

Emergency Food Use Draft Action Plan – October 2015

Objective	Task	Lead	Start Date	Progress
Emergency Food Strategy in place	Develop an emergency food strategy with a clear action plan and monitoring and evaluation framework, linked to the Food Plan objectives and the Community Support Grant policy objectives	Marie Galton / Sue Holden / Kathryn Ellis	Dec 2015	Discretionary funding review goes to Executive 28 th October 2015. Dependent on outcome, work will be initiated around the EFS for 16/17
	Evaluate the impact of emergency food provision as part of the annual monitoring	Kathryn Ellis / Marie Galton	May 2016	Evaluation begins with survey in May 2016 to inform the NS&CIC July meeting
Understanding of the demand / supply of emergency food	Monitor the citywide demand for emergency food, including the potential impact of further welfare reforms	Kathryn Ellis / Tim Adkin	Ongoing	Monthly LCL (or provider) meetings monitor the FNSG
	Continue to map emergency food provision including food banks, breakfast/lunch clubs to include weekends and school holiday periods and identify gaps in provision and suggest projects / pilots as a result of the findings	FNSG / Kathryn Ellis / Tim Adkin	Ongoing	Monthly LCL (or provider) meetings monitor the FNSG
	Map hot emergency food provision across the city	James Rattenberry	Dec 2015	
	Continue to conduct annual quantitative and qualitative surveys into emergency food provision and demand	Kathryn Ellis / James Rattenberry	July 2016	Evaluation begins with survey in May 2016 to inform the NS&CIC July meeting
	Collate and monitor monthly returns, from the CSG team with input from Leicester Charity Link	Kathryn Ellis / Nilkesh Patel / Tim Adkin	Dec 2015 and ongoing	Monthly ongoing
	Provide information on providers / location of emergency food to food banks / local agencies	FNSG / All	Ongoing	Quarterly and ongoing
The Food Network Support Group (FNSG)	Continue to support the development of partnership and collaborative working, inter-scheme sharing and redistribution of surplus food	Tim Adkin/FNSG	Ongoing	Procurement April 2016
	Develop terms of reference in partnership with the group and work programme	Kathryn Ellis/ Marie Galton/ FNSG/Sue Holden	Jan 2016	

Develop quarterly monitoring and evaluation framework	Tim Adkin / Sue Holden	Feb 2016	
Develop objectives for the LCL/CSG procured project coordinator in relation to the FNSG	Kathryn Ellis	Dec 2015	Specification complete pending Discretionary Review Executive meeting. Procurement April 2016
Develop a training programme to enable providers to understand the client group and their specific needs, to problem notice, make referrals, signpost to other agencies (advice and support available), explaining universal credit and how to claim, consultation techniques, data collection and submission	Kathryn Ellis	Jan 2016	Reviewing contract variation with Legal in light of UC implementation 25 th January 2016

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The Food Network Support Group	Support the group to develop, implement and monitor a common referral scheme between providers and referral agencies	Tim Adkin / Kathryn Ellis	Jan 2016	
	Develop the key learning from 2015 survey on cooking skills and facilities to implement projects to support sustainable food and fuel in the city	FNSG / Sue Holden / Marie Galton / Kathryn Ellis	April 2016	Development of problem notice work around sanctions and crisis support for utilities
	Continue to build links between the FNSG and organisations such as Citizen's Advice, Public Health and Regulatory Services	Kathryn Ellis	Ongoing	
	Identify FNSG emergency food needs and develop solutions in response	FNSG / Kathryn Ellis	Jan 2016	
	Develop an exit strategy to oversee the gradual move from food banks to more sustainable options	FNSG / Kathryn Ellis	Nov 2015 /ongoing	
Understanding of additional services linked to emergency food providers	Continue to map additional services linked to emergency food provision such as advice, signposting and form filling	Kathryn Ellis / Tim Adkin / FNSG / CA	Ongoing	
	Identify skills needed to provide these additional services	Kathryn Ellis / CA	Feb 2016	
	Undertake skills analysis of staff / volunteers providing additional services and look at opportunities for moving volunteers into work (where applicable)	FNSG Food Bank Coordinators	Mar 2016	
	Develop and deliver communication programme to raise awareness of advice, support and emergency food available across the city in partnership with the FNSG, CA, Advice Leicester Partnership	Kathryn Ellis / Tim Adkin / FNSG / CA / ALP	Jan 2016	

**Coordinating and
expanding
provision**

Develop proposals to extend the current provision to include weekends, bank holidays and school holidays, including gateways and referral processes	Kathryn Ellis	May 2016	Survey to be developed for May 2016
Implement the 'What should be in the bag' scheme to supply a healthy selection of food in the bag, contents will be monitored	Kathryn Ellis / Marie Galton / Sue Beasley	April 2016	
