

Dorset Food & Drink CIC
Kingston Maurward
Dorchester
DT2 8PY



DORSET FOOD & DRINK CIC IS SEEKING VOLUNTEER NON-EXECUTIVE DIRECTORS

Do you have the skills and availability to help this exciting not-for-profit community enterprise?

About Dorset Food & Drink

Dorset Food & Drink (DF&D) is an initiative of the Dorset Area of Outstanding Natural Beauty Partnership's. Launched in July 2013 as an AONB-managed project, it exists to promote, celebrate and foster the diverse local food and drink sector in the county building on work done under the banner "Direct from Dorset". In January 2017, it was incorporated as a Community Interest Company to enable commercial development; the structure as a Company Limited by Guarantee with an asset lock means it is a not-for-profit enterprise.

DF&D is a business membership organisation; members pay a subscription based on their turnover to access a variety of benefits and support DF&D's wider work. Members must be Dorset-based food and drink enterprises; by association they support a local food and local economy ethos. Members currently number around 200.

Benefits of membership include promotion, networking, information signposting and increased access to markets. The CIC's defined objects are to:

- Connect consumers with Dorset's outstanding landscapes and its farmed management through local food and drink, to help secure the future of farming, horticulture, food and drink production in Dorset;
- Raise awareness among the public and trade of the wide range of Dorset-produced food and drink, and promote their access to it;
- Encourage and foster development of sustainable food and drink businesses that contribute to the local economy of Dorset;
- Encourage increased environmental performance and efficiency of the Dorset food and drink sector, foster and develop good practice and encourage high standards in production and presentation of Dorset food and drink
- Promote and encourage skills development among the workforce, and opportunities for new entrants in the Dorset food and drink sector
- Represent the Dorset food and drink sector and act as an information hub
- Organise marketing activities, festivals, exhibitions and promotions to promote Dorset food and drink

As a Community Interest Company, its beneficiary community is defined as:

- Residents of, and visitors to Dorset (including Bournemouth & Poole)
- New entrants (and those that aspire to enter) into Dorset's food and drink sector
- Participants in the Dorset food and drink business sector

Community benefit is delivered through:

- Increased access to local food and drink products
- A thriving, locally distinct food and drink sector contributing to the local economy
- Access to employment and training opportunities within the sector

- A thriving tourism sector which contributes to the local food and drink economy

Any operating surplus will be used for:

- Bursaries for training and apprenticeships
- Enhancing the environmental performance of the local food and drink sector
- Minimising the food and drink sector's environmental impact
- Conserving and enhancing Dorset's outstanding landscapes

DF&D has one full-time staff member, Katharine Wright, on secondment from the AONB team (for whom Dorset County Council is the employer) and is currently buying in support on an ad hoc basis. Katharine is managed by Tom Munro, who is currently the sole CIC director.

The Southern Dorset Local Action Group is considering a Stage 2 grant application to support the development of a new website and professional input into the Dorset Food & Drink 'membership product'.

We wish to expand the skills base and management resources behind this great initiative by recruiting a board of 7 or 8 non-executive company directors.

Are you who we're looking for?

We are looking for directors willing to bring a range of relevant skills to the CIC. We would also like directors to act as ambassadors for the CIC and seize opportunities to promote and develop DF&D through their contacts and/or day-to-day work.

We would like our directors to have good management and leadership skills, including strong personal communication, financial understanding and strategic thinking. We want a good number of our directors to come with an entrepreneurial approach and all of them to have a personal commitment to Dorset and/or the local food and drink sector in some way.

Directors need to be able to engage with CIC business using email and own transport is desirable, due to the nature of the county and the possibility of travel to meetings or events.

We believe that having a diverse range of directors, bringing varied skills and experiences, contributes to a balanced and effective Board. We particularly seek the following breadth of skills to be represented on our Board, to a greater or lesser extent dependent upon the strategic priorities of the CIC at that time, with those marked with a * needing to be present at all times.

- Financial management and scrutiny, VAT, payroll*
- Company management and development*
- Staff management and development*
- Legal / governance*
- Public relations, marketing and communications
- Change management
- Commercial development
- Human resources

If the above skills and experience are related to the food and drink sector, so much the better!

While this is not a public role, in the interests of the CIC's reputation we expect directors to undertake their roles according to the 7 Nolan Principles of Public Life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Remuneration

The CIC will reimburse reasonable travel and subsistence expenses incurred on CIC business.

While the CIC structure allows for reasonable pay for directors, we expect that the 'normal' work for non-executive directors is undertaken on a voluntary basis. Work over and above the 'normal' may be paid but should be subject to clear procurement procedures and agreement of all directors.

What are you letting yourself in for?

In terms of time commitment, we anticipate that directors should be able to commit a minimum of 4 hours per month on a voluntary basis.

In terms of legal responsibility, the directors of a CIC (as with any company) occupy an important position of trust and general company law imposes on them a range of duties to the company and other responsibilities. The directors are also responsible for ensuring that the company meets its statutory and other obligations.

In addition to these general responsibilities CIC directors are also responsible for ensuring that the company is run in such a way that it will continue to satisfy the community interest test. In practice, this will mean having regard to the interests of the community the CIC is intended to serve, and in some cases giving more weight to those interests than to generating financial returns for investors in the company.

As Dorset Food & Drink CIC is a new enterprise, we expect the board of directors to take the strategic decisions, delegating day-to-day management and delivery to Tom Munro and Katharine Wright. Full terms of reference to establish the lines of delegation will be agreed by the new board.

It is important not to take on the role of director lightly; while these are non-executive positions the responsibilities are shared equally with any executive director. Having said that, a director's financial liability is limited to £1; DF&D CIC will also insure its directors.

Want to sign up?

Thanks for your interest! Please send a letter or email to Tom Munro (details below) outlining:

- your motivations for becoming involved
- how your skills and experience would help us meet the needs of the CIC and its beneficiary community

You are welcome to call or email Tom if you want to discuss the opportunity further.

EXPRESSIONS OF INTEREST ARE INVITED BY JULY 15TH

Contact details

DF&D CIC Director: Tom Munro, t.munro@dorsetcc.gov.uk / 01305 228237

Dorset Food & Drink CIC, c/o Kingston Maurward College, Dorchester, DT2 8PY

The Dorset Food & Drink project officer, Katharine Wright is also available to answer questions about this project; k.wright@dorsetcc.gov.uk / 01305 228239

If you want to do your own research on Dorset Food & Drink, feel free to talk to some member businesses and look at DF&D's own materials:

- Web: www.dorsetfoodanddrink.org
- Twitter: <https://twitter.com/DorsetFoodDrink>
- Facebook: <https://www.facebook.com/dorsetfoodanddrink/>