



HR Special Interest Group (SIG) Meeting Notes 15/04/21, 10:00-12:00 pm via GoToMeeting

Present: Ronnie Erskine (BPL and Co-Chair of HR SIG), Louise Walton (OCLL and Co-Chair of HR SIG), Carol Forbes (Live Active Leisure), Rhona Mason (Mytime Active), Viv Harrison (Moseley Road Baths), Jane McFarlane (Active Stirling), Amanda Spence (Pickaquoy), Louise Sharp (Jubilee Hall Trust), Andrea Pardoe (Your Trust), Corrine Samaras (South Downs Leisure), Mandy Parker (Sheffield City Trust), Angela (Flintshire County Council / Aura Leisure & Libraries), Emily Ashford-Kelly (OCLL), Jacqueline Norton (Active Luton), Karen Points (Abbeycroft Leisure), Karl Hayes (Impulse Leisure), Natalie Stewart (Renfrewshire Leisure), Ruth Hind (Everybody Sport and Recreation), Louize Caroll (Mytime Active), Helen Cook (Awen Cultural Trust), Colin Sturrock (Enjoy Leisure), Dee Cartly-Burland (Tees Active), Vicky Andrews (LED Leisure), Michele Williams (Your Leisure), Sian Williams (Aura Leisure & Libraries), Lorna Mapson (Impulse Leisure), Jackie Robinson (Freedom Leisure), Rachele Gorte-Clarke (Fusion Lifestyle), Katie Harrop (Everybody Sport and Recreation), Cheryl Siddall (LiveWire Warrington)

In attendance: Theo Jobst (CLUK Project and Research Officer), Kirsty Cumming (CLUK Chief Executive) Jennifer Huygen (CLUK Engagement and Policy Manager), Rachel Sim (CLUK Project and Research Officer), Paul Seath (Bates Wells)

Welcome

Theo Jobst opened the meeting and welcomed members and passed to the co-chairs to introduce the agenda items.

Roundtable discussion on the impact of Covid-19

Intranet: Members discussed the various intranet services they used

- *Facebook Workplace* has been really successful for some members
- *OurPeople* and using direct email to personal emails.
- *Telegram* for general employee updates, which has had good feedback from staff as it is user friendly and easily accessible by mobile.
- *Planday*, a scheduling tool but also a valuable communication tool.
- *StaffMis* for rota, annual leave and comms

Onsite/Staff Testing Testing:

- Currently, there are no mandatory rules around staff testing so it is difficult to enforce. Some members have drafted voluntary self-testing at home



programs for staff that are not a requirement but definitely encouraged, as well as making sure all sites are Covid secure.

- Some trusts are offering Lateral Flow Testing (LFT) from Monday 19th April, encouraging people to self-test at home after accessing tests from a local testing site.
- In England, there is the ability for members of the public to get free LFT online/in pharmacies. With the date closed to apply on GOV.uk for LFT and testing sites closing, members who did not apply can direct staff members to the website to get one individually. It may be easier to direct staff members to the local pharmacy to get a test rather than getting hold of tests as an organisation as the government have been inundated with employers asking for kits so there may be delays.
- Currently, testing/LFT is not provided in Scotland or Wales.

Vaccine:

- Actively encouraging staff to book vaccines. Some members have had issues with staff members booking vaccinations that coincide with their shifts. However, members acknowledged the importance of supporting staff to get the vaccination where they can.
- Some members noted the expectation from customers is that their staff members are vaccinated. However, there is no way to enforce this and also is a fairly unrealistic expectation given how the same concerns are not felt in other sectors i.e. supermarkets.

Furlough:

- Many members have had resignations from staff members upon being asked to return to work as long-term furlough caused people to find other employment opportunities, and are looking out to recruit as a result of these resignations.

Pregnancies:

- Members are following government guidance for risk assessment:
<https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees>



HR Survey Discussion

- The survey was completed by 60 trusts this year, nearly double from last year.
- *Pay award:* Members discussed their commitment to pay awards
 - One member stated providing Real Living Wage to all front line roles, and 2% across the rest of the group as they didn't give a pay award last year.
 - One member referenced their commitments at half-year to review their pay awards as they had intended to provide this following 2019 but were unable with the pandemic.
- BAME Representation:
 - 80% of trusts stated that none of their top 5% of earners came from black and minority ethnic communities.
 - Members commented that their staff may not be representative of the community they provide their services to. With many trusts looking to recruit new staff, some are looking at this with new recruitment strategies.
 - Some members have had encouragement from their council to look at [Positive Action](#) in the hiring process, but there was worry that members of BAME community are not interested in engaging in leisure as a career path.
- Thoughts on the survey:
 - Roles of staff to be looked at - helpful to get some exact level posts to benchmark on. Worth looking at revising job roles so that more members can answer the questions. Equally, some of the job titles are the same but sit within different levels within the various organisations, which is challenging when the report is used as benchmarking tool.
 - Discussion on simplifying some of the questions, such as Staff Sickness. Members found it too difficult (percentages, the exact number of staff, types of staff working e.g. part-time or full time) and did not have the time to complete it properly. It may be easier to simply have the total number of redundancies.
 - Helpful to have some benchmarking against similar labour pools, starting salaries for retail or hospitality



- There was support for a separate pay benchmarking questionnaire, as well as the possibility of breaking the survey down into key areas for people to opt into.
- **ACTION POINT:** Create a working group to set up a meeting before the next HR SIG to go through these revisions and plan the next survey.

Update from the iTrent User Group

- The iTrent user group has been meeting monthly since January. They have had a session with MHR and a demo of e-timesheets with Ruth Hind., Two future sessions are being planned with MHR on creating online timesheets and e-rostering.
- **ACTION POINT:** If anyone is interested in joining the group please let [Rachel](#) know.

Equalities, Diversity and Inclusion

CLUK's statement: *Community Leisure UK is committed to promoting equality, diversity and inclusion and condemns discrimination and racism in all forms. We recognise the presence of systemic inequality, discrimination and racism within our society and understand the role and platform we have to acknowledge, address and take action against it as part of our work as a representative body within the public leisure and culture sectors.*

CLUK are in the process of reevaluating their Equality, Inclusion and Diversity (EDI) practices, and part of this includes how to best support members with their own progress in EDI.

Some areas which members identified were:

- National advertising and promotion of the industry to specific groups
- Using census data to help to know about the different ethnic groups in their communities and better reach out to them.
- Moving away from more serviced based policy
- Interested in linking up with other members to know how they are implementing better practice around EDI, as well as what training and education trusts are doing with staff.
- Sharing of action plans between members.
- Recognising that an ethnicity pay gap report may be required at some point.



- A role for Sport England to support the sector in promoting diversity and inclusion
- **ACTION POINT:** Setting up of a separate meeting/working group on EDI.

AOB

- Low Pay Commission:

The Low Pay Commission has launched its annual consultation and Community Leisure UK will be submitting a written response. The deadline for submission is the 8th June and the intention is to share a draft response in advance for members to feed back on. It would also be helpful for members to consider submitting their own organisation responses.

The consultation will look at the impact of the pandemic on employers and the recovery period; the affordability and effects of increases in the National Living Wage (NLW); impact of increases in NLW since its introduction; impact of lowering the NLW age threshold.

The current best estimate for NLW for 2022 is £9.42 per hour, with a margin of 7p either side. By 2024 the age threshold will be reduced to 21.

Consultation can be found here:

<https://www.gov.uk/government/consultations/low-pay-commission-consultation-2021>

ACTION POINT: CLUK to share draft response for feedback from the HR SIG

- Safeguarding:
 - Safeguarding briefing to be held on 11th May 11:15am-12:00pm. This will see the publication of a new safeguarding toolkit developed by the Ann Craft Trust and the Child Protection in Sport Unit, and supported by Community Leisure UK.
- Frequency of meetings:
 - **ACTION POINT:** Move to quarterly meetings, still virtual. CLUK will set the next meeting date for the next quarter and circulate.

Meeting ended at 11.15am