

Scrutiny Board

26 April 2016

Report title	Feedback from the Scrutiny Inquiry Session Tackling Childhood Obesity	
Cabinet member with lead responsibility	Councillor Sandra Samuels, Health and Well Being Councillor Claire Darke, Education	
Wards affected	All	
Accountable director	Ros Jervis, Public Health Well Being Julien Kramer, Education	
Originating service	Governance	
Accountable employee(s)	Deb Breedon Tel Email	Scrutiny Officer 01902 551250 Deborah.breedon@wolverhampton.gov.uk
Report to be/has been considered by	Joint meeting of Health and Children Young People and Families Scrutiny Panels.	9 March 2016

Recommendation(s) for action or decision:

The Scrutiny Board is recommended to:

1. Note the feedback from the joint meeting of Health and Children and Young People Scrutiny Panels relating to tackling Childhood Obesity.
2. Consider the comments and main messages in this report and agree the recommendations to Cabinet Members for action.

1.0 Purpose

- 1.1 The report provides feedback from the Scrutiny Inquiry Session Tackling Childhood Obesity and invites Scrutiny Board to consider the main messages from the session and agree its recommendations.

2.0 Background

- 2.1 Councillor Paul Singh moved the following motion at Council on 16 December 2015:

'That this Council recommends to all schools in Wolverhampton that introduction of the daily mile of walking or running for all pupils as an element in the authority's efforts to combat childhood obesity'. Councillor Paul Singh explained the rationale for the motion drawing Council's attention to the rise in levels of obesity in children. This was seconded by Councillor Thompson.

- 2.2 Councillor Sandra Samuels moved an amendment to the motion after explaining to full Council that addressing childhood obesity requires a whole systems approach where a range of measures focuses on recommendations from the 'Foresight Report 2011'. Councillor Samuels explained that there were several public health initiatives ongoing across the cities schools. Some 32 schools had established (Change4life) sports clubs which offered above and beyond curriculum requirements and a further 21 schools scheduled to develop clubs 2016. This is part of the obesity prevention plan in primary schools which had been endorsed by Cabinet.

Amendment:

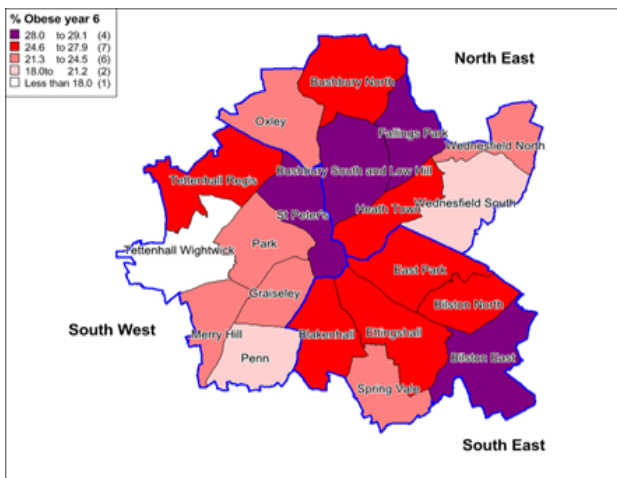
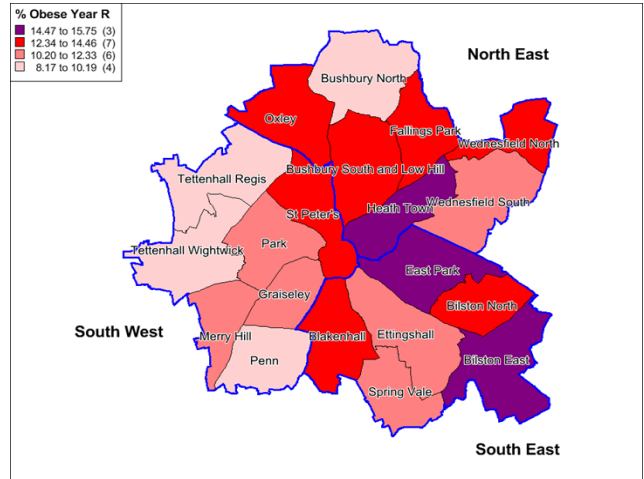
'That this Council refers the motion for consideration by a specially convened joint meeting of the Health and Children and Young People Scrutiny Panels to which representatives from schools, the PASS Team and other interested stakeholders are invited.' This was seconded by Councillor Darke.

- 2.3 Following the debate it was agreed that a joint meeting of the Health and Young People's Scrutiny Panels be convened and the Scrutiny Inquiry to consider 'Tackling Childhood Obesity met as agreed on 9 March 2016.
- 2.4 Background information was circulated in advance of the meeting and witnesses presented the key points of evidence relating to the scale of the obesity problem and what is already happening to tackle childhood obesity across the City.
- 2.5 During the debate several main messages and recommendations were captured to feedback to the Scrutiny Board.

3.0 Main messages

3.1 Between 8% - 16% of children are obese when they start reception class.

**Wolverhampton average 25.2%
4-5 year olds overweight or obese
(England average: 21.9%)
2014/15**



Between 16% - 29% of children are obese when they start year 6

**Wolverhampton average 40.6%
10-11 year olds overweight or obese
(England average: 33.2%)
2014/15**

67.5 % of adults are overweight or obese (England average: 64.6%) 2012-2014

3.2 Children in the most deprived areas are twice as likely to be overweight or obese but we still see high levels in the least deprived wards and this is consistent in both Reception (R) and Year 6 (Y6) in schools.

3.3 Members agreed and were encouraged to learn that there is a lot more going on in Wolverhampton than realised.



A new and innovative approach to ensure a smooth transition through lunchtime

S P A C E time

FREE OFFER from Partnerships & School Sport (PASS) in partnership with Public Health



3.4 The Inquiry group learned about the existing programmes already in operation in Wolverhampton and good practice from other parts of the UK as follows:

- Northwood Park Primary school - 15 minute exercise programme.
- Oak Meadow Primary - Change 4Life Sports and 32 plus schools that have also adopted Change 4 life clubs.
- 'Cool Kids' programme at Penn Fields and Eastfield Primary.
- 5-a-day where pupils participate in 5 minutes short activity bursts in between lessons (including St Marys Catholic School) which have driven positive changes to the physical activity culture in schools.
- The Daily Mile Programme, St Ninian's school, Scotland – A physical activity programme which takes place during the school day encouraging children to walk or run for up to 15 minutes (per day).

The Inquiry Group agreed that elements of the above (and any) programmes critical for changing culture and behaviour include:

- Regular physical activity opportunities – a daily offer
- Whole school involvement including pupils and staff
- Habitual and integrated in to the school day
- Valued by staff and not perceived as a bolt on

3.5 The Children & Young People's Health Improvement team and Intelligence and Evidence team shared that an obesity prevention framework for primary schools has been created, using the most current evidence base surrounding childhood obesity prevention. The framework is governed by the need for school senior leadership engagement, this being shown to be critical for improvements to be embedded and outcomes achieved. There are nine evidence based sections to the framework where schools need to consider their practice:

1. Pupil voice
2. Curriculum
3. Physical activity opportunities
4. Targeted support
5. Food provision
6. Food culture and environment
7. Training and CPD
8. Parental engagement
9. Community engagement

The Inquiry Group heard that a whole range of activities for obesity prevention have been considered in a co-ordinated approach during the development of a prevention framework for primary settings. There has been school senior leadership support to develop activities such as nutritional advice in Personal Health and Social Education (PHSE) lessons; working with parents; looking at lunch boxes and the CPD training offer for teachers as part of the framework.

3.6 In relation to the Obesity Prevention Framework the Inquiry Group heard that:

- a) For schools, the user-friendly framework will ask a series of prompting questions and supporting documents will be populated, (in partnership with key local stakeholders such as catering, school meals, partnerships and school sport, school nursing, wolves community trust, active travel,) to illustrate effective practice, to highlight the support available locally to assist schools in implementing this practice and to share local good practice from schools who may have exemplary work in these areas. It is anticipated that the framework will be launched as a pilot to schools in the summer term, initially with a target of 10-12 schools.
- b) To date, the framework has been used to map current provision available locally for children aged 4 to 11, to unite key local stakeholders and services into a coordinated approach, to identify gaps in current service provision and to inform future commissioning priorities.
- c) To address some of the gaps highlighted as part of the mapping exercise Feel Good Family have been commissioned to research, scope and design prevention programmes, with appropriate materials, for a range of healthy lifestyle initiatives to be delivered to primary aged school children (age 4-11). These include:
 - i. A programme to promote fruit and vegetable uptake in school and to increase the range of lunchtime foods children will try and eat.
 - ii. A programme to decrease sedentary behaviour with pupils utilising time within the curriculum.
 - iii. A year 6 healthy eating transition programmes with a key focus on nutritional labelling, food independence and making informed choices.
 - iv. A school council healthy lifestyles campaign pack.
- d) Feel Good Family will also develop a 'brand' that can link these programmes (and others that are provided as part of the obesity agenda) that resonates with children and young people and other target audiences as appropriate e.g. parents, school staff etc.

3.7 To support these universal programmes currently in development, Public Health are currently working with schools who will be reflecting on and reviewing their current practice in relation to the obesity prevention framework. The interventions to be delivered in the summer term onwards.

3.8 Catering Services provide meals to schools across Wolverhampton. To clarify responsibilities for both the school and catering services a Service Level Agreement (SLA) is signed by both parties, this SLA provides the school with all relevant nutritional and statutory information relating to the provision of school meals. Catering Services work to the "The School Food Plan" and our menus meet the obligations under the plan. Appendix 2 (a) – (c) SLAs are attached for your information.

- 3.9 Catering Services have also been awarded the Bronze “Food for Life” which is awarded to catering providers and signifies Catering Services commitment to ethical, sustainable and fresh food, as part of our on-going development work over the next 18 months we are working towards the “silver “award.”
- 3.10 Education assist our health colleagues each year in marketing their traded services. The current reported position for 2016/17 is as follows:
- Children & Young People’s Health - Advanced Package 9
Children & Young People’s Health - Standard Package 37
School Meals Development and Consultancy 13
(Free to schools taking a Catering SLA)
- You can find details of what the above entails in our Quality Services for Schools Brochure (extract pdf attached appendix 1)
- 3.11 The Inquiry group recognised the need for a range of offers to encourage healthy activity but also nutrition in schools. They highlighted the need to explore food quality and nutritional standards in schools. Some councillors felt that although food standards for schools are adhered to there may be a need to work with caterers and schools to set the bar higher in Wolverhampton.
- 3.12 The Inquiry Group agreed that the take up of school meals needs to be monitored, particularly at key transition points e.g. end of Universal Infant Free School Meals at year 2 and the transition from primary school to secondary school. There was also recognition that a large percentage of pupils consume food provided from home and therefore work needs to be done with schools and parents/carers to drive improvements. The Inquiry group highlighted a perceived lack of cooking skills within the City and a suggestion was made to consider how we could support the development of skills in young people and families across the City.
- 3.13 The Inquiry group identified a lack of awareness in relation to the current activities on offer to schools and a variable uptake of activities and interventions by schools. The group explored methods of raising awareness to schools and suggested that communication methods to Governing bodies are explored further to:
- Highlight the scale of the issue in the City.
 - Highlight the links between health and educational attainment, achievement and attendance.
 - Outline the role of the governing body in addressing pupil health and wellbeing.
 - Communicate the menu of support that is available to support local schools.
 - Challenge Head teachers on their schools contributions.
 - Share good practice from across the City.
- 3.14 The Inquiry Group were surprised to find that primary school teachers only have half day training in the degree curriculum relating to physical activity and felt that all teachers should have more physical activity and physical education training as part of their

teaching degree qualification. They heard that one school included a contractual requirement for teaching assistants to offer physical and healthier lifestyle activities and interests during lunchtimes and after school, in the employment contract and suggested that all teacher contracts should include a similar requirement.

3.15 The Inquiry Group considered the offer to schools from Partnerships and School Sport (PASS). PASS comprises three School Games Organisers hosted by the City's Sports Colleges – Westcroft, Our Lady and St Chad's Academy and Smestow:

- Intra and inter school competition - the offer is to every school, a calendar of competitions to create opportunity for young people to participate in healthy competition.
- Teachers have opportunity to take part in PASS professional development and go back to engage pupils and offer a wider range of activity in school. Schools are asked to target groups of children through programmes such as change4life. Provision should be broad to ensure there is something for everyone, which is local and suitable for all abilities such as dodge ball, frisbee and rugby league.
- The activity is dependent on the teacher leading the activity and their interest or expertise. Many young people show an interest in sports officiating which is also a good way to engage with sport and move around.
- PASS team give a full day CPD training for any teacher to up skill them. Only a third of Newly Qualified Teachers (NQT) were given permission or had capacity to take up the additional free training.
- The levels of competition showed a real drive to work with schools to progress competition between individuals, classes, schools and local authority areas.
- There is work on-going to get the house system in place.

3.16 They highlighted that successful programmes followed similar principles there being the need for activities to be a whole school effort, to take place every day and compulsory for all pupils and teachers alike. The inquiry group highlighted that there is a real need to raise the level of physical activity during teaching sessions in Wolverhampton schools.

3.17 The Inquiry Group recognised that School Governors and Councillors have a key role to play. Governors should discuss tackling obesity in their Governors meetings and they should be supported to own and drive the approach to obesity in their schools. One way of doing this would be to encourage a healthy lifestyle 'Governor Champion' at every school.

3.18 The motion to Council related to what extent schools can be doing more to introduce activities, but the inquiry group identified that parents, carers and whole families can be doing more to encourage activities outside of school. The 'Beat the Street' initiative was considered to be successful; it engages all age groups across the City and is zero cost to the individuals taking part.

4.0 Draft recommendations

- 1 The Inquiry group recommend that a discussion take place with local education providers and teaching alliance to consider the feasibility of increasing the physical activity knowledge and skills component of all teaching degrees, with a particular focus on primary qualifications.
- 2 The Inquiry Group recommends that motivating information and communications relating to child obesity and the menu of support and services available is circulated to all Governors and Leadership Teams in schools across Wolverhampton.
- 3 The Inquiry group recommend that food quality and nutritional standards in school lunches are reviewed and that priority is placed on two key areas:
 - a) Take up of school meals, particularly at key transition points e.g. end of Universal Infant Free School Meals at year 2 and the transition from primary school to secondary school.
 - b) The nutritional value of food provided from home (packed lunches and snacks).
- 4 The Inquiry group recommend further investigation of developing cooking skills in young people and families within the City.
- 5 The Inquiry Group recommend further development of the Intra-school and inter-school sports to progress competition between individuals, classes, schools and local authority areas.

5.0 Comments from Public Health and Education Services

- 5.1 The main messages and draft recommendations have been shared with service groups for comments and suggested ways forward.
- 5.2 A press release covered the Inquiry session 23 March 2016 'City obesity levels scrutinised as council considers options'. (See appendix 3)
- 5.3 Further questions relating to the draft recommendations should be forwarded to the Scrutiny Team in advance of the meeting. Employees from both Service areas have been invited to attend the scrutiny meeting.

6.0 Financial implications

- 6.1 Any activities and actions identified in the recommendations should be funded from within both existing corporate resources and the ring-fenced Public Health grant of £21.9 million for financial year 2016/17. [GS/13042016/U]

7.0 Legal implications

- 7.1 Individual schools are responsible for setting their own policy and practice. In relation to academy schools the Local Authority (LA) has no influence over any aspect of policy and practice. This would fall in the remit of the Regional School Commissioner and Secretary of State for Education. [RB/13042016/L]

8.0 Equalities implications

8.1 The recommendations identify actions to develop and strengthen mechanisms to tackle childhood obesity working with schools, parents and partners. All primary school aged children, regardless of school will be offered a National Child Measurement Programme (NCMP) health check and there is a need to ensure that all children from diverse backgrounds and with a disability have an opportunity to get active, learn about nutrition, and eat healthier foods. The accessibility of activities for children with disabilities will be taken into account.

9.0 Environmental implications

9.1 A closer working relationship with planning to reduce Wolverhampton's obesogenic environment .

10.0 Human resources implications

10.1 As above paragraph 7.1 legal implications.

11.0 Corporate landlord implications

11.1 The school premises must comply with health and safety regulations in the school environment regarding safe areas for physical activity and cooking.

12.0 Schedule of background papers

1. Motion to Council
2. Partnerships and School Sport (PASS)
3. A position statement detailing the known current range of physical activity interventions within schools across Wolverhampton
4. Primary Schools Obesity Prevention Framework
5. Commissioned obesity interventions to Support the Framework
6. Public Health Small Grant Scheme
7. Wolves Beat the Street Project
8. Space Time
9. Feedback from Stirling Council, Education Service in relation to the 15 minute physical activity programme
10. An evidence review of the 15 minute programme adopted by St Ninians Primary School in Stirling, Scotland:

13.0 Appendices

1. Quality Services for Schools Summary 2016 – 17
2. School meals SLA
 - a. Primary Catering Services
 - b. Secondary Catering Services
 - c. The School Meals Development and Consultancy Service
3. City People item 23.03.2016) 'City obesity levels scrutinised as council considers options'
4. Recommendations and initial comments from Service Groups

Appendix 1

Quality Services for Schools Summary 2016 – 17



Quality Services for Schools Summary

2016 – 2017

CITY OF
WOLVERHAMPTON
COUNCIL

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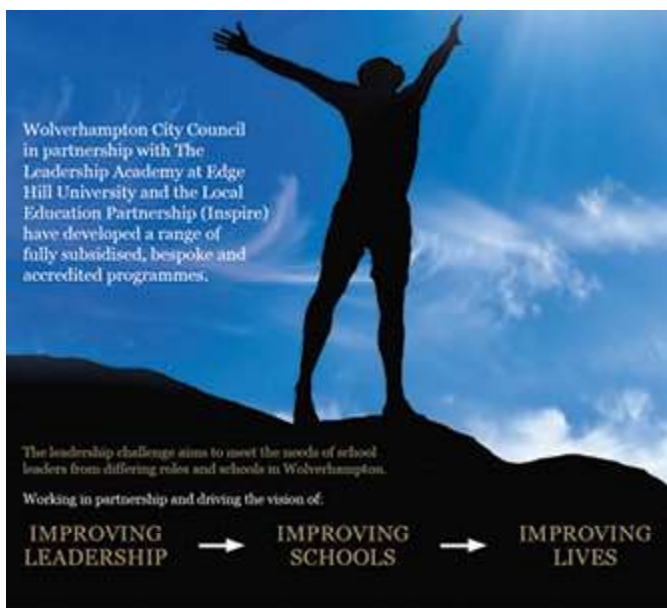


Introduction



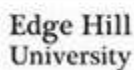
The last year has been a challenging but rewarding one for schools in Wolverhampton. Over 76% of our schools are now rated as good or outstanding by Ofsted and we have many new and exciting developments and collaborative partnerships that are delivering improved outcomes for our children.

When planning the City of Wolverhampton Council's Traded Services offer for 2016/17 we have looked closely at what our schools and partners have told us they value and the things they believe will help them do their job better.



Once again we have focused on school improvement and we are offering a wide range of up to date traded services that complement our new innovative, free leadership development WALC programmes that are being delivered throughout 2016 on our behalf by Edge Hill University, namely our;

- Headteachers Induction Programme
- Supported Headteachers Programme
- Ofsted Inspection Preparation Training Programme
- Governor Leadership and Development Programme
- Aspiring Headteachers Programme (starting January 2016)



We have once again expanded our traded offer in direct response to your feedback. Schools can now buy additional school improvement advisor time and expertise in a wide range of pedagogic areas such as citizenship, language and learning or key curriculum areas. We've strengthened our trusted core business support services such as HR consultancy, payroll and pensions, offering additional free services to those who take more than one of these core services.

Many of our products for 2016/17 are entirely new and have been developed to meet your specific needs. For example, schools now have the opportunity to purchase support on safeguarding, information governance and support on the administration of appeals.

We're once again offering discounts in some areas to schools that enter into longer term agreements with us for two or more years' duration. Inevitably a number of these offers are time limited so please consider these carefully if you don't want your school to miss out.

As usual if you'd like more information about any particular service, we've given you contact details for the people you need to talk to.

Looking to the future, we're committed to improving our own services and supporting every school to become outstanding. We welcome any feedback that you'd like to give on our current services and of course your suggestions for future developments.

We look forward to working with you once again and helping you improve outcomes for children throughout the city. Progress over the last year has shown that together we can make that difference.

Let's press on together.

Julien Kramer
Director of Education
 January 2016





Cllr Claire Darke and winners from Penn Hall School at the Digis annual awards ceremony

Foreword

Welcome to our 2016/2017 brochure which provides details of the services offered by the City of Wolverhampton Council to all of our schools and settings.

A big thank you to all those schools that used our services in 2015/16. As in previous years we have been mindful of the financial landscape that both schools and the council are operating in and believe that our prices offer excellent value for money for you and the city. We have also sought to provide you services that complement our new innovative, free leadership development WALC programmes that are being delivered throughout 2016 on our behalf by Edge Hill University.

As always we remain committed to offering local, high quality, competitively priced, value for money, flexible provision.

I hope that you find this brochure informative and easy to use as you select the services needed to support your school.

If you need any further information, the service leads listed on each service page will be happy to discuss any specific requirements and help you decide which aspects of their offers will be most helpful to you and your pupils.

We look forward to working with you again over the next year and in the future.

Councillor Claire Darke
Cabinet Member for Education

How to order your quality services

Included with the brochure you will find the pricing structure for each offer and a copy of the order form with details of options for its return.

Please note the deadline for return is:

Friday 12 February 2016

USING CLOUDW

More detailed information can be downloaded from the Service Level Agreement Area within the School and Pupil Services drop down menu on our new CloudW intranet site:

<https://cloudw.sharepoint.com/sla>



If you have any queries in the meantime or if you will not be able to meet the deadline please contact either:

Dr Trevor Pringle
Head of School Planning & Resources

t: 01902 555100

e: trevor.pringle@wolverhampton.gov.uk

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Senior Systems Analyst

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Appendix 2 (a)

PRIMARY CATERING SERVICES

This SLA relates to the agreement between an individual school & the Catering Services for the provision of primary catering.

CONTEXT & BACKGROUND

Catering Services provides a catering for primary schools across the City.

Our commitment to each school is shown and the functions provided are detailed below:

The key elements provided are:

- A comprehensive catering service to your requirements – we provide the staff, staff cover, food, equipment and management systems.
- Compliance with relevant legislation regarding Food Hygiene, Food Safety, Health and Safety and staff training
- Commitment to a strong partnership between you, the customer and ourselves to ensure the optimum catering provision for now and in the future.
- Innovation in the development of marketing and promotional activities to increase customer awareness, satisfaction and ultimately meal uptake

Parties to the Agreement

The agreement is entered into between Catering Services (the service provider), and the School on behalf of the Governing Body (the client).

MONITORING

We undertake to review the provision of the catering service at your site on a regular basis, in discussion between both parties.

Catering Services are more than happy to provide copies of the Direct Safe Catering monitoring sheets used and to explain how each school is monitored.

The school kitchen is inspected every 2 years for Fire Risk Assessment and Health and Safety. A copy of the Fire Risk Assessment report is left on site in the school kitchen and an electronic copy is sent to the school office for information purposes.

Monitoring of your school meal numbers takes place according to the schedule to be agreed at your annual meeting with Catering Services.

Area Catering Managers regularly visit your school on a regular basis each manager will visit your office each half term to check the catering service is running to the schools satisfaction.

GOVERNMENT SCHOOL FOOD PLAN – January 2015

Your primary school menu meets the Government's School Food Plan from January 2015, further information available at: www.schoolfoodplan.com

As well as meeting the Government's Nutrient Based standards, the menus provided for your school will follow the Government Nutrient Based standards (2009), the average school lunch must provide:

- The amount of energy shown in the table below with 5% tolerance.
- No more than the maximum amount for fat, saturated fat, NME sugars and sodium.
- At least the minimum amount for carbohydrate, protein, fibre, vitamin A, vitamin C, folate, calcium, iron and zinc.

Nutrient	Max/Min	Amount
Energy – (kJ) (kcal)		2215± 5% 530± 5%
Carbohydrate – (g)	Min	70.6
Non milk extrinsic(NME)sugar (g)	Max	15.5
Fat - (g)	Max	20.6
Saturated fat - (g)	Max	6.5
Protein - (g)	Min	7.5
Fibre - (g)	Min	4.2
Sodium - (mg)	Max	499
Vitamin A - (µg)	Min	175
Vitamin C - (mg)	Min	10.5
Folate - (µg)	Min	53
Calcium - (mg)	Min	193
Iron – (mg)	Min	3.0
Zinc – (mg)	Min	2.5

It is important that school lunches contain sufficient energy and micronutrients to promote good nutritional health in all pupils and to protect those who are nutritionally vulnerable.

On your behalf your average lunch will work towards meeting these standards; this involves menu planning and nutrient analysis.

SERVICES TO BE PROVIDED

The following areas have been agreed between the school and Catering Services:

- The provision of a nutritionally balanced meal for school children during the agreed lunchtime service period, including free meals and paid meals based on the agreed Schedule of rates (SOR)
- A menu which will work towards meeting the Government's Nutrient Based standards for school lunches and The School Food Plan (January 2015).
- Such additional services, including breakfast, vending and break services at such times as may be specified.
- Additional catering as specified by joint agreement.
- Provision to the school of all relevant information to do with meal numbers, including free meal uptake, city wide and national figures.
- Provision of cook supervisors, general assistants and staff cover, including: job descriptions, staff recruitment and selection, training (both on/off job), payment of wages. **All staff receives training and refresher training in food hygiene and health and safety.**
- We will provide nutrition training to the staff to reflect the Governments nutrient based standards.
- We will provide allergen training and information to the catering staff.
- Independent monitoring of the catering service provided through as part of **Direct Safe Catering system (DSC)**, to assure you and your customers of food safety. DSC complements current good practice, prompts improvements to poor service and provides record systems to demonstrate due diligence should the need arise.
 - Repairing and maintaining all the catering equipment on site.
 - Maintaining kitchen facilities to an acceptable standard in conjunction with the school (please see list below).
 - Further investment in the site and in service improvements may be agreed in partnership between Catering Services and the school.
 - Monitoring of the catering operation and regular client reviews with the Area Catering Manager. Any issues that arise at your school can usually be resolved on site.
 - The benefits of economies of scale due to a broad purchasing policy,

which guarantees materials of the highest quality.

- Due diligence on all aspects of the catering service to comply with relevant legislation for hygiene, safe food handling and Health and Safety.
- Meals must be cancelled before 09.30hrs on the day of service otherwise a full charge will be made.
- All Catering staff starting since September 2002 had been subject to a standard Criminal Record Bureau (CRB) clearance. Since July 2009 all new entrants have received an enhanced CRB check. New entrants since 2013 have had a Disclosure and Barring Service check.
- As from September 2015 all general assistants in the school following risk assessments will not be subject to a Disclosure and Barring Service (DBS) check unless your school wishes to pay for this service. Cook Supervisors and managers will be subject to a DBS check

RESPONSIBILITIES

	School/LEA responsibilities	Catering Services responsibilities
Equipment	New build kitchen equipment. Joint contribution for service enhancement on agreed basis.	<ul style="list-style-type: none"> • Light equipment • Equipment repair, maintenance and replacement • Service enhancement in agreement with client
Buildings	Repair and replacement of building fabric, floors/walls, painting, air conditioning, maintenance of grease traps etc	<ul style="list-style-type: none"> • Cleaning of all internal surfaces, and equipment including canopies
Personnel issues	DBS checks for general assistants	<ul style="list-style-type: none"> • Compliance with City Council procedures and Personnel manual • Cover all sickness • Pensions, payroll, • Recruitment and selection • Training (Hygiene, Manual handling/ COSHH) • DBS checks for supervisors and managers
Utilities	Payment of utilities (gas, electricity, water), waste disposal.	<ul style="list-style-type: none"> • Fax and paper consumables • Telephone
Transport		<ul style="list-style-type: none"> • Providing suitable vehicles, and maintenance • Parking and fuel.

Provisions		<ul style="list-style-type: none"> • Purchase of food and associated provisions to meet quality and nutritional requirements • Stock control systems
Due Diligence system		<ul style="list-style-type: none"> • Comprehensive monitoring of food safety, hygiene and food handling • Direct Safe Catering inspections and reports • Health and Safety and Fire Risk Assessment inspections in the kitchen
Collection of Dinner Money	Collecting and banking dinner money and staff meals. Any unpaid meals or bad debts.	<ul style="list-style-type: none"> • Collection, counting and audit of milk money on site

VARIATIONS OF AGREEMENT

This agreement may be varied by mutual agreement between Catering Services and the School and may include some of the areas below:

- Provision of a bespoke Service Level Agreement (SLA) specific to your school in such circumstances schools may negotiate with Catering Services a share in any surplus/deficit generated from the catering operation, based on the extent of joint investment into service improvements and increasing meal uptake.
- Investment in joint funding projects.
- Additional or special services as and when required, mid morning break, catering for sports days, special events etc.
- Basic skills training in lifting and manual handling, Food Safety training to Basic or Intermediate standards for other school employees/volunteers.

DURATION & VARIATION OF THE SLA

The duration of this SLA is for 3 years and it will end on 31/03/2019

Further, if you sign up to this SLA there will be no charges for the services of the School Meals Development Officer.

This SLA may be terminated by either party giving 2 terms notice in writing to the other at the end of the previous term, or over a shorter period if both parties agree, in the event of a formal tender process being followed it is recommended that a minimum of 3 terms notice is required to meet all the necessary pension/TUPE arrangements.

In the event of termination it is expected that the principles involved in the Transfer of Undertaking and Protection of Employment (TUPE) will be followed for all employees affected.

Charges 2016/17

- The school pays for school meals through the agreed **Schedule of Rates** (SOR), which will include free and paid meals
- The schools' delegated budget share includes an element for school meals which has been calculated based on the estimated take-up of meals for the financial year.
- Schools will be invoiced by Catering Services for all meals
- SOR Charges are agreed by the signed DSO 9A between the school and Catering Services and charged accordingly
- The price for 2016/17 will be as follows
- Infant - £2.77
- Special - £2.94
- Junior - £2.82
- The Universal Infant Free School Meal price will remain unchanged at the September 2014 charge of £2.30p /meal unless advised by Government of an increase in funding.
- Schools that do not formally sign up may lose the benefits of the current SOR price and may be charged a higher rate
- VAT will be applied at those schools where required

METHOD OF PAYMENT

Your school will either be invoiced direct or by journal transfer.

Any queries shall be raised with the Finance Department of Catering Services on (55)5208

ARBITRATION

The Council's Managing Director will act as Arbitrator. Their decision will be binding upon the parties.

CONTACT DETAILS

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Appendix 2(b)

SECONDARY CATERING SERVICES

This SLA relates to the agreement between an individual school & the Catering Services for the provision of Secondary Catering Services.

CONTEXT & BACKGROUND

Catering Services provides a catering for secondary schools across the City.

Our commitment to each school is shown and the functions provided are detailed below:

The key elements provided are:

- A comprehensive catering service to your requirements – we provide the staff, staff cover, food, equipment and management systems.
- Compliance with relevant legislation regarding Food Hygiene, Food Safety, Health and Safety and staff training
- Commitment to a strong partnership between you, the customer and ourselves to ensure the optimum catering provision for now and in the future.
- Innovation in the development of marketing and promotional activities to increase customer awareness, satisfaction and ultimately meal uptake

Parties to the Agreement

The agreement is entered into between Catering Services (the service provider), and the School on behalf of the Governing Body (the client).

MONITORING

We undertake to review the provision of the catering service at your site on a regular basis, in discussion between both parties.

Catering Services are more than happy to provide copies of the Direct Safe Catering monitoring sheets used and to explain how each school is monitored.

The school kitchen is inspected every 2 years for Fire Risk Assessment and Health and Safety. A copy of the Fire Risk Assessment report is left on site in the school kitchen and an electronic copy is sent to the school office for information purposes.

Monitoring of your school meal numbers takes place according to the schedule to be agreed at your annual meeting with Catering Services.

Area Catering Managers regularly visit your school on a regular basis each manager will visit your office each half term to check the catering service is running to the schools satisfaction.

GOVERNMENT SCHOOL FOOD PLAN – JANUARY 2015

Your secondary school menu meets the Government's School Food Plan from January 2015, further information available at:

www.schoolfoodplan.com

As well as meeting the Government's Nutrient Based standards, the menus provided for your school will follow the Government Nutrient Based standards (2009), the average school lunch must provide:

- The amount of energy shown in the table below with 5% tolerance.
- No more than the maximum amount for fat, saturated fat, NME sugars and sodium.
- At least the minimum amount for carbohydrate, protein, fibre, vitamin A, vitamin C, folate, calcium, iron and zinc.

Nutrient	Max or Min	Amount
Energy – (kJ) (kcal)		2700+ / - 5%
Carbohydrate	Min	86.1
Nonmilk extrinsic (NME) – sugars (g)	Max	18.9
Fat – (g)	Max	25.1
Saturated fat – (g)	Max	7.9
Protein – (g)	Min	13.3
Fibre – (g)	Min	5.2
Sodium – (mg)	Max	714
Vitamin A –(µg)	Min	245
Vitamin C – (mg)	Min	14.0
Folate – (µg)	Min	70
Calcium – (mg)	Min	350
Iron – (mg)	Min	5.2
Zinc – (mg)	Min	3.3

It is important that school lunches contain sufficient energy and micronutrients to promote good nutritional health in all pupils and to protect those who are nutritionally vulnerable.

On your behalf your average lunch will work towards meeting these standards; this involves menu planning and nutrient analysis.

SERVICES TO BE PROVIDED

The following areas have been agreed between the school and Catering Services:

- The provision of a nutritionally balanced meal for school children during the agreed lunchtime service period, including free meals and paid meals based on the agreed Schedule of rates (SOR).
- A menu which will work towards meeting the Government's Nutrient Based standards for school lunches and The School Food Plan from January 2015.
- Such additional services, including breakfast, vending and break services at such times as may be specified.
- Additional catering as specified by joint agreement.
- Provision to the school of all relevant information to do with meal numbers, including free meal uptake, city wide and national figures.
- Provision of cook supervisors, general assistants and staff cover, including: job descriptions, staff recruitment and selection, training (both on/off job), payment of wages. **All staff receives training and refresher training in food hygiene and health and safety.**
- We will provide nutrition training to the staff to reflect the Governments nutrient based standards – to be introduced from September 2009.
- Independent monitoring of the catering service provided through as part of **Direct Safe Catering system (DSC)**, to assure you and your customers of food safety. DSC complements current good practice, prompts improvements to poor service and provides record systems to demonstrate due diligence should the need arise.

- Repairing and maintaining all the catering equipment on site.
- Maintaining kitchen facilities to an acceptable standard in conjunction with the school (please see list below).
- Further investment in the site and in service improvements may be agreed in partnership between Catering services and the school.
- Monitoring of the catering operation and regular client reviews with the Area Catering Manager. Any issues that arise at your school can usually be resolved on site.
- The benefits of economies of scale due to a broad purchasing policy, which guarantees materials of the highest quality.
- Due diligence on all aspects of the catering service to comply with relevant legislation for hygiene, safe food handling and Health and Safety.
- Meals must be cancelled the day before 09.30 hrs on the day of service otherwise a charge will be made.
- All Catering staff starting since September 2002 had been subject to a standard Criminal Record Bureau (CRB) clearance. Since July 2009 all new entrants have received an enhanced CRB check. New entrants since 2013 have had a Disclosure and Barring Service check.

As from September 2015 all general assistants in the school following risk assessments will not be subject to a Disclosure and Barring Service (DBS) check unless your school wishes to pay for this service. Cook Supervisors and managers will be subject to a DBS check

RESPONSIBILITIES		
	School / LEA Responsibilities	Catering Services responsibilities
Equipment	<ul style="list-style-type: none"> New build kitchen equipment. Joint contribution for service enhancement on agreed basis 	<ul style="list-style-type: none"> Light equipment Equipment repair, maintenance & replacement Service enhancement in agreement with client
Buildings	<ul style="list-style-type: none"> Repair & replacement of building fabric, floors/walls, painting, air conditioning, maintenance of grease traps etc. 	<ul style="list-style-type: none"> Cleaning of all internal surfaces and equipment including canopies.
Personnel Issues	DBS checks for general assistants	<ul style="list-style-type: none"> Compliance with City Council procedures & personnel manual. Cover all sickness Pensions, payroll Recruitment & Selection Training (Hygiene, Manual Handling, COSHH) DBS checks for supervisors and managers
Utilities	<ul style="list-style-type: none"> Payment of utilities (gas, electricity, water, waste disposal) 	<ul style="list-style-type: none"> Fax & paper consumables Telephones
Transport		<ul style="list-style-type: none"> Providing suitable vehicles & maintenance. Parking & fuel
Provisions		<ul style="list-style-type: none"> Purchase of food & associated provisions to meet quality & nutritional requirements.
Due Diligence System		<ul style="list-style-type: none"> Comprehensive monitoring of food safety, hygiene & food handling. Direct Safe Catering inspections & reports Health & Safety and Fire Risk Assessment inspections in the kitchen.
Collection of cash		<ul style="list-style-type: none"> All cash collection & banking for school.
Cash less	<ul style="list-style-type: none"> Maintenance of system 	

VARIATIONS OF AGREEMENT

This agreement may be varied by mutual agreement between Catering Services and the School and may include some of the areas below:

- Provision of a bespoke Service Level Agreement (SLA) specific to your school in such circumstances schools may negotiate with Catering Services a share in any surplus/deficit generated from the catering operation, based on the extent of joint investment into service improvements and/or increasing meal uptake. It is anticipated that these SLAs will be for 2/3 years according to the investment in the site.
- Investment in joint funding projects.
- Additional or special services as and when required, mid morning break, catering for sports days, special events etc.
- Basic skills training in lifting and manual handling, Food Safety training to Basic or Intermediate standards for other school employees/volunteers.

DURATION & VARIATION OF THE SLA

Provision of services shall commence from 01/04/16

The duration of this SLA is for 1 year and it will end on 31/03/2017

Further, if you sign up to this SLA there will be no charges for the services of the School Meals Development Officer.

This SLA may be terminated by either party giving 2 terms notice in writing to the other at the end of the previous term, or over a shorter period if both parties agree, in the event of a formal tender process being followed it is recommended that a minimum of 3 terms notice is required to meet all the necessary pension/TUPE arrangements.

In the event of termination it is expected that the principles involved in the Transfer of Undertaking and Protection of Employment (TUPE) will be followed for all employees affected.

Charges 2016/17

- The school pays for school meals through the agreed Schedule of Rates (SOR), which may include free and paid meals, based on Whole Meal Equivalents (WME).
- The schools' delegated budget share includes an element for school meals which has been calculated based on the estimated take-up of meals for the financial year.
- Schools will be invoiced by Catering Services for the cost of meals
- The SOR price for secondary school meals from 01/04/16 will be £2.82
- Schools that do not formally sign up may lose the benefits of the current SOR price and may be charged a higher rate
- VAT will be charged where required

METHOD OF PAYMENT

The school will receive a monthly invoice from Catering Services in respect of the actual number of meals provided for the site, to be paid via the City Council Finance department within 30 days.

Any invoice queries shall be raised with the Finance Department of Catering Services on (55)5208.

ARBITRATION

The Council's Managing Director will act as Arbitrator. His decision will be binding upon the parties.

CONTACT DETAILS

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Appendix 2 (c)

HEALTHY CHOICES

School Meals Development & Consultancy Service

CONTEXT & BACKGROUND

The School Meals Development and Consultancy Service provides independent support, advice and consultancy to support schools in meeting their statutory obligations and various duties of care in relation to food and drink provision, including free meals and milk, discounted meals and associated funding.

The Service aims to equip schools with the skills, resources and funding necessary to encourage healthy eating behaviour, enhance physical and financial wellbeing, promote achievement and build confidence in children and young people and those who support them throughout their learning journey from birth to 18 years of age.

The Service is committed to making every provision to enable children and young people to be healthy, to stay safe, to enjoy and achieve, to make a positive contribution and to have economic wellbeing. We are committed to “working as one to serve our city”, confidently and capably delivering an outstanding, unique and excellent value service.

SERVICE TO BE PROVIDED

Support is available throughout the year through regular email updates, attendance at meetings, personal visits and by telephone.

The Service offer is proactive; anticipating and delivering support in accordance with legislation, best practice and schools' own requirements. The offer includes:

- Independent nutritional analysis of food and drink provision, including evaluation, support and monitoring of compliance with statutory nutritional standards and food labelling legislation with regard to food allergens
- Delivery of accredited and bespoke training to school and catering staff and key stakeholders (e.g. Governors, parents/carers, partner agencies) in aspects of food hygiene, nutrition, school food, allergy management, behaviour management and any other relevant subject areas
- Promotion and liaison with families to increase awareness of the criteria for free school meals eligibility and associated funding for schools attracted via Pupil Premium and other local or national schemes, including supporting schools to maximise registrations and uptake, while initiating and delivering system improvements and efficiencies
- Responding to enquiries raised by schools and parents with regard to nutritional requirements, especially the provision of appropriate information and support for pupils at school with medical conditions that require a special diet (e.g. food sensitivities, diabetes)
- Monitoring and supporting action where appropriate to maintain and/or increase uptake of school meals in line with Government targets
- Management of school milk budget and co-ordination of provision, including contract and price negotiation with suppliers and Catering Services on behalf

of schools with nursery- and primary school-aged pupils

- Liaison between key stakeholders (i.e. school staff, children, young people and their families), council departments and national agencies regarding developments in food hygiene, nutrition, school food, allergy management, behaviour management, free school meals and any other relevant subject areas
- Provision of support for key stakeholders in relation to the subject areas highlighted above, as appropriate and necessary in accordance with the changing landscape and/or legislation relating to school food and drink

SERVICE AVAILABILITY

The service and telephone will be available every working day throughout the year between 9.00 a.m and 5.00 p.m. Monday to Thursday and from 9.00 a.m to 4.30 p.m on Friday (except bank Holidays, Statutory and concessionary days for NJC staff). Voicemail facilities are available out of hours.

PERFORMANCE & MONITORING

Provision of accurate and timely advice and support:

- An initial response to telephone enquiries and emails will be made at the earliest opportunity; barring annual leave and other out-of-office commitments, this is typically within one working day
- Information provided will be as accurate as possible at the date on which it is provided

BENEFITS & LINKS TO SCHOOL IMPROVEMENT

There is a growing body of scientific research that supports a wealth of anecdotal evidence demonstrating benefits to health, wellbeing and attainment amongst well-nourished children and young people who enjoy a midday meal at school.

The School Meals Development & Consultancy Service supports school improvement by:

- having appropriately trained and competent staff able to provide information and advice and to support, interpret and analyse information which enables schools and others to demonstrate compliance with statutory nutritional standards across the whole school day
- being flexible, able to meet the needs of the service to schools, able to react to frequently changing national and local agenda
- having a culture of continuous improvement

The Service also works closely with other Council teams and colleagues (e.g. Catering Services, Pupil & Student Services, Environmental Health, SIMS and Data Support, Healthy Schools) and outside agencies as appropriate (e.g. dietetics department at Wolverhampton NHS Trust).

During the financial year 2015/16, the Service facilitated the generation of Pupil Premium funding; attracted investment and additional resources into schools and reinvested over 50% of income generated through SLA contributions back into schools signed up to the Service.

CUSTOMER RESPONSIBILITIES/OBLIGATIONS

The Service is able to provide evidence of compliance with statutory standards provided accurate information is supplied by schools.

The Service cannot be held responsible for any failure to comply with statutory standards or legislative requirements arising from incomplete or inaccurate information that has been received.

Schools are responsible for ensuring that information requested by the Service is supplied in the specified format in a timely manner.

METHOD STATEMENT

This service will be delivered by professional, trained and knowledgeable staff that:

- adhere to statutory guidelines
- are suitably qualified/experienced to provide services as detailed in this agreement
- display and maintain a level of professional competence and customer service in accordance with the Council's values and expected behaviours

DURATION & VARIATION OF THE SLA

Provision of services shall commence from **1 April 2016**.

The duration of this SLA is **one year** and it will end on **31 March 2017** unless terminated sooner by either party giving one term's notice in writing to the other, or over a shorter period if both parties agree.

The costs shown are for a full financial year. Charges for additional services will be fixed by negotiation in accordance with the level and nature of the service to be provided.

There will be **no** SLA contribution for this service if you sign the Primary or Secondary Catering SLA for 2016/17.

Charges 2016/17

Service Level Agreement (SLA) contribution	FREE to schools signed up to the Council's Primary / Secondary Catering SLA otherwise prices up to £1.90 per pupil on roll – reduced from 2015/16 rate of £1.98
Accredited training (e.g. Food Hygiene, Nutrition, Allergy Awareness, Lunchtime Management)	from £30 per person (minimum 10 persons for on-site delivery) – prices held at 2015/16 rates
Bespoke training	included in SLA contribution otherwise prices from £30 per hour (minimum development fee of £150 per course) – prices held at 2015/16 rates
Consultancy	included in SLA contribution otherwise prices from £45 per hour – prices held at 2015/16 rates

ARBITRATION

Should a dispute arise, which parties cannot resolve, the Director of Education or their nominated representative will act as arbitrator.

Their decision will be binding upon the parties.

CONTACT DETAILS

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Appendix 3

City obesity levels scrutinised as council considers options

Published on 23/03/2016

Health chiefs in Wolverhampton are considering a package of measures aimed at helping to improve the health of children and young people in the city.

They are looking at expanding the range of activities which take place in schools and the local community as the city seeks to address high rates of obesity among residents, particularly children.

Members of the City of Wolverhampton Council's Health and Children, Young People and Families Scrutiny Panels held a joint inquiry earlier this month to review the activities currently taking place in Wolverhampton - and look at what more could be done.

They also heard about the extent of the problem, with latest data suggesting nearly 70% of adults in Wolverhampton are either overweight or obese. Equally worrying is that over a quarter of 4 to 5 year olds are overweight or obese, rising to around 40% of 10 to 11 year olds.

The inquiry found that a number of successful schemes were already in operation across the city, including 5* Families, a new healthy lifestyles programme offering advice about diet and lifestyle and exercise to parents and children, and various healthy eating and physical activity programmes such as Change4Life sports clubs within schools.

Members also heard about a series of sporting opportunities delivered by Partnerships and School Sport Wolverhampton (PASS) in the city's schools. Pass has also trained up more than 100 pupils from 30 local primaries as "ambassadors", who are leading fitness sessions for classmates.

Meanwhile, a number of schools hold their own regular fitness activities such as Northwood Park Primary's daily 15 minute workout and St Mary's Catholic Primary's 5 a day programme which encourages pupils to 5 lots of 5 minute activity bursts between lessons every day.

Local schools have also embraced Beat the Street, with nearly 80 schools across the city taking part in the unique walking, cycling and running game which is currently underway.

The inquiry also considered the impact of schemes which are in operation in other parts of the UK and which could be replicated here.

They include the Daily Mile pioneered by a school in Stirling, Scotland, which encourages pupils to complete 15 minutes of exercise every day, and SpaceTime, a programme through which teachers and other school staff are asked to share their hobbies and interests with pupils by providing lunchtime activities, including sport. Councillor Sandra Samuels, the City of Wolverhampton Council's Cabinet Member for Public Health and

Wellbeing, said: "We have fundamental concerns about childhood obesity in Wolverhampton, with more than a quarter of our 10 year olds classed as obese, compared to just under a fifth nationally.

"At the same time, it is clear that young people and their families want to take part in healthy activities - you only need to look at the success of activities which take place in our schools, or Beat the Street and our 5* Families programme, to see how engaged they are.

"As a council, and as a city, we all want the best for our children and young people. We have already launched a Call to Action, encouraging individuals and organisations to come together to tackle the problem.

"It's not just about addressing poor diet, it's about increasing levels of physical activity and tackling other issues, like the easy availability of food and drink which are high in sugar and the proliferation of fast food outlets.

"We need to provide solutions which address all of these issues, and this inquiry has highlighted a number of options we need to consider."

A report is being prepared outlining the findings of the Scrutiny Review which will be presented to the City of Wolverhampton Council's Scrutiny Board next month.