



Sustainable Food City Partnership Aberdeen (SFCPA) Memorandum of Understanding

1. Background

There are many different organisations and groups currently involved in a significant number of food-related projects and services in Aberdeen. These range from; food banks addressing food poverty and insecurity, provision of meals to alleviate social isolation, the development of cooking skills and promotion of healthy eating, encouraging community food growing, improvements in procurement and catering and tackling food waste.

Good food is vital to the quality of people's lives. The Sustainable Food City Partnership Aberdeen (SFCPA) believe that every person in Aberdeen should have access to healthy, tasty, affordable food and that this food should be good for the environment and our local economy.

We recognise that food is at the heart of some of our cities most pressing social, economic and environmental problems; however, we also see good food as a key part of the solution. Good food is key to making Aberdeen a fair and prosperous city.

SFCPA has been established as a strategic policy and advocacy group, which seeks to develop high-level co-ordination and influence over food policies and practises in Aberdeen.

2. Membership

The SFCPA is a cross-sector partnership, with members including:

- Aberdeen City Council
- Aberdeen Health & Social Care Partnership
- Community Food Initiatives North East (CFINE)
- Enscape Ltd.
- NHS Grampian's Public Health Directorate (NHSG PHD)
- The Allotment Market Stall
- Robert Gordon University
- Tillydrone Community Flat

Additionally, the Soil Association acts in an advisory capacity to SFCPA.

3. Funding

The SFCPA is jointly funded by:

- Aberdeen Health & Social Care Partnership
- Esmée Fairburn foundation
- NHS Grampian Public Health Directorate

We thank them for their contribution and ongoing commitment to the partnership.

4. Memorandum of Understanding

This document sets out the Memorandum of Understanding for SFCPA. This is a guide for the working arrangements of the group and lays out the purpose, aims, membership and operation of the group.

5. Basis

In May 2016, a workshop event entitled 'EAT Aberdeen' was held to gauge interest in developing the SFC approach in the area. The event was well attended across the public, third and academic sectors, with private sector representation too.

There was a strong consensus that the SFC approach would be beneficial for Aberdeen and that it should be taken forward by developing a co-ordinated policy. From the discussions at this event, specific actions were discussed for each of the 6 priority areas (see below). A number of key points also emerged that will inform the development of the approach.

In order to ensure this work could be continued at a strategic level, it was agreed that the Sustainable Food City Partnership Aberdeen (SFCPA) should be established.

SFCPA recognises the wide range of food-related projects and services currently active in the city and will aim to support these, and new projects, by developing an overarching focus through following the SFC approach. It will not duplicate existing work, but will take actions to ensure challenges are shared, practical solutions are explored, and best practises on key food issues are developed city-wide.

When considering future actions, and developing ongoing plans SFCPA will fully consider both the strengths and weaknesses currently visible in Aberdeen's food system.

6. Priorities and Aims

A number of priority areas have been proposed as initial areas of focus for the work of the SFCPA. These are based on the emerging themes from previous events and the work currently being focused on by the Sustainable Food Cities Network.

These are as follows:

- 1. Promoting healthy and sustainable food to the public.*
- 2. Tackling food poverty, diet-related ill health and access to healthy food.*
- 3. Building community food knowledge, skills, resources and projects.*
- 4. Promoting a vibrant and diverse sustainable food economy.*
- 5. Transforming catering and food procurement.*
- 6. Reducing waste and the ecological footprint of the food system.*

These themes will be used to help develop and structure the development of any strategy or action plan.

7. Membership and Responsibilities

The SFCPA will have representation from a range of sectors. The list below shows the members and their role and responsibility in the partnership:

Organisation / Position	Status	Role and Responsibility
Aberdeen City Council (ACC), Councillor	Member	<ul style="list-style-type: none"> • Chair the SFCPA Board • Lead the Partnership towards delivering its priorities and actions • Advocate for the SFCPA with other bodies and decision makers, as appropriate.
NHS Grampian, Health and Work Advisor	Member	<ul style="list-style-type: none"> • Act as lead contact for the SFCPA in relation to Priority 1 Promoting Health and Sustainable Food • Represent NHS Grampian and promote the work and priorities of the Partnership across the health sector • Advise and support the SFCPA Coordinator with links to health service professionals and providers where required. • Help to embed all SFCPA actions within NHS Grampian
Community Food Initiatives North East (CFINE), Chief Executive	Member	<ul style="list-style-type: none"> • Act as lead contact for Priority 2; Tackling food poverty, diet related ill health and improve access to healthy food. • Via Food Poverty Action Aberdeen; Act as employer and day to day manager of the SFCPA Coordinator and to host meetings of the Board
Aberdeen Health and Social Care Partnership, Public Health Dietitian	Member	<ul style="list-style-type: none"> • Act as lead contact for Priority 3 – Building community food knowledge, skills, resources and projects • Represent Aberdeen Health and Social Care Partnership and promote the work and priorities of the partnership across the health sector • Advise and support the SFCPA Coordinator with links to health service professionals and providers where required. • Help to embed all SFCPA actions within the AH&SCP
Robert Gordon University	Member	<ul style="list-style-type: none"> • Act as a lead academic partner advising on aspects of tackling food poverty and inequalities • Providing support to the Partnership around monitoring, evaluation and evidencing impact of actions

Organisation / Position	Status	Role and Responsibility
The Allotment Market Stall, Development Worker	Member	<ul style="list-style-type: none"> • Provide advice to the Board around the needs of food growing in the city • Promote increased community food growing initiatives and innovative new approaches.; • Provide advice and support to the SFCPA Coordinator around food growing projects in the city
Tillydrone Community Flat, Development Worker	Member	<ul style="list-style-type: none"> • Provide guidance to the Partnership on good practice regarding community development • Ensure the growth and development of community responses towards a sustainable food city
Enscape Consulting Ltd, Director and Principal Consultant	Member	<ul style="list-style-type: none"> • Provide guidance on environmental aspects of SFCPA including potential funding for SFCPA around environment
Soil Association, Acting Development Manager	Advisor (Non-Voting)	<ul style="list-style-type: none"> • Act as lead contact for Priority 5 • Act as the Soil Association's Advisor on all aspects of the SFCPA regarding good practice • Provide guidance to the SFCPA on delivering the partnerships priorities and actions
ACC, Team Leader Environmental Policy	Advisor (Non-voting)	<ul style="list-style-type: none"> • Provide advice from Aberdeen City Council in relation to key strategic, policy and service areas • Promote the work and priorities of the partnership across Council services • Advise and support the SFCPA Coordinator with links to Council staff and help embed all SFCPA actions within ACC services
ACC, Locality Manager	Advisor (Non-voting)	<ul style="list-style-type: none"> • Provide advice from Aberdeen City Council in relation to key strategic, policy and service areas • Promote the work and priorities of the partnership across Council services • Advise and support the SFCPA Coordinator with links to Council staff and help embed all SFCPA actions within ACC services
SFCPA Coordinator	Staff (Non-voting)	<p>As outlined in the job description; primarily to provide an administrative / secretariat function to the Partnership and facilitate:</p> <ul style="list-style-type: none"> • development of the Partnership • the setting and agreeing of goals and actions • monitor delivery against agreed goals and actions

All members will agree to support the overarching focus of the SFCPA. They will demonstrate this by:

- Representing the aims of the SFCPA within their own sectors and organisations and progressing objectives when appropriate;
- Input into the development of a SFCPA Action Plan;

- Seeking to deliver any actions which have been identified in the Action Plan as SFCPA responsibilities;
- Working with partnership organisations to take actions forwards when necessary, including promoting and sharing best practise;
- Assisting with monitoring and reviewing the delivery of the action plan;
- Being an influential advocate for local policies that support the development of healthy and sustainable food; and
- Support any events, conferences or other activities to promote the work of SFCPA.

8. Chairperson

Cllr Lesley Dunbar (Aberdeen City Council) was elected as Chair of the partnership on 31.05.17.

9. Hosting

SFCPA has agreed that CFINE is an appropriate location for the employment and base for the SFCPA coordinator. SFCPA will set the policies and priorities for the coordinator with CFINE's CEO being responsible for the strategic implementation of these and the management and support of the coordinator.

10. Meeting Arrangements and Attendance

The group will meet a *minimum* of 4 times per year.

The SFCPA Coordinator will provide administrative support such as organising meeting dates, venues, taking minutes, agreeing and advising meeting dates.

Meeting agendas and papers will be sent out whenever possible at least 7 days in advance of each meeting.

Minutes and Action Points will be sent out within 14 days of meetings.

Members who have not attended 4 consecutive meetings will be assumed to have resigned from the group, unless, on the basis of information, the group decides otherwise.

The Partnership will at all times seek consensus but if there is a fundamental difference that requires to be resolved by a vote then only those identified as voting members can participate.

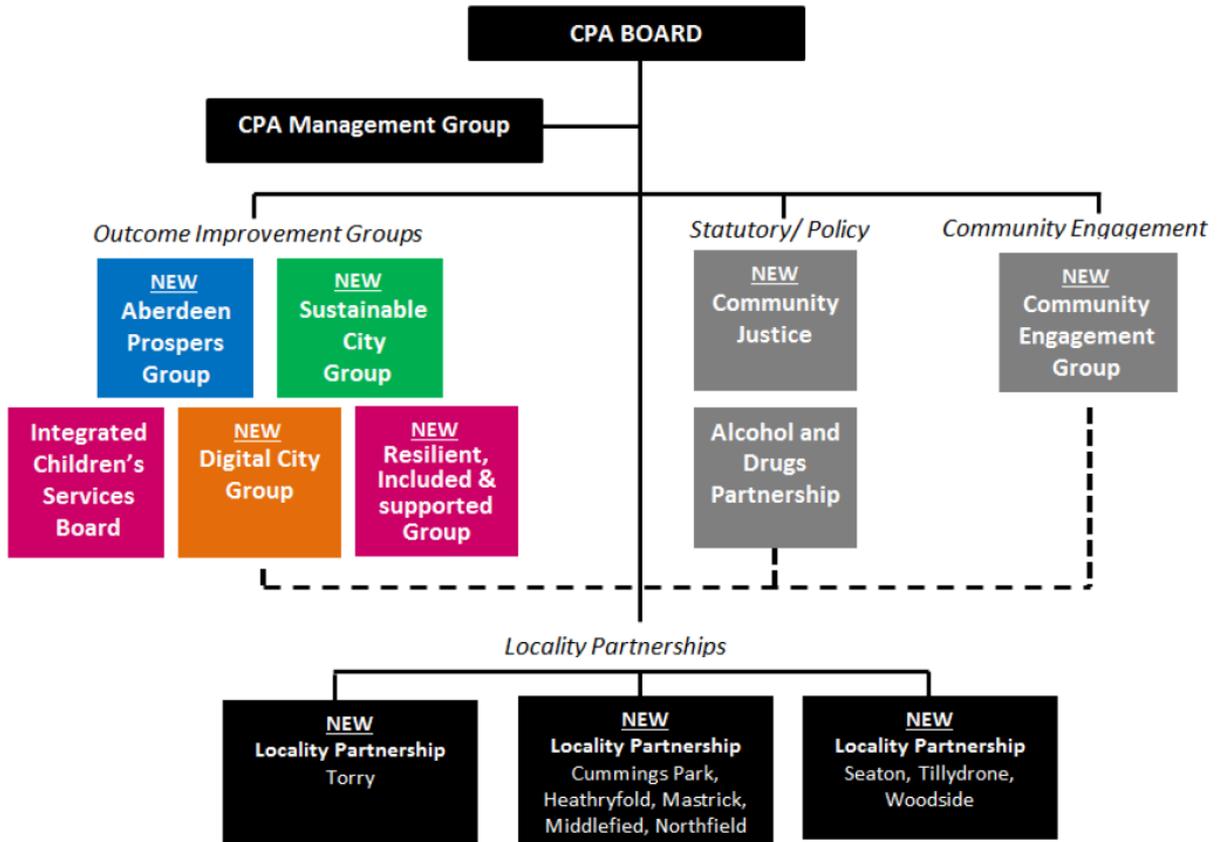
A quorum for an SFCPA will be 2 voting members.

11. Working/ Sub-Groups

In order to ensure that SFCPA remains a high-level, strategic group, it is agreed that work is delegated to working/ sub-groups (based around the 6 priority areas);

These groups will be established as one of the first actions of the SFCPA. Each group will have a lead member who reports back to the SFCPA on progress updates and outcomes.

12. Reporting and Review



It was agreed that the SFCPA will report to the new 'Sustainable City Group' in Aberdeen City Council's Community Planning structure, as above, with crossover into other groups.

These terms of reference will be reviewed at the end of each working year and may be revised at any time following discussions by the SFCPA.

13. Proposed Future meeting schedule and hosts

Dates: The future meeting date(s) will be set at each meeting, and will be confirmed via email in advance.

Host: Community Food Initiatives North East (CFINE), 2 - 4 Poynerook Road, Aberdeen.

