**The Barnet Food Partnership**

**Draft revised Terms of Reference April 2025**

# Who we are

We are the Barnet Food Partnership*.* We are a collective bringing together representatives of different formal and informal groups involved in the food system in the London Borough of Barnet. Stakeholders include people from every step of the food journey from the “field to the fork.” See Appendix A for membership at point of publication.

# What we stand for

We believe access to good food in Barnet is an essential right*.* Our vision is to have a food system that promotes health and is sustainable, equitable and resilient. All residents should have access to affordable food that is good for their health and well-being, good for the environment, good for the local economy, and that can bring communities together.

# Where we came from

The formation of the Barnet Food Partnership was identified as a key action in the Barnet Food Plan (2022 – 2027)to optimise the food system in the borough. While initiated by the Council and having council representation, the Barnet Food Partnership has its own independent governance to work collaboratively across the Borough.

# Our shared aims

Our Food Charter outlines the main aims of the Barnet Food Partnership. Specific aims and objectives for the Barnet Food Partnership are outlined in our Workplan and are not identified in these Terms of Reference.

# Membership

Membership is open to any party interested in the London Borough of Barnet’s food system, subject to declaring any conflict of interest with The Barnet Food Partnership’s vision.

Where a conflict of interest is identified, the decision on eligibility for membership will be democratically decided by the existing membership through majority vote at the next full meeting.

Membership of The Barnet Food Partnership is free of charge, but members are expected to play an active role in the Partnership by attending meetings, reading materials sent out to members by the Committee or the Coordinator, and regularly sending news to the BFP monthly newsletter editor.

# Members’ code of conduct

The Barnet Food Partnership expects members to adhere to these standards:

* **Respect**.Treating others with courtesy, listening to their viewpoints, and valuing their contributions.
* **Active participation***.* Maintaining a professional commitment to supporting the wider partnership by fulfilling commitments and adhering to relevant policies where necessary.
* **Accountability***.* Taking ownership for actions, decisions, and meeting commitments.
* **Collaboration***.* Working effectively with others including the sharing of information and resources to meet identified group objectives.
* **Communication***.* Committing to communicating effectively, listening actively, and providing constructive feedback when needed. Proactively promoting the Barnet Food Partnership.
* **Confidentiality***.* Respecting the principle of confidentiality by managing sensitive information with discretion.
* **Inclusivity***. C*ommitting to championing equality and diversity and considering this in all decision-making processes.
* **Adaptability***.* Being flexible and open to change, adapting to new circumstances, and embracing diverse perspectives.
* **Conflict resolution***.* Addressing conflict constructively, seeking resolution through dialogue and compromise and avoiding disruptive behaviour.

**Impartiality and neutrality**

The BFP is committed to maintaining neutrality in all its initiatives and operations. The organisation is not set up to support, endorse, or advance any proposal, project, or initiative that:

* Seeks to confer political, religious, or ideological advantage to any specific group, party, denomination, or belief system.
* Demonstrates bias or preferential treatment based on political affiliation, religious conviction, or ideological persuasion.
* Undermines the fundamental principles of equal representation and non-discriminatory engagement.

All BFP activities shall be conducted with adherence to the principles of objectivity, fairness, and inclusive representation, ensuring that no single political, religious, or ideological perspective is privileged or unduly prioritised.

# Governance

# The Food Partnership and work groups

It is expected that Barnet Food Partnership meetings will be convened no less than once a quarter and notice of at least a month is given.

When workstreams are identified in the wider partnership meetings, sub-groups will co-ordinate membership and activity to achieve the goals of the partnership.

It is expected that the sub-groups will convene no less than once every six weeks and that they report regularly to the Committee and wider membership.

All meetings convened by the Barnet Food Partnership are to be diarised at the end of the preceding meeting, with agendas and minutes of previous meetings circulated no less than five days in advance.

*The decision-making quorum for the Barnet Food Partnership is fifteen.*

The Food Partnership shall have a Chair/Coordinator and a Secretary.

The Coordinator is responsible for convening the wider partnership meetings and chairing or delegating the chairing of meetings.

The Secretary is responsible for coordinating and circulating agendas and minutes, and also circulating relevant information.

# The Executive Committee

The governance and activity of the Barnet Food Partnership will be overseen by the Committee consisting of up to 9 people. See appendix B for the Committee membership at date of publication of these TORs.

The primary function of the Executive Committee is to interact with the membership, listen to members’ views, and coordinate priority areas of work in line with the vision of The Barnet Food Partnership.

It is expected that the Committee will convene no less often than once a month. Notes focusing on action points shall be taken of meetings, and these shall be made available to the committee members no more than 4 days later. The Committee meeting agenda should always include a review of the action points from the previous meeting.

The Barnet Food Partnership Committee will have the following officers: Coordinator/Chair, Secretary and Treasurer/Fund-raiser.

The Coordinator is responsible chairing or delegating the chairing of meetings. Bob Bevil has offered his services in this regard.

The Secretary is responsible for coordinating and circulating agendas and minutes and also circulating relevant information. At present (April 2025) Katherine Carr has offered her services as Minutes Secretary, but we hope to have a General Secretary covering a wider range of duties in the future.

At present we are searching for someone to lead as Treasurer-Fundraiser who would be responsible for coordinating fund raising.

Further officer-holders may be added to the Committee as appropriate and required.

The quorum for a meeting of the Executive Committee shall be five members.

# Tenure

The first Barnet Food Partnership Committee remained in place for 18 monthsto establish the Barnet Food Partnership within the community. This tenure expired on 1st Jan 2025 but some members remained in post.

With effect from this latest version of the TOR (April 2025), the tenure of Committee members shall normally be up to three years.

Committee members may serve a second term if this is agreed by the general body.

Anybody within the general membership wishing to join the Barnet Food Partnership Executive Committee may volunteer to do so if its membership is below 9.

In the event of several interested parties wanting to join the Barnet Food Partnership Committee (where numbers would surpass 9), a democratic vote of the membership will take place to fill the places.

Attempts should be made to refresh the Committee membership by adding at least two new members every three years.

# Conflict resolution and protocol for unseen circumstances

If conflicts or unforeseen circumstances arise that cannot be resolved through applying the members’ Code of Conduct or through other compromise approaches, the final decision shall reside with the majority decision of the Barnet Food Partnership Executive Committee.

This is a live document that, with the agreement of the membership, can be adjusted to reflect our changing circumstances. Its first review was held in March 2025 and the next review will be due in March 2027.

# Data protection and privacy

The Barnet Food Partnership is committed to handling personal data in accordance with the General Data Protection Regulation (GDPR) and the UK Data Protection Act 2018.

The Executive Committee acts as the Data Controller and is responsible for ensuring compliance with data protection legislation. The Secretary serves as the primary point of contact for data protection matters.

All members are expected to respect the confidentiality of personal information shared within the Partnership and to adhere to our Data Protection Policy, which is available as a separate document.

For full details on how we collect, use, store, and protect personal data, please refer to our Data Protection Policy.

# Length of term of this document

These revised Terms of Reference will be effective if agreed by the general membership at its spring meeting 2025.

# Appendix A: Barnet Food Partnership Membership as of 23/4/2025

|  |  |  |
| --- | --- | --- |
| **Name of Organisation** | **Type of Organisation** | **Name** |
| Young Barnet Foundation | food aid | Janet Matthewson |
| Groundworks / Food Hub | food aid | Tereza Horinkova |
| Groundworks / Food Hub | food aid | Sarah Whitby |
| Chipping Barnet Food Bank | food aid | Victoria Miller |
| Chipping Barnet Food Bank | food aid | Bob Bevil |
| Burnt Oak Food Bank | food aid | Deepa Chauhan |
| Romanian Culture and Charity Together (RCCT) | food aid | Dorina Poenaru |
| Finchley Food Bank | food aid |  |
| Give Help Share | food aid / food education | Jacqueline |
| NW7 Food Bank with container garden for food growing and food education | Food aid / Growing | Manisha Abeyasinghe |
| Right to Food Barnet | food aid / advocacy | Charli |
| Rene Cassin - Jewish Voice for Human Rights. (works on right to food) | Human rights | Rachel Vogler |
| Eco Show and Tell | Environment | Shiri |
| Grow | Growing | Lucy Hollis |
| Grow | Growing | Christopher |
| Barnet Community Harvesters | growing | Daniella Levene |
| Colindale community gardens | Growing | Daniella Levene |
| Incredible Edible Barnet | Growing | Wendy Alcock |
| Bread n Butter | Food education | Vicki Williams |
| Bread n Butter | Food education | Filomena Komodromou |
| CB Plus (Community Barnet) | VCFS | Jeni Osbourne |
| Greening Our Neighbourhood | VCFS | Ingrid Posent |
| Friends of the Earth Barnet | Environment | Dave McCormick |
| The Coop (supermarkets) | Retail | Shereen Harrack-Singh |
| The Impact Store | Retail | Kerlyn Guillen |
| Goldsmiths University | academic | Pat Caplan |
| resident with lots of experience on food initiatives and fundraising, also Friends of Watling park and setting up edible gardening in Burnt Oak | Individual | Gaby Bailey |
| Clitterhouse Farm | Food Growing / food economy | Paulette Singer |
| Chair of Open Spaces Barnet, also involved in East Finchley Pollinator project, community gardens | Environment / Food Growing | Roger Chapman |
| Chair of East Finchley Town Team, N2 community gardens (5 community gardens) | Food Growing / food economy | Kate Brown |
| Resident | Individual | Stephen Young |
| East Finchley town team | Food economy | Gail Coles |
| East Finchley town team | Food economy | Kathy Batten |
| Urban Alchemy Local Beer | Food economy | Simon Morley |
| Cricklewood Coffee Company | Food economy | James Colbourne |
| The French Market | Food economy | Alexandre Bal |
| Allotmentz N11 restaurant / hub | various | Nigeal Andall |
| Feast With Us | food aid / food education | Caroline Monkhouse Flower |
| Community Network Group (supporting Iranian and ethnic minorities) | VCFS | Zahra |
| Walkers Supermarket | healthy food / food business | Ketema Walker |
| Jenny Forbes - New Barnet Allotments | foood growing | Jenny Forbes |
| Ian Vickers | Middlesex University | Ian Vickers |
| Sarah Greenwood | Lived Experience | Sarah Greenwood |
| New Citizens Gateway | Food Growing and support for asylum-seekers, migrants | Roya Ebrahimi |
| New Citizens Gateway | Food Growing and support for asylum-seekers, migrants | Farida Stanikzai |
| Citizens UK | various - asylum seekers | Blue Weiss |
| New Citizens Gateway | various - asylum seekers | Conor Doyle |
| Finchley Progressive Synagogue | various - asylum seekers | Tamara Joseph |
| Priya Sinha Kenward | Individual | Priya Sinha Kenward |
| Colindale Community Trust | VCFS | Bina Omare |
| Colindale Community Trust | VCFS | Jan Brennan |
| Barnet Council - Public Health | Local Authority | Kat Carr |
| Livingway Ministries | food bank | Hope Yoloye |
| Citizens Advice Barnet | VCFS | Louise Broadbent |
| Localist Productions | food growing | Localist Productions |
| Golders Green Town Team | VCFS | Rob Cowan |
| resident | Individual | Simon Rea |
| resident | Individual | Teresa Due |
| Iris Lim | SOAS | Iris Lim |
| Yasmin Houamed | SOAS | Yasmin Houamed |
| Susanne Jaspers | SOAS | Susanne Jaspers |
| Volunteers on Wheels | logistics/deliver/charity | Peter Phillips |
| Volunteers on Wheels | logistics/deliver/charity | Gary Weinstein |
| Felix Project | logistics/deliver/charity | Damien Conrad |
| Daniela Amasanti-Debono (GP Mill Hill Practice) | GP |  |
| Deena Kestenbaum | food grower |  |
| Feast With Us | food security (homeless health research) | Eleanor Butterworth |
| Jackie Tumelty |  | Jackie Tumelty |
| Potters Pantry | community café | Jean |
| Public Health | LBB | Luccia Iannucci Rodriguez |
| Our Kids First | VCFS | Naomi Lethbridge |
| Ranjana Joshi | unknown |  |
| HealthWatch | VCFS | Sarah Campbell |
| St. Barnabas Church | food security | Sheila Willard |
| Barnet Collective | food security | Karen Kiil |
| Barnet Collective | food security | Jo Tweg |

# Appendix B: Barnet Food Partnership Steering Committee as of 07/05/25

Katherine Carr, Barnet Council Public Health

Bob Bevil, Chipping Barnet Foodbank

Victoria Miller, Chipping Barnet Foodbank

Manisha Abeyasinghe, NW7 Hub Manager

Jenny Forbes, New Barnet Allotment Society

Peter Phillips, Volunteers on Wheels

Gary Weinstein, Volunteers on Wheels

Jan Brennan, Colindale Communities Trust