



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	Document Name	Description	Approver	Date
V.1			Fiona Farrell	February 2021
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Document Owner(s):

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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.

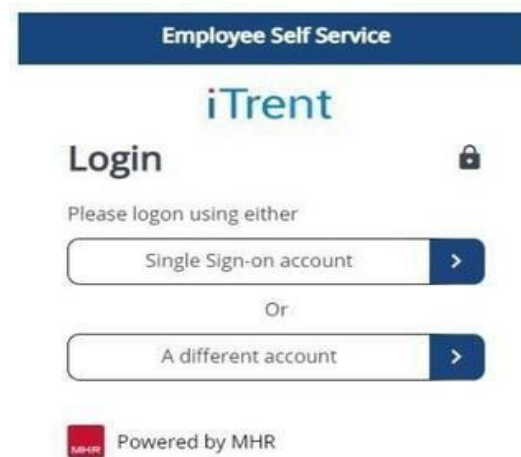
For staff not yet live - Please email ESC-HelpDeskTeam@northlan.gov.uk

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.



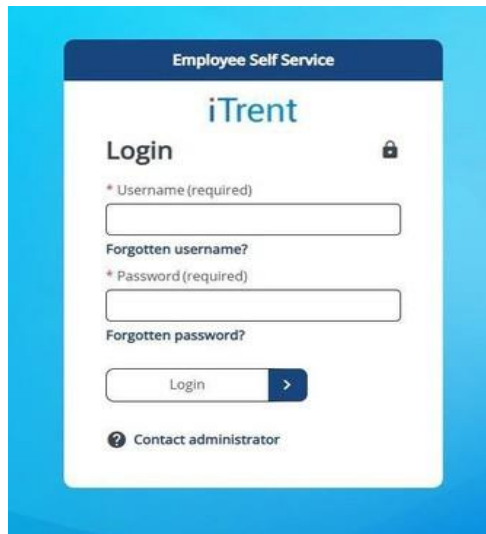
You will see 2 buttons – **Single Sign-on** and **A Different Account**

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.



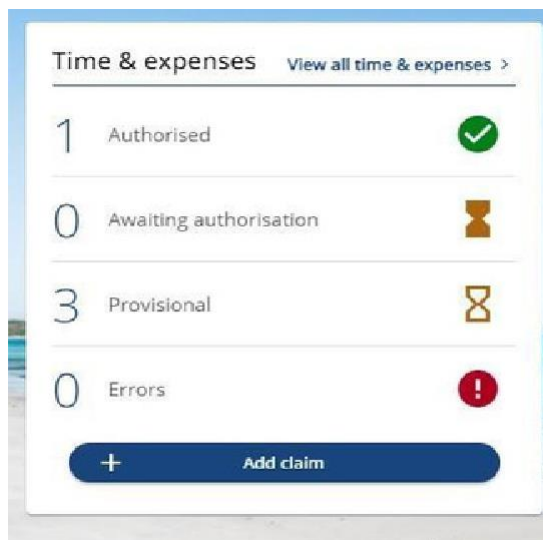
The screenshot shows the 'Employee Self Service' login page for iTrent. It features a 'Login' section with fields for 'Username (required)' and 'Password (required)', each with a 'Forgotten' link. A 'Login' button with a right arrow is present, along with a 'Contact administrator' link at the bottom.

- 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 shows the 'Time & expenses' dashboard. It displays a summary of claim statuses: 1 Authorised (green checkmark), 0 Awaiting authorisation (orange hourglass), 3 Provisional (orange hourglass), and 0 Errors (red exclamation mark). At the bottom, there is a blue button with a plus sign and the text 'Add claim'.






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

Time & Expenses claim entry: New

Start date (required)



Job title (required)

▼

Claim template (required)

▼

- **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: XXXXXXXXXX
(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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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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WORK
INVEST
VISIT

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:-

Time & expenses [View all time & expenses >](#)

1	Authorised	✓
1	Awaiting authorisation	⌚
4	Provisional	⌚
0	Errors	!

[+](#) Add claim

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

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 Executive...	11 Jan 2022	MILNT00000165		Provisional	Summary
NLC - Overtime Claim Form (FSS Catering/Cleaning only)	10 Jan 2022	FSSCC00001468		Awaiting authorisation	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 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

Cancel Print

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

←

Cancel

←

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

ce0076de.webitrent.com says

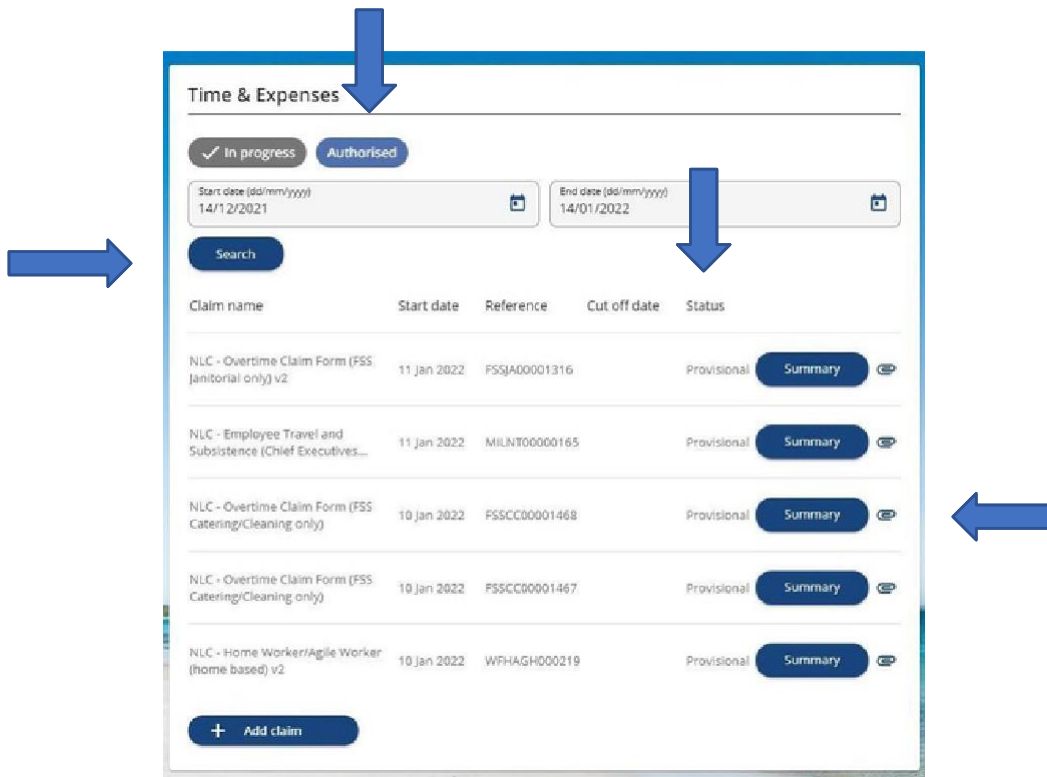
Cancelling the timesheet approval process will return the timesheet to a provisional status. Do you want to continue?

→

OK

Cancel

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	WPHAGH000219		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



The table below details the various 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
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



- Covering Sickness
- Vacancy
- Covering Annual Leave
- Upgrade

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>Cost Centre</u>
Abronhill Primary School - Catering	90110 Eastfield Primary School - Catering	90128
Abronhill Primary School - Cleaning	81056 Eastfield Primary School - Cleaning	81031
Amey Blairlinn Depot - Cleaning	81627 Fleming House - Cleaning	81202
Auchengeich SHC - Cleaning	C1521 Glencryan School - Catering	90653
Baird Memorial Primary School - Catering	90111 Glencryan School - Cleaning	81585
Baird Memorial Primary School - Cleaning	81065 Glencryan School Bistro - Cleaning	81890
Balmalloch Primary School - Catering	90103 Greenfaulds High School - Catering	90274
Balmalloch Primary School - Cleaning	81254 Greenfaulds High School - Cleaning	81462
Banton Primary School - Catering	90107 Ground Maintenance Depot Kilsyth - Cleaning	81653
Bron Way (Council Off) - Cleaning	81324 Holy Cross Primary School - Catering	90104
Carbrain Primary School - Catering	90112 Holy Cross Primary School – Cleaning	81256
Carbrain Primary School - Cleaning	81053 Kildrum Primary School - Catering	90116
Chapelgreen Primary School - Catering	90108 Kildrum Primary School - Cleaning	81054



Area 1 Continued

Condoratt Primary School - Catering	90113	Kilsyth 1st Stop Shop - Cleaning	81335
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
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

Area 1 Continued

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	

Area 2

<u>Premise</u>	<u>Cost Centre</u>	<u>Premise</u>	<u>Cost Centre</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	907
Gartcosh Primary School - Catering	90133	Sikeside Primary School - Cleaning	81217
Gartcosh Primary School - Cleaning	81043	Souterhouse Cleansing - Cleaning	81352
Glenmanor Primary School - Catering	90130	St Ambrose/Buchanan High School - Catering	90291
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 - Catering	81692

Area 2 Continued

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
Pentland School - Catering	90251	St Michael's Primary School - Cleaning	81045
Police - Divisional HQ Coatbridge - Cleaning	81928	St Patricks Prim School Coatbridge – Catering	90192
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 Continued

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>
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
Airdrie Area Housing - Cleaning	81656	Children Carers Centre - Cleaning	81888
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
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

Area 3 Continued

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
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
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
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

Area 3 Continued

One Wellwynd - Cleaning	C1508	Taylor High School - Cleaning	81494
New Monkland Primary School - Catering	90234	Tollbrae/St Edwards Primary School - Catering	90239
Our Lady & St Francis Primary School - Catering	90157	Tollbrae/St Edwards Primary School – Cleaning	81942
Our Lady & St Francis Primary School - Cleaning	81178	Victoria Gardens S.H.U. - Cleaning	C1507
Victoria Primary School - Catering	90226	Wellwynd S.H.U. - Cleaning	C1508
Victoria Primary School - Cleaning	81138		

<u>Area 4</u>			
<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 – 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

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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
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

Area 4 Continued

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
Sacred Heart Primary School - Catering	90183	Stewarton House - Catering	90747
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
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>Premise</u>	<u>Cost Centre</u>	<u>Premise</u>	<u>Cost Centre</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
Allershaw Tower - Cleaning	81674	Firpark School - Cleaning	81596
Berryhill Primary School - Catering	90160	Forgewood Nursey Annexe - Cleaning	81224
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

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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
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
Newmains Nursery Centre - Cleaning	81311	St Brendan's Primary School - Catering	90176
Newmains Primary School - Catering	90173	St Brendan's Primary School - Cleaning	81191

Area 5 Continued

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
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

Area 5 Continued

	90165	Wishaw AT Kings House - Cleaning	81206
St Aidan's Primary School - Catering			
St Aidan's Primary School - Cleaning	81234		

