

Food Carlisle Steering Group

Unincorporated association - Constitution and Terms of Reference

Name of organisation	Food Carlisle
Mission and Vision	<p>Mission: The Food Carlisle Steering Group’s mission is to co-ordinate and support the development of Carlisle as a Sustainable Food City, promoting and encouraging “good local food for all” within the Carlisle District, addressing through food: health and wellbeing, local economic prosperity, procurement, environmental sustainability, resilient communities, and fairness throughout the food chain.</p> <p>Vision: The group’s vision for Carlisle is that it will become the most sustainable food city in the Region and a beacon of good practice nationally, inspiring others, particularly smaller cities, towns, and counties, to replicate our work.</p>
Aims	<ul style="list-style-type: none"> • To drive successful delivery of the action plan, including inspiring and enabling the active participation of and contributions from a wide range of local partners. • To drive forward, influence, shape and consult on city-wide food-related campaigns/projects, targeting the public, institutions and policy makers. • To assist in a rolling public engagement programme on healthy and sustainable food including events, awards, and press, broadcast and social media. • To organise events to encourage networking and the sharing of good practice, at both a local and network level and to contribute to national events delivered by the SFC programme. • To contribute to the activity of the wider network - e.g. sharing local learning and good practice with the wider network. • To co-ordinate funding bids, as required and which are aligned with our strategic priorities. • To commission research, as required. • To work towards setting a common direction for developing Carlisle as a sustainable food city and promoting food within the district, in collaboration with local partners, delivery networks and key regional / sub regional partners. • To link with appropriate other networks and groups to encourage food related activity. • To identify routes of progression from low level, more informal activities into more structured activity within the food infrastructure. • To promote and encourage sign up to the Carlisle Food Charter. • To contribute to the Sustainable Food Cities Network.
Responsibilities	<p>The key responsibilities of the group are:</p> <ul style="list-style-type: none"> • Overseeing the development of a Food Charter/Action Plan and monitoring its delivery.

	<ul style="list-style-type: none"> • Delivering the actions within the plan which have been identified as the group’s responsibility. • Internal and external communications, such as website, newsletters and media. • Identifying funding and delivery of projects aligned with our shared strategic priorities. • Instigation of ideas/projects to shape the future direction of Food Carlisle activity. • Promoting the work of the group and food related issues. • Management of relevant budgets, staff and other resources
<p>Members</p>	<p>Membership of the Food Carlisle Steering Group is open to any and all individuals and organisations, inclusively. Membership should include representatives from a range, as wide as possible, of food stakeholders. Organisations currently represented are listed in Appendix 1.</p> <p>All members support the overarching mission statement of the group and agree to work towards achieving that goal over and above their own individual objectives. Members also agree to adhere to the Food Carlisle equal opportunities policy outlined in this document.</p> <p>Levels of membership: Members can choose to be part of the core Food Carlisle steering group or part of the wider partners. The core steering group will meet at least 4 times a year and are most directly involved in the driving direction on the group. The wider partners are not expected to attend every meeting but will be kept apprised of the direction of the group. The Food Carlisle Steering Group reserves the right to co-opt representatives where the group requires expertise in a particular area. The number of members of the group will be a min of 6; if the group exceeds 45 at any one time, smaller sub groups may be implemented. There is no membership fee to join Food Carlisle. Individuals or organisations must sign up to the Carlisle Food Charter to become a member.</p> <p>The Steering Group will set up task and finish groups from the membership to address and advance key issues / concepts.</p> <p>Personal interests: A member who has a personal interest in any arrangement which the association is proposing to enter into, must declare that interest. No single or multiple partners are to gain, benefit or set up individual / group business opportunities outwith the partnership, or without consulting the partnership and its supporters. The partnership organisations should always work to the mutual success of the partnership.</p> <p>Ceasing to be a member: Members will send apologies if they cannot attend a meeting. Members who have not attended three consecutive meetings will be assumed to have resigned from the group, unless, on the basis of information, the group decides otherwise. An email will be sent out confirming this, giving the member 21 days to respond.</p>

	<p>Any individual or organisation may resign from the Food Carlisle Steering Group at any time; providing they make the group aware - so that any currently running projects and/or responsibilities are able to be covered. A handover report may be required where applicable. Individual contracts for projects must be drafted at the start of a project. Please refer to project individual terms and conditions.</p> <p>The Food Carlisle Steering Group reserves the right to end the membership of an individual or organisation if they are in breach of any of the groups terms of reference, equal opportunities and/or the constitution listed in this document.</p> <p>Any person may be expelled from membership by way of a resolution passed by majority vote at a general meeting (meeting of members), providing the following procedures have been observed:-</p> <p>(a) At least 21 days' notice of the intention to propose the resolution must be given to the member concerned, specifying the grounds for the proposed expulsion.</p> <p>(b) The member concerned shall be entitled to be heard on the resolution at the general meeting at which the resolution is proposed.</p>
Chair / Management	<p>The Food Carlisle Steering Group will elect a Chair and a Vice Chair to lead meetings of the Group and to act as key but not exclusive spokespeople for the Group. These positions will be re-elected annually (if appropriate).</p>
Reporting	<p>The Group will feed into the Carlisle Partnership (and various subgroups) which additionally link to wider groups, for example: the Health and Wellbeing Board, Food and Drink, LEP.</p> <p>See below diagram:</p>
<pre> graph LR CP[Carlisle Partnership Forum] --- CPE[Carlisle Partnership Executive] CPE --- CP_Center(()) CP_Center --- CYC[Carlisle Youth Council] CP_Center --- CSP[Community Safety Partnership] CP_Center --- EP[Economic Partnership] CP_Center --- DC[Digital Carlisle] CP_Center --- FCSG[Food Carlisle Steering Group] CP_Center --- HCSG[Healthy City Steering Group] CP_Center --- HP[Housing Partnership] </pre>	
Equal Opportunities	<p>Brief Statement: Carlisle is home to a wide range of people who make different and valuable contributions to life in the area. We (Food Carlisle) believe that everyone should</p>

	<p>be treated fairly and with respect irrespective of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. We are committed to this statement in all aspects of our work as a partnership; and through projects and services.</p> <p>Members agree to adhere to the Food Carlisle equal opportunities policy and to be mindful of any equality and diversity issues that may arise.</p> <ul style="list-style-type: none"> • We pledge that no person will be discriminated against; by prevention from taking part in the partnership/projects/services based on a particular characteristic they have. • We pledge that no person will be harassed; we ask that members do not behave in a way which makes someone else feel distressed, humiliated or threatened. • We seek to build closer links with all communities across the district to promote equality. <p>Unacceptable behaviour or discrimination may result in the termination of an individual or organisations membership to the Food Carlisle partnership.</p> <p>If a person feels that they have been unfairly treated in anyway, please contact the partnership manager, chair or vice chair.</p>
<p>Committee and Roles/Responsibilities</p>	<p>The business of the group will be carried out by the Food Carlisle steering group at the Annual General Meeting and quarterly meetings. The steering group will meet as necessary and not less than four times a year.</p> <p>Roles are as follows:</p> <ul style="list-style-type: none"> • Chair: who shall chair both general and committee meetings, oversees the direction of the Food Carlisle Group • Vice Chair: who shall support the chair and conduct meetings in the chairs absence, oversees the direction of the Food Carlisle Group • Partnership Manager: who shall represent all Carlisle Partnerships as a whole • Secretary: who shall be responsible for the taking of minutes and the distribution of all papers • Food Carlisle Co-ordinator: who shall be responsible for keeping records of members, supervising projects, applying for funding on behalf of Food Carlisle • Treasurer/co-treasurers: who shall be responsible for maintaining accounts <p>In the event of an officer standing down during the year a replacement will be elected by the next General Meeting of members.</p> <p>Any committee member not attending a meeting without apology for three consecutive meetings will be contacted by the committee and asked if they wish to resign.</p> <p>The steering group meetings will be open to any member of Food Carlisle wishing to attend.</p>

	See Current Board document for more information – including in depth roles and responsibilities.
AGM and other meetings	<ul style="list-style-type: none"> • The Food Carlisle Steering Group will meet at least 4 times per year. Where possible a schedule of dates should be agreed in advance. • Meeting agendas, minutes and papers will be sent out a week in advance of each meeting (where possible). • Members who have not attended three consecutive meetings will be assumed to have resigned from the group, unless, on the basis of information, the group decides otherwise. In accordance with our members agreements above; an email will be sent out confirming this, giving the member 21 days to respond. • A member of the group must identify any areas of personal or pecuniary interest before discussion on that item and if deemed necessary will leave the room for discussion on that item. • AGM will be held once a year. • Meetings for smaller task and finish and/or project groups will be conducted under the rules of procedure. However, these groups will meet as and when necessary until the project is complete.
Rules of procedure	<ul style="list-style-type: none"> • Meetings will be opened and lead by the chair; or vice chair, if the chair is unavailable. • Minutes will be taken at every meeting by the secretary or other designated person. • Meetings will open with the minutes from the previous meeting being read through with the group and confirmed or amended as true. • Voting Rules: <ul style="list-style-type: none"> - All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to. - If any vote or consensus must be made, the issue will be opened and discussed with the group. - If any vote or consensus must be met for minor issues, a vote will be held with representatives present - If any vote or consensus must be met for large issues, a vote will be held with representatives present and then forwarded to the steering group as a whole via email with a deadline for response. - It will be decided between the members present at the time as to whether the issue is minor or needs to be presented to the steering group as a whole. - If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote. • Any other Business
Finances	An account will be maintained on behalf of the Food Carlisle Steering Group by Carlisle City Council as part of their in kind contributions to Food Carlisle. This account is wholly separate from any other Carlisle City Council accounts and dedicated solely to Food Carlisle.

	<p>Records of income and expenditure will be maintained by the Treasurer(s) and financial statements are available on request.</p> <p>All money raised by or on behalf of Food Carlisle is only to be used to further the objectives of the group, as specified in the aims of this constitution. Income generated by/for projects delivered by Food Carlisle should be re-invested into the Food Carlisle group.</p>
Changes to the constitution	<p>Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.</p> <p>Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.</p> <p>Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.</p>
Dissolution	<p>If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.</p> <p>If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be distributed between other food related community groups in the Carlisle district. The organisation(s) will be agreed at the meeting which agrees the dissolution.</p>

SETTING UP THE GROUP

This constitution was adopted on ???.???.2017 by the people whose signatures appear below.

Signed

Print name



Jane Maggs
Chair of Food Carlisle



Keith Jackson
Vice Chair of Food Carlisle

Appendix 1: Carlisle Food City Steering Group Partners.

Over the journey of applying for Food City Status a wide variety of partners have been involved in the process and played a key role in shaping direction.

Membership composition:

- The Soil Association
- Brampton Economic Partnership
- Brampton and District Business Association
- Brampton Food Network
- Carlisle City Council (various departments)
- Cumbria County Council (various departments)
- Sustainable Carlisle
- Cumbria Public Health
- Cumbria NHS Partnership
- Pioneer Food Service
- Carlisle College
- Groundwork
- University of Cumbria
- Food link NW
- UK Healthy Cities
- National Allotment Society
- Riverside Housing Association
- Carlisle Foodbank
- National Farmers Union Cumbria
- Food Producers
- Food distributors
- Food/hospitality outlets
- Cumbria Chamber of Commerce
- Independent Chefs
- Apprentice Farmers
- Dieticians/nutritionists
- Independent Volunteers