



Explanation

Developing a Partnership Work Plan is a guide for those setting out to establish a food partnership. Having a **Partnership Work Plan** is a requirement for membership of the Sustainable Food Places Network.

Introduction

A **Partnership Work Plan** outlines the action you will take and the targets you intend to meet on your journey to creating a strong, robust food partnership. It describes the activities of the partnership itself rather than services or projects that will be delivered by the partnership.

What to do

- Look through the **Building a Food Partnership** theme and **Developing a Food Strategy** theme of the SFP Toolkit.
- A range of **processes** are described from **Engagement** and **Vision** through to **Food System Assessment, Food System Consultation, Food Strategy Development** and **Action Planning**.
- Each process is accompanied by a set of practical tools and guides to give you a clear idea of what is involved and what others have done.
- Discuss and decide which activities best meet your needs.
- Capture the actions that you intend to take; targets that you have set yourself; timeframe and lead person or organisation in a **Food Partnership Work Plan**.
- Submit your **Work Plan**, together with your **Food System Overview** (see tools 10,11 and 12), Terms of Reference document and evidence of meetings to **Sustainable Food Places Membership**

What to consider

- Think about how much capacity you have. Remember extra help can sometimes be found from students, volunteers, other organisations or local authorities.
- Local context will have a big impact in shaping local priorities and how much weight you give to different activities.
- Spending time engaging and building trust with stakeholders early on will provide a strong foundation from which to build and grow.
- The process of engaging stakeholders and building a food partnership can be as useful and important as the food strategy itself.
- The example of a Food Partnership Work Plan below is just to give you some ideas. You don't have to do all of this. Make sure it works for you.

Example Food Partnership Work Plan

Objectives	Actions	Targets	Timeframe	Who to lead
To build broad engagement from stakeholders	Identify potential stakeholders across each of the 6 key SFC areas.	Draft list of stakeholders	End month 2	
	Meet with local authority department leads to outline food partnership proposal, listen to views and seek engagement.	Meet with senior leads in 4 departments	First 3 months	
	Form a food partnership working group with clear terms of reference	Members representing 6 key areas.	By end of month 5	
	Meet 1:1 with other key stakeholders	Meet with 10 key stakeholders	First 3 months	
	Attend existing forums to raise awareness	Attend 5 forums	First 6 months	
To ensure the food partnership reflects a wide range of local views and perspectives	Hold focus groups with seldom heard voices. E.g. People with learning difficulties; Black, Asian and minority ethnic groups; Families on low incomes; Homeless; Asylum seekers	5 focus groups	3-6 months	
	Conduct an electronic survey of residents	500 responses.	6 months	
	Map existing initiatives covering all key issues.	Draft map ready for food summit.	6 months	
Co-create a food vision, strategy and action plan.	Plan and hold a food summit	70 people attend from wide range of sectors and backgrounds	6 -9 months	
	Working groups on key issues established and meet bi-monthly.	4 groups established.	9-12 months	
	Draft actions for each key issue consulted on with stakeholders.	Action plan covering all 6 areas.	9-12 months.	