



## **Terms of reference for FoodFutures: North Lancashires Sustainable Food Partnership**

### **Background**

FoodFutures (formally known as Sustainable Food City (SFC) Lancaster) is part of a network of places that aim to create cross-sector partnerships in towns, cities, boroughs and counties that use food as a vehicle for driving positive change. Through collaborative partnerships between local authorities, charities, businesses and community groups, cities within the SFC Network are working to tackle some of biggest social, economic and environmental issues today: from an epidemic of food poverty and diet related ill-health to the loss of independent high street food businesses and family farms through to climate change, biodiversity loss and food waste.

FoodFutures started in 2014 and has been comprised of a small steering group that meet monthly to oversee the development of collaborative food work locally. In January 2018 SFC Lancaster began the process of developing SFC Lancaster's partnership structure and action plan which has evolved rapidly since the June 2018 REFRESH event and has since been rebranded as FoodFutures.

**FoodFutures vision:** a thriving local food system that is healthy, sustainable and fair.

### **FoodFutures mission:**

- Develop a collaborative cross-sector food partnership that oversees the development and delivery of an action plan that brings 'good' food back to the table of all in Lancaster District.
- Harness local passion and expertise for sustainable and fair food in order to help it spread and grow so that more people, places and organizations within our District can access and experience the benefits that come from being part of a strong and sustainable food sector.

### **North Lancashire's FoodFutures is a cross-sector partnership, with members including representatives from:**

- LESS
- Lancaster University Environment Center Sustainability Group
- Lancaster City Council
- Royal Lancaster Infirmary
- Claver Hill Community Farm
- Transition City Lancaster
- The Landworkers' Alliance

- Backsbottom Farm
- Growing Well
- Single Step Wholefood cooperative
- Centre for Global Eco-Innovation
- Lancaster County Council
- Myerscough College
- Morecambe Bay Food Bank
- Intercepted Food Club Network
- Scotch Quarry Community Garden

All members support FoodFutures's broad Vision and Mission and agree to work towards achieving those goals. In doing so, it is recognised that members have a diversity of views on what is meant by 'sustainable' and 'fair' food, and that the partnership will seek to create conversations around these terms to support co-learning and understanding between members; supporting us in collectively shifting to a more sustainable and fair food system.

The coordination and admin role of the FoodFutures partnership lies with LESS - a Lancaster based not-for-profit Community Interest Company. LESS part funds this role and seeks match funding from external grant funders – currently Lancaster City Council and the Sustainable Food Places network- to support this coordination role.

The number of members attending FoodFutures quarterly partnership meetings will be limited to 12 (plus observers), and will include representatives from all working groups, the private sector, public sector and third sector organisations.

### **FoodFutures partnership chair**

FoodFutures partnership will elect a Chair on an annual basis.

### **Working groups**

Working groups will be convened to address each of FoodFutures five key issues to develop and deliver the agreed Action Plan. These include food poverty and access; sustainable food economy and transforming local food procurement; reducing the ecological footprint of food; increasing access to healthy and sustainable food; community food skills.

Each group will be convened by a member of the FoodFutures partnership, who will report on progress at quarterly partnership meetings.

The coordinator of the FoodFutures partnership – employed by LESS- will support the activities of the working groups as appropriate.

### **Working Group Conveners**

The Convener will assemble a proactive and engaged group of relevant individuals and bodies to develop and deliver the thematic element of the agreed action plan (developed from the June 2018 Refresh event).

The Convener will ensure that the working group meets often enough to deliver the agreed action plan and ensure that action points are disseminated in a timely fashion to the working group members and the FoodFutures coordinator.

### **North Lancashire FoodFutures Partnership Responsibilities**

- Meet quarterly to oversee the development of the FoodFutures Action Plan and monitor its delivery.
- Help to develop and strengthen cross-sector partnerships in Lancaster and beyond that can help to deliver FoodFutures Mission.
- Help to promote FoodFutures Vision, activities and the importance of healthy, sustainable food.
- Help to develop clear communications, particularly to partner organisations, through our website, newsletters and social media platforms.
- Assist in identifying funding, support funding applications and help to attract investment for projects that can help to deliver our Mission.

### **FoodFutures Meeting arrangements**

- Meetings will take place quarterly.
- Dates of future meetings will be confirmed in meetings.
- The quorum for making decisions at meetings will be 6 members (50%).
- Meeting agendas, minutes and papers will be sent out at least one week before each meeting.
- The Partnership will at all times seek consensus when making decisions, but if there is a fundamental difference that requires to be resolved a voting process will be used.
- Members who have not attended four consecutive meetings without apologies will be assumed to have resigned from the group, unless, on the basis of information, the group decides otherwise.
- A member of the group must declare 'conflict of interest' on discussion items where relevant and if deemed necessary will leave the room for discussion on that item.

### **Management**

LESS partially funds and coordinates the FoodFutures partnership and is as such the accountable body. (Funding is also sourced from various external funders- currently the Lancaster City Council and the Sustainable Food Places Network.)

As the accountable body, the governance responsibilities for the project lie with the Directors of LESS. At least one LESS Director should be on the FoodFutures Partnership to provide an appropriate link to the project.

The role of the FoodFutures Partnership is as otherwise described above.

This document will be regularly reviewed and adapted to reflect changes in the partnership's thinking, function and structure.