

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>In-Scope: School Meals</p> <ul style="list-style-type: none"> • Primary School provision • Secondary school provision • Schools SLA (both catering & FM) • Payment systems • Free school meals (FSM) • Existing projects i.e paperless • Staff structures • Captain Jack Meals / Menu • Breakfast Clubs <p>“Commercial” Catering</p> <ul style="list-style-type: none"> • CCOS Kiosk (Guildhall) • CCOS Tawe Café (Civic Centre) • CCOS Pipehouse Wharf • Meeting and events (internal) • Coastline Café • Vending Machines • Mansion House • Outdoor residential (Rhosilli and Borfa House) • Phoenix Centre 	<ul style="list-style-type: none"> • Existing service is in need of modernisation • Resource heavy administration processes around school meals reconciliation and income collection are evident • Branding & communications of school meals over recent years has been sporadic • Consumer input into service provision is relatively low, therefore business intelligence to align future plans is limited • Management information is patchy across the service as well as performance metrics to monitor the services • There has been little development in ICT systems/solutions in recent years • Services have dedicated business support functions which could link to the principles of the business support review and future council • Evidence of p-card spend in Social Services • There are significant income opportunities and other quick wins that could be pursued 	<ul style="list-style-type: none"> • 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. • Demand for school meal uptake nationally is falling and is replicated in Swansea • There is a strong private sector market that exists for catering services • The Authority has committed to tackling food poverty by dedicating resource to set up a Community Interest Company (CIC) • Social habits have changed in respect to catering with the development of the “coffee and cake” culture • 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 & Wellbeing Act. 	<p>Lead Cabinet Member: Cllr Clive Lloyd</p> <p>Review Sponsor – Martin Nicholls</p> <p>Review Lead – Andrew Hopkins & Kathryn Phillips</p> <p>Delivery Team – Alison Cosker, Julie Archer, Cathy Murray</p> <p>Business Intelligence Group:-</p> <ul style="list-style-type: none"> • Karen Betts • Steve Herman • Carol Griffiths • Ricky Holdsworth • Becky Jones • Chris Davies • Amanda Jones • Rhodri Jones • Jane O’Connor • Kelly Small • Tony Sturgess • Nerys Williams • Others to be added if/when required <p>Additional Resource:-</p> <ul style="list-style-type: none"> • Additional resources to be agreed and called upon when required

- 360 café
- 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: