

COUNTY DURHAM FOOD PARTNERSHIP

TERMS OF REFERENCE

Purpose

To work together for a more equitable, sustainable, fairer food system for County Durham providing access to food that is healthy for people and the planet.

Functions

- ✓ Advocacy – influencing and contributing to policy formation
- ✓ Fostering collaboration and coordination between different parts of the food system
- ✓ Developing programmes for action and overseeing where appropriate

Responsibilities

- ✓ Oversee the implementation and development of the Sustainable Local Food Strategy
- ✓ Lead on securing funding and resources to run programmes and administer the Food Partnership in consultation with DCA.
- ✓ Respond to relevant local and national consultations.
- ✓ Identify priorities and set a work programme.
- ✓ Establish robust monitoring and evaluation systems.
- ✓ Promote learning and dialogue about food system issues, both within the Food Partnership and more widely.
- ✓ Act as a forum for networking, coordination, and information sharing to ensure best use of resources.
- ✓ Work with relevant bodies locally, regionally and nationally to further the purpose of the Food Partnership.
- ✓ Produce an Annual Report to be available on Food Durham website.
- ✓ Appoint a representative to take part in any recruitment and selection process.
- ✓ Produce reports and data as and when required by investors for funding purposes.

Structure and Membership

The Partnership is run and managed by **Partnership Advisory Board**. Members are nominated from named bodies/key stakeholders. Additional members can be co-opted as deemed necessary to fill gaps in expertise. The Partnership Board will appoint a Chair.

Sub-committees will deal with specific areas and report to the Partnership Board. These groups are self-selected.

A wider **general membership** is open to all who are invited or sign up via the website.

Meetings

Meetings of the Partnership Board will be held no less than four times a year.

Decision making at Partnership Board meetings will be by consensus and a quorum is deemed to be operating when 50% of the membership is present.

Should it be necessary to put a decision to the vote it will be carried on a simple majority of members present, with the Chair having a casting vote.

Where a potential conflict of interest arises for a Board member during any discussions or decisions made, the member must declare an interest and absent themselves from all such discussions and decisions.

The Agenda will be circulated to members at least three working days before each meeting.

Minutes will be circulated to members no more than two weeks after the date when the meeting is held.

The first Annual Gathering will be held no later than 15 months after the first meeting of the Partnership, and at no more than 14 month intervals after that. The Annual Gathering will be open to members from all categories and will be for the purpose of reporting the year's progress, networking, and sharing information and expertise.

To be reviewed annually.