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| **TERMS OF REFERENCE**  **ROTHERHAM FOOD NETWORK** |

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| **Chair:** | Gilly Brenner |
| **Title:** | Consultant in Public Health |

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| **Purpose:** |
| **To establish Rotherham Food Network as a multi-agency, collaborative approach to tackling issues surrounding food and food insecurity in Rotherham**  The network will:   * Bring together local public agencies, voluntary community sector groups, business, academics, and other organisations to discuss issues surrounding healthy and sustainable food in Rotherham; * Develop a Food Action Plan; * Uphold the fourth objective set out by the Local Authority Declaration on Healthy Weight - that all Rotherham people live in safe and resilient communities; * Work towards a shared vision of creating healthy food environments where healthy food options are the easiest choice for the people in Rotherham; * Focus on collaboration, multi-agency working, and sharing of best practice surrounding issues on the food agenda; * Enable updates between members of the network working on different but interlinked issues surrounding healthy and sustainable food in Rotherham, ensuring a more joined-up approach to tackling issues surrounding food |

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| **Responsibilities:** |
| All members are expected:   * To actively champion healthy and sustainable food options in recognition of the contribution it makes to health and wellbeing * To attend the network or delegate appropriately to ensure representation from their area of expertise; * To contribute to sharing of current work and best practice relating to the Food Action Plan |

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| **Composition of group:**  Cross-Council and multi-agency representation is required to gain oversight of the wide range of factors that influence healthy and sustainable food. | |
| Public Health | *Consultant with portfolio for healthy, safe, and resilient communities*  *Public Health Apprentice, Health Improvement*  *Public Health Apprentice, Health Intelligence*  *Public Health Practitioner, Best Start and Beyond*  *Public Health Principal* |
| Food Education | *Environmental and Sustainability Officer – RNN group*  *Researcher at University of Sheffield*  *Wharncliffe Restaurant Manager* |
| Regeneration and Environment | *Catering Service Manager RMBC*  *Communications and Marketing Account Manager RMBC*  *Food Sustainability Officer RMBC*  *HAF – Senior Family Support Worker*  *Head of Service for Commercial & Visitor Experience RMBC*  *Markets Co-ordinator RMBC*  *Outreach and Engagement Officer RMBC*  *Policy & Equalities Manager RMBC*  *Rotherham Allotment Alliance*  *Service Manager for Regeneration and Environment RMBC*  *Street Scene Manager RMBC* |
| Voluntary Community Sector | *Action Housing Rotherham*  *Age UK Rotherham*  *Clifton Learning Partnership (CLP)*  *Citizen Advice*  *Fareshare*  *Foodworks*  *Renewi*  *Rotherfed*  *Rotherham Minster Social Supermarket*  *Rotherham United Community Trust (RUCT)*  *Sheffield Food Partnership*  *The Unity Centre*  *Voluntary Action Rotherham (VAR)* |
| Health Care Sector | *Healthy Hospitals Manager – TRFT*  *Healthy Hospitals Programme – Clinical Advisor TRFT*  *Public Health Consultant based at TRFT*  *Deputy Director of Strategic Development at (ROTHERHAM DONCASTER AND SOUTH HUMBER NHS FOUNDATION TRUST)* |
| Climate Change | *Climate Change Manager at RMBC*  *Climate Change Officer at RMBC*  *Principal Climate Change Officer at RMBC* |
| Neighbourhoods | *Community Coordinator RMBC*  *Community Programme Manager RUCT*  *Neighbourhood Coordinator (Maltby) RMBC*  *Neighbourhood Coordinator (Wickersley) RMBC*  *Service Manager RMBC* |

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| **Accountability:** |
| * The chair will take overall responsibility for the agenda and relevant updates to the Health and Wellbeing Board. * Each member will be delegated the responsibility to update and bring items to the agenda to share which are of benefit to the Food Action Plan |

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| **Frequency of meetings:** |
| * Meetings will be held quarterly. * Dates of the next meeting will be arranged with at least 2 weeks' notice, and where possible given at the previous meeting. * Working groups will meet as required, depending on workflow and need. |

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| **Order of business:** |
| * Attendees/Apologies * Minutes of the last meeting and updates on actions from the last meeting * Updates from each working group * Presentations/items to share in relation to the chosen topic of the meeting * Discussion * Select next topic for next meeting * Any other business |

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| **Minutes:** |
| * Minutes will be circulated following the meeting and again with the agenda for the next meeting. |

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| **Administration:** |
| * Administration of the meeting will be managed by the Public Health team and any questions, concerns, or apologies should be sent to the chair. |

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| **Attendance:** |
| * Apologies should be given in advance and if possible attendance delegated to an appropriate representative. * Where no representative can attend, it is expected that the member will send any update to the chair for sharing at the meeting. |

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| **Review Date:** |
| * Annually – The next review to be held in June 2025 unless required earlier. |