



Delegated Decisions by Cabinet Member for Community & Corporate Services

***Tuesday, 27 February 2024 at 3.00 pm
Room 3 - County Hall, New Road, Oxford OX1 1ND***

If you wish to view proceedings, please click on this [Live Stream Link](#).
However, that will not allow you to participate in the meeting.

Items for Decision

The items for decision under individual Cabinet Members' delegated powers are listed overleaf, with indicative timings, and the related reports are attached. Decisions taken will become effective at the end of the working day on Tuesday 6 March 2024 unless called in by that date for review by the appropriate Scrutiny Committee.

Copies of the reports are circulated (by e-mail) to all members of the County Council.

These proceedings are open to the public

A handwritten signature in blue ink that reads "Reeves".

Martin Reeves
Chief Executive

February 2024

Committee Officer: ***committeesdemocraticservices@oxfordshire.gov.uk***

Note: *Date of next meeting: 19 March 2024*

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named on the front page, but please give as much notice as possible before the meeting.

Items for Decision

1. Declarations of Interest

See guidance below.

2. Questions from County Councillors

Any county councillor may, by giving notice to the Proper Officer by 9 am two working days before the meeting, ask a question on any matter in respect of the Cabinet Member's delegated powers.

The number of questions which may be asked by any councillor at any one meeting is limited to two (or one question with notice and a supplementary question at the meeting) and the time for questions will be limited to 30 minutes in total. As with questions at Council, any questions which remain unanswered at the end of this item will receive a written response.

Questions submitted prior to the agenda being despatched are shown below and will be the subject of a response from the appropriate Cabinet Member or such other councillor or officer as is determined by the Cabinet Member, and shall not be the subject of further debate at this meeting. Questions received after the despatch of the agenda, but before the deadline, will be shown on the Schedule of Addenda circulated at the meeting, together with any written response which is available at that time.

3. Petitions and Public Address

Members of the public who wish to speak at this meeting can attend the meeting in person or 'virtually' through an online connection.

Requests to speak must be submitted by no later than 9am four working days before the meeting. Requests to speak should be sent to committeesdemocraticservices@oxfordshire.gov.uk.

If you are speaking 'virtually', you may submit a written statement of your presentation to ensure that if the technology fails, then your views can still be taken into account. A written copy of your statement can be provided no later than 9 am 2 working days before the meeting. Written submissions should be no longer than 1 A4 sheet.

4. Partial Cleaning Outsource Project (Pages 1 - 4)

Cabinet Member: Community and Corporate Services

Forward Plan Ref: 2024/001

Contact: Anthony Hulsman, Head of Facilities Management,
Anthony.hulsman@oxfordshire.gov.uk

Report by: Executive Director of Resources and Section 151 Officer.

The Cabinet Member for Community and Corporate Services is RECOMMENDED to:

a) approve the award of a contract to Parkers Contract Cleaning Ltd for the cleaning service at each of Oxfordshire County Council's (OCC) sites where there is less than 25 hrs cleaning per site.

Councillors declaring interests

General duty

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed 'Declarations of Interest' or as soon as it becomes apparent to you.

What is a disclosable pecuniary interest?

Disclosable pecuniary interests relate to your employment; sponsorship (i.e. payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council's area; licenses for land in the Council's area; corporate tenancies; and securities. These declarations must be recorded in each councillor's Register of Interests which is publicly available on the Council's website.

Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

Declaring an interest

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest. If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

Members' Code of Conduct and public perception

Even if you do not have a disclosable pecuniary interest in a matter, the Members' Code of Conduct says that a member 'must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself' and that 'you must not place yourself in situations where your honesty and integrity may be questioned'.

Members Code – Other registrable interests

Where a matter arises at a meeting which directly relates to the financial interest or wellbeing of one of your other registerable interests then you must declare an interest. You must not participate in discussion or voting on the item and you must withdraw from the meeting whilst the matter is discussed.

Wellbeing can be described as a condition of contentedness, healthiness and happiness; anything that could be said to affect a person's quality of life, either positively or negatively, is likely to affect their wellbeing.

Other registrable interests include:

- a) Any unpaid directorships

- b) Any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority.
- c) Any body (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management.

Members Code – Non-registrable interests

Where a matter arises at a meeting which directly relates to your financial interest or wellbeing (and does not fall under disclosable pecuniary interests), or the financial interest or wellbeing of a relative or close associate, you must declare the interest.

Where a matter arises at a meeting which affects your own financial interest or wellbeing, a financial interest or wellbeing of a relative or close associate or a financial interest or wellbeing of a body included under other registrable interests, then you must declare the interest.

In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied:

Where a matter affects the financial interest or well-being:

- a) to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b) a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest.

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

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Divisions Affected – N/A

DELEGATED DECISIONS BY CABINET MEMBER FOR COMMUNITY AND CORPORATE SERVICES

27 February 2024

Cleaning Service Contract Award

Report by Executive Director of Resources

RECOMMENDATION

1. **The Cabinet Member for Community and Corporate Services is RECOMMENDED to:**
 - a) approve the award of a contract to Parkers Contract Cleaning Ltd for the cleaning service at each of Oxfordshire County Council's (OCC) sites where there is less than 25 hrs cleaning per site.

Executive Summary

2. Since the collapse of Carillion, OCCs property service partner from 2012 to 2018, the cleaning of the corporate estate has been managed in house by the Facilities Management team within Property Services. The cleaning service operates across all OCC corporate sites and 12 schools.
3. The management function of the team is resourced with OCC staff and the cleaning staff are a combination of staff transferred under TUPE regulations¹ from Carillion to OCC with support from a third party, Parkers Contract Cleaning Ltd.
4. The service currently faces significant challenges in recruiting staff. This has led to a reliance on a third-party contractor to support a high number of vacancies across the county. Many recruitment campaigns and initiatives have been undertaken with little success. And, despite restructuring and various cost saving initiatives, the service has not been able to manage within the budget available.
5. Options appraisals for future service delivery models were undertaken with a range of critical success factors. The preferred option identified from the appraisal was an OCC Blended Model with OCC staff cleaning larger

¹ TUPE – Transfer of Undertakings (Protection of Employment) Regulations which protects employees' rights when an organisation or service transfers from one employer to another.

corporate sites and a third-party contract for smaller remote sites (under 25 hrs per week).

6. Following a procurement process, Parkers Contract Cleaning Ltd was identified as the sole but compliant bidder. The recommendation is to award a contract for three years with an option to extend for a further year.

Options Appraisal

7. OCC operates a hybrid model for the delivery of cleaning services to the corporate estate and schools with an agreed Service Level Agreement. There are circa 100 staff employed by OCC with the remainder (approx. 30 staff) provided by Parkers Contract Cleaning Ltd.
8. Four options for service provision have been considered and each evaluated against critical success factors which were savings achieved; least reputational risk; least user risk and strategic aims achieved.
9. The four options for service delivery considered were:
 - Option 1 – Do Nothing Option/Base Case (current hybrid model)
 - Option 2 - OCC Blended Model - OCC Staff clean larger corporate sites and 3rd Party contract for smaller remote sites (under 25 hrs per week)
 - Option 3 – Fully OCC, static and enhanced mobile, with no support by contractor.
 - Option 4 – Completely outsourced.
10. The option which achieved the highest scoring was Option 2, OCC Blended Model. This option gives OCC a self-delivery team in key corporate and school sites while outsourcing remote and smaller sites which are difficult to resource.

Contract Award to Parkers Contract cleaning

11. A procurement was undertaken to appointment a Service Provider to provide a reliable, professional, and good quality Cleaning Service delivered in a safe and efficient manner.
12. Following a procurement process, Parkers Contract Cleaning Ltd was identified as the sole but compliant bidder. The recommendation is to award a 3-year contract to Parkers Contract Cleaning Ltd from 1 April 2024, with an option to extend for a further 1-year period.
13. Subject to the recommendation being agreed, there are potentially around 50 staff who will transfer to Parkers Contract Cleaning Ltd on 1 April 2024. In line with TUPE Regulations, all terms and conditions will be honoured. Whilst every effort will be made to avoid any redundancies, there may potentially be a risk of

redundancy for up to four staff. UNISON have been engaged throughout the process.

Financial Implications

14. The budget for the whole service in 2024/25 is £1,575k. This includes a saving agreed by Council in February 2023 of £100k relating to action to be taken to reduce dependency on agency staff. A further savings of £100k is also required for 2025/26.
15. The value of the contract for 2024/25 is £865k, which provides a saving of £120k against the 2024/25 budget. This means that the further savings required from 2025/26 has been achieved a year early.
16. Any redundancy costs are expected to be low and will be met from the corporate redundancy reserve.

Comments checked by:

Name: Prem Salhan, Interim Strategic Finance Business Partner
prem.salhan@oxfordshire.gov.uk

Legal Implications

17. OCC has, following an open procurement, selected Parkers as the preferred supplier to be appointed as the Contractor for the required Cleaning Services of the Sites where there is less than 25 hrs cleaning per site. The selection is in accordance with the terms of the ITT and the Public Contracts Regulations 2015. This does not give rise to any issues from the legal perspective.

Comments checked by:

Name: Bede Murtagh – Contracts Solicitor, bede.murtagh@oxfordshire.gov.uk

LORNA BAXTER
EXECUTIVE DIRECTOR OF RESOURCES

Background papers: Nil

Contact Officer: Anthony Hulsman, Head of Facilities Management
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February 2024

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