



North Lanarkshire Council



Employee Guidance

Claiming Overtime via mySelf

Facility Support Services

Cleaning & Catering (Only)

Developed By:

| Job Title | Name | Date | Version Approved |
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Version Control

| Version | Date Completed | Author | Description |
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| 1 | February 2021 | Fiona Farrell | V1 |
| 2 | January 2022 | Louise McNally | V2 |
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Overview

This Guidance Note will explain to you how to process overtime claims via mySelf.

If you need further support –

For staff live on myNL Portal - Please raise a [People Helpdesk General Enquiry](#) request form.

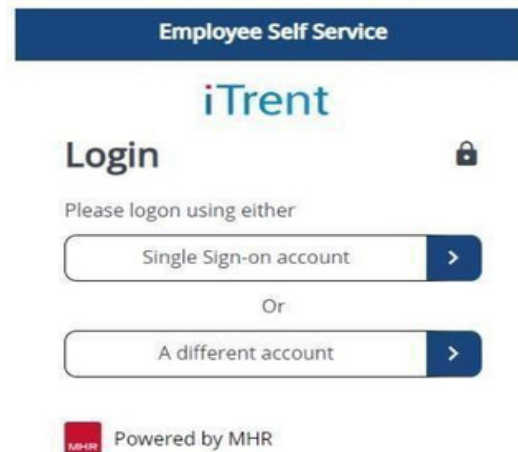
For staff not yet live - Please email ESC-HelpDeskTeam@northlan.gov.uk

Important - This particular process is only for additional hours worked in your current contracted role/post, i.e. same rate of pay.

Any alternate duty/hourly difference claims, i.e. claims paid at a higher/lower rate of pay, should be submitted via the “Alternate Duty Hourly Difference Claim Form”.

1. Logging In

Go to www.northlanarkshire.gov.uk/myself and log in.



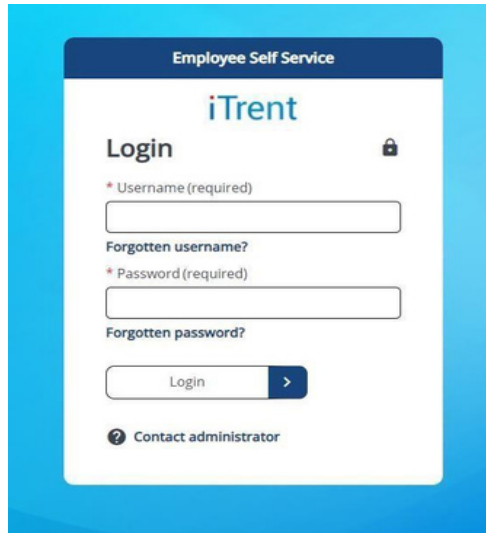
You will see 2 buttons – **Single Sign-on** and **A Different Account**

Single Sign-on

Only use single sign on if you have been instructed to do so. (For single sign-on users, login information can be found [here](#))

A different account

If you have not been instructed to use single sign-on, click on 'A different account' button to progress to the login screen.



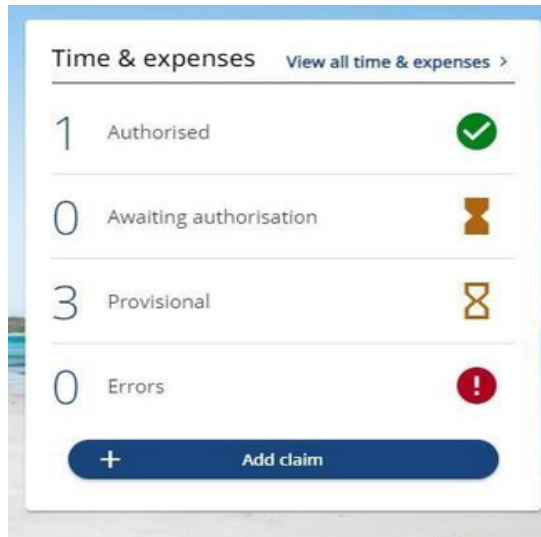
The screenshot shows the iTrent Employee Self Service login interface. It features a blue header with the text 'Employee Self Service' and the iTrent logo. Below the logo is a 'Login' section with a lock icon. There are two input fields: one for 'Username (required)' and one for 'Password (required)'. Each field has a 'Forgotten' link below it. A 'Login' button with a right-pointing arrow is positioned below the password field. At the bottom left, there is a 'Contact administrator' link with a question mark icon.

- Username – your Employee Number.
- Password – own password.

If you experience any difficulties, please click ‘Contact administrator’ for further guidance.

2. Processing a Claim

From the *“Time & Expenses”* window on your main Dashboard screen, select *“Add Claim”*:-



The screenshot displays the 'Time & expenses' dashboard. At the top, it says 'Time & expenses' with a link 'View all time & expenses >'. Below this is a summary table:

| Count | Status | Icon |
|-------|------------------------|----------------------|
| 1 | Authorised | Green checkmark |
| 0 | Awaiting authorisation | Hourglass |
| 3 | Provisional | Hourglass |
| 0 | Errors | Red exclamation mark |

At the bottom of the dashboard is a blue button with a white plus sign and the text 'Add claim'. A blue arrow points to this button from the right side of the image.

The below screen/fields will appear for completion as per below guidance:-

Time & Expenses claim entry: New

Start date (required)

Job title (required)

Please choose ▼

Claim template (required)

Please choose ▼

- **Start date** – enter/select the first date being claimed for overtime worked.
(Important - No future dated claims should be submitted, i.e. overtime worked must be fully completed prior to a claim being processed for authorisation)
- **Job title** – Please choose the relevant job in which you completed the overtime (if you have more than one contracted position).
(Important – if you are employed in more than one post, please ensure you select the correct post from the drop-down list available, as this will affect your rate of pay).
- **Claim Template** - Select **“NLC – Overtime Claim Form (FSS Catering/Cleaning Only)”**.
(Important – please ensure you select the correct template from the dropdown list available. If you select the wrong template, your Manager will not be able to authorise your claim.

Once all the above fields have been completed, select **“New”** (bottom right-hand side).

You will be directed to the **“Time & Expenses Claim Entry”** screen.

Please ensure you read the guidance/instructions provided on the screen carefully before completing your claim(s). Links are also available on the page on mySelf to provide further support if required.

Scroll down to the bottom of the page, where you will find the below overtime fields for completion, as per guidance/instructions provided on screen: -

| Element | Date | Reason for Claim | Start Time | Finish Time | Cost Code | Number of Hours | |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-----|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | + - |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | + - |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | + - |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | + - |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | + - |

0.00

Important – Any unpaid breaks should not be included in your claim.

Details regarding appropriate Element Codes, Reasons for Claims and Cost Centres are provided No’s 5, 6 & 7 of this Guidance Note for your information.

The “+/-” symbols at the end of each row can be used to delete a row (-), or to add an additional row (+), if required.

Once all fields have been completed, select “**Submit**” at the bottom of the screen.

You will then be directed to the following screen:-

Claim template
NLC - Overtime Claim Form (FSS Catering/Cleaning only)

Job title
Recruitment Senior Advisor

Time and expenses claim reference
FSSCC00001467


Payroll
0416FO

Start date
10/01/2022

Comments
By submitting this form you are certifying that;

- The amounts claimed were incurred whilst on Council business.
- The amounts claimed are in line with the scheme of allowances approved by the Council.

Authorising group



Password

+ Receipt attachments

Submit

- **Authorising Group** – select “AS – Enterprise & Communities – Facility Support Services” from the drop-down list available.
(Important – please ensure you select the correct Group. If you select the wrong Group, you will not be able to complete the next step in the process)
- **Authorising role** – please select the name of your Assistant Area Manager from the dropdown list available, who will be forwarded your overtime claim for authorisation.
(Important – please ensure you select the correct Manager. If you select the wrong Manager, this could cause a delay in your claim being authorised).

Prior to finalising your claim for authorisation, please enter your “mySelf” password as requested and select “Submit”.

Important - By entering your mySelf password, you are confirming all information you have entered is accurate, as well as agreeing to the rules and regulations associated with claiming overtime.

Once submitted, your claim will be sent directly to your Manager, via e-mail, for authorisation.

You will also be sent an e-mail confirming your claim has been sent to your Manager for authorisation.

You will then receive an e-mail notification from your Manager to confirm if your claim has been authorised or rejected.

Important – If you any queries regarding your overtime claim, please contact your Manager in the first instance.

3. Email alerts

Your claim will then go to your manager to be authorised. You will receive an email (please see below example) and your manager will also receive an email to notify them you have submitted an overtime claim.



OVERTIME & ALLOWANCES REQUEST - NEW



You have submitted an **Overtime** & Allowances claim which has been sent to the manager you have selected for authorisation.

You will be notified of the outcome in due course.



Mr Joe Bloggs

Reference: FSSCC00001472
Start date: 07/02/2022
Position: ████████████████████
(Position) - Occupant(s) Mr Joe Bloggs
Payroll: 0416FO

| Element | Type | Time/Units/Miles | Cash amount |
|----------------|-------|------------------|--------------|
| Overtime Plain | Units | 2 | 23.69 |
| Total | | | 23.69 |

These values are provisional. The final values will be shown on the payslip.


Need further support?: If you've requested this claim in error, please click [here](#) to log back into mySelf, and cancel the applicable claim.

You can also contact the ESC - People Help Desk Team by [email](#). Thank you.

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INVEST
VISIT

Once the claim has been actioned, you will receive an email letting you know this.

EMPLOYEES OVERTIME & ALLOWANCES REQUEST



Your amended Overtime & Allowances payment request, reference number MILNT00001063, has been **authorised** by your authorised signatory.

Did you know?: you'll find a wealth of employee info on [myNL](#).

If you need to login in to mySelf again, click [here](#).

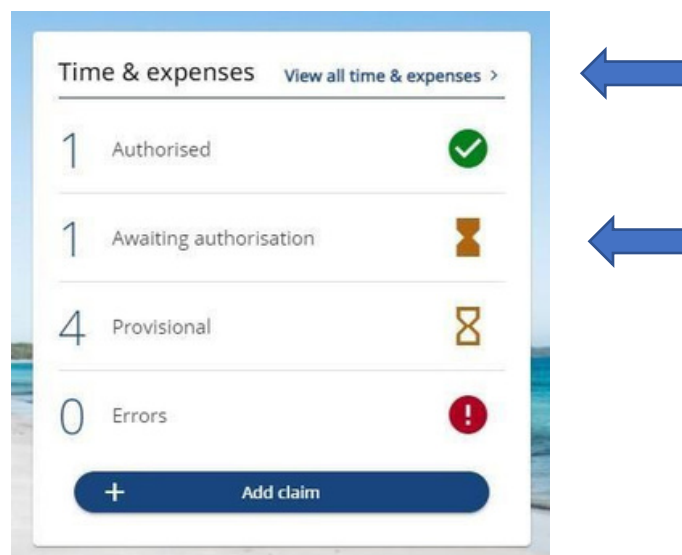
You can also contact the ESC - People Help Desk Team by [email](#).

Thank you.

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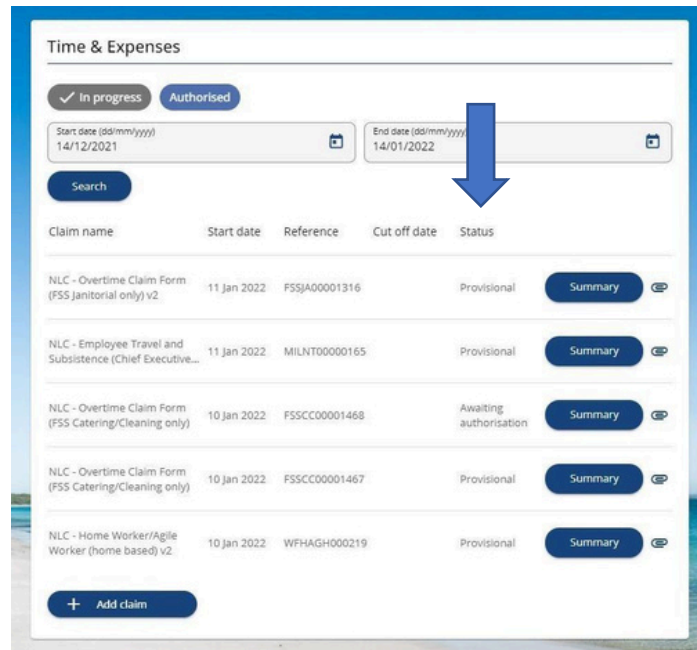
4. Cancelling/Amending a Claim

You can cancel/amend a claim that has already been submitted, providing the claim **has not been authorised by your Manager**. The status of your claim can be viewed in the “Time & Expenses” window of your main ‘Time & Expenses’ tab on your Dashboard. If your claim has not been authorised, this will be shown as **“Awaiting authorisation”**, as shown below:-



To view your claim, select **“View all time & expenses”** at the top of the window, as indicated above.

You will be directed to the below screen, which will detail all claims submitted and what status they are currently sitting at:-



Time & Expenses

In progress Authorised

Start date (dd/mm/yyyy) 14/12/2021 End date (dd/mm/yyyy) 14/01/2022

| Claim name | Start date | Reference | Cut off date | Status | |
|---|-------------|---------------|--------------|------------------------|---|
| NLC - Overtime Claim Form (FSS janitorial only) v2 | 11 Jan 2022 | FSSJA00001316 | | Provisional | <input type="button" value="Summary"/> <input type="button" value="⌵"/> |
| NLC - Employee Travel and Subsistence (Chief Executive... | 11 Jan 2022 | MILNT00000165 | | Provisional | <input type="button" value="Summary"/> <input type="button" value="⌵"/> |
| NLC - Overtime Claim Form (FSS Catering/Cleaning only) | 10 Jan 2022 | FSSCC00001468 | | Awaiting authorisation | <input type="button" value="Summary"/> <input type="button" value="⌵"/> |
| NLC - Overtime Claim Form (FSS Catering/Cleaning only) | 10 Jan 2022 | FSSCC00001467 | | Provisional | <input type="button" value="Summary"/> <input type="button" value="⌵"/> |
| NLC - Home Worker/Agile Worker (home based) v2 | 10 Jan 2022 | WFHAGH000219 | | Provisional | <input type="button" value="Summary"/> <input type="button" value="⌵"/> |

If you click on the claim **“Awaiting Authorisation”**, you will be taken back to the screen you originally processed the claim through, as per below (scroll down the screen to the bottom):-



| Element | Date | Reason for Claim | Start Time | Finish Time | Cost Code | Number of Hours | |
|-----------------|------------|------------------|------------|-------------|-----------|-----------------|-----|
| Overtime Double | 10/01/2022 | Desk | 09.00 | 12.00 | 95014 | 3.00 | + - |
| | | | | | | | + - |
| | | | | | | | + - |
| | | | | | | | + - |
| | | | | | | | + - |
| | | | | | | 3.00 | |

Click onto the claim, i.e. click into one of the fields you have already completed, then click **“Cancel”** at the bottom left of the screen, as indicated above.

The below screen will appear, with details of the claim you want to cancel.

To cancel, enter your **“mySelf”** password into the password field and click **“Cancel”**.

! By cancelling this claim any linked workflow tasks will also be cancelled.

Cancel time & expenses claim:

Claim template
NLC - Overtime Claim Form (FSS
Catering/Cleaning only)

Job title
Recruitment Senior Advisor

Time and expenses claim reference
FSSCC00001468

Payroll
0416FO

Start date
10/01/2022

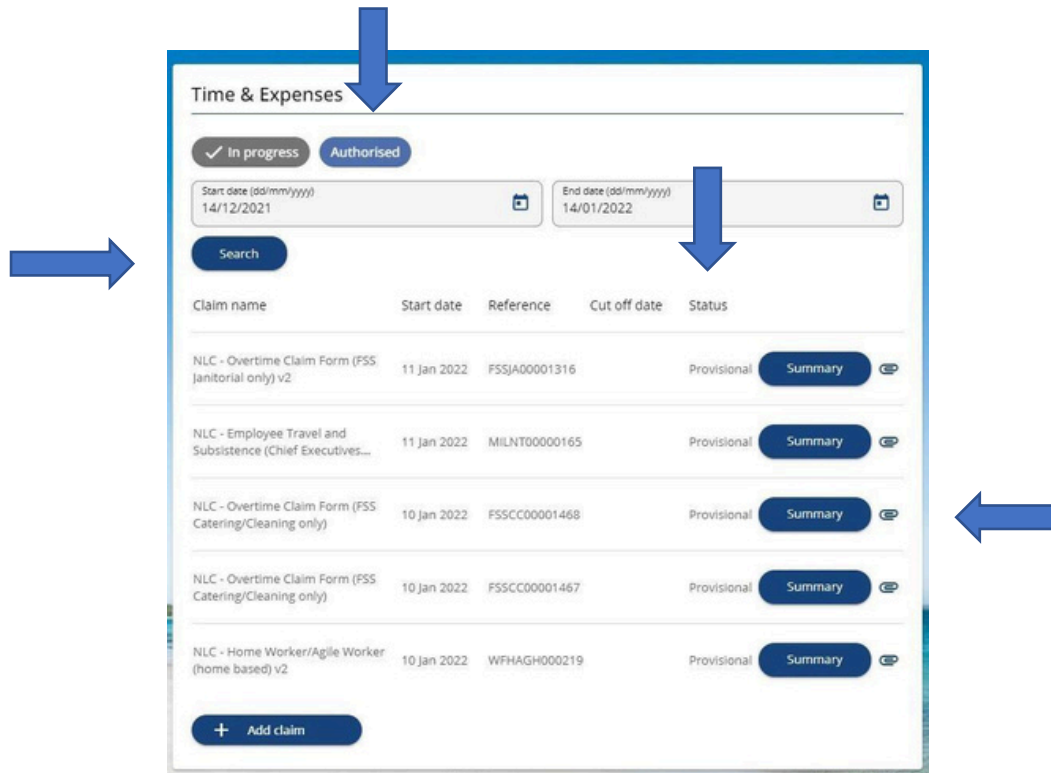
Password

The below screen will appear to confirm you want to cancel the claim. Click **“OK”**:-

ce0076de.webitrent.com says

Cancelling the timesheet approval process will return the timesheet to a provisional status. Do you want to continue?

The status of the claim will change from **“Awaiting authorisation”** to **“Provisional”** as indicated below:-



Time & Expenses

In progress **Authorised**

Start date (dd/mm/yyyy) 14/12/2021 End date (dd/mm/yyyy) 14/01/2022

Search

| Claim name | Start date | Reference | Cut off date | Status |
|--|-------------|---------------|--------------|-------------------------------------|
| NLC - Overtime Claim Form (FSS Janitorial only) v2 | 11 Jan 2022 | FSSJA00001316 | | Provisional Summary |
| NLC - Employee Travel and Subsistence (Chief Executives... | 11 Jan 2022 | MILNT00000165 | | Provisional Summary |
| NLC - Overtime Claim Form (FSS Catering/Cleaning only) | 10 Jan 2022 | FSSCC00001468 | | Provisional Summary |
| NLC - Overtime Claim Form (FSS Catering/Cleaning only) | 10 Jan 2022 | FSSCC00001467 | | Provisional Summary |
| NLC - Home Worker/Agile Worker (home based) v2 | 10 Jan 2022 | WFHAGH000219 | | Provisional Summary |

+ Add claim

If the claim has not to be resubmitted, no further action will be required.

If the claim must be amended, click on the relevant **“Provisional”** claim, and amend as necessary and resubmit for authorisation.

5. Reviewing Authorised Claims

Once a claim has been authorised, it will no longer be visible within the above **“In Progress”** **“Time and Expenses”** screen.

To view previously authorised claims, click the **“Authorised”** Tab at the top of the screen, as indicated above.

6. Element Codes

| Element Name | Element Code | Criteria |
|-----------------------------------|--------------|--|
| Additional Basic | 320 | Single time paid for hours worked below 35 in the current week. |
| Contaminated Cells | 307 | £9.22 will be paid for each unit claimed. |
| Non Core Hours OT | 028 | 15% of hourly rate paid out on overtime hours up to midnight and also hours worked prior to 7am provided 5 hours in current week have been worked out with core times. |
| Overtime Double | 015 | Double time paid for hours worked over 37 in the current week on a <u>Sunday only</u> . |
| Overtime Plain | 012 | Single time paid for hours between 35 -37 in a current week. |
| Overtime Time & 1/2 | 003 | Time & 1/2 paid for hours after 37 hours in the current week for any days <u>except on a Sunday</u> . |
| Public Holiday Double Enhancement | 027 | Used if it has been agreed you will receive treble time for hours worked on a public holiday. |
| Public Holiday Plain | 025 | Used if it has been agreed you will receive double time for hours worked on a public holiday. |

7. Reasons for Claiming Overtime

The below are some examples of reasons for claiming overtime. If the reason for your claim is not listed, please input an alternative reason within the appropriate field on the claim form for consideration:-

- Covering staff isolation
- Staff rotation/isolation
- Covering Hub
- Training



- Vacancy
- Covering Annual Leave
- Upgrade
- Covering Sickness

8. Cost Centres

Please see below a list of Cost Centres for your Service.

When entering a Cost Centre, you must ensure that any letters are entered in **UPPER CASE**, otherwise your claim will be rejected at payment stage. You must also select the correct Cost Centre for the premise the overtime has been worked in to allow the claim to be authorised and processed for payment:-

| <u>Premise</u> | <u>Area 1</u> | |
|--|--------------------|---|
| | <u>Cost Centre</u> | <u>Premise</u> |
| Abronhill Primary School - Catering | 90110 | Eastfield Primary School - Catering |
| Abronhill Primary School - Cleaning | 81056 | Eastfield Primary School - Cleaning |
| Amey Blairlinn Depot - Cleaning | 81627 | Fleming House - Cleaning |
| Auchengeich SHC - Cleaning | C1521 | Glencryan School - Catering |
| Baird Memorial Primary School - Catering | 90111 | Glencryan School - Cleaning |
| Baird Memorial Primary School - Cleaning | 81065 | Glencryan School Bistro - Cleaning |
| Balmalloch Primary School - Catering | 90103 | Greenfaulds High School - Catering |
| Balmalloch Primary School - Cleaning | 81254 | Greenfaulds High School - Cleaning |
| Banton Primary School - Catering | 90107 | Ground Maintenance Depot Kilsyth - Cleaning |
| Bron Way (Council Off) - Cleaning | 81324 | Holy Cross Primary School - Catering |
| Carbrain Primary School - Catering | 90112 | Holy Cross Primary School - Cleaning |
| Carbrain Primary School - Cleaning | 81053 | Kildrum Primary School - Catering |
| Chapelgreen Primary School - Catering | 90108 | Kildrum Primary School - Cleaning |
| Condoratt Primary School - Catering | 90113 | Kilsyth 1st Stop Shop - Cleaning |



| | | | |
|---|-------|---|-------|
| Cumbernauld & St Andrews Primary School - Cleaning | 81661 | Kilsyth Primary School - Catering | 90106 |
| Cumbernauld 1st Stop Shop - Cleaning | 81920 | Kilsyth Primary School - Cleaning | 81253 |
| Cumbernauld Academy - Catering | 90273 | Larch Grove S.H. Hall - Cleaning | C1525 |
| Cumbernauld Academy - Cleaning | 81460 | Main St Children's House - Catering | 90708 |
| Cumbernauld Integrated Day Care Services - Catering | 90713 | Main St Children's House - Cleaning | C1432 |
| Cumbernauld Integrated Day Care Services - Cleaning | 81325 | Our Lady's High School Cumbernauld - Catering | 90275 |
| Cumbernauld Locality Base - Cleaning | 81791 | Our Lady's High School Cumbernauld - Cleaning | 81463 |
| Condoratt Primary School - Cleaning | 81063 | Kilsyth Academy - Catering | 90271 |
| Cumbernauld & St Andrews Primary School - Catering | 90114 | Kilsyth Academy - Cleaning | 81439 |

(Contd)

| <u>Premise</u> | <u>Cost Centre</u> | <u>Premise</u> | <u>Cost Centre</u> |
|--------------------------------------|------------------------|---|------------------------|
| Palacerigg Country Park - Cleaning | 81402 | St Maurice High School Sports - Cleaning | 81899 |
| Pirnie Place SHU Comm Rm - Cleaning | C1523 | St Maurice's High School - Catering | 90276 |
| Rannoch Court Ex Warden - Cleaning | 81792 | St Maurice's High School - Cleaning | 81464 |
| Ravenswood Primary School - Catering | 90119 | St Patrick's Primary School PPP Kilsyth - Catering | 95008 |
| Ravenswood Primary School - Cleaning | 81064 | St Patrick's Primary School PPP Kilsyth - Cleaning | 81703 |
| Redburn School - Catering | 90652 | Wardpark Cleansing Depot - Cleaning | 81329 |
| Redburn School - Cleaning | 81583 | Westfield Int Day Care - Cleaning | 81910 |
| Roadside Hall - Cleaning | 81911 | Westfield Primary School - Catering | 90126 |
| St Helen's Primary School - Catering | 90121 | Westfield Primary School - Cleaning | 81066 |
| St Helen's Primary School - Cleaning | 81061 | Whitelees Primary School - Catering | 90125 |
| St Lucy's Primary School - Catering | 90123 | Whitelees Primary School - Cleaning | 81059 |
| St Lucy's Primary School - Cleaning | 81057 | Woodlands Primary School - Catering | 90118 |
| St Margaret of Scotland - Catering | 90122 | Woodlands Primary School - Cleaning | 81062 |
| St Margaret of Scotland - Cleaning | 81080 | | |



| <u>Premise</u> | | <u>Cost Centre</u> | <u>Cost</u> |
|--|---------------------------|--|-------------|
| | Area 2 | | |
| <u>Premise</u> | <u>Cost Centre</u> | <u>Premise</u> | <u>Cost</u> |
| Afton Gardens S.H.U. - Cleaning | C1514 | Chryston Primary School - Catering | 90129 |
| Auchinloch Primary School - Catering | 90109 | Chryston Primary School - Cleaning | 81042 |
| Barrowfield SHU - Cleaning | 81421 | Coatbridge High School - PPP - Catering | 95017 |
| Buchanan Centre - Cleaning | 81894 | Coatbridge High School - PPP - Cleaning | 81740 |
| Buchanan Street Children's Unit - Catering | 90702 | Coatbridge Locality - Cleaning | 81282 |
| Buchanan Street Children's Unit - Cleaning | C1415 | Community Alternatives - Catering | 90742 |
| Carnbroe Primary School - Catering | 90184 | Drumpark/Greenhill Primary School - Catering | 90197 |
| Carnbroe Primary School - Cleaning | 81122 | Drumpark/Greenhill Primary School - Cleaning | 81112 |
| Chryston High School - Catering | 90277 | Dundyvan S.H.U. - Cleaning | C1510 |
| Chryston High School - Cleaning | 81459 | East Stewart Day Centre - Catering | 90768 |
| | Area 2 | | |
| | <u>Cost Centre</u> | | |
| | <u>Premise</u> | | |



| <u>Premise</u> | <u>Cost Centre</u> | <u>Premise</u> | <u>Cost Centre</u> |
|------------------------------------|------------------------|------------------------------------|------------------------|
| Gartcosh Primary School - Catering | 90133 | Sikeside Primary School - Cleaning | 81217 |



| <u>Premise</u> | <u>Cost Centre</u> | <u>Premise</u> | <u>Cost Centre</u> |
|-------------------------------------|------------------------|---|------------------------|
| Gartcosh Primary School - Cleaning | 81043 | Souterhouse Cleansing - Cleaning | 81352 |
| Glenmanor Primary School - Catering | 90130 | St Ambrose/Buchanan High School - Catering | 90291 |



| <u>Premise</u> | <u>Cost Centre</u> | <u>Premise</u> | <u>Cost Centre</u> |
|--|--------------------|---|--------------------|
| Glenmanor Primary School - Cleaning | 81046 | St Ambrose/Buchanan High School - Cleaning | 81479 |
| Grounds Maintenance Depot: Coatbridge - Cleaning | 81904 | St Andrews High School - PPP - Catering | 95005 |
| James Dempsey Court SHU - Cleaning | 81422 | St Andrews High School - PPP - Cleaning | 81692 |
| James Dempsey Gardens SHU - Cleaning | C1509 | St Augustine Primary School - Catering | 90188 |
| Kirkshaws Primary School - Catering | 90185 | St Augustine Primary School - Cleaning | 81116 |
| Kirkshaws Primary School - Cleaning | 81123 | St Barbara's Primary School - Catering | 90131 |
| Langloan Primary School - Catering | 90198 | St Barbara's Primary School - Cleaning | 81044 |
| Langloan Primary School - Cleaning | 81111 | St Bartholomew's Primary School - Catering | 90200 |
| Mears Group PLC Southerhouse - Cleaning | 81633 | St Bartholomew's Primary School - Cleaning | 81108 |
| Merrystone House - Cleaning | 81612 | St Joseph's Primary School - Catering | 90102 |
| Moodiesburn 1st Stop Shop - Cleaning | 81337 | St Joseph's Primary School - Cleaning | 81050 |
| Municipal Buildings - Cleaning | 81347 | St Mary's Primary School Coatbridge - Catering | 90191 |
| Our Lady & St Joseph Primary School Glenboig - PPP - Catering | 95014 | St Mary's Primary School Coatbridge - Cleaning | 81118 |
| Our Lady & St Joseph Primary School Glenboig - PPP - Cleaning | 81709 | St Michael's Primary School - Catering | 90132 |



| <u>Premise</u> | <u>Cost Centre</u> | <u>Premise</u> | <u>Cost Centre</u> |
|---|------------------------|--|------------------------|
| Pentland School - Catering | | 90251 St Michael's Primary School - Cleaning | 81045 |
| Police - Divisional HQ Coatbridge - Cleaning | | St Patricks Prim School Coatbridge - 81928 Catering | 90192 |



| <u>Premise</u> | <u>Cost Centre</u> | <u>Premise</u> | <u>Cost Centre</u> |
|------------------------------------|--------------------|---|--------------------|
| Portland High School - Catering | 90252 | St Patricks Prim School Coatbridge - Cleaning | 81119 |
| Portland High School - Cleaning | 81198 | St Stephens Primary School - Catering | 90193 |
| Rosehall SHU - Cleaning | 81426 | St Stephens Primary School - Cleaning | 81218 |
| Routes to Work - Cleaning | 81412 | St Timothy's Primary School - PPP - Catering | 95001 |
| Sikeside Primary School - Catering | 90187 | St Timothy's Primary School - PPP - Cleaning | 81683 |

Area 2

| <u>Premise</u> | <u>Cost Centre</u> | <u>Premise</u> | <u>Cost Centre</u> |
|--|--------------------|------------------------------------|--------------------|
| Stepps Primary School & CC PPP - Catering | 95011 | Townhead Primary School - Catering | 90202 |
| Stepps Primary School & CC PPP - Cleaning | 81707 | Townhead Primary School - Cleaning | 81109 |
| Sunnyside S.H.U. - Cleaning | C1511 | Willowbank School - Catering | 90258 |
| Town Centre Activities Control Unit - Cleaning | 81908 | | |

Area 3

| <u>Premise</u> | <u>Cost Centre</u> | <u>Premise</u> | <u>Cost Centre</u> |
|----------------|--------------------|----------------|--------------------|
|----------------|--------------------|----------------|--------------------|



Premise

Cost
Centre



| <u>Premise</u> | <u>Cost Centre</u> | <u>Premise</u> | <u>Cost Centre</u> |
|----------------------------------|------------------------|--------------------------------------|------------------------|
| Addiction Advisory - Cleaning | 81914 | Central Park Depot - Cleaning | 81619 |
| Airdrie Academy - PPP - Catering | 95006 | Chapelside Primary School - Catering | 90205 |
| Airdrie Academy - PPP - Cleaning | 81691 | Chapelside Primary School - Cleaning | 81140 |



| <u>Premise</u> | <u>Cost Centre</u> | <u>Premise</u> | <u>Cost Centre</u> |
|--|--------------------|---|--------------------|
| Airdrie Area Housing - Cleaning | 81656 | Children Carers Centre - Cleaning | 81888 |
| Airdrie Business Centre - Cleaning | 81687 | Christ the King Primary School - Catering | 90143 |
| Airdrie Finance - Cleaning | 81344 | Christ the King Primary School - Cleaning | 81172 |
| Airdrie Integrated Day Care Centre - Catering | 90786 | Clarkston Primary School - PPP - Catering | 95018 |
| Airdrie Integrated Day Care Centre - Cleaning | 81410 | Clarkston Primary School - PPP - Cleaning | 81739 |
| Airdrie Locality - Cleaning | 81288 | Coats House - Cleaning | 81261 |
| All Saints & Rochsolloch Primary School - Catering | 90218 | Corpus Christi Primary School - Catering | 90221 |
| All Saints & Rochsolloch Primary School - Cleaning | 81179 | Corpus Christi Primary School - Cleaning | 81146 |
| Brannock High School - Catering | 90279 | Forrest St Children's Home - Catering | 90705 |
| Brannock High School - Cleaning | 81495 | Forrest St Children's Home - Cleaning | C1407 |
| Calderbank Primary School - Catering | 90219 | Gartlea Gardens S.H.U. - Cleaning | C1504 |
| Caldervale High School - Catering | 90295 | Glengowan/St Mary's Primary School - Catering | 90207 |
| Caldervale High School - Cleaning | 81485 | Glengowan/St Mary's Primary School - Cleaning | 81681 |
| Caldervale High School ICT Unit - Cleaning | 81672 | Glenmavis S.H.U. - Cleaning | C1505 |



| <u>Premise</u> | | | <u>Cost Centre</u> |
|---------------------------------------|------------------------|---|------------------------|
| | Area 3 | | |
| <u>Premise</u> | <u>Cost Centre</u> | <u>Premise</u> | <u>Cost Centre</u> |
| Golfhill Primary School - Catering | 90208 | Pinnacle Computing (Support) LTD - Catering | C1003 |
| Golfhill Primary School - Cleaning | 81141 | Police Station - Airdrie - Cleaning | 81933 |
| Greengairs Primary School - Catering | 90222 | Psychological Services (within Victoria PS) - Cleaning | 81416 |
| Hilltop Primary School - Catering | 90238 | Registrar's Off Airdrie - Cleaning | 81208 |
| Hilltop Primary School - Cleaning | 81941 | Richard Stewart Nursery - Cleaning | C1348 |
| Holytown Primary School - Catering | 90144 | Routes to Work - Cleaning | 81938 |
| Holytown Primary School - Cleaning | 81171 | St Aloysius/Chapelhall Primary School - PPP - Catering | 95004 |
| John Smith Court S.H.U. - Cleaning | C1506 | St Aloysius/Chapelhall Primary School - PPP - Cleaning | 81688 |
| Keir Hardie Primary School - Catering | 90145 | St Andrews Primary School - Catering | 90211 |
| Keir Hardie Primary School - Cleaning | 81175 | St Andrews Primary School - Cleaning | 81139 |
| Golfhill Primary School - Catering | 90208 | St David's & Plains Primary School PPP - Catering | 95012 |
| Lady Anne Depot - Cleaning | 81340 | St David's & Plains Primary School PPP - Cleaning | 81706 |
| Laurel Gardens S.H.U. - Cleaning | C1501 | St Dominic's Primary School - Catering | 90213 |



| <u>Premise</u> | <u>Cost Centre</u> <u>Premise</u> | <u>Cost Centre</u> |
|--|--|------------------------|
| Mavisbank School - Catering | 90656 St Dominic's Primary School - Cleaning | 81130 |
| Mavisbank School - Cleaning | 81594 St Margaret's High School - Catering | 90296 |
| McGinley Support Services (Infrastructure) - Cleaning | 81415 St Margaret's High School - Cleaning | 81484 |



| <u>Premise</u> | <u>Cost Centre</u> | <u>Premise</u> | <u>Cost Centre</u> |
|---|------------------------|---|------------------------|
| Meadowside Gardens - Cleaning | 81411 | St Margaret's High School Sports Barn - Cleaning | 81496 |
| Lady Anne Depot - Cleaning | 81340 | St Serfs Primary School - Catering | 90215 |
| New Monkland Primary School - Catering | 90234 | St Serfs Primary School - Cleaning | 81142 |
| New Monkland Primary School - Cleaning | 81132 | St Teresa's Primary School - Catering | 90141 |
| Newarthill Primary School - Catering | 90156 | St Teresa's Primary School - Cleaning | 81177 |
| Newarthill Primary School - Cleaning | 81176 | Taylor High School - Catering | 90282 |
| One Wellwynd - Cleaning | C1508 | Taylor High School - Cleaning | 81494 |
| New Monkland Primary School - Catering | | Tollbrae/St Edwards Primary School - | |



| <u>Premise</u> | <u>Cost Centre</u> | <u>Premise</u> | <u>Cost Centre</u> |
|--|------------------------|--|------------------------|
| | 90234 | Catering | 90239 |
| Our Lady & St Francis Primary School - Catering | | Tollbrae/St Edwards Primary School - 90157 Cleaning | 81942 |
| Our Lady & St Francis Primary School - Cleaning | | 81178 Victoria Gardens S.H.U. - Cleaning | C1507 |



| <u>Premise</u> | | | <u>Cost Centre</u> |
|--|--------------------|---------------------------------------|--------------------|
| Area 3 | | | |
| <u>Premise</u> | <u>Cost Centre</u> | <u>Premise</u> | <u>Cost Centre</u> |
| Victoria Primary School - Catering | 90226 | Wellwynd S.H.U. - Cleaning | C1508 |
| Victoria Primary School - Cleaning | 81138 | | |
| Area 4 | | | |
| <u>Premise</u> | <u>Cost Centre</u> | <u>Premise</u> | <u>Cost Centre</u> |
| Aitkenhead Primary School - Catering | 90140 | Fallside School - Catering | 90255 |
| Aitkenhead Primary School - Cleaning | 81183 | Fallside School - Cleaning | 81197 |
| Amey Bargeddie Depot - Cleaning | 81628 | Fort St Children's Home - Catering | 90707 |
| Bellshill 1st Stop Shop - Cleaning | 81361 | Fort St Children's Home - Cleaning | C1433 |
| Bellshill Academy School - Catering | 90286 | Grounds Maintenance Off - Cleaning | 81631 |
| Bellshill Academy School - Cleaning | 81493 | Health Management - Cleaning | 81922 |
| Braidhurst High School - Catering | 90278 | Holy Family Primary School - Catering | 90182 |
| Braidhurst High School - Cleaning | 81489 | Holy Family Primary School - Cleaning | 81170 |
| Braidhurst HS Sports Cmp - Cleaning | 81497 | Hosp Suite Card Newman - Cleaning | 81696 |
| Braidhurst Playbarn - Cleaning | 81991 | Jubilee Court SHU - Cleaning | C1256 |
| Cardinal Newman High School – Catering | 90287 | Kew Gardens S.H.U - Cleaning | C1524 |
| Cardinal Newman High School – Cleaning | 81492 | Ladywell Primary School - Catering | 90154 |
| Cathedral/Firpark Primary School – | | | |



| <u>Premise</u> | <u>Cost Centre</u> | <u>Premise</u> | <u>Cost Centre</u> |
|--|--------------------|--|--------------------|
| Catering | 90142 | Ladywell Primary School - Cleaning | 81149 |
| Cathedral/Firpark Primary School – Cleaning | 81909 | Lanarkshire Justice Throughcare - Cleaning | 81291 |
| Central Park Ex Warden - Cleaning | 81651 | Lanarkshire Links - Cleaning | 81722 |
| Child & Family Annex - Cleaning | 81944 | Lawmuir Primary School - Catering | 90178 |
| Clay Road S.H.U - Cleaning | C1517 | Lawmuir Primary School - Cleaning | 81167 |
| Cleansing Depot Motherwell – Cleaning | 81608 | Logan's Primary School - Catering | 90146 |
| Clydeview School - Catering | 90256 | Logan's Primary School - Cleaning | 81154 |
| Dalziel High School - Catering | 90280 | Main Street Project - Cleaning | 81298 |
| Dalziel High School - Cleaning | 81487 | Mossend Primary School - Catering | 90179 |
| EGASD - Cleaning | 81650 | Mossend Primary School - Cleaning | 81169 |
| Engie Offices - Cleaning | C1003 | Motherwell Integrated Day Services - Catering | 90760 |
| Env Services - Cleansing - Cleaning | 81905 | Motherwell Integrated Day Services - Cleaning | 81921 |
| Env Services - Transport - Cleaning | 81306 | Muir St Primary School - Catering | 90147 |
| Environmental Services - Transport 2 - Cleaning | 81645 | Muir St Primary School - Cleaning | 81153 |

(Contd)

| <u>Premise</u> | Area 4 | | <u>Cost Centre</u> |
|--|--------------------|--|--------------------|
| | <u>Cost Centre</u> | <u>Premise</u> | |
| Muirpark HFE - Catering | 90774 | St Bernard's Primary School - Cleaning | 81125 |
| Muirpark HFE - Cleaning | C1425 | St Gerard's Primary School - Catering | 90181 |
| New Stevenston/St Patricks Primary School - PPP - Catering | 95003 | St Gerard's Primary School - Cleaning | 81164 |
| New Stevenston/St Patricks Primary School - PPP - Cleaning | 81689 | St James Court S.H.U. - Cleaning | C1513 |
| Noble Primary School - Catering | 90180 | St Kevin's & Bargeddie Primary School - PPP - Catering | 95013 |
| Noble Primary School - Cleaning | 81165 | St Kevin's & Bargeddie Primary School - PPP - Cleaning | 81708 |
| Old Monkland Primary School - Catering | 90199 | St Monica's Primary School - Catering | 90201 |
| Old Monkland Primary School - Cleaning | 81113 | St Monica's Primary School - Cleaning | 81114 |
| Police Office Bellshill - Cleaning | 81930 | St. John Paul II Primary School - PPP - Catering | 95000 |
| Routes to Work - Cleaning | 81937 | St. John Paul II Primary School - PPP - Cleaning | 81682 |



Employee Service Centre

Premise

Cost Centre

Premise

Cost Centre

Sacred Heart Primary School - Catering 90183

Stewarton House - Catering

90747



| <u>Premise</u> | <u>Cost Centre</u> | <u>Premise</u> | <u>Cost Centre</u> |
|--|------------------------|--|------------------------|
| Sacred Heart Primary School - Cleaning | 81168 | Tannochside Primary School - PPP - Catering | 95002 |
| Scott House - Cleaning | 81297 | Tannochside Primary School - PPP - Cleaning | 81690 |
| Shawhead Primary School - Catering | 90203 | The Dalziel Building - Cleaning | 81716 |



| <u>Premise</u> | <u>Cost Centre</u> | <u>Premise</u> | <u>Cost Centre</u> |
|--|------------------------|---------------------------------------|------------------------|
| Sir John Mann Bungalow - Cleaning | 81892 | Unison LG - Cleaning | 81724 |
| Sir John Mann Day Care Centre - Catering | 90767 | Unitas Road S.H.U. - Cleaning | C1515 |
| Sir John Mann Day Care Centre - Cleaning | 81622 | Unitas Road Wardens Office - Cleaning | 81679 |
| Skills Academy (Bellshill Academy) - Cleaning | 81409 | Vickers Street S.H.U. - Cleaning | C1518 |
| St Bernadette's Primary School - Catering | 90149 | Viewpark 1st Stop Shop - Cleaning | 81363 |
| St Bernadette's Primary School - Cleaning | 81155 | West End Drive S.H.U. - Cleaning | C1516 |
| St Bernard's Primary School - Catering | 90189 | Woodlands S.H. Hall - Cleaning | 81924 |

Area 5

| | <u>Cost Centre</u> | <u>Premise</u> | |
|--|------------------------|------------------------------------|-------|
| Alexander Pedan Primary School - Catering | 90228 | Dykehead Primary School - Catering | 90227 |
| Alexander Pedan Primary School - Cleaning | 81610 | Dykehead Primary School - Cleaning | 81227 |
| Allanton Primary School - Catering | 90231 | Edward Lawson Centre - Cleaning | 81266 |
| Allanton Primary School - Cleaning | 81245 | Firpark School - Catering | 90655 |



| <u>Centre</u> | <u>Premise</u> | <u>Cost</u> |
|----------------------------|---------------------------------|-------------|
| Allershaw Tower - Cleaning | 81674 Firpark School - Cleaning | 81596 |



| <u>Centre</u> | | <u>Premise</u> | <u>Cost</u> |
|-------------------------------------|-------|------------------------------------|-------------|
| Berryhill Primary School - Catering | 90160 | Forgewood Nursey Annexe - Cleaning | 81224 |



| <u>Centre</u> | | <u>Premise</u> | <u>Cost</u> |
|--|-------|--|-------------|
| Berryhill Primary School - Cleaning | 81229 | Glencairn Primary School - Catering | 90152 |
| Bothwellpark High School - Catering | 90254 | Glencairn Primary School - Cleaning | 81156 |
| Calderbridge Primary School - Catering | 90235 | Grounds Maintenance Depot Netherton 2 - Cleaning | 81503 |
| Calderbridge Primary School - Cleaning | 81231 | Grounds Maintenance Depot: Bonkle - Cleaning | 81407 |
| Calderhead High School - Catering | 90299 | Grounds Maintenance Depot: Netherton 1 - Cleaning | 81913 |
| Calderhead High School - Cleaning | 81389 | Health & Social Care - Cleaning | 81413 |
| Cambusnethan Cemetery Office - Cleaning | 81384 | Joint Equipment Store - Cleaning | 81647 |
| Cambusnethan Children's Home - Catering | 90706 | Kerr Grieve Court - Cleaning | 81644 |
| Cambusnethan Children's Home - Cleaning | C1431 | Kirk O Shotts Primary School - Catering | 90229 |
| Cambusnethan Primary School - Catering | 95009 | Knowetop Primary School - Catering | 90153 |
| Cambusnethan Primary School - Cleaning | 81705 | Knowetop Primary School - Cleaning | 81150 |
| Civic Centre - Cleaning | 81367 | Lorne Gardens S.H.U. - Cleaning | C1502 |



| <u>Centre</u> | | <u>Premise</u> | |
|--|-------|---|-------|
| Cleland Primary School - Catering | 90151 | Morningside Primary School - Catering | 90171 |
| Clyde Valley Joint Campus 2016 - Catering | 90283 | Morningside Primary School - Cleaning | 81243 |
| Clyde Valley Joint Campus 2016 - Cleaning | 81387 | Motherwell Police Communications Complex - Cleaning | 81936 |
| Coltness High School - Catering | 90284 | Muirhouse Primary School - Catering | 90155 |
| Coltness High School - Cleaning | 81386 | Muirhouse Primary School - Cleaning | 81157 |
| Comm Ed Office: Newmains - Cleaning | | Netherton Primary School - Catering | 90172 |
| Cook Freeze Unit - Catering | 90233 | Netherton Primary School - Cleaning | 81238 |
| Craigneuk Day Centre - Cleaning | 81573 | New 7 Day Centre - Cleaning | 81923 |
| Divisional Headquarters Motherwell Police - Cleaning | 81929 | Newmains Nursery Centre - Cleaning | 81311 |

Area 5

Cost

Centre Premise

| | | | |
|------------------------------------|-------|--|-------|
| Newmains Nursery Centre - Cleaning | 81311 | St Brendan's Primary School - Catering | 90176 |
| Newmains Primary School - Catering | 90173 | St Brendan's Primary School - Cleaning | 81191 |
| Newmains Primary School - Cleaning | 81244 | St Brigid's Primary School - Catering | 90166 |
| Nithsdale S.H.U. - Cleaning | C1503 | St Brigid's Primary School - Cleaning | 81242 |
| NL Industries - Cleaning | 81926 | St Ignatius/Wishaw Academy Primary School - PPP - Catering | 95010 |



| <u>Centre</u> | | <u>Premise</u> | <u>Cost</u> |
|--|-------|--|-------------|
| Ochil Street S.H.U. - Cleaning | 81394 | St Ignatius/Wishaw Academy Primary School - PPP - Cleaning | 81704 |
| Our Lady's High School Motherwell - Catering | 90281 | St Mary's Primary School - Catering | 90159 |
| Our Lady's High School Motherwell - Cleaning | 81490 | St Mary's Primary School - Cleaning | 81158 |
| Pather Sheltered Housing Unit - Cleaning | 81395 | St Patrick's Primary School - Shotts - Catering | 90230 |
| Phyliss Jane/Dimsdale SHU - Cleaning | C1519 | St Patrick's Primary School - Shotts - Cleaning | 81248 |
| Police - Wishaw - Cleaning | 81931 | St Thomas Primary School - Catering | 90168 |
| Police Station - Shotts - Cleaning | 81932 | St Thomas Primary School - Cleaning | 81239 |
| Public Convenience: Motherwell - Cleaning | C1481 | Stane Primary School - Catering | 90232 |
| Routes to Work - Cleaning | 81939 | Stane Primary School - Cleaning | 81246 |
| Shotts 1st Stop Shop - Cleaning | 81359 | Strathclyde Park - Cleaning | 81320 |
| Shotts Int Day Service - Cleaning | 81317 | Thornlie Primary School - Catering | 90169 |
| Skills Development - Cleaning | 81418 | Thornlie Primary School - Cleaning | 81240 |
| St Aidan's High School - Catering | 90285 | Walker Profiles - Cleaning | 81379 |
| St Aidan's High School - Cleaning | 81385 | WestMARC NHS - Cleaning | 81417 |
| St Aidan's Primary School - Catering | 90165 | Wishaw AT Kings House - Cleaning | 81206 |



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|--------------------------------------|-------|
| St Aidan's Primary School - Cleaning | 81234 |
|--------------------------------------|-------|