

ANGUS COUNCIL
EDUCATION COMMITTEE - 10 OCTOBER 2000
PERSONNEL AND PROPERTY SERVICES COMMITTEE – 17 OCTOBER 2000
PROVISION OF JANITORIAL SERVICES FOR SCHOOLS
JOINT REPORT BY THE DIRECTORS OF EDUCATION AND PERSONNEL

ABSTRACT

This report outlines details of a pilot project to provide janitorial services within Forfar and Kirriemuir Schools on a cluster basis, for the period October 2000-March 2001.

1. RECOMMENDATIONS

It is recommended that the Education Committee and the Personnel and Property Services Committee, each for its respective interests, note the terms of this report.

2. INTRODUCTION

Reference is made to Report No 796/99 approved by the Education Committee of 24 August 1999 which outlined the work undertaken through the Best Value Service Review of Janitorial Services. The review indicated that while on the whole, schools were satisfied with janitorial service in place, improvements to the service could be made. In particular there was a requirement to take into account the European Working Time Directive which, due to hours being worked by particular janitors, would prevent a continuation of the service in precisely its present form. There have also been indications from other authorities which have adopted a cluster model, that such a model has the capacity to improve job satisfaction amongst janitorial staff and to improve the service to schools.

A particular recommendation of the Service Review Team was to pilot the cluster arrangement to allow a formal evaluation of the suitability of this method of janitorial deployment within Angus. A working group, including representatives of schools, janitorial staff, Education Headquarters staff, other Council departments and Tayside Contracts, was set up to determine how best the pilot project could be taken forward.

3. PROPOSALS

The group concluded that a number of potential benefits would accrue from providing the service on a pilot basis to two cluster groups of schools – the Forfar Cluster Group and the Kirriemuir Cluster Group.

Following extensive consultation, including consultation with trade unions representing janitorial staff, it has been agreed that the main principles of the pilot will be as follows:

- Janitorial cover will be provided to schools based on their relative size, with all schools receiving a minimum level of support.
- A shift system will be introduced to ensure the most effective utilisation of janitorial personnel to be co-ordinated by the Janitorial Cluster Manager.
- Agreement has been reached with trade unions which is intended to secure a more equitable distribution of payments across all janitors in a cluster group.
- A Service Level Agreement has been drawn up for each school and a Minute of Agreement will be signed by all interested parties.
- Training will be provided for janitors involved in the pilot..

The Service will be evaluated throughout the 6-month period (October 2000 to April 2001), and a further report will be prepared recommending whether this model should be adopted within

all eight Angus school cluster groups. An evaluation of the grades of janitors will also be undertaken in line with the new Job Evaluation Scheme.

4. FINANCIAL IMPLICATIONS

As a group, the janitorial staff involved in the pilot will receive the same level of remuneration. Accordingly there are no financial implications for the department. Longer term financial implications will also be considered as part of the overall evaluation of the pilot.

5. CONSULTATION

The Chief Executive, the Directors of Finance, Law & Administration and Property Services have been consulted in the preparation of this report. The appropriate Trade Unions have also been fully consulted in the setting up of this pilot arrangement.

6. CONCLUSION

The objective of the pilot study is to determine whether the proposals improve the level of janitorial services for schools within Angus. The project will be evaluated to determine whether it will be introduced into all Angus schools.

JIM ANDERSON
DIRECTOR OF EDUCATION

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NOTE: No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above Report.