

Item No 5(c) - Appendix 3 Catering and Cleaning

Catering and Cleaning Business Plan Actions 2007/08

<b>1</b>	Agree methodology for development of external contracts for catering, cleaning and other services
<b>2</b>	Develop relationships with Schools and E&LL Department
<b>3</b>	Implement and develop regeneration meals partnership with Clackmannanshire
<b>4</b>	Undertake review of regeneration meals in accordance with Executive paper timescales
<b>5</b>	Undertake new supplies procurement for 2007/08
<b>6</b>	Manage changes to the management structure and links to facilities management
<b>7</b>	Undertake APSE review and prepare plan based on findings
<b>8</b>	Implement outcomes of APSE review
<b>9</b>	Develop Service Level Agreement and Business Management approach
<b>10</b>	Prepare plan for equipment renewal needs
<b>11</b>	Strengthen approaches to project planning in Catering and Cleaning Department
<b>12</b>	Strengthen approaches to marketing
<b>13</b>	Address operational issues as they arise
<b>14</b>	Continue to develop the primary school menu
<b>15</b>	Continue to develop the secondary school menu
<b>16</b>	Continue to develop the vending policy
<b>17</b>	Promote and market hungry for success

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<b>18</b>	Undertake review of school kitchens/dining room facilities
<b>19</b>	Invest in the dining environment
<b>20</b>	Undertake training needs analysis
<b>21</b>	Produce and quality assurance development
<b>22</b>	Develop procedure for specialist diets
<b>23</b>	Develop processes and methods for maximising anonymity for free school meals in Primary and Secondary Schools
<b>24</b>	Develop and adapt pupil and staff incentive schemes