

## Personnel Committee

**Wednesday, 16 July 2014 at 14:00**

County Hall, County Hall, West Bridgford, Nottingham, NG2 7QP

---

### AGENDA

- |   |  |         |
|---|--|---------|
| 1 | Minutes of the last meeting held on 21 May 2014  | 3 - 6   |
| 2 | Apologies for Absence  |         |
| 3 | Declarations of Interests by Members and Officers:- (see note below)<br>(a) Disclosable Pecuniary Interests<br>(b) Private Interests (pecuniary and non-pecuniary) |         |
| 4 | Development and Implementation of the Authority's Redeployment Portal  | 7 - 10  |
| 5 | Operational Report CFM   | 11 - 28 |
| 6 | Universal Infant Free School Meals   | 29 - 40 |
| 7 | Work Programme   | 41 - 44 |

### Notes

- (1) Councillors are advised to contact their Research Officer for details of any Group Meetings which are planned for this meeting.
- (2) Members of the public wishing to inspect "Background Papers" referred to in the reports on the agenda or Schedule 12A of the Local Government Act should contact:-

Customer Services Centre 0300 500 80 80

- (3) Persons making a declaration of interest should have regard to the Code of Conduct and the Council's Procedure Rules. Those declaring must indicate the nature of their interest and the reasons for the declaration.

Councillors or Officers requiring clarification on whether to make a declaration of interest are invited to contact Christine Marson (Tel. 0115 977 3825) or a colleague in Democratic Services prior to the meeting.

- (4) Councillors are reminded that Committee and Sub-Committee papers, with the exception of those which contain Exempt or Confidential Information, may be recycled.
- (5) This agenda and its associated reports are available to view online via an online calendar - <http://www.nottinghamshire.gov.uk/dms/Meetings.aspx>

Meeting	PERSONNEL COMMITTEE
Date	Wednesday 21 May 2014 (commencing at 2.00 pm)

**Membership**

Persons absent are marked with an 'A'

**MEMBERSHIP OF THE COMMITTEE**

It was noted that the permanent membership of the Committee is:-

**COUNCILLORS**

	Nikki Brooks	John Wilmott
	Darren Langton	Yvonne Woodhead
	Sheila Place	Liz Yates
A	Ken Rigby	
	Tony Roberts MBE	

**CHAIRMAN AND VICE-CHAIRMAN**

The appointment at the Annual Meeting of Council of Councillor Sheila Place and Councillor Nicki Brooks as Chairman and Vice-Chairman of the Committee respectively was noted.

**MEMBERSHIP**

Councillor John Knight had been appointed to the Committee in place of Councillor Darren Langton, Councillor John Handley had been appointed to the Committee in place of Councillor John Ogle and Councillor Steve Carroll had been appointed to the Committee in place of Councillor Yvonne Woodhead for this meeting only.

**OFFICERS IN ATTENDANCE**

Claire Gollin – Group Manager, Human Resources  
Gill Elder – Group Manager, Human Resources  
Julie Forster - Group Manager Business Support & Development  
David Hamilton - Service Director - Personal Care and Support, North and Mid Nottinghamshire  
Sue Jeffery - Environment & Resources  
Christine Marson – Assistant Democratic Services Officer  
John Slater, Service Director, Education, Standards and Inclusion  
Marje Toward – Service Director, HR and Customer Service

Martin Sleath – Branch Secretary, Unison  
Mark Howard, Unison

### **MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 12<sup>th</sup> March 2014, having been circulated to all Members, were taken as read and were confirmed and signed by the Chairman.

### **APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor Ken Rigby who was on Other County Council Business.

### **DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **SICKNESS ABSENCE PERFORMANCE AS AT 31 MARCH 2014**

Marje Toward, Service Director, HR and Customer Service introduced the quarterly update relating to current levels of sickness absence across the Nottinghamshire County Council's workforce.

### **RESOLVED 2014/012**

- (1) The Committee noted the current level of performance in respect of sickness absence levels and on-going trend of continuous improvement.
- (2) The achievement of the in-year performance target was noted.
- (3) The Committee approved the setting of a revised performance target of 7.4 days per employee, per annum for 2014-15 as set out in paragraph 15 of the report which if sustained would mean the Council was amongst the best performing County Councils in the country.
- (4) The achievement of the Gold Wellbeing at Work Workplace Health Award was noted.

### **NOTTINGHAMSHIRE COUNTY COUNCIL EMPLOYEE RESOURCING INFORMATION**

Marje Toward, Service Director, HR and Customer Service provided Elected Members with an updated quarterly overview of the position in relation to the number of people directly employed by the County Council as at 31 March 2014.

### **RESOLVED 2014/013**

Members agreed to:-

- (1) Note the updated employee resourcing information and trends contained within this report, including the use of agency staff, consultants and interims.
- (2) Note the relative impact of redundancies and associated mitigations, natural turnover, vacancy control and TUPE transfers on the overall number of employees.
- (3) Note the range of mitigating measures and support provisions put in place to minimise the impact in respect of compulsory redundancies.
- (4) Agree to receive a further report on proposals to improve the retention of social workers and team managers in children's social care at a future date once further work has been undertaken.

### **CREATION OF A FIXED TERM WORKFORCE DEVELOPMENT FUND ADMINISTRATOR POST**

David Hamilton, Service Director, Personal Care and Support, North and Mid Nottinghamshire introduced the report to seek the agreement of the Committee to establish a part time, fixed term post within the Council's Integrated Workforce and Organisational Development team.

#### **RESOLVED 2014/014**

Members agreed to the establishment of the temporary post of 0.5 fte Workforce Development Fund Administrator, grade 3, within the Optimum Workforce Leadership team of the Council's Workforce and Organisational Development team until the end of October 2014.

### **REVISED SERVICE OFFER AND STAFFING STRUCTURE FOR BUSINESS SUPPORT ACROSS ADULTS SOCIAL CARE, HEALTH AND PUBLIC PROTECTION AND CHILDREN, FAMILIES AND CULTURAL SERVICES**

John Slater, Service Director, Education, Standards and Inclusion brought the report to the Committee to seek approval for a revised service offer and structure to operate from 1 September 2014 for Business Support functions pertaining to both the Adults, Social Care, Health and Public Protection and Children, Families and Cultural Services.

He reported that a decision had been taken by the Corporate Leadership Team to amalgamate the business support services with the above departments and does not extend to other departments at this stage.

#### **RESOLVED 2014/015**

Members noted the revised Business Support Service Offer and approved the revised Business Support Structure set out in Appendices A and B.

**WORK PROGRAMME**

**RESOLVED 2014/016**

That the Committee's work programme be noted.

The meeting closed at 2.55 pm

**CHAIRMAN**

21 May 2014

**Agenda Item: 4**

**REPORT OF SERVICE DIRECTOR HR AND CUSTOMER SERVICE**

**DEVELOPMENT AND IMPLEMENTATION OF THE AUTHORITY'S  
REDEPLOYMENT PORTAL**

**Purpose of the Report**

1. The purpose of this report is to provide Personnel Committee Members with details of the development and implementation of the online redeployment portal to improve redeployment of staff at risk of redundancy or being redeployed due to health or other reasons.

**Information and Advice**

**Background**

2. The Authority has procured an e-recruitment solution as part of the BMS programme. The first phase of the project is the development and implementation of an online redeployment portal. This portal is specifically designed to manage the redeployment process. Ensuring that staff are treated sensitively, given priority over other internal/external candidates and given the greatest opportunity to find a suitable position.
3. The implementation of the online redeployment portal will, in the future, enable more detailed information on the redeployment of employees to be provided as part of the Authority's employee resourcing information report.

**Current redeployment process**

4. Once identified as a redeployee, employees complete a skills analysis form. Each redeployee is allocated an HR Business Partner as their nominated "caseworker". Currently all information is logged on a central HR redeployment spreadsheet.
5. The recruitment team provide a daily redeployment report to HR Operations detailing all job vacancies to be advertised. This report provides basic details of each job vacancy i.e. job title, salary and location. HR Operations review this report and details are sent to redeployees where there is an appropriate level of match. If the redeployee decides to apply then further information, such as the job description, person specification and competencies is provided. If a job match is confirmed, the vacancy is then held and the recruiting manager assesses the redeployee's application against the requirements of the job. If the redeployee

meets the specification, a trial work period is undertaken. If the trial period is successful the redeployee will transfer to the new job and be confirmed in post.

### **New Online Redeployment Portal process**

6. The new online redeployment portal will modernise and improve the Authority's redeployment process. Redeployees will be provided with a dedicated online portal, giving them easy and exclusive access to redeployment opportunities. The new approach will provide improved reporting and a complete record of all redeployment activity across the Authority will be available.
7. Once identified as a redeployee, the employee will register themselves on the secure online redeployment portal. They will then be required to create a job alert which will match them to their current job grade and one grade below. This will ensure that they receive automatic notification of suitable vacancies that match their specified criteria. Redeployees will still be able to apply for other vacancies within the Authority which do not match their redeployment criteria via the normal recruitment process.
8. Redeployees will receive exclusive access to all jobs for 7 days prior to the vacancy being released for internal and or external recruitment in accordance with the Authority's vacancy control protocol. They will receive full details of the vacancy, i.e. job description, person specification and competencies immediately on publication.
9. If they wish to apply for jobs that they have been matched to, the redeployee will complete an online "redeployee specific" application form. This is based on the current skills analysis form but in addition now includes a job specific section which requires the redeployee to address the essential criteria of the vacancy. This subsequently assists the recruiting manager in the selection process.
10. Once redeployees have registered and submitted their first application, details from this will automatically be pulled through to any future applications. This information is then editable and the redeployee will only be required to tailor the job specific section to the vacancy they are applying for.
11. The online redeployment portal is fully auditable, providing a complete record of all redeployment activity. HR will have specific access to the portal to monitor redeployees' progress.
12. The portal will support a reduction in administration of the redeployment process and will provide improved reporting facilities and real time information which will be available to stakeholders.

### **Redeployment Portal go live.**

13. The redeployment portal has been built and testing undertaken. Final changes will be completed by the 3 July and existing redeployees transferred to the new system week commencing 14 July. All new redeployees from this point will be automatically registered to the online redeployment portal.

## **Other Options Considered**

14. The Authority wants to improve and modernise its approach as part of “Redefining your Council”.
15. Various solutions were reviewed; however, the selected solution provides the best outcomes and value for money.

## **Reasons for Recommendation**

16. The implementation of the online redeployment portal will further enhance the Authority’s support of employees at risk, as well as providing more detailed reports and monitoring of redeployment activity.

## **Statutory and Policy Implications**

17. This report has been compiled after consideration of implications in respect of finance, the public sector equality duty, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

## **Financial Implications**

18. The implementation, development and ongoing maintenance costs of the e-recruitment solution including the redeployment portal are contained within the Business Support Centre budget.

## **Human Resources Implications**

19. The implementation of the online redeployment portal will enhance the Authority’s redeployment process. A complete record of all redeployment activity will be available for all redeployees and the online portal will provide detailed monitoring and reports.
20. Discussions have taken place with the recognised Trade Unions via the Joint Redundancy and Redeployment Working Group. The Trade Unions are supportive of the redeployment portal development.
21. The Council remains committed to minimising the impact of organisational change by avoiding compulsory redundancies wherever possible and protecting the ongoing employment of its employees as far as practicable. All redeployments will continue to be conducted in compliance with the principles set out in the Council’s agreed Redeployment Policy, as the Council embarks on its major transformation

programme, Redefining Your Council, the availability of this new portal will enable this to be undertaken as efficiently and effectively as possible .

## **RECOMMENDATION**

1) It is recommended that Personnel Committee note the information contained in the report and presentation.

**Marjorie Toward**  
**Service Director HR and Customer Service**

**For any enquiries about this report please contact:**

Sarah Stevenson, Group Manager BSC, on 0115 9775740 or  
[sarah.stevenson@nottscc.gov.uk](mailto:sarah.stevenson@nottscc.gov.uk)

### **Constitutional Comments (SLB 02/07/14)**

22. This report is for noting only.

### **Financial Comments (SEM 02/07/14)**

23. There are no specific financial implications arising directly from this report.

### **Background Papers and Published Documents**

None

### **Electoral Division(s) and Member(s) Affected**

All

**16 July 2014**

**Agenda No. 5**

**REPORT OF SERVICE DIRECTOR, TRANSPORT, PROPERTY &  
ENVIRONMENT**

**OPERATIONAL REPORT - CATERING & FACILITIES MANAGEMENT**

**Purpose of the Report**

1. This report provides the end of year performance summary for the Catering & Facilities Management Group during 2013/2014.

**Information and Advice**

2. The Environment & Resources Department provides a range of Catering & Facilities related services to schools and other customers across the County largely a self-financing bought back basis.

**Schools and Academies Catering**

3. The schools catering service served an average 37,830 meals per day over the year representing an increase of 1.7% on 2012/13. This figure should be taken into context of the loss of Serlby Park and Bishop Alexander Primary to a private sector provider and Archbishop Cranmer, Mansfield Primary and Skegby Primary to a self-managed facility. Lynncroft Primary changed from a self-managed provision to a service now being provided by NCC. Overall uptake is now 45.3% in Primaries and 47.3% in Secondary's. (2012/13, 44.7% and 43.7% respectively) and is now at the highest recorded over the past 10 years. As a result turnover was £0.7m ahead of target.
4. With the tight controls on expenditure for direct costs the net surplus is £109k ahead of target. In addition £250k was invested into improving kitchen and service facilities at a number of school sites.
5. Free meal uptake has also increased this year from 74.5% to 76.9% against entitlement however still remains below the target of 80% and will continue to be a priority area in working closely with schools. This has also been

highlighted as a national concern and will form part of the work stream in rolling out the school food plan.

6. The changing market provision in respect of Academies continues to apply pressure in ensuring services are bespoke to individual requirements and with the development of Academy Trusts more and more services are being consolidated in to a sole provision, this linked with investments will attract an increase in private sector provision.

### **Building Cleaning, Caretaking & Grounds Maintenance**

7. Buyback levels for the year have remained consistent with the budget profile. With additional works that were not forecast overall income was £200k above the £15m expected. With control on costs this resulted in a surplus of £155k (1%) in addition to the £1.8m contribution to business and corporate overheads.
8. Of particular encouragement this year has been the financial performance of the grounds maintenance service. A variety of initiatives are in place such as the use of local sub-contracting such as gang mowing together with the benefits of seasonal working and the reduction in agency staff use are all contributing to improving the financial outcomes
9. Operational relationships within the transport hubs at Retford, Newark & Mansfield continue to work well and planning will begin shortly on setting standards for the soon to be built Worksop site. After a tendering exercise the contract with Bassetlaw District Council was agreed with a turnover of £300k per year covering a number of properties this continues to be well received. Additional work has also been secured at Holgate & National Academy for Grounds Maintenance and following a tendering exercise we have achieved success with the Mansfield Academy Contract for 3 years.

### **County Offices Facilities Management**

10. Savings continue to be achieved over properties across the County Office estate during the year. This will assist in delivering the projected £600k saving required over the next 3 years. Changes to cleaning regimes, reduction in unnecessary bin collections, reductions in number of water coolers and the refurbishment of the offices are all assisting in consolidating and standardising operational regimes.

### **Other Options Considered**

None - Report for information.

### **Reasons for Recommendations**

14. The monitoring of performance of the C&FM service supports the aspirations of the County Council to secure good quality affordable services.

## **Statutory and Policy Implications**

15. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

## **Financial Implications**

16. The financial implications are contained within the body of the report.

## **RECOMMENDATION**

17. That the Committee notes the contents of this report.

**Kevin McKay**  
**Group Manager Catering & Facilities Management.**

**For any enquiries about this report please contact: Kevin McKay**  
**Group Manager – Catering & Facilities Management**

## **Constitutional Comments**

**This report is for noting only.**  
**Financial Comments (TMR 03/07/2014)**

The financial implications are set out in the report.

**HR Comments - None**

**Background Papers - None**

**Electoral Division(s) and Member(s) Affected**

All  
Nottinghamshire





# Schools and Academies Catering Committee Report to Period 12 2013/14

## Primary and Special Schools and Academies Catering – FINANCIAL

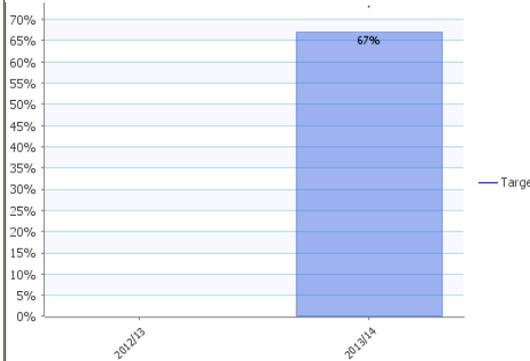
Indicator	Maximise or Minimise	Actual Versus Target	Trend Chart	Improvements																																																
Returns to Schools - Schools Catering	Aim to Maximise	<p><b>Actual</b> £175k</p> <p><b>Target</b> £169k</p> <p>✓</p>	<table border="1"> <caption>Returns to Schools - Schools Catering Trend Chart Data</caption> <thead> <tr> <th>Month</th> <th>Actual (£k)</th> <th>Target (£k)</th> </tr> </thead> <tbody> <tr> <td>10/2013</td> <td>150</td> <td>169</td> </tr> <tr> <td>11/2013</td> <td>245</td> <td>169</td> </tr> <tr> <td>12/2013</td> <td>248</td> <td>169</td> </tr> <tr> <td>1/2014</td> <td>159</td> <td>169</td> </tr> <tr> <td>2/2014</td> <td>175</td> <td>169</td> </tr> </tbody> </table>	Month	Actual (£k)	Target (£k)	10/2013	150	169	11/2013	245	169	12/2013	248	169	1/2014	159	169	2/2014	175	169																															
Month	Actual (£k)	Target (£k)																																																		
10/2013	150	169																																																		
11/2013	245	169																																																		
12/2013	248	169																																																		
1/2014	159	169																																																		
2/2014	175	169																																																		
Indicator	Maximise or Minimise	Actual Versus Target	Trend Chart	Improvements																																																
Schools Catering - Labour costs as % of turnover	Aim to Minimise	<p><b>Actual</b> 46.37%</p> <p><b>Target</b> 48.05%</p> <p>✓</p>	<table border="1"> <caption>Schools Catering - Labour costs as % of turnover Trend Chart Data</caption> <thead> <tr> <th>Month</th> <th>Actual (%)</th> <th>Target (%)</th> </tr> </thead> <tbody> <tr> <td>Jan 2013</td> <td>47.4</td> <td>48.05</td> </tr> <tr> <td>Feb 2013</td> <td>47.2</td> <td>48.05</td> </tr> <tr> <td>Mar 2013</td> <td>47.2</td> <td>48.05</td> </tr> <tr> <td>Apr 2013</td> <td>51.1</td> <td>48.05</td> </tr> <tr> <td>May 2013</td> <td>47.8</td> <td>48.05</td> </tr> <tr> <td>Jun 2013</td> <td>47.8</td> <td>48.05</td> </tr> <tr> <td>Jul 2013</td> <td>56.1</td> <td>48.05</td> </tr> <tr> <td>Aug 2013</td> <td>48.0</td> <td>48.05</td> </tr> <tr> <td>Sep 2013</td> <td>47.8</td> <td>48.05</td> </tr> <tr> <td>Oct 2013</td> <td>47.8</td> <td>48.05</td> </tr> <tr> <td>Nov 2013</td> <td>47.8</td> <td>48.05</td> </tr> <tr> <td>Dec 2013</td> <td>47.8</td> <td>48.05</td> </tr> <tr> <td>Jan 2014</td> <td>47.4</td> <td>48.05</td> </tr> <tr> <td>Feb 2014</td> <td>46.37</td> <td>48.05</td> </tr> <tr> <td>Mar 2014</td> <td>46.37</td> <td>48.05</td> </tr> </tbody> </table>	Month	Actual (%)	Target (%)	Jan 2013	47.4	48.05	Feb 2013	47.2	48.05	Mar 2013	47.2	48.05	Apr 2013	51.1	48.05	May 2013	47.8	48.05	Jun 2013	47.8	48.05	Jul 2013	56.1	48.05	Aug 2013	48.0	48.05	Sep 2013	47.8	48.05	Oct 2013	47.8	48.05	Nov 2013	47.8	48.05	Dec 2013	47.8	48.05	Jan 2014	47.4	48.05	Feb 2014	46.37	48.05	Mar 2014	46.37	48.05	
Month	Actual (%)	Target (%)																																																		
Jan 2013	47.4	48.05																																																		
Feb 2013	47.2	48.05																																																		
Mar 2013	47.2	48.05																																																		
Apr 2013	51.1	48.05																																																		
May 2013	47.8	48.05																																																		
Jun 2013	47.8	48.05																																																		
Jul 2013	56.1	48.05																																																		
Aug 2013	48.0	48.05																																																		
Sep 2013	47.8	48.05																																																		
Oct 2013	47.8	48.05																																																		
Nov 2013	47.8	48.05																																																		
Dec 2013	47.8	48.05																																																		
Jan 2014	47.4	48.05																																																		
Feb 2014	46.37	48.05																																																		
Mar 2014	46.37	48.05																																																		

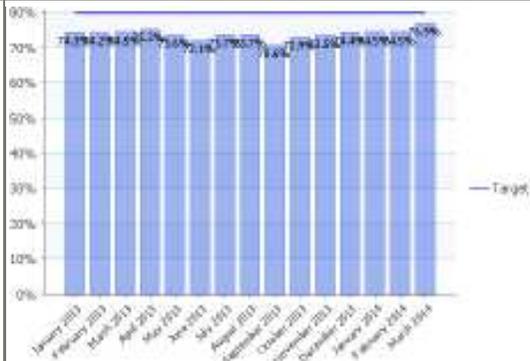
Indicator	Maximise or Minimise	Actual Versus Target	Trend Chart	Improvements
Food costs as % turnover - Schools Catering	Aim to Minimise	<p><b>Actual</b> 35.03%</p> <p><b>Target</b> 34.31%</p> <p>✓</p>		

Indicator	Maximise or Minimise	Actual Versus Target	Trend Chart	Improvements
Turnover - Schools Catering	Aim to Maximise	<p><b>Actual</b> £16,640,000</p> <p><b>Target</b> £15,997,000</p> <p>✓</p>		

Indicator	Maximise or Minimise	Actual Versus Target	Trend Chart	Improvements																																																
Contribution - Schools Catering	Aim to Maximise	<p><b>Actual</b> £1,906,000</p> <p><b>Target</b> £1,845,000</p> <p>✓</p>	<table border="1"> <caption>Contribution - Schools Catering Trend Data</caption> <thead> <tr> <th>Month</th> <th>Actual</th> <th>Target</th> </tr> </thead> <tbody> <tr><td>Jan 2013</td><td>£1,654,000</td><td>£1,845,000</td></tr> <tr><td>Feb 2013</td><td>£1,823,000</td><td>£1,845,000</td></tr> <tr><td>Mar 2013</td><td>£2,540,000</td><td>£1,845,000</td></tr> <tr><td>Apr 2013</td><td>£0</td><td>£1,845,000</td></tr> <tr><td>May 2013</td><td>£402,000</td><td>£1,845,000</td></tr> <tr><td>Jun 2013</td><td>£511,000</td><td>£1,845,000</td></tr> <tr><td>Jul 2013</td><td>£511,000</td><td>£1,845,000</td></tr> <tr><td>Aug 2013</td><td>£1,146,000</td><td>£1,845,000</td></tr> <tr><td>Sep 2013</td><td>£549,000</td><td>£1,845,000</td></tr> <tr><td>Oct 2013</td><td>£649,000</td><td>£1,845,000</td></tr> <tr><td>Nov 2013</td><td>£1,044,000</td><td>£1,845,000</td></tr> <tr><td>Dec 2013</td><td>£1,244,000</td><td>£1,845,000</td></tr> <tr><td>Jan 2014</td><td>£1,654,000</td><td>£1,845,000</td></tr> <tr><td>Feb 2014</td><td>£1,823,000</td><td>£1,845,000</td></tr> <tr><td>Mar 2014</td><td>£1,906,000</td><td>£1,845,000</td></tr> </tbody> </table>	Month	Actual	Target	Jan 2013	£1,654,000	£1,845,000	Feb 2013	£1,823,000	£1,845,000	Mar 2013	£2,540,000	£1,845,000	Apr 2013	£0	£1,845,000	May 2013	£402,000	£1,845,000	Jun 2013	£511,000	£1,845,000	Jul 2013	£511,000	£1,845,000	Aug 2013	£1,146,000	£1,845,000	Sep 2013	£549,000	£1,845,000	Oct 2013	£649,000	£1,845,000	Nov 2013	£1,044,000	£1,845,000	Dec 2013	£1,244,000	£1,845,000	Jan 2014	£1,654,000	£1,845,000	Feb 2014	£1,823,000	£1,845,000	Mar 2014	£1,906,000	£1,845,000	
Month	Actual	Target																																																		
Jan 2013	£1,654,000	£1,845,000																																																		
Feb 2013	£1,823,000	£1,845,000																																																		
Mar 2013	£2,540,000	£1,845,000																																																		
Apr 2013	£0	£1,845,000																																																		
May 2013	£402,000	£1,845,000																																																		
Jun 2013	£511,000	£1,845,000																																																		
Jul 2013	£511,000	£1,845,000																																																		
Aug 2013	£1,146,000	£1,845,000																																																		
Sep 2013	£549,000	£1,845,000																																																		
Oct 2013	£649,000	£1,845,000																																																		
Nov 2013	£1,044,000	£1,845,000																																																		
Dec 2013	£1,244,000	£1,845,000																																																		
Jan 2014	£1,654,000	£1,845,000																																																		
Feb 2014	£1,823,000	£1,845,000																																																		
Mar 2014	£1,906,000	£1,845,000																																																		
Surplus/deficit - Schools Catering	Aim to Maximise	<p><b>Actual</b> £109,000</p> <p><b>Target</b> £0</p> <p>✓</p>	<table border="1"> <caption>Surplus/deficit - Schools Catering Trend Data</caption> <thead> <tr> <th>Month</th> <th>Actual</th> <th>Target</th> </tr> </thead> <tbody> <tr><td>Jan 2013</td><td>£242,000</td><td>£0</td></tr> <tr><td>Feb 2013</td><td>£247,000</td><td>£0</td></tr> <tr><td>Mar 2013</td><td>£273,000</td><td>£0</td></tr> <tr><td>Apr 2013</td><td>£0</td><td>£0</td></tr> <tr><td>May 2013</td><td>£24,000</td><td>£0</td></tr> <tr><td>Jun 2013</td><td>£46,000</td><td>£0</td></tr> <tr><td>Jul 2013</td><td>£46,000</td><td>£0</td></tr> <tr><td>Aug 2013</td><td>£109,000</td><td>£0</td></tr> <tr><td>Sep 2013</td><td>£109,000</td><td>£0</td></tr> <tr><td>Oct 2013</td><td>£-700,000</td><td>£0</td></tr> <tr><td>Nov 2013</td><td>£109,000</td><td>£0</td></tr> <tr><td>Dec 2013</td><td>£109,000</td><td>£0</td></tr> <tr><td>Jan 2014</td><td>£242,000</td><td>£0</td></tr> <tr><td>Feb 2014</td><td>£247,000</td><td>£0</td></tr> <tr><td>Mar 2014</td><td>£109,000</td><td>£0</td></tr> </tbody> </table>	Month	Actual	Target	Jan 2013	£242,000	£0	Feb 2013	£247,000	£0	Mar 2013	£273,000	£0	Apr 2013	£0	£0	May 2013	£24,000	£0	Jun 2013	£46,000	£0	Jul 2013	£46,000	£0	Aug 2013	£109,000	£0	Sep 2013	£109,000	£0	Oct 2013	£-700,000	£0	Nov 2013	£109,000	£0	Dec 2013	£109,000	£0	Jan 2014	£242,000	£0	Feb 2014	£247,000	£0	Mar 2014	£109,000	£0	
Month	Actual	Target																																																		
Jan 2013	£242,000	£0																																																		
Feb 2013	£247,000	£0																																																		
Mar 2013	£273,000	£0																																																		
Apr 2013	£0	£0																																																		
May 2013	£24,000	£0																																																		
Jun 2013	£46,000	£0																																																		
Jul 2013	£46,000	£0																																																		
Aug 2013	£109,000	£0																																																		
Sep 2013	£109,000	£0																																																		
Oct 2013	£-700,000	£0																																																		
Nov 2013	£109,000	£0																																																		
Dec 2013	£109,000	£0																																																		
Jan 2014	£242,000	£0																																																		
Feb 2014	£247,000	£0																																																		
Mar 2014	£109,000	£0																																																		

**Primary and Special Schools and Academies Catering – PERFORMANCE**

Indicator	Maximise or Minimise	Actual Versus Target	Trend Chart	Improvements
Buy back Levels - Schools overall	Aim to Maximise	<p><b>Actual</b> 75%</p> <p><b>Target</b> 73%</p> 		

Indicator	Maximise or Minimise	Actual Versus Target	Trend Chart	Improvements
Free meal take up	Aim to Maximise	<p><b>Actual</b> 76.9%</p> <p><b>Target</b> 80%</p> 		<p>An improvement has been achieved for 13/14 and increasing free meal take-up continues to be a priority for the service. This has now been nationally recognised in the development of the National School Food Plan currently being delivered across England</p>

Indicator	Maximise or Minimise	Actual Versus Target	Trend Chart	Improvements															
Buy back Levels - Primary and Special Schools	Aim to Maximise	<p><b>Actual</b> 91%</p> <p><b>Target</b> 90%</p> <p>✓</p>	<table border="1"> <caption>Actual Performance Data for Buy back Levels - Primary and Special Schools</caption> <thead> <tr> <th>Period</th> <th>Actual</th> <th>Target</th> </tr> </thead> <tbody> <tr> <td>2019/20</td> <td>95%</td> <td>90%</td> </tr> <tr> <td>2020/21</td> <td>92%</td> <td>90%</td> </tr> <tr> <td>2021/22</td> <td>95%</td> <td>90%</td> </tr> <tr> <td>2022/23</td> <td>91%</td> <td>90%</td> </tr> </tbody> </table>	Period	Actual	Target	2019/20	95%	90%	2020/21	92%	90%	2021/22	95%	90%	2022/23	91%	90%	
Period	Actual	Target																	
2019/20	95%	90%																	
2020/21	92%	90%																	
2021/22	95%	90%																	
2022/23	91%	90%																	

Indicator	Maximise or Minimise	Actual Versus Target	Trend Chart	Improvements															
Buy back Levels - Secondary and Academies	Aim to Maximise	<p><b>Actual</b> 61%</p> <p><b>Target</b> 56%</p> <p>✓</p>	<table border="1"> <caption>Actual Performance Data for Buy back Levels - Secondary and Academies</caption> <thead> <tr> <th>Period</th> <th>Actual</th> <th>Target</th> </tr> </thead> <tbody> <tr> <td>2019/20</td> <td>64%</td> <td>56%</td> </tr> <tr> <td>2020/21</td> <td>64%</td> <td>56%</td> </tr> <tr> <td>2021/22</td> <td>64%</td> <td>56%</td> </tr> <tr> <td>2022/23</td> <td>61%</td> <td>56%</td> </tr> </tbody> </table>	Period	Actual	Target	2019/20	64%	56%	2020/21	64%	56%	2021/22	64%	56%	2022/23	61%	56%	
Period	Actual	Target																	
2019/20	64%	56%																	
2020/21	64%	56%																	
2021/22	64%	56%																	
2022/23	61%	56%																	

# Facilities Management Committee report



## Facilities Management - Building Cleaning and Caretaking, Grounds Maintenance

Indicator	Maximise or Minimise	Actual Versus Target	Trend Chart	Improvements																																																
Total Meal Take Up	Aim to Maximise	<p><b>Actual</b> 45.9%</p> <p><b>Target</b> 45.0%</p> <p>✓</p>	<table border="1"> <caption>Trend Chart Data (Estimated)</caption> <thead> <tr> <th>Month</th> <th>Actual (%)</th> <th>Target (%)</th> </tr> </thead> <tbody> <tr><td>Jan 2023</td><td>44.0</td><td>45.0</td></tr> <tr><td>Feb 2023</td><td>44.0</td><td>45.0</td></tr> <tr><td>Mar 2023</td><td>44.0</td><td>45.0</td></tr> <tr><td>Apr 2023</td><td>44.0</td><td>45.0</td></tr> <tr><td>May 2023</td><td>44.0</td><td>45.0</td></tr> <tr><td>Jun 2023</td><td>44.0</td><td>45.0</td></tr> <tr><td>Jul 2023</td><td>44.0</td><td>45.0</td></tr> <tr><td>Aug 2023</td><td>44.0</td><td>45.0</td></tr> <tr><td>Sep 2023</td><td>44.0</td><td>45.0</td></tr> <tr><td>Oct 2023</td><td>44.0</td><td>45.0</td></tr> <tr><td>Nov 2023</td><td>44.0</td><td>45.0</td></tr> <tr><td>Dec 2023</td><td>44.0</td><td>45.0</td></tr> <tr><td>Jan 2024</td><td>44.0</td><td>45.0</td></tr> <tr><td>Feb 2024</td><td>44.0</td><td>45.0</td></tr> <tr><td>Mar 2024</td><td>45.9</td><td>45.0</td></tr> </tbody> </table>	Month	Actual (%)	Target (%)	Jan 2023	44.0	45.0	Feb 2023	44.0	45.0	Mar 2023	44.0	45.0	Apr 2023	44.0	45.0	May 2023	44.0	45.0	Jun 2023	44.0	45.0	Jul 2023	44.0	45.0	Aug 2023	44.0	45.0	Sep 2023	44.0	45.0	Oct 2023	44.0	45.0	Nov 2023	44.0	45.0	Dec 2023	44.0	45.0	Jan 2024	44.0	45.0	Feb 2024	44.0	45.0	Mar 2024	45.9	45.0	
Month	Actual (%)	Target (%)																																																		
Jan 2023	44.0	45.0																																																		
Feb 2023	44.0	45.0																																																		
Mar 2023	44.0	45.0																																																		
Apr 2023	44.0	45.0																																																		
May 2023	44.0	45.0																																																		
Jun 2023	44.0	45.0																																																		
Jul 2023	44.0	45.0																																																		
Aug 2023	44.0	45.0																																																		
Sep 2023	44.0	45.0																																																		
Oct 2023	44.0	45.0																																																		
Nov 2023	44.0	45.0																																																		
Dec 2023	44.0	45.0																																																		
Jan 2024	44.0	45.0																																																		
Feb 2024	44.0	45.0																																																		
Mar 2024	45.9	45.0																																																		

## FINANCIAL

Indicator	Maximise or Minimise	Actual Versus Target	Trend Chart	Improvements
Turnover - Landscape Services	Aim to Maximise	<p><b>Actual</b> £1,995,000</p> <p><b>Target</b> £2,049,000</p> <p>⚠</p>		
Labour costs as % of turnover - Landscape services	Aim to Minimise	<p><b>Actual</b> 41.5%</p> <p><b>Target</b> 41.48%</p> <p>✅</p>		

Indicator	Maximise or	Actual Versus Target	Trend Chart	Improvements
-----------	-------------	----------------------	-------------	--------------

	Minimise			
Labour costs as % of turnover - Building Cleaning	Aim to Minimise	<p><b>Actual</b> 79.45%</p> <p><b>Target</b> 78.01%</p> <p>✓</p>		

Indicator	Maximise or Minimise	Actual Versus Target	Trend Chart	Improvements
Turnover - Building Cleaning	Aim to Maximise	<p><b>Actual</b> £13,578,000</p> <p><b>Target</b> £13,300,000</p> <p>✓</p>		

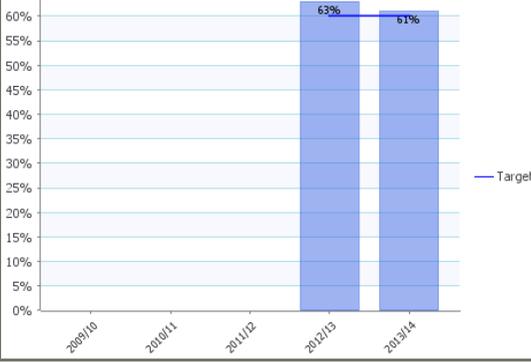
Indicator	Maximise or Minimise	Actual Versus Target	Trend Chart	Improvements
-----------	----------------------	----------------------	-------------	--------------

	Minimise			
Contribution - Landscape Services	Aim to Maximise	<p><b>Actual</b> £396,000</p> <p><b>Target</b> £329,000</p> <p>✓</p>		

Indicator	Maximise or Minimise	Actual Versus Target	Trend Chart	Improvements
Contribution - Building Cleaning	Aim to Maximise	<p><b>Actual</b> £1,824,000</p> <p><b>Target</b> £1,595,000</p> <p>✓</p>		

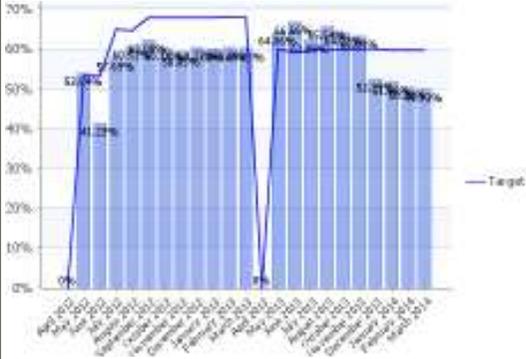
**Facilities Management - Building Cleaning and Caretaking, Grounds Maintenance  
PERFORMANCE**

Indicator	Maximise or Minimise	Actual Versus Target	Trend Chart	Improvements									
Buy Back Levels - Building Cleaning	Aim to Maximise	<p><b>Actual</b> 76</p> <p><b>Target</b> 75</p> 	 <table border="1"> <caption>Buy Back Levels - Building Cleaning Trend Data</caption> <thead> <tr> <th>Year</th> <th>Actual</th> <th>Target</th> </tr> </thead> <tbody> <tr> <td>2012/13</td> <td>78</td> <td>75</td> </tr> <tr> <td>2013/14</td> <td>76</td> <td>75</td> </tr> </tbody> </table>	Year	Actual	Target	2012/13	78	75	2013/14	76	75	Minor changes have happened during the year with some losses and some gains, overall buyback levels remain satisfactory
Year	Actual	Target											
2012/13	78	75											
2013/14	76	75											

Indicator	Maximise or Minimise	Actual Versus Target	Trend Chart	Improvements									
Buy Back Levels -Grounds Maintenance	Aim to Maximise	<p><b>Actual</b> 61%</p> <p><b>Target</b> 60%</p> 	 <table border="1"> <caption>Buy Back Levels -Grounds Maintenance Trend Data</caption> <thead> <tr> <th>Year</th> <th>Actual</th> <th>Target</th> </tr> </thead> <tbody> <tr> <td>2012/13</td> <td>63%</td> <td>60%</td> </tr> <tr> <td>2013/14</td> <td>61%</td> <td>60%</td> </tr> </tbody> </table>	Year	Actual	Target	2012/13	63%	60%	2013/14	61%	60%	This continues to be the most challenging and competitive area however buy back levels remain within target levels
Year	Actual	Target											
2012/13	63%	60%											
2013/14	61%	60%											

**Facilities Management - West Bridgford Campus; Catering West Bridgford  
FINANCIAL**

Indicator	Maximise or Minimise	Actual Versus Target	Trend Chart	Improvements
Direct costs as % of turnover - Facilities Management - West Bridgford Campus Catering	Aim to Minimise	<p><b>Actual</b> 72%</p> <p><b>Target</b> 74%</p> 		Overall performance is in line with budget projections with internal sales continuing to increase now office buildings are approaching full occupation. However reduced internal & functions continue to apply pressures in maintaining competitive and affordable facilities for staff against business viability. Increased food costs have been offset by reduced staffing costs. Further work to address is this underway for 2014/15

Indicator	Maximise or Minimise	Actual Versus Target	Trend Chart	Improvements
Labour costs as % of turnover - Facilities Management - West Bridgford Campus Catering	Aim to Minimise	<p><b>Actual</b> 49.73%</p> <p><b>Target</b> 59.64%</p> 		

### Facilities Management - Overall

Indicator	Maximise or Minimise	Actual Versus Target	Trend Chart	Improvements
Turnover - Overall Group Performance - Trading	Aim to Maximise	<p><b>Actual</b> £32,749,000</p> <p><b>Target</b> £31,895,000</p> <p style="text-align: center;">✔</p>		
Contribution - Overall Group Performance- Trading	Aim to Maximise	<p><b>Actual</b> £4,220,000</p> <p><b>Target</b> £3,890,000</p> <p style="text-align: center;">✔</p>		



## **UNIVERSAL INFANT FREE SCHOOL MEALS**

### **Purpose of the Report**

1. This report provides updated information to the Committee on the actions being undertaken to ensure the delivery of Infant Free School Meals to pupils in Nottinghamshire from September 2014 as part of the introduction of the National School Food Plan.

### **Information and Advice**

2. The Environment and Resources Department provides a school meals service to a number of primary and secondary schools and academies across the County. 94% of primary schools and academies and 56% of secondary schools and academies buy back their catering service from the County Council.
3. The responsibility for the delivery of the National School Food Plan sits with schools. However, with NCC being the largest catering provider, the schools catering team will have a major role in supporting schools to support the implementation of the National School Food Plan.

### **Background**

4. As reported to the Personnel Committee in January, Henry Dimpleby and John Vincent, founders of the LEON restaurant chain, were appointed by the Secretary of State for Education in 2012 to look at the issues and concerns that had been raised nationally over a number of years in respect of school food. Their findings identified that the quality of food had improved enormously since Jamie Oliver's intervention in 2005 and there was clear and measurable improvements in the nutritional quality of most food and a reduction in the sale of "junk" food. It should be noted that the nutritional standards for school meals introduced in 2010 are based around compliance with minimum and maximums allowed across 15 nutrients balanced over a 15 day (3 week) cycle.
5. The School Food Plan by Messrs Dimpleby and Vincent also concluded that the best schools incorporate food education, such as cooking, growing vegetables and even animal husbandry, into their curriculum and also

those that promote the service are able to achieve a financially viable operation.

6. The report referred to above recommends the following key actions in order to improve school meals:
  - incorporating cooking into the curriculum for Key Stages 1 to 3
  - training head teachers in food and nutrition
  - replace the existing nutritional food standards with a food based standards approach
  - Public Health England to promote policies which improve children's diets in schools
  - Ofsted inspectors to consider the way a school promotes healthy lifestyles
  - ensure small schools are fairly funded in the provision of school food
  - increase meal take up in junior and secondary schools
  - set up financially sufficient breakfast clubs
  - develop a website to share best practice
  - improve the image of school food
  - improve the skills of the school food workforce
  - introduce Universal Free School Meals to all Key Stage 1 pupils from 1 September 2014.

## **Nottinghamshire County Council Progress to date**

### **Universal Free School Meals for Key Stage 1 pupils**

7. As reported in January the impact of this initiative in Nottinghamshire is extremely significant. Although meal numbers served have increased over the past five years, the overall take up in primary schools is currently 45%. This includes both paid and free meal numbers measured against a total on roll figure. Based on an estimated 85% take-up by pupils in Key Stage 1, this will result in an additional 10,000 to 12,000 extra meals per day which equates to an overall take up of 75% in primary schools after the introduction of Universal Free School Meals.
8. Assessment consultations have now taken place with schools and the common concerns raised were lack of available dining space, adequacy of equipment. A number of these are able to be addressed by operating a two sitting approach, introduction of family service arrangements ahead of any additional expenditure. .
9. Nottinghamshire's capital funding allowance is £1.7m; and is available to support the additional infrastructure requirements and excludes funding available separately for voluntary aided and academy schools. First year revenue funding allocations have been announced by the Government at £2.30 a meal, representing the national average cost of

providing a school meal. This allowance is expected to cover the average school meal prices as well as incidental expenditure such as cutlery, seating and other associated costs.

10. Approval via the Schools Capital Refurbishment Planning Board was given to prioritise expenditure on the basis of having the greatest impact on the greatest number of pupils. Following this assessment together with operational information collated from schools over 100 projects have been identified based on existing kitchen capacity and projected increase in meal numbers. It soon became clear that based on the state of a number of kitchens that the capital allocation would be approximately 50% of the actual requirement. Maintained schools with a self-managed service were contacted to request information on their potential requirement. Of the 100 projects identified at time of writing, 40 have now been completed with orders placed and work underway for a further 45. The remainder will be carried out over the next few months. The principle of delivering a service from self-sufficient individual kitchens is the long term financially and customer preferred option, this will not be achievable in all schools within the timescale requirements; however alternative arrangements will be in place including the transporting of meals from other kitchens
12. All light equipment crockery, cutlery, cooking utensils etc. have been placed with delivery expected over the next 6 weeks.
13. Additional staffing requirements have been identified at 120 part time posts. Adverts were placed and with the excellent support of the Business Support Centre team we were able to proceed with a speedy recruitment process. There may of course be applicants who withdraw from the process for a variety of reasons between now and the September start and we are working with schools to assist in local recruitment
14. Planning in conjunction with suppliers for extra food deliveries for those schools with insufficient food storage capacity is taking place as an attempt to firm up expected meal numbers to allow orders to be placed ahead of the summer break
15. By now all schools should be in receipt of a letter from the schools catering team identifying our current position and emphasising the importance of ensuring parents continue to register for free meals if they are entitled. This will ensure the school is in receipt of the schools premium. A further letter has been sent by the Free Schools Team all correspondence has now been added to Wired. Leaflets have also been sent for schools to distribute to pupils and a request to ascertain the likely take-up from parents to assist with September Planning. In addition to the letter a checklist has been provided for schools for their completion to assist in their planning, attached as Appendix 1. It has been encouraging that a number of "test trial" days have been set over

the remainder of the summer term which will certainly assist in identifying further issues.

## **Conclusion**

16. Delivering the National School Food Plan represents a significant and unprecedented challenge to the schools catering service. Of particular significance has been the speed of introduction. Whilst we shall endeavour to have all in place for the 1<sup>st</sup> September we have also set-up contingency arrangements with a number of schools strategically placed across the County to provide a back-up. Providing the extra meals on a site by site basis clearly represents a challenge to school chefs however as is mostly the case, staff continue with the schools and the service to respond to this challenge and ensure every entitled pupil will be served a meal.

## **RECOMMENDATION**

- 1) That the information on the recent development and introduction of the National School Food Plan and the actions required to deliver the Plan in Nottinghamshire be noted

**Kevin McKay**  
**Group Manager – Catering & Facilities Management**

**For any enquiries about this report please contact:**

Kevin McKay  
Group Manager, Catering & Facilities Management  
T: 0115 977 4369  
E: [kevin.mckay@nottscc.gov.uk](mailto:kevin.mckay@nottscc.gov.uk)

Helen Fifoot  
Team Manager, Schools Catering  
T: 01623 434171  
E: [helen.fifoot@nottscc.gov.uk](mailto:helen.fifoot@nottscc.gov.uk)

School Name:

**Head Teacher Checklist to support the introduction of Universal Infant Free School Meals**

	Action Required	By Whom	Completed √
Dining Environment			
Mid day and school chef plan for seating and service			
Trial meal day date set			
Invite parents and carers in to enjoy the lunch time experience in your school			
Kitchen			
Heavy and light equipment fit for purpose and capacity for expected meal numbers – capital funding is available but extremely limited		School Catering & School Chef	
Food orders and deliveries organised		School Chef	
Plan theme days to help encourage pupils to have lunch -1 in June -1 in July -1 end of September -1 in October		School Chef Head Teacher or curriculum lead	

School/School Office			
Check SIMs update will identify UIFSM, Pupil Premium Pupils KS1 and KS2		With IT services	
Send out booking leaflet to all KS1 pupils – these will be sent to schools at the end of May for distribution		School Catering to provide leaflets	
Return expected meal number form to school chef and to school catering by July	<i>Form to be provided by School Catering as part of Parent/Carer leaflet</i>		
Before July 2014 - Medical diets are correctly logged and identified to the school chef – Information on WIRED.			
Pupil premium registration completed for all KS1 pupils			
Update of dinner money collection system for new entitlement			
Catering teams will have 2 cleaning days in September to allow them to prepare and receive food orders etc – please ensure there will be access for them to work Monday 1 <sup>st</sup> and Tuesday 2 <sup>nd</sup> September			
Include Pupil Premium registration information in Newsletter/on school web site			
Include advert for catering casual staff in newsletter/on school web site			
School Menus on school web site			
Identified the UIFSM and FSM budget elements of the school budget, the small school support and if an academy claimed funding for light and heavy equipment requirements through the emergency claim process (more information available if required))			

## **Frequently Asked Questions**

### ***1. How are we going to seat all our pupils within the allotted lunch hour and not impact on curriculum time?***

Currently all pupils are seated at lunch time so whether they are eating sandwiches or a hot meal they should still be able to be accommodated in the current arrangements.

It is important that the dining tables and seats are full as quickly as possible after the start of the lunch hour.

In line with the findings from two national pilots conducted last year, you may wish to consider:

- a single choice for KS1 pupils helping speed up service (vegetarian and special diets can still be looked after)
- family service with pupils seated in 8s may be an option – please contact your area catering manager as soon as possible as this requires a large amount of extra equipment ordering which may be in short supply.
- 2 service points in the dining room
- Look at the midday system of bringing pupils in for lunch to ensure there are no gaps in serving hot meals and queues are short but constant
- Have 2 (or 3) lunch sittings – this helps with mid day supervision as they are with pupils in the dining room and go outside with the same group and the next sitting comes in with their mid day team so avoiding the necessity for mid days to be finding classes of pupils and having to move from place to place, they can concentrate of pupil supervision.
- Having teaching assistants and teaching staff enjoying a school lunch in the dining room helps with behaviour, speed of eating, learning table manners and encourages a social approach to lunch time. Some schools have a Friday special table where as part of your school recognition programme pupils are allowed to sit at this specially set table with Teachers.

### ***2. Will we need more mid day supervisors?***

In most cases this should not be necessary and depends on how you wish to manage sittings and the lunch hour.

### ***3. How do we manage separate sandwich dining areas?***

If it is necessary to seat sandwich pupils in areas separate from where hot meals are served this needs to be laid out and overseen by your midday team – this can be bought as a variation from School Catering at an hourly rate charge for the hours required.

#### **4. Can we set up a trial lunch for all entitled pupils?**

**Yes** - If you would like to invite pupils joining Reception in September and those pupils who will be in Year 1 and 2 in September to have lunch on a date in late June and July this would be a great way to test your plans ready for September and can be planned with your School Chef and Mid Day team. The kitchen alterations may not be fully in place but your area manager will ensure the School Chef has the ability to support you – this may involve a simplified menu for the occasion or help from another kitchen – a bit like Christmas Lunch day!!

#### **5. Can parents/carers enjoy the lunch time experience with their child?**

**Yes** – this would be a great way to re-assure parents of what pupils can expect from a School Lunch in September – hopefully making it a little less scary! The meal price is £2.52 for adults as VAT has to be included.

#### **6. How will we manage free UIFSM lunches when pupils are out on school trips?**

There will be a special trip lunch menu available, we are buying lunch boxes for packing and sending out on the trip for all pupils entitled to a FSM or UIFSM (it can also be available at the school meal price, currently £2.10 for KS2 pupils if required). Please ensure your School Chef has trip dates as early as possible (ideally 2 weeks in advance) so they can order the necessary food and arrange their hours to prepare food ready for the trip's departure time. Under Environmental Health regulations food may be kept for 4 hours safely however please try and keep these boxes in a cool place when arriving at your destination. Black waste bags will be sent with the trip to empty food not eaten in to and the boxes are returned to school to be washed by the catering team the next day.

Parents will still need to send drinks for pupils but otherwise lunch is included in your school trip price!

#### **7. How will funding and invoicing work for the new UIFSM?**

As currently with Pupil premium FSM invoicing will be through Biller Direct a month in arrears.

Meals will be charged at £2.10 (current meal price) for each pupil premium FSM both KS1 and KS1 and at £2.30 for each newly eligible universal infant free school meal.

These figures are based on the amount delegated to you in to your school budget.

It is recommended that budgets are set based on eligible no. of pupils in each category x charge out rate x 125 days (no. of trading days) for the period 1<sup>st</sup> September to 31<sup>st</sup> March 2015. In reality it is anticipated that take up will be in the region of 85% but it is important to maximise the take up of UIFSM in the first year as this will be the indicator used for funding in future years.

### **8. Our kitchen is not going to have the capacity to produce the number of meals required in September 2014?**

There are a large amount of capital heavy equipment works required throughout Nottinghamshire which has now been prioritised. Projects will not all be complete for 1<sup>st</sup> September but there will be a plan for every school to provide these meals and this will be discussed by each area manager with each School Chef and representative in school as to what they will need to do.

If you are an academy and you have not yet completed an emergency works claim to the Academy Capital Funding scheme this should be completed as quickly as possible as their funding is also likely to be restricted. This should include heavy and light requirements. Again your area catering manager will be able to supply costs and can arrange quotes for heavy equipment from our preferred suppliers.

“Plan B” options to support implementation include:

- *Change to production methods in the kitchen allowing some day before production of certain products whilst maintaining compliance with EHO legislation;*
- *The use of Hub kitchens to produce meals to our Silver Food for Life standard, using locally sourced produce, this will support where capacity is not sufficient and could include parts of the meal until works can be completed or an ongoing requirement. On site catering teams maybe be asked to move and help at these sites – all instances will be managed on an individual requirement basis;*
- *Use of suppliers to produce some of our recipes on our behalf – this is being tested currently to ensure a consistent quality.*

### **9. Where can we get pdf versions of our School Menus?**

Menus are available on a school by school basis on the Nottinghamshire County Council web site <http://www.nottinghamshire.gov.uk/learning/schools/school-dinners/>.

Additionally we will be emailing to school offices pdf versions of the posters of the menus in your school. If you have not received these by 1<sup>st</sup> July 2014 please email [gillian.whitfield@nottscc.gov.uk](mailto:gillian.whitfield@nottscc.gov.uk) and request a copy of either choice or classic single menu (or both is you serve both types of menu although the classic menu is the first line of the choice menu.

### **10. How do we support pupils requiring medical diet adaptations?**

Information on the process for registering special medical diets is available on WIRED and forms for parents to complete on the NCC website <http://www.nottinghamshire.gov.uk/learning/schools>

Your School Chef has the necessary information and if you have further queries please contact:

[helen.gospel@nottscc.gov.uk](mailto:helen.gospel@nottscc.gov.uk) or [donna.baines@nottscc.gov.uk](mailto:donna.baines@nottscc.gov.uk) (especially where diets are more complex than normal dietary requirements).

All our menus now comply with mandatory allergen information ready for legislation due to be implemented in December 2014.

### **11. Where can we get more information and help for implementing UIFSM?**

More information is available at The School Food Plan web site - <http://www.schoolfoodplan.com/> and at  
The Children's Food Trust web site - <http://www.childrensfoodtrust.org.uk/>

And of course from your dedicated School Catering Team:

Ann Potheary (Ashfield)	<a href="mailto:ann.potheary@nottscc.gov.uk">ann.potheary@nottscc.gov.uk</a>	Tel: 07970648782
Ann Urbacz (Rushcliffe)	<a href="mailto:ann.urbacz@nottscc.gov.uk">ann.urbacz@nottscc.gov.uk</a>	Tel: 07843502923
Angela North (Newark)	<a href="mailto:angea.north@nottscc.gov.uk">angea.north@nottscc.gov.uk</a>	Tel: 07977931843
Debbie Midgley (Sherwood)	<a href="mailto:debbie.midgley@nottscc.gov.uk">debbie.midgley@nottscc.gov.uk</a>	Tel: 07931961377
Hilary Stevens (Broxtowe)	<a href="mailto:hilary.stevens@nottscc.gov.uk">hilary.stevens@nottscc.gov.uk</a>	Tel: 07931961657
Jayne Lindsey (Gedling)	<a href="mailto:jayne.lindsey@nottscc.gov.uk">jayne.lindsey@nottscc.gov.uk</a>	Tel: 07976242317
Kathryn Cope (Bassetlaw)	<a href="mailto:kathryn.cope@nottscc.gov.uk">kathryn.cope@nottscc.gov.uk</a>	Tel: 07977553083
Maureen Bunce (Mansfield)	<a href="mailto:maureen.bunce@nottscc.gov.uk">maureen.bunce@nottscc.gov.uk</a>	Tel: 07834961027



**REPORT OF CORPORATE DIRECTOR, POLICY, PLANNING AND  
CORPORATE SERVICES**

**WORK PROGRAMME**

**Purpose of the Report**

1. To consider the Committee's work programme for 2014/15.

**Information and Advice**

2. The County Council requires each committee to maintain a work programme. The work programme will assist the management of the committee's agenda, the scheduling of the committee's business and forward planning. The work programme will be updated and reviewed at each pre-agenda meeting and committee meeting. Any member of the committee is able to suggest items for possible inclusion.
3. The attached work programme has been drafted in consultation with the Chairman and Vice-Chairman, and includes items which can be anticipated at the present time. Other items will be added to the programme as they are identified.
4. As part of the transparency introduced by the new committee arrangements, committees are expected to review day to day operational decisions made by officers using their delegated powers. It is anticipated that the committee will wish to commission periodic reports on such decisions. The committee is therefore requested to identify activities on which it would like to receive reports for inclusion in the work programme.

**Other Options Considered**

5. None.

**Reason/s for Recommendation/s**

6. To assist the committee in preparing its work programme.

**Statutory and Policy Implications**

7. This report has been compiled after consideration of implications in respect of finance, public sector equality duty, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described

below. Appropriate consultation has been undertaken and advice sought on these issues as required.

## **RECOMMENDATION/S**

That the committee's work programme be noted, and consideration be given to any changes which the committee wishes to make.

**Jayne Francis-Ward**

**Corporate Director, Policy, Planning and Corporate Services**

**For any enquiries about this report please contact: Christine Marson,  
Assistant Democratic Services Officer, Tel: 0115 977 3825**

### **Constitutional Comments (HD)**

8. The Committee has authority to consider the matters set out in this report by virtue of its terms of reference.

### **Financial Comments (PS)**

9. There are no financial implications arising directly from this report.

### **Background Papers**

None

### **Electoral Division(s) and Member(s) Affected**

All

## Personnel Committee Work Programme

Title	Summary	Decision or Information	Lead Officer	Report Author
<b>15<sup>th</sup> September 2014</b>				
Sickness Absence Performance 2013/14 quarterly update at 30.6.14	Update report	Information	Marje Toward	Claire Gollin
Nottinghamshire County Council Employee Resourcing Information quarterly update at 30.6.14	Update report	Information	Marje Toward	Claire Gollin/ Bev Cordon
Annual Workforce Information Report 2014	Update report	Information	Marje Toward	Claire Gollin
Catering Performance Report	Update Report	Information	Kevin McKay	Kevin McKay
<b>26<sup>th</sup> November 2014</b>				
Sickness Absence Performance 2013/14 quarterly update at 30.9.14	Update report	Information	Marje Toward	Claire Gollin
Nottinghamshire County Council Employee Resourcing Information quarterly update at 30.9.14	Update report	Information	Marje Toward	Claire Gollin/ Bev Cordon
Business Support Review Update	Update report	Information	John Slater	John Slater/Julie Forster
Free Infant School Meals – Update	Update report	Information	Kevin McKay	Kevin McKay

