



Glasgow Food Policy Partnership – Terms of Reference (ToR) **Draft Revision 2019**

Background

1. Food can play a key role in both worsening and alleviating some of today's most pressing social, economic and environmental problems: food is not only at the heart of some of our greatest problems but is also a vital part of the solution.
2. The Sustainable Food Cities Network (SFC) is a partnership UK project (led by the Soil Association, with 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. Glasgow's Food Policy Partnership (GFPP) was established in 2014 in recognition of the importance of food and seeks to bring together interested parties from a wide range of sectors to bring co-ordination, synergy and profile to the food related work already underway and to encourage and support new activities, including the development of a city food plan. In 2017, Glasgow City Council made a commitment to work with the GFPP to develop a strategic approach to sustainable food for the city.
3. This paper sets out terms of reference for the GFPP. The ToR are a loose guide to working arrangements and set out the purpose of the group, who are the members of the group and how the group will operate.
4. The partnership aims to ensure that actions are taken to support the creation of a fairer, healthier, more sustainable and resilient food system in Glasgow, and that this is done in a connected and coherent way reflecting the importance of health, equity and sustainability. When considering future actions, and developing ongoing plans, the group will take full account of the strengths and weaknesses in the current Glasgow food system.

Aims and Themes

5. We believe good food is an essential part of making Glasgow a great city. As well as being tasty, healthy, affordable and accessible to all, our food should be good for the planet, for animals, for those involved in growing, making and selling it, and for our whole community. Together we are aiming for a city where:
 - Everyone has access to fresh, fair, healthy, affordable food;

- Growing and cooking food brings communities together;
 - The local food economy is thriving;
 - We can all enjoy and celebrate diverse, tasty and healthy food; and
 - Our food is produced and disposed of in a way that's good for the environment as well as us;
 - Across Glasgow the direct and indirect greenhouse gas emissions arising from our food system are reducing.
6. A number of priority themes have been proposed for the Glasgow City Food Plan that reflect the work that has taken place to date by the GFPP and informed by learning from the SFC Network:
- Fair Food for All and Food Poverty: Tackling food poverty and access to affordable healthy food in order to contribute to reducing health and social inequalities
 - Community Food: Building on and extending community food knowledge, skills, networks and resources across organisations and communities.
 - Local Food Economy: Enabling the development of a vibrant and diverse sustainable local food economy across the city
 - Catering and Procurement: Transforming catering and food procurement to support health, equity and sustainability.
 - Food and the Environment: Reducing waste and the ecological footprint of the food system.
 - Children and Young People: building a food system that enables children and young people to eat healthy food irrespective of their circumstances.
7. These themes will be used to form the Glasgow City Food Plan. The GFPP will be closely involved in the development of the Plan, consultation on the draft Plan and supporting implementation of the agreed Plan.

Membership and Subgroups

8. The GFPP is supported by a SFC Coordinator, hosted by GCPH and jointly funded by GCC, GCPH and Sustain.
9. The geographical scope of the GFPP's work is primarily within Glasgow City but there may be instances where it is appropriate consider issues that relate to Scotland as a whole or to areas peripheral to Glasgow, because of the influence on Glasgow City. The aspiration is for most members to be Glasgow-based, but some members may be from peri-Glasgow and national organisations in order to provide useful connections, context and support. The table below describes current GFPP membership (as at October 2019).
10. The GFPP has representation from a range of sectors. The Members of the group will collectively agree the appointment of new members. Membership of the group will be by formal invitation from the Chair or Coordinator. New members will be asked to accept these terms of reference.

11. The GFPP is apolitical and is keen to work across the political spectrum and with other organisations to realise our mission to improve the food system of Glasgow. Organisations do not need to become GFPP members in order to work with us.
12. The GFPP has the option to create subgroups to take forward any detailed work streams or themes of work that are agreed. These will progress specific areas of work and have the power to co-opt additional members as required.

<i>Areas Covered</i>	<i>Current or Potential GFPP member</i>
City Council	Glasgow City Council
Public Health/NHS	NHS GGC/GCPH Glasgow City HSCP
Local Business	Glasgow Chambers of Commerce Scottish Enterprise Social Enterprises
Community Food Projects and Local Growers	Glasgow Community Food Network Community Food and Health (Scotland)
Non-Governmental Organisations	Nourish (Food Justice)
Educational Institutions	The University of Glasgow
Caterers	GCC Development and Regeneration Services Hospitality/events businesses
Waste/Food Redistribution	Zero Waste Scotland Fareshare
Producers/Industry	Scotland Food and Drink Scottish Enterprise Scottish Grocers Federation

Chair and Hosting

13. The current arrangement is that the Glasgow Community Food Network representative chairs the GFPP and meetings are hosted by GCPH. However, future arrangements may change with agreement from GFPP members.

Responsibilities

14. All members support the overarching mission statement of the GFPP and agree to work towards achieving that goal. As such, members will:
- Act as an ambassador for the aims of the GFPP within their own organisations or sectors and progress specific objectives where appropriate;
 - Support and advise on the development of the Glasgow City Food Plan;
 - Deliver any actions within the plan which have been identified as GFPP responsibilities, including working with other partner bodies to take forward actions where necessary;
 - Support the monitoring and review of the delivery of the Glasgow City Food Plan;

- Influence and advocate for national, regional and local policies that support development of healthy, sustainable, resilient food systems; and
- Deliver or support any events, conferences or other activities to promote the group's work or to share or promote best practice in this area.

Relationships and communication

15. All GFPP members are considered equal in terms of influence and decision making. Communication with all members, including Glasgow City Council and NHS Greater Glasgow and Clyde, are undertaken via existing communication channels or are initiated by the Chair or Coordinator, unless otherwise agreed at a GFPP meeting. Any communication with the GFPP should be directed via an existing member or directly with the Chair or Coordinator.

Meeting Arrangements and Attendance

16. The GFPP meets approximately 4-6 times a year. Meeting agendas, minutes and papers will be sent out at least three days before each meeting. The GFPP coordinator will provide support and coordination of the GFPP.

17. The GFPP coordinator role includes:

- building and maintaining relationships with GFPP partners and with new stakeholders across Glasgow
- developing and delivering effective communications for the GFPP and its vision of 'good food for all' using a wide range of communication media
- supporting the development and delivery of the GFPPs work, including the Glasgow City Food Plan, with active participation of and contributions from local partnerships and stakeholders
- organising events to encourage networking and the sharing of good practice, at both a local and network level and to contribute to national events delivered by the SFC programme
- collecting data about existing food-related work already underway in the city to ensure up-to-date information about the current situation in Glasgow
- contributing to the activity of the wider SFC network, and coordinating any application for a SFC award
- representing the GFPP at meetings relevant to the progression of the SFC key issues
- working with the GFPP to develop an approach to demonstrate the influence, progress and impact of its work.

18. Members who have not attended four consecutive meetings are assumed to have resigned from the group, unless, on the basis of information, the GFPP decides otherwise.

Funding

19. The GFPP is not currently funded by any single body or organisation. The running costs are minimal as participants attend during their work time and meetings are hosted by participant's organisations. The GFPP has no budget and is therefore unable to reimburse members for the time they spend on GFPP work. However, some funding has been allocated annually from GCPH and Glasgow City Council to match grant funding from Sustain, from the Sustainable Food Cities programme, and this has funded the coordinator's post in 2018 and 2019.
20. In future, the GFPP may seek further funding for its work. This funding will be accepted from GFPP members and from grant awarding bodies. The GFPP will not accept funding from any organization or body that might threaten or inhibit its independence nor will it seek or accept commercial sponsorship.
21. A member of the GFPP must identify any areas of personal or financial interest before discussion on that item and, if deemed necessary, will leave the room for discussion on that item.

Reporting and Review

22. Any decisions taken by the GFPP may require to be progressed through the normal governance arrangements of its organisational members.
23. These terms of reference will next be reviewed at the end of 2020/21. They may also be revised at any time prior to that following discussions and agreement within the GFPP.