



**Report To:** Full Council, 6 March 2017

**Report From:** General Purposes Working Party

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**Title:** Public Convenience Cleaning - Scale of Charges to Third Parties for Additional Cleaning

## **Introduction**

This report recommends a scale of charges to be levied to third party organisations who request additional public convenience cleansing to be undertaken which is over and above the level of service currently provided by Ryde Town Council through its Call-off contract with Top Mops Contract Cleansing Ltd.

## **Background**

At the Full Town Council meeting held on Monday 7 March 2016, the Council agreed to enter into a Call Off Contract with Top Mops Contract Cleaning Ltd to undertake public convenience cleaning and minor maintenance works to the following public conveniences located within the Ryde area:

- Appley Park
- Eastern Esplanade
- Western Esplanade
- St Johns Road

The initial Call-off contract was for a period of 12 months that commenced on 1 April 2016 and terminated on 31 March 2017. However, at the 30 November 2016 Finance Committee Meeting it was agreed to extend the Call-off contract by a further 12 months, in accordance with the option to extend, so as to terminate on 31 March 2018. This decision was confirmed at the full Town Council Meeting held on 5 December 2016.

The Call Off Contract entered into by the Town Council is being undertaken fully in accordance with the terms and conditions and specification contained within the Framework Agreement dated 26 March 2013 between Top Mops Contract Cleaning Ltd and the Isle of Wight Council. No further call-off contract extensions are allowable under the current Agreement.

In addition to cleansing services, the Call-Off contract also includes the undertaking of minor maintenance items, a locking and unlocking service and additional cleaning for Ryde Carnival.

Arrangements were also put in place, as agreed by Full Council, to allow Top Mops to undertake more major reactive and maintenance items on an as required basis, and also to introduce a red padlock system to protect the public for health and safety reasons.

The Council has also discussed on a number of occasions the feasibility of charging third party organisations who request additional cleansing or extended opening at public toilets as a results of local events. This report sets out some proposals for charging for additional services.

### **Current Service Provision**

The level and frequency of cleaning varies depending on the time of year, which is broken down into winter and summer seasons. Winter season frequencies operate from 1 October to the first Sunday before Good Friday each year. Summer frequencies operate from the Monday before Good Friday to 30 September each year. In addition from the 1 June to 30 September each year an attendants round is introduced to those three public conveniences located along the seafront. In addition to daily cleaning, the specification calls for a weekly clean, monthly clean, quarterly clean, an annual clean and a pre-season clean. In addition to cleaning, the contractor is required to provide a number of minor maintenance services that are identified within the specification, and also a locking and unlocking service for the public conveniences located at Appley, Eastern Esplanade and St Johns Road.

Additional cleansing is also arranged at Western Esplanade, Eastern Esplanade and Appley Park conveniences during Ryde Carnival. No other events are catered for within the current call-off contract.

### **Payment for Services**

The services identified above are paid for in accordance with the rates and prices contained within the pricing schedule contained within the Framework Agreement. The rates include for undertaking the various service elements in accordance with the Framework Agreement specification clauses. The current annual cost to Ryde Town Council for the provision of these services is currently £24,140. This excludes minor maintenance items and any agreed more major maintenance items. These costs are currently contained within the Town Councils current budget

### **Additional Service Provision / Scale of Charges**

The Council are regularly requested to undertake additional services at the above public conveniences during the staging of the many events that take place in the Ryde area during the course of the year, and which is over and above that allowed for within the Town Councils Call-of contract. These can be either events run by private and business concerns and those by the charitable sector. The Town Council

do not currently have additional budget to cover any additional cleaning and service requirements arising as a result of additional events over and above the Ryde Carnival. It is therefore recommended that the Council introduce an agreed scale of charges, based on current contract costs, plus an administration fee, for undertaking additional service provision over and above that provided as part of its Call-off contract. The following table is a recommended scale of charges to be applied, and is broken down into charges for private events and those provided and managed by the charitable sector. A 25% reduction is recommended for charitable events, except for the provision of an operative and vehicle. These charges should be reviewed both on an annual basis, and also when the Town Council enter into alternative contracts.

### Recommended Scale of Charges

Item	Charitable Event	Non-Charitable Event
Management Charge*	£75 per event	£100 per event
Full Clean (Each per toilet)	£7.25	£9.67
Spot Clean (Each per toilet)	£3.64	£4.85
Unlocking Service (Per toilet per occasion)	£1.63	£2.17
Locking Service (Per toilet per occasion)	£1.63	£2.17
Provision of an Operative and Vehicle – Per Hour	£25	£25
Percentage cost over Operative and Vehicle for outside normal working hours, weekends and bank holidays	50%	50%

\* Includes an administration fee, consumables, and additional undertaker costs (water and electricity).

The additional services required by the event organiser will be agreed with the Council, and costed in accordance with the above rates and paid for in advance of the event. If the organisers require additional services outside of the scope of the above scale of charges then these shall be agreed on an as and when basis. The cost of provision shall, where possible, relate to the above scale of charges and or other Call-off contract charges.

## **Recommendations**

That the Full Council adopt the suggested Scale of Charges set out above and that this Scale be reviewed on an annual basis.