




Hospital Caterers Association

Promoting Catering Excellence

Criteria to Branches on National Sponsored Place for National Leadership & Development Forum's

Timelines/ Roles & Responsibilities

When	Who	What
November	Board	approve number of funded places at following year Leadership & Development Forum
	National Secretary	Branches advised receiving place
	LDF team	Ensure that booking form has an option for selecting 'National Sponsored Place'
November – January	Branch	Communicate to members  HCA National Sponsored Place - sar (sample letter enclosed)
	Members	Consider criteria and submit request in writing/by e-mail to Branch
	Branch	decide on member to receive funded place
31 st January	Branch Secretary	- advise National Secretary
	Branch officer/ member	- submit delegate registration form by 31 st January, at Invoice section select 'National Sponsored Place'

National Funded place

- Full Member
- Maximum value is £440 + VAT, options include
 - o 2 nights single accommodation/package for Tuesday and Wednesday (not ice-breaker night)
 - o Day delegate packages
- Travel expenses met by member/branch/employer
- Not transferable to other branch

Branch selection criteria

Suggestion for branches that they may wish to apply

- o Member has applied to employing authority and refused funding
- o Member has considered alternative means of funding i.e. Bursary
- o Member has not been a previous recipient of National Sponsored place in last 3 years
- Member attends branch meetings regularly
- Member submits request in writing to Branch Secretary/Chair

Approved Board November 2024

www.hospitalcaterers.org

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