

**Divisions Affected-All**  
**Education and Young People Overview and Scrutiny Committee**  
**11<sup>th</sup> July 2025**

**Corporate Cleaning Service – Proposed outsource of in-house  
cleaning service**

**Report by Director of Property and Assets**

**RECOMMENDATION**

**1. The Committee is RECOMMENDED to:**

- a) Consider the report, particularly the options put forward for consideration in respect of:
  - i) Continuing to operate an in-house cleaning service for large corporate sites alongside the outsourced provision of sites requiring less than 25 hours cleaning per week (outsourced in April 2024) and
  - ii) Carrying out a tender exercise in line with OCC Contract Procedure Rules and the relevant procurement legislation to outsource the cleaning of corporate sites and
  - iii) Agree any recommendations it wishes to make to Cabinet

**Executive Summary**

- 1. The cleaning service was transferred to OCC following the collapse of Carillion in 2018, approximately 125 staff were transferred back to OCC covering all corporate buildings across the county. The service has faced considerable challenges both operational and financial since this period. In particular there are ongoing challenges with sickness, absence and vacancies. As a result there is continuing pressure on the service to meet the operational requirements leading to additional operational costs to meet the operational need.

**Exempt Information**

- 3. Information in the Annex 1 to this report is supplied in commercial confidence and disclosure would prejudice the commercial position of the parties involved. It would also prejudice the position of the authority's investments to the

detriment of the Council's ability to properly discharge its fiduciary and other duties as a public authority.

## **Cleaning Current Position - Background**

4. The current position is that OCC operates a hybrid model, directly employing circa 73 (this not FTE this is the number of posts) staff including 2 Area Managers and part funding the Operational Manager, for the delivery of cleaning services to the corporate estate and schools with an agreed Service Level Agreement.
5. The remainder is provided by an outsourced company, Parker Contract Cleaning Limited, with approximately 45 staff covering. This is delivered via a 3 year contract for cleaning services to all corporate buildings with a requirement of cleaning services equating to less than 25 hours per site per week. This is currently on track to meet both operational and financial targets.
6. Following current budget and operational challenges and the success of the previous outsourced exercise there is a need to review and realign the cleaning service therefore two operating models have been reviewed and a preferred model proposed. The proposals are:
  - a) Continue to operate an inhouse cleaning service for large corporate sites alongside the outsourced provision of sites requiring less than 25 hours cleaning per week (outsourced in April 2024).
  - b) Carry out a tender exercise in line with OCC procurement rules to outsource the cleaning of corporate sites.

## **Local engagement**

7. The Council engaged with School's Forum in June 2025 to inform the Schools Forum of the current challenges faced and what the potential options are likely to be. Following presentation to the Education and Young People Overview and Scrutiny committee the paper will be taken to Cabinet for a decision on the cleaning service moving forward. Following this the schools will be engaged and advised of the next steps and how this will impact provision of school cleaning services.

## **Corporate Policies and Priorities**

8. The cleaning service aligns with the following corporate policies and priorities:
  1. Tackle inequalities in Oxfordshire.
  2. Prioritise the health and wellbeing of residents.

## Financial Implications

9. The current service is operating at an overspend and is anticipated to continue in its current operating model. A decision to outsource the remaining service would deliver financial savings on current budgetary spend and deliver agreed savings outlined in the approved paper.

Comments checked by:

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## Legal Implications

### 10. Procurement

The proposed outsourcing of the cleaning services will need to be carried out in accordance with the Council's Contract Procedure Rules and relevant procurement legislation (this may either be a new tender under the Procurement Act 2023 or a call-off under a framework under the Public Contracts Regulations) because it will be classified as a service contract with an estimated value in excess of the £214,904 (inclusive of VAT) procurement threshold. Legal Services will be engaged in the preparation of the contract documentation.

### 11. Employment/Staffing

Any transfer of council employees to a new cleaning contractor would be subject to the Transfer of Undertakings (Protection of Employment) Regulations 2006.

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## **Staff Implications**

12. As referenced above, any transfer of council employees to a new cleaning contractor would be subject to the Transfer of Undertakings (Protection of Employment) Regulations 2006.

## **Equality & Inclusion Implications**

13. There are no equality or inclusion implications at this stage. From the engagement to date with the potential options for the direction of the service there is full commitment to meet the Equality and Inclusivity Policies, and this will be fully determined before any process is commenced which may impact staff.

## **Sustainability Implications**

14. There are no sustainability implications for the service at this stage, this will be fully assessed and determined following a decision on the direction of the service.

## **Risk Management**

15. The current and potential risks are outlined within the detailed paper in Annex 1 however the key risk is financial and sustainability of the service.

## **Consultations**

16. There have been no consultations to date however once a decision is reached consultations with the Union will begin.

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Annex:1 Project Mandate Document - **Confidential**

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