

Action	Comments	Lead officer/department	Timescale
1. All LBHF front line services to be HFFB Voucher Partners	<ul style="list-style-type: none"> <li>HFFB will be invited to report on referrals made by council services in order to identify where an improvement in referral rates might be achieved.</li> <li>HFFB to be offered the opportunity to attend team/divisional meetings where appropriate to inform/train teams on HFFB Voucher process and requirements</li> </ul>	<ul style="list-style-type: none"> <li>ASC: Liz Bruce,</li> <li>ChS: Mike Potter</li> <li>ELRS: Sue Harris</li> <li>HRD: Glendine Shepherd</li> <li>HF Food Bank</li> </ul>	<p>Details of team managers to be provided by end March 2015.</p> <p><i>May 16: List provided. HFFB to be asked to provide analysis on take-up by partners</i></p>
2. Encourage and support appropriate commissioned services to become HFFB Voucher Partners	<ul style="list-style-type: none"> <li>Children's Services (including schools and nurseries), Day Care and Home Care providers to be encouraged to become HFFB Voucher Partners</li> </ul>	<ul style="list-style-type: none"> <li>ASC: Paul Rackham</li> <li>ChS, Mike Potter</li> <li>ELRS: Sue Harris</li> <li>3<sup>rd</sup> Sector: Sue Spiller</li> <li>HF Food Bank</li> </ul>	<p>Details of external service provider contacts to be provided to HFFB by April 15.</p> <p><i>See above</i></p>
3. Encourage external agencies to support the delivery of Food Banks	<ul style="list-style-type: none"> <li>External agencies to be approached with a view to becoming HFFB Voucher Partners and/or raise awareness of the need to signpost individuals to HF Voucher Partners in the borough.</li> <li>Work with health providers to enhance and encourage signposting to services addressing food poverty and food poverty crisis.</li> <li>Support organisations delivering services which address food poverty to build relationships with other businesses in the borough, including</li> </ul>	<ul style="list-style-type: none"> <li>3<sup>rd</sup> sector: Sue Spiller</li> <li>HF Food Bank</li> <li>Health Services: tbc</li> <li>Public Health: Pete Westmore</li> <li>HRD: Antonia Hollingsworth</li> <li>ELRS: David Page</li> </ul>	<p>Information distributed to 3<sup>rd</sup> sector orgs via Sobus by end of March 2015</p> <p>Publicity to GP forum/CCG by March 2015</p> <p>Info to business contacts by March 2015</p> <p><i>Information widely distributed during</i></p>

	facilitating introductions to other potential supporters, including local football clubs, emergency services etc.		<p><i>2015, though repeat of the message is required.</i></p> <p><i>Info sent out in School Zone before summer holidays 2015. Same to be done prior to summer hols 2016</i></p>
4. Support the broader provision of support to address low income and food poverty	<ul style="list-style-type: none"> <li>• Cabinet Member to consider project proposal and funding request to deliver additional advice and support to those facing food poverty crisis, i.e. an advice and support worker placed at the Food Bank.</li> </ul>	Sue Spiller	<p>CM Decision report by April 2015</p> <p><i>Funding to CAB for advice at Foodbank commenced 2015.</i></p>
5. Promote HF Food Bank to local residents	<ul style="list-style-type: none"> <li>• Information to be posted on the Council's website and circulated via other external communications to promote Food Bank services to local residents and H&amp;F staff.</li> <li>• Information will be targeted at areas with high levels of deprivation.</li> </ul>	HF Food Bank Louise Raisey, Communications	<p>Information on Food Bank on the Council's website by end of February 2015.</p> <p><i>Number of articles published. Guardian articles in January and February 2016. Opening of W12 centre will include targeted info to local residents.</i></p> <p><i>Leaflet published by Sulgrave Club. Have invited SC to bid for</i></p>

			<i>FTSG to print more copies. Not yet actioned by SC.</i>
6. Leading by example	<ul style="list-style-type: none"> <li>HFFB collection points to be offered in Hammersmith Town Hall, Park View Health Centre, 145 King Street and all area housing offices.</li> <li>The Council will promote and encourage staff and residents to donate food items to HFFB via these collection points.</li> </ul>	<p>HF Food Bank – collection containers</p> <p>Louise Raisey – info on Council’s website</p> <p>TTS to identify points for Food Bank collection containers</p>	<p>April 2015</p> <p><i>Collection point in HTH completed. Collection points elsewhere subject to suitability of the site. Further internal publicity required.</i></p>
7. Support the continued development of HF Food Bank	<ul style="list-style-type: none"> <li>Support HFFB to identify and secure appropriate storage premises in the north of the borough.</li> <li>Identify additional support towards HFFB transport needs.</li> <li>Support targeted information to local residents particularly in areas of highest deprivation in the borough, and consider financial support in times of high need when HFFB food supplies may not meet demand.</li> </ul>	<p>TTS: Marcus Perry HF Food Bank 3SIF/FCS: Sue Spiller Communications: Louise Raisey</p>	<p>Premises identified at 75 Bloemfontein Rd. Negotiating with HRD, re. length of rent free period. Likely HFFB will require grant funding for premises refit and redecoration. Decision report to be submitted once costs provided by HFFB.</p> <p><i>Works completed 4<sup>th</sup> Feb 2015, lease completed 18<sup>th</sup> Feb 2016. Formal opening March 16.</i></p>
8. Support the evidence base for Food Bank and other services which address	<ul style="list-style-type: none"> <li>Dependent on what info can be provided by HF Food Bank/Trussell Trust, LBHF to provide data analysis</li> </ul>	<p>FCS: Lee Fitzjohn H&amp;F Food Bank</p>	<p><i>Research project with Trussell Trust being explored.</i></p>

and mitigate low income and food poverty:	support in order for HFFB and broader services, addressing low income and resultant food poverty, to better understand the impact of their services, where services could or should be targeted better and the impact on broader socio economic measures.		
9. Publicise support available to people experiencing Food Poverty	<ul style="list-style-type: none"> <li>• Contact major retailers – who do you donate items to</li> <li>• Contact recipients, and ask other local orgs – do you provide café, food parcels or other support to individuals experiencing Food Poverty crisis.</li> <li>• Aim to publish info on help available on council website – possibly updated version of Sulgrave Club leaflet.</li> </ul>	<p>Sue Spiller, by June 16</p> <p>Community Investment: by June 16</p> <p>Community Investment/Communications team, by July 16</p>	<p>On track</p> <p>Info request to be circulated via CIT and Sobus end of May 2016.</p> <p>Awaiting Sulgrave Club to respond.</p>
10. Support development of local Rose Voucher scheme	<ul style="list-style-type: none"> <li>• Initiate contact with Alexander Rose charity to discuss how LBHF can support this initiative locally</li> </ul>	Sue Spiller HFFB	By July 2016