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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.
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