

## CATERING TASK & FINISH WORKING GROUP

VERSION	DATE	AMENDED?	COMMENTS
0.1	04.06.24	No	Draft Version
1.0	11.06.24	No	Approved by S&R Committee

1. **TYPE OF COMMITTEE** => Task & Finish Working Group
2. **PARENT COMMITTEE** => Strategy & Resources Committee
3. **6 MONTH MEETING RULE VALID (see 6.1.k)**
  - a. YES
4. **SIZE** => 4 Councillors
5. **END DATE** => 11 September 2024
6. **DUTIES AND POWERS**
  - 5.1. **OVERALL PURPOSE**
    - a. To carry out required actions to consider and shortlist tender submissions, interview shortlisted providers and make a recommendation to the Strategy and Resources Committee on the appointment of a new catering partner for the Oakwood Centre from 26 August 2024.
  - 5.2. **MEETINGS**
    - a. Meetings will take place as and when required in order to best achieve the stated purpose within the timescales prescribed by the working group.
    - b. Officers will be in attendance at all meetings.
  - 5.3. **TERMS OF OPERATION**
    - a. To review tender submissions from catering providers and shortlist for interview.
    - b. To interview shortlisted catering providers to receive presentations and ask questions.
    - c. To consider the shortlisted tender submissions and interview outcomes and make a recommendation to the Strategy and Resources Committee on the appointment of a new Catering Partner.