Local Authority)
- Local Food Strategic lead (Local Authority)
- Healthy Weight Strategic Lead (Local Authority)
- Strategic Procurement (Local Authority)
- Environment and Green Infrastructure (Local Authority)
- Public Protection and Neighborhoods (Local Authority)
- Food Forum (schools, colleges and early -years) (Local Authority)
- Health and Care Service Provider (Sirona)
- Transition Bath Food Group
- Bath District Farmers
- Bath Tourism Plus
- Bath Chef's Forum
- Duchy of Cornwall

#### **4.3 Governance and co-ordination**

- The Local Food Partnership is overseen by the Environmental Sustainability Partnership (ESP) Board and will report to the ESP Board on an annual basis.
- The Local Food Partnership will provide updates and reports to the Health and Wellbeing Board annually via the "Healthy and Sustainable Places" work stream of the Joint Health and Wellbeing Strategy.
- The B&NES Council Corporate Sustainability Team will hold the secretariat function for the Local Food Partnership

#### 4.4. Diagram of partnership structure and governance arrangements



## 5. Working Arrangements:

### 5.1 Steering group meetings

- Partnership meetings will be held quarterly. There will also be an annual development event for stakeholders (see below) to review progress and input into future plans.
- Agenda and supporting papers for each meeting will be circulated at least one week (five working days) prior to each meeting.
- Task and finish groups will be established as appropriate to work on specific aspects of the strategy.

- Meetings should encourage open and honest discussion and debate. Where required, decisions will be reached by consensus. Where this is not possible, a vote will be taken.

## **5.2 Delegates and guests**

- Whilst all members should make every effort to attend meetings, it is accepted that this may not always be possible. Nominated deputies should be identified, where possible. The nominated deputy should be fully briefed by the member and be capable of taking decisions as required on professional issues, or on behalf of their employing organisation.
- Advisors and guests will be invited by the Chair when necessary to provide their expertise in support of the partnership. If appropriate, members may make a request to the Chair to invite additional attendees to contribute towards discussions and particular agenda items.

## **5.3. Stakeholder engagement:**

- The Local Food Partnership includes an open, participatory stakeholder group who have contributed to the development and implementation of the strategy. Stakeholders will be engaged by undertaking the following activities:
  - Annual stakeholder events to enable stakeholder input into future plans.
  - Updating news, events, progress and plans onto the B&NES Environmental Sustainability Network website and social media platforms.
  - Involving stakeholders in strategic and operational projects where appropriate.

## **4.3 Terms of Reference:**

- Changes to the Terms of Reference can be proposed by the partnership and decided upon by subsequent majority vote.