



CARDIFF FOOD & HEALTH STEERING GROUP TERMS OF REFERENCE

STATUS OF THE GROUP

The Cardiff Food & Health Steering Group is a formal partnership working to improve health

PURPOSE OF THE STEERING GROUP

- To act as the Food and Health Sub-Group of the Cardiff Health Alliance.
- To agree the annual Food & Health Action Plan.
- To review and update as required the Cardiff Food & Health Strategy.
- To report to the Cardiff Health Alliance progress on any amendments to the Strategy, Action Plan and other key developments.
- To act in an advocacy role promoting the Health Alliance and the benefits of healthy eating, sustainability and food safety.
- Implement National Strategies at a local level and support the implementation of local strategies.
- To share information and best practice relating to Food & Health programmes and other related initiatives among the steering group and network.
- To raise the profile of Food and Health issues within their respective organisation and partners.
- To act in a strategic role by providing support and direction to the Cardiff Food and Health Network.
- To support the Food and Health Network events in continuing to raise the profile of Food & Health Issues.

MEMBERSHIP OF THE GROUP

- Membership of the Group will include individuals from local, regional or national organisations in the public, voluntary or private sector that influence food and health issues or can provide expert advice on food and health issues.
- Group members can agree new representation to sit on the Steering Group. New members would be invited formally by the Chair.

SECRETARIAT

The Secretariat will be provided by the Health Partnership Team.

DECISIONS

- Decisions will be reached through discussion and consensus. In the event if this is not possible, matters will be put to a vote with all Members having one vote of equal status. Members may vote for, against or abstain from any matter put to a vote. In the event of a tied vote, the Chair will have a casting vote in addition to their vote as a Member. Any substitutes will assume the vote of the person they are substituting for.
- Ex officio members will not be entitled to vote.
- The following process for putting any matter to the vote will be used when consensus agreement cannot be reached.
The Chair will seek any alternative proposal to that being proposed and ask for the motion being proposed to be seconded. If it is seconded, the matter will be discussed and then will be put to the vote by a show of hands. If it is not seconded, the motion will fall and the original proposal will then be put to the vote. Votes will be counted and recorded in the minutes of the meeting.
- The Group may delegate specific decision making to specific Group Members or Support Officers as is decided from time to time. These will be recorded in the minutes of meetings and reported to the next meeting.

FREQUENCY OF MEETINGS

Meetings will be held 4 times a year