

ShefFood - The Sheffield Food Partnership - Terms of Reference

1. Name

1.1. . The commonly used name for the Sheffield Food Partnership is 'ShefFood'.

2. Background & Vision

2.1. Sheffield has a strong and continuing history of sustainable food activity. Good food is vital to the quality of people's lives. ShefFood believes that every person in Sheffield should have access to healthy, tasty, affordable food and that this food should be good for the environment and our local economy to make our city a fair, sustainable and prosperous place to live.

2.2. ShefFood recognises that food is at the heart of some of our most pressing social, economic and environmental problems; however, ShefFood sees good food as a key part of the solution.

3. Sustainable Food Places Network

3.1. Sustainable Food Places is a partnership programme led by the Soil Association, Food Matters and Sustain that brings together public, private and third sector organisations that recognise the power of food as a vehicle for driving positive change and are committed to promoting a fairer, healthier, more sustainable and resilient food system for the benefit of people and the planet.

3.2. ShefFood is the Sustainable Food Places (SFP) member for Sheffield.

3.3. ShefFood recognises the 6 'key issues' in the SFP framework for action, and commits to:

- Taking a strategic and collaborative approach to good food governance and action
- Building public awareness, active food citizenship and a local good food movement
- Tackling food poverty, diet related ill-health and access to affordable healthy food
- Creating a vibrant, prosperous and diverse sustainable food economy
- Transforming catering and procurement and revitalising local supply chains
- Tackling the climate and nature emergency through sustainable food and farming and an end to food waste.

3.4. ShefFood promotes a systems approach that involves and connects key actors at all levels and across all parts of the food system; is committed to sharing learning and expertise as part of a wider community of evolving good practice, and to using the SFP national award scheme to benchmark, recognise and celebrate our achievements.

4. Structure & Governance

4.1. ShefFood is an unincorporated voluntary association working to these terms of reference.

4.2. Decision making is by consensus.

- 4.3. ShefFood recognises governance must be fit for purpose and commits to regular review and improvement, including the development when required and appropriate of arrangements for a Steering Group, Chairperson(s), Working Groups, Membership Criteria, Voting Rights, Quorum and Governing Documents.

5. **Accountable Body**

5.1. As an unincorporated voluntary association ShefFood requires an accountable body to undertake the legal, financial, employment and administrative responsibilities as relevant and appropriate, on behalf of ShefFood.

5.2. The current accountable body for ShefFood is Food Works Sheffield

6. **Geography**

6.1. The geographical scope of ShefFood is the City of Sheffield.

6.2. ShefFood recognises the complex geography of food systems, and seeks to connect and cooperate with food partnerships and other like minded people, organisations and networks in the wider regional geography of South Yorkshire, other neighbouring cities and regions in Yorkshire and The Midlands, and more broadly in North England.

7. **Representation & Responsibilities**

7.1. ShefFood seeks a cross sector food partnership for Sheffield, with representation from voluntary, community, faith, social enterprise, local authority, academic and commercial organisations.

7.2. Representation on ShefFood is open to any organisation which recognises the power of food as a vehicle for driving positive change and is committed to working in partnership to promote a fairer, healthier, more sustainable and resilient food system for the benefit of Sheffield. Organisations wanting representation on ShefFood must agree to support the overarching aims of ShefFood. They will demonstrate this by taking actions which:

- Represent the aims of ShefFood within their own sectors and organisations and progressing objectives when appropriate
- Input into the development of a ShefFood Action Plan via involvement in a ShefFood working group.
- Help to deliver any actions which have been identified in the ShefFood Action Plan.
- Enable effective and cooperative partnership working to take actions forwards when necessary, including promoting and sharing best practices.
- Assist with monitoring and reviewing the delivery of the ShefFood Action Plan
- Influence and advocate for local policies that support the development of healthy and sustainable food
- Support any events, conferences or other activities to promote the work of ShefFood.

7.3. Organisations represented on ShefFood are entitled and encouraged to display the ShefFood logo and share associated information in a manner which supports the overarching aims of ShefFood.

- 7.4. Organisations entitled to representation on ShefFood are listed in Appendix 1.2

8. ShefFood Coordination Team

- 8.1. The ShefFood coordination currently consists of the ShefFood Partnership Coordinator, a freelance comms specialist and voluntary facilitators of the ShefFood WG
- 8.2. The Coordination Team, as led by the partnership coordinator, will coordinate meetings, manage communications, funding and reporting, and will develop and deliver the ShefFood Action Plan, and any other activities supporting the overarching aims of ShefFood as required and appropriate.
- 8.3. The Coordination Team will be responsible for preparing an up to date activity report for meetings.
- 8.4. The Coordination Team is employed and supported by Food Works and Regather on behalf of ShefFood

9. Open Meetings

- 9.1. The ShefFood Open meeting is the forum for sharing information, discussion and decision making.
- 9.2. All organisations entitled to, or seeking representation on ShefFood will be invited to attend. Individuals are also welcome to attend.
- 9.3. Meetings will be promoted and facilitated in a way which encourages representatives to attend and to participate to the best of their ability, and to share ideas, ask questions, and to offer and seek support.
- 9.4. ShefFood aims to meet on a bi-monthly basis, otherwise a minimum of 4 times per year.
- 9.5. The Coordination Team will provide administrative support for meetings, such as organising meeting dates, venues, setting the meeting agenda, sending invites, taking minutes etc.
- 9.6. Meeting agendas and papers will be sent out whenever possible at least 7 days in advance of each meeting. Minutes and Action Points will be sent out within 14 days of meetings.

10. Working Group Meetings.

- 10.1. In addition to the ShefFood Open Meetings, there are four other WGs for ShefFood:
 - ShefFood Compost and Growing WG
 - Food Ladders Network
 - Good Food Economy and Procurement Sheffield
 - Sheffield Food Health and Obesity Board
- 10.2. The membership requirements and meeting structure varies significantly between the 4 groups. These details will be kept up to date on the ShefFood website and via the ShefFood social media and newsletters.
- 10.3. Where necessary, The ShefFood Coordination Team will provide administrative support for meetings, such as organising meeting dates, venues, setting the meeting agenda, sending invites, taking minutes etc.
- 10.4. Meeting agendas and papers will be sent out whenever possible at least 7 days in advance of each meeting. Minutes and Action Points will be sent out within 14 days of meetings.

11. Steering group

11.1. The steering group is formed of: A representative from the accountable body, a representative from each of the 5 ShefFood Working Groups, a representative from The University of Sheffield and Sheffield Hallam University, as well as a community and business representative

11.2. Should the primary representative be unable to attend the Steering group, a nominated deputy will be invited to attend.

11.3. The membership of this is formed on a skills basis-

11.4. The core function of the ShefFood steering group is ensuring the continuity of the organisation. This is with regard to Finance, Governance and Strategy.

12. Email, Website & Social Media

12.1. The Coordination Team will have access to ShefFood email, website and social media accounts. It is their collective responsibility to ensure communications and content is appropriate and represents the work of ShefFood in a positive, supportive and non-confrontational manner.

12.2. The Coordination Team will be responsible for preparing an up to date communications report for meetings.

13. Funding & Reporting

13.1. The Coordination Team will identify and respond to suitable funding opportunities for ShefFood as available and appropriate.

13.2. The Coordination Team will be responsible for working with the accountable body to prepare an up to date set of management accounts for meetings and for writing all quarterly and annual reports to funders

14. Review of Terms of Reference

14.1. These Terms of Reference will be reviewed regularly to ensure they remain fit for purpose.

Appendix 1 - Organisations Represented on ShefFood

Regather	Beanies
Heeley City Farm	Just Naturals
Food Works	Dana Cafe
Green City Action	Tenaya
Sheffield Climate Alliance	Nam Song
Food Hall	Proove Pizza
Together for Sheffield	Fruit a Peel
St Mary's	Holly Hagg Community Fam
Sheffield Food Bank Network	Pom Kitchen
Opus	Down to Earth
Green New Deal South Yorkshire	Moss Valley Market Garden
Sheffield City Council	Sheffield Organic Growers
Voluntary Action Sheffield	Cocoa Wonderland
Eat Smart Sheffield	Ozmens
University of Sheffield	Pat O brien Butcher
Sheffield Hallam University	Ambel
HAF Sheffield	Heeley and Meersbrook Allotments
UNICUS	Protection Society
Bragazzis	Marmadukes
Forge Bakehouse	
Cafe Kalyna	
All Carrot No Stick	
Zeds Wholefoods	
StarmoreBoss	
Tonco	
Porter Brook Deli	
Elma's Cafe and Kitchen	
Sheffield Herbalist	
Our Cow Molly	
Stannington Fruit and Veg	
Church on The Corner	
Parsons Cross community pantry.	
Neepsend Brew Co	
Church Temple of Fun	
Leaf + Shoot	
Open Kitchen	
Pina	
Sheffield Wheat Experiment	
Holly Hagg Farm	
Woven Network	