

TUCO Scottish Regional Catering Meeting Thursday 7th November 2019 at Heriot Watt University MINUTES

Attendees:	Ian Macaulay	Edinburgh
	Andy Anderson	APUC
	Thomas Day	Heriot Watt
	Mark Donovan	Aberdeen
	Judith Hoyle [Sec]	TUCO
	Louise Levens	APUC
	Steven McKay	St Andrews
	Nicola Mellor	TUCO Contracting
	Mark Nixon	St Andrews
	Lee Pedley	TUCO Digital Services
	David Pointon	Abertay
	Ype Van der Schaaf	Forth Valley
	Matthew White	TUCO Chairman
Apologies:	Peter Bacchetti	Ayrshire College
	Iain Calder	Forth Valley
	Jennifer Dick	Dundee and Angus
	Matthew Gilmour	West of Scotland
	Brian Jones	TUCO
	Calum Maclachlan	Aberdeen
	Joe McGroarty	Strathclyde
	Graham Patterson	Strathclyde
	Alan Riddell	St Andrews

1. Apologies for Absence

Apologies as listed above

2. Presentation by Coffee Conscience

Ian announced that he has spent £271K in the last year on coffee supplied between Coffee Conscience and Matthew Algie. He enjoyed a 9% savings and sales have gone up by 3%. Also, if a machine breaks down, someone will come out within 4 hours to fix it. According to the Value for Money Report for Edinburgh, in the year 2017 – 2018 savings were £148K and in the year 2018 – 2019 savings were £397K. A clear example as to the benefits of using the frameworks.

3. Minutes of the Last Meeting

These were unanimously agreed by the Members.

4. TUCO Purchasing Reports

Framework Updates

Confectionery – The confectionery agreement is due to expire on 15th November 2019. Based on feedback from a member survey and regional meetings, we are creating a new framework agreement to cover ‘Convenience Retail’. This new agreement will include relevant sections of the confectionery agreement. The new ‘Retail’ agreement will be ready to commence in spring 2020. For those members that use the current confectionery framework, we are suggesting that members extend their individual call off agreements by 6 months to cover the crossover period.

Kitchen Equipment Maintenance – an award notice needs to be placed for each individual call-off.

Meat & Poultry – Pork prices continue to rise due to the on-going swine fever problem. Increases have been introduced by nominated providers against pork lines specifically, though there is a knock-on effect on other proteins (as customers switch from pork to other meats driving up demand).

Turkey - Price increases due for Turkey due to short supplies as the hot weather has reduced supply of Turkeys. Breeding flocks have died in Central France due to heat stress, the UK sources 20% of its Christmas birds/eggs from these hatcheries. The extreme heat in August has caused high mortality on the farms. The high temperatures have reduced food conversion ratios and the birds arriving at the factory are well below their target weights.

Turkeys suffer from Blackhead, a soil based protozoa that has thrived over the summer due to hot weather followed by intense rain. Blackhead has the potential to wipe out a whole flock over a couple of days. Demand for poultry and particularly turkey has increased. Swine Flu in pig production has pushed up pork prices and the restrictions on turkey imports from South America has made the demand for fresh turkey more acute. This combination of factors means that the UK & Europe are producing 20% less turkey than this time last year. The reduced supply of livestock has pushed up live bird prices by over 18% in the last couple of months.

Soft Drinks – Fairtrade items from Bewleys are no longer available. All members who buy the products should have been advised. Further details are available on Bewleys webpage on the TUCO website under soft drinks. Price increases from CCEP are available on ProcureWizard and the TUCO website. CCEP Vending machines are no longer on the TUCO framework agreement, however, members may have them in place via previous agreements. If so, please note that Selecta have taken over the contracts for CCEP Vending machines, have decreased royalty payments and are extending contracts. The statement from CCEP is that unfortunately Freestyle machines are not currently available for universities. We are continuing to look at solutions in order to enable Freestyle to be rolled out but cannot confirm a date when it will be available.

Real Wrap “are back up to full staff levels and actually have a waiting list of prospective employees now! Training has been very successful, and they are in a good place with production”.

DIPCHEM framework agreement renewal – is currently being evaluated to start on 1st December 2019. Hot Beverages - The ITTs have been returned and are currently being evaluated. Alcohol - ITTs have been returned and are currently being evaluated. Sampling took place on 29/30th October. New framework will start 16th January 2020. Framework spend Data reports are on the website - could members check their spend report for accuracy and advise of any inaccuracies. Contract date columns have now been added to this document to gain an understanding on your contract period. Contract Start/contract end/contract extensions.

Pricing

Bidfood have agreed 2 price increases per annum (April and September). Country Choice – 4th November (2.34%). Arzyta – 1st October (4%)

Brexit

The Brexit Impact Tool is available on the TUCO website which has been compiled in conjunction with other consortia and a survey of suppliers has been carried out.

Contract Review Meetings

Vending and Waste took place on 14th and 16th October respectively with IFDC on 3rd October and Catering Light Equipment on the 24th October.

Questions for Members

FINGOPAY (**BIOMETRIC ENABLED PAYMENTS**) Front of house technology – possibly linked up to EPOS. Members were asked if they had any interest in this or if they were already using this technology who are they using.

Do catering teams hold some responsibility for the mental health/wellbeing of students? Do members have any requirements for literature products to share with students/staff to highlight wellbeing messages or helplines? If so, is this something that TUCO can assist with or is everything produced in-house?

Sustainability

TUCO are currently recruiting for a Sustainability Officer. This is an additional resource for the office to carry out sustainability including the Palm Oil accreditation, MSC accreditation and TUCO accreditation. They will also administer the sustainability pages on the website. Palm Oil update – meeting for the accreditation with Mike and RSPO being planned. MSC re-certification successful; Site and Head Office Audit in July & August.

Ian asked if the framework report could state whether the companies on the frameworks could actually supply to Scotland. – *this has now been supplied to all members.*

5. APUC Report

A copy of the full framework report is attached to these Minutes.

Dairy Products has been extended. Grahams can now supply glass bottles for both whole and semi-skimmed milk but only in one pint capacity. They are currently doing a trial with a minimum of 20 bottles but you can split this between whole and semi-skimmed milk. Ype asked about the Pergal – there is not a ‘free on loan’ scheme you have to buy this.

Fruit and Veg contract management meetings are scheduled for December. The Fish and Seafood deal seems to be working very well.

Climate Emergency in terms of Procurement

This links into food and catering and APUC are looking for a representative from the catering sector to sit on the study panel. – *it has now been confirmed this will be Steven McKay from University of St Andrews*

e-Procurement

Ian is currently using Saffron. University of Edinburgh Finance team are now asking to look at central billing through the Scottish Government portal. Whatever system you are using the reconciliation system is done through your Finance system.

6. Training Academy

Courses & Development Days

Full curriculum is now available through the prospectus but there are also additional dates in right up to the end of 2020 on the website. When booking online now (including study tours) the event is automatically updated to the main contact account in the new website and requests that the delegate booked creates an account as well. This is where information for joining instructions will be posted – we will addition send e-mails for a while longer while everyone gets used to the new process.

E-Learning

New market place is available now, members can use a shopping cart process (similar to Amazon) to pick and choose modules to use. Licences can be exchanged for other modules if not used making the purchase flexible dependant on the needs of each members staff mix and their prior learning. You are able to set up your own account by accessing the following:

<https://tucostore.upskillpeople.com/>

The system means you can set up your own staff and add or remove as you wish in your own account.

Post Graduate Qualification

We've had 11 expressions of interest in the Taster Day at LSBU on the 11th of October – you can still come along if you would like to attend by booking on through the website here: <https://www.cognitoforms.com/TUCO2/MastersDegreeTasterEventAtLSBU11thOctober2019> there are bursary's available but applicants should discuss the addition travel and potentially accommodation costs with their line manager. And the amount of attendance required at LSBU should also be discussed, 50% of the Master's degree is delivered remotely and all sessions are recorded – should anyone miss classes – but there is also wider reading to be considered. (This can be managed though and it's best to speak to current cohort – can be arranged through Sarah.)

AOB

The Academy is now an Awarding Body Centre for Highfields in its own right. We're offering Level 2 and Level 3 Allergen controls in catering and Food Safety at cost price for certification and registration materials (no trainer cost at all) – starting from £15 per person, with a view to increasing the number of qualifications which would be delivered regionally. We've already had several bookings and we have run quite a few courses in the last few weeks – 73 students in total so far with a 100% pass rate.

If you're interested in running your own, either in conjunction with other institutions or on your own site then use the regional booking form (or contact Sarah by e-mail.)

We're also pleased to announce that we have a new Business Admin apprentice who joined the TUCO team at the start of September. Sam Blezard has only recently left school after his GCSEs and he will be supporting the Academy and the Contracts team.

Note that Ruth was originally hired to support with some administration across the whole TUCO team on a part-time basis, and moved to the role of Academy Co-ordinator to replace Sam Potts. Regretfully Ruth has also now moved on so a replacement is to be recruited.

Ian mentioned the recent Study Tour to HOST Milan which at a cost of £249 was very heavily subsidized. He asked if there was a possibility to give either bursaries or heavily subsidized places to one of the region's FE colleges who probably could not normally afford to send any of their staff on one of these.

The Scottish region has something called 'Skill Up' training at the Bidfood centre in Larbert and Ian would like to see more of these. He believes that there is a need for more skills based training and certainly more training for chefs.

Steven McKay had recently attended the training course on Waste Management and felt that it was a bit too low key and not pitched at the correct level. We need to keep members' requirement utmost on our list of priorities.

7. Communications

Final touches are being made in preparation for winter conference. There will be no printed collateral this year in terms of marketing – all documents and programmes will be on an App – details of which will be distributed soon. The only thing printed will be name badges, which will use lanyards from previous years and people will be encouraged to return them for re-use.

Value for Money reports will be distributed week commencing 4th November. New for this year is the opportunity to view your Report on your dashboard – visit www.tuco.ac.uk login, click on My Account and scroll down to Documents. If you're a primary contact or a member of the procurement team this should be there this week for you.

The website forum has become quite busy recently – now we just need to keep the momentum going!

The latest Benchmarking Against the High Street report is now available for this quarter, click on the Research tab on the website

8. Board Update

Matthew touched on the subject of Value for Money reports – we have done some work on these to make the reporting more transparent. This now includes not just procurement details but also Learning and Development events, Conferences etc that members have attended.

We have recently held a Team Away Day for all staff and Board Directors to discuss our Strategy for the next 5 years. The Strategy document itself is available via the website. We have a new magazine editor, Liz Jones, to replace Morag Wilson who tragically passed away earlier this year.

The recruitment process is under way for an Academy Assistant and a Sustainability Officer.



The University Caterers Organisation

Our Winter Conference takes place on Wednesday 4th December in Cardiff and the theme this year is 'Sustainable Success'.

Matthew will have a presence at the forthcoming Public Sector Catering Expo in Telford on 19th and 20th November and Mark Donovan will be doing a cookery demonstration.

Chair's Charity – this year we will be walking the Thames Pavement, ending up at Henley Business School. To date we have raised over £111K which has fed thousands of children.

Matthew will be standing down from his Chair's role in July 2020 and Phil Rees-Jones will be taking over from him. The handover will take place at summer Conference.

We are currently recruiting for additional Non-Executive Directors for the Board and an announcement is expected around Christmas time. Ian enquired about the process for electing a new Vice Chairman to support Phil in his new role.

TUCO Online – we have now secured The Access Group on a 10 Year + 10 Year contract.

Matthew thanked everybody for their attendance at meetings and Ian reminded members of the importance of these. It is competitive out there and TUCO is of course not just a procurement organization but a company owned by its members where the benefits enjoyed by TUCO's membership outweighs everything else i.e. the Training Academy, Conference, Competitions etc.

9. Any Other Business

Andy advised members that the APUC Benefits Report would be sent out soon.

10. Dates for 2020 Meetings

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| • Thursday 13 th February | University of Aberdeen |
| • Thursday 14 th May | CalMac Ferries |
| • Thursday 12 th November | A G Barr, Cumbernauld |