





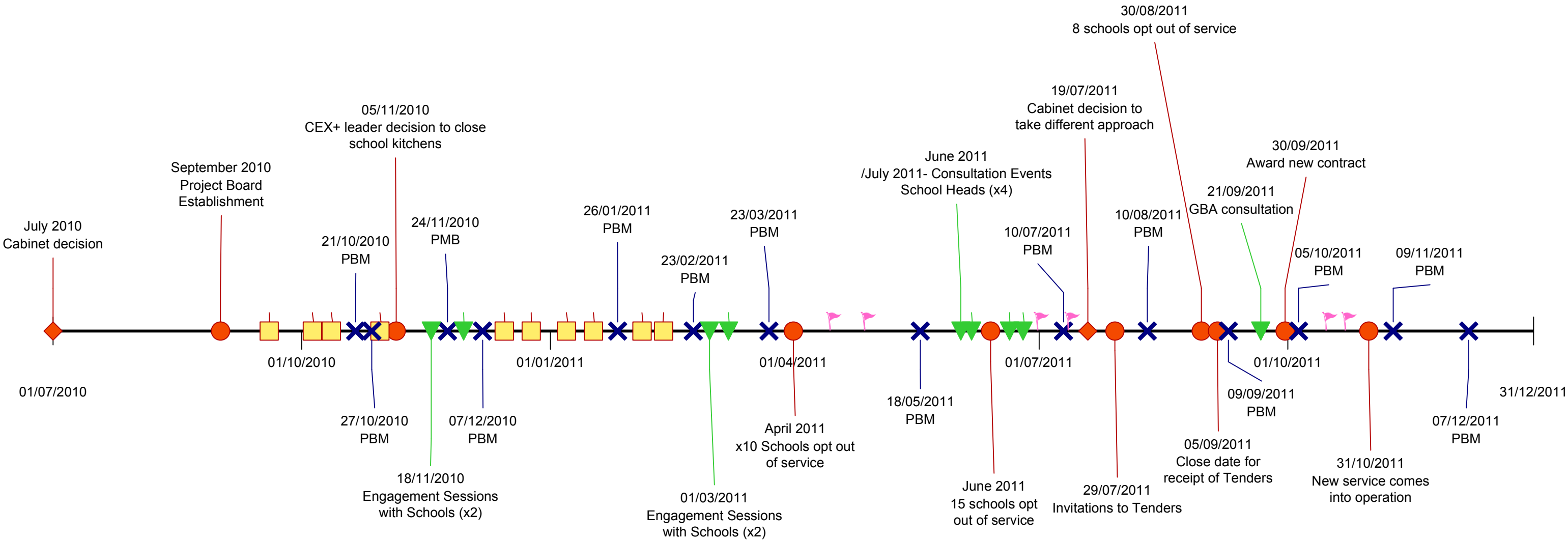


School Catering Project

Timeline and milestones: July 2010- December 2011

School Catering Project		
Key		
Symbol	Count	Description
	6	Consultation with Staff & Unions
	2	Cabinet decisions
	9	Major decisions/ events
	10	Project work group meetings
	14	Project Board Meetings (PBM)
	9	Consultation with Heads



July 2010
Director of Asset Management
Commissions consultants to survey
all school kitchens to ascertain
extent of work required and estimate
cost in the light of Health & Safety
concerns.

Key work packages Dec 2010- March 2011

- Risk Assessment
- Sessions to give HR/ TUPE
- Advice to staff and schools
- Produce Collaboration Agreement
- Procurement advice for opt-out schools
- Legal advice on setting up School companies
- Produce sample School Company document

Key work packages March- May 2011

Tender process on hold awaiting
Publication of ESPO National School
Catering Framework Agreement.

Key work packages May- June 2011

- Prepare COG and Cabinet Report
- Draft Tender specification
- Produce Contract documentation
- Meet with potential suppliers
- Arrange visits to kitchens for suppliers
- Consultation meetings with schools
- Invitation to Tender
- Produce Food Health Safety Guidance

Key work packages July- October 2011

- Preparation for TUPE transfer
- Restructure school catering management team
- Respond to questions from potential suppliers
- Draft Governing Body Agreement (GBA)
- Evaluate tenders
- Consult school about GBA