

Total Property Management Scheme

Prospectus



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A History and Overview

Traditionally Local Authorities supported schools with day to day maintenance, servicing and repairs. Over the last twenty years Local Authorities have devolved more and more funding to schools and as a result have increasingly reduced the level of direct support to schools in many areas including building support. This greater freedom allowing schools to spend their budgets as they wish to best meet local circumstances has in many cases increased the time that Headteachers and Governors have had to spend on managing the building. Also in the past there was a tendency for capital and revenue works to have separate lives of their own with little joined up thinking. All schools, not just Academies, are now free to buy services from the providers which best suit their needs.

For many years we have supported schools with capital projects ranging from small alterations to a classroom to building brand new £30m schools. DBE Services was initially founded by the Dioceses of Blackburn, Chester, Liverpool and Manchester to support capital works in 600+ church schools. In response to a request from Headteachers and Governors for help in managing the whole building we developed Total Property Management (TPM). In 2002 we ran a pilot with 15 schools.

The pilot helped us identify how best we could support Headteachers and Governors and in particular respond to the cry from Headteachers that they wanted to spend more time doing the things they had been trained for, and come into teaching for, rather than being a glorified clerk of works. The service is available to all schools and to make this clear we have introduced a new logo, TPM4 Schools.

In the past Governors needed to know what their responsibilities were and what the Local Authority's responsibilities were. Now management of the building, as with all other aspects of the life of the school, is the Governors responsibility and they are free to decide how to use the money delegated to them by the Local Authority or provided through the Department for Education. Total Property Management provides an integrated approach. By overseeing the whole property and by planning maintenance and capital development we help you make the best use of money from all sources, allowing Governors to achieve best value from the funds available. One of the major aims of TPM is to reduce overall maintenance costs to schools thus leaving more money for Heads and Governors to spend on other areas. On average the schools in the scheme have saved

up to 20% on maintenance costs compared to previous schemes.

The scheme aims to be totally transparent and flexible so it can be tailored to meet the needs of each individual school. Whilst schools have made an overall saving by taking the full package we are very happy to use contractors which already work with the school and advise, during the first year, how their charges relate to other suppliers.

This is a scheme which has been developed out of many years service working with schools and after listening to Headteachers and Governors about what they want for their school. TPM is constantly reviewed in the light of comments from schools and the changing environment in which we live. We had a major review in 2011 including an external inspection.

DBE Services is a company which has been established to provide a high quality service to schools and any income we generate is ploughed back into our work with schools.

Introduction to the Total Property Management Scheme

The Total Property Management Scheme (TPM) is an all encompassing, totally flexible service managed by DBE Services to provide Headteachers and Governors with access to a multi-disciplined team of construction professionals to manage routine, responsive and emergency 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.

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 at the end of the financial year, once all service contracts have been completed.

The school receives and authorises invoices for call out (emergency works) and any remedial works associated with annual/cyclical maintenance, which are agreed by the school and its building consultant. There are no journal transfers and invoices are only paid once the school's consultant has indicated the work has been carried out satisfactorily.

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

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

TPM Offers

- The setting up and management of all service contracts to ensure that all servicing and regular maintenance is carried out in line with current legislation and in line with the latest Health and Safety directives.
- Professional support and advice on all building related issues.
- The establishment and monitoring of a school Log Book to include the recording of all servicing details, statutory testing, asbestos register and statutory reports etc.

- From 2012 we will be piloting a property management system which will provide schools with a complete overview of their building and with as much detail as they require.
- A 24hr., 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 if required.
- A system whereby all invoices come direct from DBE Services and are agreed with the school/consultant before payment

TPM Details

The aims and objectives of TPM are to offer all schools the opportunity to control and manage all aspects of their building premises work and the associated financial transactions with as little or as much input from Headteachers and Governors as they wish.

TPM is a consultant led service which provides schools with a single point of contact regarding all their building needs. TPM puts the emphasis on servicing, planned maintenance and building

development thus aiming to reduce reactive maintenance and the costs associated with it. By using a single point of contact it ensures an all encompassing approach to the management of the building. We try to plan day to day issues into larger capital projects thus keeping to a minimum unnecessary costs associated with non-responsive revenue repairs.

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.

TPM enables the school building development plan to be all encompassing including both revenue and capital work.

TPM is totally flexible and is tailored to each individual school. The following is just an example of what can be covered under service contracts.

- 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
- Green Systems
- Grounds Maintenance
- Boiler and Heating Maintenance
- Display Energy Certificates
- Legionella Risk Assessment and (as necessary) Regular Testing
- Gas Soundness Testing
- PAT and Fixed Electrical Appliance Testing

DBE Services now deals directly, or through its parent Boards, with over 800 schools. This gives us a huge buying power and all our contracts and service costs are tendered regularly to ensure best value for the Governors.

The School Consultant will advise on the completion of the school's Annual Service Contract (ASC) with DBE Services, which identifies those services required from TPM.

The TPM 24 hours, 365 day call service, 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 industry market place.

The School Consultants will assist in the development of guidelines and support in establishing procedures for Governors to comply with all new legislation.

Creating the Service Package

As has already been stated TPM is a totally flexible service providing an individually tailored service unique to your school.

Charges and Potential Savings

Within TPM, Governors are able to choose the services they wish to be undertaken. Your consultant will work with you to complete the details for the Annual Service Contract (ASC). DBE Services has specified the level of work they require for each type of service and researched the market to get competitive prices for the work. However, if you have a contractor who has a long association with the school, maybe the local plumber who has serviced the boiler successfully for years, we are happy to continue to use the contractor and during the first year we will do checks on them and let you know how they compare to others on our lists. Obviously in that first year by specifying a contractor you are accepting they have the necessary skills to do the work and that you are happy with their costs. In all cases under TPM, 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.

It's your school your package.

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 Local Authorities. TPM will provide for the servicing of equipment but not charge anything towards possible future replacement costs. Any replacement costs will be charged for separately and we will look to the optimum way of resourcing and funding new equipment.

We offer a full school meal/kitchen review service which can be provided separately from TPM as well as included in it.

Quality Assurance

The objective and aim of Total Property Management is to develop a pro-active 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 ensure it meets the criteria and level of service we expect from the service contractors and consultants.

If any problems occur with the service provided they 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:

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Chief Executive

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Haslingden Road
Blackburn
BB1 2FD.

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Charges

It is impossible to give an exact figure for individual schools, especially as this is a bespoke service. However, the scheme has now been running for 8 years and we have a very good idea of the average costs for different sizes of school. For those schools which have become or are planning to become new Academies under the latest Coalition Act, simply refer your number on role. The Academy category in the list relates to the sponsored new build Academies.

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 75 on roll primary school	£4,500 + VAT
School B: 76 to 200 entry primary school	£5,500 + VAT
School C: Above 200 entry primary school	£6,600 + VAT
School D: High School/Academy	subject to survey
(These figures are inclusive of management fees)	

These are only guideline costs for budgeting purposes.

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 (emergency works) and reactive or remedial works associated with the annual/cyclical maintenance will be charged over and above the annual fee, but at agreed rates. 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. Many services add a management fee of 5 -10% on reactive maintenance costs. TPM does not charge any additional fee the only management charge is the initial £1000.

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.

Small Schools

Small schools often raise the issue that costs for them under TPM are not much less than considerably larger schools. Our experience shows that the costs of services do not reduce greatly if at all for small schools. A boiler is a boiler and much of the labour costs for carrying out tests relate to providing a specialist to attend the premises. Obviously there are some reductions in that there are not the same number of portable electrical appliances and fire extinguishers etc. but they do not reduce costs greatly. In the final invoice you only pay for what is done, so small schools, like all schools only pay for work which is done.

Clusters

If schools work in genuine clusters sharing resources such as a business manager we are happy to discuss a reduction in the total management fee.

Further Information

DBE Services
1 Evolution Park
Haslingden Road
Blackburn
BB1 2FD

DBE Services have a dedicated officer Noel Curry who can be contacted to provide any further information; arrange a visit to your school; a cluster of schools or help answer any questions you may have.

Noel Curry Contact Details:

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