



**A wholly owned company of the Church of England Diocesan Boards of Education
of Blackburn, Carlisle, Chester, Liverpool, Manchester and York**

Total Property Management Scheme

School Prospectus

Issue 1

TOTAL PROPERTY MANAGEMENT gives Heads and Governors the opportunity to develop a bespoke service to suit them and their school for ongoing maintenance, reactive maintenance and repair. It is a totally flexible approach which helps Heads and Governors concentrate on the core business of educating children.

The services and charging costs are transparent and you know exactly what you are committing to; there are no long term contracts – it is renewed year by year; and it can be added to during the year if you wish.

My colleagues are very happy to come and meet Heads/Governors/Site Supervisors or whoever to discuss what can be offered to your school. There is no commitment expected or needed until you are fully satisfied that the scheme will be right for you.

Canon Peter J Ballard
Chief Executive – DBE Services

A History and Overview

For many years every Church of England Diocese in England has had a Diocesan Board of Education which has supported its Church Schools. Support has been given to many areas of the school's life but in particular to the development and maintenance of the building. As we are all aware over the years the amount of legislation and health and safety requirements has increased the complexity of maintaining the building even on a day to day basis. A few years ago the Directors of the North West Diocesan Boards of Education met together to see how they could continue to meet the needs of their schools amidst all the changes that were taking place. They decided the way forward was to group together and to form a company called DBE Services Ltd which would offer help and support to schools with the development and maintenance of their buildings and share good ideas in other areas. The success of this group has been such that the Diocese of York has now become a member. As part of the service to the 600 Church of England schools across the North West, DBE Services offers a service known as Total Property Management. This service has been available to Church of England schools since 2003 and as part of our overall commitment to support education, it has been available to all other schools since 2007.

Schools arrange their annual servicing contracts and ongoing reactive maintenance in various ways. Some Local Authorities provide a complete service, others direct schools to preferred companies or contractors. The majority of these schemes require the Headteacher and others to have a considerable input into their operation not least that in many cases the school/Head needs to relate to several different contractors or groups. TPM was designed to be a one stop shop. It is designed so that Heads and others involved in maintaining the building have one point of contact both for ongoing and reactive maintenance. As well as providing all the usual servicing requirements needed for a school the service provides an out of hours call out service and if required, a key holding service for use out of hours.

Total Property Management is totally flexible. Whilst providing the complete and overall service, schools are able to pick and choose services they would like which allows them to make their own arrangements for other services should they so wish. It is however perfectly possible for existing contractors to continue providing the service under the Total Property Management Scheme as schools are able to identify if they so wish preferred contractors rather than using contractors whose rates have been negotiated by TPM. Where schools choose that route, the process relates to the school's preferred contractor.

One of the reasons for establishing TPM, apart from trying to remove the burden on Heads and Governors was the increasing tendency of service providers requiring long term commitments. We were aware of some authorities in which commitments up to seven years had to be made. TPM is simply an annual agreement with Governors free to make any changes they so wish on an annual basis.

The service has also proved to be very cost effective for many schools. Schools which have joined the service have in some cases shown considerable savings over their previous arrangements. The average saving across all schools in the first year of membership has been in the region of 20%. The service is completely transparent so schools are able to judge before they sign up whether or not the service is more cost effective than their existing arrangement.

Whilst in the past schools have made an overall saving they can now, if they wish, simply pick and choose which of the services they require, if they believe they can save money on individual items by arranging the services themselves, they are free to do so.

The TPM Scheme is regularly reviewed in the light of comments and suggestions from the schools involved. We also regularly check rates to ensure best value.

DBE Services is a "not for profit" company which means that all monies are used for the improvement of the service to schools.

Until now this scheme and its savings have only been available to Church of England Schools, it is now available to all schools.

INTRODUCTION TO TOTAL PROPERTY MANAGEMENT SYSTEM

The Total Property Management System (TPM) is an all encompassing service managed by DBE Services on behalf of the Dioceses of Blackburn, Carlisle, Chester, Liverpool Manchester and York to provide Governors and Headteachers with access to a multi-disciplined team of construction professionals, to manage routine, emergency and responsive maintenance works, to school premises. This gives a centrally managed scheme with all the advantages of local knowledge.

The construction professionals will offer technical advice on all building related issues, to enable the Governors to continue to manage their premises effectively and efficiently.

The scheme bridges the traditional gap between revenue and capital works thus maximising the effective use of funds

TPM is the vehicle from which the School Governors can take a greater degree of control of all building related financial allocations, and maximise funds available. In achieving greater control of their allocations, the Governors will enable funds to be utilised more directly to benefit the children.

All costs are clearly identified and transparent

The school pays an initial amount in the early part of the financial year, equal to the average cost for the size of school and a final itemised invoice is provided by DBE Services once all service contracts have been completed.

The school receives and authorises invoices for call out (reactive works) and remedial works associated with annual/cyclical maintenance, which are agreed by the school and its building consultant. Invoices are only paid once the schools consultant has indicated the work has been carried out satisfactorily.

The scheme provides support for Headteachers to give them more time to concentrate on the children and encouraging the educational development of the school.

The scheme is renewable annually so there are no long term contracts.

1. BASIC ELEMENTS OF TPM

The setting up and management of all service contracts for the school buildings as required by legislation and Health and Safety requirements, including regular tendering of contracts to ensure best value.

Professional support and advice on all building related issues, provided by consultants with detailed knowledge of your school.

24 hour, 365 day contact point for emergency repairs, with guaranteed response times relative to the nature of the emergency, at pre agreed competitively tendered rates.

An out of hours monitoring system for intruder alarms together with a key holder service as required.

Setting up and monitoring of school 'Log Book' to include the recording of all servicing details, the school asbestos register, statutory reports.

School retains funding and expenditure is only made once it has been authorised by the school.

2. TPM DETAILS

The aims and objectives of DBE Services TPM system, is to offer all schools the opportunity to control and manage all aspects of the building premises and associated financial allocations.

By management of allocations by a single team, i.e. Governors, DBE Services staff and Property Consultants, the Governors should realise a substantial saving in costs, which could be utilised directly towards teaching resources.

In voluntary aided schools these savings will be further enhanced by management of repair works into capitalised elements of work, which can be funded utilising DCSF Capital Allocations, which would mean that schools Governors are only liable for 10% of any capital costs.

TPM will ensure that school Governors and Headteachers will have a single point of contact for all building related issues, no matter how large or small. Day to day issues will be planned in to larger capital projects to avoid unnecessary cost associated with non-responsive revenue repairs. This will enable Governors and Headteachers to undertake more robust financial planning of their building allocations and therefore maximise the funds available.

TPM offers a single level of service to all schools encompassing the management of the following service contracts.

- Boiler and Heating Maintenance
- Legionella Risk Assessment and (as necessary) Regular Testing
- Gas Soundness Testing
- PAT and Fixed Electrical Appliance Testing
- Fire Alarm Maintenance and (as necessary) Regular Testing
- Security Alarm Maintenance, Monitoring and (as necessary) Regular Testing
- Security Alarm call out / Key holder service
- CCTV Maintenance
- Intruder Access Control Maintenance
- Technology / Workshop equipment Maintenance (Inc. Pottery Kilns)
- Gym equipment Maintenance
- Fume cupboard and Pottery Kiln Maintenance
- Lightning Conductor Inspection and Tests
- Fire Fighting Equipment Maintenance
- Fire Precautions Survey and Risk Assessment
- Asbestos Risk Assessment and Surveys
- Lifts / Hoists / Access Equipment Maintenance
- Roller Shutter / Door Maintenance
- Kitchen Facilities Maintenance

Service costs are tendered regularly to ensure best value for the Governors.

Other services specific to a particular school can also be considered for inclusion within the scheme.

The School Consultant will offer advice on the completion of the school's annual service contract with DBE Services and endeavour to capitalise subsequent repairs.

Governors are able to opt in to or out of any of the elements within the annual service contract, dependant on the school's requirements and local arrangements.

The TPM 24 hours, 365 day call system, offers a guaranteed response to all emergency situations related to the building premises. Response times are guaranteed relative to the nature of the defect. Costs for all elements of repair works, are regularly monitored and tendered in the construction market place.

3. SERVICE OPTIONS

Within TPM, Governors are able to choose the level of service they wish to be undertaken. If, for example, a school currently has a local plumber who has serviced the boiler successfully for years, the Governors may wish to opt out of that particular element of the service contract. In all cases, Governors are only charged for the services that are actually carried out, and services are only carried out at pre agreed service intervals. Should service regimes not be met, payment will not be made.

Governors can opt for the inclusion of the maintenance and repair of kitchen facilities through TPM, rather than as an addition to the existing catering contracts offered by some LA's. In this situation, Governors will pay, as part of the annual fee, only for the servicing of equipment. No payment 'up-front' is required for repairs or replacement of equipment, as these will be charged for separately and will be invoiced directly to the school.

4. QUALITY ASSURANCE

The objectives and aims of Total Property Management is to develop a proactive responsive service that meets the client's needs and requirements. The quality of the service provided will be monitored at all stages from inception to completion of individual projects extending through the lifetime of the agreement. The service will be monitored to meet the criteria provided by the service contractors and consultants.

It is agreed that any problems that occur with the service provided should be reported, preferably in writing to DBE Services with a copy to the school consultant concerned.

If the issues have not been resolved satisfactorily then schools should contact in writing Canon Peter Ballard Director of Education, Board of Education, Blackburn Diocese, Church House, Cathedral Close, Blackburn, BB1 5AA. Fax: 01254 699963, e-mail peter.ballard@blackburn.anglican.org

5. CHARGES

It is impossible to give an exact figure for individual schools, however the scheme has now been running for four years and we have a very good idea of the average costs for different sizes of schools.

These costs assume that the school has only one boiler and one site.

Based on these average costs, each school will be sent an initial invoice at the beginning of the financial year as indicated below.

School 'A' : Up to 200 entry primary school	£4,500.00 + VAT
School 'B' : Above 200 entry primary school	£5,600.00 + VAT
School 'C' : High School	£11,000.00 + VAT

(The above figures are inclusive of management fees)

Towards the end of the financial year final itemised invoices will be issued showing the exact cost incurred. This will mean that the school will be liable for an additional payment if this final figure is above that of the initial invoice, or a refund of the difference will be made if the final figure is less than that of the initial invoice.

It should be noted that the costs for call out (reactive works) and remedial works associated with the annual/cyclical maintenance will be charged over and above the annual fee, but at agreed rates. No matter how much additional reactive maintenance is required there are no more additional fees. The only charges relate directly to the contractors invoice. Such costs will be invoiced directly to the school and should be signed off by the school consultant prior to payment. Obviously the exact cost will be determined in consultation with Headteacher and Governors. No commitment is required until after all costs have been established and agreed.

6. SAVINGS

Schools which have been in the TPM Scheme have experienced some considerable savings. Some schools have saved over £4000 on the costs from the year prior to joining TPM. TPM aims to minimise reactive maintenance and gradually move to a situation in which all work is clearly identified in the Building Development Plan and therefore planned.

7. SMALL SCHOOLS

Small schools have asked why no estimate is given for schools under 100 or even under 50. Our experience shows that the costs of service do not reduce greatly if at all for small schools. A boiler is a boiler and much of the labour costs in carrying out tests relate to providing a specialist to the premises. Obviously there are some reductions in that there are not the same number of portable electrical appliances and fire extinguishers etc. at a small school. In the final invoice you only pay for what is done, so small Schools do tend to get a small refund from the average costs.

FURTHER INFORMATION

DBE Services have a dedicated officer Noel Curry who can be contacted to help solve any issue.

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