

TERMS OF REFERENCE

Birmingham Food System Partnership

1. Purpose

- 1.1 The Birmingham Food System Partnership (BFSP) is a sub-committee of the Birmingham Health and Wellbeing Board. The purpose of the partnership is to work together to apply a whole systems approach to understanding the city's food system and improving food behaviours and related inequalities at the population level across Birmingham. The partnership does this primarily by ensuring that a joint action plan is co-produced and delivered.
- 1.2 The BFSP works towards this purpose by participating in the operationalisation of the Birmingham Food System Strategy, which sets the strategic direction for the city until 2030. The partnership is responsible for the strategic delivery of the Birmingham Food System Strategy, including the creation and ongoing management of the Birmingham Food System Strategic Action Plan.
- 1.3 The BFSP (formerly the Creating a Healthy Food City Forum) previously had oversight of the development of the Birmingham Food System Strategy and action plan.

2. Objectives

The partnership has the following overarching objectives:

- 2.1 To co-produce and deliver an informed, accessible, city-wide Birmingham Food System Strategic Action Plan that outlines key actions to deliver the Birmingham Food System Strategy. The action plan will underpin the delivery of the Health & Wellbeing Board's priorities and indicators relating to food.
- 2.2 To oversee the performance and delivery of the Food System Strategy and address areas for future development and improvement.
- 2.3 To deliver a joint vision for addressing current healthy, sustainable, local and affordable food levels in the city and to make the most of opportunities for joint working. This will involve coordinating between partners and partnerships and considering where agendas and resources might be shared more effectively, where appropriate. This will enable collaborative and synergistic work to improve Birmingham's food system.
- 2.4 To promote best practice and sharing of ideas including collaboration that may lead to maximisation of external funding opportunities; research will also be embedded at every opportunity to support food system improvement and activity evaluation.
- 2.5 To report to and support the activities of the Health and Wellbeing Board via three brief written updates and one annual update presentation to the Health and Wellbeing Board. The partnership will produce a brief written update (maximum 250 words) as part of the minutes after each meeting for circulation at the next available full Health and Wellbeing Board meeting. The BFSP will also produce an Annual Update for the Health and Wellbeing Board on its work, including progress against its stated goals. This update will be presented to the Health and Wellbeing Board and ensure oversight and accountability of the BFSP.
- 2.6 To provide a strategic direction and seek alignment with work being undertaken through a range of other relevant work programmes and boards as required.

- 2.7 To contribute to the development of Joint Strategic Needs Assessments (JSNAs) and other relevant works as required.
- 2.8 To contribute to informing commissioning intentions as required.
- 2.9 To promote communication and engagement with the stakeholders and residents of Birmingham relating to food system work as required.

3. Principles

The Partnership expects all partner agencies and group members:

- 3.1 To engage, co-produce, and own the Birmingham Food System Strategic Action Plan for the Birmingham Food System Strategy.
- 3.2 To own the Food System Strategy through promoting and driving transformation and improvement within their respective services and organisations.
- 3.3 To attend meetings of the BFSP and engage with meeting minutes and actions.
- 3.4 To embrace the aims and objectives of the BFSP.
- 3.5 To consult and/or inform the Partnership over organisational changes (including any changes in representation) that may impact on collective working.
- 3.6 To follow and work within the performance management framework agreed by BFSP partners.
- 3.7 To proactively manage risk and acknowledge the principle of shared risk in the context of partnership working.
- 3.8 To report on progress on mutually agreed actions.
- 3.9 To share relevant information and promote collaborative and innovative work.

4. Membership

- 4.1 The BFSP has a core group of organisations that play a key role in the food system and have the responsibility to improve specific elements of the Birmingham Food System for the benefit of the population of Birmingham. Independent expert members and those representing citizen voice may be added to the partnership with the agreement of existing members and implemented through a standardised open process.
- 4.2 The BFSP can invite independent expert members to join their membership through the Chair, Co-Chair, and lead officer considering a request to join. The request should be accompanied by a short (100 words) explanation of why this member would bring value to the partnership. If there are no immediate issues, this request will be shared to all partnership members via email. Unless a concern is raised, the default will be that the request is approved by the membership and the new member will be invited to the next meeting. This process is only relevant for new members and does not apply in the case of a new representative from an organisation that already attends the partnership.
- 4.3 Citizen voice and those with lived experience can be added to the partnership's membership through the same process as above. Any involvement will also require an existing member of the partnership to be responsible for the new member (including their safeguarding). This will predominantly be the partnership's lead officer, but other members may also take this role depending on the context.
- 4.4 We are not able to provide any financial remuneration for partnership membership.

- 4.5 The BFSP requires its members:
- 4.5.1 To have the authority to make decisions in relation to the Food System on behalf of their organisation or be able to seek and secure them within timescales agreed by the BFSP.
 - 4.5.2 To attend all meetings, or in exceptional circumstances to arrange for a suitable named delegate to attend in their place. In case of delegating, the nominee should be appropriately briefed prior to attending the meeting and able to make decisions on behalf of the organisation they represent.
 - 4.5.3 To represent the views of their nominating organisation, to keep their nominating organisation informed about progress, and to communicate the outcomes of the BFSP meetings to their organisations.
 - 4.5.4 To ensure that there is prompt progress and delivery by their nominating body on any actions agreed by the BFSP.
 - 4.5.5 To engage in positive and constructive discussions between members in order to achieve workable solutions to common issues.
- 4.6 The membership of the BFSP may be reviewed from time to time as necessary. New members may be admitted provided that:
- 4.6.1 any such new member is able to demonstrate to the satisfaction of the BFSP the contribution that they can make to the overriding aims and objectives; and
 - 4.6.2 in deciding whether or not to admit any such new member, the Chair shall consider the current size and composition of the BFSP.
- 4.7 Other persons may attend meetings of the BFSP with the agreement of the Chair/ Co-Chair, including to present.

5. Meetings

- 5.1 The partnership will meet quarterly across each calendar year, with an ambition of one of these meetings being held in-person. This will be monitored by the partnership's lead officer to ensure that suitable adjustments can be made during the transition from the previous formats.
- 5.2 Partners may be requested to contribute to a forward plan which will be used to develop the agenda for meetings.
- 5.3 The agenda for meetings, agreed by the Chair, and all accompanying papers and discussion points will be sent to members at least 3 working days before the meeting. Late agenda items and/or papers may be accepted in exceptional circumstances at the discretion of the Chair.
- 5.4 Minutes of all meetings of the BFSP (including a record of attendance and any conflicts of interest) will be approved and circulated within 10 working days and submitted for approval to the next appropriate meeting.
- 5.5 The partnership has the discretion to form sub-groups to focus on specific topics, populations, or themes.
 - 5.5.1 These sub-groups can include those who are not members of the Birmingham Food System Partnership. Sub-group membership does not automatically give membership to the Birmingham Food System Partnership or the ability to attend BFSP meetings – new members can only be added via the process delineated in section 4.

- 5.5.2 These sub-groups do not need to have their own formal governance arrangements; they are accounted for within these Terms of Reference.
- 5.5.3 The work of these sub-groups should also be included in the Annual Update.
- 5.6 BFSP administrative support will be provided by the Public Health Division, and they will be responsible for arranging and minuting meetings and disseminating supporting information to BFSP members.
- 5.7 BFSP meetings will be monitored by and accountable to Health and Wellbeing Board through the agreed reporting arrangements.

6. Chair

The Co-Chairing approach of the BFSP will consist of an Elected Member from Birmingham City Council and a non-BCC member of the partnership.

- 6.1 Any member can self-nominate to become the co-chair of the partnership. If there is already a co-chair in position, then their nomination will be considered for the next time that the position is vacant.
- 6.2 Co-chairs have an impartial chairing role and should represent the best interests of the partnership. A full list of expectations will be provided to those who nominate themselves, but these include the following:
 - 6.2.1 Attendance at all partnership meetings (in agreement with the other co-chair).
 - 6.2.2 Following the agreed agenda and inviting speakers to contribute to the meeting.
 - 6.2.3 Guiding the discussion and keeping each item within the timing of the agenda.
 - 6.2.4 Co-ordinating with the partnership's lead officer to agree an outline forward plan for each year and attending a brief planning meeting before every quarterly meeting.
 - 6.2.5 Escalating concerns from partnership members to the Health and Wellbeing Board.
 - 6.2.6 Attending the Health and Wellbeing Board alongside the partnership's lead officer for its annual update to the Board to provide assurance from a Chair's perspective.
 - 6.2.7 Championing the partnership's agenda across the wider health and social care system as well as their own professional networks.
- 6.3 If there is only one nomination for co-chair, then this will be subject to a confirmatory vote at the next available partnership meeting. If there are two or more potential co-chairs, an appointment will be made through either:
 - 6.3.1 An election process and partnership vote. The election process will be administered by the Public Health Governance Team.
 - 6.3.2 Direct appointment of a co-chair based on circumstantial evidence to enable equity of access to positions of power i.e. if a nominated community co-chair has little to no governance experience, they may be the preferred co-chair, in keeping with the partnership tenants of providing sufficient upskilling opportunities to underserved communities.
- 6.4 Potential and incumbent chairs can be removed if they do not meet the co-chair expectations (e.g. failure to attend 2 or more partnership meetings without a valid exception agreed with the Chair). If a co-chair is also a representative of an organisation that is removed from the partnership, then they will vacate the position by default. The co-chair may also be removed if they meet non-Chair expectations (e.g. conduct expectations including those pertaining to delivery of BCC contracts, where appropriate).

- 6.5 Co-chairs will be reviewed annually alongside the full membership of the partnership.
- 6.6 Should no co-chair either come forward or be suitable for election, the BFSP can continue with solely the elected member as Chair.

7. Decisions

- 7.1 Recommendations and decisions will be arrived at by consensus and recorded in the minutes and a decision log.

8. Conflicts of interest

- 8.1 Whenever a representative has a conflict of interest in a matter to be decided at a meeting of the BFSP, the representative concerned shall declare such interest at or before discussions begin on the matter, the Chair shall record the interest in the minutes of the meeting and unless otherwise agreed by the BFSP that representative shall take no part in the decision-making process.

9. Review

- 9.1 The partnership will publish a full Terms of Reference on the relevant Birmingham City Council webpage
- 9.2 The Terms of Reference will be required to be reviewed every three years as a minimum, although they can be reviewed more frequently if decided by the Co-Chairs. This review will be conducted by the Co-Chairs and the partnership lead officer.

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