

**OFFICER DELEGATION SCHEME
RECORD OF OPERATIONAL DECISION**



TO BE UPLOADED TO THE E-MEETINGS MANAGER





Date: 25/2/20	Ref No: 060		
Type of Operational Decision:			
Executive Decision <input type="checkbox"/>	Council Decision <input type="checkbox"/>		
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;"><input type="checkbox"/> Yes</td> <td style="width: 50%; text-align: center;"><input type="checkbox"/></td> </tr> </table>		<input type="checkbox"/> Yes	<input type="checkbox"/>
<input type="checkbox"/> Yes	<input type="checkbox"/>		
Status: For Publication			
Title/Subject matter: Traded Cleaning Service Reserve/Sinking Fund.			
Budget/Strategy/Policy/Compliance – Is the decision:			
(i) within an Approved Budget	Yes		
(ii) not in conflict with Council Policy	Yes		
(iii) not raising new issues of Policy	Yes		
Equality Impact Assessment [Does this decision change policy, procedure or working practice or negatively impact on a group of people? If yes – complete EIA and summarise issues identified and recommendations – forward EIA to Corporate HR]	No		
Details of Operational Decision Taken <i>[with reasons]:</i>			
<p>Approval for the Cleaning and Caretaking Service to set up a traded service reserve/sinking fund. Subject to the ongoing approval processes to transfer to and from the reserve the account will allow the traded service to set aside specific sums of money for reinvestment into IT systems, cleaning equipment and service development out of agreed trading surplus.</p> <p>There is currently no system or incentive in place for the service to reinvest part of any trading surplus back into a sinking fund for IT, equipment upgrades and investments. For many of the schools such as primary schools, equipment upgrades can't be funded over one year.</p> <p>As an example, the cleaning service is planning to invest £15k into a new IT monitoring system to streamline large aspects of the cleaning co-ordinators inspection work. This could be funded from surplus set aside rather than capital borrowing.</p> <p>A reserve account will ensure that developments are funded from trading profit and sinking funds set aside rather than being dependent upon capital borrowing or leasing equipment. It would also allow for equipment that has been saved for to be replaced in bulk thereby attracting the maximum procurement efficiency.</p>			

Spreading the cost of equipment will also mean that staff will be supplied with the best equipment available, maximise efficiency and raise the profile of the traded service.

Within the service development plan, Cleaning and Caretaking are also looking to expand the service to bring in more income by way of a window cleaning service access to some reserves would help set up this without impacting on the day to day service.

Future funds could assist in developing an improved training function for the service which will ensure a standardised quality cleaning service.

The traded service reserve will also allow for smoothing the budget from profits which could minimise future unplanned overspends.

Decision taken by:	Signature:	Date:
Executive Director Operations – Donna Ball		11/
Assistant Director Operations – Neil Long		25/02/20
Joint Chief Financial Officer (CCG & LA)		28/2/20
Head of Workforce – Simon Bagley		
Members Consulted [see note 1 below]		
Cabinet Member, Environment – Alan Quinn		2/3/2020
Lead Member		
Opposition Spokesperson		

Notes

1. It is not generally a requirement to consult with any Members on Operational Decisions but where a Chief Officer considers it necessary to consult with the appropriate Executive Member and/or Lead Member, they must sign the form so as to confirm that they have been consulted and that they agree with the proposed action. The signature of the Opposition Spokesperson should be obtained to confirm that he/she has been consulted.
2. **This form must not be used for urgent decisions.**