

TUCO Welsh Regional Meeting Wednesday 17th March 2021 at 2:00 pm via MS Teams

MINUTES

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| Attendees: | Jeremy Mabbutt | Aberystwyth |
| | Angela Church | Bangor |
| | Aled Closs-Davies | Bangor |
| | Jason Edwards | USW |
| | Jane Eve | TUCO |
| | Judith Hoyle | TUCO |
| | Annabel Hurst | Cardiff |
| | Ian Kemp | Denbighshire |
| | Sarah McLoughlin | TUCO Academy |
| | Andrew Phelps | Cardiff Met |
| | Phil Rees-Jones | Cardiff |
| | Sue Williams | Wrexham Council |
| Apologies: | Kevin Hodson | UWTSD |
| | Romano Provini | NHS Wales |

1. Welcome, Introduction and Apologies

Apologies as listed above. Jeremy welcomed all members.

2. Presentation by Lorna Love of Lazy Days

3. Minutes of the Last Meeting

These were taken as agreed.

4. Frameworks Update

Meat and Poultry is due to expire on 31st December so we are currently at the research stage. Tender documents are being prepared for the Temporary Staffing agreement. IFDC is being re-tendered as a DPS so that we can add extra suppliers – documents are currently being prepared. EPOS tender is due back from the working group the day after this meeting. On this day (17th March) documents have been issued for the TUCO White Label delivery App. Applications for price increases are still being received from suppliers on the DipChem framework for PPE products. Suppliers have been asked to justify the proposed increases. Diversey pricing from April will affect all distributors' products.

On the Soft Drinks framework, both Coke and LRS have submitted price increases.

The Brexit Tool has been updated, with very few changes and is on the website.

Jane has been in discussion with an organization called 'Food for the Brain' and we have put a proposal to them to work together for the benefit of our members. We have also entered into a partnership with 'Too Good to Go' the food waste App people.

Regarding annual contract review meetings – Alcohol took place in January, Vegan and Vegetarian is planned for April and the Grocery, Frozen and Chilled is due to be organized sometime soon.

New Product Development – Jane asked members if anyone was looking for anything specific at the moment.

Both Jason and Annabel asked what the situation was with Kinetics. This had been widely discussed in the TUCO Forum. There do not seem to be a lot of companies out there offering a similar service so there was some appetite for TUCO doing a tender on this. Angela stated that Bangor are planning on looking into this in the near future.

Jane reported that she had recently had a meeting with Premier Foods and they would be interested in presenting to the group. There was an action on Jane to arrange for them to present at our next meeting.

Action: Jane

The Sustainability Business Plan has been updated and approved by the TUCO Sustainability Group.

5. Training Academy Update

We have had over 2,000 views of our webinars and panel discussions recently – both the live and recorded versions.

Regarding compliance courses – Level II Food Safety is free of charge. We have run courses for individual institutions and where these have included an exam, they have used their own invigilators. Any institution can nominate their own invigilator, this involves a 20 minute training session with TUCO to qualify and so that the invigilator is aware of what is expected of them.

Level III Allergens – all candidates passed this.

Level IV Food Safety – we ran our first course in January which Jason had attended and passed.

Leadership and Change Management courses have been taking place. More Food Safety and Allergen courses are coming up along with Mental Health Awareness and Mental Health First Aid. Natasha's Law webinar is due to take place on 24th March with over 70 delegates booked on this already. Further details on this are available under the 'Professional Development' section of the TUCO website.

'Food for the Brain' webinars will be coming up alongside 'Brain Wellbeing'.

A 'Plastics Day' is planned for midsummer along with an 'Innovation Forum' taking place some time in July which will be run along the same format of the winter conference and will showcase new supplier products in time for the new academic year in September.

Masters Degree – the second cohort have started their Consultancy Report and Sarah currently has a list of (15) people interested in the new cohort, which will be some time in 2022.

6. Board Update (Phil Rees-Jones)

Phil advised that the Board are due to meet the following day (Thursday 18th) where the main topic will be the current financial situation, namely the budget and cash flow situation going forward. The trading position has had a knock-on effect with revenue going forward but we do have some reserves which has enabled us to ride out this pandemic. We are reaching out further into such bodies as the NHS, NACC and the LEAs. This is to introduce our procurement arm into other public sector areas.

Regarding sustainability, we are looking to do further work with Menus of Change in conjunction with University of Reading.

Conference and Competitions – we were looking at September for a joint event but this seems rather optimistic so perhaps a combined celebration event some time in early 2022 would be more realistic.

TUCO Online – 31 of our members are now involved in this with around £34 million of spend predicted to go through this. We are looking to link this with Natasha's Law as some form of carbon output calculator for menus.

Net Positive – very little to report on this.

MSC – the annual audit has been completed.

We are also looking at plans for our offices in Manchester going forward. We may also need to re-look at our TUCO strategy now that we seem to be coming out of the COVID situation. Jeremy asked about the retirement of the Sustainability Manager, Sue Lightfoot Phil replied that this post is currently on hold whilst we consider the financial position of the company.

7. Updates from Members

Aberystwyth

Some members have been looking at around 60-70% business levels. Aberystwyth are anticipating staff back working about 2 days per week initially. They are tentatively looking at graduations for July and although the President supports this, the VC does not. They are starting to see some summer business come in and are looking forward to being fully back to normal in September. In future, all casual staff must be students who will be trained up during the summer so there will be no outside casual staff come the autumn term.

Denbigh

All the primary schools in the area are now back and they hope to be back to full capacity by Monday 22nd March. There has been some isolation due to outbreaks of COVID. Secondary schools are looking to be back to full capacity following the Easter break.

Bangor

There is a large amount of work going into the care packages and they are looking to spend the money given to them by the government on their students. They recently held a 'Pizza Night' to encourage students to come along and receive their free pizzas along with other free fruit and food giveaways. They are finding it difficult to forecast at the moment and very little conference business is coming in for summer. They have still not decided what to do about graduations but expect to make a final decision on this some time in May. The deadline for Voluntary Redundancies has just closed. The plan for next year is to be much more streamlined with shorter opening hours.

Wrexham

All primary schools have now opened to all pupils but some had to be closed again because of COVID. Secondary schools have limited opening to just two year groups at the moment but expecting to be fully open after Easter. Lateral Flow testing is being carried out on a regular basis. No cash payments will be handled in the future and all closing balances from the old system will have to be manually transferred by Friday 19th March. Their Head of Department is resigning so there will be another whole service review. The Head of Finance has also given their notice.

Cardiff

Annabel is currently involved in putting together their business case for installing TUCO Online. They have just completed a review of their Food Waste policy which will lead to re-working how they produce ie scratch cooking everything from fresh, which will give them much more control. They have done a pledge for the Food Waste Roadmap with WRAP. They are having a big, open kitchen being fitted out ready for September and are looking at extending their opening hours.

South Wales

4 of their 11 outlets are still open – one on each campus – and are retail orientated. They have a short order menu. Their VC retires in September and has always been very supportive of the Catering Department. They now have an interim Director for Estates and Facilities. Forecasting is around 50% to start with increasing in October because of delivered hospitality. They have introduced the Too Good to Go App in a couple of campuses.

Cardiff Met

Andrew has one unit open on campus to feed resident student. They currently have 40% of the total population on campus with 80% of staff still on the furlough scheme. Their residential package has been switched to breakfast and lunch. They have a new EPOS system in place and are looking at TUCO Online as a potential new purchasing system. They are working with a company called 'Label Logic' to update their labelling prior to October. They have now taken over their SU and have TUPE'd a lot of staff over from there. They now have a new School of Technology on campus with a new café. Andrew has produced 3 or 4 different budgets for 3 or 4 different scenarios. They have a phased return come September but are taking advantage of the extension of the furlough scheme until September. This will be dependent on the numbers on campus but they will have to have some form of induction for returning members of staff.

8. Ideas for Future Presentations

A supplier poll will be circulated to ascertain which suppliers members would like to see presenting at future meetings.

9. Any Other Business

Jane mentioned a survey of members to see what projects they are currently doing in order to fee back to suppliers.

10. Date of Next Meeting

The next meeting will take place week commencing 14th June 2021 with a presentation from Premier Foods.