

# Report

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Report to:	<b>Education Resources Committee</b>
Date of Meeting:	<b>29 March 2011</b>
Report by:	<b>Executive Director (Education Resources)</b> <b>Executive Director (Community Resources)</b> <b>Executive Director (Corporate Resources)</b>

Subject:	<b>Janitorial Service - Proposal to Extend Pilot Scheme</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ provide information on the proposal to extend the Janitorial Service pilot scheme that is delivered by Community Resources on behalf of Education Resources.

## 2. Recommendation(s)

2.1. The Committee is asked to approve the following recommendation(s):-

- (1) that the proposal to extend the Janitorial Service pilot scheme be noted;
- (2) that a further 2 pilots of shared janitorial provision be introduced in Chatelherault/Woodside and Craigbank/Robert Smillie Primary Schools; and
- (3) that the Executive Directors report back to Committee on the outcome of the pilots and any future recommendations.

## 3. Background

3.1. Over an extended period, ongoing discussions between Education Resources and Community Resources have taken place to monitor, evaluate and identify improvements in service delivery.

3.2. Over the past 6 months, there have been various janitorial service pilots which are proving successful:

- Kirkfieldbank, Rigside and Chapelton Primary Schools have had their Janitorial Service reviewed and altered in line with existing schools of similar size. These schools are operating with a Facilities Assistant (Janitorial) 1.5 hours per day.
- Netherburn and Dalserf Primary Schools have been operating with one full-time shared Facilities Assistant (Janitorial) since August 2010. This pilot of shared Janitorial Services identified a need for an additional 2 hours per day to carry out property and security tasks at the start of each day. This includes checking heating, lighting and water systems, playground presence before 9am and locking down of the school after 9am. To address this operational need there was a requirement for two part-time Facilities Assistants (Janitorial) to each work 10 hours per week.

#### **4. Proposed Pilot Extension**

- 4.1. It is proposed that the shared janitorial provision pilot is extended to include Chatelherault Primary School sharing with Woodside Primary School and Craigbank Primary School sharing with Robert Smillie Primary School.
- 4.2. In addition, and to ensure continuity of service levels, assistance from Education Resources would be required to successfully manage service demands at other times of the day such as:-
  - Periods of adverse weather where there is a need to provide safe pedestrian access to the school and ensure that all heating systems are working.
  - Locking down each school after lunch break. When the pupils have started their lessons after lunch the Facilities Assistant (Janitorial) is required to carry out lock down procedures to ensure that all entrances are locked, with the front gate being the only method of entry to the school grounds.
  - Adult presence/access and egress (assistance for pupils at morning break, lunchtime and 3.30 pm).
  - Contractor Access and Operating Procedures - when a contractor (internal or external) visits to carry out maintenance/repair work it would be prudent to have the Facilities Assistant (Janitorial) available, onsite, to ensure the necessary procedures are adhered to i.e. property log book is signed and the Council's Health and Safety policies are followed. Currently the Facilities Assistant (Janitorial) will verify credentials, escort contractors to the area concerned and ensure the work area is maintained to a safe standard. It may, therefore, require the need for an appointment booking system to be considered, whereby the Facilities Assistant (Janitorial) can be present to ensure repairs are carried out in both a safe and compliant manner.
  - Cleaning body spillages. Clearly such incidents will occur simultaneously at both primary schools where there will only be one Facilities Assistant (Janitorial) available.
- 4.3. The proposed new pilots would run from around the end of April/early May and allow for a period of review prior to making recommendations on adjustments to service delivery, if necessary.
- 4.4. A progress report on the outcome of the pilot scheme will be brought back to Committee at a later date. If successful, this could identify potential savings in a wider introduction of this initiative.

#### **5. Employee Implications**

- 5.1. Employee implications arising from the pilot extension could include the:-
  - redeployment of full-time Facilities Assistants (Janitorial), (Grade 1, Level 3-4), which can be accommodated from within the existing workforce
  - the creation of part-time Facilities Assistants (Janitorial), (Grade 1, Level 1-2), to assist at certain times of the day.

#### **6. Financial Implications**

- 6.1. It is expected that this pilot and any subsequent roll-out programme that may follow would create financial savings. However, until the pilot has been evaluated and any future changes approved, financial savings cannot be quantified.

## **7. Other Implications**

- 7.1. To mitigate risks associated with any new proposed service delivery there will be periods of review and adjustment throughout the pilot if required.

## **8. Equality Impact Assessment and Consultation Arrangements**

- 8.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and, therefore, no impact assessment is required.
- 8.2. Education Resources and Community Resources will engage with participants in the proposed pilot, the trades unions, Head Teachers, Facilities Management and Support Services Co-ordinators to discuss and consider local issues prior to the pilot commencing. In addition, arrangements will be put in place to brief the respective locally elected members and for Head Teachers to liaise with and inform Parent Councils prior to the introduction of the pilot and during the pilot period. Education Resources, Community Resources and Corporate Resources will continue to liaise and consider employee implications.

**Larry Forde**  
**Executive Director (Education Resources)**

**Norrie Anderson**  
**Executive Director (Community Resources)**

**Robert McIlwain**  
**Executive Director (Corporate Resources)**

11 March 2011

## **Link(s) to Council Objectives/Improvement Themes/Values**

- ◆ Maximising the Use of Resources

## **Previous References**

None

## **List of Background Papers**

None

## **Contact for Further Information**

If you would like to inspect the background papers or want further information, please contact:-

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