

DECISION-MAKER:	CABINET		
SUBJECT:	CONSOLIDATION OF EXISTING CLEANING CONTRACTS		
DATE OF DECISION:	16 AUGUST 2021		
REPORT OF:	COUNCILLOR HARWOOD CABINET MEMBER FOR CUSTOMER AND TRANSFORMATION		
<u>CONTACT DETAILS</u>			
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STATEMENT OF CONFIDENTIALITY			
NOT APPLICABLE			
BRIEF SUMMARY			
<p>Currently there is a disjointed approach to cleaning with many services managing their own cleaning arrangements with a number of different contracts with different cleaning providers. The proposed approach will centralise the budget and management of cleaning to enable services to focus on their core business. The approach will deliver a standardised level of service across the organisation and financial efficiencies.</p>			
RECOMMENDATIONS:			
	(i)	To agree the approach of centralising the cleaning contracts and budgets and for a single managed cleaning contract for all in scope council buildings.	
REASONS FOR REPORT RECOMMENDATIONS			
1.	There is an inconsistent approach to the delivery of cleaning activities in council buildings, both in terms of companies involved but also level of cleaning.		
2.	Centralisation of budgets and a single point of management of the new consolidated contract will create an opportunity for efficiencies and will enable service areas to focus on their core business.		
ALTERNATIVE OPTIONS CONSIDERED AND REJECTED			
3.	<ul style="list-style-type: none"> • Do nothing leave as is with non-compliant spend. • Re-procure on an individual contract basis leaving management of that process and the resulting contracts with service areas. • Develop in-house cleaning services. 		
DETAIL (Including consultation carried out)			
4.	There have been various initiatives to look at bringing together cleaning contracts and manage this spend in a way that offers both the best value and		

	<p>the best service possible. There is a desire to bring this work together, to improve standards and consistency. It supports a centralised approach to the management of buildings and ensures the best use of council resources. This project will be conducted in regular consultation with Property to ensure that whatever contract is put in place will work over the long term approach to council buildings.</p>
5.	<p>There will be a phased approach to implementation to bring immediate benefits but also bring the organisation to the target position over time.</p>
6.	<p>The council has a range of cleaning arrangements and specifications in place across its estate, these are a mix of contracts, in house provision and longstanding cover through overtime. This has led to an inconsistent approach and gaps in delivery, this has been particularly highlighted by covid-19 and the increased demand for cleaning and changes to approach. There have been requirements to bring in agency cleaners to support business as usual and to do de-contamination cleans. By standardising the specification and approach to cleaning and going to market for a single supplier, efficiencies can be achieved.</p>
7.	<p>The new contract will be let for a four-year term and will include provision to add additional sites to the contract in a planned manner as existing arrangements and contracts come to an end. The contract will also incorporate the flexibility to change arrangements as the use of buildings changes over the term of the contract. The new contract will contain three elements, routine, deep clean and ad-hoc cleaning. The options for the route to market are currently being reviewed and it is likely that a framework will be selected or alternatively the new contract may be sourced via a tender exercise.</p>
8.	<p>The implementation of the proposal will be carried out in two phases:</p> <p>Phase one:</p> <ul style="list-style-type: none"> • Bring all eligible current external cleaning work into a single contract • Managed by the strategic contracts team and facilities management • The contract will cover, routine cleaning, deep cleaning, ad hoc requirements and decontamination cleaning. <p>Phase two:</p> <ul style="list-style-type: none"> • Bring other cleaning contracts (currently on longer term contracts) into the single supplier agreement as existing contracts finish • Add other cleaning arrangements / supplies to the single supplier agreement where not already included i.e. window cleaning
9.	<p>The council's Social Value and Green City Procurement Policy will be used to ensure that the appointed supplier will meet employment standards acceptable to Southampton City Council and that wider social value issues are taken into consideration and are built into the contract.</p>
10.	<p>A best value assessment has been conducted in accordance with the Southampton City Council First policy, however the requirements and specialisms required for many of the sites in this approach are beyond that of the in-house teams. Capacity and business continuity considerations were also factored into the best value assessment.</p>
11.	<p>The standard specifications being developed are being benchmarked against other authorities to ensure a robust approach is applied. Each building user</p>

	will be engaged in the development of the standard specification ensuring business needs are met.
RESOURCE IMPLICATIONS	
<u>Capital/Revenue</u>	
12.	The council currently spends around £250,000 per year on external cleaning providers across ten different contracts there is also significant time spend managing these contracts and arranging one off cleaning activities such as decontamination cleaning.
13.	Current budgets will be centralised into the Facilities Management budget and this will pay for the single supplier, any cost reductions will be offered as savings to the general fund.
14.	There are no capital implications.
<u>Property/Other</u>	
15.	This approach where a standardised method is taken to the cleaning of all the buildings in the Southampton City Council estate supports a more centralised model of facilities management delivery. The contract will have built in flexibility so that it can scale to meet the requirements of a changing estate.
16.	This standardisation supports other work in Property to review building usage across the estate.
LEGAL IMPLICATIONS	
<u>Statutory power to undertake proposals in the report:</u>	
17.	S.111 Local Government Act 1972 provides the power to do anything calculated to facilitate the delivery of the council's primary functions.
<u>Other Legal Implications:</u>	
18.	Procurement will be carried out in accordance with the council's Contract Procedure Rules and Financial Procedure Rules. Procurement activity will also be subject to compliance with public procurement legislation and the council's constitution and policies.
RISK MANAGEMENT IMPLICATIONS	
19.	The risks associated with this project are managed by a central risk register the major risks are continuing with non-compliant spend and any risks associated with changes of supplier on day to day operations. The project team will be worth with colleagues to minimise these risks and monitor throughout the lifecycle of the project.
POLICY FRAMEWORK IMPLICATIONS	
20.	Procurement of a new consolidated cleaning contract will have no direct impact on the council's Policy Framework. However, it will support delivery of the council's priority outcome of 'a council that works for and with you' in the council's Corporate Plan 2021-2025.
KEY DECISION?	Yes
WARDS/COMMUNITIES AFFECTED:	ALL

SUPPORTING DOCUMENTATION

Appendices

1.	None
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Documents In Members' Rooms

1.	None
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Equality Impact Assessment

Do the implications/subject of the report require an Equality and Safety Impact Assessment (ESIA) to be carried out.	No
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Data Protection Impact Assessment

Do the implications/subject of the report require a Data Protection Impact Assessment (DPIA) to be carried out.	No
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Other Background Documents

Other Background documents available for inspection at:

Title of Background Paper(s)	Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)
1.	None