

Chiltern and South Bucks Food Group Summary Terms of Reference

14th June 2021

GROUND RULES

The Ground Rules of the Group are:

- Respect each other's groups
- Work collaboratively
- Build relationships
- Be inclusive
- Be transparent
- Be realistic about our own and others' capacity
- Be open to others' ideas
- Sharing resources
- Create a clear understanding of our shared aims, objectives and approach
- Clear roles and responsibilities within this group
- Clear aims, objectives and approach
- Clear understanding of decision-making process
- Focus on action planning
- Recognise the good work done by voluntary groups and also the need for funding

OBJECTIVES AND ACTIVITIES

The principal objectives of the Group are:

- To act as a regular meeting of community food activity in Chiltern and South Bucks; enabling members to support each other, share resources, develop and share procedures and good practice; to work together most effectively
- To enable those organisations to work within and shape local structures
- To enable these organisations to develop a shared voice and impact locally and nationally
- To propose and act on joint activities as agreed.

The principal activities of the Group are:

- To act as a group of core organisations looking after food – a single point of contact to prevent duplication
- To ensure each area has a group allocated to it for the public to engage with, and to ensure these contact details are promoted appropriately to reach more marginalised communities

- To ensure current services which are still needed remain after the immediate COVID crisis
- To work up and document pathways for people who need non-stigmatised support: preventing them needing a food bank in the first place; providing wrap-around support whilst they are accessing food; providing a good way to move on
- To work up and document activity which builds capacity for people to become more self-sustaining: grow more, produce less waste, make healthier and more sustainable choices
- To link into local farms and businesses
- To contribute into the wider county and wider sectors in relation to food
- To seek funding for groups

KEY CONTACT DETAILS

- Adult Safeguarding Board: 0800 137 915 (Office Hours) / 0800 999 7677 (Emergency Out of Hours) / safeguardingadults@buckinghamshire.gov.uk
- Children’s Safeguarding Partnership First Response: 01296 383 962 (Office Hours) / 0800 999 7677 (Emergency Out of Hours) / secure-cypfirstresponse@buckinghamshire.gov.uk
- Multi-Agency Safeguarding Hub: see <http://www.buckinghamshirepartnership.gov.uk/media/2500650/Buckinghamshire-MASH-Operating-Principles.pdf>



Full Terms of Reference Chiltern and South Bucks Food Group 14th June 2021

BACKGROUND & RATIONALE

Good food is a basic necessity which should be accessible to all.

In light of:

(1) our understanding that the food emergency isn’t going away any time soon – in terms of food access, healthy food, choice and dignity;¹

(2) our belief in the importance of community action around growing, cooking, eating and disposing of food; for health and wellbeing reasons, and to foster a healthy relationship with nature, our local environment and our planet;²

¹ <https://www.trusselltrust.org/2020/06/03/food-banks-busiest-month/> and <https://www.foodaidnetwork.org.uk/ifan-data-since-covid-19> and https://foodfoundation.org.uk/wp-content/uploads/2020/04/Report_COVID19FoodInsecurity-final.pdf

² <http://www.fao.org/docrep/017/i3235e/i3235e.pdf> and https://www.evancornishfoundation.org.uk/documents/ECF_Report_2019_online.pdf

it has been agreed to convene an ongoing Chiltern and South Bucks Food Group to support collaborative working on these issues.

The Group has emerged from the original Food Collaboration Group which has been meeting since February 2021 to address the food issues in Chiltern and South Bucks areas as a result of the COVID-19 pandemic which saw an emergence of volunteer support groups.

Members include representatives from charities and community groups (whether formal and constituted or informal neighbourhood support) as well as statutory services and local authorities, including:

- Informal food services
- Foodbanks
- Mutual aid groups
- Community groups, businesses and social enterprises around food
- Healthcare
- Education
- Voluntary sector infrastructure
- Support organisations such as Citizens Advice and Housing Associations
- Parish and Town Councils
- Buckinghamshire Council

On the Group there will be at least one Councillor and one Officer representing Buckinghamshire Council.

The Group will report into the Central and South localities of Buckinghamshire Council and any emerging Buckinghamshire Food Partnership.

The Group will shrink to a central hub of core food organisations if need is lower; or swell to accommodate more participants working together if an emergency situation occurs.

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MEETINGS

At this stage the preference is for virtual meetings to make them safe and easy to attend.

The Group will meet on a monthly basis, or quarterly if members prefer; at times of crisis meetings could be weekly or fortnightly as the majority of members decide is needed. A crisis could be defined by the start of a national or local lockdown, or more than one group being unable to cope with demand.

Meetings will last 1 hour 30 minutes; or 1 hour if meetings move weekly or fortnightly. For each meeting there will be a Chair and a Note Taker. An Agenda (and meeting link if online) will be circulated by the Chair at least 24 hours in advance; Group members are invited to contribute to the Agenda by emailing the Chair in reasonable time. Each meeting will be attended by at least one Officer and one Councillor representing Buckinghamshire Council.

Group members are invited to attend as regularly as is useful for them, although it is hoped that all groups will be willing to give regular updates of their work and share data and opportunities. For the meeting to be considered quorate, there should be more community attendees than Buckinghamshire Council attendees.

Participation in a manageable way is encouraged by Buckinghamshire Council but not essential in terms of funding decisions and data communicated to the Community Board.

The Chair is independent of Buckinghamshire Council – the role could be taken on by any regular community attendee by self-nomination and majority decision. This could be on an ongoing basis or a

rotating Chair on a meeting-by-meeting basis. Currently, the independent Chair role is held by Sustain. Currently the quality of the outputs of the group are therefore overseen by Sustain.

Decisions are made by majority unless there is a significant reason to seek consensus. Sometimes the Chair will make decisions in the interest of speed – if any decision caused an issue, any group member can raise this with the Chair directly, or with a Buckinghamshire Council representative if they would prefer.

The format is generally as follows:

- Tech and recording consent (if online)
- Welcome
- Updates from all
- Topics for discussion and decision
- Carried actions
- AOB
- Who else should be here
- Permission to share contact details

If meetings are online, they will be video recorded and shared with all Group members after the event. Online meetings will be password protected to guard against internet trolling. Attendees are asked to mute themselves unless they are talking; put up a hand to request a slot to speak; and temperature checks may be used such as thumbs up/down/centre. If a time limit is given (e.g. for an update, then attendees are asked to keep to time and may be stopped with a hand wave or interrupted to ensure this.

There is a note-taker role which is currently held by Buckinghamshire Council Business Support. Notes which take the format of Attendees, Apologies and ACTIONS will be circulated within a week of the meeting; and uploaded to a rolling ACTIONS document to enable non-attendees and silent members to stay updated.

As part of this process, shared priorities will be agreed and noted into a simple Action Plan with measurable steps.

EMAIL LIST

All Group members will be asked for their consent to share their email address with the whole group, and then will be added to the email list chilternsouthbucks@sustainweb.org. This is where all email correspondence will be shared; all members of the Group can email all other members using this list. Members are asked not to share controversial information, or spam, or send too many messages to the Group. Any complaints can be directed to the Chair who will address the issue with the individual Group member and in extreme circumstances may ask them to leave the Group. Each Group member is responsible for ensuring their information is correct to keep receiving Group emails. Any Group member can request to leave the Group by emailing the Chair.

Any Group member who would like to email another Group member can ask the Chair for their contact details. If Group members specifically do not want to share their email address with another Group member, they should alert the Chair.

SHAREPOINT

This is accessible to all members of the Group and is where all documents will be shared; all members of the Group can upload documents to the Sharepoint and edit those documents. This

includes records of meetings, shared Group documents, and useful information about the work of individual organisations (e.g., flyers). Members are asked to keep the Sharepoint tidy, and take particular care when editing the documents of others. Members are asked not to share controversial information, or junk, or upload too many documents to the Sharepoint. Any complaints can be directed to the Chair who will address the issue with the individual Group member and in extreme circumstances may ask them to leave the Group.

The rolling ACTIONS document will be stored on the Sharepoint and Group members will be expected to update their actions – whether they are **DONE** or ~~no longer needed~~.

Throughout, Group members are required to comply with Data Protection and professionalism.

EVIDENCE OF ACTIVITY

It is proposed that the Group tracks the activities of Group members through the rolling ACTIONS document; so that the Chair and Group members can report back to funders or convening organisations, and to inform the Group generally.

CONFIDENTIALITY

If a piece of information is shared with the Group confidentially, either at a meeting, by email or in the Sharepoint, the Group member must act responsibly and highlight it as confidential. If this is the case, the information shall be kept within the Group and *not* shared outside it. Personal information and details about individual members or their clients are not shared within any of the meetings, emails or documents and so none of this information should be considered a safeguarding risk.

MEMBERSHIP OF THE GROUP

It is proposed that Group members should be operating at least at a baseline level to be able to be part of the Group. This should include:

- If delivering frontline services
 - Have operating procedures that the member has developed to be “COVID-secure”; including a risk assessment of practices and places to reduce transmission for the health and safety of team members and the public, and a procedure in case of a local outbreak
 - Have safeguarding procedures or a rationale for why this isn’t needed; including following standard safeguarding procedures to reduce the risk of harm to the public (financial, physical, psychological, sexual, neglect)
 - Have data protection procedures or a rationale for why this isn’t needed; including following the seven principles of GDPR
 - Have insurance up to £5 million or a rationale for why this isn’t needed
- Additionally, if delivering food services
 - Have a food safety management plan and advice to share with clients accepting food
 - Have made contact with Environmental Health Officers and be in the process of taking advice, with a realistic timeframe
 - Have appropriate food hygiene training, or a rationale for why this isn’t needed
- Recommendations for best practice – additionally, groups are recommended to account for
 - Nutritional balance – support is available for this
 - Choice – dietary, cultural and individual preference
 - Sourcing from local businesses
 - Sustainable sourcing

- Monitor and feedback on changing needs; such as food insecurity, rising food prices, upcoming challenges
- Groups are requested to feedback to Buckinghamshire Council data on usage/need to inform local impact assessment and future planning. This could include monthly numbers of parcels or meals, number of people served, a child/adult split, any changes to the types of people accessing food; volunteer hours; volume of food grown or distributed or saved from going to waste

DATA SHARING AGREEMENT

Group members may wish to be part of a Data Sharing Agreement which means straightforward and secure transfer of the details of individuals, who may be experiencing vulnerability, for referral purposes. If so, the individual will be asked if they are willing to share specific information with the organisation and other community support organisations which are named as part of the data sharing; this will be recorded; data will be handled only as part of the process of helping that individual; data will be stored securely; and data will be destroyed by all participants on request or when the need ends.

All Group members should ensure they are aware of the role of the Adult Safeguarding Board, Children's Safeguarding Partnership, and the Multi-Agency Safeguarding Hub (MASH). On the Sharepoint there will be a document with these contact details, eligibility criteria and procedure for signposting. This will be created and updated by Buckinghamshire Council. All Group members are asked to read this document, ensure they share the information in their organisation, and ensure they have the correct contact details for the Adult Safeguarding Board and the Children's Safeguarding Partnership.

For review: Dec 2021

Document review date 14th June 2022

About Sustain: the alliance for better food and farming

Sustain is the UK's alliance for better food and farming, a UK charity bringing together hundreds of third-sector, business groups, local authorities and communities at national and local level to improve the food we eat and the way it is produced, so that it is better for people and the planet. We champion policies to improve children's health; farmer and food worker livelihoods; and the impact of production on the environment and nature; grassroots work to alleviate food poverty, support community growing and enterprise skills; and promotion of vibrant food cultures, good food education and traditional production techniques.

Sustain is a registered charity, not affiliated to any political party and works in alliance, in a participatory and non-partisan way to secure better food, farming and fishing for the benefit of people and the planet.

[Sustain](#): The alliance for better food and farming, charity number 1018643.

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