

# CYNGOR SIR POWYS COUNTY COUNCIL.

**Directorate:** Place  
**Service Area:** Cleaning Service and Schools Service  
**Function:**  
**Report Author:** Cheryl Leighton and Gareth Jones  
**Date:** 22 April 2015

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**Subject:** **Proposed Change of Line Management responsibilities for School based cleaning and caretaking staff**

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## 1. Introduction

The cleaning service continually monitors its income and staffing levels looking for and maximising efficiencies and introducing new initiatives. This proactive approach has led to the Cleaning Service making a return in 12-13 of £51,000, 13-14 of £139,000 and is predicted to make a return in 14-15. Despite the Cleaning Service making a return the savings targets set by School Services still have to be achieved. With recent efficiencies set by the School Services in 2013-14 and 2014-15 and achieved by the Catering Service (amounting to £442k), to continue to make further efficiencies from Catering and Cleaning in support of School Services savings target, it is now necessary to consider efficiencies available from cleaning.

School Services have put savings targets against the Catering and Cleaning Service of £208,000 for the financial year 2015-16. Managers from Catering and Cleaning Services along with Managers from School Services have considered areas of how the remaining £208,000 savings target can be made whilst maintaining the level of service to Schools and young people. As a result of recent efficiencies within catering through the reduction of hours in individual kitchens and improved management processes, it is now necessary to consider efficiencies available from cleaning if this target is to be met.

The decision of the County Council at its meeting on the 06<sup>th</sup> March to introduce the 'living wage' with effect from 1<sup>st</sup> April 2015 adds a very significant new pressure to the Authority.

The Catering Service has previously received a subsidy from the School Service, on the basis that it acknowledged the additional costs of catering in small schools. The Council has approved the phased withdrawal of this support. No direct subsidy is provided to the Cleaning Service, who make their predominant income from provision of service to internal and external clients. To date the Authority have however also strictly governed how much

the Cleaning Service can charge for cleaning Schools, which is well below actual cost.

This proposed change is brought about by the need to achieve three factors –

- A School Service target of £208k
- The increased labour costs through the living wage
- Achieving full cost recovery

If nothing is done to seek to manage these three factors, it is highly likely that individual Schools will continue to serve notice on their current SLAs, (which they are entitled to do as their cleaning budget is delegated to Schools) making management of the current service increasingly not cost effective and raising the actual costs for those Schools that might retain the Cleaning service as their supplier.

In addition to the savings targets and new staff costs associated with the Living Wage, Catering & Cleaning Services were also subject to Job Evaluation in 2013, and as a result a high number of staff saw their wages increase. This cost was met through central Council support, but will need to be appropriately apportioned to each school and included as part of the schools service delegated budget provision, should cleaning staff be transferred to the schools.

### **Pennington Report Recommendation 18**

Within the Pennington report under the heading of School and Hygiene, Recommendation 18 states that *'Every local authority should have a programme of audits to ensure that all schools have adequate toilet and hand washing facilities.'*

*(18.48 The maintenance and improvement of school toilets has been the subject of investment programmes in past years. Audits have been undertaken since the Outbreak, which stimulated more action to address problems that existed. It is important that the momentum does not fall away in future. In the case of the Outbreak, the lack of such facilities did not appear to have had any adverse consequences. However, the provision of adequate toilet and hand washing facilities in schools is a basic requirement and it takes on a particular importance in outbreak control given that good personal hygiene and hand washing is vital to preventing the person-to-person spread of, among other things, E.coli O157. I leave it to local authorities to determine an appropriate frequency for audits).*

To address this, the remaining cleaning management team will carry out Audits of all Schools to ensure adequate standards are maintained throughout Powys County Council Schools.

## **2. Implications for the Cleaning Service**

The Cleaning Service is now seeking to review its operations model, so as to achieve efficiency savings alongside other services across the authority.

Historically and currently the cleaning service operates with different charge out rates for primary and high schools and other establishments. However the hourly rate of pay for a cleaner, cleaner in charge or caretaker is the same no matter what establishment is being cleaned. The charge out rates are lower for schools and so staff costs as a percentage of income are higher in these establishments.

The Cleaning Service currently carries out cleaning for a range of customers, with schools being the most significant part, making up around 60% of the service's work and £1,801,000 in income. The Service also cleans in buildings for many internal services and also undertakes some external work, including fire stations, and community centres. The largest cost to the Service is its wage bill, amounting to 88.5% of its controllable costs.

Efficiency savings to date have included closing the former stores, providing a tendered contract for county-wide window cleaning, tendered procurement contracts for hygiene units, chemicals, machines and repair, introduction of new targeted frequency cleaning arrangements into main county buildings, joint reviews of cleaning needs with a number of schools, shared caretaking and team cleaning in the new Ystradgynlais schools and joint working with the LTHB in delivery of the Courier Service for internal mail.

Cleaning and Caretaking Services are largely provided to schools by the Cleaning Service through a Service Level Agreement (SLA), however an increasing number of Schools have opted out of the SLA, most recently Crickhowell CP, John Beddoes campus of Newtown High and Rhayader CP (reducing the income of the cleaning service by £116,993 per annum) and successfully employ cleaners and caretakers directly from the Schools delegated budget.

Recent discussions have taken place with Warwickshire Council who have successfully transferred cleaning and caretaking staff back to schools, and the Catering and Cleaning Services Development Manager was directly involved in the support provided by the Authority to RCT when they retendered their cleaning services to external providers in 2010. Discussions have also taken place with individual Powys Head Teachers who have taken direct control of the cleaning and caretaking staff.

Consideration has been given to the following external delivery models:-

- An option to fully externalise the service through tender to a private contractor, although the likely success of this would be heavily dictated by management of Powys' enormous geography. It is noted that in a customer survey in 2011, 50% of the 43 Schools that responded, ranked this option as unfavourable, with concerns over standards of delivery.
- Another option follows on, and could consider moving straight to an arms-length trading company or trust, whilst also exploring further potential joint working with other local authorities. If the service

moved toward an arms-length organisation, the costs associated with central recharges would be a significant area targeted for cost reduction and alternative procurement options.

This paper has been written on the assumption that the Authority would, in line with the recent Leisure Services proposal, apply the Code of Practice Workforce Matters 2014 in considering any externalisation of the School based cleaning and caretaking staff. Under this code, the Welsh Ministers have provided for better protection of the terms and conditions of staff that are subject to a TUPE transfer and also provided for fairness of terms and conditions of new staff working on service contracts beside transferred employees. The option for externalisation has therefore been dismissed at this stage.

As the option of externalisation has been dismissed and with the cost of labour in 2014/15 financial year running at 88% (expected to be in excess of 90% with the impact of the living wage) of all costs, the preferred option laid out in this business case proposes that the authority transfer the staff and line management responsibilities for all School based cleaning and caretaking staff to the individual Schools delegated budgets. To protect the employees terms and conditions and the payment of the living wage with the national average labour costs running at 90% as reported by APSE, the likelihood is that either of the other options would see the Schools' incur increased costs when compared to the proposed option for the same service.

As part of the discussions with Head teachers and Service Managers, concerns were expressed around the provision of support for Schools in respect of H&S, COSHH, Risk Assessments, Training, specialist machinery, recruitment, etc. It is further proposed that the authority retain a small team of staff with associated budget, to provide advice and support to schools and undertake twice yearly audit and monitoring visits to ensure compliance with required standards and legislation and to address the above concerns.

### **3 Point of Business case – General Principles**

- a) Directly transfer school-based cleaning staff currently employed through the Cleaning Service (approximately 260, plus 'as and when' staff) to schools.
- b) Reduce the level of management required in the Catering and Cleaning Service accordingly (this proposal is subject to a second business case).
- c) Retain a small central team to support and advise Schools, and provide the Schools Service with the assurance that cleaning standards are being met and compliance with legislative requirements.
- d) Amend the level of delegated budget to Schools to meet the additional costs associated with Job Evaluation and living wage, within available budgets.

- e) The business case excludes any adjustments to the non-controllable recharges associated with this transfer. Following discussions with the Professional Lead for finance the treatment and level of recharges will be reviewed in the early Autumn term in line with the Council's normal procedures.

#### **4 Rationale for Staff Transfer**

There are currently 260 permanent cleaners and caretakers employed through the Cleaning Service that work within schools, with a further 105 cleaners and caretakers employed directly through the Schools delegated budgets.

In addition to the staff employed at the schools, the Cleaning Service employ a further 135 permanent staff who work in other council buildings and support external contracts.

An analysis of the Schools delegated budgets show that this is the only group of staff that work on a daily basis in Schools that are not directly managed by the Headteacher and other senior school staff. Primary Schools do not currently have delegated budgets for their catering service, as they do for their cleaning service.

The transfer of line management of the Cleaners and Caretakers to the Schools will remove the ambiguity over line management that occurs in some Schools. The transfer will also allow the Schools to deliver a whole School approach to the management and care of the buildings.

The retention of a central cleaning team will provide Schools the assurance that advice and support is available when required.

The transfer of staff to Schools will reduce the level of overall management support required within the Cleaning Service.

#### **Consultation Proposal**

The Cleaning and Schools Services wish to consult with Schools and all affected staff.

It is proposed that the consultation with operational cleaning staff is carried out by post, with 3 area meetings and with an offer for a 1 to 1 meeting if the employee requests.

It is further proposed that 5 area meetings are offered to Head Teachers / Governing bodies during May and June.

## Proposed Structure

In respect of the staff employed in schools there is no proposed change to their terms and conditions other than the transfer of line management from the cleaning service to the Individual Schools delegated budgets.

## 5 Trade Unions and Employee Representatives

The consultation exercise will be carried out with the appropriate trade union and employee representatives for all those employees who may be affected. The consultation will cover the rationale for the transfer of line management responsibilities to schools. There are expected to be no reduction of operational staff during this transfer and no operational staff redundancy dismissals.

## 6 Consultation

As a result of the above proposals, there will be a consultation period over a period of not less than 30 days.

During the consultation with schools, staff and Trade Unions, 3 area meetings will be held (one north, one mid and one south) with individual one to one meetings being made available to staff.

The consultation is open for alternative proposals, comments and questions from schools and employees.

## 7 Proposed Timescales

The consultation process will continue for 30 days and will commence on the 20 May 2015, with the proposed implementation date of 01<sup>st</sup> September 2015.

## 8 Conclusion

This proposal will maintain the direct service level in Schools whilst reducing the overall cost of the service. Cleaning and Caretaking staff will become full members of the school team whilst maintaining their County Council employment status.

### Cleaning Services:-

Managers	Cheryl Leighton	signature	date 27.04.15
Head of Service Agreement	Stuart Mackintosh	signature	date 28.04.15
Portfolio Holder Agreement	Cllr Garry Banks	signature	date 28.04.15
Strategic Director Agreement	Paul Griffiths	signature	date 28.4.15

**School Services:-**

<b>Manager</b>	Gareth Jones	signature	date 28.4.15
<b>Head of Service Agreement</b>	Ian Roberts	signature	date 29.4.15
<b>Portfolio Holder Agreement</b>	Cllr Arwel Jones	signature	date 30/4/15
<b>Chief Executive</b>	Jeremy Patterson	signature	date 30/09/15

**Proposed Consultation Timeline**  
**Catering and Cleaning Service**  
**Transfer of Cleaning staff to Schools**

ACTION	Date (s)
Business Case Report to Head of Service and/or Director and Portfolio Holder for ratification of restructure process	29 April 2015
Business Case Report to Heads and Chair of Governors	5 May 2015
Business Case and associated paperwork forwarded to Trade Unions at least a week before pre-consultation meeting. Business Case and associated paperwork forwarded to School Trade Unions at least a week before pre-consultation meeting	5 May 2015
Meeting with Trade Unions to discuss the proposals, and agree subsequent meeting dates.	12 May 2015
Invite letters sent to staff and trade unions	13 May 2015
Operational staff meetings in Brecon (18 <sup>th</sup> May) Newtown (19 <sup>th</sup> May) and Llandrindod Wells (20 <sup>th</sup> May)	18, 19 and 20 May
Individual one-to-one meetings offered by letter to all affected employees	20 May to 17 June 2015
Meetings offered to operational school based staff in Brecon (18 <sup>th</sup> May at 3.00pm) Newtown (19 <sup>th</sup> May at 3.00pm) and Llandrindod Wells (20 <sup>th</sup> May at 3.00pm)	18, 19 and 20 May
Meetings offered to School's representatives in Brecon (18 <sup>th</sup> May at 4.00pm) Newtown (19 <sup>th</sup> May at 4.00pm) and Llandrindod Wells (20 <sup>th</sup> May at 4.00pm) and Newtown (9 <sup>th</sup> June at 6.00pm) and Brecon (10 <sup>th</sup> June at 6.00pm)	18, 19 and 20 May 9 and 10 June 2015
Notes of all consultation meetings, comments received and responses given to be sent to all staff.	23 June 2015
Implementation	01 September 2015



## Powys County Council

### Equality Impact Assessment (EqIA) – Decision Assessment reporting template

This EqIA reporting template is designed to assist in the analysis of gathered data and evidence, to determine the equality impact of a proposal to change existing practices of a Council service. Once complete, the template should be made fully accessible to the public e.g. inclusion with publicly available Cabinet reports and/or publication on the Powys County Council website. For confidential matters, this should be made available once a decision has been taken.

*N.B. Please contact the Council's Organisational Development Officer (Equalities) early on in the process if you require advice to conduct an assessment.*

<b>Proposal</b>	<p>The cleaning and school services wish to consult with all cleaning and caretaking staff that work at schools</p> <ul style="list-style-type: none"> <li>a) Cleaners</li> <li>b) Cleaner-in-charges</li> <li>c) Cleaning supervisor</li> <li>d) Assistant caretaker</li> <li>e) Caretakers</li> <li>f) Cleaning Caretakers</li> </ul> <p>As part of the Authorities, medium term financial plan a saving of £208,000 has been targeted for the service that is provided to Schools and School Services by the catering and cleaning service. The decision of the County Council at its meeting on the 06<sup>th</sup> March to introduce the 'living wage' with effect from 01 April 2015 adds a significant pressure to the Authority of meeting this savings target.</p> <p>Managers from both Services have considered areas where these savings can be made whilst maintaining the level of service to Schools and young people. Efficiencies have been identified within catering through the reduction of hours in individual kitchens and improved management processes.</p> <p>Cleaning and caretaking Services are largely provided to schools by the cleaning service through</p>	<b>Lead Person undertaking the assessment</b>	Cheryl Leighton Gareth Jones
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	<p>a Service Level Agreement (SLA), however an increasing number of Schools have opted out of the SLA and successfully employ cleaners and caretakers directly from the schools delegated budget.</p> <p>Managers from both services have had discussions with Warwickshire who have successfully transferred cleaning and caretaking staff back to schools and individual Head teachers who have taken direct control of the cleaning and caretaking staff. This business case proposes that the authority transfer the staff and line management responsibilities for all school based cleaning and caretaking staff to the individual Schools delegated budgets.</p> <p>It is further proposed that the authority retain a small team of staff to provide advice and support to schools and undertake twice yearly audit and monitoring visits to ensure compliance with required standards and legislation.</p> <p>The cleaning and schools service would request that the new line management and transfer of staff be implemented.</p>		
<b>Service Area</b>	Cleaning Service / Schools Service	<b>Relevant Head of Service who has agreed this assessment</b>	Stuart Mackintosh
<b>Date of Assessment</b>	09 <sup>th</sup> April 2015		Ian Roberts
<p>The Equality Act 2010, requires that public sector organisations in the exercise of their functions, pay due regard to the following 'general duty':</p> <p><b>(a) Eliminating discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;</b></p> <p><b>(b) Advancing equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;</b></p> <p><b>(c) Fostering good relations between persons who share a relevant protected characteristic and persons who do not share it.</b></p> <p><i>The protected characteristics include: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, marriage and civil partnership, sex and sexual orientation. This assessment also includes a</i></p>			

<i>consideration of impact upon people and communities whose language of choice is Welsh.</i>		
The specific regulations for Wales [Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011] require public sector bodies to monitor relevant policy and practises and then assess and report on the impact based upon an analysis of relevant data and evidence.		
<b>1. AIM or PURPOSE</b>		
Briefly describe the aim or purpose of the change proposal being assessed.	<p>This business case proposes that the authority transfer the staff and line management responsibilities for all school based cleaning and caretaking staff to the individual Schools delegated budgets.</p> <p>It is further proposed that the authority retain a small team of staff to provide advice and support to schools and undertake twice yearly audit and monitoring visits to ensure compliance with required standards and legislation</p> <p>The service are now seeking to start consultation for staff that fall into positions with this proposal.</p>	
<b>2. OBJECTIVES</b>		
Please state the current business objectives of the change proposal.	The Cleaning and Schools service have reviewed the provision with the dual aim of achieving efficiencies whilst maintaining front line service provision.	
<b>3. BENEFITS and OUTCOMES</b>		
i) What are the intended benefits or outcomes from the change proposal.	<p>This will standardise employment status / line management of cleaning / caretaking staff working in schools.</p> <p>Improve line management clarity.</p> <p>Maintain PCC employment status of staff</p> <p>Achieve efficiencies for the council.</p>	
<b>4. CORPORATE RELEVANCE</b>		
How does this change proposal relate to the Powys Change Plan and/or Powys One Plan?	This proposal will improve financial efficiencies within the authority.	
<b>5. DATA USED</b>		
<b>5.1. What data has been used to conduct this assessment?</b>  Tick/shade boxes as appropriate.	Profiling of service users, providing a breakdown of who uses the service by the protected characteristics.	N/A
	Service user satisfaction rates, broken down by the protected characteristics.	N/A
	Qualitative data (analysed against the protected	N/A

	characteristics) which provides evidence about current services users experience accessing the service.	
	Qualitative data gathered from those that are not currently using the service.	N/A
	Complaints monitoring against the protected characteristics	N/A
	Wider research reports and findings.	Review of delivery methods in other LA's. JE review of JDs
	Relevant service based Equality Impact Assessment	N/A
5.2. Are there any gaps in the data?	<p>Yes <input type="checkbox"/></p> <p>Please state the gaps:</p> <p>How will the gaps be addressed going forward?</p>	No <input type="checkbox"/>

## 6. DATA ANALYSIS

### 6.1 Quantitative

Summarise the key quantitative data analysis results, providing key headline statistics. Include data that relates to existing provision and also data relating to proposal. E.g. statistics generated from a consultation questionnaire.

#### Key questions:

- i) Are certain groups currently underrepresented in service user figures? Will a change affect this?
- ii) How do satisfaction levels compare across the protected characteristic groups? How will a change affect this?

The Cleaning service currently employs 260 staff in schools. This proposal will transfer the staff to the direct line management of schools.

Staff in this group will have no change of grade.

N/A

N/A

### 6.2 Qualitative

Summarise the key qualitative data analysis, providing key themes or patterns.

See above

<p>Include data that relates to existing provision and also data relating to proposal. E.g. protected characteristics focus group on the proposal.</p> <p><b>Key questions:</b></p> <p>i) Do certain groups have a different service user experience? How will a change affect this?</p> <p>ii) Have any areas for improvement been communicated by particular groups? Will a change have an impact upon these views?</p> <p>iii) What are the reasons behind some groups not using the service? How will a change affect this position.</p> <p>iv) What has consultation on your proposals revealed about impact on the protected characteristics?</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>
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**7. EqIA RESULT**

<p>Based on an analysis of the available qualitative and quantitative data, please tick/shade the appropriate box opposite to provide the EqIA assessment result.</p>	<p>The proposal does not present any adverse impact on equality. [Proceed to question 10]</p>	<p>V</p>
	<p>The proposal presents some adverse impact on equality. [Proceed to question 8]</p>	
	<p>The proposal presents significant impact on equality [Proceed to question 8]</p>	

**8. AREAS for IMPROVEMENT**

<p>Please provide detail of weak or sensitive areas of the proposal identified by the assessment.</p>	
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<p>i) Which protected characteristic groups are particularly affected?</p> <p>ii) Will people on low incomes be affected?</p> <p>iii) Will Welsh speakers be affected?</p>	<p>none</p> <p>unknown</p> <p>No</p>		
<p><b>9. EQUALITY IMPROVEMENT/MITIGATION OF IMPACT</b></p>			
<p><b>9.1 Having identified problematic aspects to the proposal, how will this now be addressed?</b></p> <p><i>i.e. Are you able to involve (in some capacity) people from protected characteristic groups, Welsh Speakers, people on low incomes, to assist you in this process?</i></p> <p>i) Can the impact be mitigated, and how will this be done?</p> <p>ii) Does the proposal require modification to reduce or remove this impact?</p> <p>iii) Should the proposal be considered for removal, owing to the degree of impact it is likely to have?</p>	<p>N/A</p> <p>N/A</p> <p>No</p>		
<p><b>9.2 Will the management of the impact as outlined in 9.1, be included in the Service Improvement Plan?</b></p>	<table border="1"> <tr> <td data-bbox="1145 1220 1332 1585"> <p>Yes <input type="checkbox"/></p> <p>Date added.....</p> <p>.....</p> <p>Reference...</p> <p>.....</p> </td> <td data-bbox="1332 1220 1527 1585"> <p>No <input type="checkbox"/></p> <p>If no, please explain why not:</p> <p><b>This is a Service management of change process</b></p> </td> </tr> </table>	<p>Yes <input type="checkbox"/></p> <p>Date added.....</p> <p>.....</p> <p>Reference...</p> <p>.....</p>	<p>No <input type="checkbox"/></p> <p>If no, please explain why not:</p> <p><b>This is a Service management of change process</b></p>
<p>Yes <input type="checkbox"/></p> <p>Date added.....</p> <p>.....</p> <p>Reference...</p> <p>.....</p>	<p>No <input type="checkbox"/></p> <p>If no, please explain why not:</p> <p><b>This is a Service management of change process</b></p>		
<p><b>10. ONGOING MONITORING</b></p>			
<p><b>How will the decision now be monitored on an ongoing basis to consider its impact over time?</b></p>	<table border="1"> <tr> <td data-bbox="1145 1664 1332 2004"> <p>Equality monitoring of staff within the service within which the decision was made</p> </td> <td data-bbox="1332 1664 1527 2004"> <p>Please tick/shade</p> <p>✓</p> </td> </tr> </table>	<p>Equality monitoring of staff within the service within which the decision was made</p>	<p>Please tick/shade</p> <p>✓</p>
<p>Equality monitoring of staff within the service within which the decision was made</p>	<p>Please tick/shade</p> <p>✓</p>		

	Satisfaction monitoring of service users (broken down by protected characteristic)	N/A
	Recording and analysing complaints/requests/compliments	N/A
	Targeted periodic focus groups/service user interviews/feedback sessions	N/A
	Other (please specify):	N/A

## **Appendix 1**

### **For Head Teachers and Governing Bodies**

Much consideration has been given to offer support to Schools in successfully managing their cleaning staff. A small management team will be retained centrally along with a small portfolio of contracts.

The reduced central cleaning team will continue to employ 5 mobile cleaners and for Schools requesting cover for sickness absence will endeavour to provide cover even if this is to a reduced specification with priority being given to ensure all hygiene areas are cleaned and consumables replenished. Priority will be given to schools with only one cleaning employee. As per current arrangements where there are more than one cleaning employee they would be expected to cover an additional area. To retain a peripatetic team for cover would not be cost effective.

The restructured management team will be able to offer support in all of the following, at competitive rates:-

- **External Window Cleaning**

This will provide you with a competitively priced, professional clean of your external windows once a year. This work is procured by the cleaning service through a formal tender ensuring all Contractors used are fully compliant with all DBS and Health and Safety requirements

- **High level internal window cleaning**

Internal high level window cleaning can be added as per individual site requirements. This work is procured by the cleaning service through a formal tender ensuring all Contractors used are fully compliant with all DBS and Health and Safety requirements

- **Floorcare**

The following can be quoted for

- Toilet areas – machine scrub
- Classrooms (hard floors) – machine scrub
- Halls / Dining Areas – Machine scrub / reseal

- **Computer cleaning**

This will provide you with a competitively priced, professional clean of your computers. This work is carried out by fully trained operatives using lint free cloths and anti-static cleaner passing BS.EN.13697:2001

- **Hygiene**

This will provide you with a competitively priced, professional service for sanitary bins, medical or clinical bins. This work is procured by the cleaning service through a formal tender ensuring all Contractors used are fully compliant with all Health and Safety and Controlled waste requirements



## **Adhoc Services available by quotation**

- **Flood damage cleaning**

The Cleaning Service can undertake this work for you in the unfortunate case that your premise suffers any damage due to water ingress

- **Body spill cleaning**

For a quick response and the area left safe in the case of body spills contact the main office for this work to be undertaken

- **Builder's cleans**

Following any building works that have been undertaken for a professional clean prior to using the room / area the Cleaning Service can undertake this work

- **Carpet cleaning**

The service can provide carpet cleaning to individual sites on an adhoc basis and would be based on site specific quotes

- **Outbreaks**

In the unfortunate case that you experience an outbreak of pests or infection, we can ensure that the premise is cleaned and safe to reopen

- **Adhoc floor refurbishments**

We supply a service to completely renovate wooden floors to rejuvenate and enhance the appearance along with extending the life span of the floor  
Wooden / Granwood / Gymnasium Floors may require machine scrub, complete sand and reseal

- **Full induction cleaning training**

If you employ new staff to carry out cleaning tasks, we can carry out this training on your behalf. All training is carried out by fully qualified staff to BICSc COPC level 1 (British Institute of Cleaning Science)

- **Body spill cleaning training to BICSc standard**

If you employ your own staff to carry out cleaning up of any body spillages, we can carry out training on your behalf. All training is carried out by fully qualified staff to BICSc (British Institute of Cleaning Science) COPC level 1

- **Computer cleaning training to BICSc standard**

If you employ your own staff to carry out computer cleaning, we can carry out training on your behalf. All training is carried out by fully qualified staff to BICSc (British Institute of Cleaning Science) COPC level 1

- **Training for woodwork / pottery areas to include 1 Hepa filter industrial vacuum**

If you employ your own staff to carry out any cleaning within these rooms, we can carry out training on your behalf and provide suitable equipment. All training is carried out by fully qualified staff to BICSc (British Institute of Cleaning Science) COPC level 1

- **Risk assessments of cleaning tasks**

We can undertake these on your behalf to identify any risks and procedures whilst your staff undertake cleaning tasks

- **COSHH assessments of cleaning chemicals**

We can undertake these on your behalf to identify any risks and procedures whilst your staff use cleaning chemicals

- **Key Holding Service**

Whenever possible the Cleaning team will provide cover for a key holder service for opening / locking of small Schools, which would be charged at a standard rate

<b>SCHEDULE 1</b>		
<b>Service Item</b>	<b>Cost per Item</b>	<b>Cost per Hour / Service</b>
Unplanned cover for sickness absence	£25 callout (plus hourly rate)	£12.75 per hour (Monday – Friday until 19.00 hours) £25.50 per hour (Sundays and Bank Holidays)  All above are exclusive of chemicals, equipment and machinery
Specialist clean - e.g. cleaning up bodily fluid spills, high level cleaning above 2 metres, computer cleaning	£25 callout (plus hourly rate)	£25.50 per hour plus chemicals, equipment and machinery (Monday – Friday until 18.00 hours)
Sanitary Bins supply and disposal	£49.80 per unit per annum	
Window cleaning	Site specific quote per clean	
Key holding service Emergency opening of site	£25 callout (plus hourly rate)	£25.50 per hour (Monday – Friday until 18.00 hours)
Collating accurate data and measureable times for tasks and areas for new / existing sites, create specifications		£900 for Primary School £1,400 for Secondary School
E-Coli or Cryptosporidium deep clean	Site specific quote per clean	
Cleaning Audit and detailed report for compliance with		£175 for Primary School £300 for Secondary School

Cleaning Standards**		The above are plus mileage
Monitoring revisit following above		<b>£75</b> for Primary School <b>£100</b> for Secondary School  The above are plus mileage
Industry standard induction training (basic level is 4 hours) Body spill cleaning (1.5 hours) Computer cleaning (1 hour)	Per person	<b>£25.50</b> per hour plus travelling, chemicals and equipment  The above are plus mileage
Training for woodwork / pottery areas to include 1 Hepa filter industrial vacuum	Up to 2 people	<b>£245</b> plus travelling time and mileage
Other specialist cleaning jobs / floor refurbishments upon request	Site specific quote per job / floor	

Record of Schools where Sickness Absence occurred between April 14 and March 15

Gungrog C. in W.	April	Llandrindod Trefonnen	December
Ysgol-y-Bannau	May	Montgomery C In W	December
Llangynidr C.P.	May	Ysgol y Bannau	December
Ysgol Dyffryn Trannon	May	Caersws CP	December
Gungrog C. in W. Infants	June	Hafren CP	December
Hafren C.P.	June	Llangynidr CP	December
Penygloddfa C.P.	June	Hay on Wye CP	December
Ysgol y Cribarth	June	Builth CP	December
Llanidloes C.P.	June	Llanidloes CP	December
Buttington/Trewern C.P.	July	Llandrindod Trefonnen	January
Ysgol Dafydd Llwyd	July	Penyglodfa	January
Ysgol Bro Tawe	July	Ladywell Green	January
Ysgol-y-Bannau	July	Guilsfield CP	January
Llanidloes C.P.	July	Ysgol Glantwymyn	January
Carreghofa C.P.	July	Llanfyllin CP	January
Caersws C.P.	August	Builth CP	January
Llandysilio C. in W.	August	Llandysilio C in W	January
Buttington/Trewern C.P.	August	Llanidloes CP	January
Llangattock C. in W.	August	Treowen	January
Presteigne C.P.	September	Hay on Wye	January
Buttington/Trewern C.P.	September	Ysgol Rhiw Bechan	February
Llandinam C.P.	September	Ysgol Llanbrynmair	February
Penygloddfa C.P.	September	Builth CP	February
Sennybridge C.P.	September	Dafydd Llwydd	February
Llanidloes C.P.	October	Penyglodfa	February
Llangynidr C.P.	October	Llanbedr	February
Hay-on-Wye C.P.	October	Radnor Valley	February
Archdeacon Griffiths	October	Llanfyllin CP	February
Hafren C.P.	October	Ysgol y Cribarth	February
Llandrindod Trefonnen	October	Llanfaes CP	March
Llansantffraidd C. in W.	October	Ysgol Maesydre	March
Knighton C. in W.	October	Penyglodfa	March
Gungrog C. in W.	October	Knighton CP	March
Buttington/Trewern C.P.	October	Ysgol Bro Tawe	March
Llanfaes C.P.	October	Hay on Wye CP	March
Llanbedr C. in W.	November	Franksbridge	March
Talgarth C.P.	November	Mount St Infants	March
Llanrhaeadr Ym Mochnant	November	Llanfechain C in W	March
Ysgol Dafydd Llwyd	November	Llanidloes CP	March
Llanidloes C.P.	November	Hafren CP	March
Nantmel C. in W.	November	Sennybridge CP	March
Newbridge-on-Wye C. in W.	November	Ysgol Dyffryn Trannon	March
Ysgol y Cribarth	November	Llangynidr	March
Mount Street CP Infants	November	St Michaels C in W	March

Schools with single employee for cleaning

Arddleen	Nantmel
Banw	Bronllys
Castle Caereinion	Clyro
Fordeu	Llanbedr
Leighton	Llangorse
Llanerfyl	Llanfihangel Rhydithon
Llanfechain	Llanelwedd
Llangedwyn	Llandinam
Meifod	Llanbister
Newtown PRU	Irfon Valley
Pontrobert	Gladestry
Ysgol Bro Cynllaith	Franksbridge
Ysgol Pennant	Carno

