

**Report by Director - Place  
to Group Leaders  
22 July 2020**

---

**Subject:** Additional Facilities Management resource to support full school reopening

---

**1. Purpose**

1.1 The purpose of this report is to seek approval for additional temporary Facilities Management resource requirements to support a full school reopening in August 2020.

**2. Recommendation**

2.1 It is recommended that Group Leaders

2.1.1 Approve the additional temporary resource requirements as set out in 4.7, namely:

- the creation of 37 Day Cleaner posts
- increase of contractual hours for 12 Janitors
- Increase cleaning supply/ PPE budget

2.1.2 Approve the removal of the previously agreed Facilities Management budget saving for 2020-22 (FM-S3)

**3. Background**

3.1 Building cleaning provision is under scrutiny like never before and is fundamental to the safe return of operations across South Ayrshire's properties. Over the last 2 months significant planning has been undertaken to develop a blended learning model and associated Facilities Management requirements to allow a partial return to schooling in August.

3.2 On the 23 June, the Deputy First Minister announced that should the progress in Covid-19 eradication be maintained, children should be able to return to school full time. Clearly this is dependent on ongoing scientific and health advice but plans should now be developed to support the full reopening of schools.

3.3 In order for schools to re-open fully to Education staff and pupils in August, it is necessary to introduce enhanced cleaning and disinfection of frequently touched surfaces within the premises throughout the day to reduce the risk of infection transmission. Key touch points include work surfaces, door handles, light switches, phones, computers, hand towel dispensers, taps, mop handles etc and also with particular attention being paid to communal areas such as staff rooms, reception areas and toilets. This will require significant additional resource.

3.4 A COVID-19 Safety Plan for school cleaning operations has been produced and issued to all Head Teachers. The document sets out the agreed actions to be taken by Education staff and Facilities Management staff to ensure the provision of a safe, hygienic place of work and study for school staff and children.

3.5 A full risk assessment has been completed which identifies appropriate control measures to ensure the safety of Cleaning and Janitorial employees as they carry out their activities. All employees will receive a copy of the COVID-19 specific risk assessment in advance of the schools re-opening and tool box talks will be delivered on-site by Team Leaders. The risk assessment has been shared with the Trade Unions.

#### **4. Resource Implications**

4.1 The cleaning and hygiene regime required to support the full reopening of schools in August will require significant additional resource. The blended learning model originally developed and now a contingency plan, allowed for the redeployment of catering staff to support school cleaning. As schools will return full time, a full catering service will be expected after the initial few weeks of term.

4.2 As the redeployment of catering staff is no longer an option, resource requirements are now fully in addition to the current budget on a one school year temporary basis. New staff will be recruited for a 6 month period initially and will be reviewed in line with the Government guidance at that time.

4.3 Following elected member feedback from the first version of this paper, officers have reviewed resource requirements against the following decision making principles;

- Minimum cost option
- Can staff be redeployed from other areas to undertake this work?
- If staff can be redeployed – what are implications for other services e.g. do other services need to remain closed/require to operate differently?

4.4 Further consideration has been given to the redeployment of other corporate cleaning staff to support the school cleaning service. This approach presents a number of challenges and limitations as the contractual hours for office based cleaning staff are early morning and evening and not during the day as required to support school cleaning. Many of these cleaners also have second jobs and other commitments during the day which mean redeployment to schools is not an option.

4.5 FM have undertaken a review of other cleaning staff and have identified potentially 11 cleaning staff that are able to be redeployed to day cleaning in schools. This has allowed for a reduction in 8 additional day cleaning posts as previously envisaged. However, this will mean that some other facilities will not be able to reopen as the Council has prioritised FM resource to support schools. The specific buildings that this will apply to requires to be finalised and would be approved by the Council's Strategic Recovery Group.

4.6 On the assumption that not all buildings will not be reopening and will remain closed, the new temporary Team Leader post included in the first paper is no longer required. By taking this approach, the estimated additional cleaning cost for the safe reopening of schools has reduced by around £105,000. Further redeployment opportunities will be prioritised and investigated ahead of utilising any additional budget.

4.7 A financial breakdown is shown in the table below and is inclusive of on costs:

Post	No. of Posts Required	Grade	Level	Weekly Hours Term Time	Weekly Cost	Full School Year Cost (39 wks)
Day Cleaner	37	1	1	20	£8,369	£326,406
Janitor	11	1	3	10	£1,244	£48,520
Janitor	1	1	3	3	£34	£1,323
Cleaning Supplies / PPE					£2,500	£97,500
<b>Total</b>				<b>24.37 FTE</b>	<b>£12,147</b>	<b>£473,750</b>
<b>Total 2020/21: £352,275</b>			<b>Total 2021/22: £121,474</b>			

4.5 This paper highlights the additional resource required to accommodate the enhanced cleaning regime within educational establishments. As we work through the recovery process and finalise operational arrangements in relation to the Council's corporate buildings, a further paper will be brought forward detailing any additional Facilities Management requirements.

## 5. Budget Saving Implications

5.1 The Council's budget setting process for 2020/22 agreed £130,000 efficiency saving (FM-S3) for Facilities Management in relation to the cleaning service in Primary and Secondary schools. The efficiency saving would have implemented a standard productivity model across all schools that would have allowed a reduction in the total number of cleaning hours from August 2020. The saving element for 2020/21 is £65,000, however as this paper identifies the service requires additional resource to address the current Covid-19 crisis.

5.2 As such, it will not be possible to achieve the 2020/21 saving or the 2021/22 saving. Given the circumstances and uncertainty around the Covid-19 pandemic, the overall saving should be removed from the budget process with the intention to revisit when the conditions allow.

### Person to Contact:

Kevin Carr  
Assistant Director - Place  
Telephone: 01292 612544  
kevin.carr@south-ayrshire.gov.uk

Jennifer Rodden  
Service Lead - Facilities Management  
Telephone: 01292 616045  
jennifer.rodde@south-ayrshire.gov.uk

**Date:**

**22 July 2020**

Summary of Changes

<b>Post Title</b>	<b>Category</b> <i>(New post/ Variation to contract, etc)</i>	<b>Directorate</b>	<b>Service</b>	<b>Status</b> <i>(Permanent/ Temporary)</i>	<b>Number of posts</b>	<b>Current Hours</b>	<b>Current Grade</b>	<b>Proposed Hours</b>	<b>Proposed Grade</b>
Day Cleaner	New	Place	FM	Temporary	37			20	1
Janitor	Variation to Contract	Place	FM	Temporary	11	25	3	35	3
Janitor	Variation to Contract	Place	FM	Temporary	1	1.5	3	4.5	3