

SERVICE REVIEW WORKING GROUP

MONDAY 11th MARCH 2024

Notes of the meeting of the **SERVICE REVIEW WORKING GROUP**, held in the Council Chamber, Council Offices, School Aycliffe Lane, Newton Aycliffe, on **MONDAY 11th MARCH 2024 at 7.00 p.m.**

PRESENT

Councillor Arun M Chandran (Chairman) and:
Councillors: Eddy Adam, Martin Ashcroft, George Gray, Brian Haigh, Andy Hill, Carl Robinson and Ken Robson.

OFFICERS

Mr Dan Austin (Town Clerk)
Mrs Tracey Woodhead (Finance Manager)
Mrs Judith Thexton (Head of Leisure and Events)
Mr Andy Clark (Sports Complex Manager)
Mrs Vikki Anderson (Corporate Assistant)

22. APOLOGIES FOR ABSENCE

Apologies for absence were submitted by Councillors Phil Hawkins, Jed Hillary, Wendy Hillary, Anita Sparrow and Michael Stead.

23. MEMBERS' DISPENSATIONS

No applications for dispensations had been received.

24. DECLARATIONS OF INTEREST

There were no declarations of interest.

25. PUBLIC QUESTIONS

There were no questions from members of the public.

26. SERVICE REVIEW WORKING GROUP NOTES

It was proposed by Councillor Andy Hill, seconded by Councillor Eddy Adam and agreed that the notes of the meeting of the Service Review Working Group, held on the 10th January 2024 be received and confirmed as a correct record.

27. OAKLEAF SPORTS COMPLEX STAFFING

Members considered a report from the Sports Complex Manager relating to the staffing levels at the Oak Leaf Sports Complex, with the intention of allowing the Service Review Working Group to consider and agree actions and make recommendations to the Recreation Committee or Policy and Resources Committee as appropriate.

The Sports Complex Manager provided a presentation in support of the report and asked members for their comments and to agree the recommendations made in relation to each group of staffing.

There followed a discussion and several questions from members.

Councillor Carl Robinson queried how busy the bar and reception is on Friday and Saturday afternoons and queried if the receptionist could help to cover the bar. The Sports Complex Manager advised that whilst this has been done on occasion, the receptionist also needs to be there for security reasons and with hopefully more sports taking place downstairs, the reception would become busier.

Councillor Eddy Adam asked if the current 'reduced menu' and opening times could be increased once the catering staffing situation had been addressed. The Sports Complex Manager agreed that the aim is to have the kitchen returned to being fully open.

With regard to the catering staffing, the Sports Complex Manager advised that two casual cooks had recently been appointed and that a full exempt report would be taken to the Personnel Sub Committee highlighting the options available with regard to the future catering staffing structure.

Councillor Carl Robinson queried the difference in opening hours on a Tuesday and Thursday. The Sports Complex Manager advised that lunchtimes are busier on these days and that the Rotary Club meet and the quiz takes place on Tuesday evenings.

Councillor Martin Ashcroft commended the Sports Complex Manager for an extremely well written report that was easy to follow with clear recommendations.

It was proposed by Councillor Martin Ashcroft, seconded by Councillor Carl Robinson and agreed that the following recommendations be submitted to the Policy and Resources Committee for consideration.

28. RECOMMENDATIONS

- i) That the report be received;
- ii) That the 8-hour Bar and Catering Assistant post is unfrozen and advertised as a temporary 10-hour post. This would be a temporary weekend contract to cover the busiest periods and additional opening times on a Friday and Saturday during the trial opening times, with the additional hours to be funded from unused Attendant hours.
- iii) That the trial opening hours for the catering are agreed.
- iv) That a detailed 'exempt' report is taken to the Personnel Sub-Committee highlighting the options available with regard to the future catering staffing structure.
- v) That the Sports Complex Manager seeks to recruit a suitably qualified Sports Coach, on a casual contract, using the Sports Attendant staffing budget, subject to consideration and checking of governing body qualifications, risk assessments, safeguarding etc.
- vi) That the Sports Complex Manager is authorised to manage bar, attendant and sports coach staff hours during the opening hours trial, using the Sports Attendant staffing budget provision, in consultation with the Finance Manager.

CHAIRMAN