

October 2017



Dear Colleague,

To all members of the APSE national catering advisory group meeting

I am writing to inform you that the next meeting of the national catering advisory group and performance networks benchmarking group meeting will be held as follows:

Date: Friday 20 October 2017
Time: 10:00am Tea, coffee and arrival
10:30am Advisory group commences including
Performance networks benchmarking group
1:00pm Buffet lunch
Venue: **Room 2, YHA, Potato Wharf, Manchester, M3 4NB**

The agenda is enclosed. The advisory group is open to elected members, all officers with an interest in local authority catering, policy officers and trade union representatives of associate member trade unions.

Please ensure you confirm your attendance either by telephoning Vicky Starmer on 0161 772 1810; by email to vstarmer@apse.org.uk or posting/faxing the slip overleaf to Vicky on 0161 772 1811 **before 16 October 2017** so that the necessary arrangements can be made.

Yours faithfully

Vickie Hacking
Principal Advisor



GB 11409



GB 11132



GB 14074



INVESTOR IN PEOPLE

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APSE national catering advisory group meeting

Friday 20 October 2017

Room 2, YHA, Potato Wharf, Manchester, M3 4NB

Agenda

1. Welcome from the Chair of Group

2. **Tendering for Catering Contracts** (Workshop Session)

The session will cover: -

- Principles of tendering
- How to tender effectively

Facilitator: Sharon Jarvis, APSE Associate

3. **Putting the spice back into school catering**

- Enhancing the service through use of a Development Chef
- Growing added value through bespoke packaged services
- Retaining existing business and gaining new

Speaker: Michael Lamb, Facilities and Catering Manager, Gateshead Metropolitan Borough

4. **Catering Services Update**

- A general update
- State of the Market results
- Future challenges

Speaker: Vickie Hacking, Principal Advisor, APSE

5. **APSE Performance Networks**

- Review of Performance Indicators
- Data completion

- National APSE Update on latest policy issues, lobbying activity, briefing papers, publications, including the All Party Parliamentary Group on School Food
- Future topics/areas of work for the groups
- Any other business
- Dates for the future
 - 25 / 26 January 2018 – Catering / FM Seminar
 - 23 March 2018
 - 15 June 2018

Friday 20 October , 2017

Please complete this form and return it to APSE **before 16 October 2017** via fax to Vicky Starmer, on 0161 772 1811 or vstarmer@apse.org.uk

Authority:.....

Address.....

.....

Post Code.....

Name	Email	To attend Advisory Group	Apologies for Advisory Group
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Help us keep our records up-to-date

- Persons contact details have changed, please amend as indicated
- Please add name and details to your database
- Person has left the company (if so please complete the details below for the replacement)

Please print details

Title _____ **First Name** _____ **Surname** _____

Job Title _____ **Authority** _____

Department _____

Address _____

Post Code _____

Telephone _____ **Fax** _____ **Email** _____



APSE national catering advisory group meeting



From Piccadilly Train Station and the Bus Station:

From Piccadilly Station take the train to Deansgate station or the tram to G-Mex Station. For the tram you will need a city centre ticket which you can purchase on the platform. The Metrolink is suitable for wheelchair users. From Deansgate Station cross Whitworth Street into Deansgate, then turn left onto Liverpool Road. Potato Wharf is two thirds of the way down, across from the Museum of Science & Industry. The YHA is behind the Castlefield Hotel.

From G-Mex Metrolink Station, cross the tracks & turn left. You will see signs for the YHA down the stairwell or lift, past the Roman fort, down the steps and across the Castlefield Event Arena next to the canal.

Wheelchair users will need to cross the street when they come out of the lift. Turn left, first right and left into Liverpool Road then onto Potato Wharf.

By Road:

Follow signs for Castlefield/Museum of Science & Industry. The hostel is behind the Castlefield Hotel and opposite the Museum of Science & Industry.