

February 2010



Dear colleague

APSE national catering advisory group followed by catering benchmarking 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 19th March 2010
Time: 10:00am Tea, coffee and arrival
10:30am Advisory group commences
12:30pm Buffet lunch
01:15pm Benchmarking group commences
02:30pm Close
Venue: Committee Room 1, Manchester Town hall, Manchester Town Hall, M60 2LA

The agendas for both meetings are enclosed. The minutes of the previous meeting will be available on the day.

The advisory group is open to elected members, all officers with an interest in building cleaning, policy officers and trade union representatives of associate member trade unions.

The benchmarking group meeting following the advisory group provides a forum for APSE performance networks members to share best performance based on the performance reports, facilitate group discussions on performance indicator trend analysis and develop process benchmarking.

Please ensure you confirm your attendance either by telephoning Michael Egerton 0161 772 1810; by email to megerton@apse.org.uk or posting/faxing the slip overleaf to Michael on 0161 772 1811 **before Friday 12 March 2010** so that the necessary arrangements can be made.

Yours faithfully

Rob Bailey
Principal Advisor



Association for Public Service Excellence

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Manchester M32 0FP
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INVESTOR IN PEOPLE



GB 11409



GB 11132



GB 14074

APSE national catering advisory group

Friday 19 March 2010, 10:00am for tea/coffee and registration. Commences 10:30am to 12:30pm
Committee Room 1, Manchester Town hall, Manchester Town Hall, M60 2LA

Agenda

1. Welcome from the Chair of Group
2. Apologies for absence
3. **'On-line free school meals and payment'** – Sarah Fogden, Strategic lead, DCSF Gateway to Education Services Project
 - Faster decision making and free meal payment
 - A boost to free school meal uptake
 - Efficiency savings
4. **'Diversification & Innovation in Challenging times'** – Jim O'Brien, Civic Catering Manager, Birmingham City Council
 - Making Civic catering pay its way
 - New avenues for income generation
 - Redefining the business in a changed environment.
5. **'Where next efficiency savings in catering?'** – Rob Bailey – APSE Principal Advisor
 - What are the options for cost saving?
 - What are the likely changes to funding over the next 2 years?
 - Member's experiences
6. National APSE Update on latest policy issues, lobbying activity, briefing papers, publications, Performance Networks etc
7. Future topics/areas of work for the group
8. Any other business
9. Dates for 2010
 - 25th June 2010

APSE catering benchmarking group agenda

Friday 19 March 2010, (after lunch) approx 1.15pm to 3pm
Committee Room 1, Manchester Town hall, Manchester Town Hall, M60 2LA

Agenda

1. Welcome
2. Apologies for absence
3. Matters arising
4. Best and most improved performers 2008 publication
5. Year 12 data collection
6. Template amendments for 2009/10
7. Process benchmarking – equipment and supplies
8. Dates for 2010
 - 25th June 2010
 - PN Seminar – December 2nd/3rd 2010
9. Any other business

Fax back attendance form

APSE national catering advisory group followed by catering benchmarking group meetings

Friday 19 March 2010, Committee Room 1, Manchester Town hall, Manchester Town Hall, M60 2LA

Please complete this form and return it to APSE **before 12 March 2010** via fax to Michael Egerton, on 0161 772 1811.

Authority:.....

Address:.....

.....

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Post Code.....

Name	Email	To attend Advisory Group	Apologies for Advisory Group	To attend PN group	Apologies for PN 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"/>
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		<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** _____