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**To the Head of all schools and Education sites that:**

- **have an Agency Agreement**
- **have an Individual Contract**
- **or are part of a Group Contract**

**operated by Norfolk County Services Ltd for cleaning services**

Dear Colleague

**Annual Cleaning Contract price increase with effect from 1 April 2003**

In accordance with the agreement for determining the annual price of the contract, the increase will be 5% p.a. on the current price for those sites that have an Agency Agreement or Individual Contract for cleaning services or are part of a group contract with Norfolk County Services Ltd. This takes into account the increases in National Insurance and Pension Fund contributions and will be effective from 1 April 2003.

You also need to be aware that the government is probably intending to increase the National Minimum Wage from October of this year but they have not confirmed this yet. Any increase will have an impact upon the operating costs of the contract and will inevitably necessitate a further increase in the contract price. I will write to you again during the summer when I have full details of any changes.

In the meantime, should you have any query with regard to these matters, please contact me.

Yours faithfully

Maureen Dewath  
Site Services Manager