



Society of Hospital Linen Services and Laundry Managers

Promoting quality linen service management

Training Forum and Exhibition 2020 Frameworks and Tendering

Village Hotel Dudley on Wednesday 13th May and
Thursday the 14th of May 2020.

Our Annual Professional Development Forum is a key event for NHS and Commercial Laundry and Linen Services Professionals, Hotel Services and Facilities Managers involved in Linen Services and a wide range of allied traders. The Professional Development Forum includes several informative papers on topical subjects which exhibitors are welcome to attend and take part in.

The day's events will be held in the Inspiration 2 room of the hotel. Please see overleaf for the structure of the day.

Programme

09:00 **Registration**

09:30 **Introduction and welcome to the delegates**

09:45 **Paper 1 – Frameworks - Jacquie Gaffney, Commercial Lead for the Crown Commercial Services**

Jacquie is the Commercial Lead (Buildings Pillar) for Crown Commercial Service (CCS). CCS is the biggest public procurement organisation in the UK. Their team, including Jacquie, use their commercial expertise to help buyers in central government and across the public and third sectors to purchase everything from locum doctors and laptops, to police cars and electricity.

Jacquie has an enthusiasm that demonstrates her drive for change within her industry, and will be acting as a facilitator for the industry as well as using her membership of the cabinet office to find the ear of people that we will be able to pass our concerns for, and dreams of, linen services and the NHS.

Prior to her role with CCS, Jacquie was part of the team at the University of Chester. During her time as the University of Chester Head of Operations for Estates and Premises, the university achieved a recycling rate of 99%, up from a recycling rate of just 19% in 2011.

11:00 **Morning coffee/tea break**



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11:30 **Paper 2 – Both Sides of Tendering – Jon Hampton, Commercial Director, Salisbury Trading Limited**

Jon started his working career aged 18 in the British Army. After 7 years of service he decided it was time to leave and start another career in civilian life. On leaving the forces Jon joined HSS Hire as an Assistant Store Manager in Chichester and over a 7-year period ended up as the Area Manager for London City driving forward the performance and P&L delivery of the organisation's premier locations.

After his career with HSS Hire he joined the Sunlight Service Group (now Elis) and held several positions ranging from General Manager to Service Director. Jon joined Salisbury Linen Services in September 2016 as Commercial Director. Within this post he is responsible for the commercial terms, tender management and the portfolio growth of the organisation.

Jon's paper is for everybody involved in the industry that at some time or other will be carrying out a tendering process. He will outline the two sides of the process, from writing the tender in the first instance as a potential customer to responding to the tender from a supplier's point of view. He will outline the current dos and don'ts as well as highlighting added benefits from his experience of tendering throughout his career in our industry.

12:45 **Lunch including the opportunity to network with friends old and new**

13:30 **Afternoon open forum discussion session - hosted by the Society**

Potentially Including topics such as
Discussions around the morning papers, Uniforms, Curtains, Training, Succession Planning, Waste and Environmental, Recycling, Carbon Footprint, Cyber Essentials, Post Brexit opportunities/pitfalls, and anything else that delegates wish.

15:15 **Closing address**

15:20 **Afternoon coffee/tea break**

15:30 **AGM**

The Society's Annual General Meeting including the appointment of officers



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Delegate Registration

Name _____
Designation _____
Employer/Company _____
Address _____

Email address _____
Telephone _____ Mobile _____

Days in Attendance

Wednesday 13 th May (Afternoon)	Golf Day	<input type="checkbox"/>
Wednesday 13 th May (Evening)	Networking Event	<input type="checkbox"/>
Thursday 14 th May	Training Forum and Exhibition	<input type="checkbox"/>

Free of charge to all paid up members of the society and NHS employees.

Entry to networking event for Corporate Members is subject to sponsorship

Training Forum and Exhibition fee to Allied Traders (non-members) will be £75.00

Accommodation

Wednesday 13 th May 2020	We have limited availability at the Village Hotel	B&B £75	<input type="checkbox"/>
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If an invoice is required, NHS employed personnel must provide purchase order and invoice address/details prior to rooms being booked.

Signed _____
Date _____

Payments: www.linenmanager.co.uk/payments/

Send completed form & remittance to:

The Treasurer, Mr. I. Hargreaves
The Willows, 109 Victoria Road East, Thornton Cleveleys, FY5 5HQ



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Corporate Sponsorship Form

Please see below for a Corporate Sponsorship Form, which will allow sponsor access to the Networking Event being held on Wednesday 13th May. The Networking Event will be open to Laundry Managers, Linen Services Managers, NHS Employees, and sponsors only.

As well as sponsorship of the above event, corporate sponsorship will also allow:

- Eligibility to display a pop-up roller banner in the exhibition hall.
- Your logo to be presented on all event literature and on the website
- Have the opportunity for more than one person from the same company to attend

Sponsorship Cost for Existing Members	£250	<input type="checkbox"/>
Sponsorship Cost for Non-Members (also includes annual membership)	£350	<input type="checkbox"/>

Signed _____

Date _____

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Conference Hotel Accommodation

The Village Hotel in Dudley is a modern hotel on the A461, with 124 bright and modern bedrooms, stylish dining available at the all-day pub and grill, and an on-site Starbucks. All rooms are equipped with free Wi-Fi, flatscreen television, and premium bedding. Other hotel facilities include a 24-hour gym, swimming pool, and spa.

Situated eight miles from Birmingham city centre, and six miles from Wolverhampton, the hotel is handy for the M6 and M5 with easy access to the whole of the West Midlands.

[Village Hotel Dudley](#)

Castlegate Drive

Dudley

DY1 4TB

01384 888830