

The Catering Partnership Management Panel

- 2.1.1 The aim of the Partnership Management Panel is to support the catering working partnership through monthly management meetings and information exchange, and to provide longer term data and plans to the Partnership Management Board. The role of the Panel is definitively one of support and monitoring (ie it will not seek to involve itself in or control specific operational issues).
- 2.2 The Partnership Management Panel will meet monthly and will comprise at least one of the two original directors/principals from JIP, WTC managers, JIP Managers and **four Members of Woodley Town Council**. The Panel might also include a non-operational representative from JIP (such as a representative from the CiC Board once the CiC is established).
- 2.3 These are intended to be highly operational meetings and must include operational staff.
- 2.4 Each month, trading figures will be prepared by representatives from JIP and WTC and presented to all staff (including the Catering Manager, for example)
- 2.5 Each six months (or as required) trading figures, plans and evaluative information will be collated and presented to support Partnership Board meetings. Partnership Board feedback and direction will be accepted and implemented
- 2.6 The inaugural meeting(s) of the Partnership Management Panel should include priority agenda items as follows
- Directions from the Partnership Management Board
 - Bar management, licensees and associated matters
 - Policies and Procedures not yet in place but required (listed, prioritised and allocated as tasks, as appropriate) including training and development, volunteering, grievance and disciplinary
 - How SiS and WTC will work together and separately to promote and market the Catering operation overall, and outlining fair and reasonable approaches to resourcing this
 - An approach to creating a clearer identity for the café
 - Workflows (including invoicing, management accounting, bookings and the functioning of the Panels)
 - A volunteering strategy and plan
 - A comprehensive quality framework (including compliance specifications in the Contract – such as the Health and Safety File, performance indicators, customer feedback from all areas of the catering operation, reporting)
 - Financial projections for the coming year (including staffing structure and equipment)
 - Plans and developments for the coming year and beyond
 - Contingency/ risk plans for the priority activities