SPECIAL HOUSE COMMITTEE MINUTES

Catering Contract Renewal

Date: 20th January 2005

Time: 9.30am

Venue: Committee Room 1, Assembly Building, Cardiff Bay

Members present:

Deputy Presiding Officer (Chair)

Jeff Cuthbert, AM Labour

William Graham, AM Conservative

Janice Gregory, AM Labour

David Melding, AM Conservative

Karen Sinclair, AM Labour

Owen John Thomas, AM Plaid Cymru

Presiding Officer (in attendance)

Officials present:

Paul Silk, Clerk to the Assembly

Dianne Bevan, Deputy Clerk to the Assembly and Clerk to the

House Committee

Nerys Evans, Head of Office and Facilities Management

Peter Jones, Legal Division

Catherine Morris, Private Secretary to the Deputy Presiding Officer

Sara Lloyd Mackay, House Committee Secretariat

Gareth Brydon, House Committee Secretariat

Apologies: Lorraine Barrett, AM Labour

Peter Black, AM Liberal Democrats

Jane Hutt, AM Labour

1. Opening Remarks

1. The Chair opened the meeting and he confirmed that it was being held in

private. He welcomed David Melding, Chair of the Catering Sub Group to the meeting and Jeff Cuthbert who was attending in place of Lorraine Barrett.

2. Matters Arising

2.1 The Chair referred to the interest expressed in using Welsh oak in the new building. He reported that there was little prospect of using large amounts of Welsh oak and a copy of the Committee Clerk's letter to William Graham to this effect would be circulated to Members. The Presiding Officer requested that a copy of the information in respect of the use of Welsh companies, which was considered by the new building Policy Steering Group, be circulated to Committee Members.

Action : Dianne Bevan

2.2 Janice Gregory requested that the secretariat avoid circulating papers in more than one e-mail for future House Committee meetings. It was explained that the additional paper had been tabled at the Chair's request to give the fullest information to Members.

Action : Secretariat

3. Catering Contract Renewal HC(2)-01-05(p1)

3.1 The Chair introduced the paper. There were potentially four types of catering contract that

could be tendered:

    i. A Concession;
   ii. Cost Plus;
  iii. Cost Plus with Guarantees (sometimes called a Guaranteed Contract);
  iv. Fixed Price/Contribution.

3.2 Members agreed that they would like to introduce an element of in house quality control into the new contract, perhaps through the retention of an executive chef. The Chair invited the Chair of the Catering Sub Group to give its recommendations.

3.3 David Melding said that Members were aware of the Catering Sub Group recommendations. However, the Catering Sub Group would support any House Committee decisions.

3.4 Members discussed the possibility of changing the existing contract. There may be a need to rearrange the kitchen facilities to improve the flexibility of catering arrangements; this was already being considered.

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Action: Nerys Evans

3.5 Members further discussed the options available to them. A number of issues were raised, including staffing and staff training, kitchen accommodation and healthy eating options. Members acknowledged that two types of service were probably needed – a canteen and a bespoke service that could cater for guests and visiting dignitaries.

    6. In the light of discussions Members agreed that the catering contract be

re-tendered on the basis of cost plus with guarantees, so that the new contract could commence at the end of the current contract period, or as soon as possible thereafter. Members accepted that there may be a short extension to accommodate plans for catering services in the new building. The Committee wished to consider the feasibility of a chef employed by or contracted directly to the Assembly for quality control purposes.

    7. The Chair asked Nerys Evans to arrange a meeting between the current

regional managers, Jeremy Griffith, David Melding and Janice Gregory.

Action : Nerys Evans

Date of next meeting: 3 February 2005

House Committee Secretariat