



Promoting Catering Excellence

# Hospital Caterers Association

[www.hospitalcaterers.org](http://www.hospitalcaterers.org)

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## Membership Pack

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# Why should I become involved with the HCA?

The Hospital Caterers Association encompasses the single largest group of healthcare catering providers within the NHS and is the recognised voice of hospital catering. It represents catering managers who provide a wide range of food and other services for patients, visitors and staff in NHS hospitals and healthcare facilities.

The HCA is a national organisation, with 15 branches throughout England, Wales, Scotland and Northern Ireland, and more than 250 hospitals represented in its membership.

Our Association leads on the promotion of professional standards that enhance & improve NHS Catering services which support clinical requirements across the 4 Nations.

The membership fee is excellent value for money when you see the benefits that can be experienced.



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# Why become a Member?

HCA membership fulfils the recommendation that each NHS Trust must have a member of an appropriate support organisation as outlined in:

- The NHS England Hospital Food Review (October 2020).
- Northern Ireland, Department Health, Social Services and Public Safety Strategic Framework for the Delivery of Health & Social Care Catering Services (2016).

HCA membership supports the:

- NHS Scotland, Food, Fluid & Nutritional Care Standards (2008 & 2014).
- NHS Wales, Food, Fluid & Nutritional Care Standards (2008 & 2014).

## Member Benefits

- Opportunity to attend HCA regional meetings and network with colleagues within the NHS and industry.
- Access to the Members Only section of the HCA website which includes training resources and white papers.
- Opportunity to feature in the Hospital Caterer Journal, which you will receive bimonthly, through case studies or editorial submissions.
- Discounted entry to the HCA's Annual Learning and Development Forum.
- Full voting rights within the Association.
- Become involved in the HCA Board and executive.
- Enter the prestigious HCA annual awards.
- Work with the HCA's nominated PR company to help amplify new innovations and initiatives in hospital catering.
- Enhance and develop your personal career.
- Be part of our voice to influence government policy and improve our professional profile.

## Associate Member Benefits

*(this is available to Trade suppliers and anyone else who meet the membership criteria).*

- Individual membership to a Branch, limited per Branch.
- Personal membership.
- Reduced rates to training days and seminars.
- Opportunity to attend HCA regional meetings.
- Receive copy of the Hospital Caterer.
- Networking opportunities all year round.
- Opportunity to be a Branch Officer (except Board Director).



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# What is the Hospital Caterers Association?

Leading on the promotion of professional standards to enhance and improve NHS Catering services which support clinical needs across the 4 Nations.

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 600 members from within catering and hotel services, represented by 15 Branches throughout Great Britain and Northern Ireland. Many senior members now hold positions in General Management, such as Hotel Services, Commercial and Facilities Management.

## 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.

## It achieves these objectives through:

- A Code of Practice.
- A Code of Conduct.
- National Leadership & Development Forum and Study Days.
- Branch organisation and events – a National Representation of 15 Branches.
- The Hospital Caterers Association Journal, Good Practice Guides and numerous other communications.
- Representation on National Bodies.

Hospital Caterers Association is a trading name of The Hospital Caterers Association limited, a company limited by guarantee, registered in England and Wales No. 13539619. VAT No: 390244504  
Registered Office: Bishop Fleming, 10 Temple Back, Bristol, BS1 6FL.



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# Branches of The Association

The Association has 15 Branches covering England, Northern Ireland, Scotland and Wales.

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

## East Anglia Branch

Norfolk, Suffolk, Cambridgeshire and Essex.

## East of Scotland Branch

Grampian, Tayside, Fife, Lothian, Borders, Highland and Islands.

## Merseyside and North Wales Branch

Cheshire, Merseyside, Isle of Anglesey, Conwy County Borough, Denbighshire, Flintshire, Gwynedd, Wrexham County Borough in North Wales plus surrounding areas.

## London and South East Branch

The London area inside M25 and Kent.

## Northern Branch

County Durham, Gatehead, Newcastle, North Tyneside, Northumberland, South Tyneside, Sunderland, Cumbria and Borders.

## Northern Ireland Branch

Belfast, Northern, Western, Southern and South Eastern H&SC Trusts.

## North West of England Branch

Lancashire, Blackpool, Blackburn, Warrington and Greater Manchester.

## Oxford Branch

Oxfordshire, Buckinghamshire, Berkshire, Northamptonshire, Bedfordshire and Leicestershire.

## Trent Branch

Nottinghamshire, Lincolnshire and Derbyshire.

## Wales Branch

NHS Trusts in Wales except those in North East and North West Wales.

## Wessex Branch

Hampshire, Dorset, Isle of Wight, Surrey, Sussex, and Wiltshire.

## West of Scotland Branch

Greater Glasgow and Clyde, Forth Valley, Dumfries and Galloway, Ayrshire and Arran, Lanarkshire and Argyll and Bute.

## West Midlands Branch

Staffordshire, Shropshire, Herefordshire and Worcestershire.

## South West Branch

Gloucestershire, Bristol, Bath, Somerset, Devon, Dorset, Cornwall, and the Channel Islands.

## Yorkshire Branch

Yorkshire area, including Ridings.



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# How to become a Member

## Eligibility for Membership

### Full 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 Board.

### Associate Membership

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

No Branch can have more than 25% of its total membership as Associate Members.

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

Companies may also become Patrons of the Association, of which there is a separate application pack.

### Life Membership

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.

### Guest Membership

Guest Membership of the Association is open to persons actively employed in Healthcare Catering. For example, catering supervisory positions, who have appropriate qualifications and/or expertise, and who are actively employed to manage food and nutrition for patients. This option is free for up to one year, not renewable and not extendable and thereafter Guest Members will be invited to join as Full Members.

### Overseas Membership

Overseas Membership of the Association is open to persons actively employed in health care catering management outside of the UK and who are appropriately qualified.

Overseas members should note that all communication will be by email, and in English. The Hospital Caterer magazine will be available as the online version. Other benefits include:

- Access to the Members only section of the HCA website.
- May attend Branch Meetings when in the UK.
- May attend the Learning and Development Forum at the Full Member rate (all travel costs and any necessary visas are at the member's expense).
- All memberships shall be covered by UK law.



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# How to join

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

Firstly, complete the on-line application available at [www.lansdownepublishing.com/hca-membership-application-form](http://www.lansdownepublishing.com/hca-membership-application-form) which will then be forwarded to the appropriate Branch Treasurer to progress.

OR complete the enclosed application form in this pack, and when completed forward it to the Treasurer of your chosen Branch.

For either on line/hard copy applications, the Branch Treasurer will put your application forward to the next Branch meeting for approval. If the approval is given your membership application will then be forwarded to the National Executive for final approval, whereupon approval the Treasurer of your chosen Branch will issue an invoice, and on receipt of payment, then you will be issued with a membership certificate.

Overseas applicants should complete the enclosed application form send to the National Treasurer, or the National Secretary.

# What will it cost?

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

## The current annual subscription rates for Full, Associate and Overseas Members are:

**Full Members:** £65.00 (incl. VAT at the appropriate rate, confirmed annually).

**Associate Members:** £65.00 (incl. VAT at the appropriate rate, confirmed annually).

**Overseas Members:** £65 GBP (Overseas Members do not pay VAT, but will have to pay any local taxes, and any bank charges for currency conversion). All payments are to be remitted in GBP (Sterling, via bank transfer on receipt of invoice) and any bank charges and local taxes are to be borne by the applicant.

These rates apply from 1st November 2022.

Payments should be made to the chosen Branch, as per the instructions shown on the invoice you receive from the applicable Branch Treasurer.



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# Code of professional practice

The Hospital Caterers Association. (hereafter called the Association), requires that Members of the Association:

- Seek to 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 activity seek opportunities to improve their competence, by participation in the educational programmes of the Association 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 and 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 the 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 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 programme and diligently operate food handling systems that ensure the food and beverage services for which they are responsible, does not put the health or well being of consumers at risk.
- Collaborate with other health care staff appropriate individuals and agencies in any enterprise that aims to improve health and well being of those served and of the population at large.



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# Code of conduct

The Hospital Caterers' Association further requires that members of the Association shall:

- Conduct their professional and private life in a behalf of the Association and as individuals with patients, their staff, the public and the media.
- Maintain the highest standards of professional manner which avoids the risk of bringing conduct and integrity in all their dealings on 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 accountability which requires that they meet and are seen to display the highest standards of probity and impartiality in their dealings on behalf of their employing Authority.
- Conduct their professional and personal relationships with other members of the Association in a manner which ensures that the work and standards of the Association is enhanced.



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# Application for Membership

Complete [www.lansdownepublishing.com/hca-membership-application-form](http://www.lansdownepublishing.com/hca-membership-application-form) or below.

**(Please complete in block capitals)**

Application for (please tick): **FULL Membership**       **ASSOCIATE Membership**   
**GUEST Membership**       **OVERSEAS Membership**

Mr  Mrs  Miss  Ms  Other: \_\_\_\_\_

Surname: \_\_\_\_\_ Forenames: \_\_\_\_\_

**Business Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

**Private Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Address for correspondence (please tick): Business Address  Private Address

Telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Twitter: \_\_\_\_\_

Job title: \_\_\_\_\_

Date commenced in current job: \_\_\_\_\_

Employer: \_\_\_\_\_

How did you hear about the Hospital Caterers Association?: \_\_\_\_\_

**Branch through which you would like to be attached to (please tick):**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> East Anglia Branch                | <input type="checkbox"/> Northern Ireland Branch      | <input type="checkbox"/> Wessex Branch           |
| <input type="checkbox"/> East of Scotland Branch           | <input type="checkbox"/> North West of England Branch | <input type="checkbox"/> West of Scotland Branch |
| <input type="checkbox"/> Merseyside and North Wales Branch | <input type="checkbox"/> Oxford Branch                | <input type="checkbox"/> West Midlands Branch    |
| <input type="checkbox"/> London and South East Branch      | <input type="checkbox"/> Trent Branch                 | <input type="checkbox"/> South West Branch       |
| <input type="checkbox"/> Northern Branch                   | <input type="checkbox"/> Wales Branch                 | <input type="checkbox"/> Yorkshire Branch        |
| <input type="checkbox"/> Overseas                          |   |  |

If you have made an application through another Branch within the past 5 years please state which:

\_\_\_\_\_

*Continued over...*



I, the undersigned, certify that the statements contained herein are true. I agree that if admitted to the membership of the Association by the Board, 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 Board of the Association, in order for my membership to be considered.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

To comply with the General Data Protection Regulations please tick the following box to allow us to hold your contact details which include your name, job title, the organisation you work for, mailing address, email address and telephone number. This information will only be used to send you the HCA Journal along with any other correspondence issued by the Hospital Caterers Association or to send you emails informing you about HCA developments, news and the National Forum. Your data will only be used by the Hospital Caterers Association or the Contractors we have authorised to use this data and will not be passed on to any other third party.

I hereby give my consent for the Hospital Caterers Association to hold my data under the terms and use stated

### For Full, Associate and Guest Membership applications only

*For Overseas Membership applications please include two references and send to [NatTreasurer@hospitalcaterers.org](mailto:NatTreasurer@hospitalcaterers.org)*

	MEMBERSHIP NUMBER	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: \_\_\_\_\_



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