



PSC Alliance

TERMS OF REFERENCE

Updated April 2025

Terms of Reference

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Terms of Reference

NAME

1. The Group shall be known as the **Public Sector Catering Alliance (PSCA)** It is an informal but constituted group with rules, guidelines, objectives and values outlined below.

OBJECTIVES AND VALUES

2. *Objectives*

The principal objectives of PSCA are:

- (a) To promote and improve service delivery to Public Sector Organisations throughout the United Kingdom and to provide support to all Caterers involved in any aspect of service delivery through the PSCA network and its associated Public Sector Catering Associations and Organisations.
- (b) To raise the profile of PSCA and its member organisations by providing strong representation and an authoritative voice in the Catering Industry.
- (c) To actively promote PSCA and support the work of the Public Sector Catering Associations and Organisations without conflicting any of their constitutions or objectives
- (d) To liaise with associations and organisations responsible for delivery of services to the public sector and build effective working relationships with suppliers.
- (e) To establish and maintain positive links with key influencers within the media, and with decision makers and advisors within Government (including Devolved Governments) and other appropriate organisations.
- (f) To provide a forum for the exchange of ideas and experience in the administration and management of catering services delivered to the public sector.
- (g) To support the right of citizens to healthy, sustainable and nutritious food & drink and influence improved health and wellbeing for all.
- (h) To collaborate and contribute individual and collective expertise or that of their organisation in the interest of a PSCA shared objective, project or sector best practice for the benefit of public sector catering as a whole.

3. *Core Values*

- (a) Continually seek to enhance public sector catering by promoting a customer focused culture.
- (b) Contribute to pro-active, positive publicity in order to improve perception and public/political understanding of public sector catering.

- (c) Ensure that the public food systems' part in creating sustainable food systems change is better known and understood by caterers, influencers, organisations, academics and political decision makers.
- (d) Provide a platform to promote and enhance service improvement within the industry through creating strong networking opportunities.
- (e) Play an active role in meeting the challenges of change within our industry.
- (e) Work to tackle food & drink related poverty and inequality issues.
- (f) Work to ensure that public sector catering improves its sustainability credentials.

SUPPORTERS

- 4. Official support for PSCA is open to associations, organisations, academics and individuals actively working in or alongside Public Sector Catering or to associations, organisations and individuals who taken an active role influencing and advising on the role and delivery of public sector catering and food systems development.
- 5. Official Support is free to all.

Suppliers to the Public Sector Catering industry can be supporters of the PSCA but can only take an active role in its activities if they sign up to be business partners or at the invitation of the PSCA Advisory Committee.

CONDITIONS OF SUPPORT

- 6. (a) Supporters shall in no way hold themselves as being authorised to give any commitment or undertaking in the name of or on behalf of PSCA whether intended to be legally binding or not, without prior written consent from Chair and/or Vice Chair,
- (b) Supporters shall respect the right to confidentiality of all other supporters. Supporters shall not disclose to any person or organisation any views expressed or statements made by any other supporter in any way, which might lead to that supporter being identified as the author or originator of such views or statements, except where any legally enforceable obligation may require disclosure.

STRUCTURE OF THE GROUP

SENIOR REPRESENTATIVES

- 7. (a) PSCA shall appoint a Chair, Vice Chair and Immediate Past Chair.

- (b) The Senior Representatives shall be chosen and agreed every 2 years with involvement and agreement from the lead associations (HCA, TUCO, PACE, LACA, NACC, ASSIST FM). This will be via invitation to apply for the position of Vice Chair, thereafter becoming Chair. When multiple applications are received, the applicants will be short listed and subject to a panel review.
- (c) The Chair shall serve for a period of two years and will then be expected to remain as immediate Past Chair for one further year to support the incoming Chair.
- (d) In the event of extenuating circumstances the Chair and/or Vice Chair may extend their tenure for a maximum period of 12 months subject to the approval by the lead associations.

ADVISORY COMMITTEE

- 8. The business of PSCA shall be managed by the Advisory Committee.
- 9. The members of the Advisory Committee shall consist of three (3) Senior Representatives; the Chair, Vice Chair, Immediate Past Chair and a representative from the current chairs of the lead associations (HCA, TUCO, PACE, LACA, NACC, ASSIST FM) And up to 4 industry, academic or supply chain leads
- 10. It shall be the duty of the Advisory Committee to take all such steps as may seem appropriate to further the aims, objectives and interests of PSCA and the supporting lead associations:
 - (a) by publications, meetings, lectures, conferences and seminars, demonstrations or other similar means to promote the exchange and dissemination of information relating to the activities of PSCA.
 - (b) By joining with, working in partnership with, or securing representation on, other bodies or organisations to seek to improve the status and proficiency of Public Sector Catering practitioners.
 - (c) Agreeing any other appropriate course of action deemed appropriate by the Advisory Committee.
- 11. The travelling, subsistence and other expenses of the officers of PSCA, whilst undertaking duties on behalf of PSCA shall be reimbursed by the organisation administrators (Dewberry Redpoint Ltd) subject to advance approval by the administrators, except in exceptional circumstances where retrospective approval may be given.
- 12. The quorum for the Advisory Committee shall be the Chair, Vice Chair and Immediate Past Chair.

MEETINGS OF PSC ALLIANCE (ANNUAL MEETING)

- 13.** An Annual Meeting of the PSCA Advisory Committee shall be held at a place, date and time and form part of the Public Sector Catering awards. All Advisory Committee Members will be invited to attend, and the invitation may also be extended to other supporters of the PSCA.
- 14.** The business of the Annual Meeting shall be as follows:
 - (a) To receive reports from the chair, and association chairs
 - (b) To view and respond to a keynote speech from a leading industry commentator
 - (c) To progress with any agreed actions that have arisen throughout the year, including but not limited to at the Public Sector Catering Most Influential Roundtable Discussion.

AMENDMENTS TO THE TERMS OF REFERENCE

- 15.** The Terms of Reference of PSCA shall be reviewed once every two years during the first year of each Incoming Chair's term
- 16.** Any alternations or additions to the Terms of Reference following the above review shall be presented to the PSCA at the Annual Meeting for consideration and ratification.