

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

5th September 2016

Report of the Head of Participation - Chris Millis

Matter for Decision

Wards Affected:

All Wards

Establish additional cleaning posts to Access Managed Services Division of Education, Leisure and Lifelong Learning Directorate

Purpose of the Report

1. To seek Members' approval to establish the following permanent posts within the Access Managed Service of the Education Leisure and Lifelong Learning Directorate:-

1 x 10 hour Cleaners (Grade 1 JEID213)

14 x 15 hour Cleaners (Grade 1 JEID213)

The above posts will be filled by employees from the closed Cwrt Sart Comprehensive, Glanafan Comprehensive, Sandfields Comprehensive and Traethmelyn Primary School via the Managing change in Partnership Policy.

It is also proposed to establish the following fixed term positions within the Access Managed Service of the Education and Lifelong Learning Directorate:-

2 x 10 hour Cleaners (Grade 1 JEID213)

5 x 15 hour Cleaners (Grade 1 JEID213)

1 x 17.25 hour Senior Cleaner (Grade 2 JEID3664)

These posts will be temporary until 31st March 2017 pending a review of the usage of the community facilities within Ysgol Bae Baglan.

Executive Summary

2. Access Managed Services provide cleaning services to primary schools throughout the County Borough. The section has recently secured the cleaning contract for the new Bae Baglan school and as such needs to establish new cleaning posts in order to deliver this cleaning contract.

Background

As part of the Council's Strategic Schools Improvement Plan (SSIP) in 2015, a new age 3 - 16 school has been built with four other schools closing. The new school tendered for a cleaning contract in readiness for it opening in September 2016 and the Council's Access Managed Service secured the tender.

Financial Impact

3. Please see financial appraisal for further information.

Equality Impact Assessment

4. An Equality Impact Assessment (EIA) screening form has been completed and a full EIA is not required.

Workforce Impacts

The proposal had provided employment opportunities for cleaners within four schools which had closed (Glanafan, Cwrt Sart, Sandfields and Traethmelyn).

Legal Impacts

There are no legal impacts associated with this proposal.

Risk Management

5. If the posts were not established there would be a significant impact on the delivery of cleaning services to the new education facility.

Consultation

6. There is no requirement under the Constitution for external consultation on this item.

Implementation of Decision

7. The establishment change is proposed for implementation from the date of the Personnel Committee meeting.

Recommendations

8. It is recommended that Members APPROVE the establishment of cleaner posts within the Access Managed Service of the Education Leisure and Lifelong Learning Directorate.

FOR DECISION

Appendices

9. Appendix One - Financial Appraisal

List of Background Papers

10. None

Officer Contact

Mr Paul Walker - Coordinator - Education, Leisure and Lifelong Learning Directorate

Telephone: 01639 861107

Email: p.walker@npt.gov.uk

FINANCIAL APPRAISAL

SET UP COSTS	Current Year		
	£		
Costs	97,538		
Recruitment Costs			
Accommodation Costs			
Office Costs			
Others			
Total Set Up Costs	97,538		
Funding of Set Up Costs			
Revenue Budget			
Reserves	8,546		
Special Grant			
Other (Specify)	88,992		
Total Funding of Set Up Costs	97,538		

RECURRING COSTS	Current Year		Max in Full Year
	£		£
Costs Aug 16 - Mar 17			
Employee Costs (Financial Appraisal Statement)			
> Starting Salary	97,538		97,930
> Additional cost at Maximum Salary			
Accommodation Running Costs			
IT Annual Costs			
Other Running Costs (specify)	-		
Total Recurring Costs	£97,538		£97,930
Funding of Recurring Costs			
External Sources			
Specific Grant:			
- staffing cost			
- other			
Funding from External Agencies			
Service Level Agreement			

Other (schools cleaning contract)	88,992		89,384
Internal Sources			
HRA			
Existing Budget Allocation			
Additional Guideline Allocation			
Other (reserves)	8,546		8,546
Total Funds Available	97,538		97,930