

SCHOOLS' ACCOMMODATION SERVICES

SERVICE LEVEL AGREEMENT

ABOUT OUR SERVICE

Schools' Accommodation Services provide professional support to schools in all aspects of accommodation provision by qualified and experienced staff to assist schools in the interpretation and provision for the development of school buildings and associated supplies and services. Details of our complete service and updates can be accessed via our website on www.worcestershire.gov.uk/schoolbuildings

Summary of Our Service

The team provides assistance and support to school staff and Governors on a wide range of accommodation matters, as summarised below: -

- Planning, provision and development of all school sites and buildings
- Asset Management Plans – Suitability priorities (in association with Property Services)
- Formulation and implementation of capital projects
- Administration of accommodation and supplies issues, including those arising from School Reviews
- Communications advice in support of school building alterations and improvements
- Licensing arrangements to include Copyright Licensing Agency (CLA), Educational Recording Agency (ERA), Public Performance Licence (PPL), Public Recording Service (PRS) and TV Licensing
- Liaison with other departments and agencies on property issues, including the Authority's Directorates, the Department for Children, Schools & Families (DCSF), District Council's, and the appropriate Diocesan bodies
- Development of community, sports and arts facilities in schools
- Advice and guidance on all aspects of site management, school catering, ground maintenance, building cleaning and caretaking, including contractual arrangements.
- A 24 Hour, 7 days a week Emergency Duty Response Team
- Premises related emergencies supported by an Emergency Duty Response Team in conjunction with Property Services

STRATEGIC AND STATUTORY FUNCTIONS

A significant proportion of the work carried out by the team is of a strategic nature and includes:

- Administrative procedures and guidance for capital programmes for centrally funded major and minor (small works) building projects, including the provision of temporary accommodation, NDS Modernisation, Capital Bids, Early Years Development, School Access Initiative, specific DCSF funding initiatives, School Reviews and site improvements
- Provision of furniture and equipment for centrally funded capital projects including telephone \ communication works
- Administration \ guidance on named capital projects for Voluntary Aided and Special Agreement schools
- Setting up and monitoring of joint use facilities and shared arrangements including those being funded by Lottery and external funding sources
- Development of Asset Management Plans and maintenance of central database (in association with Property Services)
- Setting up of leases, licences and agreements in respect of capital / revenue developments
- Copyrights and licensing including CLA, ERA, PRS & PPL Licences
- Maintenance of Key Holders Contact list for all educational establishments in support of the Emergency Duty Response Team
- Co-ordinate the development of Capital works for Voluntary Aided Schools
- Information requirements for specific capital bid processes, e.g. early years, specialist college status, targeted capital, PFI, and BSF working closely with the capital teams
- Administration, monitoring performance of managed contracts
- To monitor the overall performance of contractors on catering in all schools and educational establishments
- Advice to schools on facilitating the provision of meals (inc free school meals) and setting up transport arrangements for the delivery thereof
- Advice on the new School Lunches Nutritional Standards and the duty to provide school meals
- Environmental and Health and Safety issues relating to Catering
- Monitoring standards of Nutrition and Hygiene, and Hazard Analysis
- Maintaining a database of catering provision
- A 24 Hour, 7 days a week Emergency Duty Response Team
- Premises related emergencies supported by an Emergency Duty Response Team in conjunction with Property Services

- Visits to schools who have been subject to re-organisation / amalgamation, and new Head Teacher's to the County

CORE PACKAGE BUY-BACK AVAILABLE TO SCHOOLS

The following work falls into the category of non-strategic (core service) that is the subject of this agreement, which schools can buy-back, this is grouped into two areas - Core Package and Optional Buy-Back

- Management of building programmes funded from delegated school monies e.g. Devolved Formula Capital
- Maintain a select list of approved contractors e.g. grounds maintenance
- Guidance to schools on furniture, equipment and supplies purchasing including telecommunications
- Advice on suitability elements of building works which are funded from delegated monies, but need to be co-ordinated given the landlords role in managing the Asset Management Plans
- Advice in conjunction with the Diocesan Bodies etc. on delegated capital and revenue funds at Voluntary Aided Schools
- Advice on setting up leases and agreements in respect of capital / revenue developments including the hire of premises in support of the curriculum addressing some accommodation insufficiency
- Co-ordination of school exchange scheme for furniture, equipment and supplies (Web-based)
- Advice on school lettings and shared arrangements
- Advice on the administration of joint use facilities including those being funded by Lottery and external funding sources
- Advice on the recommended procedures for implementing security
- Guidance to schools on all aspects of caretaking, cleaning, grounds maintenance and school catering
- Procedures for appointment of contractors and management of contracts
- Advertising for contractors for catering, cleaning and grounds contracts
- Appointment of caretaking, cleaning, catering and grounds staff
- Basic training of caretaking, cleaning, catering and grounds staff
- Advice and the setting up of catering licenses as landlord responsibility on behalf of school governors
- Advice on Hygiene and Health & Safety Risk Assessment, compliance with regulations
- On site monitoring of contractors compliance with Health & Safety and Hygiene regulations

CORE PACKAGE BUY-BACK AVAILABLE FOR SCHOOLS continued...

- Technical advice on specifications, estimates, bills of quantities, implementation and evaluation of contracts, material and equipment, applications and assessments, and specialist work in relation to cleaning, grounds and catering services
- Advice on the design and provision of new and refurbished kitchens, with technical advice on application methods, materials and equipment as required
- To maintain inventories of catering equipment in schools where licenses operate
- Advice in dealing with queries relating to telecommunication systems / billing

OPTIONAL SERVICES AVAILABLE FOR SCHOOLS TO BUY-BACK

- Grounds Maintenance / Cleaning Contract Monitoring – package to assist with the day-to-day management of contracts for a pyramid / group of schools / establishments. The charge for this would be agreed on a percentage basis of the total value of the contract.
- Dual Use – Administration of joint use facilities. The charge for this would be agreed on an individual site basis on the scale of the work required
- Cleaning Services – Hire of specialist equipment. The charge for this covers anticipated running costs (including Repairs & Maintenance) and availability
- Specialist Caretaking and Cleaning Training – on request, on site tailor-made consultant-led seminars. Cost dependant on take up by a number of schools
- Machine Maintenance – Health & Safety checks and maintenance of workshop equipment (subject to a specific charge, pricing on request)
- Playground Equipment repair (subject to a specific charge, pricing on request)
- Consultancy on Design & Technology workshop facilities and development (subject to a specific charge, pricing on request)
- Installation of Design & Technology equipment (subject to a specific charge, pricing on request)
- Health & Safety, and Security – Fire Signs & Equipment e.g. security padlocks for sites (schools charged at cost for items plus a 10% administrative charge)
- Support for School Licences (i.e. TV Licensing) – 10% charge to administer centrally
- Completion of Voluntary Aided Approval forms
- Detailed analysis on spend against Devolved Formula Capital

BENEFITS OF USING OUR SERVICE

- Access to professional, qualified and experienced staff offering unbiased / impartial advice and support whenever you require it
- Knowledge of a wide range of building development, accommodation and planning requirements essential to access funds in order to develop schools in support of the curriculum for both statutory and non-statutory provision
- Accurate information and statistics to assist schools in forecasting and managing changes influenced at local and national level

FUNDING

The funding for this service has been delegated to schools from 1st April 2000 and schools are able to buy-back this core service. It is accepted that not all schools will have need for support in all areas every year, but as a global service schools will benefit from a fully encompassing provision.

Charge for the Service

The charge for the core service for 2008/2009 is projected to be:

£220 lump sum Primary Schools (including First Schools and Middle deemed Primary)

£260 lump sum Secondary Schools (including Middle deemed Secondary)

£220 lump sum Special Schools & PRU's

and **£2.30** per pupil at all Schools.

The charge for Optional Buy-Back Services will be based on **£18.00** per hour, unless stated otherwise.

N.B. Schools that decide not to buy in to the service and later during the year approach the Unit for them to assist in works covered by the Service Level Agreement will be required to pay the full annual charge plus a 20% surcharge. However it should also be noted that assistance to schools that have not signed up would be dependent on whether resources are available. Schools that are merging / closing or changing status during the year will be charged the lump sum for the existing school and the new school, but will only be charged the pupil rate once.

OUR STAFFING

The service is provided by a team of experienced professionals who are totally committed and are responsive to the changing needs of schools in an environment that is constantly being moulded and influenced by DCSF legislation and policy. The team members with a brief description of their main area of responsibilities are as follow: -

Main Areas of Responsibility

SCHOOLS' ACCOMMODATION SERVICES

Geoff Roberts	Service Development Manager – Access and Accommodation Email: groberts@worcestershire.gov.uk	01905 766386	Capital Programme Planning, provision and development of school sites and buildings; Overall budget Responsibility
Sheila Fellows	Secretary to Service Development Manager – Access and Accommodation Email: sfellows@worcestershire.gov.uk	01905 766601	Secretarial and Administrative support, Update on Keyholders Contact List
Andy Lamb	Education Advisor Email: alamb@worcestershire.gov.uk	01905 766605	Educational advice on PFI and capital development schemes
Cleantha Nodwell	PFI Contracts Manager Email: cnodwell@worcestershire.gov.uk	01905 766744	Bromsgrove PFI Project Management
Project Team			
Steve Hatch	Team Leader – Accommodation Resources Email: shatch2@worcestershire.gov.uk	01905 766388 Mobile: 07983 965301	Implementation of the Capital Programme & Joint Management of Schools' Accommodation Services
Bosko Medakovic	Senior Projects Officer Email: boskom@worcestershire.gov.uk	01905 766391 Mobile: 07983 965299	Buildings projects, specific initiatives, extended use of premises including leases & licences
Mike Griffin	Senior Projects Officer – Wyre Forest Email: mgriffin@worcestershire.gov.uk	01905 765796 Mobile: 07983 965298	Building Projects, specific responsibility in relation to the Wyre Forest Schools Review
Lindsay Harris	Senior Projects Officer Email: Lharris2@worcestershire.gov.uk	01905 765836 Mobile: 07983 965297	Building Projects, including responsibility in relation to VA Schools and Youth developments
Penny Unwin	Senior Projects Officer Email: punwin@worcestershire.gov.uk	01905 766649 Mobile:	Buildings Projects

tbc

Siân Davies	Projects Assistant Email: sxdavies@worcestershire.gov.uk	01905 766393	Devolved Formula Capital, assistance with specific project development work in support of the capital programme
Denise Hubball	Administrative Assistant – Information Email: dhubball@worcestershire.gov.uk	01905 766384	Assistance with buildings projects finance, programme monitoring and general administration

Supplies & Support Services Team

Lorraine Buswell	Team Leader – Supplies & Support Services Email: lbuswell@worcestershire.gov.uk	01905 766392	Furniture & equipment advice, estimating and scheduling for Capital projects, advice on suitable provision and options, and joint management for School's Accommodation Services
Trisha James-Rudd	Purchasing Officer Email: Tjamesrudd@worcestershire.gov.uk	01905 766050	Furniture & Equipment with specific responsibility for Wyre Forest Schools Review
Denise Hutt	Assistant Furniture, Equipment & Supplies Officer Email: dhutt@worcestershire.gov.uk	01905 766396	Assist with furniture & equipment ordering and invoice arrangements, copyright & TV licences licences, telephone systems and accounts
Tony Parslow	County Technician Email: tparslow@worcestershire.gov.uk	Mobile: 07960 093235	Mandatory annual Health & Safety inspections and guidance, Workshop equipment Maintenance, Dust Extraction, Playground Equip. Repair, D&T consultancy
Shirley Williams	Administrative Assistant - Information smwilliams@worcestershire.gov.uk	01905 728517	Assistance with furniture & equipment procurement and general administration

Specialist Services Team

Julia Marshall	Catering Officer Email: Jmarshall4@worcestershire.gov.uk	01905 766397	Advice and support on catering arrangements including contractual arrangements, licences, hygiene and health & safety inspections
Angela Williams	School Meals Adviser Email: Awilliams6@worcestershire.gov.uk	01905 768396	Advice and support on catering arrangements, hygiene and health & safety inspections and nutritional standards
Elaine Shannon	School Meals Adviser Email: eshannon@worcestershire.gov.uk	01905 768396	Advice and support on catering arrangements, hygiene and health & safety inspections and nutritional standards
Janet Barnes	Caretaking and Cleaning Officer Email: Jbarnes2@worcestershire.gov.uk	01905 766398	Advice and support on all aspects of caretaking and cleaning including contractual arrangements
Bill Jenkins	Technical Assistant (Caretaking, Cleaning and Grounds) Email: Bjenkins2@worcestershire.gov.uk	01905 766395 Mobile: 07904 153607	Technical support on grounds maintenance, caretaking & cleaning arrangements
Rob Williams	Grounds Officer Email: Rwilliams2@worcestershire.gov.uk	01905 766390 Mobile: 07904 153585	Advice and support on ground maintenance including contractual arrangements

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