

Market Service Operational Review Action Plan

Appendix 1

Ref	Task	Status	Date	Officer
	Employment Arrangements			
1	Establish the working hours and roles necessary to support operation of each market	Complete	Mar-23	
2	Produce job descriptions for all roles and undertake job evaluations	Complete	Mar-23	
3	Advertise vacant Market Supervisor post (subsequently not recruited to)	Complete	Mar-23	
4	Agree overall approach to operatives' employment contracts (casual/permanent)	In Progress	June-23	AD Ops & Public Protection/HR Manager
5	Review options for vacant Market Supervisor Post	In Progress	June-23	AD Ops & Public Protection and AD Leisure & Culture
6	Undertake formal consultation with impacted market operatives	Not Started	June/July-23	AD Ops & Public Protection/HR Manager
7	Issue appropriate contracts of employment (subject to consultation)	Not Started	July/Aug - 23	HR Manager
	Waste Collection and Disposal			
8	Disposal of market waste to be via the in-house commercial waste arrangements	Complete	Feb-23	
9	Review current waste collection arrangements and associated costs for each market and evaluate options for future provision	In Progress	May-23	AD Ops and Public Protection
	Income Collection			
10	Create a master list of current market traders and review the trader waiting list	Complete	April-23	
11	Review the trader fees charged against approved fees and charges	Complete	Mar-23	
12	Evaluate options for cashless trader fee collection	Complete	Mar-23	
13	Implement credit/debit card payments across all markets	In Progress	May-23	AD Ops and Public Protection
14	Review and issue updated Code of Practice for traders	In Progress	June-23	AD Ops and Public Protection
15	Undertake measurements of all pitch based traders units to ensure correct fees are applied	In Progress	July-23	AD Ops and Public Protection
16	Fully implement the approved fees and charges for 2023/24 (as in interim, 5% applied from 1 April 2023 to traders 22/23 fees in line with the overall increase in charges)	Not Started	June-23	AD Ops and Public Protection

17	Review structure of fees and charges for 2024/25 to accommodate different payment arrangements e.g direct debit incentives	Not Started	Oct-23	AD Ops and Public Protection
18	Following implementation of card payments for traders, consider transitioning regular traders to a direct debit arrangement once incorporated into fees and charges and back office support is in place to administer	Not Started	Sept-23	AD Ops and Public Protection and AD Finance
	Operational			
19	Pop up stalls used for markets at Bourne to be checked and repaired by the supplier	Complete	Mar-23	
20	Chargehands to undertake Certificate of Competence in Traffic Management for community events	Complete	Apr-23	
21	Road Closure signage to be reviewed and replaced where required	Complete	May-23	
22	Re-instatement of the electricity supply at the Stamford market store	In Progress	Awaiting Western Power	Property Services Manager
23	Produce options for future welfare facilities for Stamford Market store	In Progress	June-23	Property Services Manager
24	All operatives to receive manual handling refresher training	In Progress	June-23	H&S Lead Officer
25	Stocks of scaffold pole style stalls (Stamford and Grantham stalls) to be reviewed and repaired or disposal arrangements put in place for redundant items	In Progress	Aug-23	AD Ops and Public Protection
26	Work with Lincolnshire County Council to ensure effective enforcement of parking restrictions within the Stamford market road closure (new road markings and signage)	In Progress	July-23	AD Ops and Public Protection
	Health and Safety			
27	Undertake any necessary repairs to the tractor used to move Stamford Market stalls	Complete	Feb-23	
28	Complete a review of health and safety arrangements at each market	Complete	Mar-23	
29	Review and update risk assessments and method statements	In Progress	June-23	H&S Lead Officer
30	Carry out an inspection of the Grantham stall store building and carry out any required works	Complete	April-23	Property Services Manager