Report to: **Elsea Park Community Trust Board**

Date: **Wednesday 8th April 2015**

Subject: **Management Report**

From: **Barry Cook – Community Trust Manager**

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1. Staffing

To provide maximum flexibility and cover for administration, caretaking, and cleaning at The Centre, the roles and working hours of ER and LS have been increased under a job sharing arrangement to fill the Admin Assistant position that has been covered by ad-hoc overtime since December 2014. This will result in:

- ER's hours increasing from ten hours per week to thirty hours per week, meaning ER is now classed as a full time employee.
- LS's hours increasing from ten hours per week to twenty hours per week.
- A reduction of Admin Support hours from thirty seven and a half hours to thirty hours per week.

2. Adoption of Phase 1 Roads

I accompanied the Lighting Officer from LCC Highways whilst he marked the new positions to which the two lighting columns on Tilia Way will be relocated. PE has now removed the tree in Tilia Way that was obstructing the third lighting column, and we await compensation from Kier (agreed at £500) for the purchase of new trees to plant elsewhere on the development.

3. Articles of Association

Recognising that SKDC are unlikely to change their position, DB has requested the current draft of the AoA / Memorandum to see whether an interim arrangement could exist where Kier still have some control, but where the articles can be updated to suit better the Business Plan and aspirations of the trust.