

Lordship Hub Co-operative  
Minutes of special board meeting [on staffing issues] 1.07.2020

**Present:** Dave Morris, Joan Curtis, Sandra Sutherland, Glynis Kirkwood, Sue Jameson and Issy Harvey  
**Apols:** Nefertiti

**Agenda:** Mins of last meeting; Financial Update; Relaunch Staffing Needs/Actions; Relaunch Longer Term Staffing Needs/Actions; AOB

**Minutes of Board meeting 25<sup>th</sup> June 2020:** approved.

**Financial Update.**

We have £9,000 for staffing from PtC. We have to spend this by September and we need a running account of what is spent. It can be for our current un-furloughed staff. Sandra informed us that we have to soon (from August) pay for extras such as insurance, holidays etc therefore the government payments go down and we have to pick up the slack for staff wages. We have to honour 80% of wages.

Glynis is meeting Valerie tomorrow and has a working balance for our recent expenditure. Glynis will circulate accounts update.

Glynis will ask for the staff's views on the proposed budgets for each area of activity.

Joan pursuing the new Council funding.

Valerie may be able to join us at the next board meeting on Thursday 9<sup>th</sup>.

**Current re-launch staffing.**

We need to look at how many hours we have staff for and how much we are taking. We already agreed we can close on Thursdays for the next 2 weeks. Staff happy with that. Sandra has met staff to discuss opening times. We think it's too early to tell. Its weather depending. There has never been a queue at the hatch. Sundays are our busiest. The biggest mark up is on food/meals. Menus are being worked on. Staff are getting use to PPE and the new flow. Track and Trace is a potential worry in future if one of our staff is affected. Sandra is meeting staff again early next week.

We think we need to take £2500 per week to break even, but are awaiting more info from Valerie. We agreed we could ask the staff when they log the days takings to include both cash AND card total.

What prep time do staff need – half hour? 1 hr? 2 hrs?

We need more volunteers to do things such as making sandwiches. We need to make sure Kate is getting support in using her hours effectively. Kate has done a questionnaire for Volunteers and is meeting Joan and Dave tomorrow to finalise the strategy. Staff only want experienced volunteers for reliability and as don't have time to train new people. We only have 7 volunteers to call on at the moment. Glynis suggested we could train staff on a Thursday. Could Sandra ask staff about that. It was noted Kate spends a lot of time getting volunteers for the café and Kate would like to recruit volunteers for all sorts of things.

Could staff join us at our next board meeting just for 15-30 mins to update.

**Longer term staffing issues.**

So far staff have worked with a soft opening just doing basics. What minimum levels of staff do we need in the medium and longer term? We need to agree a new Phase 2 relaunch schedule. So

many factors! What roles or hours can we lose if we need to invoke redundancy to try to break even?. Eg Can we lose the café assistant post?

At the moment the cafe is our only activity. Are we listening to staff's own ideas for generating income? What limits do the staff think we have? Should we just open Fridays to Mondays. Start doing milkshakes? Fresh fruit juices (buy a juicer) etc? We could open for 4 clear days of cooked food for the time being. Other activities could run outside. Some classes are running in the rec.

Sandra will go back to the staff and ask them for their ideas. Sandra says the staff are full of ideas but feel constrained. We want to empower the staff and want it to work for everyone.

Glynis to send Sandra the Council's official note re updating the Risk Analysis for Phase 2 of re-opening – Sandra to discuss with staff. We have to bear in mind that if the virus continues to spread there may be a reversal of the 'easing the lockdown' policy in some parts of the Country..

### **Long term**

- Do we restructure to encourage more cafe autonomy. And can we employ adults with learning difficulties?
- Glynis to draft a SWOT analysis on things to help us think strategically.
- Glynis, Joan and Dave to draft an initial list of some of the basic guiding principles which have been in place, often unstated, since the Hub started. To be presented to the board.

### **AOB.**

- Skate area in Lordship Rec will be opened next week.
- Homes for Haringey maintenance people are turning up ad hoc. We are loathed to put restrictions on HfH but the staff have the right to ask them to be careful and spread out etc.
- Someone is coming to fix the leaky roof and the terrace hatch.
- Treasurer post to be advertised

**Next meeting** Thursday 9<sup>th</sup> July, 5.30pm.