#### GLOUCESTERSHIRE COUNTY COUNCIL

#### MINUTES OF THE MEETING WITH Solo Services Group

##### Friday 2nd September 2022, 10:00am

##### Teams

Present:

John Stephens (GCC)

Angela Carter (GCC)

Julie Webber (GCC)

Cathy King (GCC)

Kim Ford (GCC)

Paul Drakeley (Solo Service Group)

Dave Hutin (Solo Service Group)

Clive Roberts (Solo Service Group)

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|  |  | ACTIONBy Whom: Date: |
|  | Introductions and apologiesApologies for absence were received from Dave Hutin, (Solo Service Group). |  |  |
|  | Minutes of previous meetingAs this was the first formal meeting of the new framework, there were no previous minutes. |  |  |
|  | Matters arisingAs this was the first formal meeting of the new framework, there were no matters arising. |  |  |
|  | Mobilisation planTUPESolo are still waiting for the TUPE information to be sent through from Glen Cleaning. In the meantime, they have made contact with the area managers and met with Gina and Shaun.JS to chase Glen when Andy returns from holidayRoy Joinson who has previously worked for Solo in the area is being drafted in to support mobilisation.CommsGCC to send out email to schools notifying them of the new contract, with their order form and call off contract.Responses back by the 16th. Solo requested that any responses should be sent through to them after the first week rather than waiting until the deadline.Shire Hall – site visit arranged for next week. Angela to meet them on site for a walk around. New areas to price for in Quayside. | JS | 5.9.22 |
|  | FinanceSchools contract pricesGCC concerned that the price of around 30 sites was a dramatic increase on their current prices and that this may force schools to make their own arrangements. Solo explained that a number of these had an increase in hours and that the rest, when their current hourly rate was calculated were running at a loss i.e. Glenfall @ £7.88 per hour.Any schools concerned will be discussed on an individual basis.JW mentioned that some of her corporate sites had had the hours altered which she felt unnecessary given the current level of service and hours worked. Solo to meet at these sites with Julie to assess if they need to be altered:* Tewkesbury Day Centre
* Edinburgh House
* Moreton Highways Depot
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|  | PersonnelArea ManagersSolo continue to try to contact Jude to discuss transfer but attempts to date have failed. They will be bringing this to a head in the very near future.Solo have 2 area managers and mobile staff they can draw on to support if necessary from other contracts locally.Gina will continue to support them in her administrative capacityThey have interviewed Caroline for the area manager position in the Forest Area and she has accepted. She begins work on the 3rd October in order to aid mobilisation with her knowledge of the schools in that area. |  |  |
|  | Equipment and facilitiesProducts and equipment details are currently being put together for the sites. Lead time for deliver from Pattisons is a minimum of a month and will be delivered the week before they break up for half term.Shire Hall Solo plan on introducing smaller scrubber driers to make the cleaning of the shower block much quicker and effective than mopping alone.They will not be using robotic vacuum cleaners but have increased the number of cleaning hours on site dramatically in order to meet contract standards.WasteIt was confirmed that any waste was only that in the small bins in the classrooms and this was to be emptied into the larger bins outside. |  |  |
|  | MarketingMarketing plans would be developed for primary schools in the form of an introductory email with contact details. GCC to send out on Solo’s behalf if necessary | Solo | 16.9.22 |
| 9. | Any other businessCYPAD monitoringIt was agreed that as the introduction of TF Cloud was imminent that formal monitoring on this new system rather than use CYPAD would begin formally from the 1st January.Prior to Christmas as the system becomes available they would be able to test the system and practice.Contact detailsclive.roberts@soloservicegroup.comdavehutin@soloservicegroup.com pauldrakeley@soloservicegroup.com KeholdingPaul raised the question about keys and access details for those cleaning staff responsible for opening and locking up. The cleaner will be able to provide this information once they have the TUPE information |  |  |
| 10. | Dates and times of next meetingsNext meet to discuss contract monitoring, Technology Forge (TF) and invoicing process to be held in Shire hall face to face.Request to invite Caroline:carolinesypliwtchak@soloservice group.com | JS | 22nd, 23rd, or 24th to be confirmed. |