

COMMERCIAL IN CONFIDENCE



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[REDACTED]
Food and Drink Sector Council
6th Floor
10 Bloomsbury Way
London
WC1A 2SL

Your ref: 25724
Date: 06/02/2019

Re: Contribution to the Food and Drink Sector Council Operations

I am writing to confirm the details of the funding arrangement regarding the contribution of £25,000; (Twenty-five Thousand Pounds) towards the Food and Drink Sector Council Operations.

The Contribution will be provided as a one-off payment to the Food and Drink Sector Council. This contribution does not give rise to contractual relations between Defra and the recipient resulting in a public contract subject to the Public Contracts Regulations 2015.

In order for Defra to monitor the effectiveness of its contributions it is necessary for us to detail some terms and conditions as set out below.

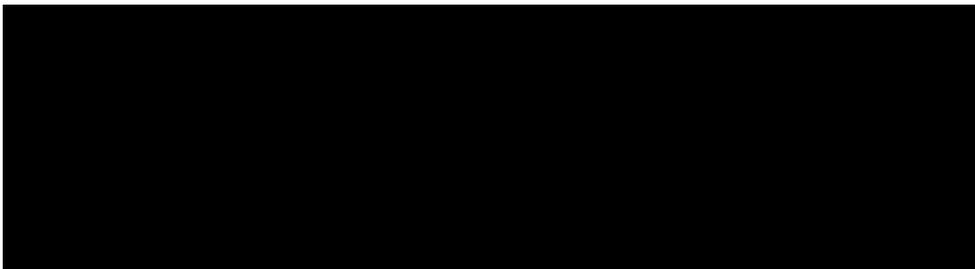
1. The contribution is to be used solely in relation to the Food and Drink Sector Council Operations and for no other purpose. The contribution will be paid only in respect of the objectives detailed in Annex A in delivering the funded activities.
2. You shall monitor the delivery and success of the operations to ensure that the aims and objectives of the Council are being met and that this agreement is being adhered to. You agree that you will provide a brief report setting out how the funding has been applied detailing all relevant outputs, 6 months after the date of this contribution letter.
3. You agree that no activity supported by this contribution will bring Defra's name into disrepute.
4. You agree to ensure that Defra's contribution to the Food and Drink Sector Council Operations will be spent only upon properly incurred expenditure which provides value for money for Defra.
5. You shall comply with and reasonably assist Defra to comply with all and any obligations under the General Data Protection Regulation (Regulation (EU) 2016/679), the Data Protection Act

2018 and all applicable law (meaning any law, statute, subordinate legislation within the meaning of section 21(1) of the Interpretation Act 1978, bye-law, enforceable right within the meaning of section 2 of the European Communities Act 1972, regulation, order, regulatory policy, mandatory guidance or code of practice, judgment of a relevant court of law, or directives or requirements) about the processing of personal data and privacy, which arise in connection with this Contribution.

6. You must include details of Contribution money received and disbursed and any income generated from the funded activities, accounting records, including original invoices, receipts, VAT records etc. You must make these available at any reasonable time for inspection by officials from Defra or their representatives or by the Comptroller and Auditor General of the National Audit Office or his representatives.

Please confirm your acceptance of the award of this Contribution Letter by electronically signing the proposal following the guidance provided and using Defra's e-application system within 7 days from the date of this letter. Please remember to quote the reference number above in any future communications relating to this Contribution Letter.

Yours sincerely



Annex A – Objectives of Funding

- The Food and Drink Sector Council is a relatively new organisation, formed in January 2018. It is still developing its role and activities, and is less developed than some other sector councils, which have been in operation for several years.
- The purpose of this funding is to allow the council to become more firmly established and work more effectively, by providing start-up funding for the council's operations. This will include paying for a permanent and dedicated secretariat.
- Currently, the council secretariat consists of Defra staff and industry staff contributing on a part-time basis, in addition to their day job or on secondment. This activity is being subsidised by industry before our funding comes through.
- The funding will support the day-to-day activities of the secretariat, including organising the council meetings, monitoring the progress of working groups and pursuing actions from council meetings.
- New resource for a permanent secretariat will allow the council to progress its business more quickly and effectively. The funding will also support the development of a council website which is currently underway.
- In turn, this resource will enable the council to pursue its and Defra's policy objectives (the establishment of the Food and Drink Sector Council is a government priority, as set out in the Industrial Strategy White Paper).
- These include bringing together the whole food and drink industry and boosting the UK's productivity, GVA and securing the UK's position as a global leader in affordable, safe, sustainable and high-quality food and drink.