

Food Plymouth Community Interest Company (CIC)

Resourcing and supporting the Food Plymouth Partnership Network

Memorandum of Understanding, including Statement of Values and Code of Conduct – updated September 2020

This memorandum of understanding, statement of values and code of conduct applies to all Food Plymouth Partnership and Network theme leads and all the officers and directors and employees of / contractors to Food Plymouth CIC.

Purpose of Food Plymouth CIC and the Food Plymouth Partnership Network

The purpose of Food Plymouth CIC is to ‘carry on activities which benefit the community of people in and in around or visit Plymouth who have an interest in, or would benefit from, consuming sustainable and healthy food and all businesses, individuals, institutions and others enabling and supporting this; in particular (without limitation) to provide a range of products and services linked to promoting, teaching about, raising awareness of and supplying and procuring fresh, healthy food and food related services.’

One of the key ways Food Plymouth CIC achieves this is by supporting and facilitating the wider Food Plymouth Partnership and Network, a dynamic cross-sector partnership networking and enabling body. Relevant partner member organisations will deliver products and services in furtherance of Food Plymouth CIC’s purpose outlined above. Food Plymouth CIC will therefore only consider delivering products and services directly when partner member organisations are unable or unwilling to do so.

Within this offer, Food Plymouth CIC will:

- Provide an informed, independent and unbiased voice for food-related matters germane to all of Plymouth’s residents and visitors.
- Conduct its affairs in a public-spirited manner.
- Attract grant funding and generate its own income through appropriate trading activities.

Values of Food Plymouth Partnership and Network and Food Plymouth CIC

The Seven Principles for Public Life (the ‘Nolan Principles’, 1995) shall apply to all Food Plymouth Partnership and Network theme leads and all the officers and directors and employees of / contractors to Food Plymouth CIC.

In brief, these principles require:

- Selflessness – acting entirely in Food Plymouth CIC and the wider Food Plymouth Partnership and Network’s interests and not obtaining financial / material benefits, other than when having declared any such interests in advance in accordance with the ‘Honesty’ principle outlined below.
- Integrity – avoiding financial / other obligations to external parties who may wish to shape Food Plymouth’s decisions / direction.
- Objectivity – conducting Food Plymouth related business and making recommendations / decisions / choices / awards solely on merit.
- Accountability – being responsible and accountable for recommendations / decisions / actions and actively engaging with any scrutiny associated with this.
- Openness – being open and transparent around recommendations / decisions / actions, stating reasons for these and only restricting information when absolutely necessary.
- Honesty – declaring any private / commercial interests relating to work with Food Plymouth CIC and the wider Food Plymouth Partnership and Network and actively and openly resolving any potential / perceived / actual conflicts of interest.
- Leadership – abiding by, supporting and modelling these principles by leadership and example.

Code of Conduct for all Food Plymouth Partnership and Network theme leads and all the officers and directors and employees of / contractors to Food Plymouth CIC

- Abiding by the law and Food Plymouth CIC’s policies and procedures.
- Declaring any potential / perceived / actual conflict of interest or loyalty as soon as it arises.
- Not gaining personally, financially / materially from membership of Food Plymouth CIC or permitting others to do so through actions / negligence, other than any such gains which comply with the ‘Selflessness’ and ‘Honesty’ conditions of Food Plymouth’s ‘Values Statement’.
- Always acting in Food Plymouth CIC’s best interests and in the best interests of the wider Food Plymouth Partnership and Network.
- When speaking / communicating as a Food Plymouth Partnership and Network theme lead and / or officer / director / employee of / contractors to Food Plymouth CIC, to reflect the views of the partnership and the CIC, even if these conflict with my personal opinions.
- When speaking / communicating as a private individual, to maintain the reputation of the Food Plymouth Partnership and Network and Food Plymouth CIC and those associated with them.
- Endeavouring to read all relevant documents and communications.
- Attending all relevant meetings and giving notice in advance if unable to attend.
- Engaging in discussion / debate / decision making according to procedure.

- Maintaining a respectful attitude to other members / participants, while appropriately ensuring that my own views are expressed / heard.
- Respecting, valuing and striving to accommodate the diversity of opinions, perspectives, preferences and roles which contribute to the vibrancy of the Food Plymouth Partnership and Network and Food Plymouth CIC.
- Accepting that Food Plymouth Partnership and Network and Food Plymouth CIC decisions are final and binding.
- Upholding confidentiality where appropriate, unless expressly authorised to share such information.
- Notifying the Food Plymouth Partnership and Network and Food Plymouth CIC in writing if resigning as a Food Plymouth Partnership and Network theme lead and / or officer / director / contractor to Food Plymouth CIC.

In signing this Memorandum of Understanding, Food Plymouth Partnership and Network theme leads and the officers and directors and contractors to Food Plymouth CIC undertake to:

- Support Food Plymouth CIC's mission and participate in its delivery whenever and wherever this is appropriate.
- Conduct themselves in accordance with the Seven Principles of Public Life as outlined in this document.
- Abide by the Food Plymouth Partnership and Network and Food Plymouth CIC Code of Conduct.
- Be good ambassadors for Food Plymouth.
- Review this Memorandum of Understanding annually.
- Accept that in the event of any conflict between the Food Plymouth Partnership and Network and Food Plymouth CIC, Food Plymouth CIC's articles of association, policies and procedures shall hold sway.

Signed: Print Name:

Organisation(s):

Date: