

South Ayrshire Council

**Report by Director - Place
to Leadership Panel
of 17 September 2019**

Subject: Facilities Management Cleaning Service – Proposed Staffing Changes

1. Purpose

1.1 The purpose of this report is to seek approval to amend the current Facilities Management Cleaning Service staffing structure.

2. Recommendation

2.1 **It is recommended that the Panel approves the revised staffing arrangements as outlined in [Appendix 1](#) of this report.**

3. Background

3.1 The Council approved an overall savings target of £179,780 for the Facilities Management Cleaning service on 28 February 2019.

3.2 The approved saving will be achieved by the implementation of a cleaning outcome specification that will allow better utilisation of resources and deliver a modern, efficient cleaning service. Whilst the saving corresponds to a reduction in the number of cleaning hours in Council offices, the aim of the outcome specification is to mitigate this reduction as far as possible by setting out clearly defined cleaning standards for the first time.

3.3 In practice, this means that areas of a building will not be cleaned according to a schedule, but only if they do not meet the standards outlined in the outcome specification.

4. Proposals

4.1 Work has been carried out to review building cleaning productivity and compare this with current industry standards. This analysis has provided a baseline for the implementation of the cleaning outcome specification and allowing a more equitable allocation of resource against clearly defined outcomes.

4.2 A targeted Voluntary Severance exercise has been carried out within the cleaning service and 22 employees wish to leave the Council's employment. If the proposal in this report are approved, it is anticipated that the employees will be released from the Council's employment by the end of October 2019.

4.3 A number of employees will also be relocated to a new base location in line with the baseline productivity model and aligned to the new outcome specification. A summary is shown in [Appendix 1](#).

4.4 It is hoped the new cleaning outcome specification will mitigate the impact of the reduction in cleaning hours as much as possible and the impact on each office will be monitored closely as the new service is rolled out. This will also be supported by the introduction of innovative and modern cleaning equipment to enhance productivity.

5. Legal and Procurement Implications

5.1 There are no legal implications arising from this report.

5.2 There are no procurement implications arising from this report.

6. Financial Implications

6.1 The Voluntary Severance exercise will deliver £125,368 of the approved budget savings. The costs of Voluntary Service are £83,000 and strain on fund costs around £27,000. These will be met corporately as the saving has been approved through the 2019/20 budget setting process.

6.2 A recently approved administration restructure within Facilities Management (Ref 111: PLA Facilities Management Support) has resulted in a saving of £35,861 which will be offset against the remaining balance of savings to be achieved.

6.3 A fundamental review of FM service budget lines has identified funding for the remaining balance of £18,551.

7. Human Resources Implications

7.1 The total number of cleaning employees within the Facilities Management Cleaning Service will reduce by 6.34 FTE and this will be achieved by supporting Voluntary Severance applications from 22 employees

7.2 Every effort will be made to maximise employment opportunities, safeguard jobs and minimise any compulsory displacement of staff and as part of this process, expressions of interest have been sought for voluntary severance in areas with staff displacement.

8. Risk

8.1 Risk Implications of Adopting the Recommendations

8.1.1 Risks involved in the re-structuring and reducing headcount will be managed in accordance with the guidelines contained within the SAC Framework for Managing Workforce Change.

8.2 Risk Implications of Rejecting the Recommendations

8.2.1 There is a risk that the savings target approved on 28 February 2019 will not be achieved

9. Equalities

- 9.1 The proposals in this report have been assessed through the Equality Impact Assessment Scoping process and there were no significant equality impacts of agreeing the recommendations. A copy of the Equalities Scoping Assessment is attached as [Appendix 2](#).

10. Sustainable Development Implications

- 10.1 ***Considering Strategic Environmental Assessment (SEA)*** - This report does not propose or seek approval for a plan, policy, programme or strategy or document otherwise described which could be considered to constitute a plan, programme, policy or strategy.

11. Options Appraisal

- 11.1 An options appraisal has not been carried out in relation to the subject matter of this report.

12. Link to Council Plan

- 12.1 The matters referred to in this report contribute to the Council strategic objective of 'increase the profile and reputation of South Ayrshire Council' and within that to the outcome 'improve trust and confidence in the Council and increase customer satisfaction with services'.

13. Results of Consultation

- 13.1 There has been no public consultation on the contents of this report.
- 13.2 Consultation has taken place with Councillor Peter Henderson, Portfolio Holder for Resources and Performance, and the contents of this report reflect any feedback provided.
- 13.3 Consultation has taken place with Trade Unions and the contents of this report reflect any feedback provided. Consultation has also taken place with all staff affected within the cleaning service through a series of meetings. Feedback from these meeting has been incorporated and reflected in the final proposals presented in this report.

14. Next Steps for Decision Tracking Purposes

- 14.1 If the recommendations above are approved by Members, the Director – Place will ensure that all necessary steps are taken to ensure full implementation of the decision within the following timescales, with the completion status reported to the Leadership Panel in the 'Council and Leadership Panel Decision Log' at each of its meetings until such time as the decision is fully implemented:

<i>Implementation</i>	<i>Due date</i>	<i>Managed by</i>
Implement the proposed structural changes to the Facilities Management Cleaning Service	1 November 2019	Service Lead – Facilities Management

Background Papers **None**

Person to Contact **Jennifer Rodden, Service Lead – Facilities Management
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Date: **12 September 2019**

FACILITIES MANAGEMENT - CLEANING STRUCTURE REVIEW 2019

PREMISE	Current Structure			Proposed Structure		
	Current Cleaning Hours	Current FTE	Salary (incl. on costs)	Proposed Cleaning Hours	Proposed FTE	Salary (incl. on costs)
8 Wellington Square	9.5	0.27	£5,364.84	4	0.11	£2,258.88
10 Wellington Square	14.5	0.41	£8,188.44	5	0.14	£2,823.60
12 Bath Street	5	0.14	£2,823.60	2	0.06	£1,129.44
80-88 Kyle Street	10	0.29	£5,647.20	6	0.17	£3,388.32
Ayr CSC - Wallace Tower	15	0.43	£8,470.80	6	0.17	£3,388.32
Ayr Town Hall	88	2.51	£49,695.36	54	1.54	£30,494.88
Burns House	38	1.09	£21,459.36	0	0.00	£0.00
Carnegie Library	53	1.51	£29,930.16	33	0.94	£18,635.76
County Buildings	100	2.86	£56,472.00	115	3.29	£64,942.80
Domain Youth Club	15	0.43	£8,470.80	5	0.14	£2,823.60
DRC Store Troon	3	0.09	£1,694.16	2	0.06	£1,129.44
Dukes Road Depot	14	0.40	£7,906.08	10	0.29	£5,647.20
Girvan Housing Office	24	0.69	£13,553.28	17.5	0.50	£9,882.60
Ivy Cottage/The Cabin	9.5	0.27	£5,364.84	5	0.14	£2,823.60
MacAdam House	30.5	0.87	£17,223.96	15	0.43	£8,470.80
Maybole CSC	15	0.43	£8,470.80	5	0.14	£2,823.60
McCalls Avenue	40	1.14	£22,588.80	30	0.86	£16,941.60
Prestwick CSC & Housing	12	0.34	£6,776.64	5	0.14	£2,823.60
Prestwick Library	10	0.29	£5,647.20	5	0.14	£2,823.60
Riverside House (Housing)	32	0.91	£18,071.04	15	0.43	£8,470.80
SAC Information & Advice hub	7.5	0.21	£4,235.40	3	0.09	£1,694.16
Troon Munciple Buildings	48	1.37	£27,106.56	60	1.71	£33,883.20
Walker Road	30	0.86	£16,941.60	15	0.43	£8,470.80
Whitletts Social Work	19	0.54	£10,729.68	10	0.29	£5,647.20
Wills Road Family Centre	17	0.49	£9,600.24	10	0.29	£5,647.20
	TOTAL FTE	18.84	£372,432.84	TOTAL FTE	12.50	£247,065.00
				DIFFERENCE	6.34	£125,367.84

South Ayrshire Council Equalities Scoping Template

1. Policy details

Title: Facilities Management Cleaning Service – Proposed Staffing Changes	Lead Officer Jennifer Rodden
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2. Which communities, groups of people, employees or thematic groups do you think will be, or potentially could be, impacted upon by the implementation of this policy? Please indicate whether these would be positive or negative impacts

Community, Groups of People or Themes	Negative Impacts	Positive impacts
The whole community of South Ayrshire	No	No
People from different racial groups, ethnic or national origin.	No	No
Women and/or men (boys and girls)	No	No
People with disabilities	No	No
People from particular age groups for example Older people, children and young people	No	No
Lesbian, gay, bisexual and heterosexual people	No	No
People who are proposing to undergo, are undergoing or have undergone a process to change sex	No	No
Pregnant women and new mothers	No	No
People who are married or in a civil partnership	No	No
People who share a particular religion or belief	No	No
Thematic Groups: Health, Human Rights, Rurality and Deprivation.	No	No

3. Do you have evidence or reason to believe that the policy will support the Council to:

General Duty and other Equality Themes	Level of Negative and/or Positive Impact (high, medium or low)
Eliminate discrimination and harassment faced by particular communities or groups	Low impact
Promote equality of opportunity between particular communities or groups	Low impact
Foster good relations between particular communities or groups	Low impact
Promote positive attitudes towards different communities or groups	Low impact
Increase participation of particular communities or groups in public life	Low impact
Improve the health and wellbeing of particular communities or groups	Low impact
Promote the human rights of particular communities or groups	Low impact
Tackle deprivation faced by particular communities or groups	Low impact

4. Summary Assessment

Is a full Equality Impact Assessment required? (A full EIA must be carried out on all high and medium impact policies)		YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>
Rationale for decision:					
This report advises the Panel of the proposed restructure of Facilities Management Cleaning Service and will have no impact on equality based issues.					
Signed :		Donald Gillies	Director		
Date:		27 August 2019	Copy to equalities@south-ayrshire.gov.uk		