

# Commissioning Review - Scoping Template

Review/Service Area: All Catering Provision in CCoS	Budget Savings anticipated: £ including in overall medium term financial plan		
Complexity (H, M, S) – Medium Complexity (across Directorates)			
Scope of Service Review	Rationale?	Key Issues/Constraints Interdependencies	Allocated Resources (agreed) (Service Area, BC, Corporate Services etc)
<p><b>In-Scope:</b> <b>School Meals</b></p> <ul style="list-style-type: none"> <li>• Primary School provision</li> <li>• Secondary school provision</li> <li>• Schools SLA (both catering &amp; FM)</li> <li>• Payment systems</li> <li>• Free school meals (FSM)</li> <li>• Existing projects i.e paperless</li> <li>• Staff structures</li> <li>• Captain Jack Meals / Menu</li> <li>• Breakfast Clubs</li> </ul> <p><b>“Commercial” Catering</b></p> <ul style="list-style-type: none"> <li>• CCOS Kiosk (Guildhall)</li> <li>• CCOS Tawe Café (Civic Centre)</li> <li>• CCOS Pipehouse Wharf</li> <li>• Meeting and events (internal)</li> <li>• Coastline Café</li> <li>• Vending Machines</li> <li>• Mansion House</li> <li>• Outdoor residential (Rhosilli and Borfa House)</li> <li>• Phoenix Centre</li> <li>• 360 café</li> </ul>	<ul style="list-style-type: none"> <li>• Existing service is in need of modernisation</li> <li>• Resource heavy administration processes around school meals reconciliation and income collection are evident</li> <li>• Branding &amp; communications of school meals over recent years has been sporadic</li> <li>• Consumer input into service provision is relatively low, therefore business intelligence to align future plans is limited</li> <li>• Management information is patchy across the service as well as performance metrics to monitor the services</li> <li>• There has been little development in ICT systems/solutions in recent years</li> <li>• Services have dedicated business support functions which could link to the principles of the business support review and future council</li> <li>• Evidence of p-card spend in Social Services</li> <li>• There are significant income opportunities and other quick wins that could be pursued</li> </ul>	<ul style="list-style-type: none"> <li>• Secondary schools are reviewing current arrangements of buying back into the Catering SLA. Morrison Comp have recently opted out for the 17/18 academic year sighting issues over quality, choice, hygiene, presentation.</li> <li>• Demand for school meal uptake nationally is falling and is replicated in Swansea</li> <li>• There is a strong private sector market that exists for catering services</li> <li>• The Authority has committed to tackling food poverty by dedicating resource to set up a Community Interest Company (CIC)</li> <li>• Social habits have changed in respect to catering with the development of the “coffee and cake” culture</li> <li>• Catering provision within Social Services needs to meet the needs of service users with complex needs and ensure independence, voice and choice aligned to the principles of the Social Services &amp; Wellbeing Act.</li> </ul>	<p><b>Lead Cabinet Member:</b> Cllr Clive Lloyd</p> <p><b>Review Sponsor</b> – Martin Nicholls</p> <p><b>Review Lead</b> – Andrew Hopkins &amp; Kathryn Phillips</p> <p><b>Delivery Team</b> – Alison Cosker, Julie Archer, Cathy Murray</p> <p><b>Business Intelligence Group:-</b></p> <ul style="list-style-type: none"> <li>• Karen Betts</li> <li>• Steve Herman</li> <li>• Carol Griffiths</li> <li>• Ricky Holdsworth</li> <li>• Becky Jones</li> <li>• Chris Davies</li> <li>• Amanda Jones</li> <li>• Rhodri Jones</li> <li>• Jane O’Connor</li> <li>• Kelly Small</li> <li>• Tony Sturgess</li> <li>• Nerys Williams</li> <li>• Others to be added if/when required</li> </ul> <p><b>Additional Resource:-</b></p> <ul style="list-style-type: none"> <li>• Additional resources to be agreed and called upon when required</li> </ul>

- The LC
- Grand Theatre
- Franks Bar (Brangwyn)
- Glynn Vivian Art Gallery
- Plantasia

**Social Services Provision-**

- Swansea Vale Resource Centre
- Fforestfach Day Service
- Victoria Park Kiosk
- Community Recovery Education & Skills Training (CREST)
- Parkway HFA
- Rose Cross House
- St John's House
- Norton Lodge DC
- Maesglas CSU & SNS
- The Hollies
- Trewarren SN
- FSS/Parkway SNS
- Bonymaen House
- Ty Waunarlwydd
- Alexander Road
- Bichgrove SNS
- Abergelli ADS
- Ty Cila

**Sign off**

**Director**

**Lead Cabinet Member To be confirmed?**

**Review Lead**

**Signature:**

**Date:**