

10th March 2008

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 November to 31st December 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 pilot was initially for the period to the 31st of March 2008. The Director of Education awaits official confirmation in line with guidance received from the Scottish Government that the Free meal plot is now to be extended until the end of June 2008.

The percentage of primary pupils in year's 1-3 pupils taking a school meal has averaged at 62.85% during November 2007. Therefore 37.15% of parents have declined to take up the option of a free school meal for their child.

The Education Department is currently reviewing and collating the information received following visits to schools, future development opportunities have being identified. The next stage following the review will be to draft proposals, and consult the participating schools. The scheme as a whole appears to be operating well.

David Cowan, Policy Officer from the Scottish Governments Schools Directorate will be at Headquarters and primary schools during his visit to Scottish Borders Council on Thursday the 6th of March.

Vivianne Buller Acting Catering Manager was invited to Glasgow in January to make a presentation to the Hungry for Success National Network meeting on the implementation of the free meal pilot scheme in the Scottish Borders.

3.1.2 APSE Review

The ASPE review report service improvement plan has been initiated for each service. The key objectives are

- Organisational restructuring and development of key resources- Its people.
- Strategic decision making by establishing corporate and political service priorities including funding and investments.
- Operational priorities.
- Improving communications.
- Systems and procedures.

3.1.3 **Cashless Catering**

Members are keen for this project to progress. A working group is being formed with representatives from Education, IT and Finance. This project will be run under PRINCE 2 methodology. A report will be submitted to the APWG in March detailing the progress to date and implementation plans.

3.2 **Budget**

A £15k budget trading surplus has been set for the year 2007/08.

3.3 **Updated Profile**

The main financial report and supporting appendices are attached at appendix 1.

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 now anticipate that the upgrading will take place during the schools summer break.

3.5 **Training**

60 school catering managers attended an Elementary Food Safety Course on the 12th and 13th February and all the attendees achieved a 100% exam success rate.

We are currently planning training courses on nutrients and Health and Safety Risk Assessment.

4 **Financial Implications**

- 4.1 The Catering and Cleaning Service made is projecting a deficit of £28k in 2007/08 compared with a projected surplus of £15k. This is due to inflationary pressures on food cost and the loss of income from external contracts. It is hoped that these can be contained within the service overall or otherwise within the overall Technical Services Budget.

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.

(b) Approve the projected outturn as the revised approved budget.

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 – Financial Appendice