

3rd December 2007

REPORT BY DIRECTOR OF TECHNICAL SERVICES

CATERING AND BUILDING CLEANING TRADING OPERATIONS

1 Purpose of Report

- 1.1 To update the members of the Trading Operations Sub-Committee on the performance of the Catering and Building Cleaning trading operations for the period 1st of September to 31st October 2007.

2 Background

- 2.1 Catering and Building Cleaning trading operation provides school catering and cleaning services, internal and external cleaning contracts to a range of buildings, hospitality catering, and specialist cleaning services.

3 Business Performance and Update

3.1 Workload:

3.1.1 Scottish Executive Free Meal Pilot for Primary 1 - 3

The Scottish Government Free School meals Pilot for Primary pupils in years one to three commenced on Monday the 29th October 2007. The average take-up of meals in all primary schools for the first three weeks of the trial has risen to 48% compared to the average 36% take-up of meals in 2006/07.

The percentage of primary pupils in year's 1-3 pupils taking a school meal has averaged at 62% and this has surprised everyone because it means that 38% of parents have declined to take up the option of a free school meal for their child.

The Education Department have taken the opportunity to introduce a new advance ordering system for parents and it is hoped that this will encourage more parents to allow their children to stay for a free school lunch.

Education Minister Fiona Hyslop joined pupils and staff for lunch at Langlee Primary School on Monday 12th November and was pleased to hear that over 80% of the Primary 1 -3 pupils in this particular school were taking up their free meal entitlement.

3.1.2 APSE Review

The ASPE review report was presented to the Administration Policy Working Group on the 13th November 2007 and all the recommendations were accepted and endorsed. A draft of the Implementation Plan is scheduled to be presented to the Executive on the 18th December.

The papers are attached at Appendix 1 and 2

3.1.3 Cashless Catering

A proposal for the detailed implementation of cashless catering is scheduled to be reported to Executive on the 18th December 2007.

3.1.4 Regeneration Kitchen by Geographical Area

Following a request from members a list of Regeneration Kitchens by geographical area has been prepared and is attached as Appendix 3 and a map at Appendix 4

3.1.5 Milk and Fruit Juice initiative - Primary Schools

This initiative to provide milk and fruit juice in primary schools as part of the school lunch was agreed by the Executive on 19th December, 2006.

This was fully implemented in January, 2007 at no extra charge to the pupil, and as agreed will be fully funded from the Hungry for Success grant funding. This was estimated to be at a cost of between £50,000 and £80,000 per annum depending on take-up.

The cost from April to September, 2007 was £27,000 and the annual estimate is £60,000. However, with the implementation of the Free School Meals Pilot on 29 October, it will increase in accordance with the increased take-up of meals. Early indications suggest an additional cost of around £6,000 for the period 29 October to 28 March, making a total annual estimate of £66,000

3.2 Budget

The main financial report and supporting appendices will be presented to the meeting on the 16th January 2008

3.3 Updated Profile

The updated profile will be reported to the meeting on the 16th January 2008

3.4 Resources

The proposed upgrading of Melrose Grammar School kitchen to a production kitchen has been delayed because of an insufficient electricity supply to support the kitchen. Scottish Borders Council has applied to Scottish Power to increase the electricity supply to the school and once this work has been completed, the new kitchen can be installed. No dates have been advised for the installation of the supply. We will advise the Trading sub committee on the 16th of January of the updated position.

3.5 Staffing

The recruitment project to employ the additional catering staff necessary to facilitate the Free School Meals Pilot has proved to be very successful. The joint collaborate project was ably supported by Human Resource managers, Business Support officers from Technical Services working in partnership with the Catering and Cleaning Management Team. The exclusive advertising campaign included 29 slots on Borders Radio, with a local press stand alone advert and adverts at all the Job Centres This ensured that there were sufficient applicants for interview at the group interview sessions held at 5 venues around the Scottish Borders.

3.6 Training

60 school catering managers attended an Elementary Food Safety Course on the 8th and 9th November and all the attendees achieved a 100% exam success rate.

4 Financial Implications

4.1 There are no financial implications directly associated with this report.

5 Consultation

5.1 The Heads of Corporate Finance, Financial Administration, Corporate Administration and Legal Services have been consulted and their comments have been incorporated

into the report.

6 Equality

6.1 There are no equality issues directly associated with this report.

7 Environment

7.1 There are no environmental issues directly associated with this report.

8 Risk Commentary

8.1 The APSE review has helped to identify and alleviate risks to the service

9 Summary

9.1 The significant operational changes which are affecting all the services continue to place significant demands on the whole team as they continue to deliver services.

10 Recommendations

10.1 I recommend that the Trading Operations Sub-Committee

(a) Agree the contents of this report

Approved by

Name	Designation	Signature
Callum Hay	Director of Technical Services	[insert signature]]

Author(s)

Name	Designation
Vivianne Buller	Interim Manager

Background Papers:

Appendix 1 - APSE APWG Report

Appendix 2 - APSE Executive Summary

Appendix 3 – Regeneration Kitchens by Geographical Area

Appendix 4 – Regeneration Kitchens by Geographical Area Map