

## TUCO SOUTH WEST REGIONAL GROUP MEETING

Tuesday 24<sup>th</sup> November 2020 at 2:00 pm

Meeting held via Microsoft Teams

### AGENDA

1. Welcome from Regional Chair
2. TUCO Board Update
3. TUCO Procurement Update
4. TUCO Academy Update
5. TUCO Sustainability Update
6. Round table – member updates
7. AOB
8. Wine Education/Tasting Session with LWC (to last approximately 30 minutes)
9. Next Meeting Date

**TUCO South West Region Catering Group Meeting**  
**Wednesday 21<sup>st</sup> October 2020 at 2:00 pm**  
**Via Teams**

**Attendees:** Nick Leach  
Kim Ashley  
Sarah Doleman  
Matthew Green  
Ryan Hanson  
Judith Hoyle  
Kai Hunt  
Sue Lightfoot  
Sarah McLoughlin  
Craig Nicholls  
Lisa Pritchard  
Helen Warren

Portsmouth  
TUCO  
Bristol  
South Devon College  
RAU  
TUCO Secretary  
South Devon College  
TUCO Sustainability  
TUCO Academy  
FX Plus  
Bath  
Bath

**Apologies:** David Morton  
Jason Waterfield  
Caroline Wynn

Winchester  
Southampton  
Bristol

**1. Apologies for Absence and Welcome**

Apologies as listed above.

**2. Minutes of the Last Meeting**

These were taken as agreed.

**3. Presentation by LWC**

LWC Guests : Adam, David, Duncan and Sheryl

Adam introduced the presentation by explaining that following their return to the business after lockdown, LWC have seen an increasing demand for cocktails which look good but are simple to make. One of the reasons for this is the introduction of table service everywhere. Duncan spoke about their products which we would be looking at today ie Old J Rum, Agnes Arber Gin and Marlish flavoured Spring Water. David then demonstrated four cocktails as follows:

- Agnes Arber Gin with sparkling lemon water
- Old J Rum with raspberry water
- Pineapple Arber Gin with orange water
- Cherry Old J Rum with Old Jamaica pineapple soda

#### 4. Board Update (Nick)

There was nothing new to report from last time apart from Nick having a virtual catch-up with new Chairman Phil Rees-Jones where they had mainly discussed their institutions' Covid arrangements. Members appeared to be benefitting from the virtual regional meetings.

#### 5. Procurement Update (Kim)

**Temporary Structures DPS** - This agreement covers small to large event marquees and temporary structures (e.g. pre-fabricated kitchens).

<https://www.tuco.ac.uk/procurement/frameworks/temporary-structures-dps>

If any of the south West members have a requirement for a temporary structure but would like to work with their local supplier, please could you pass the details of your local suppliers to [Nicola.Mellor@tuco.ac.uk](mailto:Nicola.Mellor@tuco.ac.uk). As this is a DPS agreement, new suppliers can be added at any point and you have the reassurance of them going through a OJEU process. Members questioned whether there was any need for this at the moment as there are no big events taking place but some people have set up temporary outlets.

**EPOS Agreement** - Mandy Johnston ([mandy.johnston@tuco.ac.uk](mailto:mandy.johnston@tuco.ac.uk)) is currently in the research stages for a new EPOS agreement. Mandy would be very keen to understand the region's views on EPOS and the requirements for the new framework. Your feedback will shape the contract strategy and the lots which are formed. Mandy would like to know if there is interest in both EPOS and APP order/payment systems such as OrderPay. Order pay allows you to:

- Order Ahead
- Click & Collect
- Delivery
- Incorporates Loyalty & Discovery

Feedback/thoughts would be most welcome. If you would like to take a step further and be part of the tender working party, please also contact Mandy to let her know. Nick would like to see how this is being pitched and also when the agreement starts.

#### Sandwiches

- Now that the majority of suppliers have returned either in full or part-time, the procurement team are in the process of arranging annual review meetings. The Sandwich review meetings are due to be held in late November 2020. The member feedback survey is out for completion now and will close on 9<sup>th</sup> November. Please do provide your feedback; <https://www.surveymonkey.co.uk/r/SLWY2TR>
- You may recall that in June we received an update from Tiffin and Street Eats that they were considering a merger. Despite many chasers, we have not been provided an update in writing of the 'new' merged company.
- This has serious legal implications if you are carrying out a mini-competition as we have not received confirmation if they are providing separate or joint submissions.

We are currently seeking legal advice, which I hope will bring the matter to a conclusion within the next 2-3 weeks. I will provide an update at the next regional meeting.

- A food to go retailer Crush is currently approaching member universities to supply ready to eat pot meals. One member has asked me to make contact with the suppliers to see if they can be part of a TUCO agreement, to cover due diligence defence. I will provide an update at the next meeting.

**Chilled pre-prepared meals** - Though the isolation boxes are working well for many, please could the region let me know if you also have a requirement for chilled, pre-prepared meals for those in isolation. Please email [kim.ashley@tuco.ac.uk](mailto:kim.ashley@tuco.ac.uk)

Lisa asked if Kim refers to the Minutes of the meeting regarding feedback on suppliers but Kim would not wait until the next contract review meeting to tackle any issues with suppliers, she would bring this up with them immediately following a regional meeting.

Nick mentioned that he has received boxes from The Real Wrap Co – these are cheaper than Bidfood and he is able to order 1,000 at a time. Sarah added that Real Wrap are doing a bespoke catalogue where students can go in and place their own orders. They have done excellent work with their boxes and other offerings for students as well.

## 6. Academy Update

### *Webinars:*

Date	Webinar Title	Cost
5 <sup>th</sup> Nov	Food To Go Market Findings with Food for Now/Samworth Brothers	FOC
3 <sup>rd</sup> Dec	Beer 101 (first 30 to sign up get free samples)	FOC

### *Courses:*

Date	Course Title	Cost
10 <sup>th</sup> /11 <sup>th</sup> Nov	Mental Health First Aiders Qualification	£200
26 <sup>th</sup> Nov	Level IV Food Safety Refresher	FOC
17 <sup>th</sup> Dec	Level III Food Safety Refresher	FOC
25 <sup>th</sup> Jan to 2 <sup>nd</sup> Feb	Five Day Level IV Food Safety Qualification	£99
7 <sup>th</sup> Jan	Change Management	£25
14 <sup>th</sup> Jan	Level IV Food Safety Refresher	FOC
20 <sup>th</sup> Jan	Mental Health First Aid	£25
11 <sup>th</sup> Feb	Level III Food Safety Refresher	FOC
16 <sup>th</sup> Feb	Social Media Management	£25
TBC Feb/March	Leadership	£25

Anything above not identified as a qualification – attendees will receive a certificate of attendance. All Level II Food Safety and Level II Allergen qualifications are free of charge - TUCO will pay for registration and certification – and can be delivered virtually. Sarah will need a volunteer to invigilate and have 20 minutes of training with her prior to the exam.

Level III Food Safety and Level III Allergens are £55 and £25 respectively and again will require an invigilator from the institution for the exams. There are no set dates but can be arranged with Sarah directly at [Sarah.McLoughlin@tuco.ac.uk](mailto:Sarah.McLoughlin@tuco.ac.uk).

She reminded everyone about the virtual conference on 18<sup>th</sup> November which is free of charge to all members, including the evening social event.

## 7. Sustainability News

Sue told members about the Sustainability Group which anybody is more than welcome to join if you are not already a part of the group. Matthew would be interested in joining the group so Sue would arrange this. The proposed new Sustainability Policy has been circulated to the group for approval. She has also sent out a Sustainability Questionnaire and was interested to hear whether this topic is still high on everybody's agenda and how important it is to them. Regarding NetPositive Futures, the dashboard is being reviewed. Sue will be getting involved in supplier review meetings alongside the Category Managers and is currently working on Greenhouse Gas Scope 3 emissions. Some of the gas calculator has been updated. Nick mentioned that last year Portsmouth had entered into a partnership with Friends of the Earth and Sue has also been talking to them. Friends of the Earth undertook a full case study on Portsmouth. She was asked about Kale Yeah and promised to update the members. Matt asked about her opinion on the use of disposable cups etc following Covid – she will post something about this on the TUCO Forum.

**Action: Sue**

## 8. Round The Table – Member Updates

### *South Devon*

Matthew now has regional cover for the EAUC environmental association. All universities have seen a huge decrease in income and are operating at around 20 – 25% of normal income. At South Devon they are at around 40 – 45%. At Portsmouth they are only taking around £200 per day in each retail unit.

### *Portsmouth*

From Monday to Saturday food boxes are delivered to the students. There will be no conferences or events taking place until around the end of 2021.

## 9. Any Other Business

As there was no further business, the meeting was duly closed.

## 10. Proposed Dates for Next Meetings

- Tuesday 24<sup>th</sup> November including a virtual wine tasting with LWC

## TUCO South West Region Catering Group Meeting Tuesday 24<sup>th</sup> November 2020 at 2:00 pm Via Teams

<b>Attendees:</b>	Nick Leach	Portsmouth
	Kim Ashley	TUCO
	Connor Dowd	Plymouth
	Kristian Fernandez-Mitchell	UWE
	Matthew Green	South Devon College
	Ryan Hanson	RAU
	Judith Hoyle	TUCO Secretary
	Majid Khan	CPC
	Sarah McLoughlin	TUCO Academy
	Amy Morgan	Bristol
	Craig Nicholls	FX Plus
	Lisa Pritchard	Bath
	Christopher Sandham	Plymouth
	Rob Smith	Bristol
	Helen Warren	Bath
	Jason Waterfield	Southampton

<b>Apologies:</b>	Catherine Goddard	Southampton
	David Morton	Winchester
	Caroline Wynn	Bristol

### 1. Apologies for Absence and Welcome

Apologies as listed above.

### 2. Minutes of the Last Meeting

These were taken as agreed.

### 3. Board Update

Very little new to report other than the majority of TUCO staff are either on full or part-time furlough.

### 4. Procurement Update (Kim)

Most contract review meetings are on hold for the time being however the sandwich and DIPCHEM review meetings are going ahead in November/December. Due to numerous contract extensions in 2020 there will be a high number of tenders being carried out in 2021. Tender activity for 2021 will include (but not limited to) Fresh Meat and Poultry (expiry date December 2021), Sandwiches, Innovative Foods and EPOS systems (which will include the new App).

As the Kitchen Equipment Maintenance and Temporary Structures were both carried out under the DPS system, further companies have been added, including Deeko on Temporary Structures.

### *Brexit Impact Tool*

This has been done in conjunction with the other purchasing consortia. It has been updated and is now live on the website.

<https://www.tuco.ac.uk/insight/news-opinion/brexit-briefing-update-november-2020>

Nick asked if any members had any issues with suppliers. No issues raised by the group. Nick mentioned that in order to clear space for a large order in the warehouse, The Real Wrap had been in touch with him as they had a surplus of isolation boxes and were offering out to members at a reduced/competitive price. As the boxes contain ambient products, the shelf life was very good. Nick added, that for Portsmouth, any boxes sent out after 21<sup>st</sup> December will have a Christmas theme. In relation to Christmas, those students leaving Portsmouth must undergo mass testing before they are allowed home.

## 5. Academy Update

A survey had been sent out the previous week to members which will enable TUCO to carry out a benchmarking exercise. Wednesday 2<sup>nd</sup> December will see another panel review led by Phil Rees-Jones regarding plans for hospitality going forward. On Thursday 26<sup>th</sup> November there will be a Level IV Food Safety Refresher which is free of charge. Mental Health First Aid will be run again in January at a cost of £200. Level III and IV Food Safety will be run again in December and January. The Masters degree will not be run in 2021 but will be back again the following year.

## 6. Sustainability News

Nick reminded members that the next Sustainability Group meeting would take place on Thursday 26<sup>th</sup> November and would include a presentation by WRAP.

## 7. Round The Table – Member Updates

### *Portsmouth*

Nick reported that none of his staff have been furloughed. The coffee shops are open but only taking around £30 per day. They currently have 23 students who have tested positive. They will be providing a Christmas lunch for all students on campus Christmas Day and food boxes will be sent out after Monday 21<sup>st</sup> December. The library will be open all over the Christmas period so Nick will be on standby to man it. Mass testing will start this coming Friday (27<sup>th</sup> November). If the student tests negative then they will be allowed to go home but if not then they are obliged to self-isolate for 2 weeks.

### *UWE*

Kristian advised that at the moment they are operating at a quarter of their normal income. They are doing Test and Trace in their car parks. The quarantine boxes sent out to isolating students are proving very popular and these are free of charge. Most units will close down after 4<sup>th</sup> December and staff will be placed on furlough until the beginning of February. They are awaiting further government announcements before students will be allowed back on campus. So far, jobs there are looking safe. Average spend is up in outlets such as Subway.

The contracted-out outlets are costing them money to stay open but they gave up as the footfall was so low, however the university catering is much more flexible.

### *Bristol*

42 students are back in isolation but they are due to come out at the end of this week. They have a stock of food boxes ready to give out. A lot of the students have gone home already so only 3 cafes are open at the moment. Staff have been utilized to do deliveries across campus. Real Wrap and Bidfood are quoting for Christmas hampers.

Some students will be staying on campus for the Christmas period. Plans are already being made for the students' return in January but at the moment they are doing blended learning.

### *Bath*

Any person who tests negative for Covid is allowed to go home, so long as they are not symptomatic. The number of people in isolation has dropped quite dramatically. They have sent out a survey to their students to establish how many were going home. 150 stated that they were staying on campus but the actual number may be higher. Students who reside in town will be brought up to the campus for Christmas. Christmas Dinner will be on Sunday 29<sup>th</sup> November and they currently have nine outlets open. They have a testing centre in town with mostly students using this. Most of the staff on the catering team are now partially furloughed. All January examinations will be done online.

### *Southampton*

Business is at 6-7% of normal. Some voluntary severances on nine members of staff so there are now 75 left. They have no conference business whatsoever and everything is very quiet in general. Jason is expecting approximately 800-900 people staying on campus over Christmas.

Nick mentioned that Portsmouth will hold 2 lots of graduations next year each for 25,000 students which will account for 2020 and 2021 but Jason stated that there will be no graduations at Southampton in 2021.

Nick mentioned that he had been talking to a group called 'Too Good To Go' on the food waste front. Bristol are using them and Ryan added that he is also trying to contact them. Lisa commented that at Bath there are certain times of day where students can turn up with a re-usable pot and get discounted food. At Portsmouth any unsold sandwiches are taken at the end of the day to the library to be sold off cheaply.

### *Plymouth*

They have shut 4 units on the run up to Christmas. The sandwich deli shop is doing well as they currently have a lot of contractors on campus. Their Drakes restaurant will stay open right up until Christmas. They have offered an ordering service for things such as meat, bread etc. They only have 27% of students on site but this will decrease to 15% after lockdown.

## **8. Any Other Business**

As there was no further business, the meeting was duly closed and there was then a wine and food matching educational session with LWC, including a sampling.

## **9. Proposed Dates for Next Meetings**

- First meeting of 2021 to be held around the beginning of February – exact date to be confirmed.