

Minutes of the Staffing Committee held 7th January 2020 in the small meeting room, Elm Park, Filton.

PRESENT: Cllrs:- Brian Mead(Chair), A Doyle(Vice Chair) D.Collins, Tom Mewies,

Also Present: Deb Holman(Bar Manager), Scott Fessey (Leisure Centre Manager), Neil Palmer (Maintenance Manager) Lesley Reuben (Town Clerk)

APOLOGIES – none received

034. Minutes The Town Clerk advised that due to a change in legislation, these minutes would now be in the public domain therefore members needed to be mindful of how resolutions were recorded so as not to disclose confidential information etc. Minutes of the meeting held 3rd December 2019 were approved.

035. Matters arising from the minutes: Minute 031- The new inflatable had arrived and the first fun session had proven to be successful. Bookings had been taken for Pool Parties and it was agreed to hold regular fun sessions.

036. Cash Flow – The Town Clerk reported on her concerns regarding current bank balances and that the whole management team were focused on getting through the difficult period leading up to year end.

037. Maintenance Managers report – The maintenance manager gave an update of current jobs. He also reported on the idea of a 5k run around Elm Park. More details would follow once the meeting had taken place.

038. Leisure Centre Managers report – The Leisure Centre reported on current staffing levels. The spin sessions were being re-launched. Upgrading of the fire alarm system was almost complete and would soon be commissioned.

039. Bar Managers Report – The Bar Manager reported on current income and year on year figures. Opening Christmas Day has proved successful and the staff were thanked for volunteering their time. New Years Eve was quieter than previous years as there was a lot of other events in the area this year.

040. Date of next meeting – 4th February 2020 6.30p.m. in the small meeting room.

There being no further business, the meeting closed at 7.45p.m.

Minutes of the Staffing Committee held 4th February 2020 in the small meeting room, Elm Park, Filton.

PRESENT: Cllrs:- Brian Mead(Chair), A Doyle(Vice Chair) D.Collins, Tom Mewies,

Also Present, Scott Fessey (Leisure Centre Manager), Lesley Reuben (Town Clerk)

APOLOGIES – : Deb Holman(Bar Manager),Neil Palmer (Maintenance Manager)

041. Minutes. Minutes of the meeting held 7th January 2020 were approved.

042. Matters arising from the minutes: a resident requesting minutes be amended from the December meeting. These minutes had already been approved as a true and accurate record and it was agreed to write and inform them that minutes are a legal document and unable to be altered.

043. Cash Flow –The management team were focused on the ‘no spend’ and getting through the difficult period leading up to year end.

044. Maintenance Managers report – no report this month as currently on sick leave.

045. Leisure Centre Managers report – The Leisure Centre Manager reported on current issues and was asked questions on the finances. It was noted that due to requests on social media, an extra session had been allocated for public swimming on Tuesday evenings from 8.30p.m.

046. Bar Managers Report – had been circulated but the manager had been unable to attend the meeting.

047. Date of next meeting – 3rd March 2020 at 6.30p.m. in the small meeting room.

There being no further business, the meeting closed at 8p.m.

PRESENT: Cllrs:- Brian Mead(Chair), A Doyle(Vice Chair)M.Chaudhry, D.Collins, Tom Mewies,

Also Present, Deb Holman(Bar Manager),Neil Palmer (Maintenance Manager) Lesley Reuben (Town Clerk) Carla Wescott (Admin)

APOLOGIES – : Scott Fessey (furloughed)

057. Minutes. Minutes of the meeting held 3rd March 2020 approved.

058. Matters arising from the minutes: there were none.

059. Maintenance Manager – an update was given on the work being done whilst the Leisure Centre was closed. Due to this fact it was noted that there was more being spent than is normal for this time of year as advantage was being taken to get tasks completed whilst closed. New flooring was due to be laid in the reception area and new internal doors which would give a good impression as they were both in a poor state on closure.

060. Bar Manager – an update was given on the plans for the reopening of the Bar. It was noted that tight control would be needed to minimise any losses. Three members would be back from furlough covering just over 2 full time equivalent posts. Opening hours would be flexible to start with and subject to change due to demand.

061. Furlough Arrangements – It was anticipated that Leisure Centers would soon be allowed to re-open and with that in mind preparation and planning was needed. The Leisure Centre manager and assistant manager, Swim school co-ordinator and the administrator were being asked to return on a part time basis. Individual Health Risk Assessments were underway as a duty of care to the staff was paramount to make sure it is safe for them to return to the workplace.

062. Town Clerk support – support continued through the Chair of Council in responding to residents who are challenging the Town Clerk personally for implementing council decisions.

063. Review of Services – A report from the consultant had been circulated recommending movement to the next stage which would entail soft testing of the market and a pre qualification questionnaire, on comments of the overall approach. The cost for this had been revisited as below:-

- Stage 1 (Pre Qualification & Commissioning) - Original Fees £4,000 - could be reduced to £3,750 - not much more could be reduced as the fees are relatively low for this stage.

- Stage 2 (Tender Stage) - Original Fees £14,000 - could be reduced by £1,000 to £13,000

All options would be on the table until tender stage and there would be no commitment to move to stage 2 if the council decided against moving forward.

It was agreed to instruct the consultant to move to stage 1 on the above terms.

064. Date of next meeting – 4th August 2020 7p.m.

There being no further business, the meeting closed at 8p.m.

Minutes of the virtual Staffing Committee meeting held remotely via zoom on 4th August 2020 at 7p.m.

PRESENT: Cllrs:- Brian Mead(Chair), A Doyle(Vice Chair), D.Collins, Tom Mewies,

Also Present, Deb Holman(Bar Manager),Neil Palmer (Maintenance Manager) Lesley Reuben (Town Clerk) Natasha Gould (TCSO), Scott Fessey(Leisure Centre Manager)

APOLOGIES – : M.Chaudhry

066. Minutes. Minutes of the meeting held 7th July 2020 approved.

067. Matters arising from the minutes: 062.Town Clerk support – it was agreed to discuss further at the at the end of the meeting.

068. Maintenance Manager – an update was given on the work completed whilst the Leisure Centre had been closed. The team were thanked for all their efforts in getting the building up to a good standard in time for the re-opening.

069. Bar Manager – Updated the committee following the opening of the Ratepayers Arms. Custom had been slow but steady and seemed to be building, considering the limited opening hours. Figures and graphs were shared showing the income v expenditure and the manager highlighted concern over small losses. These were discussed along with the fact that the Leisure Centre activities such as snooker, chess etc were still awaiting the go ahead to resume and it was reported that these activities bring custom into the Bar. It was agreed to allow the Bar Manager to meet demand and be flexible with opening hours but to be mindful that the longer they opened the more staff were required which in turn resulted in extra expenditure.

It was agreed to monitor the situation carefully through August and report back to the next meeting or to call an extra meeting in the interim if the situation deteriorated.

070. Leisure Centre The manager updated the committee on the opening of the centre which had only opened the day before so it was too early to comment on the financial side of things but the feedback from customers had been very positive on day 1. The team were thanked for all their efforts in getting the centre up and running.

071. Furlough Arrangements The Town Clerk updated the committee on the forthcoming changes to the furlough scheme. The current situation was that a total of 10 staff were now using the flexible furlough stage, another 5 will be joining them next week and it is hoped that the majority of staff will be removed from the scheme by the end of August.

072. Review of Services The working group had attended a zoom meeting with the consultant who updated on the various stages. The full presentation would be circulated to council for information. The timeline aimed for a contract start date of April 2021.

The following points were noted:-

- Contract Award – point at which commitment made
- Process can stop at any time prior to Contract Award
- Regular project meetings – with key decision points

073. Town Clerk support – support had continued through the Chair of Council in responding to a group who were maintaining their pattern of critical behavior towards the TC when implementing decisions made by council. After a detailed discussion it was agreed to respond to the latest email via the chair to see if the matter could be resolved and report back. Further action would be taken if the problem continued. As the next meeting would not be until September it was noted that the Town Clerk and Chair agree to call an extra meeting if necessary.

074. Date of next meeting – 15th September 2020 7p.m.

There being no further business, the meeting closed at 8.30p.m.

Minutes of the virtual Staffing Committee meeting held remotely via zoom on 15th September 2020 at 7p.m.

PRESENT: Cllrs:- Brian Mead(Chair), A Doyle(Vice Chair), D.Collins, Tom Mewies,

ALSO PRESENT: DH(Bar Manager), LR (Town Clerk) NG (TCSO), SF(Leisure Centre Manager), LC (HR Advisor)

APOLOGIES: NP (Maintenance Manager)

075. Minutes. Minutes of the meeting held 4th August 2020 approved with a slight amendment to the wording in 073.

076. HR Support – HR Advisor joined the meeting and advised the committee on a robust way forward to manage an ongoing issue.

077. Matters arising from the minutes: included in Agenda

078. Maintenance Manager Report – was discussed which outlined new sport teams to play at Elm Park. An update on the Great Run for which funding had now been awarded. There was a delay in the run starting at Elm Park due to the Covid pandemic however a meeting was to be held to discuss a Covid secure way forward. Signage had been installed during lockdown showing the mile route and this had proved popular with local runners.

The Pavilion was currently being refurbished and due to be completed at the end of the month. The grounds team had been busy at the Station Road allotments and new plots had been issued to those on the waiting list.

079. Bar Managers Report – updated the committee on the income and expenditure for August. Concern was noted that the Bar was not currently profitable however it was agreed that it was best to keep trading whilst the review was underway.

The Bar was still being run from the Badminton Hall and it was noted that it would be moving back into the Lounge at the end of September which would allow for activities such as snooker to return as well as making room for group bookings back into the Hall.

080. Leisure Centre Managers Report updated the committee on phase 3 of the post Covid recovery.

Five lanes were now open allowing more swimming capacity. Swim school was running at a reduced capacity offering 57 lessons, giving a maximum of 342 swim lessons per week until the end of October. Aquafit and Dinky Dolphins were now so popular that extra sessions had been arranged. Clubs were back using the pool. It was noted that all of this was subject to government latest government advice and could change at any time.

All contracted lifeguards, reception team and most of the swim team were now back from the furlough scheme.

081. Furlough Job Retention Scheme information regarding employees and those that had returned to work was discussed and noted.

082. Pay Awards - NALC, SLCC and the Unions had finally agreed 2020 pay increases of 2.75%

083. Date of next meeting 6TH October 7p.m.

There being no further business, the meeting closed at 8.30p.m.

Minutes of the virtual Staffing Committee meeting held remotely via zoom on 6th October 2020 at 7p.m.

PRESENT: Cllrs:- M.Chaudhry, D.Collins, A Doyle(Chairing), B.Mead, Tom Mewies.

ALSO PRESENT: DH(Bar Manager), LR (Town Clerk) NG (TCSO), SF(Leisure Centre Manager), NP(Maintenance Manager)

APOLOGIES:

084. Minutes. Minutes of the meeting held 15th September 2020 approved as a true record.

085. Matters arising from the minutes not already included in the agenda - there were none

086. Maintenance Manager Report updates were given on increased usage of the field. The changing and toilet facilities remain closed on match days due to Covid restrictions. Work on the pavilion was now finished and work on the changing rooms had been started. Grounds and Maintenance work continued at the allotments with new plots being issued.

With regard to the Great Run – they were still not operational following the pandemic but a meeting would be arranged in due course which would be beneficial for all departments to attend.

087. Bar Managers Report – the committee were updated on the income and expenditure for September.

Concern was noted that footfall was low and income down in comparison to expenditure costs. Covid restrictions meant shorter opening hours and functions could not go ahead also the introduction of table service resulted in staffing levels not being able to be reduced.

088. Leisure Centre Managers Report the committee were updated on phase 4 of the post Covid recovery with all five swimming lanes now open. Swim clubs have also returned.

Aquafit and Dinky dolphins both proving to be a great success with extra session needing to be put on. The Swim school has worked well with extra lessons starting from November this will be assessed on a term by term basis.

The majority of staff had now returned from the furlough scheme with just a small number of swim teachers remaining on the flexible scheme in the meantime.

089. Christmas Closing A large amount of annual leave had accrued during the covid lock down. It was agreed to close all departments for the Christmas period as an ideal opportunity for this leave to be used.

090. Ongoing HR issue an update was given on a meeting proposed for 9th October which HR would attend and facilitate.

091. Appraisal Cllr Doyle was nominated to conduct the Town Clerks appraisal as the Chair would be on holiday.

092. Date of next meeting 3rd November 7p.m.

There being no further business, the meeting closed at 8.30p.m.

Minutes of the virtual Staffing Committee meeting held remotely via zoom on 3rd November 2020 at 7p.m.

PRESENT: Cllrs:- M.Chaudhry, D.Collins, A Doyle(Chairing), Tom Mewies.

ALSO PRESENT: DH(Bar Manager), LR (Town Clerk) SF(Leisure Centre Manager), NP(Maintenance Manager)

APOLOGIES: B.Mead

093. Minutes. Minutes of the meeting held 6th October 2020 approved as a true record.

094. Matters arising from the minutes not already included in the agenda - there were none.

095. Maintenance Manager Report updates were given on positive feedback on teams using the field under the current restrictions. Maintenance work continued in the Pavilion changing rooms. Work on the Elm Park and Millenium Green tree survey.

096. Bar Managers Report – a verbal update was given from the Bar Manager on the current situation.

097. Leisure Centre Managers Report the committee were updated that the centre was continue to run on phase 4 of the post Covid recovery with all five swimming lanes now open. Swim clubs have also returned. With a further lockdown forecast until 2nd December 2020. Previous shutdown and reopening plans were already in place. All Leisure Centre and Bar staff would be furloughed until further notice.

098. Data Subject Access Request – had been received from a resident. It was agreed to investigate the cost of an outside independent response being provided.

099. Ongoing HR issue agreed that an outcome focused final letter be sent to the resident with the offer of meeting still being offered.

092. Date of next meeting 1st December 7 p.m.

There being no further business, the meeting closed at 8p.m

Minutes of the virtual Staffing Committee meeting held remotely via zoom on 1st December 2020 at 6p.m.

PRESENT: Cllrs:- D.Collins, A Doyle(Chairing), B.Mead

ALSO PRESENT: LR (Town Clerk) SF(Leisure Centre Manager), NP(Maintenance Manager) CW(Minute taking)

APOLOGIES:

101. Minutes. Minutes of the meeting held 3rd November 2020 approved as a true record.

102. Matters arising from the minutes not already included in the agenda

i.Minute 098 – The Data Subject Access Request - the response had now been sent.

103. Maintenance Manager Report updates were given on work completed during the lockdown 2.

104. Bar Managers Report – the manager was furloughed therefore a verbal update was given from the Town Clerk. As the local area was moving into Tier 3 there was no option to open the Ratepayers Arms. Even if the area dropped to Tier 2 we would need to be providing substantial meals, which again was not an option. Further advice was awaited on 16th December however as the Centre has already had plans to close for the Christmas period and staff were due to use annual leave during this period it was agreed to recommend that the remain closed and the situation reviewed in January 2021. It was reported that 2 members of staff would be temporarily returning from furlough to sort through stock and where possible return or sell to minimise any potential losses.

105. Leisure Centre Managers Report the committee were updated that staff were returning from furlough and the Centre would re-open on Thursday 3rd December albeit at a reduced capacity due to the current restrictions.

Staff had raised concern over their future employment should the council resolve to move to a new operator. Reassurance was given that there would be full consultation process with all departments should this decision be taken.

106. Ongoing HR issue a final letter had been sent to the resident and a reply received. It was agreed to refer the matter back to full council for agreement of 'no further action'.

107. Date of next meeting Tuesday 5th January 2021.

There being no further business, the meeting closed at 6.45p.m