

CATERING PARTNERSHIP

VERSION	DATE	AMENDED?	COMMENTS
1.0	25/8/20	no	Original version

1. TYPE OF COMMITTEE => Partnership

2. PARENT COMMITTEE => Strategy and Resources Committee

3. 6 MONTH MEETING RULE VALID (see 6.1.k)

a. NO

4. SIZE => 4 Councillors plus representatives of the Catering concession

5. DUTIES AND POWERS

4.1. VOTING RIGHTS

a. Voting is inappropriate for this Partnership.

4.2. OVERALL PURPOSE

a. The aim of the Partnership is to support the catering working partnership through monthly management meetings and information exchange, and to provide longer term data and plans to the Strategy and Resources Committee. The role of the Panel is definitively one of support and monitoring (i.e. it will not seek to involve itself in or control specific operational issues).

4.3. MEETINGS

- a. The Partnership will meet every two months and will comprise at least one of the two original directors/ principals from Brown Bag, Woodley Town Council TC managers, Brown Bag Managers (the holders of the current concession) and four Members of Woodley Town Council.
- b. The meetings are intended to be highly operational meetings and must include operational staff.
- c. Each month, confidential trading figures will be prepared by representatives from Brown Bag and provided to the partnership meetings and Strategy and Resources Committee.

4.3. INAUGURAL MEETING

- a. The inaugural meeting(s) of the Partnership should include priority agenda items as follows
 - i. Directions from the Partnership
 - ii. Bar management, licensees and associated matters
 - iii. 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

- iv. How Brown Bag and Woodley Town Council will work together and separately to promote and market the Catering operation overall, and outlining fair and reasonable approaches to resourcing this
- v. An approach to creating a clearer identity for the café
- vi. Workflows (including invoicing, management accounting, bookings and the functioning of the partnership)
- vii. A volunteering strategy and plan
- viii. 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)
- ix. Financial projections for the coming year (including staffing structure and equipment)
- x. Plans and developments for the coming year and beyond
- xi. Contingency/ risk plans for the priority activities