



TERMS OF REFERENCE

A. Vision

Our Sustainable Food City vision for Hull is of a flourishing local food system which is both healthy and fair for people and the environment. We will work together to increase local and sustainable food production, retail and procurement, directly supporting our local economy and reducing the need for unnecessary transportation and waste. Through this action, we are taking responsibility for our food system, and developing opportunities for education and meaningful employment. Food equality is central to this vision, ensuring that everyone can access a range of healthy food appropriate for their needs and acquire the skills needed to nourish themselves and their families. Utilising and developing the skills and assets that already exist in communities across the city, we will grow a healthy and resilient food system, and become a city in which the joy of eating, cooking, growing and celebrating good food can be shared by all.

B. Aims

The aims as written in the Hull Food Charter are as follows:

1. A Better Food Culture

Promote a culture celebrating and sharing food which recognises the value of local sustainable produce.

2. Increase Food Knowledge and Skills

Enhance the practical abilities of everyone to grow, cook and make healthy buying decisions which are affordable and acceptable through providing access to information, education and support for all ages.

3. Promote Healthy Food

Improve the health and wellbeing of everyone who lives and works in Hull through raising awareness of the importance of a nutritious, balanced diet.

4. Work Towards Food Equality

Help tackle food poverty by increasing awareness and availability of a range of affordable and sustainable food choices across Hull, enabling broad and easy access for everyone.

5. Encourage a Sustainable Food Economy

Create a vibrant and resilient local sustainable food economy in Hull by supporting the growth and development of independent food enterprises encouraging and ensuring fairness of reward throughout the whole food chain.

6. Develop Sustainable Supply Chains

Implement sustainable food procurement practices across the public and private sector to generate jobs and strengthen the local economy improving understanding of where and how the food is produced and distributed.

7. Increase Food Production

Significantly increase the amount of local food grown and made available within Hull and surrounding areas through both community food growing and sustainable farming.

8. Reduce Ecological Impact

Reduce the ecological impact of the local food system through reducing waste, minimising unnecessary transportation and using sustainable food production methods and shorter supply chains.

The objectives and actions relating to these aims will be set out in the Hull Food Partnership Action Plan.

C. Members

Members of the Hull Food Partnership (HFP) are drawn from all sectors. Membership is open to any organisation or individual that has an interest in playing a role in the development of a healthy and sustainable food system for Hull.

Members

Those members who want to join the partnership and;

1. Commit to the vision and aims of the partnership
2. Have the opportunity to input into the Action Plan and become a subgroup member.
3. Receive regular updates about the partnership and its activity as well as news, events and opportunities related to sustainable food.

Steering group members:

In addition to above steering group members:

1. Work & contribute proactively to achieve the vision and aims of the partnership
2. Take on additional responsibilities regarding the strategic direction for the HFP and the management of resources (see below for details)

Any individual, organisation or business can join the partnership at any time as a member. Steering group members will be selected through an open application process when spaces become available. The number of steering group members will be a minimum of 5 and not exceed 12.

Current membership of the steering group:

The public sector:

Jo Arro – Public Health, Commissioning & Service Development Manager
Sharon Clay – Partnership Development and Engagement Lead
Councillor Hester Bridges

NGO and community and voluntary sector:

Hilary Hamer (Chair) – Food4Hull
Emma Milson – Hull and Humber Fareshare, Project Manager
Adrian Fisher – Director, Rooted in Hull

Chair:

The group will elect a chair from the steering group members annually.

D. Steering group Responsibilities

The steering group will:

1. Establish the HFP vision through consultation with the wider partnership/ stakeholders.
2. Oversee the development of HFP Action Plan.
3. Be responsible for monitoring the overall progress of the Action plan once in place.
4. Make decisions in a balanced, transparent and independent manner and endeavour to ensure that any decisions taken represent the views of the wider partnership to whom the steering group is accountable.
5. Oversee reporting processes, ensuring that public reports are produced annually and reports for funders are completed as needed.
6. Ensure that the Hull SFC finances and other resources are managed effectively.
7. Support the HFP co-ordinator in carrying out their role through providing strategic direction & identifying funding for future work which meets the partnerships aims.
8. Create a steering group that encompasses a wide and balanced group of stakeholders including representatives from the local authority, third sector, education sector and food business.
9. Where sub-groups exist, the steering group will ensure that there is a minimum of one member from that subgroup represented within the steering group.
10. Promote HFP through leading by example, demonstrating good practices and championing the activities of the partnership.
11. Undertake any additional functions when democratically agreed maintaining good communication within the organisation and promoting a positive message externally.

E. Steering group meeting arrangements

The following meeting arrangements have been agreed:

1. Steering group meetings will take place at a minimum quarterly basis.
2. Meeting agendas, minutes and papers will be sent out at least one week before each meeting.
3. Decisions will be made based on a vote. The quorum for voting at meetings will be 50% of the group.
4. In the event of the vote being split equally, the chair will have the casting vote.
5. Members must identify any conflicts of interest before discussion on that item and if deemed necessary must leave the room for discussion on that item.

F. Ground rules for meetings

1. Minutes of previous meetings must be sent out one week after the meeting.
2. All minutes will be made public.
3. All information and agendas for the meeting will be sent out at least one week in advance.
4. Meetings will start on time.
5. The Chair must be advised of any conflicts of interest that might arise.
6. Members of this HFP will be drawn from different backgrounds, sectors and experience.

Views expressed in meetings remain confidential and to be in line with the vision and aims of the HFP.

G. Management

Rooted in Hull Ltd is acting as a host organisation to the Hull Food Partnership and manages all staff under a Memorandum of Understanding. This MoU describes the working relationship between Hull Food Partnership and Rooted in Hull. At least one Rooted in Hull director or manager should be on the Steering Group to provide an appropriate linkage to the project.