**Islington Food Partnership - Strategic Board**

**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 Strategic Board is to provide strategic oversight and drive the successful delivery of the Islington Food Strategy 2023-2028.

The Strategic Board sits alongside the IFP Coordinating Group. 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.

1. **Objectives**

The objectives of the Strategic Board are to:

* Lead the strategic direction for food systems change in Islington, working alongside the Coordinating Group, and with the broader Partnership membership.
* Oversee the successful delivery of the Islington Food Strategy 2023-2028.
* Oversee the development and publication of an annual report to summarise the work and impact of the Partnership, led by the Coordinating Group.
* Advise on the membership of the Strategic Board and broader Partnership, to ensure appropriate representation from across key stakeholder groups.
* Support the work of the broader Partnership by discussing potential solutions to topics and proposals brought to the board, through the work of the Coordinating Group.
* Leverage opportunities for cross organisational and partnership working across the Borough.

1. **Membership**

The board will comprise of representatives from across the key stakeholder groups of the Partnership’s work. Other members may be invited as needed. Individuals from outside the membership may be invited to attend meetings on relevant topics.

The board will be chaired by Manor Gardens Welfare Trust, in their capacity as chair of Islington Food Partnership. A co-chair may also be agreed by the group, if requested.

A minimum of three members must be present to be quorate. Members will be expected to attend every meeting. Exceptions are made to meetings with agenda topics which are not felt relevant to a particular member or stakeholder group. In this case, the member should contact the Chair to discuss attendance.

1. **Accountability**

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

1. **Coordination and agenda**

The board will be coordinated by the Coordinating Group, which has a separate Terms of Reference.

Meetings will be called by the Chair. Each agenda will be proposed by the Chair with support from the Coordinating Group. Agenda points can be proposed by any board member; the Coordinating Group; and the broader Partnership, through their own regular meetings. Proposed agenda points will be discussed and accepted or not accepted at the beginning of each board meeting.

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. Supporting papers will be sent one week before any meeting.

Each meeting will be minuted by a member of the Coordinating Group, and meetings will be circulated to the board following the meeting.

A meeting summary will be drafted and circulated to the broader Partnership. Members will be given 10 working days to request edits to circulated meeting summaries before being shared across the Partnership.

1. **Frequency of meetings**

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

1. **Review**

The board 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.