

Devon Farming and Food Board

Terms of Reference

- 1. NAME:** The entity shall be known as The Devon Farming and Food Board (hereinafter to be known as 'The Board').
- 2. PURPOSE:** *To be an informed and inclusive, rapid response, multi-agency group to promote the social and economic well being of food, farming and the environment in Devon.*
- 3. ACCOUNTABILITY:** The Board has been established to support and champion the activities of Devon's farming, food and environmental sectors. It reports to its constituent organisations. .
- 4. AIMS:** The Board acknowledges the priorities set out in the Devon Rural Strategy 2007, and the SW CoRE Sustainable Farming and Food Strategy.

The Board will help to accomplish these aims through advice, guidance and lobbying to the public and private sector, Government agencies and other strategic and delivery bodies.

- 5. KEY TASKS:** The key tasks of the Board are as follows:
 - Be the main source of advice and guidance to and from Devon County Council, the Devon Economic Partnership, the Devon Rural Network (DRN) and the Board's members and partners on significant matters relating to sustainable farming, food and the farmed environment in Devon.
 - Provide up to date information on Sustainable Farming, food and the environment in Devon, through networking, information exchange, encouragement of joint working, and sharing of good practice.
 - Provide a collective response to Consultations
 - Monitor activities within the farming and food industry locally, regionally and nationally and promote these in the interest of farming and food businesses in Devon.
 - Lobby National, Local and Regional Government on key issues for farming, food and the environment in Devon
 - Work closely with the RDPE delivery groups to ensure all identified activities are carried out in Devon.
 - Foster improved joint working through informal discussion, updating on activities, and information exchange
 - Chatham House Rule to be observed by members of the board. Highlight confidential nature of minutes when appropriate.
- 6. WORK PROGRAMME:** The Board's work programme to be reviewed on a six-monthly basis or as frequently as necessary.
 - Researching funding opportunities to sustain the operation of the Board (RDPE, Link to SWCoRE Strategy)

- Focused lobbying on significant issues for farming, food and the environment in Devon
- Animal Health & Welfare issues – Bluetongue, Bovine Tb, etc
- Sheep Electronic Identification (EID)
- Farmers' well-being
- The Rural Development Programme for England (RDPE)
- Uplands
- Water Framework Directive and Catchment Sensitive Areas
- Nitrogen Vulnerable Zones (NVZs)
- Agri-environment Schemes
- Future of CAP
- Coastal Access
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7. MEETINGS:

- The Board will meet bi-monthly with additional meetings as and when appropriate.
- All discussions to be in the context of the farming, food and environmental sectors
- Any other business should be submitted prior to the meeting to the Secretariat
- Updates from members may be submitted to the Secretariat for circulation in advance of meetings; or given verbally at the meeting.
- Members to be requested for Agenda items in advance of meetings.
- Agenda to be agreed between the Chair and Secretariat for circulation by email in advance of the meeting.
- Communication outside meetings to be via email, either sent '*for action*' if a response is required or '*for information*' if no action is required. Alternatively communication via telephone between individuals as necessary.
- A quorum constitutes 33% of the core members.

8. **CONFLICT RESOLUTION:** It is acknowledged that there may be conflict of views on matters from time to time, with organisations having to adhere to their own policy. In such circumstances, it is recognised that there is an additional need for sensitivity if the collective view of the Board is promoted; although any organisation unable to promote particular views will not appear in the membership list in such circumstances.

9. **RELATIONSHIP WITH OTHER BODIES:** The Board will establish a strategic relationship with organisations working in the farming, food and environmental sector to add value to the implementation of regional, sub-regional and local strategies relevant to its work.

10. **MEMBERSHIP OF THE BOARD:** The Board will have a core membership (appendix I) who will contribute their skills and commitment and the support of their organisation. Any organisation engaged in Devon's farming, food and environmental sectors is eligible and welcome to participate in the work of the Board.

A Chair of the Board will be elected from the membership. The Term of office for the chair to be one year, with an opportunity to serve further full terms with the agreement of the membership. The Term of office for Board members to be three years and a requirement to attend at least three meetings per year. A deputy may be sent in lieu of the person normally attending meetings, as it is organisations that constitute membership of the board and not the representative.

The Chair, in consultation with the other board members, has the authority to remove any member of the board if the work of the board is undermined by the offending member.

11. **RESOURCES:** The Devon Rural Network's Co-ordinator will perform the role of facilitator and Secretariat to the Board. The Board has agreed to allow a year from inception for its work to develop before reviewing its remit and resources in 2010. Thereafter, the Board reserves the right to review and revise its remit and resources as necessary.

12. **COMMUNICATIONS:**

- Communication with Board members and the Secretariat should be conducted by email, ensuring that all board members are included and have an opportunity to respond.
- All Board members should ensure the work of the Board is promoted through their respective organisation's newsletters and other methods of communication.

Appendix I

Membership

The following membership table is current as of 21 July 2009

Name	Organisation
Anthony Rew	National Farmers Union
Mary Talbot-Rosevear	Small Farms Association
Pippa Woods	Family Farmers Association
Mary Quicke	Quickes Traditional
Julia Proctor	National Trust
Matt Lobley	University of Exeter
Carol Trant	South Hams District Council
Sarah Woolacott	RDPE Devon
Roland Stonex	FWAG
Robin Head	Devon Farms Accommodation
Nick Creasy	Devon Young Farmers Clubs
Michael Winter	University of Exeter
Maurice Retallick	SW Uplands Federation
Lizzy Kirby	Ruby Country
Kathryn Edwards	EEC Devon County Council
John Varley	Clinton Estates
Ian Mercer	Dartmoor Commoners Council
Giles Knight	Devon Wildlife Trust
Dave Kittow	Blackdown Hills
Tony Lindsell	Devon Trading Standards
Leanne Crawford	Devon Rural Network (secretariat)
Martin Taylor	Devon Conservation Forum
Dan Meek	NPS County Farms Estates
John Mortimer	Country Land & Business Association