

Dear

XX School

Building Maintenance Centrally Managed Scheme

We are writing to inform you of the revised Building Maintenance traded service for schools and academies that commences in April 2020.

Over the last six months, we have been working closely with a team of East Sussex Business Managers and Bursars from a number of our primary, special and secondary schools to review the Building Maintenance service. We have worked collaboratively to help develop the new service offer and to ensure it better meets the needs of your schools and academies. In line with changes within the authority and the Orbis partnership, the new Building Maintenance services to East Sussex schools will be delivered by the sovereign ESCC Property Team.

The Service Offer

Our historic service and charging model does not accurately reflect the service provision delivered and as a result we are implementing a new charging model from April 2020. The new model will be based on numbers of pupils on roll (using the October 2019 census data). We believe a charging model based on this calculation is a fairer and more appropriate way to cost the service, with the schools involved in the review and creation of the new provision agreeing it is an open and transparent pricing methodology. Whilst this may increase charges for some schools, the price remains competitive and offers value for money. As a wider school community, purchasing the BM01 service allows all schools that participate to access to a larger pot of funds to undertake works on schools which would not otherwise be available.

The length of this service offer is **three years**, with an option to extend for a **further two** years. This mirrors some of our other specialist contract services such as catering, waste, grounds maintenance and cleaning. We will continue to offer an **all-inclusive** service which will provide you with full support as and when you need it with a dedicated building surveyor. We have developed a Property Handbook, which can be used as an interactive tool to help schools manage day to day compliance issues as well as clear information and guidance on the service. Schools have also fed into a new contractor list, which gives all schools greater choice, with positive recommendations of suppliers from peers.

Key Benefits

Our comprehensive buildings maintenance service offers you access to a team of experienced building professionals. They can provide advice and support to ensure you meet your legal obligations in maintaining your school's buildings. We will work with you through the Partnership Working Group to ensure you make the best use of your budget. You will also receive:

- Access to a team of experienced building maintenance and construction professionals with a wide range of expertise.
- Unlimited access to a help desk via a dedicated telephone helpline and email service.
- An out of hours emergency service (available 24 hours a day, 7 days a week, including Bank holidays).
- One scheduled property advice and compliance visits from a dedicated officer who will get to know your school's individual needs.
- Up to five hours on-site advice and support at your request.
- A fire risk assessment and report of your buildings as well as advice and on-site support from a qualified Fire Safety Advisor.
- Access to a range of online surveys on the condition and safety of your school buildings, to use as part of your school's strategic maintenance and building improvement plans.

- Share with you the annual programmes of work as agreed with the Partnership Working Group
- Immediate response and assistance in the event of a major disaster or emergency.

Service Details

Our experienced multidisciplinary team has expertise in a wide range of areas including:

- building condition and defects
- complying with legal and health and safety obligations
- current construction and building legislation
- mechanical and electrical engineering and routine servicing requirements
- legionella control and prevention
- specialist asbestos advice and management
- asset management
- fire risk assessments
- facilities management
- insurance works
- dealing with property emergencies.

Quality checked and managed Contractors and Consultants

We will provide you with:

- a list of approved contractors vetted and continually assessed for quality, financial stability and appropriate insurance cover and standards of health and safety
- access to approved consultants if you are funding your own school project
- access to a framework of servicing contractors with a fixed schedule of rates who can carry out servicing of your school's plant and equipment to meet your legal obligations.
- we can offer you competitive rates and contracts for a range of other additional services that are essential to your school, such as water hygiene and legionella control, lifts and hoists, fire equipment, mechanical servicing contracts etc.

In order to understand the demand and future sustainability of the service we are asking schools to provide the Services 2 Schools team with an early indication as to whether you plan to purchase the new centrally managed service in April 2020.

Please can you email stos.enquiries@eastsussex.gov.uk to indicate your intentions by **15 November 2019** to help the Property team plan accurately for the new service launch. We will then seek full and final commitment during the usual buyback period after the Services 2 Schools Conference 2020.

The approximate cost of the service for your school for the year 20/21 will be:

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*This price has been based on October 2018 census figures, and the charge will be updated in December 2019 in Webshop alongside all other traded services costings for the forthcoming financial year. If you have any questions about the service please do not hesitate to get in touch. Please contact the Services 2 Schools Team on 01273 463324; email stos.enquiries@eastsussex.gov.uk.

Yours sincerely



Sam McManus
Services 2 Schools Manager