



meeting **ADMINISTRATION COMMITTEE**

date **1 DECEMBER 2004**

agenda item number

REPORT OF THE DIRECTOR OF ENVIRONMENT

ENVIRONMENT DEPARTMENT SERVICES TO SCHOOLS AWARDS

Purpose of Report

1. To seek the approval of Administration Committee for an event in July 2005 designed to celebrate the success of the input by individuals and teams in delivering excellent services to schools.

Background

2. Following the formation of the Property Services Division of Environment Department in 2003, a Divisional event was held in March 2003 which built on an annual event held by the catering service to celebrate the success of individuals who achieved certificates through training and development initiatives.
3. To develop the opportunity for promoting success other than by academic qualifications, consideration was given to adding Catering and Cleaning Team of the Year award presentations to the event. Nominations were sought from head teachers and invitations sent to approximately 450 individuals. More than half of the invitees attended. Of particular benefit was the support demonstrated by our customers (head teachers) both in their nominations and in bringing their teams to the event. Approval for holding the event and covering costs of the food provision was given by the Administration Committee. Other associated costs were contained within Divisional training and development and marketing budgets.

Proposal for 2005

4. The developments over the past two years have demonstrated operational benefits both to employees and customers in recognising the contributions of individuals and teams to the work of the Division. The proposal, subject to Administration Committee approval, is to develop the event into an "Environment Department Services to Schools Awards Evening" i.e. extended across the Department. Categories will include catering,

cleaning, landscapes, design, repair and maintenance, school crossing patrols, sustainability and any other team within the department nominated by schools. It is proposed to hold the event towards the end of the Summer Term 2005 and to seek private supplier sponsorship of approximately £2,500 to fund the occasion and specific service awards. Benefits expected to be achieved are:

- closer departmental working on school issues
 - benefits to staff in recognition of achievements
 - positive use of performance management information to promote business excellence
 - demonstrable evidence to both the Education Department and the Authority of our commitment to improve service delivery.
5. Many benefits have been achieved from the formal recognition and attainment of qualifications. However, managing the event in terms of numbers has proved difficult as this includes a large number of individuals. It is proposed therefore to make more use of the County Council Adult Learners week as well as Members hosting one-off events throughout the year and throughout the County for the completion of specific qualifications. On a number of occasion Members have indicated their support for engaging themselves more in staff development and their successes. This would provide an opportunity for recognition of the on-going nature of training and personal development.

RECOMMENDATION

6. That approval be given for an event to be held in July 2005 designed to celebrate the success of the input by individuals and teams in delivering excellent services to schools.

PETER WEBSTER
Director of Environment

Director of Resources' Financial Comments

As detailed in paragraph 4, it is proposed that external sponsorship be sourced to fund the event. Any other associated costs would be contained within existing budgets. [CDS 27.8.04]

Legal Services' Comments

The Director of Environment is required to consult with the member holding the appropriate portfolio before taking a delegated decision falling within his purview. This report is fulfilling that requirement. [JA 15.09.04]

Background Papers Available for Inspection

None

Electoral Division(s) Affected

All.

PS.school awards admin rpt 16.11.04