

# TERMS OF REFERENCE

## 1. Terms of reference for Network Advisory Board

### Purpose

- To provide advice to the Leadership team and Management Board to maximise opportunities for the additional leverage of resources to support horticulture.
- To ensure that the Network themes and priorities are developed from an evidence base and consider existing and future industry needs.
- To inform the position statement and KPIs, and review progress towards them.

### Outline of Functions

- To provide strategic guidance on the development, implementation and evaluation of the Network, reflecting the changing needs within the horticulture industry to ensure its long-term sustainability.
- To provide overall monitoring and evaluation of the Network, including the review of diversity and inclusion of Network membership.
- To support the dissemination of good practice and learning across the Network and to the wider horticultural sector.
- To share information regarding national and international strategies, policies and funding opportunities relevant to the Network.

### Membership/representation

Term of office will be 18 months, with the opportunity for members to stand for a second term. At this time the board will also consider if any new expertise needs to be brought in. The Board will be Chaired for the first term by Liz Goodwin (World Resources Institute). Other members are: i) BBSRC representative (to be appointed), ii) Gemma Chope (PepsiCo), iii) Sarah Blanford (Sainsbury's), iv) Caroline Orfila (University of Leeds), v) Xiangming Xu (NIAB-EMR), vi) Rick Mumford (Food Standards Agency), vii) Rebecca Smith (Valley Produce), viii) Heather Alford (DEFRA), ix) Leon Terry (co-Director; observer), x) Carol Wagstaff (co-Director; observer), xi) Sofia Kourmpetli (Liaison Manager)

Secretariat will be provided by the Network Manager (Jane Bradbeer).

### Quorum

For the meetings to be quorate and actions agreed, the minimum number of people attending should be at least five and represented by:

- Chair of the Advisory Board (or his/her representative)
- Two additional members
- One of the co-Directors
- The Liaison Manager

### Frequency

Meetings will take place twice per year, usually in Q2 and Q4.

### Reporting



The Advisory Board will report back to the Management Board via minuted meeting reports and more immediately via the co-Directors who represent both Management Board and Leadership Group in an observer capacity. Since Management Board will sit in the quarter ahead of Advisory Board meetings their reports, and funding decisions, will be made available for Advisory Board to review.

### **Review of Terms of Reference**

These will be reviewed every 18 months to ensure continuing relevance and ongoing development of the Network strategy.

## **2. Terms of reference for Management Board**

### **Purpose**

- To provide support for the Co-Directors in the delivery of the Network vision and objectives.
- To ensure that operational and community building activities steer the Network towards meeting its objectives.

### **Outline of Functions**

- To be responsible for managing pump-priming project evaluation and ensuring that the breadth of relevant themes in the Agriculture and Food Security Strategy are adequately met.
- To promote collaborations and interactions with other institutions, networks and businesses who work with horticultural crops or in fundamental plant sciences.
- To provide advice, information and other support, e.g. promotion of activity to personal contacts, to the Network Advisory Board.

### **Membership/representation**

Term of office will be 18 months, with the opportunity for members to stand for a second term. At this time the board will also consider if any new expertise needs to be brought in. The Board will be Chaired for the first term by Cathie Martin (John Innes Institute). Other members are: i) Leon Terry (co-Director), ii) Carol Wagstaff (co-Director), iii) Richard Colgan (University of Greenwich - NRI), iv) Jim Monaghan (Harper Adams University), v) Julie Graham (James Hutton Institute), vi) Katherine Denby (University of York), vii) Will McManus (WRAP), viii) John Clarkson (Warwick University), ix) Simon Pearson (University of Lincoln), x) Nicky Harrison (AHDB), xi) Peter Walley (University of Liverpool), xii) David Barney (Geofresh)  
Secretariat will be provided by the Network Manager (Jane Bradbeer).

### **Quorum**

For the meetings to be quorate and actions agreed, the minimum number of people attending should be at least seven and represented by:

- Chair of the Management Board (or his/her representative)
- Five additional members
- One of the co-Directors

### **Frequency**

Meetings will take place twice per year, usually in Q1 and Q3



**Reporting**

The Management Board will report into to the Advisory Board via minuted meeting reports and more immediately to the Leadership Group via the co-Directors who represent both Management Board and Leadership Group.

**Review of Terms of Reference**

These will be reviewed every 18 months to ensure continuing relevance and ongoing development of the Network strategy.

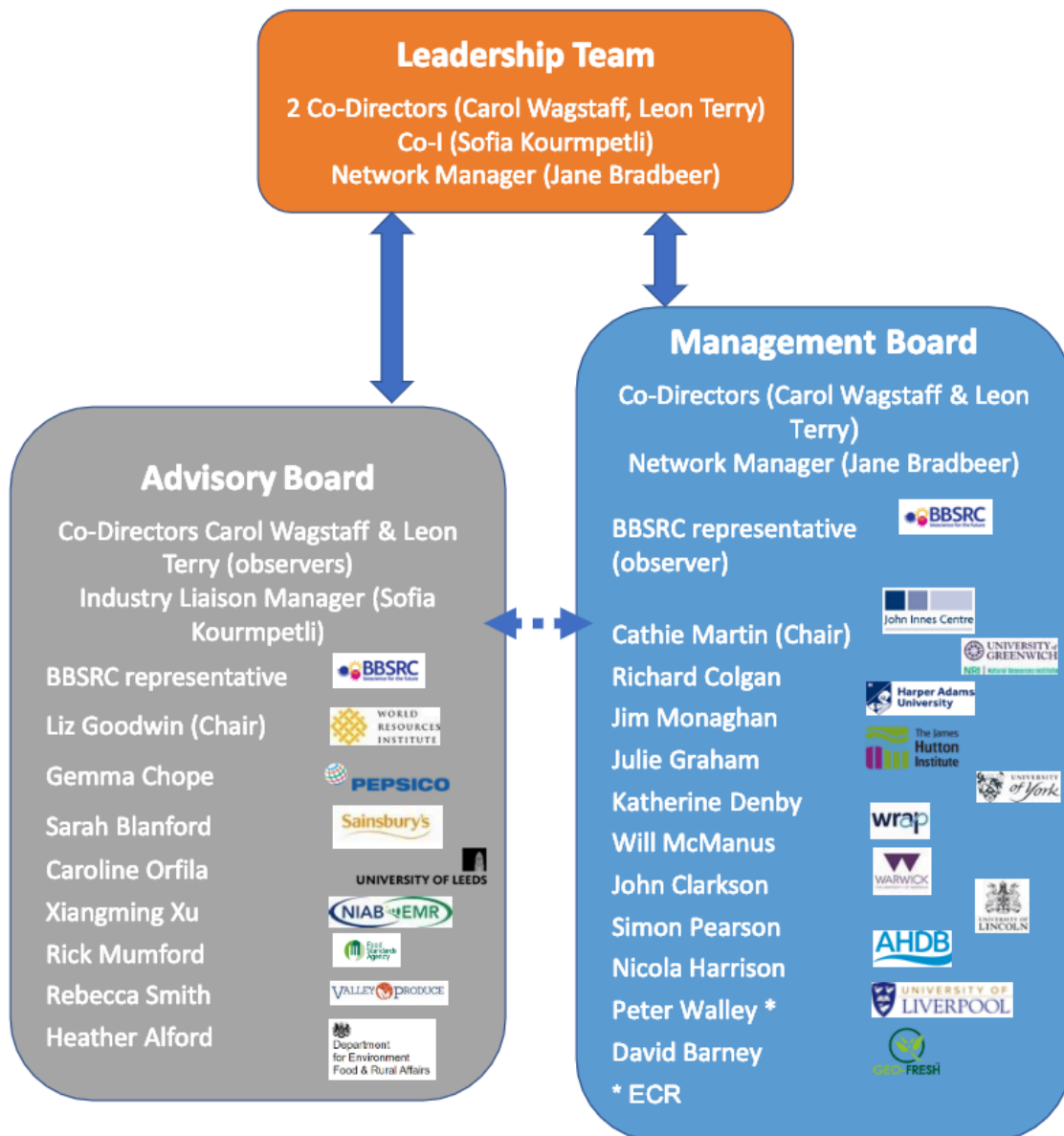


Figure 1. Relationship between Network boards. Dotted line indicates communication rather than chain of command.