

Obesity Alliance Cymru

Terms of Reference

1. About Obesity Alliance Cymru

1.1. Function

1.1.1. Obesity Alliance Cymru is a forum for organisations to collaborate, and influence policy on preventing and reducing obesity in Wales. Obesity Alliance Cymru can provide a unified, influential, and independent voice for action on obesity. We have over twenty members with a strong and comprehensive evidence base.

1.1.2. Obesity Alliance Cymru is composed of leading national charities, medical royal colleges, campaign groups and membership bodies with an interest in obesity, health, and public health. We work together to influence the Welsh Government and other key organisations policy on obesity. We do this by:

- Meeting at least quarterly
- Advocacy and communication
- Identifying policy-relevant evidence and solutions
- Sharing knowledge and evidence between members

1.1.3. To support these aims, the Obesity Alliance Cymru Officer and Co-Chairs set strategic objectives, and key policy areas which are supported by an activity plan. These should be policy areas where there is broad support among members.

1.1.4. The work of the Alliance and its membership will be underpinned by an environment of respect, trust, and co-operation.

1.2. History

1.2.1. Obesity Alliance Cymru was established in 2017 as a sub-group of the Welsh NHS Confederation Policy Forum (Now the Welsh NHS Confederation Health and Wellbeing Alliance). Its purpose was to influence the development of the Welsh Government's obesity strategy, Healthy Weight: Healthy Wales.

1.2.2. Obesity Alliance Cymru developed headline policy asks in December 2017, articulated in a briefing. Since then, it has arranged engagement sessions with the Welsh Government and Public Health Wales and acted as a hub for sharing information. Obesity Alliance Cymru has also submitted responses to obesity-related consultations.

1.2.3. Obesity Alliance Cymru's current governance arrangement includes two Co-Chairs acting as coordinators and primary decision makers, supported by an OAC Officer. Meetings are scheduled every couple of months, or sooner if deemed necessary.

1.2.4. In 2022 an Obesity Alliance Cymru Officer was appointed to provide secretariat and public affairs support to the OAC and revive the work of the OAC after the pandemic. The OAC Officer is contracted for two years (June 2022-24). The OAC Officer is managed and hosted by Diabetes UK and funded by Cancer Research UK.

2. Meeting arrangements

- 2.1. The OAC Officer will hold meetings at least quarterly, with an AGM held once a year. An extraordinary general meeting will also be held if any urgent issues arise, or if a Co-Chair steps down? The OAC Officer will keep in regular email contact with OAC members. Teleconferences will be coordinated on an ad hoc basis to deal with emerging and/ or contentious issues. The minutes of these meetings are available to all members.

3. Membership

3.1. Definition

- 3.1.1. Members are defined as organisations or individuals that have committed to working together as part of Obesity Alliance Cymru and have signed up to support its policy statement.

3.2. Excluding criteria

- 3.2.1. The following are excluded from membership:

- Commercial companies and their vested interests and representatives (See Appendix 1 for our working definitions of these industries)
- PR agencies
- The Welsh Government and its arm's length bodies, and officials from other governments in the UK

- 3.2.2. Membership will be examined on a case-by-case basis by the steering group and excluded as necessary. Any decision will be final.

- 3.2.3. Appendix 2 outlines the benefits of membership, and Appendix 3 outlines the process for new members wanting to join Obesity Alliance Cymru.

3.3. Data governance

- 3.3.1. By agreeing to be part of Obesity Alliance Cymru, members agree that their contact details will be stored in a database for the duration of time that they are a member. This database will be used exclusively for distributing information, connecting organisations with each other, and arranging meetings. This database must not be shared with non-members, but may be shared with other Obesity Alliance Cymru members, to better facilitate communication.

- 3.3.2. Members must safeguard data in compliance with the General Data Protection Regulation (GDPR).

4. Memorandum of Understanding

- 4.1. The business of Obesity Alliance Cymru is supported by its Memorandum of Understanding, as follows:

- Member organisations are free to follow their own policies but will follow Obesity Alliance Cymru policy when speaking on behalf of Obesity Alliance Cymru, to maximise message

impact. Where an organisation's own policies deviate from Obesity Alliance Cymru policy, members should flag this to the Co-Chairs or the OAC Officer.

- Where there are areas of disagreement between organisations, members will attempt to resolve disagreements respectfully in private rather than in the public domain.
- Members agree to keep information shared by the steering group or other members confidential and not share member updates with individuals or groups outside of Obesity Alliance Cymru.

5. Roles and responsibilities

5.1. Members

5.1.1. Members should ultimately be supportive of OAC's core purpose: to reduce levels of overweight and obesity in Wales. Levels of engagement will vary between members, but where possible, members should aim to:

- Share knowledge on current policies and forthcoming activities relating to obesity prevention policy in Wales and across the UK, via the co-chairs and the OAC Officer.
- If a member is asked to sit on or attend the Obesity Strategy Implementation Group, any relevant feedback and/or papers should be shared with the Alliance via the Co-Chairs and the OAC Officer.
- Sign up to Obesity Alliance Cymru documents in a timely manner.
- Attend and participate in decision-making at full member meetings.
- Support the core purpose of Obesity Alliance Cymru to their members and stakeholders where possible.
- Agree that the Co-Chairs and the OAC Officer will inform members of any media opportunities/responses, and that the Alliance Co Chairs will respond to media enquiries on agreed Alliance policy.
- Inform the Co-Chairs and the OAC Officer if they wish to leave the Alliance.

5.2 Co-Chairs and OAC Officer

5.2.1. Co-Chairs will lead on representing the Alliance on an external basis while also working with the OAC Officer to coordinate the administration and paper drafting required to achieve the agreed actions of the OAC membership.

5.2.2. Co-Chairs should be required to:

- Work with the OAC Officer to set objectives, strategies and work plans for Obesity Alliance Cymru.
- Represent the Alliance on the Obesity Strategy Implementation Group if needed.
- Represent the Alliance in media interviews and quotes.
- Work with the OAC Officer to review consultation responses on behalf of Obesity Alliance Cymru before submission

5.2.3 The OAC Officer will work with the Co-Chairs to Co-ordinate policy, advocacy and communications activity including:

- Draft Alliance briefings and consultation responses
- Organise Alliance events and Senedd engagement activity.
- Report to the Co-Chairs and OAC members on progress and outcomes of activity.
- Act as a central information point for all stakeholder organisations and share information regarding progress and activities.
- Organise the administration of the membership and meetings.
- Organise teleconferences, sub-group meetings, draft agendas, and minutes, and circulate these prior and post the teleconferences respectively.
- Share knowledge on current policies and forthcoming activities relating to obesity prevention policy in Wales and the rest of the UK,

5.2.4 The Co-Chairs will be selected at the annual general meeting each year. If a change to existing Chairing arrangements is required between AGMs, this should be at the next OAC meeting, with an online election if there is more than one candidate for a vacant Co-Chair position.

5.2.5 The OAC Officer current contract will end in June 2024.

5.3 *Sub-groups*

5.3.1 Sub-groups will be set up as and when required. These are short-life working groups made up of specialist representatives from member organisations and they deliver activity on behalf of the alliance. Sub-groups are open to all member organisations, but participants are capped at a maximum of ten per group.

5.4 *Online presence and branding*

5.4.1 At the OAC AGM meeting on the 6th October 2022 members agreed that the OAC should look to increase its online presence and presence among members of the Senedd.

5.5 *Accountability*

5.5.1 The Co-Chairs and OAC Officer are accountable to all members regarding the progress achieved against OAC objectives.

6.1 *Co-chair election process*

6.1.1 OAC members may put forward their candidacy for co-chair to other OAC members for a vote and the two candidates with the most votes will be appointed as co-chair. This process must take place every year at the OAC AGM meeting. If a change to existing Chairing arrangements is required between AGMs, this should be at the next OAC meeting, with an online election if there is more than one candidate for a vacant Co-Chair position.

6.1.2 If a vacancy should arise for one or both co-chair positions before the next election is due, the OAC should meet as soon as possible to fill the position.

7 Financial contributions

7.1 There is no financial contribution as a requirement of membership to the Obesity Alliance Cymru. If any activity that the Alliance undertakes incurs a cost, the OAC Officer and Co-

Chairs should consider how this should be funded, including requesting voluntary contributions from members, as appropriate.

8 Conflict of interest

8.1 *Member relationships with industry*

8.1.1 We recognise that some of our members have transparent and cooperative relationships with corporate partners in the food and drink industry. To ensure transparency and manage any conflicts of interest, all organisations seeking membership to Obesity Alliance Cymru should declare to the OAC Officer and Co-Chairs any joint partnerships with, or resources (financial or otherwise) received knowingly from the food, drink and weight management industries (see Appendix 1 for our working definitions of these industries).

8.1.2 A member form is required from all existing and prospective Obesity Alliance Cymru members which includes a conflict of interest section where organisations should declare income from the food, drink and weight management industries and detail any restrictions around how this funding is spent. Members must declare any new partnerships that could be a reputational risk once a partnership has been formed. We rely on members to be transparent and advise us of any information regarding current or previous partnerships where there may be a perceived conflict of interest.

8.1.3 The OAC Officer and Co-Chairs reserve the right to decline or terminate membership to any organisation receiving support from industry where it is felt there could be wider reputational risk to Obesity Alliance Cymru.

8.2 *Obesity Alliance Cymru relationships with industry*

8.2.1 Obesity Alliance Cymru does not directly engage with or receive resources (financial or otherwise) knowingly from the food, drink and weight management industries. We will consider attending events at which industry are in attendance, but that are organised and facilitated by independent bodies. (See Appendix 1)

8.2.2 This position will be reviewed regularly in response to the changing policy environment e.g. as part of Government led model to tackle policy priorities where industry are stakeholders such as marketing or reformulation.

9 Review

9.1 These Terms of Reference will be reviewed and ratified at the annual general meeting each year.

9.2 Last review date: October 2022

Appendix 1

Definition of food, drink, and weight management industry

Obesity Alliance Cymru uses the following definitions for the food, drink, and weight management industry.

A) Food and drink industry: Commercial companies involved in the manufacture, production, supply, retail, catering, or marketing of any type of food and/ or beverage (including alcohol). This includes (but is not limited to) food manufacturing companies, retailers, out of home sector, catering companies, trade organisations, and baby milk and soft food manufacturers and retailers.

If your partnership is with a company that operates across multiple sectors, members should be required to declare the partnership, and also to demonstrate that the partnership is separate from the food/beverage business.

B) Weight management industry: Commercial companies involved in production of resources, advice and management systems to promote weight loss or to support weight loss. This includes (but is not limited to) weight loss clubs, gym chains, supplement/ meal replacement/ supplement providers, pharmaceutical companies and manufacturers of weight loss surgery equipment.

Appendix 2

Benefits of membership

Obesity Alliance Cymru brings together a range of expert organisations and individuals working in obesity prevention in Wales. By working together, members can share their experience, expertise, and knowledge to take collaborative action as a unified, influential, and independent voice.

- **Influence:** working in partnership with some of the most influential charities, campaign groups and professional bodies means that Obesity Alliance Cymru can influence with credibility at the highest levels of policymaking by speaking as one voice on key issues.
- **Information:** encompassing a wide membership, Obesity Alliance Cymru offers an opportunity to inform and be informed by the broadest possible range of expertise and experience to strengthen our work.
- **Collaboration:** by working together on opportunities ranging from advocacy and campaigns to publications and consultation responses, we can work more efficiently and with a stronger, shared voice on priority issues. Coordination reduces duplication of activity allowing each organisation to focus their resources on where they can add the most value.
- **Evidence:** our collective commitment to evidence-based policy and practice means that our collaboration focuses on those issues that will have the greatest impact on tackling obesity.

Membership will bring the following benefits:

- Regular updates on policy development and other news relating to obesity prevention
- Showcasing of member organisation activity
- Access to shared messages and evidence-based briefings on priority policy areas
- Contribute to joint responses to consultations, access to template consultation responses
- Opportunity to meet with other stakeholders regularly
- Collaboration opportunities
- Opportunity to participate in high-level leadership and action for change in obesity prevention policy

Appendix 3

New members

Obesity Alliance Cymru may accept new members, subject to approval by the Co-Chairs and OAC Officer. Obesity Alliance Cymru welcomes membership enquiries from organisations and individuals who:

- Agree and support the Obesity Alliance Cymru joint policy statement
- Are committed to working in an environment of respect and trust with other organisations within Obesity Alliance Cymru and respect any parameters put in place regarding sharing of confidential information (e.g. not breaking embargos or passing on information to non-members)
- Are committed to working collaboratively to influence policy and practice on obesity prevention: advocacy and communication, identifying policy-relevant evidence and solutions, and sharing knowledge and evidence between members.
- Are independent of policy influence from food, drinks or weight management industry and will declare to the OAC Officer and Co-Chairs any indirect or direct funds received knowingly from industry and can demonstrate they have clear policies in place to ensure complete separation of these relationships and policy position development
- Can demonstrate their commitment to working within the parameters of evidence based public health measures

Interested organisations who meet the conditions are encouraged to contact the Obesity Alliance Cymru Co-Chairs or OAC Officer clare.williams@diabetes.co.uk with any membership enquiries.