**Islington Food Partnership - Coordinating Group**

**Terms of Reference March 2023**

1. **Context**

Islington’s original Food Strategy was published in 2010. Following the ongoing implementation of this strategy, in 2017, the Food Strategy Steering Group and wider partnership recognized a further need to develop a specific Food Poverty Action Plan. A local needs assessment was carried out in 2017, and following a GLA funded Food Poverty Stakeholders Summit in 2018, the Islington Food Poverty Alliance was set up to provide oversight and implementation support in 2019.

In 2021, approaching the final year of delivery of the Islington Food Poverty Action Plan, the group recognized the need to revert focus back to wider food systems change, and spent over a year developing the [Islington Food Strategy 2023-2028](https://www.islingtonfoodpartnership.org.uk/islington-food-strategy/). This process was led by the Islington Food Partnership, which merged the Islington Food Poverty Alliance, and previous Food Strategy Steering Group and partnership, as well as newer members and stakeholders. Islington Food Partnership is hosted and chaired by Manor Gardens Welfare Trust.

The [Islington Food Partnership](https://www.islingtonfoodpartnership.org.uk/) is a broad coalition of local organisations and individuals working together to build a thriving local food system for Islington, across our four themes and principles:

* **Healthy affordable food for all**. Everyone should be able to eat the food they need to thrive.
* **Sustainable local food economy**. Good businesses and entrepreneurs should be able to thrive in Islington.
* **Climate and nature emergency**. The way we live our lives should have a positive impact on nature and the planet.
* **People-powered change**. People and communities coming together is the only route to achieving real change.

1. **Purpose**

The purpose of the Coordinating Group is to act as secretariat and provide practical support for the delivery of the work of the Islington Food Partnership.

The Coordinating Group sits alongside the Strategic Board. The purpose of the Strategic Board is to provide strategic oversight and drive the successful delivery of the Islington Food Strategy 2023-2028.

1. **Objectives**

The objectives for the Coordinating Group are to:

* Support the delivery of the strategic direction for food systems change in Islington, working alongside the Strategic Board, and with the broader Partnership membership.
* Ensure the successful delivery of the Islington Food Strategy 2023-2028, in particular by taking a role as co-lead of a particular theme area.
* Ensure data and information is collected to monitor progress against the strategy.
* Lead the application process of awards, for example the Sustainable Food Places Silver Award.
* Champion the role of the Partnership to encourage new members to join and ensure appropriate representation from across key stakeholder groups.
* Coordinate the agendas and topics of the Strategic Board and broader Partnership meetings, with input from key stakeholder groups.
* Provide capacity to lead the short-term priorities of the Partnership, as set by the Strategic Board, and suggested by the broader Partnership.
* Provide input and expertise to help develop and publish an annual report to summarise the work and impact of the PARTNERSHIP.

1. **Membership**

The Coordinating Group will comprise of representatives from across the key stakeholder areas of the Partnership’s work.

All members from across the Partnership are invited and encouraged to join the Coordinating Group, as they feel able, to support the management and coordination of the Partnership. All new members will be offered the opportunity to join the Coordinating Group.

The Coordinating Group will be led by Manor Gardens Welfare Trust, in their capacity as Chair of Islington Food Partnership.

1. **Accountability**

The Islington Food Partnership acts as an independent membership body across the Borough, and so the Strategic Board and Coordinating Group will be accountable to the Partnership membership and the Islington residents we serve.

1. **Coordination and agenda**

The Coordinating Group will be coordinated collectively, but ultimately by Manor Gardens Welfare Trust, as the Chair of Islington Food Partnership.

Meetings will be called by the Chair. Future agendas will be agreed by the Coordinating Group at the conclusion of each meeting, with the addition of any other agreed points to be discussed via email in the interim.

Meeting locations, times and agendas will be proposed on a regular schedule at the beginning of each year. Alternates may be proposed and agreed to no later than two weeks before the meeting.

1. **Frequency of meetings**

Meetings shall be held monthly. Additional meetings may be called by any member to address topics of particular urgency, where requested by a member and seconded by another member.

1. **Review**

The coordinating group membership and objectives will be reviewed annually to ensure it is delivering its outcomes. This will include a review of the Terms of Reference (ToR).

The ToR may be subject to review more frequently if requested by a member of the group and seconded by another member.