



## REPORT

<b>SUBJECT:</b>	<b>PROPERTY SERVICES &amp;</b>
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### 1. PURPOSE:

1.1 To obtain individual member approval for the restructuring of kitchen staff, within Mounton House Special School.

### 2. RECOMMENDATIONS:

2.1 To reduce to 48 hours of kitchen staff from Mounton House Special School, School Meals Service - See Appendix 1.

2.2 To review job descriptions for the remaining positions to reflect the current duties required.

2.3 To place the 4 remaining staff affected by the restructure at risk. One post remains vacant within the existing structure.

2.4 To appoint a cook (part time) and 2 assistant cooks (part time) to cover lunch and evening meal service, as required – see Appendix 1.

### **3. KEY ISSUES:**

- 3.1 This report seeks to address a budget shortage within the school Meals Service, within the Property Services & Facilities Management Department (PS&FM), with particular reference to falling school numbers at Mounton House Special School.
- 3.2 Over the course of several years, pupil numbers have been in decline, which, has in turn had a direct impact on the number of meals served at the school.
- 3.3 Whilst a member of staff has recently resigned from the kitchen, the current number of meals served cannot sustain the existing staffing structure.
- 3.4 Details of the existing and proposed structure are as attached (Appendix1).

### **4. REASONS:**

- 4.1 To ensure that the School Meals Service has the optimum level of kitchen staff at Mounton House Special School, to efficiently and effectively deliver services, whilst maintaining spend within existing budgets.

### **5. RESOURCE IMPLICATIONS:**

- 5.1 Redundancy costs will be confirmed once the posts have been filled.
- 5.2 Redundancy costs to be met by the Redundancy Reserve in the event that funding is unavailable from the PS&FM budget.

### **6. SUSTAINABLE DEVELOPMENT IMPLICATIONS:**

- 6.1 There are no sustainable development implications arising from this report (Appendix 2).

**7. CONSULTEES:**

Senior Leadership Team  
All Cabinet Members  
Head of Legal Services  
Head of Finance  
Head of Employee Services  
GMB  
UNISON  
Kitchen Staff, Mounton House  
Executive Head, Mounton House  
Acting Head, Mounton House

**Results of Consultation.....**

**8. BACKGROUND PAPERS:**

Appendix 2 – Equality Impact Assessment

**9. AUTHOR:**

Robert Nancarrow – Shared Facilities Manager - Property Services & Facilities Management

**10. CONTACT DETAILS:**

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Tel: 01633 644907 / 07767664235

Appendix 1

<b>Kitchen staff- Mounton House Special School -</b>														
<b>Existing</b>						<b>Proposed</b>								
	<b>SCP</b>	<b>FTE</b>	<b>Salary</b>	<b>On Costs</b>	<b>Total</b>		<b>SCP</b>	<b>Hours</b>	<b>FTE</b>	<b>Salary</b>	<b>On Costs</b>	<b>Total</b>		
Mobile Cook	21-25	0.74	14,858	4,101	18,959	Cook in Charge	21-25	22.5	0.61	13,507	3,655	17,162		
Catering Assistant	5-9	0.91	18,271	5,115	23,386	Assistant Cook	13-17	17.5	0.47	8,216	1,865	10,082		
Catering Assistant	5-9	0.2	2,763	688	3,451	Assistant Cook	13-17	8	0.22	3,756	793	4,549		
Assistant Cook	13-17	0.91	13,756	3,728	17,484									
Catering Assistant	5-9	0.68	8,934	2,028	10,962									
					<b>74,242</b>								<b>31,793</b>	
													<b>Savings</b>	<b>-42,449</b>

## EQUALITY IMPACT ASSESSMENT FORM

<b>What are you impact assessing</b>	<b>Service area</b>
Mounton House Kitchen re-structure	Property Services and Facilities Management
<b>Policy author / service lead</b>	<b>Name of assessor and date</b>
Shared Facilities Manager	Robert Nancarrow – 26/05/2016

### 1. What are you proposing to do?

We are proposing to: -

- To reduce to 48 hours of kitchen

2. Are your proposals going to affect any people or groups of people with protected characteristics in a **negative** way? If **YES** please tick appropriate boxes below.

Age	x	Race	x
Disability	x	Religion or Belief	x
Gender reassignment	x	Sex	x
Marriage or civil partnership	x	Sexual Orientation	x
Pregnancy and maternity	x	Welsh Language	x

3. Please give details of the negative impact

NA

4. Did you take any actions to mitigate your proposal? Please give details below including any consultation or engagement.

NA

5. Please list the data that has been used to develop this proposal? eg Household survey data, Welsh Govt data, ONS data, MCC user data, Staff personnel data etc..

NA

Signed *R Nancarrow* ..... Designation – Shared Facilities Manager ...Dated – 26/05/2016....

## Appendix 2

## The “Sustainability Challenge”

<b>Name of the Officer</b> completing “the Sustainability challenge” <b>Robert Nancarrow</b>		Please give a <b>brief description</b> of the <b>aims</b> proposed policy or service reconfiguration. To ensure that the School Meals Service has the optimum level of kitchen staff at Mounton House Special School, to efficiently and effectively deliver services, whilst maintaining spend within existing budgets,	
<b>Name</b> of the Division or service area Property Services & Facilities Management		<b>Date</b> “Challenge” form completed 26/05/2016	
Aspect of sustainability affected	<b>Negative impact</b> Please give details	Neutral impact Please give details	<b>Positive Impact</b> Please give details
<b>PEOPLE</b>		X	
Ensure that more people have access to healthy food		X	
Improve housing quality and provision		X	
Reduce ill health and improve healthcare provision		X	
Promote independence		X	
Encourage community participation/action and voluntary work		X	
Targets socially excluded		X	



Help reduce crime and fear of crime		X	
Improve access to education and training		X	
Have a positive impact on people and places in other countries		X	
<b>PLANET</b>		X	
Reduce, reuse and recycle waste and water		X	
Reduce carbon dioxide emissions		X	
Prevent or reduce pollution of the air, land and water		X	
Protect or enhance wildlife habitats (e.g. trees, hedgerows, open spaces)		X	
Protect or enhance visual appearance of environment		X	
<b>PROFIT</b>			
Protect local shops and services		X	
Link local production with local consumption		X	
Improve environmental awareness of local businesses		X	
Increase employment for local people		X	
Preserve and enhance local identity and culture		X	

Consider ethical purchasing issues, such as Fairtrade, sustainable timber (FSC logo) etc		X	
Increase and improve access to leisure, recreation or cultural facilities		X	

What are the potential negative Impacts	Ideas as to how we can look to <b>MITIGATE</b> the <b>negative impacts</b> (include any reasonable adjustments)
➤ NA	➤
➤ NA	➤
➤ NA	➤
➤ NA	➤

## The next steps

- If you have assessed the proposal/s as having a **positive impact please give full details** below

NA
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- If you have assessed the proposal/s as having a **Negative Impact** could you please provide us with details of what you propose to do to mitigate the negative impact:

NA
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**Signed R N Nancarrow**

**Dated 26/05/2016**