



GREATER LINCOLNSHIRE LEP FOOD BOARD

TERMS OF REFERENCE

GREATER LINCOLNSHIRE LEP TERMS OF REFERENCE FOR FOOD BOARD COVER SHEET

Name of Document	New GL LEP Food Board ToR
Purpose	This document sets out the main roles and responsibilities of the Food Board, including membership, governance and recruitment of its members
Author	Strategic Advisory Board Coordinator
Version	2.0
Review date	August 2022
Date approved	December 2022
Date of next review	December 2024
Location	Document can be located within Greater Lincolnshire LEP Management system and publicly via Greater Lincolnshire LEP website
Policy lead officer	LEP Chief Executive

Version Control

Please note this document is valid until formally revoked or replaced

Version	Date	Changes
1.1	November 202	
2.0	March 2022	Title Change Format change including cover sheet and version control

GREATER LINCOLNSHIRE LEP FOOD BOARD

TERMS OF REFERENCE

1 OVERVIEW

- 1.1 The Greater Lincolnshire LEP Food Board is required to steer the strategy and activities of the LEP and influence other partners to influence the future of food within Greater Lincolnshire.
- 1.2 The remit is for the Food Board to be the expert and leadership group that supports and accelerates the growth, productivity, and competitiveness of the food sector in the Greater Lincolnshire Region.
- 1.3 The Board will report into the Greater Lincolnshire Local Enterprise Partnership (GLLEP) as a Strategic Advisory Board (SAB), and its aim will be to shape and influence the future of Food in Greater Lincolnshire.

2. SCOPE

- 2.1 The Food Board will be a high-level leadership group, bringing together private and public sector partners from the wider 'Food community' which it will support and facilitate.
- 2.2 The Food Board will;
 - 2.2.1 Lead, influence, and champion the food agenda;
 - 2.2.2 Develop a vision and action plan for a dynamic, competitive and sustainable Food Sector which can contribute to the UK's competitiveness;
 - 2.2.3 Co-ordinate, facilitate and oversee delivery of action and investment to support the vision and plan; and report on progress and key issues to the LEP;
 - 2.2.4 Working with the growth hub governance board, ensure that the food support products are coordinated and aligned to provide food businesses with a clear route to products and expertise that will help them fulfil their growth potential;
 - 2.2.5 Forge strong connections and influential relationships with the national level (particularly Defra and BEIS);

- 2.2.6 Co-ordinate and broker collaborative relationships around key opportunities for Food within and, in conjunction with the LEP;
- 2.2.7 Facilitate networking and inter-action between specialist sectoral and other Food groups, agencies and programmes;
- 2.2.8 Ensure that the LEP is advised of progress, key issues and any material changes which are likely to affect the LEP's overarching Business Plan and that any necessary corrective action is taken.

3 ROLES AND RESPONSIBILITIES

- 3.1 Board Members will be advocates for the issues that Greater Lincolnshire faces and start to seek out and articulate the grand challenges that will be faced by Greater Lincolnshire.
- 3.2 The Food Board, will provide high level strategic guidance to:
 - 3.2.1 Review the Greater Lincolnshire Agrifood Sector Plan, and the outcomes (which will identify what works and measure impact) and endorse recommendations;
 - 3.2.2 Identify gaps or underperformance in existing support;
 - 3.2.3 Develop new activities and programmes to accelerate business formation and growth ;
 - 3.2.4 The Food Board will act as an advisory body for the LEP on all matters within the scope of its remit;
 - 3.2.5 The Food Board will identify all issues of major importance including strategy, key strategic objectives and targets and key decisions involving the prioritisation of support for Food growth and productivity;
 - 3.2.6 The Food Board will work closely with other senior Boards of the LEP, including the Employment and Skills Board and any new groups with a directly relevant remit, that the LEP may establish;
 - 3.2.7 The Chair of the Food Board will agree the most appropriate forms of joint working with the Chairs of the other senior Boards and these might include reciprocal membership or regular attendance of each other's' Boards;
 - 3.2.8 The Food Board will build close working relationships, through means to be agreed, with other key partners. These include the Councils of the Local Authorities; EEF, FSB, IOD, CBI, Chambers of Commerce, and other appropriate organisations including Food Business Networks;
 - 3.2.9 The Food Board will promote the recommendations in the published "Agri Food Sector Plan" to the private sector.

- 3.3 The Chair shall act as the spokesperson for the Board, be a sector champion for the GLLEP and will work closely with the Chairs of the GLLEP's other Strategic Advisory Boards and with the chairs of other senior groups within the LEP area in pursuance of the GLLEP's accelerated economic growth objectives.
- 3.4 The Chair will agree the most appropriate forms of joint working with the Chairs of the other senior Boards, and these may include reciprocal membership or regular attendance of each other's' Boards
- 3.5 The Chair of the Board is responsible for advising the GLLEP Board and reporting to it on all matters within the remit of the Food Board.

4. MEMBERSHIP

- 4.1 The Food Board will be one of the GLLEP's Strategic Advisory Boards. It will have sub sector and geographical representation and be predominately private sector

5. RECRUITMENT

- 5.1 The Board will be recruited through an open recruitment process, and all appointments will be approved by the GLLEP's appointment committee.
- 5.2 The Food Board will have representation from organisations that are central to development and implementation of Food sector initiatives.
- 5.3 The specific role of a Board member is to:
 - 5.2.1 Use experience and knowledge to help shape strategy and policy on the Food sector;
 - 5.2.2 Influence the prioritisation, planning and investment in the Food sector to support provision and the shape of delivery;
 - 5.2.3 Support the strategic aims of the Greater Lincolnshire LEP;
 - 5.2.4 Represent a range of people, organisations or views, not just their own or that of their own organisation;
 - 5.2.5 Participate in Task & Finish groups to carry out specific tasks, as needed.
- 5.3 Members should be senior decision makers and able to influence at local and potentially national level to support the delivery of priorities. They should also be advocates of the sector, able to commit the time to attend board meetings and exert influence as is required.

- 5.4 Food Board members will have a term of office for three years, with a view to renewal for a further three years in order to provide continuity.
- 5.5 The Food Board will approve an annual work plan, and make recommendations to the GLLEP Board for endorsement, whilst also reporting on a regular progress to the GLLEP Board on its delivery.
- 5.6 As members of the Board resign or reach term of office, the Food Board will make recommendations to the Food Board Chair for replacement.
- 5.7 A Code of Conduct and Register of Interest is in place and all Board members and observers are required to complete a declaration.

6. MEETINGS

- 6.1 The Board will meet quarterly. Members are expected to provide apologies if they cannot attend, and can send alternative representatives of their organisation to meetings upon prior agreement of the Chair.
- 6.2 An annual calendar of meetings and venues rotating between Food Board members will be agreed at the outset.
- 6.3 A Secretariat is to consist of a small, flexible team with an initial focus on carrying out core administrative functions (e.g., logistics support for meetings and calls, gathering, sharing, and publishing agenda and minutes in a timely manner to all Board Members and on the Greater Lincolnshire LEP website). Typically, agenda and papers will be sent out to all Board members one week before the meeting is due to take place.
- 6.4 The need for additional support functions will be considered as the Food Board work programme develops.
- 6.5 Board members shall be entitled to invite relevant third parties to attend any meeting of the Board as observers providing that such third parties agree to be bound by the Observer Code of Conduct and shall be entitled to speak at meeting of the Food Board with the prior permission of the Chair but shall not be entitled to vote.
- 6.6 The Board shall give due consideration to all laws and regulations as appropriate.
- 6.7 The Board will, from time to time, consider projects and proposals of a “commercial in confidence” or sensitive nature. All Board Members and Observers will observe the need for confidentiality in this respect.

7. QUORUM

- 7.1 A quorum shall be 30% of overall membership in person or via virtual meeting including at least one Private Sector Member and one Non-Private Sector Member.