FOOD PARTNERSHIP START-UP CHECKLIST

When planning your Food Partnership and Food Strategy it is important to consider the following key organisational and structural features:

1. Partnership structure

a. Representation:

Aim to represent stakeholders across all sectors of the local food system

b. Participation:

Encourage participation of key stakeholders including: the Local Authority, Public Health, CCG/Health care service commissioners and other key stakeholders in the statutory, private and community & voluntary (third) sectors

c. Structure:

Establish a governing body and Terms of Reference

d. Integration:

Link with existing local governance structures and participate on strategic local committees and panels

e. Sub-structure:

Create a core steering/management group and targeted working groups for specific food issues and themes

2. Partnership function

a. Leadership:

Develop strong leadership: a committed core steering/management group and Chair

b. Roles:

Determine clear roles and responsibilities

c. Commitment:

Encourage active engagement through e.g.: meetings, workshops, events etc.

d. Vision:

Develop a clear vision, aims and objectives

e. Process:

Determine a clear and effective decision-making process

f. Capacity:

Encourage and support a good level of energy, skills, expertise and commitment necessary to fulfil the vision, aims and objectives of the Food Strategy

3. Strategy development

a. Whole food system:

Adopt a Strategy with a whole food system approach relevant to the local context and focused on the SFC key themes: healthy food, food access, food skills, food economy, food provision and food and environment

b. Relevance:

Ensure that the Strategy is locally relevant and addresses key local food-related issues

c. Recognition:

Raise awareness of the Strategy with local communities and ensure that it is recognised, endorsed and supported by all partners

d. Integration:

Reflect and integrate the Strategy with existing city/area-wide priorities, strategies and agendas

e. Visibility/Identity:

Aim for the Strategy to be visible and clearly recognised locally with a strong identity/logo/brand

4. Strategy delivery

a. Framework:

Aim for the Strategy to be adopted and endorsed providing the basis for the development of programmes of action focused on addressing locally relevant issues

b. Collaboration:

Adopt a collaborative approach between partners, stakeholders and local communities

c. Campaign focus:

Where relevant reflect and engage with national, regional and local campaigns incorporating them into the action plan

d. Outcomes:

Aim to deliver outcomes across the 6 SFC key food issues: healthy food, food access, food skills, food economy, food provision and food and environment

e. SFC awards:

If possible and appropriate aim to work towards and achieve an SFC Award

5. Policy impact

a. Relevance:

Understand the current local policy environment and identify policy where food-related issues should be considered and reflect this in the Food Strategy

b. Integration:

Attempt to integrate with and reflect other related city/area strategies and action plans and integrate with the city/area planning framework

c. Influence:

Where relevant aim to influence local policies and strategies related to food issues and ensure healthy and sustainable food is included in city/area policies and strategies

d. Recognition:

Contribute to local policy discussion and decision-making and aim to be recognised as credible and influential by public, private and community sector institutions and organisations

6. Sustainability (sustaining the partnership)

a. Resourced:

Seek ways for the Partnership to become adequately resourced and supported

b. Commitment:

Encourage strong and long-term commitment from partners

c. Capacity:

Aim to develop the capacity, skills and expertise to deliver the Strategy

d. Evaluation:

Regularly evaluate, review and refresh the Strategy and measure its impact

e. SFC Network engagement:

Engage with the SFC Network, contribute to SFC resources and attend workshops and conferences, and provide advice and support to other members of the network.

This **START-UP CHECKLIST** follows the same structure as the **SFC HEALTH CHECK**: a tool which can be used to review progress, identify where effort should be focused, and determine where support may be required.