

Memo

28/06/2020

Changes to staffing levels from July 1st

Please note these staffing changes ONLY APPLY from 1st – 18th July inclusive and will be reviewed again for availability after that date.

I firstly want to thank you all for your hard work. I am aware the circumstances you are working under are not easy but I am juggling the cash flow. This week I have had the monthly salaries, PAYE payments, quarterly rents for all the shops and I have VAT to pay by the 8th July which has to be paid and cannot be deferred. I did defer the April payment and I have until 31st March to Pay them the £75k I owe.

Please Note: these will not change at this time.

- Showroom trading hours – Tuesday – Saturday 10am – 4pm.
- Social distancing – This will remain at 2m in the showroom and for the estimators on site.

Staff Changes:

From Wednesday 1st July Colin is coming back full time and John Dredge is coming back 2 days a week. For the estimators availability look at the estimators diary. THIS IS ONLY UNTIL 18th JULY and does not necessarily apply after that date until confirmed W/C 13th July.

Estimators availability 1st – 18th July Inclusive (subject to checking the diary for shop cover).

- Nigel – Tuesday Wednesday & Thursday
- Colin – Tuesday, Thursday, Friday and a light morning Saturday

I would suggest that Putney & Fulham predominately use Nigel & Colin for their measures for geographical reasons but be prepared to assist other branches if time available and help is required.

- John Cresswell – Tuesday, Wednesday & Thursday
- Richard – Wednesday, Thursday, Friday and a light morning Saturday (If not in showroom)

I would suggest that Sheen & Raynes predominately use JC & Richard for their measures for geographical reasons but be prepared to assist other branches if time available and help is required.

I will leave it to the branches to liase with the estimators to see if the system of the estimator arranging their own times on the day booked or if other options are preferred.

I am still on Furlough and will be working from home a lot of the time. On furlough I can manage the admin of the business but I am not allowed to create revenue. Either Ali or I will be at head office Tuesday – Friday 10am – 4pm but I can be contacted at any time by mobile or email.

As I said previously this will be closely monitored and reviewed based on sales and if the system is coping. I also think you need to be prepared to tell customers that they may need to wait longer for a measure than normal if we are full to capacity that week. Its no good adding a measure if that stops the estimator from having time to get the estimates out to the customers.

IT IS NOT NORMAL TIMES ALTHOUGH THERE ARE TOO MANY PEOPLE WHO FAIL TO SEE THIS AND ARE VERY SELF CENTRED AND OBLIVIOUS TO WHAT IS HAPPENING IN THE REAL WORLD. THEY MAY NEED REMINDING.