

South West Regional Meeting Minutes	
Venue	Virtual Team Meeting (Microsoft Teams)
Date	Wednesday 30 th September 2020
Date of last Meeting	Wednesday 23 rd September 2020
Meeting Objective	To continue discussions on member response to government guidelines
Attendees	Regional Chair Nick Leach – University of Portsmouth Caroline Wynn – University of Bristol David Morton – University of Winchester Helen Warren – University of Bath Jason Waterfield – University of Southampton Sarah Dolman – University of Bristol Lisa Pritchard – University of Bath Kevin McCormick – University of Bath Kim Ashley - TUCO
Apologies	Denise Kircher – University of Portsmouth Kristian Fernandez Mitchell – University of the West of England Catherine Goddard – University of Southampton Matthew Green – South Devon College Sarah McLoughlin – TUCO Ryan Hanson – Royal Agricultural University Christopher Sandham – University of Plymouth
Visitors	N/A
Agenda	<ol style="list-style-type: none"> 1. Track & Trace 2. Local EHO feedback on government proposals 3. Catered Halls 4. Click & Collect (definition of a take-away) 5. AOB

Item	Topic	Subject	Action
1	Track & Trace	<p>Portsmouth – Using NHS Track and Trace. Printed QR codes and in use across a number of outlets. Codes are outlet specific. This is supported with taking a written record of customers who do not have access to a mobile/QR reader.</p> <p>Bristol – also introduced NHS track and Trace with QR codes available to scan. Currently managing spaces with a dual function i.e. cafes in faculty spaces. Removed soft seating. Now Hard seating only.</p> <p>Bath – erected 3 temporary buildings. Each of these buildings having a track & trace system in place. University library card is used to trace those associated to the institution. NHS track & trace is used for visitors. Removed all internal furniture. Product consumed in temporary buildings only.</p>	

		<p>Southampton – Operate a dual track and trace system; the university system and the NHS QR codes for outside/visitors. So far working well.</p> <p>Winchester – operated own track & trace system using Eduroam up until NHS system was launched. Not gathering handwritten ‘paper’ information as this is seen as a security issue having to lock away and store personal details. Worried documents containing personal details may be left out on view.</p>	
2	EHO Guidance	<p>Winchester – following last weeks meeting Dave approached local EHO for their interpretation of the new regulations. Dave was told that the EHO hadn’t yet received a formal update from Public Health England so was not able to advise.</p> <p>Southampton – Referring to the recent guidance ‘<i>In licensed premises, food and drink must be ordered from, and served at, a table.</i>’ Jason added that within his institution, management had interpreted the regulations to mean that they applied only if alcohol was actively being served. Jason has asked for a copy of this interpretation in writing. Jason will share with the group once received.</p>	
3	Catered Halls	<p>Portsmouth – Students that are self-isolating are receiving meals delivered to their bedroom door. There are continual issues with students in their allocated ‘bubbles’ and often tables/seating is moved, and larger mixed bubble groups are forming. Very difficult to police.</p> <p>Bath – allocated table for a ‘bubble’ with a list of names. Disciplinary process for those breaking rules. Good onsite security. Free food provided to a ‘bubble’ if waiting for test results to arrive. Provided over £90k of free food over the summer.</p> <p>Winchester – have a dining hall which would usually seat 250 guests. This has reduced to 18 guests if sat individually or 56 if sat within social bubble. Main meal served elsewhere. Also have issues with students disregarding rules and guidelines.</p> <p>Bristol – have introduced a staggered breakfast time with two sittings and a time for take away only. First sitting 07:30-08:30. 30 mins for full clean down. Second sitting 09:00-10:00 & then 10:00-10:30 for take-away collection only. Many arriving at 10:29.</p> <p>NL asked if anyone is using a fogger for cleaning. Yes - Bath have invested in a fogger, though tends to be used for security ambulance and cleaning bedrooms. Dry fogger rather than wet fogger so not to damage electrical items</p>	
4	Click & Collect	Winchester – use MCR system	

		Southampton use Uniware Bath – introduced Kafoodle Ltd (as recommended by Student’s Union). Working well.	
5	AOB	<p>Copy of Microsoft teams chat;</p> <p><i>[Yesterday 2:27 PM] Caroline Wynn (Guest)</i> The ‘table service’ requirements are for licensed premises and not requirements for a cafeteria style service in a University/College setting.</p> <p><i>[Yesterday 2:27 PM] David Morton (Guest)</i> https://www.thecaterer.com/news/table-service-only-restrictions-licensed-premises</p> <p><i>[Yesterday 2:27 PM] Caroline Wynn (Guest)</i></p> <ul style="list-style-type: none"> • Customers in hospitality venues must wear face coverings, except when seated at a table to eat or drink. • Staff in hospitality and retail will now also be required to wear face coverings (from 24 September). • Customers must eat and drink at a table in any premises selling food and drink to consume indoors, on site (from 24 September). • Businesses will need to display the official NHS QR code posters so that customers can ‘check-in’ at different premises using this option as an alternative to providing their contact details once the app is rolled out nationally (from 24 September). <p><i>[Yesterday 2:31 PM] Caroline Wynn (Guest)</i> Dining:</p> <ul style="list-style-type: none"> • Customers to either eat at tables as socially distanced or consume outdoors or in another area designated for eating whilst distanced. • Cafeteria service does not stipulate table service and as long as establishments apply the Covid restriction rules on sanitising and distancing for the safety of the customers dining, cafeteria service can continue. <p><i>[Yesterday 2:37 PM] Caroline Wynn (Guest)</i> http://www.bristol.ac.uk/accommodation/coronavirus/catered/</p>	
6	Next Meeting Date	The Next monthly meeting scheduled for Wednesday 21st October 2020 at 14:00-15:30.	
7	Suppliers interested in presenting at SW meetings	<p>For info:</p> <p>LWC Proposition: Signature brands (October Meeting) We would like to present a virtual Signature brands, perfect serve tasting with the Region. We will send samples directly to Decision Makers homes as we appreciate that many University staff are still working from home. The tasting will be an educational piece on what the perfect serve should be, and it will not be a sales pitch and will last approximately 40 minutes. Duncan Bryan, Brands Manager from Signature Brands will</p>	SW members to complete doodle poll

present this, along with a quick introduction from Adam Alexander, TUCO National Account Manager.

The perfect Serve session samples packs will include: Old J Original, Cherry and Pineapple, along with Beerlao and Luck Buddha. We will also put red, white and rose white samples in the same pack, ready for the November meeting where we would like to offer to hold a virtual wine tasting (please see below)

LWC Wine Merchants & Shippers, virtual tasting (November Meeting)

Interactive & Fun 45-minute Video Call session at Regional meetings

Participants to have a list of products to in readiness for the call (easily accessible list of items)

Video call session to include.

- What is Wine and what effects the taste of wine

- How we taste the different characters of wine

- Tasting of 3 wines (LWC Wine Merchant & Shippers to supply)

- Food Pairing

Interaction will include.

Explaining how wine is made, tasting sensations, food pairing – how wine enhances the food experience

ARYZTA FOOD SOLUTIONS Interested in attending - any region.

BIDFOOD Any region, any topic

BRAKES GROUP LTD Any region - will discuss topics. Would like idea of dates.

CARLSBERG UK Interested in presenting.

DAWN FOODS

Bakery ingredients for experienced chefs & bakers – cake mixes (including Vegan, Gluten Free & reduced fat / sugar mixes), frostings, icings, glazes, fillings, etc., Time saving concepts – Scoop & Bake frozen cake batter, ready to decorate solutions, ready to bake cookie pucks, etc.,

Thaw & serve – donuts, individually wrapped cookies, muffins etc

MCCAIN FOODS (UK) LTD

Consumer attitudes towards eating out, who is ready to start eating out now, what they are looking for in an outlet, and what foods do they want to see.

Keeping safe in the kitchen

Making the most of prepared foods to minimise contact in the kitchen

Preparing to open a restaurant

Improved pricing on your Favourite McCain chips

Surecrisp Gourmet, Traditional, Staycrisp thin skin-on and Original choice thick cut chips"

RED BULL Interested in presenting

TETLEY GB Interested in presenting

LAZY DAYS Foods Interested in sampling session and making a presentation on their vegan sweet snacks, cakes and biscuits.

		<p>BORDER BISCUITS Interested in sampling session, market updates and making a presentation on their biscuits.</p> <p>LemonAide https://lemon-aid.de/en/</p>	
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