

DERBYSHIRE COUNTY COUNCIL

CABINET

17th June 2014

**Report of the Strategic Director for Children &
Younger Adults**

**CAPITAL FUNDING TO SUPPORT UNIVERSAL INFANT FREE SCHOOL
MEALS: INSTALLATION OF SCHOOL MEAL KITCHENS TO CONVERT
FROM SERVERIES TO COOKING KITCHENS – (Children and Young
People)**

1. Purpose of the Report

To seek Cabinet approval for:

- (a) the conversions of serveries to school kitchens to be added to the 2014/15 Capital Programme to meet the extra demands on the service which will result from the introduction of the Universal Infant Free School Meal for all Key Stage 1 pupils from September 2014;
- (b) the construction works in connection with the conversions detailed in this report; and
- (c) the placing of orders under existing frameworks for the mobile kitchens (PODs).

2. Information and Analysis

From September 2014, all Infant pupils will be entitled to a Universal Free School Meal in all Derbyshire schools. These pupils are classed as Key Stage 1 and attend in Reception, Year 1 and Year 2 in all Infant, Primary and Special Schools in Derbyshire.

As part of the process, Derbyshire County Council has been allocated £1,761,052 in capital funding to enable school kitchens and dining rooms to meet the extra demand. The purchase of heavy and light equipment plus the kitchen upgrade at Heath Primary were approved by Cabinet on 6th May

2014, committing £1,081,052 and leaving £680,000 for the proposals set out in this report.

The process of delivering these extra meals is further complicated by the number of schools that do not have a kitchen on site. 106 schools have their meals provided by an export unit based at a feeder school close by. It is, therefore, an opportunity to upgrade and convert some of these server units into cooking kitchens and this has been included in the expenditure plan. Other factors that have been considered are the capacity issues in existing feeder kitchens/schools that relate to the further increase in numbers of Infant meals, the general condition of the kitchens, notifications from Environmental Health Officers with regard to building conditions and the ability to meet the hygiene regulations.

The extra meal capacity is estimated at between 7,400 at 80% take up and 9,885 at 90% take up per day across all Derbyshire Infant, Primary and Special Schools. Funding for the meals will be at 87% of entitlement for terms 1 and 2 (September to December) and thereafter on actuals. This will require additional hours for existing staff and recruitment of a further 140 (approximately) catering staff to deliver these additional meals in schools. The additional staffing costs will be funded from the Universal Free School meal allowance which is £2.30 per meal.

Schedule and cost breakdown

1) Dining Room Conversions and Mobile Kitchens (PODs)

It is proposed to invest in cost-effective kitchen conversions at these schools which meet the following criteria and aims:

- Primary schools with high numbers on roll and relatively low uptake, thus having maximum potential to increase meal numbers.
- Reduction in overheads per meal by increasing take-up.
- Savings on the cost of transporting meals to these schools.
- Improving the food quality and nutrition by having prime cooked meals on site.
- Support the school as this is an improvement on the quality of the meals that they currently receive with the transported meal service.
- Reduction in the over capacity of the supplying kitchens.

The schools prioritised as meeting the criteria and costs are as follows;

School	NOR	Meals Served / Projected	Cost	Annual Tax Saving	Work Brief
New Bolsover Primary School	205	135/175	£140,000	£6,650	The current facilities in the school are totally inadequate, POD installation will replace it. Extra cost due to planning regulations.
Pottery Primary	343	135 / 215	£140,000	£5,225	Convert what is currently a classroom to provide kitchen and dining room area. The current kitchenette will be used to replace the classroom space.
Blackwell Primary School	120	61 / 91	£120,000	£3,990	The current kitchenette in school is totally inadequate, POD installation will replace it.
St James CE Controlled Primary	260	157 / 220	£140,000	£4,180	Convert two areas either side of the hall to accommodate the kitchen and also a clearing / storage area.
Alfreton Park Special School	73	50 / 55	£140,000	£1,995	Current kitchenette offers enough space to accommodate the refurbished kitchen. It is further complicated by the complex dietary needs of the pupils.
Total			£680,000	£22,040	

Timescales

It is recommended that the work to convert/upgrade the kitchens at the schools referred to above should be added to the 2014/15 Capital Programme.

3. **Financial Considerations**

The capital investment in the primary kitchens described above will be met from the Capital Grant Funding.

From the allocated £1,761,052 grant it proposed that the following amounts will be spent:

Conversions and Pod's	£680,000 (this Cabinet Report)
Kitchen Upgrade	£60,000 (6 th May Cabinet Report)
Equipment	£950,000 (6 th May Cabinet Report)
Contingency	£71,052
Total	£1,761,052

4. **Legal Considerations**

The Director of Legal Services will advise on the contractual issues in connection with the procurement.

5. **Other Considerations**

In preparing this report the relevance of the following factors has been considered: prevention of crime & disorder, equality and diversity, environmental, health, human resources, property and transport considerations.

6. **Background Papers**

File in County Catering Service office.

7. **Key Decision**

Yes

8. **Call-in** - Is it required that the call-in period be waived in respect of the decisions being proposed within this report? No.

9. **Officer's Recommendation**

That Cabinet:

9.1 approves the capital expenditure on converting kitchen serveries to cooking kitchens, to be financed by £680,000 from the Capital Grant Funding, and that this be added to the 2014/15 Capital Programme;

9.2 approves the construction works in connection with the conversions detailed in this report;

9.3 approves the placing of orders under existing frameworks for the mobile kitchens (PODs); and

9.4 notes that a further report will be submitted to Cabinet in due course for the appointment of a preferred bidder once the procurement has been carried out.

Ian Thomas
Strategic Director for Children & Younger Adults