

Hull Food Strategy Action Plan - Task and Finish Groups

Agreed Terms of Reference – August 2025

Introduction

Hull CVS is the host organisation of Hull Food Partnership, a non-constituted group with a remit to lead on food systems work with a broad range of stakeholders in Hull.

Hull Food Partnership is a member of the Sustainable Food Places network of over 100 Food Partnerships across the UK, sharing and building on national expertise with a local, place-based focus on food systems change. The emphasis is on using research and evidence to shape local and national policies so that the city and the nation benefits from good quality, nutritious food that is produced sustainably, and is available to everyone regardless of background, location or income with a focus on food insecurity and mitigating the impacts of poverty.

Hull Food Partnership was established in 2016 and focuses on development work and engagement with stakeholders and communities to deliver the Hull Food Strategy, Charter and Action Plan. This will help develop a city-wide multi-stakeholder approach to supporting residents' health and wellbeing by mapping the variety of food actors across Hull and their intersecting roles in supporting public health outcomes through the provision of affordable, nutritious, sustainable food.

The Hull Food Partnership staff team consists of a Development Officer, Campaigns & Projects Officer and Community Food Support Officer. Their roles are funded from a variety of sources, including a two-year contract with Humber and North Yorkshire ICB to tackle the issue of food insecurity and implement the Hull Food Strategy. Activity is directed by a cross-sector Steering Group that will be drawn from the co-chairs of the Task and Finish Groups.

Membership of Hull Food Partnership is open to all and completely free, with a tiered system of engagement ranging from interested individuals to key active stakeholders.

The Hull Food Strategy was consulted on and developed with the involvement of 1000+ residents, VCSE organisations, local businesses and anchor institutions between 2021-2024, it was endorsed by the Hull Integrated Health and Care Partnership Joint Committee: on 2nd December 2024.

The Hull Food Action Plan will drive the practical implementation of system change needed to support residents, businesses, organisations and anchor institutions in creating a healthier, more sustainable, food future for Hull that everyone can benefit from.

Please forward any questions you might have to anna@hullfood.org.uk

Purpose

The Hull Food Strategy Action Plan Task and Finish Groups are convened by Hull Food Partnership and are action oriented with specific goals aimed at achieving the development

and delivery of the Hull Food Action Plan, that will transform the Hull Food Strategy into delivery.

The overarching objective of each Task and Finish Group is to develop the Hull Food Action Plan around the six key pillars of the Hull Food Strategy which are as follows:

- **1: Strategic and collaborative approach to good food governance and action:** Helping local organisations and people to work together to support sustainable and affordable food in Hull.
- **2: Building public awareness, active food citizenship and local good food movement:** Local people working together, learning, growing, and cooking and eating in an informed way, using their power to change things for the better.
- **3: Tackling food poverty and diet related ill-health and increasing access to affordable healthy food:** Affordable and nourishing food – ensuring that everyone can easily get and can afford nutritious, tasty food
- **4: Creating a vibrant, prosperous and diverse sustainable food economy.** Local organisations and people buy from local food businesses first, where possible.
- **5: Transforming catering and procurement and revitalising local and sustainable food supply chains.** A thriving and robust local food sector from field to plate, with fairly-paid staff.
- **6: Tackling the climate and nature emergency through sustainable food and farming and an end to food waste.** All local organisations and people help to tackle climate change and benefit nature by making ethical, informed food choices.

Core Values

The Hull Food Strategy Action Plan Task and Finish Groups will operate within the following core values:

‘To make Hull a place where everyone is able to enjoy nutritious food that is fairly produced, supports the local economy and is readily available to everyone, regardless of culture, background, ability or income.’

Objectives

- To provide a mechanism for organisations from all sectors across the city to contribute to the development of the Hull Food Action Plan, and identify what support is needed to successfully implement the Action Plan.
- To increase opportunities for organisations to connect and work together outside of the Task and Finish Groups with others who may be able to offer advice or support with the Action Plan

- To be mindful across all six Task and Finish Groups of cross-cutting issues of inequalities and food insecurity which will form the basis of a city-wide Food Poverty Action Plan as part of the Hull Food Strategy.
- To define and plan how each Task and Finish Group is working towards delivering the strategy with a focus on co-production and identify who else needs to be part of the work.
- To identify and ensure links with other relevant groups, networks, boards etc that members may be sitting on (to add value, and avoid duplication).
- To enable a feedback mechanism to anchor institutions and strategic boards or partnerships so that current issues are flagged at a strategic level locally and links to other relevant initiatives are identified.
- To engage with elected representatives regarding what is happening in relation to delivering the Hull Food Action Plan across their wards/constituencies.
- To map everything currently under way in each action area (pillar), as well as future agreed work, using provided templates to do this.
- To use the Sustainable Food Places Silver Award benchmarking framework to measure success and explore how we progress existing good practice to the next level.
- To invite individuals with specific knowledge or expertise to contribute to the Task and Finish Groups on an ad hoc basis as necessary.
- To help develop communications links across different areas to drive the messaging forward on how the Hull Food Strategy and Action Plan will improve food in Hull.
- The 'finish' is the development and practical delivery of the Hull Food Action Plan.
- The next stage will be for the Hull Food Partnership Steering Group to monitor the implementation of the Hull Food Action Plan and begin to inform next iteration of the Food Strategy. Task and Finish Groups will be invited to reconvene to review progress on implementation on an annual basis.

Role of Hull Food Partnership

In order to achieve the above objectives, Hull Food Partnership will:

- Convene regular Task and Finish Group meetings at an agreed frequency and ensure appropriate administrative support.
- Collect useful and regular data to enhance the objectives of the Task and Finish Groups.
- Invite guest contributors to inform Task and Finish group members of useful activities / initiatives that may assist in the development of the Hull Food Action Plan.

- Instigate or participate in campaigning/lobbying activities to raise awareness of and encourage engagement in the range of issues addressed in the Action Plan, including raising the issue of the negative impacts of poverty and food insecurity and what actions are needed to improve the lives of residents living in poverty or food insecurity.

Role and Expectations of Task and Finish Group Members

- Active involvement and regular attendance of meetings is required to be a member of each Task and Finish Group, this is in order to achieve the objectives and drive forward delivery of the Hull Food Action Plan.
- All Task and Finish Group members contribute to meetings in a way which is productive and inclusive by raising all issues via the Chair/s and acting in a respectful manner towards other members.
- Task and Finish Group members are representing, and therefore accountable to, their respective organisations, and also any boards, partnerships or forums they are representing, and will facilitate two-way communication where appropriate.
- No personal or sensitive data should be shared in Task and Finish Group meetings, including data relating to both public policy and individuals.
- All Task and Finish Group members should contribute to the development of the Hull Food Action Plan with evidence, case studies and data to demonstrate actions that are taking place or is planned to take place.
- Forward any evidence and which of the six pillars it aligns with, or any questions you might have to anna@hullfood.org.uk

Structure and Membership

- The Task and Finish Group's membership will include senior representatives from local businesses, voluntary and community sector (including faith organisations) and Public Sector organisations such as Hull City Council as a minimum.
- Members of the Task and Finish Groups should have the seniority to drive action, or have the ability to make sure things are escalated within their own organisation to achieve action.
- Co-chairs for each Task and Finish Group should be drawn from two different sectors to ensure equitable representation.
- Co-chairs of each Task and Finish Group will become members of Hull Food Partnership Steering Group, which will fulfil the function of Pillar One of the Food Strategy in terms of ensuring there is a strategic and collaborative approach to good food governance and action across each workstream. Co-Chairs will be expected to feed in progress from their individual Task and Finish group areas, to ensure there is

collective oversight of progress in the development and implementation of the Hull Food Action Plan, and to enable any cross over or complementary areas of work to be realised.

- At least one Co-chair and two other members of the Task and Finish Group must attend for a meeting to be considered quorate. In the case of the Steering Group, a Co-chair from each of the Task and Finish Groups must be present for the meeting to be considered quorate.
- Members who cannot attend should send a deputy who is able to contribute effectively to the Task and Finish Group.
- New members with strategic influence will be invited based on identified need to the relevant Task and Finish Group as appropriate.

Frequency of Meetings

- Task and Finish Group meetings will take place every two months, or more frequently depending on key issues that may require urgent discussion.
- It is expected that Task and Finish Group meetings take place in person, however the format and venue for meetings may be determined by each Task and Finish Group.

Accountability and Reporting

- The development of the Hull Food Action Plan will align with the Sustainable Food Places Silver Award Framework as outlined in the Action Plan Guidelines.
- The role of the Hull Food Partnership Steering Group is to hold accountability for overarching governance of the Task and Finish groups and for monitoring the development and implementation of the Hull Food Action Plan.
- Hull CVS will be responsible for coordinating the activity of Hull Food Partnership staff.
- Hull Food Partnership via Hull CVS will report directly into the Hull Place Health and Care Joint Committee via the Health and Wellbeing Board. This will include monitoring of the delivery of the Hull Food Strategy, Charter, Action Plan and Task and Finish Group activity and outcomes.
- Monitoring of the delivery of the Hull Food Strategy, Charter, Action Plan and Task and Finish Group activity and outcomes must be supported by data that evidences actions and outcomes.

- Any representatives that hold seats on existing Boards and Networks (e.g. Sector Connect, Chamber of Commerce, Voice and Influence Partnership) as well as existing thematic networks (e.g. Older People's Partnership Group, Food Partnership) will be encouraged to join the Task and Finish Groups to provide a voice and conduit to drive the delivery of the Hull Food Action Plan.
- Accountability for delivery of the Hull Food Action Plan is to the Health and Wellbeing Board and Hull Place Health and Care Joint Committee.
- Progress reports will be submitted in a timely manner to the following key stakeholders:
 - Health and Wellbeing Board: When invited to contribute
 - Hull Place Health and Care Joint Committee: September 2025
 - Area Committees:
 - Integrated Care Board: June, Sept, Dec 2025
 - Sustainable Food Places, Silver Award Submission: Oct 2025