

EAST AYRSHIRE COUNCIL

PERSONNEL AND PROPERTY SUB-COMMITTEE - 28 SEPTEMBER 2000

IMPROVEMENT OF CANTEEN FACILITIES, LONDON ROAD

Report by Depute Chief Executive/Director of Corporate Resources

PURPOSE OF REPORT

- 1.0 To propose a series of measures designed to improve the existing canteen facilities at London Road.

BACKGROUND

- 1.1 The existing canteen facilities were installed at the start of the Council as a temporary measure. Over the summer period it became increasingly clear that the existing canteen arrangements for a catering service at Council Headquarters, London Road were not likely to satisfy stricter food safety standards or health and safety obligations in the future.
- 1.2 Following investigation it became apparent that to retain a canteen facility in the current location serving hot meals with food prepared on site and complying with the Council's continuing statutory obligations for health and safety, significant investment would be required. Following consultation with the Trade Unions the undernoted interim arrangements were put in place to ensure that the Council continued to meet its statutory obligations whilst providing a service for existing users:
- the existing staff canteen facility has remained open with sandwiches and cold snacks (prepared in catering facilities off-site) confectionery and hot and cold drinks available for purchase;
 - the previous opening hours have continued to operate; and
 - it was planned that items on offer for purchase would be extended progressively. Recent improvements have included better quality vending machines for hot drinks and the availability of two choices of soup.

2. PROPOSAL

- 2.1 A service users group has been established comprising representatives of the departments based at Headquarters and the Trade Unions. The service users group has undertaken a series of visits to view the facilities provided by other councils and has been consulted on the proposals contained within this report for the refurbishment of the canteen.
- 2.2 In the short term it is proposed that a series of improvements, modest in nature, be made to the existing canteen facility. The proposals will include:
- bright and modern decoration;
 - new furniture and floor covering;
 - new counter layout;and
 - improved lighting
- 2.3 The service to be provided will remain as that described in paragraph 1.2. Proposals to develop a facility on site where food can be prepared, would require as previously indicated, significant investment and, accordingly the preparation of a business case clearly demonstrating a viable customer population. The experience of other councils would suggest that increasingly, there is a tendency towards serving sandwiches and snacks in a café/bistro environment with there being less demand for the provision of a traditional hot meal. Whilst these proposals will continue to be given consideration, if feasible, they are likely to be long term in nature. Accordingly it is considered that proposals to improve the existing facility should proceed. During any adaptations contract period the canteen would require to close and a trolley service would operate.

3 FINANCIAL IMPLICATIONS

The improvements detailed in section 2 of the report will cost around £12,000 and can be met from the existing office accommodation budget.

4 LEGAL IMPLICATIONS

- 4.1 The proposals contained within this report will ensure that the Council continues to meet food safety standards and its health and safety obligations.

5 RECOMMENDATIONS

The Personnel and Property Sub Committee is asked to:

- (i) Approve the proposals contained within this report to improve the canteen facilities; and
- (ii) Otherwise, note the terms of this report.

Fiona Lees/ Depute Chief Executive/Director of Corporate Resources

20 September 2000

Background NIL

AGENDA