

Councillor
C/o Leadership Support Team
Town Hall
Station Road
Clacton on Sea
Essex
CO15 1SE

Town Hall
Station Road
Clacton on Sea
Essex
CO15 1SE

Email: kcharles@tendringdc.gov.uk
Our ref: KC/000046

15th August 2024

Reference: Clacton Leisure Centre, Award of Contract Cleaning

Dear Cllr Mick Barry,

As you will be aware, Clacton Leisure Centre's usage has increased over the years. The centre is ever-growing and evolving. We endeavour to find the best value for the services and products that the centre can provide within the facilities and aim to maintain a high standard throughout.

Clacton Leisure Centre has had significant recruitment challenges to fill the vacant cleaning positions. Due to Clacton Leisure Centre's vast size and difficulty in recruiting cleaners who are both professional and work to a high standard, there is a requirement to outsource this service to ensure the centre continues to grow as a business, offering a safe, clean, and hygienic environment for our customers. In turn, this reduces the reputational damage associated with low maintenance and cleaning standards due to vast increases in footfall.

As part of Tendring District Council's investment in facility maintenance and cleanliness standards, a procurement exercise was undertaken. There was only one tender received after submitting the specification to 10 potential companies. The bid was received from Total Clean. Total Clean is a commercial cleaning organisation based in Colchester, Chelmsford, Ipswich, and surrounding areas. All profits generated from the partnership between Total Clean Colchester and St Helena Hospice are reinvested into the charity to help run its core services. The initial contract will operate until 31st March 2025, with an option to extend it further should this be needed, while a longer-term procurement exercise occurs with ECC. The total contract cost is £46,200.

The funding for this contract was brought forward to Cabinet on 26th July 2024. This was listed under item 38. Cabinet Members' Items: Report of the Corporate Finance and Governance Portfolio Holder, A.9: Financial Outturn 2023/24. Under A9 Appendix A, Section 2 In-Year Budget Adjustments 2024/25, it advises that 'due to significant recruitment challenges, etc., it is proposed to engage the services of contract cleaners in the short term (for the period up to the end of March 2025). The cost will be met by the proposed transfer from the existing employees budget for the centre'. As such, the recommendation read, '(i) agrees with the budget adjustments of £46,200 for 2024/25, as set out in Appendix A (Section 2).' Therefore, this budget adjustment was agreed upon to fund the contract.

If you agree to appoint Total Clean to complete these works, to award a contract, and to enter a contract with Total Clean, then I would be grateful if you would sign and return the concurrence below.

Yours sincerely,

Additional comments (if not concurring)