

What Is The Hospital Caterers Association?

The Hospital Caterers Association was one of the first professional associations to be formed within the National Health Service. Inaugurated at a meeting of 25 London Hospital Catering Officers in 1948, it had enlarged to a membership of over 100 by the following year.

As interest grew amongst hospital caterers, the first branches were formed outside London in 1950, those being the North East Branch in Newcastle and the Scottish Branch in Glasgow. In the same year the Association was represented at Hotelympia for the first time.

The Association has continued to grow, now having a membership of over 500 members from within catering and hotel services, represented by 17 Branches throughout Great Britain and Northern Ireland. Many senior members now hold positions in General Management, such as Hotel Services, Commercial and Facilities Management.

It achieves these objectives through:

- A Code of Practice.
- A Code of Conduct.
- National Conferences and Study Days.
- Branch organisation and events - a National Representation of 17 Branches.
- The Hospital Caterers Association Journal, a reference book and numerous other communications.
- Representation on National Bodies.

The Association promotes:

- The continued improvement of catering standards in Hospitals and Health Care Services.
- The education and training of persons engaged in the Health Care Services, including the encouragement of persons to join Health Care Services.
- The protection and improvement of the professional interests and status of those engaged in Health Care Catering Services.



How Do I Become A Member?

ELIGIBILITY FOR MEMBERSHIP

Full membership of the Association is open to persons actively employed in health care catering management and who are appropriately qualified.

In exceptional circumstances persons with suitable experience may be admitted at the discretion of the Associations Council.

Associate membership of the Association is restricted to senior catering supervisory positions or persons associated with providing goods an/or services to the health care sector and who are appropriately qualified and/or experienced.

Associate members are not eligible to hold a Branch or National Office and have no voting rights. No Branch can have more than 1/3 of its total Membership as Associate Members.

Full members of the Association who leave health care management on grounds other than age or ill health, will normally be eligible for Associate Membership. They should complete a membership application form.

Full members and Associate members of the Association who retire from active participation on grounds of age or ill health will normally be eligible for Life Membership or Life Associate Membership, as provided for by the Constitution and Rules of the Association. They should not complete a membership application form.

How Do I Join?

You make an application to any Branch of the Association or through the HCA National Officers.

Firstly, complete the enclosed application form in this pack. The application must be proposed and seconded by members of the Association. When completed, forward, accompanied with the appropriate subscription fee to the Treasurer of your chosen Branch.

The Treasurer will put your application forward to the next Branch Meeting for approval. If the approval is given your membership application will be forwarded to the National Council for final approval and a certificate will be issued to you by the Honorary National Treasurer.

What Will It Cost?

The Associations financial year is from 1 November to 31 October each year. Subscriptions are payable annually on 1 November each year.

There is a percentage subscription rate for new members joining at certain times during the year as follows:

November, December, January, February, March and April: **100% Subscription.**
May, June, July, August, September and October: **50% Subscription.**

The current annual subscription rates for Full and Associate Members is:

| | |
|--------------------------|-------------------|
| Full Members | £43.00+VAT |
| Associate Members | £43.00+VAT |

These rates apply from April 2009.

Cheques should be made payable to "The Hospital Caterers Association" and an Association receipt should be obtained for all money paid.

Branches of The Association

The Association has 17 Branches covering England, Northern Ireland, Scotland and Wales.

These are listed below with a general outline of their catchment areas:

CENTRAL BRANCH

Parts of North West and East Thames and Essex

EAST ANGLIA BRANCH

Norfolk and Suffolk

EAST OF SCOTLAND BRANCH

Grampian, Tayside, Fife, Lothian, Borders, Forth Valley, Highland and Islands Health Boards

GREATER LONDON BRANCH

Central London within the perimeter of the M25

MERSEYSIDE AND

NORTH WALES BRANCH

Part of Merseyside and the North West of England and Gwynedd and Clwyd

NORTHERN BRANCH

The North East of England

NORTHERN IRELAND BRANCH

The Southern, Northern, Eastern and Western Health Boards

NORTH WEST OF ENGLAND BRANCH

Parts of Merseyside and the North West of England

OXFORD BRANCH

Oxfordshire and surrounding counties

SOUTH WEST THAMES BRANCH

The South West Thames and Surrey

TRENT BRANCH

Trent region including South Yorkshire

WALES BRANCH

The Health Authorities in Wales except Gwynedd and Clwyd

WESSEX BRANCH

The Wessex area of South and West region

WEST OF SCOTLAND BRANCH

Greater Glasgow, Argyll and Clyde, Dumfries and Galloway, Ayr and Arran, Lanarkshire and Forth Valley Health Board

WEST MIDLANDS BRANCH

West Midlands region

WEST OF ENGLAND BRANCH

South and West region, except areas within Wessex

YORKSHIRE BRANCH

Yorkshire region, except the South of Yorkshire



Hospital Caterers Association

APPLICATION FOR MEMBERSHIP

(Please complete in block capitals)

| | |
|--|----------------------|
| 1. Application for FULL/ASSOCIATE Membership (please delete) | |
| 2. Surname: | Mr / Mrs / Miss / Ms |
| 3. Forenames: | |
| 4. Business Address: | |
| | |
| | |
| Post Code: | Telephone Number: |
| E-mail address: | |
| 5. Private Address: | |
| | |
| | |
| 6. Indicate address for correspondence (section 4 or 5): | |
| 7. Job Title: | |
| 8. Date commenced in current job: | |
| 9. Employer: | |
| 10. Branch through which you are applying for membership | |
| 11. If you have made an application through another Branch within the past 5 years please state which: | |
| | |

| 12. Details of relevant professional qualifications: | | |
|--|-------------|--------------------|
| Qualifications | Date Passed | College/University |
| | | |
| | | |
| | | |
| | | |
| | | |

| 13. Details of previous relevant employment during the last 5 years | | | |
|---|-----------|----------------------------|--------------------|
| Dates | Job Title | Name & Address of Employer | Nature of Business |
| | | | |
| | | | |
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| | | | |
| | | | |

I, the undersigned, certify that the statements contained herein are true. I agree that if admitted to the membership of the Association by the Council, I will be governed by the Rules of the Association and will advance the aims and objectives of the Association, as far, as shall be in my power.

I agree that the details contained within this application form are to be circulated to the Council of the Association, in order for my membership to be considered.

| | |
|-------------------------|-------|
| Signature of Applicant: | Date: |
|-------------------------|-------|

| | Membership No. | Number of years applicant known to you |
|-----------|----------------|--|
| Proposer: | | |
| Secunder: | | |

Approved by the Branch at its meeting on.....

| |
|------------------------------------|
| Certified by Branch Treasurer: |
| Certified by other Branch Officer: |

Occasionally we permit other carefully screened organisations to write to you about products we feel may interest you. If you would prefer not to hear from them, please tick this box

Benefits of Becoming a Patron of The Hospital Caterers Association

This scheme has been designed to let companies who wish to meet, or maintain contact with Members of the Association, support activities at Branch Level only.

It is the company that becomes the Patron to each Branch. Unlike Associate Membership, a company has the advantage to allow any one person from the company to attend meetings of the Branch that has accepted them as Patrons. Therefore, a different person can attend each meeting. However, only one person can attend on any one occasion.

A company/individual can become Patron to more than that one Branch and must submit an application to each relevant Branch.

1. One representative can attend a Branch Meeting to which the company is Patron, (apart from any closed sessions that are restricted to members). This issue is to be determined by each particular Branch
2. Notification of dates and venues for Programmes and/or Seminars, (apart from any closed sessions restricted to members)
3. Ability to meet formally and socially and forge links with Branch Members
4. Ability to host Branch Meetings on company territory
5. Ability to meet informally with Representatives from other sections of the Catering Industry
6. Opportunity to contribute to held Branches of the HCA to develop
7. To receive a copy of the HCA Journal
8. Ability to develop and maintain an awareness of trends within the Hospital Catering Industry as a whole
9. A list of all Company Patrons will be published on the HCA Website on a Branch by Branch basis



Hospital Caterers Association

APPLICATION TO BECOME A PATRON

| |
|---|
| Branch: |
| Name of Person Making Application: |
| Name of Company: |
| |
| |
| |
| Name of Contact: (if different from above) |
| Telephone Number: |
| Email Address: |
| Address to which correspondence should be sent: |
| |
| |
| |
| Signed on behalf of Company |
| Status: |

This application needs to be completed and forwarded to the Branch Treasurer of the Branch of the Hospital Caterers Association, together with a cheque for £90.00+VAT (£103.50). Acceptance to Patron Status will not be automatic as the applicants will be advised accordingly and their cheque will be returned. No correspondence will be entered into as to reasons why a Company has been unsuccessful, nor any other body be advised.

Successful applicants will be advised and will then enjoy the benefits listed overleaf for the 12 month period.

An annual renewal fee of £90.00+VAT (£103.50) will be required to remain a Patron. Regrettably, the benefits of patronage will not be continued unless the annual renewal fee has been received.

Membership Pack



HOSPITAL • CATERERS • ASSOCIATION

Hospital Caterers Association

CODE OF PROFESSIONAL PRACTICE

The Hospitals Caterers Association (hereafter called the Association) requires that Members of the Association:

Seek and achieve excellence in the management and delivery of the catering services for which they are responsible and when possible seek to encourage the pursuit of excellence by others

Accept that they have a duty to develop their own knowledge and understanding of their profession and actively seek opportunities to improve their competence, by participation in the educational programmes of the Association and those offered by other organisations and institutions

Share their professional knowledge and experience with other members of the Association, providing support and encouragement when this is likely to achieve beneficial change

Help all members of their staff to achieve their full potential by devoting time to coaching them encouraging the acquisition of appropriate qualifications

Take care to avoid bias or prejudice in the planning and delivery of services, in their recruitment practices and in their day-to-day management of their staff

Identify and seek to prevent the acceptance of any proposal that is likely to lead to the reduction of service quality or safety to a level where the quality of life or welfare of patients and other service users may be jeopardised

Strive to achieve the maximum efficiency possible in the management and use of resources, including active support for joint purchasing arrangements where these are shown to provide best value for public money

Maintain staff training programmes and diligently operate food handling systems that ensure the food and beverage services for which they are responsible does not put the health, safety or well-being of consumers at risk

Collaborate with other health care staff, appropriate individuals and agencies in any enterprise that aims to improve the health and wellbeing of those served and of the population at large.

CODE OF CONDUCT

Conduct their professional and private life in a manner which avoids risk of bringing themselves or the Association into disrepute

Do not exploit their membership or position within the Association for improper personal gain or benefit

Accept the discipline of public accountability which requires that they meet and are seen to display the highest standards of probity and impartiality in all their dealings on behalf of their employer

Conduct their professional and personal relationships with other members of the Association in a manner which ensures that the work and standing of the Association is enhanced

Maintain the highest standards of professional conduct and integrity in all their dealings on behalf of the Association and as individuals with patients, their staff, the public and the media.