

NACC AGM

Thursday 13th September 2007
The Hilton Birmingham Metropole.

Attended by: Ann Jones, Neel Radia, Michael Hales, Roger Kellow, Gareth Buckeridge, Alison Pugh, Jan Royle, John Simpson, Liz Triance, Sue Shutt, Tim Watkins, Mark Stait, Louise Lane, Paul Anderson, Michael Gallacher, Paul Bayer, Andrew Markwell, Gill Trush, Roger Hargreaves, Brian La Combre, John Smith, Cheryl Stocks, Ismail Wisumas, Helen Davies, Gary Allen, Steve Martin, Terry Wright, Neil Bottomly, Heather Rhoaches, Cynthia Muir, Sue Ullmann, Mary Wedge, Finlay Nelson, Chris Jackson, Ros Speight, Derek Johnson, Richard Jones, Gill Allison, Angela Elkholy, David Barker, John Hitten, Karen Oliver, Sarah Clarkson, Sharon Gentles, Vivien Rose, Graham Russell, Ellen Brown, Paul Howell, Era Varellas, Carol Harris, Gillian Hudson, Darren Bidford, Ruth Williams, Sue Renault, Graham Greseldine, G Nicholl, David Lamacrath, Kerri Fassily, Wendy Bevan, Jane Hudson, Jane Coleman, Peter Arior, Paul Deye, Ian Joyner, Gary Bailsford, Glenn Roberts, Melvin Davis, Ellen Clayton, Melanie Wellard, Roger Denton, Joanne Lawrence, Sarah Williams, Caroline Hobbs, Sue Johnson, Garry Newbury, Sandra Peel, Ian Taylor, Adele Beckford, Ellen Clarke, Sue Bowden, Dorothy White

Apologies: Sue Hellie, Pam Rhodes, Silvia Babu, Amanda Frost, Simon Ellis, Catherine Kidd, Louise Cook, Veronica McCole, R Bird, Gill Bruton, Roy Garland, Graham Read, Karl Adams, Vic Law, Irene Roig, Rob Harris, Cara McCottie, Jenny Bickerton, Sheila Murdoch, Raffaella Piovesan, Karine Williams, Hilary Nightingale, Ben MacDonald, Kevin Hobort, James Pickering, Margaret Whitcroft, Mike Sutherland, Dr Paula Moynihan, Caroline Bunning, Kerry Severn, Rick Solomon, Henry Phillips, Peter Reeson, Graham Walker, Nigel Shutes, Jane Leason, Anne Donelan, Vanessa Payne.

Minutes of last AGM held on 28/9/06 – Agreed.

Matters Arising – None.

Chairman's Report

The last year has been another very successful year for the NACC, there have been many new developments and the NACC has remained in the forefront of these. The NACC advising Government on care catering issues has become the norm and we are now automatically consulted.

In November I met with Ivan Lewis, Minister for Care Services, to discuss the Food Standards Agency nutritional guidelines for Care Homes and the review of the National Minimum Care Standards and he agreed to hold the first government led nutrition summit. There were meetings in February and July

and the Action plan is to be agreed in September. This should pave the way for the development of care catering for many years.

During the year the NACC has also been consulted by the Department of Health on the proposed new National Minimum Care Standards. The review has since been delayed but we are to be invited to attend a workshop to consider further new guidelines. The NACC was also asked to comment on the final draft of the FSA guidance.

In October I gave a presentation to the National Care Association and was a key note speaker at the National Care Forum conference for Managers. I later attended the malnutrition workshop at the British Association for Parenteral and Enteral Nutrition (BAPEN) conference in Brighton and the Royal Institute of Public Health (RIPH) conference that considered malnutrition in the community.

November gave us a very successful National Meals on Wheels week expertly organised by Derek Johnson, Deputy Chairman. Our first Mayors for Meals week was a great success with over 42 Mayors taking part. 2007 is looking to be even more successful with the Department of Health linking the week to the launch of their nutritional action plan and we have over 70 MPs also joining the line up for the 60th Anniversary of meal deliveries.

I attended the National Executive meeting in November and it met a further three times during the year. I was invited to be part of the Caroline Walker Trust Expert Working Panel to produce their latest document "Eating Well for Children and Adults with Learning Disabilities". The expert working panel met four times and the publication is to be launched in October 2007.

During the Autumn I wrote articles for Care Magazine and Community Care Market News.

The New Year began with the high profile launch of the NACC's most recent publication "Menu Planning and Special Diets".

The House of Commons was buzzing with high profile names interested in care catering and interestingly enough, for many, it was the first time they had met each other.

The NACC was really displaying that it is in the forefront of developments.

My thanks here must go to Sue Ullmann, Deputy Chair of the Northern Region for Chairing the core group that developed the document, to Derek Johnson for his tireless proof reading and consultation and to Mary Wedge, Events Organiser for arranging the day. This manual has now outsold all other NACC publications, so a big "thank you" to all involved.

Nutritional screening has been high on the agenda and I met with BAPEN and the Emerging Role of sheltered Housing (ERoSH) to develop and pilot a simple validated screening tool that could be used within supported housing –

our first opportunity of solving malnutrition in the community. The pilots are soon to commence and we are anticipating that the tool will be developed over the next 12 months to be suitable for both sheltered housing and for use within domiciliary care.

The NACC are also supporting BAPEN in their National Nutritional Screening Week, the results of which will be launched at the BAPEN conference in November.

In February, Ros Speight, National Secretary, chaired the first interagency group set up to consider the nutritional training requirements of all those involved in the preparation, delivery and service of meals. The group started small and now has nearly 40 members, including the Department of Health, Food Standards Agency and the Sector Skills Councils. The group has been expertly chaired by Ros and their findings have been fed through to the Nutritional Summit by the Department of Health – Ros has ensured that the NACC is the only group considered as being capable of moving these developments forward.

Ros is also our representative on the Council of Europe Alliance on Food and Nutrition in Hospital settings – where in particular social care's experience on nutritional screening has been helpful in discussions around this subject.

I attended the ECCA annual lecture and agreed with Martin Green, their Chief Executive that he would ensure that the NACC was involved in any nutrition initiatives within the government's End of Life Strategy Review.

In the spring I met with Sandra Gidley MP of The Health Select Committee; wrote to David Behan concerning his new post within government heading up elderly services and wrote an article for FEAST magazine.

In May I went on air with Dr Helen Crawley. We were part of the Radio 4 Food Programme and the profile of the NACC was once again raised.

I was a guest at the National Care Forum Conference for Directors. Here I was able to meet Anne Williams of the Association of Directors for Adult Services and David Brindle of The Guardian. I am hopeful that they will both become fruitful associations.

The NACC's relationship with both ECCA and the National Care Forum has gone from strength to strength. I was invited to attend an ECCA/Caring Matters Seminar. Ivan Lewis, Minister of Care Services was the main speaker and we had an hour for questions at the end of his session. After this it was agreed that the NACC could attend the ECCA/NCF/NCHA Care Homes meeting with the Minister whenever there was an issue on nutrition so that it could be seen that we spoke with one voice – which is a first I believe!

June gave us another opportunity to parade the skills of our chefs with "Care Cook of The Year". The standard of food this year was exceptional and I know the judges certainly had a difficult task. This competition just keeps on

gaining momentum and for this we have to thank Derek Johnson, it is his commitment that keeps this competition going from strength to strength.

July brought the CATEYS a very proud moment for me and hopefully for the NACC. My thanks go to all those involved in my nomination "Thank you".

Throughout the year exceptional work has been completed by many members of the NACC and it is this team spirit that I believe makes the NACC such an excellent Association. Derek has attended the Healthcare Caterers International conference as the NACC board member, sat on a research group with ECCA and BUPA, produced guides for The Institute of Hospitality and attended the LACA conference.

Other members of the association have been busy too throughout the year.

Roger Kellow and Mary Wedge, Events Organisers have once again given us an excellent conference and throughout the year Roger has been involved with Ros in investigating a research project with the Patients Society.

Ros Speight has been involved with research for Water UK, given presentations to the PACE and Guide 2 Care conferences and at the Water for Health alliance and Chris Jackson helped her to man the stand at the Guide to Care exhibition. She has attended the Public Sector Catering Council and the Council of Europe Alliance on behalf of the NACC.

The work of the Sustainability Group has been exceptional under the leadership of Bob Bird from Anchor Care Homes. The group has now found a number of potential participants in the pilot and has held a preliminary meeting with them. Funding is now being sought to move things forward – they are hopeful that moneys will be forthcoming – through from a number of sources.

So all in all, I believe it has been another productive year with the NACC continuing to grow from strength to strength, membership has increased by 25% to over 550, and 224 publications have been sold since January.

My last year has been a challenge, exciting and extremely enjoyable and for that I must thank you all. I will certainly miss being Chairman of such a fantastic association but I am happy to know that I am handing over my Chairmanship into the extremely capable hands of Sue Ullmann and I know she will be fully supported by all NACC members and in particular those of the National Executive.

Constitutional Amendments

The following amendments were discussed and agreed in principal by the National Executive and ratification is asked of members.

In order to ensure that continuity is maintained across national officer posts it is proposed that election of posts should be staggered as described in red below:

8. Election of National Officers

- (A) National Officers shall hold office for a period of two years. They may be nominated and stand for re-election, **however,**
- (i) **The periods of office of the National Officers must not run concurrently. The National Chair and National Secretary will hold office for the same two year period, and the term of office for the National Deputy Chair will commence in the alternate year to that of the other two national officers.**

Proposed: Angela Elkholy
 Seconded: David Barker
 Agreed: Unanimous

The following amendment, to be inserted at 11, outlines how the NACC, as a founder member of the HCI will appoint its Board member/representative, and the role and responsibilities of this post:

11. **HCI (Healthcare Caterers International) BOARD MEMBER**

- (A) **The National Executive shall appoint the HCI Board member / representative. The post may be filled by a member of the National Executive, other than a National Officer, or by a non-member of the National Executive co-opted for the purpose by the National Executive, for such a period not to exceed two years, as the National Executive shall deem appropriate.**
- (B) **It shall be the duty of the HCI Board member / representative to maintain proper links with the HCI Board, CEO and committees. The HCI Board member shall produce a report on the HCI's activities and their impact on 'The Association' for each meeting of the National Executive. The HCI Board member / representative shall make arrangements for attending the HCI Board meetings, associated meetings and conference calls.**

NB The required re-numbering of the constitutional points will be undertaken following this insertion.

Proposed: Garry Newbury
 Seconded: Roger Kellow
 Agreed: Unanimous

Confirmation of National Officers

All regions supported the nomination and re election of Ros Speight to National Secretary and Derek Johnson to Deputy Chair. Sue Hawkins expressed her appreciation that they were willing to re-stand and described the excellent work they undertake.

Sue Ullmann was nominated for the post of National Chair by the Northern Region and her nomination was supported by all regions.

Sue Hawkins explained that she would hand over the chain of office at the close of conference when Sue Ullmann would say a few words. Sue Hawkins then expressed her sadness at standing down but her certainty that Sue Ullmann would make an excellent Chair and will lead the NACC through the next two years brilliantly.

The following officers agreed to re-stand and are confirmed in post:

| | | |
|---------------|---|--------------------|
| Derek Johnson | - | Deputy Chair |
| Ros Speight | - | National Secretary |

Sue Ullmann's nomination as Chair was un-opposed.

Approval in the Association's Annual Audited Accounts

Income - Totals have increased by £20k, mainly from publications. However there has been a fall again in projects, primarily because of benchmarking.

Expenditure - Obviously there has been increased costs associated with producing more publications to sell. HCI contributions are shown on the consultancy line.

Assets - There has been an overall increase.

Questions - None.

Proposed: Mary Wedge
 Seconded: Shona Strachen
 Agreed: Unanimous

Ratification of Auditors

HPH Chartered Accountants

Proposed: Sue Ullmann
 Seconded: Alison Pugh
 Agreed: Unanimous

Honorary Membership

Sue Hawkins awarded the following honorary memberships:

Roger Denton

Roger was a member of the Northern and Scottish region and was elected to the Chairman's post in 1993. He held this post for two years and was then elected to be National Chairman which he held for the next 6 years. He led us through exciting and innovative times:

National Meals on Wheels Day was introduced and has been so successful it is now a week; new Awards for the Association and its members were introduced and continue today; the first Care Cook of the Year competition was organised and everyone became involved in the Lord Mayor's parade so raising the profile of the Association; the conference became an annual event and a member's manual was produced and issued to all members; and in 1997 he became the first ABSSC/NACC member to be awarded the Cost Sector Social Services Caterer of the Year.

His contribution and commitment to the NACC is unquestionable.

Jan Royle

Jan was involved with the Association from the ABSSC days in the early 1990's, attending regional meetings and conferences.

In 1999 she became the minute secretary for the Northern & Scotland Region. Although an unofficial role, she was a vital part of the regional officer team. She must have enjoyed the experience, as in 2002 she became the Regional Chair, a post she held for the next three years.

Jan volunteered for all three of our appearances in the Lord Mayor's Parade, initially riding around the streets of London, before pushing a big plate around, all in the name of Meals on Wheels! She also took part in the regional competitions when they involved ten pin bowling, laser quest or treasure hunts, and later submitted quality entries on behalf of the Northern Region when the format of the competition changed.

She provided a wealth of experience and knowledge to those around her in the Association about the industry, and for the local authority she worked for in Stockport.

Premier Sponsorship

Sue Hawkins thanked our Premier Sponsors for their loyal support for which we are extremely grateful. She explained that sponsorship shows a real commitment from the Company to the NACC and enables companies to be in

the forefront of developments. It also means that the NACC to plan ahead and develop services to the needs of our customers. Sue Hawkins was please to report that the number of Premier Sponsors having grown in this its second year from 3 to 10.

Sue Hawkins then presented certificates to each premier sponsor in appreciation:

Paul Bayer accepted on behalf of Aga Food Service
Finlay Nelson accepted on behalf of Anglia Crown
Graham Russell accepted on behalf of Apetito
Gary Allen accepted on behalf of E&R Moffatt
Terry Wright accepted on behalf of Fresh CM
Andrew Markwell accepted on behalf of Fretwell Downing
Glen Roberts accepted on behalf of Gram UK
Roger Kellow accepted on behalf of Hobart UK
Paul Dege and Peter Prior accepted on behalf of Oliver Products
Mark Stait accepted on behalf of Steelite International

Sue Hawkins then asked that if any company was interested in becoming a Premier Sponsor or required any information that they take the opportunity to speak to Billie Moore when she visited all the exhibition stands.

A.O.B.

Roger Kellow expressed the Association's thanks and appreciation to Sue Hawkins as she stood down as Chair.