



School & Residential Care Catering

**Ashton Community Science College  
Catering Service Level Agreement**

# SERVICE LEVEL AGREEMENT

FOR THE PROVISION OF CATERING SERVICES

FULLY MANAGED SERVICE

AT

**Ashton Community Science College,  
Ashton, Preston**

# THE AGREEMENT

The purpose of this Service Level Agreement is to provide the Schools with catering services which meet its requirements. Lancashire County Council will provide the catering services in accordance with the needs of the Schools as reflected in this agreement.

## 1. **Obligations of the Schools**

The Schools are expected to take appropriate action to ensure that LCC is able to carry out its obligations under this agreement. In particular the Schools will comply with the requirements set out in Annexe 2 attached to this agreement.

## 2. **Charges and Payment Terms**

The charges are set out in full in Annexe 3 attached to this agreement. LCC will submit accounts on a monthly basis to the Schools and the Schools will pay the amount due within 28 days of receiving the account.

If there is a dispute as to the amount due or any other aspect of the account, the parties will follow the procedure set out in clause 17 of this agreement.

## 3. **Additional Services**

The Schools may from time to time require services which are not provided on a day to day basis, for example, evening functions. LCC will be pleased to provide a quotation for these services. The charge for additional services will be made with the next account following delivery of the additional services.

#### **4. Communication**

LCC and the Schools will provide to each other the name of a person (the “Contact Officer”) who will be responsible for liaising and communicating with each other to ensure the effective delivery of the services. The contact officer may be changed provided that the other party is informed of the change as soon as possible.

#### **5. Review of Services**

LCC are pleased to participate in a formal review process aimed at monitoring the delivery of the services. Reviews will take place as requested by the contact officer of the school. Arrangements can also be made for a representative from LCC to attend meetings of, and report to, the governing body and the Schools council.

#### **6. Purchasing Policy**

LCC agree to purchase food, cleaning materials and disposable items on behalf of the Schools used in the provision of the services. Lancashire County Council uses food contracts tendered by LCC Central Procurement Team. The quality of service provided by suppliers is monitored by LCC Food and Procurement Manager. All new products are test marketed by LCC Menu and Food Development Manager.

#### **7. Period of the Agreement**

This agreement shall come into effect on 1<sup>st</sup> September 2025 and shall expire on 31<sup>st</sup> August 2028. The parties may agree to renew or extend the agreement but unless such agreement is expressly reached the agreement will not be automatically renewed or extended.

## **8. Variation**

General variations can be agreed between both all relevant parties. In recognition that the organisation of education in the Schools may impact on the catering service it is agreed that the Schools may vary the services, for example changes to the Schools timetable or day, or changes in use of accommodation. Any financial implications arising for all relevant parties will be incorporated (or reflected) in the variation.

## **9. Termination**

In the event that the agreement is breached and is incapable of remedy, either party may give three months written notice of termination.

## **11. Effect of Termination**

Upon termination or expiry of the agreement period, the parties will agree the existing stocks of food, cleaning and disposable materials and LCC will sell the stocks on the premises to the Schools and the Schools agrees to purchase the stock. The price for all such stocks will be the latest invoice price listed on the stock sheets at the date of termination or expiry.

Where LCC has paid any employee costs in advance arising from the annualisation of monthly salaries, the Schools will ensure that the new service provider, under any new agreement, reimburse LCC with the element of the advance payment that relates to any period after termination.

## **12. Debts**

LCC will pay all debts during the course of the agreement including those that arise during the life span of the agreement but only fall due

for payment after expiry / termination. LCC shall not be responsible for any debts incurred following expiry or termination.

**13. Transfer of Undertakings Regulations**

Where there is a change in the identity of the provider of the Schools catering services all relevant parties agree that the change will constitute a relevant transfer. The Schools will make sure that the new service provider will comply with all its obligations under TUPE in respect of the employees affected and, in particular, that it will:

- Become responsible for all salaries and other benefits of the affected employees from the relevant date
- Provide pension arrangements for the affected employees that are broadly comparable to those available to staff under the Local Government Pension Scheme.
- Indemnify LCC (and the County Council) from all liability loss, damages, injury, claims and expenses awarded against or paid by LCC as a result of or in connection with the employment or termination of employment of the affected employees on or after the date of transfer.

**14. Premises and Equipment**

Page 9 shows the charges which are payable for maintenance of premises and equipment.

**15. Day to Day Maintenance of Premises and Equipment**

LCC will be responsible for the organisation of, and expenditure on, the day to day maintenance of premises and equipment. The sum agreed under the schedule of charges for maintenance will be pooled to provide for day to day maintenance.

16. **Programmed Maintenance and New Equipment and Furniture**

LCC will be responsible for organisation of and expenditure on programmed maintenance of premises and equipment and purchase and installation of new equipment and furniture. A sum agreed under the schedule of charges for maintenance will be reserved for expenditure specific to the School and including:

- Servicing of fixed and portable equipment associated with providing the services
- High level cleaning including cleaning of ventilation systems
- Fire and intruder alarms
- Fire equipment
- New equipment
- Decorating
- Dining furniture.

This sum will not be used for the purchase of light equipment such as crockery and cutlery.

LCC will make available to the School the details of all expenditure on programmed maintenance and replacement equipment during the period of the agreement. Where necessary expenditure covers services, equipment, and furniture or premises which is used in both the provision of the services and by the School, all costs will be apportioned between the parties.

17. **Ownership of Equipment**

All equipment already at the premises at the commencement date shall remain the property of the School. Any equipment and furniture purchased by LCCS during the period of the agreement and financed from the premises and equipment budget will be the property of the School. The School will retain ownership of all light equipment.

**18. Kitchen Records**

With the exception of cash register audit rolls, kitchen records will remain the property of LCC.

**19. Change of Law**

If there is a change of law, which means that any part of this agreement becomes illegal or invalid, then part of the agreement will be treated as being deleted from the rest of the agreement unless to delete it would substantially affect the commercial basis for the agreement. In that case the parties will negotiate to modify the remaining terms as necessary in the circumstances.

**20. Disputes**

In a spirit of partnership and co-operation the parties will jointly seek to resolve problems, difficulties and disputes informally.

In the event of any failure to agree a dispute locally, the parties will nominate a member of the respective organisations who shall meet as soon as is reasonably practicable in a further attempt to resolve the dispute.

If the dispute still cannot be resolved, the matter shall be referred to an independent arbitrator.

**21. Suitability**

In the unlikely event that the Schools form an opinion that a particular person should not be employed, the Schools will inform LCC to that effect together with information supporting that opinion.

LCC will undertake an investigation and act in accordance with Lancashire County Council employment practice. Any action taken will be at the expense of LCC.

LCC will invite the Schools to participate in the selection process for the appointment of the onsite representative.

**22. Quality Assurance and Assured Safe Catering**

LCC have adopted a system of monitoring designed to provide an assurance to the Schools that the services are being delivered to the quality standards specified under Annexe 6.

The framework under which the monitoring process is to be undertaken is set out under Annexe 6.

**23. Matters beyond the Control of the Parties**

Both parties agree that neither shall be responsible for matters beyond their reasonable control such as fire, flood, inclement weather, strikes, labour disputes and Acts of God etc.

**24. Notice**

All notices must be in writing and sent by post to the addresses appearing at the beginning of this agreement.

**25. Entire Agreement**

The parties agree that this agreement records the entire agreement and understanding between them and that neither party has relied upon a representation that is not contained in the agreement.

**SERVICE LEVEL AGREEMENT**

**FOR THE PROVISION OF CATERING SERVICES**

**FORM OF AGREEMENT**

Ashton Community Science College, Ashton, Preston, wish to enter into a Service Level Agreement with Lancashire County Council (School and Residential Care Catering) for 3 Years from: 1<sup>ST</sup> September 2025

Reactive Expenditure: £336.87 per month (please Initial)

Planned Expenditure: £378.67 per month (please Initial)

For and on behalf of:

Ashton Community Science College, Ashton, Preston

Signed .....

Designation .....

Dated .....

For and on behalf of:

**Lancashire County Council (School and Residential Care Catering)**

Signed



Designation .....Head of Services (Facilities Management).....

Dated .....01 April 2025 .....

## **ANNEXE 1**

### **RESPONSIBILITIES OF LCC**

1. LCC will provide catering services on each day the School is open (normally 190 days in each academic year) at breakfast, morning break and lunchtime. Variations to the existing services can be agreed locally, for example hospitality catering or catering for outside of the School events.
2. LCC will provide vending services where there is an agreement to do so. The vending machines will remain the property of LCC.
3. LCC will determine the menu and tariff following consultation with the School.
4. LCC will operate a policy for pupils entitled to free meals to choose meals up to a value agreed with the School.
5. Where specific services are provided to distinct groups of pupils these services will not be provided on days when the groups are absent from school unless otherwise agreed locally.
6. LCC will develop menus which will comply with the statutory school based standards for school food.
7. LCC will not be responsible for counting all cash collected during the provision of the services. The School may request and LCC will provide a facility for a representative of the School to count the cash at the

same time as LCC although this will be done at the expense of the school.

8. The School may use any of the furniture used for the catering services strictly on the basis that this will not interfere with the provision of the catering services.
9. LCC will be responsible for the separation of kitchen waste, the use of recycling facilities and taking all waste to the central collection point determined by the School.
10. LCC will purchase all necessary supplies and pay creditors. The consumables cost will be managed at 44.0% of contract sales.
11. LCC will employ the staff necessary to carry out the catering services and any associated functions. All employees will be subject to an enhanced DBS check and receive induction on Safeguarding. The direct labour cost will be managed at 42.42% of contract sales.
12. LCC will carry out market research and promote the catering services. LCC will provide information concerning menus and tariffs to be used on the School communication networks. This will be supplied in an appropriate format.
13. LCC will adhere to all relevant health and safety regulations, statutes and standards.
14. LCC will replace existing light kitchen equipment, for example; crockery, cutlery and cooking utensils, when this becomes necessary at no cost to the school. LCC will advise the school if it becomes necessary to replace heavy kitchen equipment and furniture.
15. LCC will monitor the quality of the services and will report the results automatically of any monitoring as part of the review process.

16. LCC will provide the School with a summary of each weeks trading income within seven days of the last day of trading in the preceding week.
17. Should the School or any service user wish to complain about the services or any member of LCC staff the complaint will be dealt with under the Lancashire County Council complaints procedure, a copy of which can be provided to the School.
18. LCC will consult and participate with the activities of the School Nutrition Action Group.
19. LCC will participate in any initiatives developed by the School to provide workplace training for students providing they comply with relevant legislation.
20. In respect of 'Food for Life' LCC will comply with the Silver standard for procurement.

## **ANNEXE 2**

### **RESPONSIBILITIES OF THE SCHOOL**

1. The School will ensure that LCC is allowed unrestricted access to the catering premises and the equipment on each trading day. The same access will be allowed to LCC for the purposes of cleaning whether on a trading day or otherwise with the agreement of the School. LCC will provide the school with 7 days' notice of access requirement outside of school hours and during school holidays.
2. The School recognise LCC as the exclusive provider of catering and vended services for students. The School agree not to compete with LCC by selling food or beverage services to students.
3. The School agrees to make reasonable and appropriate general security arrangements to reduce the risk of unauthorised access. In particular the School will try and ensure that no unauthorised person will have access to materials belonging to LCC or to hazardous machinery in the kitchen.
4. The School will ensure that LCC has access to fuel and water without charge for the purposes of providing the catering services, which will include cleaning.
5. The School will be responsible for the collection of refuse and providing facilities for re-cycling.
6. The School agree to allow LCC to use the existing exchange line although LCC will meet the full cost of rental and call charges.
7. The School will be responsible for deep cleaning the areas set aside for students to consume food.

8. The School may alter the times or the locations of the services following consultation with LCC. If the services are to be suspended on a temporary basis the School will give at least five days' notice where reasonably practicable in order to reduce wastage.
9. If a variation is to be permanent the School will give 2 weeks' notice of the change.
10. If the variation to the times of the services is likely to result in either an increase or reduction in the volume of services provided by 25% or more, then at least three months' notice of the variation must be given to LCC to enable LCC to employ sufficient staff or redeploy its staff. Once such a notice has been received the parties will try and re-negotiate the charges for the services. If agreement cannot be reached on the new charges LCC may terminate the Agreement by giving three months' notice to the School.
11. The School will be responsible for maintaining the register of pupils and staff entitled to free school meals.
12. The school will make arrangements for whatever supervision of students it considers necessary to maximise the number of students using the service and dining area.
13. The School will provide LCC with access to consult and participate with the activities of the School Nutrition Action Group.
14. The School will facilitate communication of menus and tariffs through the School communication networks.
15. The School may cancel meals or services up until 10.00 a.m. after which they will be charged for.
16. The representatives of the School will liaise with LCC on the requirements for the provision of special diet

17. At the end of service LCC will be responsible for wiping down tables, sweeping the designated dining area floor and spot mopping any spillages.

## ANNEXE 3

### CHARGES AND REBATES: FULLY MANAGED SERVICE

#### 1. *Charges*

Free Meals	Agreed notional value of a free meal less 7.0%
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#### 2. *Rebates*

% Rebate paid on all sales	7.0%
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% Rebate Paid on Vending Sales	N/A
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The percentage rebate will be reviewed at the end of each academic year. If annual notional sales plus agreed annual inflation exceed £268,070 the parties will enter into a negotiation to review the level of rebate returned to the School.

#### 2. **Notional value of free meals:**

The value of a free meal will be agreed with the School. The allowance for free meals will be set at a level which will provide meals compliant with the nutrient standards.

#### 3. **Costs to be recovered in the selling price of meals:**

Food

Direct Labour

Cleaning materials

Disposables

Replacement Light equipment

Management and administration overheads excluding premises costs

#### **4. Invoicing**

LCC will present monthly invoices to the School covering the period up to the last Friday in each month.

#### **5. The Living Wage, Inflation and Job Evaluation**

The price of meals charged to pupils and the allowance for free meals will be reviewed to take account of cost inflation for food, employee and overhead costs. Any proposal to increase, decrease or maintain the price of meals and allowance for free meals and rebates returned to the School will be agreed between LCC and the School.

#### **• 6. Free Meal Entitlement for Pupils**

LCC will agree the entitlement for free meals with the School prior to the commencement of the agreement.

#### **7. Free Meals for Adults**

LCC will continue to operate whatever system is currently in place for adults entitled to free meals or is adopted by the School in future.

#### **8. Paying Adults**

Paying adults will be charged the same tariff price for menu items as paying pupils. No surcharge will be added to the price of meals. In respect of VAT, LCC will adopt the advice issued by LCC VAT team unless otherwise directed in writing by the School. The advice is that:

- All cold food will be subject to VAT unless it is consumed elsewhere on the School premises.
- Hot food taken away from the facility is subject to VAT. VAT will be added to all items chosen with the exception of additional proprietary items.

## ANNEXE 4

### Communication

LCC recognise that effective communication with stakeholders is necessary so that sales are maximised to the benefit of all stakeholders within the School community. The programme detailed below is designed to improve communications with stakeholders and build sales.

#### Communication Plan

Service Users	Communication Channel	Frequency
Students	Student Food Development Group Face to face contacts using QA's in the dining area Distribution of Menus and Tariffs Point of sale material School notice boards	Each term On going Autumn term On going On going
Parents / School Community	LCC web site – menus, tariffs and promotions School web site – menus tariffs and promotions School newsletters Parents Evenings and events	On going On going As required As required
Teaching and Non-Teaching Staff	Menu and tariff literature available in staff areas Pre ordering service marketed Staff meetings Questionnaires	On going Daily As required Each term
School Managers	Face to face meetings	See Visitation Schedule

## Management Visiting Schedule

The LCC management team is committed to providing its customers with a managed service that is responsive to the needs of school managers, students and school community. Their task is to demonstrate continuous improvement and manage the outcomes of the service in partnership with the school management.

Included below is the visitation schedule of the various levels of Operational Management that are involved in managing the contract.

Attendees	Frequency	Details / Agenda
Catering Supervisor / Client Representative	Weekly or as required	Diary, feedback, menu substitutions / developments, arrangements for forthcoming events, functions, complaints and KPI's
Service Improvement/ Operations Manager / Catering Supervisor / Client Representative	Monthly and as required in order to follow through on agreed actions	As above with the presentation of a summary of budget to actual. Quality Assurance reports/market research. Presentation of service development plans.
Contracts Manager and representatives above LCC	Once per year	As above plus any agenda items the School wish to discuss.

## ANNEXE 5

### Training and Development Programme

We provide the school food service in over 500 Schools across Lancashire, which allows us to utilise our experience in this area of expertise within the delivery of our training. Our training and development team consists of a senior manager and four catering skills delivery managers.

#### Courses currently listed are:

Course Name	Level
Certificate Award in Providing a Healthier School Meals Service (Level 1 VRQ)	Certificate
Other Support Work in School (Level 2)	Other
Other Support Work in School (Level 3)	Other
Level 2 Food Processing and Cooking	Other
Level 2 Professional Cookery	Other
Other Food Safety Awareness for Primary School Children	Other
Other CIEH Level 2 Award in Food Safety in Catering	Other
Other Food Safety Awareness	Other
Other Level 3 Award in Professional Catering Skills for School Cooks	Other
Other Catering Skills Programme for Parents	Other

## Secondary School Training Programme 2025/26

Programme	Job Title	Details Training and Venue	Proposed Dates
Paperless Kitchen ICT	Staff in Charge / Assistant Cook	Delivered in-house by Skills & Standards Trainers Venue: TBA	May
Workforce Development Programme 11	Staff in Charge / Assistant Cook	Delivered in-house by Skills & Standards Trainers Venue: TBA	October onwards
Business Development Reviews / Seminar	Staff in Charge & Assistant	Marketing & Merchandising Communication, Service delivery Venue: TBA	February, June and November (3 days in total)
Basic Food Hygiene	Kitchen team	To meet legal requirement to maintain awareness of Food Safety processes. Venue: Local	Every 3 years
Safe Guarding	Kitchen team	To follow Lancashire County Council Policy and Procedure Venue: Local	Every 3 years

## **ANNEXE 6**

### **Health, Safety and Quality Assurance**

#### **Health, Safety and Hygiene and Due Diligence**

LCC catering services is accredited to a third party Quality Management System. Our HACCP policy has been referred to and accepted by Preston City Council Environmental Health Office.

#### **Statement of Policy September 2010**

Lancashire County Council (LCC) has the ultimate responsibility for ensuring that all catering units within its control meet the requirements of The Food Hygiene (England) Regulation 2006 and Regulation (EC) 852/2004.

HACCP is a live document based on current legislation and is subject to annual reviews to ensure that the assessments are relevant and up to date, taking into account changes in legislation and operational changes.

To ensure that important controls are in operation an Annual Audit of each unit will be carried out by a competent person designated by the Senior Operations Manager or Head of Catering.

HACCP is not intended to be a definitive guide to, nor a substitute for, the relevant law. The aim of this document ensures that safe work practices are carried out in the handling and production of food within this unit.

A copy of the HACCP document must remain on site and be used as a training tool for all catering staff.

HACCP is an integral part of the LCC Quality System and the kitchen log book for which LCC is monitored externally.

The objective of the system is for the management of LCC to demonstrate that all reasonable steps are being considered to promote safe work practices and to prevent hazardous food being served to its customers.

The Catering Supervisor is responsible for the implementation of all on site procedures.

### **Policy on the use of GM food products**

The policy of Lancashire County Council is to prevent foods containing Genetically Modified Ingredients (GMI) from entering the food chain. At present only GM Tomato Paste, GM Vegetarian Rennet, GM Soya and GM Maize are available for use in manufactured foods or foods in their own right. LCC has established that currently there are no products on the buying list that contain GMI.

LCC does not claim that ingredients and menus are “GM” free. Such claims are misleading because they have not yet been tested in law. The responsibility for administering the policy lies with LCC Corporate Procurement, LCC Food and Procurement Manager, Operations Managers and Unit Managers.

### **Quality Assurance Systems**

The LCC Quality Assurance System is proactive and attempts to stop things going wrong in the first place. It is a continuous process of product and service assessment and fault correction throughout production and is the responsibility of all staff. Standards are necessary to ensure consistency and to provide a reference point to determine when a target or task has been completed satisfactorily.

If a control measure is not achieved a Corrective Action Request must be completed and implemented to deal with the problem and prevent it from happening again.

The aims of this Audit is to ensure that the system is effective in controlling hazards and checking to see that our procedures and policies are being applied in practice, so as to ensure safe food production and safe working practices, a high standard of food quality, and good customer care practices.

The following will be monitored during the onsite visits:

1. The critical issues and standards
2. HACCP – Hazard Analysis and Critical Control Points
3. All aspects of food safety from raw materials to service to the customer
4. Menu and food production in line with Service Specification and the Nutrient Based Standards for school food.
5. Health and Safety
6. Administration procedures

The audit is made up of 4 distinct sections:

1. Critical Audit
2. HACCP Audit
3. Procedural Audit
4. Lunchtime and Menu Audit

In order to achieve an acceptable standard, all standards in the Critical Audit are required to be met. This Audit is intended to be used frequently and whenever there is a visit to the kitchen.

The Lunchtime Audit is required to be completed twice a year. A Full Audit that consists of all sections must be completed annually as a minimum.

Following each catering audit the findings will be submitted to head office and recorded on a master spreadsheet. This spreadsheet shall be reviewed with the Operations Manager on a regular basis by the relevant Senior Manager to establish if there are any emerging trends and to identify the root causes of non-conformances. Trends and root causes will be reviewed at a Senior Managers meeting three times per year and these meetings will be recorded.

## **Complaints Procedure**

### **What are compliments, comments and complaints?**

A **compliment** is an unsolicited expression of praise, admiration thanks or satisfaction from a customer.

A **comment** is a proposal or a suggestion for change or improvement from a customer.

A **complaint** is an expression of dissatisfaction by one or more members of the public about the Council's action or lack of action or about the standard of service, whether the action was taken or the service provided by the Council itself or a person or body acting on behalf of the Council.

### **Procedure**

Compliments and comments will immediately be passed onto the appropriate service manager, who is responsible for the service that you are providing your feedback about. You will receive a response to acknowledge and thank you for your feedback.

Please note that comments suggesting ideas will be considered by the Operations Manager and where possible we will ensure an immediate action is taken. However, some ideas may need further investigation and discussion with different services and/or service managers; therefore, it may take slightly longer to agree the next steps.

Complaints will be investigated by the Operations Manager and a formal response will be made within 5 working days.

### **What can I not raise a complaint about?**

- A first request for service
- Reporting a problem or fault for the first time
- Reporting a breach in planning control, or any other legislation
- An insurance claim
- A concern raised by a contractor, member of staff, or partner agency about something which does not directly relate to a service provided to them as service users by the County Council

## **How are complaints investigated?**

The Complaints Procedure has two clear stages:

- **Stage 1** - the Service Directorate investigates.
- **Stage 2** - the complaint is considered by Complaints & Appeals, Governance Service, of the County Council.

The complaint goes through each stage until it is resolved. At Stage 2 it will be decided by the Committee on the basis of the written comments that have been received. For further information on the overall processes, please download from [here](#).

## **Will my complaint be treated in confidence?**

LCC appreciate there may be reasons why you may wish to remain anonymous when complaining to Lancashire County Council; however, please be assured that all your complaints are treated in confidence. Lancashire County Council safeguards all personal information in accordance with the Data Protection Act 1998.

## **Diversity and Equal Opportunities Statement**

Lancashire County Council as an equal opportunity employer intends that no job applicant or employee shall receive less favourable treatment because of his or her sex, marital status, race, colour, nationality, national origin, ethnic origin, disability or sexual orientation, nor be disadvantaged by any other condition or requirement which cannot be shown to be justifiable.

## ANNEXE 7

### Food Supply Route

LCC procures £12.5m of food annually to support the delivery of our services to Schools and employs a Food and Procurement Manager specifically to develop the food supply and protect the interests of our customers and the organisation.

Enclosed within this submission is the LCC 'Strategy and Information Document on Sustainable Food Procurement'. The document is specific to the procurement of food and is intended to complement the County Council's wider strategy under which all staff with procurement responsibility is required to support and implement sustainable procurement practices.

There is no legal definition of 'local' for the purpose of public sector food procurement; however, LCC's definition of local is within a 35 mile radius of Lancashire. As such, all our school food contractors can be defined as local and 71% of these are classified as Small or Medium Enterprises.

### Named and Address of Suppliers

Category	Named supplier and postcode
Fresh fruit and vegetables	Ralph Livesey Ltd PR2 9ZB
Dairy ( <i>Milk</i> )	Wiseman Dairies (processor: M17 1TU) using milk sourced from 169 north west farms covering Lancashire
Dry and Frozen goods	Brakes WA7 3DL
Sandwiches	Ashberry (sub: Ashwood Fine Foods PR5 6AQ)
Dairy ( <i>Cheese</i> )	Dewlay PR3 0PR
Dairy ( <i>Yogurt</i> )	Ann Forshaw PR3 3BN
Dairy ( <i>Eggs</i> )	Kenyons Farm PR25 3DQ
Beverages (tea/coffee)	Dunsters Farm BL9 7BR
Bread	Morris Quality Bakers PR7 5UH
Cleaning products	Bunzl Cleaning & Hygiene WA1 4RQ

## **Best Value**

The process by which LCC monitors and delivers best value is detailed below. The supplier is established through a competitive tendering exercise.

1. LCC insist on suppliers observing strict adherence to the terms and conditions of contract that dictate how price reviews will be conducted and at what intervals.
2. Suppliers are required to present supporting market evidence/reports at the price review and operate an 'open book policy' and this includes volunteering invoice evidence of prices they themselves are paying their sub-suppliers/contractors.
3. LCC Food and Procurement Manager conducts ongoing market/commodity research referencing the Grocer Magazine, the Consumer Prices Index, various publications/news releases covering the commodity directly and also contributory factors such as the cost of energy, petrol, minimum wage changes and exchange rates.
4. LCC also engage in benchmarking contract prices to support controlled supplier price reviews by comparing prices paid to other appropriate/similar authorities/organisations (ESPO, Shires, FSO, YPO). LCC belong to the Shires Network, a group of 11 Shire authorities who share information with the objective of managing and demonstrating continuous improvement.
5. LCC use resultant findings to support price reviews and inform future procurement strategy.

## **ANNEXE 8**

### **Menu Specification and Service Points**

The following service points will be open at Breakfast, Break and lunchtime subject to demand:

**Main Servery:** Service points serving main meals, grab and go food and compliant drinks

**Food and Choices:** These will include a range of meal deals at £2.90 or less. These will include the protein, carbohydrate and vegetables required by the food based standards

A range of items will be available at lower price points from which students can choose.

**Communication:** Menus and tariffs will be provided to the School to be posted onto the School web site and onto the School electronic notice boards

LCC management will attend open days / evenings, parent's evenings and recommend that the dining area is opened to parents on these events

On request, LCC will, subject to the systems capability, provide reports generated from the system for parents which detail the choices made by students

## Promotional Calendar

The following promotional activities and generic theme days will take place in 2025/26. The School may wish that an event detailed below is changed to accommodate another preference.

Month	Date	Promotion	Menu/Service Area
October	October	Leaflet Meal Deal	Across all counters
October	October	Curry Week	Hot Counter
November	November	Bonfire Lunch	Hot Counter
December	School Specific	Christmas Lunch	Hot Counter
December	December	Christmas Sandwich meal Deal	Hot/Cold Deli
January	January	Soup & Sandwich Winter Warmers	Hot Counter
January	January	Farmhouse Brunch	Hot Counter
February	February	Chinese New Year	Hot Counter
March	March	Easter Lunch	Hot Counter
April	April	Lancashire Food Week	Hot/Cold Counters
May	May	Hot Panini Week	Whole School
May	May	Step into Summer	Whole School
June	June	The Italian Job	Hot Counter
July	July	American Day	Hot Counter