

REPORT TO: POLICY AND RESOURCES COMMITTEE - 10th FEBRUARY 2011

REPORT ON: EDUCATION DEPARTMENT: RATIONALISATION OF FACILITIES STAFF IN PPP SCHOOLS

REPORT BY: DIRECTOR OF EDUCATION

REPORT NO: 83-2011

1.0 PURPOSE OF REPORT

- 1.1 The purpose of this report is to propose the transfer of DCC Facilities staff duties in PPP schools to Robertson Facilities Management, and the subsequent equitable re-deployment of Facilities staff across non-PPP schools. This will take effect from April 2011.

2.0 RECOMMENDATIONS

- 2.1 It is recommended that the proposed savings described in this report be approved.

3.0 FINANCIAL IMPLICATIONS

- 3.1 The implementation of transferring Facilities duties would result in a net saving of £110,920 in a full year (appendix 1).

4.0 MAIN TEXT

- 4.1 In the period up to April 2008, Facilities Co-ordinators and Assistants provided a full range of Facilities services in all our school estate.
- 4.2 In February 2007, Dundee City Council entered into a Public Private Partnership with Robertson Capital Projects to build and operate two secondary and six primary schools in Dundee. The Special Purpose Vehicle (SPV) to deliver the schools is Discovery Education Dundee.
- 4.3 The PPP schools were built over a period of two years commencing in March 2007 and ending in November 2009. The first schools came on stream operationally in April 2008 and the final school in December 2009.
- 4.4 Robertson Facilities Management and Dundee City Council Facilities staff currently share the Facilities duties in these schools (appendix 2). The allocation of these duties is in most cases clearly defined, although there are some areas of overlap. In the main, these arrangements have worked reasonably well. However, there is duplication of duties and inefficiencies in the way the Facilities services are delivered. Dundee City Council staff carry out the following defined duties:-
- removal of catering, special and confidential waste
 - day to day maintenance of loose furniture
 - portering, movement of furniture
 - supervision of school crossing patrollers

- mail service
- banking of monies

- 4.5 Robertson Facilities Management and Dundee City Council entered into discussions to review how the Facilities arrangements were working on a day to day basis. It was agreed that the service could be delivered in a more efficient way by Robertson Facilities Management.
- 4.6 After a series of meetings, RFM offered to take over the full Facilities arrangements for an additional cost of £130,000. At this point the proposal was agreed in principle, subject to agreement with the trade unions on the transfer of duties to RFM, and the ultimate approval of Dundee City Council.
- 4.7 Under the proposed agreement, supervision of School Crossing Patrollers, mail service and the banking of money will remain the responsibility of Dundee City Council.

5.0 POLICY IMPLICATIONS

- 5.1 This report has been screened for any implications in respect of sustainability, strategic environment assessment anti-poverty, equality impact assessment and risk management. There are no major issues. An Equality Impact Assessment has been carried out and will be made available on the Council website: <http://www.dundee.gov.uk/equanddiv/equimpact/>.

6.0 CONSULTATIONS

- 6.1 This report has been subject to consultation with the Chief Executive, Depute Chief Executive (Support Services) and Director of Finance. The trade unions have also been consulted.

7.0 BACKGROUND PAPERS

- 7.1 Equality Impact Assessment.

Jim Collins
Director of Education

27 January 2011

JC/NMcG

Appendix 1

<u>Saving</u>	<u>£</u>
Facilities Coordinators (2)	66,720
Facilities Assistants (7)	174,200
	240,920
Payment to RFM	(130,000)
Net Saving	110,920

Appendix 2

Duties Of Staff (21/04/08)	RFM	DCC
Opening of schools at the start of Core Hours	X	
Security of playgrounds during Core Times	X	X
Security of sports pitches during Core Times	X	X
Security of school buildings during Core Times	X	X
Security of playgrounds during Community Hours	X	X
Security of sports pitches during Community Hours	X	X
Security of school buildings during Community Hours	X	X
Security of playgrounds outwith Core Times	X	
Security of sports pitches outwith Core Times	X	
Security of school buildings outwith Core Times	X	
Monitoring of CCTV during School Hours	X	X
Monitoring of CCTV during Community Hours	X	X
Monitoring of CCTV during down time	X	
Operation of Intruder Alarms	X	
Operation of Fire Alarms	X	
Development and Maintenance of Fire Procedures	X	X
Acting as Fire Marshals during Core Times	X	X
Acting as Fire Marshals outwith Core Times	X	
Weekly Fire Tests	X	
Evacuation Procedures	X	X
Fire Training	X	X
Production of H&S Manuals	X	
Upkeep of H&S Manuals	X	X
Operation responsibilities re H&S	X	X
Accident Reporting	X	X
First Aid Provision	X	X
Maintenance of First Aid Kits	X	
Inspections and Testing Audits	X	
General Waste	X	X
Catering Waste		X
Specialist Waste		X
Confidential Waste		X
Recycling Provisions	X	X
General Cleaning	X	
Classrooms Cleaning	X	
Toilet Cleaning	X	

Sports Hall Cleaning	X	
Dining areas Cleaning	X	
Catering areas Cleaning		
Storage areas (excluding catering storage)	X	X
Specialist cleaning	X	
Reactive cleaning	X	
Day to day maintenance of building fabric	X	
Day to day repairs to loose furniture		X
Portering/Movement of furniture		X
Management of deliveries and supplies	X	X
Issuing of permits to work	X	
Lost property	X	X
Supervision of School Crossing Patrollers		
Mail service		X
Banking of monies		X
Disaster management	X	X
Pest control	X	
Litter picking/ Control of Litter	X	X
Chewing gum removal	X	
Leaf clearance	X	
Emptying external litter bins	X	
Winter measures	X	
Risk management	X	X
Replenishment of washroom supplies		X
Enforcement of no smoking arrangements	X	X
Locking of School premises	X	
Locking of School gates	X	
Admitting school visitors		X
Admitting contractors	X	