

Agenda Item 19

Executive Board

5 January 2011

BK/smep



Market Testing of cleaning services at Knowle

Exempt Information

Para 3 Schedule 12A information relating to the finance or business affairs of any particular person.

Summary

Investigation of the possibility of outsourcing the cleaning services at Knowle and the transfer of existing staff through a TUPE arrangement.

Recommendation

Market test Knowle cleaning services; to evaluate quality against the current service and any financial and management savings.

a) Reasons for Recommendation

The current review has identified potential management and monetary savings with no detriment to service.

b) Alternative Options

To take no action and leave the situation as it currently exists.

c) Risk Considerations

Any outsourcing would involve a TUPE arrangement for four existing staff members.

d) Policy and Budgetary Considerations

Conforms with existing policy.

Positive Impact Overall

Clean Environment.

Excellent Customer Service.

Providing same service at less cost.

Create Cashable Savings

e) Date for Review of Decision

N/A

1 Main Body of the Report

- 1.1 Currently Knowle is cleaned by a team of one cleaner/supervisor and three cleaners. All staff are full time employees, working 37 hours per week from 12 noon to 20:00 Monday to Friday. In addition, overtime is paid and time off in lieu is available when required. The total outgoings for the service are £85,556.
- 1.2 The management and supervision of the cleaning team is undertaken in-house. In view of the current costs, the range of private sector options, the availability of cover and effective management out of hours, it was decided to investigate whether outsourcing might prove a preferable option.
- 1.3. Initial Cleaning Services has visited on site, taken detailed notes and has prepared an indicative quotation to supply an all inclusive cleaning service. Their report has been very detailed and an initial quotation of £84,596 has been submitted. This cost includes full management and supervision of the service and incorporates a system to improve upon the quality of the current service. It would also remove the need for any overtime and would cover any sickness or other absences.
- 1.4. Such an arrangement would require the existing staff to TUPE across to another.
- 1.5. Property Services is seeking Executive Board approval to carry out a market test to see if further cost reductions without a loss of quality can be achieved. Subject to approval, tenders for the contract would be sought in accordance with EDDC Standing Orders.

Legal Implications

Application of the TUPE regulations to the affected staff will be dependent on members approving the recommendation and the service being eventually outsourced.

Financial Implications

Although an initial quotation has been obtained, subject to approval, tenders should be sought for the cleaning contract in accordance with EDDC Standing Orders.

Consultation on Reports to the Executive

Consultation has taken place with Human Resources regarding the transfer of staff.

Background Papers

- Quotation from Initial Cleaning Services

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Property Services Manager

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