BARRY TOWN COUNCIL
CYNGOR TREF Y BARRI

PURSUANT TO THE REQUIREMENTS OF THE BELOW STATUTORY PROVISIONS, NOTICE IS HEREBY GIVEN THAT A MEETING OF THE PERSONNEL COMMITTEE IS TO BE HELD ON A HYBRID BASIS IN THE COUNCIL CHAMBER, TOWN HALL, KING SQUARE, BARRY, CF63 4RW AND REMOTELY ON MONDAY, 10 JUNE 2024 COMMENCING AT 7.00 PM FOR THE PURPOSE OF TRANSACTING THE BUSINESS SHOWN IN THE AGENDA SET OUT BELOW.

From 1 May 2021 The Local Government and Elections (Wales) Act 2021 makes provision for meetings to take place through a variety of arrangements, including multi-location meetings where all individuals are attending virtually and hybrid meetings where a number of individuals are attending in person at a designated location and others are attending virtually from a range of other locations. The Act makes permanent provision for remote meetings (multi-location) and electronic publication of documents

This is a public meeting and any resident of Barry may attend in person or remotely; for remote access details, please contact info@barrytowncouncil.gov.uk

Yours faithfully

Emily Forbes
Chief Officer (Town Clerk)

AGENDA

1. **Apologies for absence**

2. **To receive declarations of interest under the Council's Code of Conduct** (Note: Members seeking advice on this item are requested to contact the Monitoring Officer at least 72 hours before the meeting)

3. **Well-being of Future Generations (Wales) Act 2015**

(To note)

Personnel Committee members will note that this Act sets out the requirement for a public body to act in a manner which seeks to ensure ***that the needs of the present are met without compromising the ability of future generations to meet their own needs.***

In order to act in that manner, a public body must take account of the following things:

(a) the importance of balancing short term needs with the need to safeguard the ability to meet long term needs, especially where things done to meet short term needs may have detrimental long-term effect;

(b) the need to take an integrated approach, by considering how—

i. the body's well-being objectives may impact upon each of the well-being goals;

ii. the body's well-being objectives impact upon each other or upon other public bodies' objectives, in particular where steps taken by the body may contribute to meeting one objective but may be detrimental to meeting another;

(c) the importance of involving other persons with an interest in achieving the well-being goals and of ensuring those persons reflect the diversity of the population of the part of Wales in relation to which the body exercises functions;

(d) how acting in collaboration with any other person (or how different parts of the body acting together) could assist the body to meet its well-being objectives, or assist another body to meet its objectives;

(e) how deploying resources to prevent problems occurring or getting worse may contribute to meeting the body's well-being objectives, or another body's objectives.

GOVERNANCE

4. **To note the Terms of Reference agreed at the Annual Meeting of Council (Pages 443 - 458)**

5. **To receive the minutes of the meeting of the Extraordinary Personnel Committee held on 7 May 2024 (Noting that the meeting was inquorate) (Page 459)**

6. **To note legislative HR Updates (Pages 460 – 465)**

7. **To appoint to relevant Personnel Committee Panels required as per policy requirements**
(Verbal)

FINANCIAL REPORTS

8. **Budget Monitoring Report to 31 April 2024**
(Pages 466 - 467)

(If Councillors have any queries on the attached please contact the Deputy Chief Officer prior to the meeting)

9. **To consider costs for new Software options for improved Human Resources Information System Management (HRISM)**
(Pages 468 - 472)

POLICIES

10. **To approve a revised Annual Leave Policy**
(Pages 473 - 475)

11. **To consider and approve a new draft Carers Leave Policy in line with new legislation and based on a CIPD template**
(Pages 476 - 480)

12. **To consider and approve a new draft Menstruation, Menopause and Endometriosis Policy based on a CIPD template**
(Pages 481 - 488)

13. **To consider and approve a new Introduction to the Staff Handbook (Pages 489 - 493)**

14. **To consider and approve an updated Flag Flying Protocol**
(Pages 494 - 496)

HEALTH & SAFETY

15. **To receive an external Health & Safety Audit Report and consider any recommendations therein (Pages 497 - 530)**

16. **Date of Next Meeting**

The next scheduled meeting of the Personnel Committee will be held on Monday 2 September 2024.

17. **Exclusion of the Press & Public**

In accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting.

18. **To receive an update on the Cemetery Review Process instruction of external support**

(Verbal)

19. **Minor Authority Representative Governor Vacancies at High Street Primary School (Pages 531 - 535)**

20. **To receive an update on an Employment Tribunal being heard on 25 June 2024 – 29 June 2024 (Verbal)**

Distribution

Electronic notification of summons and front page Agenda to all Committee members. Email notification of electronic papers to all Barry Town Councillors (22). A full copy of the agenda and papers for this meeting (with the exception of confidential items) will be available at the Town Council Offices and on the Town Council Website – www.barrytowncouncil.gov.uk

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BARRY TOWN COUNCIL

COMMITTEE TERMS OF REFERENCE

2024

Adopted 15.04.2024

STANDING COMMITTEES

A) FINANCE, POLICY & GENERAL PURPOSES COMMITTEE

UNDER DELEGATED POWERS

1. To monitor the keeping of the Council's accounts and generally to have the management of the financial affairs of the Council including regular budget monitoring and the approval of in year virements.

2. To determine applications for financial assistance whether through grants or loans

3. To authorise expenditure in respect of recommendations from other committees including the Advisory Committees of Shop Local and Fairtrade

4. To make decisions in respect of the use of reserves and review and determine the Reserves Policy

5. To review and determine the Council's Investment Strategy annually

6. To make in year decisions to authorise orders and contracts for new works, goods or services outside of existing budget provision taking into account budget monitoring and reserves policy

7. To determine applications for the use of the Coat of Arms of the town.

8. To review and determine arrangements for insurances in respect of the Council's activities.

9. To collect and authorise the legal proceedings for the recovery of monies due to the Council not falling within the remit of any other Committee.

10. To carry out the powers and duties of the Council with regard to advertising and publicity.

11. To promote and maintain good public relations with all local stakeholders, and with regional and national agencies.

12. To receive recommendations from the Local Investment Sub-Committee of the Finance, Policy and General Purposes Committee

13. To receive and approve revised, updated or newly drafted policies recommended from other Committees or officers

14. To consider tender applications in respect of the appointment of the Council's Technical Adviser.

15. To determine the financial and economic policies of the Council considering where appropriate the recommendations of other committees.

16. The Chair of the Committee will attend meetings of other Council committees to explain why the Finance, Policy & General Purposes Committee has rejected a recommendation/proposal put forward by that committee

17. To consider recommendations from Shop Local Barry Advisory Committee

18. To consider recommendations from the Innovation Working Party

19. To consider recommendations from the Governance Working Party

20. To consider any item as appropriate within the Scheme of Delegation

BY WAY OF RECOMMENDATION TO FULL COUNCIL

1. To review and make recommendations regarding the effectiveness of the Council's work, its use of resources, and standard levels of service provided.

2. To draft and finalise the Council's Corporate Plan including the consideration of recommendations of any Committee regarding the corporate plan before it is submitted for the approval of Council,

3. To consider and make recommendations regarding any other matters concerning or affecting the Town which do not fall within terms of reference of any other Committee.

4. To make recommendations concerning the levying of precepts by the Town Council.

5. To make recommendations concerning applications to Government Departments for sanction on the borrowing of money in relation to matter's coming within the parameters of the Council

6. To make recommendations regarding loans required by the Council.

7. To submit for approval of the Council draft capital and revenue budgets and proposals for supplementary estimates

8. To review the Standing Orders and Financial Regulations of the Council making recommendations where appropriate.

9. Give initial consideration to all matters affecting the Town passing through Parliament, National Assembly for Wales, European Parliament, local authorities and public bodies, unless delegated to another Committee or Working Party

B) HALLS, CEMETERIES & COMMUNITY FACILITIES COMMITTEE

UNDER DELEGATED POWERS

1. To monitor the administration of the day to day running of the Pioneer Hall, cemeteries and community facilities under the control of the Council.

2. To be responsible for the maintenance of the vehicles, in connection with the Council's services.

3. To implement the works programme of the Council in respect of the Pioneer Hall, Cemeteries and Community Facilities.

4. To carry out all of the Councils statutory functions with regard to the Cemeteries in line with the Council's responsibilities as a burial authority.

5. To review the fees in respect of the Cemeteries and Pioneer Hall, subject to not exceeding an increase above the Consumer Price Index (CPI).

6. To control budgets for the Halls, Cemeteries and Community Facilities within the parameters of its budgets, subject to a financial limit on virements of £1,000.

7. To consider any item as appropriate within the Scheme of Delegation

BY WAY OF RECOMMENDATION TO FULL COUNCIL OR THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE

1. To consider public representations relating to the provision of services provided by the Council in respect of the Halls, Cemeteries and Community Facilities and to make recommendations where appropriate.

2. To contribute to the formulation and implementation of the corporate plan, making appropriate recommendations.

3. To make recommendations regarding the purchase of vehicles in connection with the Council's services.

4. To make recommendations on any increase in the fees in respect of the Cemeteries and Pioneer Hall which exceed the CPI.

5. To make recommendations on the expenditure of monies in respect of services/purchases of goods or equipment etc. for the Halls, Cemeteries and Community Facilities which exceed its budget allocation.

7. To feed into the annual budget setting cycle

C) PERSONNEL COMMITTEE

UNDER DELEGATED POWERS

1. To receive information in respect of sickness absence figures in respect of all council staff.

2. To receive information on the training and development of all council staff and councillors.

3. To monitor the implementation of the Council's appraisals scheme, enabling all staff to be appraised on an annual basis.

4. To ensure that all staff contracts are compliant with legislation.

5. To have responsibility to ensure that all policies/procedures are being implemented by senior officers and line managers.

6. To make decisions on the Training and Development budget process for staff and Councillors

7. To receive and consider applications for vacant posts within the Town Council, above Grade10 and to interview successful shortlisted candidates.

8. To deal with all administrative aspects of the recruitment and selection of Minor Authority Representatives on behalf of the Town Council, including interviewing, selection and the appointment of Minor Authority Representatives.

9. That when considering applications from Councillors in respect of Minor Authority Representative posts, Councillors serving on the Personnel Committee who are applying for said position must not be present during those discussions and may if they so wish provide a substitute for the purpose of that meeting.

10. To authorise officers to pay any member of staff in receipt of less than the accredited 'real' Living Wage

11. To authorise increments to staff salaries in line with council policy and agreed NJC and NALC payscales

12. To appoint a Complaints Panel as required, comprising of three Committee members as per Local Resolution Protocol, noting that those appointed must have had no prior involvement in the process

13. To appoint Appeals Panels as required noting members' independence to any given situation

14. To be responsible for monitoring Health and Safety through a standing agenda item, keep under review staff working conditions and ensure that all policies/procedures are being implemented

15. To control budgets within the parameters of the Personnel Committee's delegation, subject to a financial limit on virements of £1,000.

16. To consider and make decisions on requests for vocational training

17. To consider, request and make decisions for job evaluations for all posts above SCP 5 on the NJC Payscale

18. To consider recommendations from the Wellbeing Working Party

19. To consider any item as appropriate within the Scheme of Delegation

BY WAY OF RECOMMENDATION TO FULL COUNCIL

1. To review and make recommendations concerning amendments to or introduction of new policies and procedures in accordance with legislation

2. To give consideration and make recommendations on general staffing and establishment issues, staff structures, working patterns and associated budget implications

3. To contribute to the formulation and implementation of the corporate plan, making appropriate recommendations.

4. To make recommendation on the appointment of the Chief Officer (Town Clerk) and Deputy Chief Officer (RFO) following the interviewing process.

5. To feed into the annual budget setting cycle

D) PLANNING COMMITTEE

UNDER DELEGATED POWERS

1. To comment on all planning applications submitted by the Local Planning Authority with delegated powers to forward such comments as expeditiously as possible to the Authority.

2. To make observations relating to applications for public entertainment, street trader stall, dredging, justices' and other similar licences.

3. To make representations in relation to Local Development Plan proposals and other statutory planning documents prepared by the Vale of Glamorgan Council.

4. To make representations when thought fit on planning appeals and to appoint a delegate to attend planning inquires and Vale of Glamorgan Planning Meetings as and when required.

5. To comment on other planning related issues, such as proposed new community woodlands, pre-application consultations on telecommunications masts, proposed post office closures and the provision of public payphones.

6. To comment on proposed tree preservation orders, public footpath diversions, alley-gating and street name suggestions, etc.

7. To alert the Local Planning Authority to any alleged development control breaches in Barry.

8. To comment on all planning applications concerning conservation specifically within the Barry area.

9. To make representations, where relevant, in relation to Community Infrastructure Levy (CIL) revenue collected by the Local Authority.

10. To consider any item as appropriate within the Scheme of Delegation

11. To consider any recommendations from the Planning Sub-Committee

BY WAY OF RECOMMENDATION TO FULL COUNCIL OR THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE

1. To make recommendations on any issues that have a financial and or staffing implication for the Town Council.

PLANNING FOR BARRY SUB-COMMITTEE

ADVISORY FUNCTIONS

1. To consider all consultations received and facilitate responses

2. To consider any consultation responses provided by One Voice Wales and make comment

3. To be the point of contact for the Placemaking Plan for Barry and report updates regularly to the parent Planning Committee

4. To be the point of contact for updates on the Long-Term Plan for Barry and the Barry Partnership and report updates regularly to the parent Planning Committee

5. To work with partners to produce a Placemaking Plan to inform the Council's future work programme (in particular the Council's Corporate Plan), to be used as a tool for Community Groups when accessing funding streams and to influence S106 monies.

BY WAY OF RECOMMENDATION TO THE PLANNING COMMITTEE

- To recommend engagement activity and actions to deliver the Placemaking Plan for Barry

- To advise on preparation of consultations responses for the Planning Committee to submit.

GLOBALLY RESPONSIBLE

UNDER DELEGATED POWERS

1. To review the management and performance of the Council's operations and commitments in relation to;

    - The Council's Sustainability Duty under the Future Generations of Well-being Act
    - The Council's Biodiversity Duty under the Environment Act and;
    - The Town Council's own goals for a Resilient and Globally Responsible Barry within the Council's Corporate Plan.

2. To deliver, monitor, review and make recommendations regarding the Council's own duties as a Corporate Body under the above-mentioned Acts.

3. To deliver the Council's Climate Change Strategy

4. To maintain Fairtrade Status for the town of Barry via regular meetings and events.

5. To pursue and maintain Council of Sanctuary and Town of Sanctuary Status for Barry.

6. To obtain grants and funding from Fairtrade Wales and the Fairtrade Foundation to assist in promoting Fairtrade events.

7. To be responsible for the following budgets:
    - £11,000 Globally Responsible Barry
    - £8,000 Town Centre Planters

8. To find innovative ways to engage with residents, community groups and other organisations and work in partnership to deliver long term goals for Barry.

9. To be able to set up working groups or sub-committees to involve other stakeholders and partners in the work of this Committee

BY WAY OF RECOMMENDATION TO FULL COUNCIL

- To make recommendations on any issues that have a staffing implication for the Town Council.

- To make recommendations concerning the introduction of new policies, procedures or practice in accordance with the relevant legislation

VIBRANT CULTURE

UNDER DELEGATED POWERS

1. To work towards the Council's Wellbeing Goal of a Barry of vibrant culture and thriving Welsh language

2. To bring forward and streamline projects strategically within the Vibrant Culture Ringfenced Budget

3. To control budgets for the Vibrant Culture Standing Committee within the parameters of its budgets, subject to a financial limit on virements of £1,000. and be responsible for monitoring expenditure of:

    - Arts, Culture and Entertainment £100,000
    - Dementia Friendly campaign of £3,000
    - Barry Youth Council of £3,000
    - Remembrance Sunday of £5,000

4. To increase promotion of the Welsh Language in the community and increase opportunities for learning the language

5. To increase opportunities to catalogue, highlight and share the history of Barry with residents and visitors to the town

6. To work with Barry Youth Council to support the development of a cultural Barry and document it for future generations.

7. To deliver a Heritage Centre for Barry

8. To be the lead committee to deliver cultural events with partners, such as Remembrance Sunday

9. To maintain an overview of the civic calendar of events to ensure a vibrant culture in Barry

10. To apply for and obtain other grants and funding to maximise the Council's contribution to the community

11. To find innovative ways to engage with residents, community groups and other organisations and work in partnership to deliver long term goals for Barry

BY WAY OF RECOMMENDATION TO FULL COUNCIL

- To make recommendations on any issues that have a staffing implication for the Town Council.

- To make recommendations concerning the introduction of new policies, procedures or practice in accordance with the relevant legislation

WORKING PARTIES AND ADVISORY COMMITTEES

Sections 13(3) and 4(e) of the Local Government and Housing Act 1989 confirms that non-councillor members of Advisory Committees and Sub-Committees have voting rights.

F) SHOP LOCAL BARRY ADVISORY COMMITTEE

PLEASE NOTE: IF A COUNCILLOR NOMINATED REPRESENTATIVE OF THIS ADVISORY COMMITTEE IS UNABLE TO ATTEND A MEETING, SUBSTITUTES CAN BE NOMINATED

Membership

The Advisory Committee councillor membership is made up of seven councillors, (which shall reflect the proportionality and distribution of elected representation on the Council). The quorum of a meeting is at least one-third of the members of the committee and in no case shall the quorum of a meeting be less than three, with voting rights for traders to be one vote per business. All non-councillor members of Advisory Committees have voting rights.

Non-councillor / trader membership is currently made up of 13 members.

1. All non-councillor members must receive appropriate Code of Conduct training as they will be subject to the Council's Code of Conduct if they are entitled to vote on any question which falls to be decided at any meeting of the Advisory Committee

2. Non-councillor members of committees will be required to comply with the Council's Standing Orders and will have the same rights as members of the public to attend meetings of the council or other committees of which they are not members.

Scope

1. To appoint a Chair and Vice Chair of the Committee (noting that If the Chair appointed is a councillor, the Vice-Chair must be a trader and, if the Chair appointed is a Trader, then the Vice-Chair must be a Councillor.

2. To promote the Shop Local campaign within Barry.

3. To provide support to local traders by encouraging local residents and visitors to Barry to buy from local independent traders.

4. To encourage Shop Local to help create employment for local people in the local areas.

BY WAY OF RECOMMENDATION TO EITHER FULL COUNCIL OR FINANCE, POLICY & GENERAL PURPOSES COMMITTEE

1. To make recommendations regarding the expenditure of the Shop Local Budget

J) COMMEMORATIVE NAMING ADVISORY COMMITTEE

PLEASE NOTE: IF A NOMINATED REPRESENTATIVE OF THIS ADVISROY COMMITTEE IS UNABLE TO ATTEND A MEETING, SUBSTITUTES CAN BE NOMINATED AS THIS IS AN INTERNAL ADVISORY COMMITTEE REPORTING INTO FULL COUNCIL

Membership

The Commemorative Naming Advisory Committee is made up of seven councillors, (which shall reflect the proportionality and distribution of elected representation on the Council) with a quorum of three.

Scope

1. To consider proposals for Commemoration if they meet the criteria set out in the Council's agreed Commemoration and Recognition Policy.

2. Through consensus, to make a recommendation on a proposed commemorative approach. In the event that no consensus is forthcoming and a vote is required only the Committee members present may cast a vote.

   The Chair will have a casting vote.

3. Where it is deemed necessary the Committee may call on the advice of additional Councillors, Council officers and external parties in the evaluation of proposals. The Committee may advertise seeking public comment on proposals as it sees fit.

BY WAY OF RECOMMENDATION TO FULL COUNCIL

1. To make recommendation to the next meeting of Full Council in order for a decision to be made.

H) INNOVATION WORKING PARTY

PLEASE NOTE: IF A NOMINATED REPRESENTATIVE OF THIS WORKING PARTY IS UNABLE TO ATTEND A MEETING, SUBSTITUTES CAN BE NOMINATED AS THIS IS AN INTERNAL WORKING PARTY REPORTING TO A RELEVANT STANDING COMMITTEE DEPENDING ON THE TOPIC

Membership

The Innovation Working Party is made up of four councillors, (which shall reflect the proportionality and distribution of elected representation on the Council)

Scope

1. To explore new projects, reviews or gather information as directed by Full Council and report back with advice or recommendations

2. To receive presentations from outside bodies in respect of funding requests and other relevant matters and make recommendations to a relevant Standing Committee or Full Council for resolution

3. To report the Working Party's proceedings via the minutes of each of its meetings to the next meeting of Full Council.

BY WAY OF RECOMMENDATION TO FULL COUNCIL

1. To make recommendations to Full Council in terms of findings / suggestions.

K) WELLBEING WORKING PARTY

PLEASE NOTE: IF A NOMINATED REPRESENTATIVE OF THIS WORKING PARTY IS UNABLE TO ATTEND A MEETING, SUBSTITUTES CAN BE NOMINATED AS THIS IS AN INTERNAL MEETING REPORTING TO THE PERSONNEL COMMITTEE

Membership

The Wellbeing Working Party is made up of four councillors, (which shall reflect the proportionality and distribution of elected representation on the Council)

Scope:

1. To consider how the Council can best support the health and wellbeing of its staff, regularly reviewing what has been put in place to date and exploring what more needs to be developed.

2. To explore the Four Day Working Week.

3. To consider physical, financial and mental wellbeing and how this forms part of a social safety net to support employees in their work and life.

4. To monitor the Council's adherence to the Mental Health Standards and suggest improvements

5. To champion the Council's Workplace Mental Wellbeing Strategy

BY WAY OF RECOMMENDATION PERSONNEL COMMITTEE

1. To make recommendations to the Personnel Committee in terms of Wellbeing of the workforce

L) GOVERNANCE WORKING PARTY

PLEASE NOTE: IF A NOMINATED REPRESENTATIVE OF THIS WORKING PARTY IS UNABLE TO ATTEND A MEETING, SUBSTITUTES CAN BE NOMINATED AS THIS IS AN INTERNAL MEETING REPORTING TO FULL COUNCIL

Membership:

The Governance Working Party is made up of seven councillors, (which shall reflect the proportionality and distribution of elected representation on the Council)

Scope:

Governance is how the council ensures it is doing the right things, in the right way, for the right people in a timely, inclusive, open, honest and accountable manner. This Working Party's role is to review, explore or discuss in detail any item relating to the Governance Framework of the Council (such as Standing orders, rules, legislation, decision making practices. Protocols etc).

BY WAY OF RECOMMENDATION TO FULL COUNCIL

1. To make recommendations to Full Council in terms of findings / suggestions.

M) BARRY YOUTH COUNCIL

SCOPE

1. To gather and discuss the views of young people in Barry on local issues.
2. To represent different Barry schools and youth groups
3. To develop and organise projects / events for young people in Barry
4. To represent Barry Youth Council at Barry Town Council Meetings
5. To report the Youth Council's Party's proceedings via the minutes of each of its meetings to the next meeting of Full Council.

BY WAY OF RECOMMENDATION TO EITHER FULL COUNCIL OR FINANCE, POLICY & GENERAL PURPOSES COMMITTEE

6. To make recommendations regarding the expenditure of the budget.

MEMBERSHIP

7. Young people aged 11 – 18 year's old who live, work, or go to school or college in Barry.
8. All new members must read and sign the "Barry Youth Council – Role Description" upon joining.
9. All new members must obtain signed parental consent to partake in all Barry Youth Council activities.

ROLE OF MEMBERS

10. Members are the voice of the young people in Barry. It is their role to bring young people together and gather their views and raise different issues affecting young people in the town.
11. Members are expected to attend meetings and training sessions and to organise and attend events.

MEETINGS

12. Barry Youth Council meetings are held bi-monthly in the evenings (unless determined otherwise by members).
13. In addition, **two members** will attend Barry Town Council meetings as a **Barry Youth Council representative.**
14. Members are expected to attend these meetings or notify the Engagement & Events Team if they are unable to attend.

AGENDA

15. Items are put on the agenda by young people, Town Council Officers and Barry Town Council.
16. Organisational updates and feedback will always be a standing item.

BARRY TOWN COUNCIL

MINUTES OF AN EXTRAORDINARY MEETING OF THE PERSONNEL COMMITTEE HELD ON TUESDAY 7 MAY AT 6.00 PM

PRESENT: Councillors Perkes (Chair) together with Councillors Johnson, (Town Mayor – Ex-officio) & Thomas

ALSO PRESENT: Emily Forbes - Chief Officer
Mark Sims – Deputy Chief Officer
Kathryn Thomas – Office Team Leader
Councillor Collins (observer)

The meeting did not go ahead as it was inquorate due to insufficient councillors at the meeting

PERSONNEL COMMITTEE	10 JUNE 2024	AGENDA ITEM: 6

HR LEGISLATIVE UPDATES

Report Author

Emily Forbes, Chief Officer

Purpose of Report

To provide members with recent and future updates relating to Human Resources, Personnel and Employment Law

Recommendations:

1. **Members are requested to receive and note the update;**

2. **Members are asked to authorise the Chief Officer to update the Council's Flexible Working Policy in line with the new ACAS Code and update the Staff Handbook as such;**

3. **To note that there are new Council Policies included later in the agenda for review;**

4. **To note that all new drafted policies are circulated to Unions for consultation for a 2 week period once approved by the Committee.**

Employment Law updates 2024

Recent developments

This table shows changes that have taken place:

7 April 2024	The new rate of £184.03 for statutory pay, including shared parental, maternity, adoption, paternity and parental bereavement, came into force.
6 April 2024	The new rate for Statutory Sick Pay of £116.75 came into force.
6 April 2024	The Flexible Working (Amendment) Regulations 2023 (SI 2023/1328), which amended the Employment Rights Act 1996, were implemented and removed the requirement for employees to have at least 26 weeks' service to be entitled to make a flexible working request.
6 April 2024	The Employment Relations (Flexible Working) Act 2023 brought in the following changes to the law on flexible working, where the request was made on or after 6 April 2024 : • Introduced the requirement to consult on alternatives before refusing a request. • Two requests in any 12-month period are now permitted. • The time limit to deal with a flexible working request is now two months. Employees are no longer required to set out the effect their requested arrangement will have on the business, nor suggest ways their employer can manage it.
6 April 2024	The Carer's Leave Regulations 2024 introduced a new statutory right to unpaid carer's leave for employees in England, Wales and Scotland.
6 April 2024	The Maternity Leave, Adoption Leave and Shared Parental Leave (Amendment) Regulations 2024 extended redundancy protection to apply during pregnancy and for a period of 18 months after birth or placement of a child for those who returned from maternity, adoption or shared parental leave on or after that date.
6 April 2024	The Paternity Leave (Amendment) Regulations 2024 made significant changes to paternity leave, allowing it to be taken in the first 52 weeks after birth or adoption, and as two separate weeks, one single week or two consecutive weeks together.

	This applies to children whose expected week of childbirth is after 6 April 2024, and children whose expected date of placement for adoption, or expected date of entry into Great Britain for adoption, is on or after that date.
1 April 2024	The National Living Wage age band was expanded to include workers aged 21 and over. The National Living Wage and National Minimum Wage rates increased as follows: • The National Living Wage for workers aged 21 or older is now £11.44 per hour. • The National Minimum Wage for workers aged 18–20 is now £8.60 per hour. • The young workers rate for workers aged 16–17 is now £6.40 per hour. The apprentice rate for apprentices under 19, or over 19 and in the first year of their apprenticeship, is now £6.40 per hour.
1 April 2024	For holiday years beginning on or after this date, holiday entitlement for part-year and irregular hours workers can be calculated by taking 12.07% of the hours worked in the pay period. Rolled-up holiday is also now possible for holiday years starting on or after this date for part-year and irregular hours workers only.
31 March 2024	All leave carried over under now revoked Covid rules had to be taken by this date.
13 February 2024	Fines payable by employers who employ illegal workers increased. The fine for a first breach increased from £15,000 to £45,000 per illegal worker. For repeated breaches, the fine increased from £20,000 up to £60,000.
6 February 2024	The Immigration (Health Charge) (Amendment) Order 2023 (the IHS Order 2023) increased the immigration health surcharge by 66%. Until 5 February 2024, the full rate was £624 per year and the discounted rate (for children, students and Youth Mobility visas) is £470 per year. Since 6 February 2024, the full rate increased to £1035 per year and the discounted rate to £776 per year.

1 January 2024	The Employment Rights (Amendment, Revocation and Transitional Provision) Regulations 2023 came into force, bringing changes to the Working Time Regulations 1998 and the TUPE regulations including: • case law requiring detailed records of working hours to be kept was overturned • accrual of leave carried over under emergency Covid-19 provisions where it was unreasonable to take it ceased. All leave carried over under these provisions must be taken by 31 March 2024. Carryover of leave following sickness absence and statutory family-friendly leave was added to the Working Time Regulations.
1 January 2024	The Equality Act 2010 (Amendment) Regulations 2023 came into force and amended the Equality Act 2010 to include eight principles derived from EU case law.

Flexible Working

From 6 April 2024, all employees have the right to ask their employer if they can work flexibly from their first day of employment. This right previously only applied if employees worked for their employer for 26 weeks or more.

The new Code covers the new changes to the law around statutory flexible working requests. These are:

- a new right to request flexible working from the first day of employment
- allowing an employee to make two flexible working requests in any 12-month period rather than one
- a new requirement that an employer must not reject a request without consulting the employee first
- employers now having two months to decide on the request rather than the previous three.

It is important that employers comply with the Code as any breach may be considered by an employment tribunal for relevant cases.

Carer's leave

This is set to be available from 6 April 2024. It is an entirely new right permitting employees from day one of employment to take up to one week per year as leave to provide care or assist someone who is dependant on them who has a long-term care need.

Key things you need to know about Carer's leave:

- Carer’s leave will be available from the first day of employment.
- Carer’s leave will be unpaid.
- The right to carer’s leave is intended for planned activities or assistance provided by an employee to somebody dependant upon them who has a long term care need.
- Carer’s leave is not the same as time off for dependants leave, which is for emergency situations.
- It is possible to postpone carer’s leave for up to one month where it would unduly disrupt the employer’s business.
- In deciding whether to allow the time off, the employer can consider whether the required notice has been given for the requested carer’s leave.
- Employees can take a maximum of one week of carer’s leave per rolling 12 month period.
- An employee can make a complaint to the employment tribunal that they have suffered a detriment or been dismissed due to taking carer’s leave.
- Dismissing an employee for taking carer’s leave will be automatically unfair.

Forthcoming changes

This table shows forthcoming changes. See the forthcoming legislation in-depth page and relevant employment law topic for more information on these new statutes and amendments.

1 July 2024	The Employment Rights (Amendment, Revocation and Transitional Provision) Regulations 2023 bring in new rules permitting employers to consult directly with staff affected by TUPE, rather than electing representatives, will apply to businesses with 50 or fewer employees or transfers involving 10 or less employees. Government outlines changes to holiday pay and EU retained law
September 2024 (expected)	The Workers (Predictable Terms and Conditions) Act 2023 and secondary regulations are expected to come into force approximately one year after Royal Assent, which was given on 8 September 2023. The Act will give eligible workers and agency workers the right to request more predictable terms and conditions of work.
October 2024 (expected)	The Worker Protection (Amendment of Equality Act 2010) Act and relevant secondary legislation is expected to come into force, introducing a new proactive duty for employers to take reasonable

	steps to prevent sexual harassment of their employees. Employers will be required to take ‘reasonable steps’ to prevent sexual harassment. Tribunals will also have the power to uplift sexual harassment compensation by up to 25% where an employer is found to have breached this new duty.
To be confirmed	The new statutory code on "fire and re-hire" will be formally approved by parliament. Dismissal and re-engagement (fire and re-hire) toolkit
To be confirmed	New law prohibiting confidentiality clauses in contracts or settlement agreements from preventing disclosures to the police, regulated health and care or legal professionals to be introduced. Settlements and settlement agreements
To be confirmed	New law requiring confidentiality clauses to set out their limitations to be introduced. New confidentiality clause legislation confirmed
To be confirmed	New law to increase the break needed to end continuous employment from one week to four weeks to be introduced. Continuity of service
To be confirmed	Regulatory exemptions from requirements such as gender pay gap reporting will be extended to businesses with fewer than 500 employees; currently this applies to businesses with under 250 employees. Government promises to free growing businesses from red tape
To be confirmed	GDPR will be replaced with a ‘common sense’ data protection system. Further details of the proposed new scheme is yet to be released. Data protection
To be confirmed	A new law proposed by the government will limit the length of non-compete clauses to a maximum of three months. Changes to EU derived law and non-compete clauses announced

PERSONNEL COMMITTEE	10 JUNE 2024	AGENDA ITEM: 8

BUDGET MONITORING REPORT APRIL 2024

Report Author

Mark Sims, Deputy Chief Officer

Attached: A. Budget Monitoring Report April 2024 (1 page)

Purpose of Report

To provide members with the Committee's expenditure in the 2024/25 financial year as at the end of April 2024.

Background Information

On the following page is the budget monitoring report to 30 April 2024, indicating actual expenditure up to the end of month one in the 2024/25 financial year.

Recommendation

Members are requested to receive the budget monitoring report for April 2024 noting the projected out-turn for the year is to be underspent by £16,141.

Budget Monitoring Report to 30th April 2024.

Gross Expenditure

Description	Item No.	Budget	Expenditure	Committed	Balance	Budget	Year End	Projected
		12 Months	1 Months	Expenditure		12 Months	Projections	Variance
		£	£	£	£	£	£	£
Personnel Committee								
M&S/Salaries	1	498,000	39,957	458,043	0	498,000	498,000	0
Planning/Salaries	1	52,000	4,103	47,897	0	52,000	52,000	0
Merthyr Dyfan Cemetery/Salaries	1	395,100	27,124	351,835	16,141	395,100	378,959	16,141
Porthkerry/Salaries	1	15,000	1,250	13,750	0	15,000	15,000	0
Pioneer Hall/Salaries	1	34,500	2,740	31,760	0	34,500	34,500	0
Community Building/Salaries	1	38,750	3,001	35,749	0	38,750	38,750	0
M&S/Equipment	16	5,775	37	5,738	0	5,775	5,775	0
Merthyr Dyfan Cemetery/Equipment	9	7,652	0	7,652	0	7,652	7,652	0
Pioneer Hall/Equipment	9	500	0	500	0	500	500	0
Community Building/Equipment	8	2,000	0	2,000	0	2,000	2,000	0
M&S/General Salaries Contingency	23	40,000	5,464	34,536	0	40,000	40,000	0
M&S/Health and Safety	24	5,775	0	5,775	0	5,775	5,775	0
Corporate/Staff Wellbeing Fund	4	500	0	500	0	500	500	0
Corporate/Councillor Training	6	4,000	0	4,000	0	4,000	4,000	0
Corporate/Staff Training	7	20,000	1,256	18,744	0	20,000	20,000	0
Corporate/Staff Long Service Award	20	1,000	0	1,000	0	1,000	1,000	0
Total Expenditure		**1,120,552**	**84,932**	**1,019,479**	**16,141**	**1,120,552**	**1,104,411**	**16,141**

Our budget for the year is £1,120,552 with actual expenditure for the 1 month to 30 April 2024 of £84,932 with committed expenditure of £1,019,479,.

Our projected out-turn for the year is to be underspent by £16,141.

Staff Training Breakdown

Statutory	**£ 511**	**Skid Steer awareness training**
Occupational	**£ 745**	
Vocational	**£ -**	
	£ 1,256	

PERSONNEL COMMITTEE	**10 JUNE 2024**	**AGENDA ITEM: 9**

HRIS – HUMAN RESOURCES INFORMATION SYSTEM

Report Author:

Emily Forbes, Chief Officer

Purpose of Report:

The Chief Officer and Administration Team Leader have been exploring how to centralise and organise employee data, documentation and personnel information for consistency, efficacy and efficiency. This report offers options into HR software and systems which could enable this.

Detailed Information:

Employee data management refers to the collecting, organising, and storing of employee data and is the main feature of any HR information system; it allows businesses to reduce paperwork, keep the information up to date, as well as enhance searchability and accessibility of information. In most cases, an HR information system includes the basic features needed for end-to-end HR management. This system helps manage and automate core HR processes, such as:

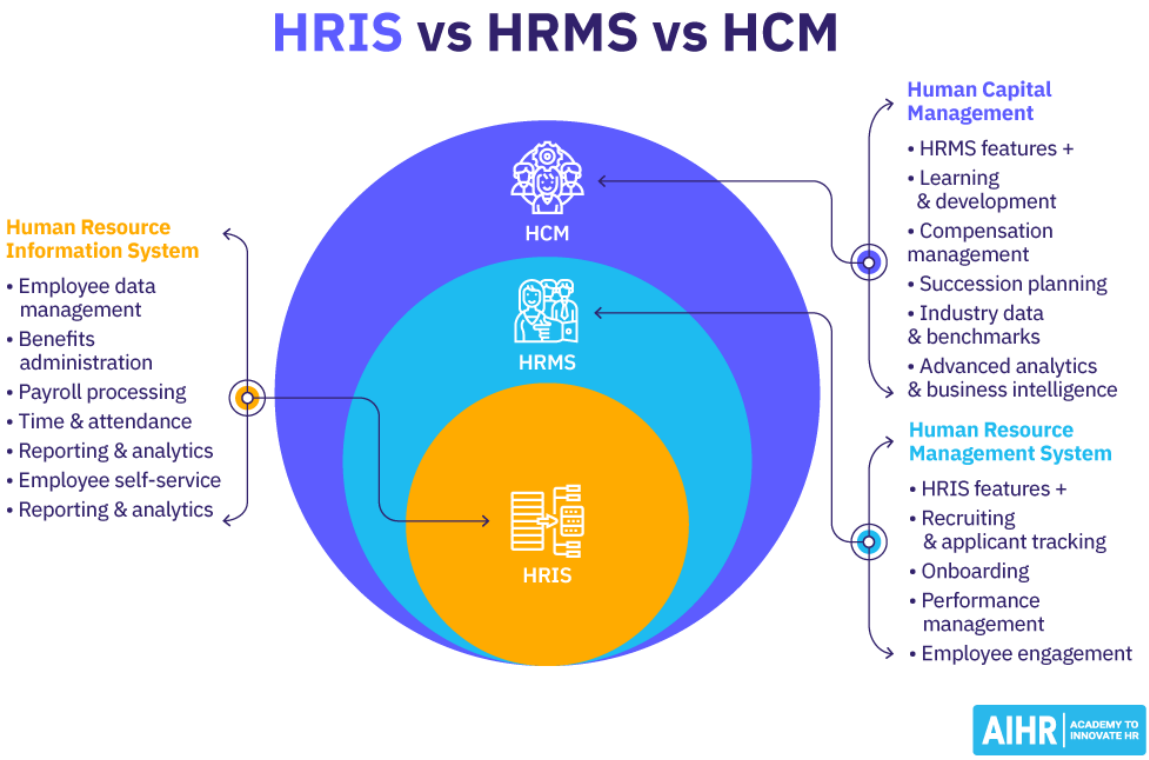
- Employee data management
- Time and attendance management
- Reporting and analytics
- Employee self-service

Some more advanced systems include payroll, recruitment and training delivery too.

There are different types of systems within Human Resources known as:

- Human Resources Information Systems (HRIS)
- Human Resources Management Systems (HRMS)
- Human Capital Management (HCM)

The diagram below clarifies the differences:



[ref: https://www.aihr.com/blog/human-resources-information-system-hris/]

Currently, personnel information including recording holidays, leave and sickness, performance management and appraisals, letters or documents provided to staff are recorded using either excel spreadsheets or word files (e.g. annual leave tracker, sickness tracker, training tracker etc..). Specific key holder managers hold access to personnel folders (hard copy) and letters or communications are saved onto the BTC HUB (electronic filing system) which can only be accessed by certain staff. Managers arrange supervisions, reviews, absence meetings and all HR 1:1's individually with direct reports, keeping their own records and updating calendars etc..

The Chief Officer has been exploring how best to create a more efficient central portal, known as a Human Resources Information System, to house all of the information in a central place, and that is easy to use for managers and employees alike. This would help to increase organisational resilience in terms of access to HR data, history, performance, absence management or other information. Essentially, this means looking for software that will enable metrics and data management, reporting analytics, document management and performance management; an HRIS with some management ability too.

There would need to be dedicated time set aside to initially get all information up to date, which would require admin capacity; but once input and up to date for all staff, this will save a lot of time in managing HR information moving forward. The organisation has grown and we now need to adapt our systems to manage a higher stream of HR information for employees.

Options

Two trials of available software at different price points have been trialled by the Administration Team Leader (who currently works with this data most), to understand the opportunities or imitations of provision. An overview of system functionality is set out in a table below. Councillors can look at the options on the links in the document or suggest any other HRIS systems to be researched further.

Recommendations:

1. **Members are requested to consider and review the options appraisal of two systems below;**
2. **Members are requested to agree a way forward;**
3. **As this was not budgeted for, members are asked to approve a virement from an underspend in salaries, to cover the new HR Software monthly subscription costs (therefore staying within budget).**

Features	Breathe HR	Myhrtoolkit.com	
Holiday/Sickness Tool	x	x	Employees have to input their own holiday/sickness requests and wait for manager to approve it
Reporting Option	x	x	Real Time analysis
Holiday Management Tool	x	x	To view or add leave
Time & Attendance Tool	x		Creates timesheets for everyone
Expenses Tool	x		Employers can add invoices and receipts for expenses
Recruitment Tool	x		To create a job vacancy – that produces a URL code which you can then put onto Social Media
Learn Tool	x		To assign courses e.g. GDPR
Performance Tool	x		To schedule 1-1's and add objectives
Document Tool		x	Managers can upload documents for individuals to see
Managers Tool		x	Can set probationary periods and set task reminders
Config Tool		x	This is the highest level for managers – can work out hours for part timers, special leave and records sickness
Account Tab		x	Sends out weekly email summaries, useful reminders, staff birthdays etc
Training Tab		x	Record any training needed and expiry dates etc
Access Rights		x	Reset passwords
COSTS	**The annual cost is £793 or £78**	**The subscription is £121.00 + VAT per month plus a**	There is no contract and no cancellation fees for either portal.

	monthly for the basic package. Additional modules - Time/attendance, learn tool etc are charged on top of annual fee @£30 per module	**premium set up fee of £299.00 + VAT or a self-set up alternative**	

PERSONNEL COMMITTEE	10 JUNE 2024	AGENDA ITEM: 10

REVISED ANNUAL LEAVE POLICY

Report Author

Mark Sims, Deputy Chief Officer

Attached: A. Revised Annual Leave Policy (2 pages)

Purpose of Report

To provide members with a revised annual leave policy for approval.

Background Information

On the following pages is a revised annual leave policy due to an increase to annual leave included within the NJC Pay Award 2022 and following the decision of Full Council on 11 December 2023 where members **RESOLVED: That staff be provided with an additional two non-statutory days leave to be taken on 28 December and 29 December of each year.**

Recommendation

Members are requested to approve the revised annual leave policy attached.

Annual Leave Policy

Barry Town Council recognises the legal requirement for all employees to take annual leave. It also recognises the importance of leave for employees as it forms a vital part of ensuring that a high degree of commitment, dedication and loyalty is shown enabling the Council to meet its objectives.

Current legislation entitles all full time employees to 28 days annual leave, which may or may not include all statutory public holidays. In addition, the Council grant additional non-statutory days leave following some of the statutory Bank Holidays.

Leave for Part-time staff will be allocated on a pro-rata basis.

It is also the policy of Barry Town Council to recognise long service and career progression and therefore after 5 years continuous service full time employees will be granted an additional 5 days annual leave. This will be awarded pro rata during the leave year in which an employee achieves their 5 years continuous service. Additionally, when an employee reaches a role which carries Spinal Column Points of 23 or higher they will receive an additional 2 days annual leave.

Date reviewed and adopted by the Council **June 2024**
Date for Next Review **June 2027**

Annual Leave Procedure

The annual leave year is 1 April to 31 March. All staff are expected to take their full leave entitlement during the holiday year. In exceptional circumstances employees may carry forward a maximum of 5 days leave into the next holiday year provided that the statutory minimum of 28 days has already been taken. Any holiday entitlement carried forward must be taken by 30 April that year.

Part time employees, or those joining the Council during a leave year, will be entitled to annual leave on a pro-rata basis

Annual Leave Entitlement

New Starter (below SP23) – 23 days to be increased to 28 after 5 year's service
New Starter (SP23 & above) – 25 days to be increased to 30 after 5 year's service

Unless otherwise stated in contracts, in addition to the above entitlement all staff who are normally contracted to work on a day which falls on a statutory public holiday and non-statutory holiday agreed by Council will receive the additional holidays set out below; part-time employees being pro-rata'd:

New Year's Day
Good Friday
Easter Monday plus one additional day
May Day
Spring Bank Holiday (Whitsun at the end of May) plus one additional day

Summer Bank Holiday (at the end of August) plus one additional day
Christmas Day
Boxing Day plus three additional days

Commented [MS1]: Increase from one day to three days as per Full Council held on 11 December 2023 – Minute 317 refers - **RESOLVED: That staff be provided with an additional two non-statutory days leave to be taken on 28 December and 29 December of each year.**

SICKNESS IMMEDIATELY PRIOR TO OR DURING ANNUAL LEAVE

If an employee is ill during a period of pre-arranged annual leave it is permissible to treat the days of incapacity as sickness absence instead of annual leave, subject to the provision of a medical certificate which covers the full period of sickness. Please note this will not be the case for non-certificated absence. This will enable the Council to arrange alternative leave dates, subject to the demands of the business

If an employee falls ill whilst on annual leave travelling abroad, they must produce acceptable documentation signed by an accredited medical practitioner, together with the employee's name and contact details. This should also state whether the employee is fit to travel. If declared unfit to travel, the certificate must give an indication of the date the employee is likely to travel, if this is after the last authorised day of leave. When employees return to the UK, they are required to submit a Fit Note by their UK Doctor in order to return to work.

Employees will continue to accrue annual leave (excluding bank holidays) at their normal rate whilst on sick leave in accordance with legislation.

Where, as a direct result of long term sickness absence, employees have been prevented from taking their holiday entitlement, it may be possible for an employee to carry forward/be paid (dependent on the amount of annual leave) the statutory element of their remaining annual leave entitlement into the next annual leave year; management reserves the right to specify when that leave must be taken

Leaving employment during the year

- If you leave your employment with the Council you can take the statutory entitlement you have accrued up to the time you leave during your notice period provided you have given the notice period required under the terms of your Contract of Employment
- If you do not take the statutory holiday entitlement you have accrued you have the right to be paid for the accrual
- If you have taken more leave than your accrual entitlement you will be expected to reimburse the Council by deduction from your final salary payment.

Date reviewed and adopted by the Council **June 2024**
Date for Next Review **June 2027**

Barry Town Council Carer's Leave Policy

Policy statement

Employees with caring responsibilities have a statutory right to take unpaid statutory carer's leave from day one of their employment. This policy sets out the Organisation's stance on employees taking time off for this purpose whilst ensuring the Organisation's operations are not unduly affected. The term "dependant" for these purposes is prescribed in law and replicated in this policy. Employees will not be subject to detriment for taking carer's leave.

Entitlement

You are entitled to take (one working week or [insert amount if the Organisation wants to offer more than the statutory minimum]) [insert as applicable — paid OR unpaid] of carer's leave per rolling 12-month period to provide or arrange care for a dependant with a long-term care need. You can request to take your entitlement in a continuous block or separate occurrences, but each occurrence must be at least one-half of your working day.

For these purposes, a week is based on the number of days you normally work in a week. (*Optional*) If your normal working time varies from week to week (*OR if you are not contracted to work in every week of the year*), a week is your average working time in a week taken over the previous 12 months.

A dependant is defined as a:

- spouse or civil partner
- child
- parent
- person who lives in the same household but is not a tenant, lodger, boarder or employee
- person who reasonably relies on you to provide or arrange care. This could be, eg an elderly neighbour.

A dependant has a long-term care need if:

- they have an illness or injury (whether physical or mental) that requires, or is likely to require, care for more than three months
- they have a disability for the purposes of the Equality Act 2010
- they require care for a reason connected with old age.

(*Optional*) The Organisation recognises that people other than those listed above in relation to whom the statutory right applies may depend on you for assistance. Requests for time off in relation to these people should be made to your line manager but these will be considered separately to requests for statutory carer's leave.

You are not required to provide evidence of your eligibility in relation to a request for carer's leave.

Employees who request or take time off under this policy for reasons other than those for which the statutory right to carer's leave is intended may be subject to investigation and subsequent disciplinary proceedings.

Pay for time off

Time off for carer's leave is unpaid.

OR

During carer's leave, you will receive your normal pay.

OR

You are entitled to [insert number] (*delete as appropriate — days/hours*) pay per rolling 12-month period. Your remaining entitlement to carer's leave in that period will be unpaid.

OR

[Insert other arrangements]

Requests for carer's leave

A request for carer's leave must be made in writing (please let [insert details] know if you require any assistance with this) and must specify:

- that you are entitled to take carer's leave in terms of the person to be cared for
- that you will take leave in order to provide or arrange care for that person
- that you have not exceeded your entitlement
- the days on which you want to take leave and if the leave relates to part of a day, specify this fact.

The length of notice to be given is double the amount of time that you want to take off as carer's leave in that instance or three days, whichever is longer.

Postponing carer's leave
The Organisation may decide to postpone your request for carer's leave for up to one month, if we reasonably consider that the operation of our business would be unduly disrupted if you took carer's leave at the time you have asked for. We will try to avoid postponement wherever possible.

The Organisation will consult with you before determining a new date for you to take the carer's leave requested. The new period of carer's leave will be for the same length of time as the original request.

The Organisation will confirm to you in writing the reason for the postponement and the new agreed date of leave, no later than whichever is earlier out of: seven days after you gave the request to the Organisation and the earliest day or part-day of the leave originally requested.

Other policies

You have a statutory right to take a reasonable amount of time off work to deal with emergencies involving your dependants. If you need time off in an emergency to care for a dependant, you should read our time off for dependants policy.

Your entitlement to time off on the loss of a child is set out in our policy on parental bereavement leave, including details of eligibility, pay during time off and other support available.

If you wish to make a request for parental leave to care for a child, you should read our parental leave policy.

Letter to an employee explaining the right to take carer's leave

Carer's leave is unpaid. However, if you choose to offer paid carer's leave, you will need to update your statement of main terms for existing and new employees because all paid leave entitlements must be included in that statement.

[Insert name]

[Insert address]

[Insert date]

Dear [insert name],

I am writing to let you know about a new type of leave that you may be able to take from 6 April 2024.

It's called carer's leave and is a new legal entitlement for employees who meet certain criteria.

[*EITHER*]

Please find enclosed our carer's leave policy.

[*OR*]

You can find our carer's leave policy [insert where it can be obtained from].

I have, however, briefly summarised the new entitlement below.

- To be eligible to take carer's leave, you must have a dependant with a long-term care need.
- You can book in carer's leave in order to provide care or make care arrangements for your dependant.
- If you're eligible, you can take a maximum of one working week of leave in a rolling 12-month period.
- You must give a minimum notice period of taking leave.

- Where necessary, we may need to postpone a period of leave you have requested but we will try to avoid that wherever possible.

- Carer's leave is unpaid [*OR*] You will be paid [insert details] during periods of carer's leave.

Please do read through the policy. If you have any questions about entitlement to carer's leave, please let me know.

Yours sincerely,

[Insert name]
[Insert job title]

Barry Town Council

Menstruation, Menopause and Endometriosis support Policy

Menstruation / Periods

Menstruation is when the body discards the monthly build-up of the lining of the uterus (womb). This monthly bleeding is more commonly known as “a period”. Most women and those assigned female at birth have a period every 28 days, or so, although periods can be more or less frequent than this. Periods can last between 3 and 8 days, and the bleeding tends to be heaviest in the first 2 days.

Menopause

Menopause is when your periods stop due to lower hormone levels. It usually happens between the ages of 45 and 55, although it can sometimes happen earlier. Menopause can have a big impact on your life and work for a number of years (see further fact sheet at end of policy)

Endometriosis

Endometriosis is a condition where tissue similar to the lining of the womb starts to grow in other places, such as the ovaries and fallopian tubes or elsewhere in the body. We recognise that endometriosis is a long-term condition that affects women and those assigned female at birth of any age.

Purpose

The purpose of this policy is to assist with creating a supportive, inclusive period-friendly and menopause friendly workplace where managers and employees can discuss any issues relating to periods, menstruation, menopause or endometriosis if they want to, and to ensure the available support is known about and offered to employees when needed.

We are committed to ensuring appropriate support and assistance is provided to any employee who is experiencing symptoms. We aim to normalise talking about menstruation or menopause and remove any stigma.

As an organisation, we have a duty to ensure the health, safety and welfare of all of our employees under the Health and Safety at Work Act 1974. In addition, the Equality Act 2010 outlines that individuals must not be discriminated against on the grounds of sex or due to any form of disability. We will ensure we met our legal obligations regarding this.

We recognise that the symptoms of endometriosis may constitute a disability. We are committed to ensuring appropriate support and assistance is provided to any employee who suffers with endometriosis.

Effects of periods

For some people, changes in the body's hormone levels before a period can cause physical and emotional changes. This is known as PMS (premenstrual syndrome) or PMT (premenstrual tension). There are many possible symptoms of PMS, but typical symptoms include:

- feeling bloated
- breast tenderness
- mood swings
- feeling irritable
- spotty skin

These symptoms usually improve when a period starts and disappear a few days afterwards.

It is common for people to experience pain during their periods and for some, this can have a significant detrimental impact on their daily life, both at home and work. Periods can also affect mental health, concentration span and energy levels throughout the day. Some people can experience heavy bleeding and clotting during their periods which can also affect their daily life.

Effects of menopause

Physical symptoms of the menopause can include the following:

- hot flushes
- insomnia
- fatigue
- poor concentration
- headaches
- skin irritation
- urinary problems.

As a result of the above, or as an extension of the hormone imbalance, individuals going through the menopause can also experience psychological difficulties, including:

- depression
- anxiety
- panic attacks
- mood swings
- irritability
- problems with memory
- loss of confidence.

It is also commonly acknowledged that Hormone Replacement Therapy, medication which is often prescribed for menopause, can have side effects which cause problems at work. These include nausea, headaches and leg cramps.

Effects of Endometriosis

The main symptoms of endometriosis are:

- pain in your lower tummy or back (pelvic pain)
- period pain that stops you doing your normal activities
- pain when going to the toilet
- feeling sick, constipation, diarrhoea, or blood in your urine
- difficulty getting pregnant
- fatigue
- heavy periods.

Endometriosis may also cause some women or those assigned female at birth to suffer from mental health issues such as depression.

Your responsibilities

It is important that, as an employee, you prioritise your personal health and wellbeing. If you are experiencing problems with any aspect of your role as a result of period pain, any other symptoms associated with menstruation, menopause or endometriosis, we encourage you to tell your manager, who will treat the matter with complete discretion. Your concerns will be taken seriously and your manager will talk to you about what support you feel you would benefit from the most. In order to ensure we can provide you with the best help possible we encourage you to be open in these conversations.

However, we recognise that this is a sensitive issue so if you don’t feel comfortable discussing your situation with your own manager, you are encouraged to speak with another senior member of staff, the Chief Officer, a mental health first aider and/or our Employee Assistance Programme advisors.

Our responsibilities

Managers will maintain an open-door policy so that employees feel comfortable in approaching them if they are experiencing symptoms associated with menstruation, menopause or endometriosis They will support you to talk openly about your current situation and will not make presumptions about how it is affecting you. Alternatively, your manager may talk to you if they notice a change in your behaviour or performance.

If you need additional support, we would encourage you to speak to your GP, specialist, or an Employee Assistance Programme advisor at Care First.

During any discussions, your manager will carefully consider your individual situation and if any adjustments can be made. Your individual needs will be addressed sensitively and confidentiality will be maintained.

Your manager may arrange regular meetings with you if you feel this would be beneficial, to discuss any support you may need, any adjustments that may benefit you and to review the effectiveness of any adjustments already put in place.

We will explore making adjustments to your role or working environment with the aim of reducing the effect that your periods are having on you at work. Risk assessments will be consulted to identify potential issues. We acknowledge that menstruation, menopause and endometriosis affects each individual in different ways so no adjustment will be made without fully discussing it with you first.

Examples of adjustments we may consider include:

- assessing how work is allocated and whether additional support can be provided at particular points of the month
- additional rest breaks
- considering flexible or hybrid working arrangements or home working, including making arrangements for this to take place on an ad hoc or monthly basis to help manage your symptoms
- changes to working hours and changes to start/finish times
- providing lighter duties or amended responsibilities
- any special equipment that may be beneficial
- adjusting absence trigger points for sickness absence relating to menstruation or endometriosis
- conducting a risk assessment to identify any particular areas that are a detriment to individuals suffering with endometriosis

We are legally obliged by the Equality Act 2010 to make reasonable adjustments to an employee's role or working conditions if they have a disability that places them at a disadvantage when performing their role and we will ensure compliance with our obligations in this regard.

(OPTIONAL)
We have adopted the following measures to support employees during their periods [*insert measures such as: we provide free period products such as sanitary towels and tampons, and hot water bottles / we have updated/relaxed our dress code (give details*)].

(*OPTIONAL*)
Period leave

Employees who are menstruating are entitled to [*insert number of days i.e. 1 or 2*] days [*paid OR unpaid*] period leave each month. If you want to take this leave, you must agree the time off in advance with your manager.

(*OPTIONAL*)
Sick pay

We recognise that sickness absences relating to periods will often be regular but short-term. Therefore, you will receive organisation sick pay from day one of any sickness absence relating to menstruation at the rate of [*insert details i.e. full pay, half pay*]. You are not expected to come to work if you are unwell or in pain because of your period.

Time off for medical appointments

If you need time off work to attend a medical appointment you should inform your manager, giving as much notice as possible. You may be required to provide evidence of the time and date of the appointment. We encourage employees to make any medical appointment at the beginning or end of the working day, though recognise that this is often not within their control. Employees are entitled to paid time off to attend medical appointments.

Bullying and harassment

There is an expectation on all employees to conduct themselves in a supportive, sensitive and open-minded manner towards colleagues. We maintain a zero-tolerance approach to bullying and harassment and will treat any and all complaints seriously. If you feel that you have been mistreated in any way by a colleague because of matters related to menstruation, menopause or endometriosis, please raise this with the Chair of the Personnel Committee.

Employee assistance programme

We would like to remind you that further support is available by contacting our Employee Assistance Programme, a confidential 24-hour telephone counselling service.
You can access the EAP by telephoning to speak to an advisor at any time on **0800 174 319** or visiting https://carefirst-lifestyle.co.uk/. This service is available to you 24 hours a day, 7 days a week.
When you contact the EAP provider, you will be asked for a Company username and password; your user name is **vog01s** and password is **glamorgan**. You will not be asked for any further personal details, such as your name or job title, only the organisation you work for.

The Menopause

SELF CARE FORUM FACT SHEET NO. 22

Self Care Forum
Helping people take care of themselves

Let's talk menopause
Help us help you

NHS

This factsheet will help you understand and manage your perimenopause and menopause and point you to further sources of good information. Getting advice early can help reduce the impact of symptoms on your health, relationships and work.

Facts about the menopause and the perimenopause

The menopause is the time when a woman stops having periods and can no longer get pregnant naturally. The ovaries stop releasing eggs and no longer produce the hormones oestrogen and progesterone.

- Menopause is traditionally defined as having occurred when a woman has not had a period for 12 continuous months (for women reaching menopause naturally).
- It usually occurs between the ages of 45 and 55. Between 40 and 45 it is known as early menopause but for some women it may occur before the age of 40. This is known as premature menopause, or premature ovarian insufficiency.
- Changes can also be brought about by treatments for cancer (e.g. chemotherapy), through removal of the ovaries and by some types of hormone therapy. People with some genetic conditions are more likely to experience a premature menopause.
- Symptoms can appear years before periods stop, as the body makes its changes leading up to the menopause. This is called the 'perimenopause' or 'menopause transition'.
- The commonest symptoms of the perimenopause are: changes in periods, hot flushes, anxiety and mood swings. See the box alongside for more.
- Symptoms can have a big impact on people's lives, including on relationships and work.
- Symptoms may continue long after the menopause. This time of life is known as the 'postmenopause'.
- There are things people can do to help with symptoms and there are treatments to replace the missing hormones.
- Contraception must still be used up to the menopause and for a further 2 years if under the age of 50, or for 1 year if over 50. If the diagnosis is not clear, contraception should be continued to the age of 55.

What might happen during the menopause and perimenopause?

Common signs and symptoms of the perimenopause and menopause

Around 75% of women will get symptoms; for 25% of women they will be severe and they can have a big impact on daily life.

Symptoms may be worse if your menopause comes on suddenly, for example after surgery to remove your ovaries.

If you have any of the symptoms listed here, **think menopause,** but be aware that some of the symptoms (e.g. fast heartbeat or worsening migraines) may indicate a more serious problem. If in doubt consult the nhs.uk website or speak to a health professional.

Changes to your periods with menopausal symptoms

- You will normally notice a change in the pattern of your periods. They may get lighter or heavier, happen less often or more often, or become unpredictable. Eventually, you will stop having periods altogether.

Mental health symptoms

- Mood changes, like low mood, anxiety, mood swings and low self-esteem.
- Problems with memory or concentration (brain fog).

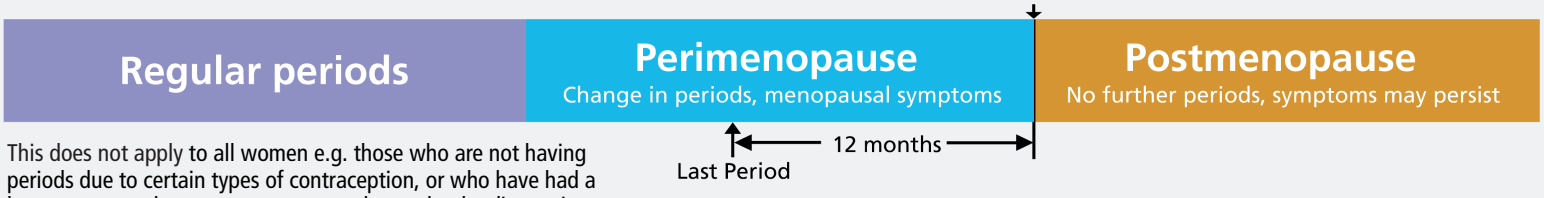
Physical symptoms

- Hot flushes, when you have short, sudden feelings of heat or cold, usually in your face, neck and chest. They can make you sweaty or dizzy and make your heart beat faster.
- Night sweats.
- Difficulty sleeping, which may be a result of night sweats, making you tired and irritable during the day.
- Headaches, including worsening of existing migraines.
- Muscle aches and joint pains.
- Changing body shape.
- Skin changes, including dry and itchy skin.
- Reduced sex drive (libido).
- Vaginal dryness and pain, itching or discomfort during sex.
- Repeated urinary tract infections (UTIs) or urinary frequency.

Symptoms can last for months or years, and can change with time.

For example, hot flushes and night sweats may improve, and then you might develop low mood and anxiety.

A typical menopause timeline



This does not apply to all women e.g. those who are not having periods due to certain types of contraception, or who have had a hysterectomy, when symptoms are used to make the diagnosis.

Fact Sheet No 22 : Menopause. Produced by the NHS National Menopause Clinical Reference Group and the Self Care Forum. www.selfcareforum.org
May 2022. Next review due: May 2023.

Self Care Forum
Helping people take care of themselves

Let's talk menopause
Help us help you

Managing your menopause

For many women, menopausal symptoms are mild and can be managed without specific treatment. For those with troublesome symptoms, the most effective treatment is usually hormone replacement therapy (HRT), though it may not be suitable for all women. This includes helping with hot flushes, joint pains, mood swings and vaginal dryness as well as prevention of osteoporosis. Early advice can help reduce the effects the perimenopause and menopause may have on your health, relationships and work.

General tips to help with menopause symptoms

Lifestyle changes and self care can help you during the perimenopause and menopause whether or not you are using HRT. Make sure you rest when you need to, eat a healthy diet, maintain a healthy weight, take physical exercise regularly, find time to relax, cut down on alcohol, share with other people going through the menopause and if you smoke, talk to your pharmacist or GP practice about an NHS stopping smoking programme.

Help with specific symptoms

Mood problems and anxiety

Self Care Rest, regular sleep, exercise, relaxation and mindfulness can all help. Cognitive behavioural therapy (CBT), a type of talking therapy, can help – your GP practice may be able to refer you and it can sometimes be provided online. Antidepressants do not help with menopausal mood changes.

Hot flushes and night sweats

Self Care Wearing lighter clothing, keeping your bedroom cool at night, taking a cold shower, using a fan, exercising regularly, losing weight (if you are overweight), avoiding triggers such a spicy food, and reducing your stress levels can all help. See a health professional at your GP practice, or a pharmacist, to discuss whether non-hormonal treatments may help.

Vaginal dryness

Self Care Over-the-counter vaginal moisturisers and lubricants can help. Your GP practice can prescribe you oestrogen that you put in your vagina, which can be provided as a cream, pessary, gel, vaginal tablet or vaginal ring.

Reduced sex drive

If HRT is not effective in restoring your sex drive, you might be offered a testosterone gel or cream, which is applied to the skin of your tummy, top of your legs or bottom. Stress and relationship problems can also reduce sex drive.

Protecting against weak bones and osteoporosis

HRT protects against bone loss.
In addition you can:

- Take regular weight bearing physical exercise.
- Eat a healthy diet including fruit and vegetables and food rich in calcium such as low-fat milk and yoghurt.
- Boost your vitamin D by taking vitamin D supplements and getting some sunlight.
- Cut down alcohol and stop smoking.

When to seek medical help

See a health professional at your GP practice if you think you have perimenopause or menopause symptoms and one of the following:

- You want to know more about treatment.
- You want to discuss contraception.
- You are under 45.
- You are already on hormonal treatment or have had a hysterectomy.
- Your periods have stopped unexpectedly or have become a problem.
- Any of your symptoms have become a problem.

See a GP at your practice if:

- It is more than a year after your last period, you are not on HRT and you experience vaginal bleeding,

HRT - The Facts

For most women, HRT is a generally safe and effective treatment for symptoms of the menopause. It replaces the oestrogen your body is not producing. It comes as tablets, patches, gel, sprays and implants. If you have a uterus (womb), you will need to take a hormone called a progestogen as well (combined HRT) to protect the lining of your uterus.

Benefits of HRT

HRT is very effective at relieving most perimenopausal and menopausal symptoms. Hot flushes, night sweats and mood changes can start to improve within a few days. Other symptoms such as joint pains and vaginal dryness can take a few weeks to improve.

Many people find their quality of life at home and at work improves when they take HRT.

Taking HRT can also reduce the risk of hormone-related health problems including osteoporosis, and, possibly, type 2 diabetes.

Risks of HRT

For most women, the benefits of HRT usually outweigh the small risks.

HRT can slightly increase the risk of breast cancer and some types can increase the risk of blood clots. Oral oestrogen is generally not recommended if you have previously had a stroke or deep vein thrombosis (DVT). HRT should only be used after expert advice if there is a previous history or high risk of breast or womb (uterine or endometrial) cancer.

You can potentially take HRT for as long as the benefits outweigh the risks, which may be for many years.

Where to find out more

- **Women's Health Concern:** https://www.womens-health-concern.org/
- **Menopause Matters:** https://www.menopausematters.co.uk/
- **The Menopause Charity:** https://www.themenopausecharity.org/
- **Menopause Café:** https://www.menopausecafe.net/
- **Queermenopause for people who identify as LGBT+:** https://www.queermenopause.com/
- **NHS website section on the menopause:** https://www.nhs.uk/conditions/menopause/
- **British Menopause Society** https://thebms.org.uk/education/principles-practice-of-menopause-care/bms-ppmc-resources-toolkit/

Fact Sheet No 22 : Menopause. Produced by the NHS National Menopause Clinical Reference Group and the Self Care Forum.

Let's talk menopause

Help us help you

Self Care Forum
Helping people take care of themselves

Managing your endometriosis at work

We understand it is not always easy to have a conversation with your employer about endometriosis and how it may impact on your work. As it is an invisible condition, employers may also find it hard to understand, but it can be a positive conversation. Professor Andrew Horne and Carol Pearson in their book *Endometriosis: The Experts' Guide to treat, manage, and live well with your symptoms* provide a list of hints and tips to help you prepare for your conversation or meeting with your employer.

Hints and tips for dealing with employers

- Do try and have an open dialogue about your symptoms with someone you trust at work.
- Do explain, in as factual way as possible, what you are experiencing and how this affects you on a day-to-day or month-to-month basis.
- Share information about the treatment you are undergoing and some of the basic facts about endometriosis, explaining that one woman can be affected very differently to another.
- Try and understand the challenges from your employer's perspective as well, as endometriosis is a complex disease and can be hard to understand. It's important to recognise that your employer will have their own pressures and that they have to plan resources to get work completed.
- Be open-minded about changing your working arrangements if they no longer work for you – flexible working can be really helpful, and often new opportunities arise. You may find a career path that suits you even better.
- Seek advice and support from unions or other organisations relevant to your line of work.
- Seek support from your wider support network – whether this is your partner, family, friends or through other women with endometriosis.
- Look at any benefits available to you that may help you, and seek support from organisations such as Citizens Advice Bureau that might help advise on the paperwork for these.
- Talk to your GP, clinical nurse specialist or other health professionals about work concerns.
- Don't be hard on yourself about your own health challenges; try and focus on getting better rather than feeling guilty.
- Don't be defensive with your employer – it won't help.
- Don't assume or expect an employer to make a 'reasonable adjustment' automatically – this isn't always possible.

This excerpt was take from: © *Endometriosis: The Experts' Guide to treat, manage, and live well with your symptoms* (2018) by Professor Andrew Horne and Carol Pearson

PERSONNEL COMMITTEE	**10 JUNE 2024**	**AGENDA ITEM: 13**

NEW INTRODUCTION FOR STAFF HANDBOOK

Report Author

Emily Forbes, Chief Officer

Purpose of Report

Further to a suggestion made at Full Council on 14 May 2024, to provide members with a new introduction for the Staff Handbook, considering the professional code of conduct and expectations of staff. review and adoption

Recommendations:

1. **Members are requested to review and approve the new introduction;**

2. **That the Staff Handbook is amended and circulated to all staff.**

Staff Handbook Introduction

Staff Conduct

Working and the workplace are where we spend most of our adult awake life. Both need to be fulfilling, enjoyable, productive, and safe both physically and psychologically.

Barry Town Council strives to create a positive workplace that is a fabulous place to work and supports wellbeing, resilience and performance. In return, Barry Town Council expects a high degree of commitment, dedication and loyalty from all its employees as public servants, to ensure the objectives of the Council and the needs of the citizens of Barry are met.

The Council expects leaders and managers who are:

- attentive to themselves, to other leaders and managers, the workforce, councillors, the public and other stakeholders;
- able to model the values of the Council;
- able to share and encourage sharing responsibility for the organisation and its future success;
- trustworthy, reliable, open, and consistent in their behaviour towards others;
- able to extract the best from their workforce by challenging, providing opportunities for personal growth and development, and who treat everyone with fairness and understanding;
- able to encourage commitment, trust and engagement in others;
- able to facilitate in others concentration, critical appraisal, encouragement and enthusiasm to perform well.

The Council expects a workforce that:

- goes the extra mile, by offering a service that is more than expected, demonstrating attentiveness and personal commitment in the interests of the public;
- grasps opportunities for personal development through new challenges, acquisition of skills, knowledge and experiences;
- is driven by the desire for personal success and happiness – intellectually, financially, socially and emotionally.

The Council will encourage a supportive culture with:

- shared responsibility for the organisation and its success;
- high level performance by facilitating focus and concentration on work;
- structures that are simple to understand;
- fairness between leaders, managers, the workforce, councillors and the public;
- exposure of complex and /or historical issues and their resolution;
- institutionalised learning and development;

- everyone to behave respectfully towards each other;
- everyone to acknowledge and value each other's views and opinions;
- team working that encourages mutual support,
- where the critique of the individual and team is welcomed and discussed maturely and openly,
- where lessons are learned and implemented.

Responsibilities of the employee

Employees are required to work effectively, and to perform to the highest standard achievable and deliver their contractual obligations. Employees are responsible for working with the line manager to agree an appropriate way to address any capability difficulties. Employees are responsible for identifying and attending any learning and development activities that are identified that can enhance their performance at work.

Responsibilities of the line manager

The line manager is responsible for monitoring the performance of employees. Line Managers will be trained in having difficult conversations which is often the most challenging aspect of management roles.

The Code of Conduct (Qualifying Local Government Employees)(Wales) Order 2001

In addition, all employees of Barry Town Council must adhere to the Code of Conduct set out below which is enshrined in law and is a contractual requirement.

General Principles

1. The public is entitled to expect the highest standards of conduct from all qualifying employees of relevant authorities. The role of such employees is to serve their employing authority in providing advice, implementing its policies, and delivering services to the local community. In performing their duties, they must act with integrity, honesty, impartiality and objectivity.

Accountability

2. Qualifying employees of relevant authorities work for their employing authority and serve the whole of that authority. They are accountable to, and owe a duty to that authority. They must act in accordance with the principles set out in this Code, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.

Political Neutrality

3. Qualifying employees of relevant authorities, whether or not politically restricted (c), must follow every lawfully expressed policy of the authority and must not allow their own personal or political opinions to interfere with their work. Where qualifying employees are politically restricted (by reason of the post they hold, the nature of the work they do, or the salary they are paid), they must comply with any statutory restrictions on their political activities.

Relations with members, the public and other employees

4. Mutual respect between qualifying employees and members is essential to good local government, and working relationships should be kept on a professional basis.

5. Qualifying employees of relevant authorities should deal with the public, members and other employees sympathetically, efficiently, and without bias.

Equality

6. Qualifying employees of relevant authorities must comply with policies relating to equality issues, as agreed by the authority, in addition to the requirements of the law.

Stewardship

7. Qualifying employees of relevant authorities must ensure that they use public funds entrusted to them in a responsible and lawful manner, and must not utilise property, vehicles or other facilities of the authority for personal use unless authorised to do so.

Personal Interests

8. Whilst qualifying employees' private lives are their own concern, they must not allow their private interests to conflict with their public duty. They must not misuse their official position or information acquired in the course of their employment to further their private interests, or the interests of others. In particular, they must comply with: (1) any rules of their relevant authority on the registration and declaration by employees of financial and non - financial interests, (2) any rules of their relevant authority on the declaration by employees of hospitality or gifts offered to or received by them, from any person or organisation doing or seeking to do business, or otherwise benefiting or seeking to benefit from a relationship with the authority. Qualifying employees must not accept benefits from a third party unless authorised to do so by their relevant authority.

Whistleblowing

9. In the event that a qualifying employee becomes aware of activities which that employee believes to be illegal, improper, unethical or otherwise inconsistent with this Code, the employee should report the matter, acting in accordance with the employee's rights under the Public Interest Disclosure Act 1998, and with the relevant authority's confidential reporting procedure, or any other procedure designed for this purpose.

Treatment of Information

10. Openness in the dissemination of information and decision making should be the norm in relevant authorities. However, certain information may be confidential or sensitive and therefore not appropriate for a wide audience. Where confidentiality is necessary to protect the privacy or other rights of individuals or bodies, information should not be released to anyone other than a member, relevant authority employee or other person who is entitled to receive it, or needs to have access to it for the proper discharge of their functions. Nothing in this Code can be taken as overriding existing

statutory or common law obligations to keep certain information confidential, or to divulge certain information.

Appointment of Staff

11. Qualifying employees of relevant authorities involved in the recruitment and appointment of staff must ensure that appointments are made on the basis of merit. In order to avoid any possible accusation of bias, such employees must not be involved in any appointment, or any other decisions relating to discipline, promotion or pay and conditions for any other employee, or prospective employee, to whom they are related, or with whom they have a close personal relationship outside work.

Investigations by Monitoring Officers

12. Where a monitoring officer is undertaking an investigation in accordance with regulations made under section 73(1) of the Local Government Act 2000(a) a qualifying employee must comply with any requirement made by that monitoring officer in connection with such an investigation.

PERSONNEL COMMITTEE	10 JUNE 2024	AGENDA ITEM: 14

Revised Flag Flying Protocol

Report Author

Jason Harvey, Engagement & Events Team Manager

Attached:

Flag Flying Protocol (Revised June 2024)

Purpose of Report

To provide councillors with a revised Flag Flying Protocol.

Background Information

The Flag Flying protocol has been updated due to following a new flag pole being installed outside of Town Hall and the protocol being reviewed.

Upon reviewing the protocol it referenced the late Queen, and when commemorating the birthday of the Sovereign, had a set date which means the protocol requires updating annually. In addition to this the protocol does not make it clear if this applies only to Town Hall, or both Town Hall and Merthyr Dyfan Cemetery. As such the changes are as follows:

- Update references from ‘Her Majesty’ to ‘His Majesty’.
- To remove the date celebrating the Kings birthday and change to the third Saturday of June, as the date changes annually.
- Includes two options on where the protocol applies for Council to decide.

Recommendations:

1. To note and approve the changes in relation to changes referencing the monarchy;
2. To decide on whether Option 1 or 2 is implemented

BARRY TOWN COUNCIL
FLAG FLYING PROTOCOL
(Current agreed by Full Council 15 April 2019 Min 499(1) refers)
Revised 3 June 2024 (Option 1)

1. This protocol applies to the flag pole at Town Hall Only
2. That the specified flag is flown in commemoration of the following dates;

- 1 March – St David's Day – Welsh Flag
- Month of June – LGBTQIA+ Flag (apart from 6, 29 June & the Sovereign's Official Birthday)
- 6 June – D-Day Landings – Union Jack
- 3rd Saturday in June – Official Celebration of His Majesty's birthday – Union Jack
- 29 June – Armed Forces Day – Armed Forces Day Flag
- 3 September – Merchant Navy Day – Union Jack or Red Ensign Flag
- 16 September – Glyndwr Day – Welsh Flag
- 11 November – Remembrance Day – Union Jack (or over weekend nearest)
- Barry Town Council flag to be flown at all Civic Events and throughout the year

3. That the flag should be flown at half-mast for the death of a Councillor/Mayor, past or present and the Protocol for Marking the Death of a Prominent Figure is followed. If officers were unsure if they should raise the flag at half-mast for the death of somebody outside of the Council, then they should contact the Mayor for confirmation.

BARRY TOWN COUNCIL
FLAG FLYING PROTOCOL
(Current agreed by Full Council 15 April 2019 Min 499(1) refers)
Revised 3 June 2024 (Option 2)

1. This protocol applies to Town Hall and Merthyr Dyfan Cemetery.
2. That the specified flag is flown in commemoration of the following dates;

- 1 March – St David's Day – Welsh Flag
- Month of June – LGBTQIA+ Flag (apart from 6, 29 June & the Sovereign's Official Birthday)
- 6 June – D-Day Landings – Union Jack
- 3rd Saturday in June – Official Celebration of His Majesty's birthday – Union Jack
- 29 June – Armed Forces Day – Armed Forces Day Flag
- 3 September – Merchant Navy Day – Union Jack or Red Ensign Flag
- 16 September – Glyndwr Day – Welsh Flag
- 11 November – Remembrance Day – Union Jack (or over weekend nearest)
- Barry Town Council flag to be flown at all Civic Events and throughout the year
- At Methyr Dyfan Cemetery, on flag poles 2 & 3 the Green Flag and Heritage Flag awards are to be flown throughout the year.

3. That the flag should be flown at half-mast for the death of a Councillor/Mayor, past or present and the Protocol for Marking the Death of a Prominent Figure is followed. If officers were unsure if they should raise the flag at half-mast for the death of somebody outside of the Council, then they should contact the Mayor for confirmation

Health and Safety Report

Date of report 25th May 2024

Prepared by: - Mr Jeff Berriman CMIOSH

J.R.B. (Health and Safety) Advisory Service

JRB
HEALTH AND SAFETY ADVISORY SERVICE
KEEPING AN EYE ON HEALTH AND SAFETY

Disclaimer:

The Health and Safety advice provided by J.R.B. (Health and Safety) Advisory Service is based on current UK legislation, best practices, and regulatory guidelines.

It is intended to support and enhance the safety and well-being of individuals and organisations. However, the implementation and adherence to this advice are the responsibility of the recipients. J.R.B. (Health and Safety) Advisory Service cannot be held liable for any consequences resulting from the disregard, misinterpretation, or non-compliance with the provided recommendations.

It is essential for recipients to consult with relevant regulatory bodies, legal counsel, and their own health and safety representatives to ensure full compliance with UK health and safety laws and site-specific requirements.

Table of contents.

4. Introduction.

a) Overview of report

The purpose of this report was to undertake an Inspection and audit of the Health and Safety systems currently used by Barry Town Council. The report was to consider all areas under its control such as:-

- Barry Town Council offices.
- Two cemeteries controlled by the council, namely Merthyr Dyfan and Porthkerry Cemeteries.
- Events Planning and Community Engagement department.
- Two community halls namely Pioneer Hall and Cemetery Approach Hall.

b) Scope of the report

The inspection and audits were completed during March 2024 and involved a complete analysis of existing council documentation such as reports, risk assessments, method statements etc . This information will then be able to provide the town council with enough information to confirm that the council is complying with existing documentation and to support it in deciding how best to improve its systems, if indeed they need improvement.

C) Methodology

The inspector used the following ways of gathering data to support his findings included: -

- Visual Inspections
- Interviewing Key personnel involved in the areas under inspection, including managers, supervisor and operatives.
- Considering existing documentation with special emphasis of its format, style, compliance requirements, and document control.

5. Executive Summary

1. Summary of Key Findings

The inspection found that in general the Council has a strong robust Health and Safety system in place, which is supported well by the Town Council members, and by its employees.

2. Main Conclusions.

- **Documentation:-** The council has maintained a sound system of documentation that is comprehensive, and which is easily audited and provides a high degree of traceability.
- **Hazard Identification:-** Regular safety audits have successfully identified and mitigated several key hazards, including machinery malfunctions and improper storage of hazardous materials
- **Training Effectiveness:-** Employee training programs have been effective, with staff demonstrating a thorough understanding of safety procedures and emergency response protocols.
- **Compliance:-** The council is in full compliance with national health and safety regulations, ensuring a safe working environment fo all its employees.

3. Recommendations

The following actions should be instigated as soon as possible to ensure compliance with current legislative requirements: -

1. It is a requirement of the Regulatory Reform (Fire Safety) Order that fire drills are completed at least once a year and that records of the tests are recorded and maintained.
2. There are several areas of training that may need to be completed. These are: -

- Manual Handling - all employees working on site and some employees working in an office environment.
- Fire Wardens – nominated employees.

3. At the time of the inspection there was no evidence that staff members have had VDU / DSE assessments completed. The *Health and Safety (Display Screen Equipment) Regulations* 1992 requires all employees who use a display screen (computer) to have an assessment completed and that this assessment is to be reviewed whenever a change of circumstance occurs or on an annual basis.
4. The Provision and Use of Work Equipment Regulations 1998 (PUWER) and the Lifting Operations and Lifting Equipment Regulations 1998 (L.O.L.E.R.) require regular testing and inspection of all work equipment.
5. The regulations also require inspections and maintenance to be carried out on the ladders, and any other equipment that has been supplied. Please note that it is important that records are maintained of any maintenance or inspections that have been completed, these may be required as evidence by an enforcement agency if an accident were to occur.
6. Only trained and competent staff should be allowed to use the equipment in the cemeteries.
7. There was no evidence that the generator has had its statutory service check. The auditor was informed that the equipment had been tested and that the certificate was held in head office. Please confirm that a copy of the test certificate is held on site and is available for inspection by any enforcement officer

- ## Barry Town Council Health and Safety Policy Statement.

- ## Overview

  - The inspector was presented with a copy of the Barry Town Council Staff Handbook dated 16th May 2023. This handbook contains all of the council's procedures, policies and standards and is given to all employees when they join the organisation.
  - On inspection policies are updated at different times that do not correspond with the date on the cover page (16th May 2023).
  - The document is very comprehensive and well designed. It covers all key level of mandatory health and level requirements but also provides employee with help and guidance in subjects as alcohol dependance, work related stress.

- ## Key Principles and commitment

  The booklet gives a clear and precise statement on why the booklet has been compiled and their statement is:-

"*The aim of this document is to create a one-stop information point for all staff to access the information needed during employment.*

This document, along with the Contract of Employment, gives the details of the terms and conditions of employment and outlines what can be expected from the Council as an employer. In return the Council expects a high degree of commitment, dedication and loyalty from all employees to ensure the objectives of the Council and the needs of the citizens of Barry are met.

The Handbook - Policies and Procedures will be regularly reviewed and updated in line with changes to legislation and the objectives of the Council and the community."

- Risk Assessments

Under the Management of Health and Safety at Work Regulations 1999 Barry Town Council must protect its employees and others from harm. The minimum it must do is: -

- Identify what could cause injury or illness within the workplace (Hazard)
- Decide how likely it is that someone could be harmed and how seriously (Risk)
- Take action to eliminate the hazard, or if it is not possible to eliminate, to control the hazards. In other words, you must complete a Risk assessment for each likely hazard.

Evidence was observed that the current risk assessments are well controlled and can be considered suitable and sufficient. However, they must be reviewed to ensure compliance. The review of risk assessments should take place when there has been a change in circumstances, such as: -

- Change in Legislation
- Change in the work Process.
- Change in equipment.
- Change in personnel (training requirements)
- Change in workplace setup.
- Change in any other factors that affect the suitability and sufficiency of the risk assessment.
- If there are no changes then it fine to simply review on an annual basis.
- The council has produced many risk assessments, on several risk areas but will need to complete the following.
    - Fire Risk Assessments.
    - Manual Handling Risk Assessments.
    - Display Screen Risk Assessments.

- **Health and Safety Performance Data**

    - **Incident statistics.** At the time of the inspection there was no data available for analysis. However, the inspector believes that due to the very high safety culture figures for this area would be reflected accordingly and would be low.
    - **Trends and comparisons with previous periods: -** None available at the time of the inspection
    - **Near misses. Number and type of near misses: -** None available at the time of the inspection

    Training Records. Barry Town Council produced a computer based spread sheet that was ver comprehensive and gave in detailed information on employee training. This information included: -

- Employees name
- Course name
- Date passed
- Expiry date of certificate.
- Name of Training Provider

It was pleasing to note that Barry Town Council are fully committed to providing their employees not only with statutory mandatory training but also with training that is designed to promote advancement on career opportunities. This is a positive step in developing a robust health and safety culture – *"strength is developed from knowledge, and this produces courage to act on your commitments"*

The training stategy within Barry Town Council would be considered as compliant with the current statutory training requirements.

• Audit and Inspections Findings

Summary of Internal/External audits/inspections conducted

- There were a few audit and inspection paper trails, but these were like risk assessments and need to be updated.

Key Findings and areas of non-compliance

- No data available at the time of the inspection.

Corrective action Taken

- No Data available at the time of the inspection.

• Legal Compliance and Updates

The key legislation that Barry Town Council should be concerned with are :-

- The Health and Safety at Work Act etc 1974.
- The Management of Health and Safety at Work 1999
- Provision and Use of Work Equipment Regulations (P.U.W.E.R.) 1998
- Lifting Operations and Lifting Equipment Regulations 1998 (L.O.L.E.R.)
- First Aid at Work Regulations 1991
- Manual handling Operation Regulations 1992

There are, of course many other regulations that will be required to be considered but the regulations given above are where most non-compliances are picked up by the enforcing authorities.

The inspector considers the action taken by Barry Town Council to be suitable and sufficient and it is obvious that true diligence is used in all areas that raises concern. The council is compliant with current Health and Safety laws and regulations.

At the time of writing the author is not aware of any changes in Health and Safety in legislation to take place and relies on advice from the Health and Safety Executive and The Institute of Occupational Safety and Health to provide him with updates as they happen**.**

Conclusion.

The summary of the authors findings is that the Barry Town Council is well run with staff who are committed to providing a professional service to the community and to their employer. .

During the inspection period the author had chance to speak to many of the staff members and he was happy to note that all were willing to participate with the author and he would like to thank Mr Mark Sims, Mrs Amanda Evans and Mr Jason Harvey for the support they all gave to me during the inspection.

The Health and Safety culture within this organisation is robust and dynamic and would be considered as fully compliant with current Health and Safety Regulations.

- ## Recommendations and Action Plan

RECCOMENDED ACTION PLAN			
REQUIRED ACTION TO BE TAKEN(from above)	**ACTION BY WHOM**	**SUUGESTED TIME SCALE**	**COMPLETION DATE**
Several pieces of equipment such as ladders, steps etc. were noticed in building but there was no evidence in place to show that they had undertaken any statutory inspections as required under the Provision and Use of Work Equipment Regulations 1998. Please ensure that this is completed for all such equipment and that the test certificates are kept in an easily accessible location.	**M.S**	**1 month**	
During the inspection we were unable to examine the Test certificate for the equipment, however the inspector was advised that these were held on site and later some certificates such as required for the flagpoles in the cemeteries were produced and were in date.	**M.S**	**1 month**	
There were no recorded fire drills. The Regulatory Reform (Fire Safety) Order 2005 requires that this function be completed at least one day per annum, although two drills per annum are recommended	**M.S**	**1 Month**	
All risk assessments need to be reviewed and updated	**MS**	**3 Months**	
All C.O.S.H.H. assessments need to be reviewed and updated	**MS**	**3 Months**	
All Training requirements need to be reviewed and updated	**MS**	**3 Months**	

JRB HEALTH AND SAFETY ADVISORY SERVICE
KEEPING AN EYE ON HEALTH AND SAFETY

Health and Safety Inspection report (Town Hall Building)

Barry Town Council	**Site Address – Holton Road, Barry, CF63 4RW**
Contact Name – Mark Sims	**Site Contact – Mark Sims**
Tel No. 01446 738663 Mobile.	**Council Site Personnel present during Visit – Amanada Evans**
Date of Site Visit – Thursday, 14 March 2024	**Main Contractor –**
Relevant Legislation.	**Health and Safety at Work Etc Act 1974 Health and Safety (First Aid) Regulations 1981 Provision and Use of Work Equipment Regulations 1998 (P.U.W.E.R.)**

S = Satisfactory	U = Unsatisfactory	I = Immediate Action Required	N/A = Not Applicable	N/O = Not observed

SITE ACTIVITIES

Health and Safety Documentation	S	Plant / machinery/ lift	S	Personal Protective Equipment	S	Noise	S
Registers (F10)	S	Underground Services	N/A	Environmental	S	Security	S
Test / Examination Certificates	S	Roadwork's	N/A	Manual handling	S	First aid / Accident Records	S
Risk assessments	S	Public Services	N/A	Welfare facilities	S	Notices / signs	S
Method statement	S	Portable Tools	N/A	Lifting equipment	N/A	Working at height	N/A
Health and safety plan	S	Scaffolding	N/A	Overhead services	N/A	House keeping	S
General site safety	S	COSHH	S	Electricity	S		S
Means of access	S	Excavation	N/A	Flammable materials / gases	S	Emergency procedures	S
Traffic management	S	Fire Safety	S	Lighting	S	Slips & Trips	S
Site Security	S	Council Vans	N/A	Toolbox Talks	N/A		

Issues identified during site inspection visit
A site inspection visit was completed with the intention to consider compliance with current health & safety legislation. Mr Berriman was escorted throughout the inspection with Mrs Amanda Evans.

Email:- jeff@berriman.cc Mobile:- 07970017431

Overview:

- The inspection was taken over a period of two days and covered several buildings such as the main Town hall building situated in Holton Road, two cemeteries and two community halls
- The operation is open for business between 8.30 and 17.30 on Monday – Friday. The Town hall is also used in the evenings for meetings.
- The main site is shared with other organisations, with Barry Town council utilising the town council Chamber, office accommodation, shared toilet facilities. Situated on the second floor there is a kitchen area and additional small office space. The council also uses a small area on the ground floor as a reception area and a small administration office, utilised by reception staff.
- This main site is used by employees throughout the day and is secure, with members of the public required to contact reception staff via a security buzzer when requiring access to the building. Members of the public are granted access to the building only when they have good reason for attending. Access is grated by a member of the reception staff and visitors are always escorted when they are on site.
- The site was well set up, very clean and well managed.
- All walkways were clear and free from obstructions.

Observations:

On arrival the site set up was observed and found to be in good order. Access and Egress was found to be satisfactory, and housekeeping was largely excellent.

Section 1 Housekeeping and Welfare

- Housekeeping standards within the organisations areas was found to be satisfactory.
- Welfare facilities within the organisation were acceptable, therefore this section was found to be complaint with current regulations and no further action required at this moment in time

Section 2 First Aid – Health and Safety (First Aid Regulations 1981

- There were first aid kits located within the buildings Many employees have received EFAW training, and their names are displayed in a prominent position within all areas.

Section 3 Contractors

No action required within this section

Section 4 Equipment - P.U.W.E. R – Provision and Use of Work Equipment Regulations Ltd 1998

- Several pieces of equipment such as ladders, steps etc. were noticed in building but there was no evidence in place to show that they had been subjected to any statutory inspections as required under the Provision and Use of Work Equipment Regulations 1998
- During the inspection it was noted that several areas had gas boilers and other equipment that would require testing under Provision of Work Equipment Regulations (P.U.W.E.R.) or the Lifting Operations Lifting Equipment Regulations (L.O.L.E.R.)

Email:- jeff@berriman.cc Mobile:- 07970017431

- During the inspection we were unable to examine the Test certificate for the equipment, however the inspector was advised that these were held on site.
- Please confirm that all equipment receives its mandatory testing to ensure compliance with the relevant regulations.
- It was noted that the level of equipment used by the cemeteries was extensive, with the range going from spades to JCB diggers. The inspector found that training and record keeping for these areas was exemplary and there was no cause for concern raised during the visit.

Section 5 – P.P.E. – Personal Protective Equipment (P.P.E.) Regulations 2022

- Staff are issued with P.P.E. but there was no record of details of what was issued, to whom and to what standard.
- There are no details available for the correct storage of the P.P.E.

Section 6 Fire Safety – Regulatory Reform (Fire Safety) Order 2005

- The fire extinguishers within the areas were complying with the next service date given as April 2024 but the service was confirmed as having been booked for April 2024.
- There were no fire blankets within the kitchen area. It was accepted that there were no ovens or cooking equipment, however, toasters and microwaves were still available for staff to use.
- There was an Emergency Fire Evacuation Chair situated within the area and evidence was presented to demonstrate that staff had received training in its use. The council has a documented procedure for the chairs to be inspected every three months.
- The council has used an external agency to produce their emergency Evacuation
- There were no recorded fire drills. The Regulatory Reform (Fire Safety) Order 2005 requires that this function be completed at least one day per annum, although two drills per annum are recommended.

Section 7 COSHH – Control of Substances Hazardous to Health (C.O.S.H.H.) Regulations 1992

C.O.S.H.H. assessments were in place, but they are due a review.

Section 8 Security -

No action required on this section

Section 9 Council Vehicles

No action required on this section

Section 10 – Training

- Specialised training to undertake the role of fire Wardens may be required.

Email:- jeff@berriman.cc Mobile:- 07970017431

Section 11 – Key Documents displayed
Health and Safety Manual and Policy statement are maintained. The auditor was able to check and verify the Policy statement was signed and dated during the inspection process. Health and Safety Poster was displayed and filled in correctly. • Liability Insurance was displayed correctly and was in date.
Section 12 – Risk assessments – Management of Health and Safety at Work Regulations 1999
Under the above regulations the employer must protect its employees and others from harm. The minimum you must do is:- • Identify what could cause injury or illness within your workplace (Harm) • Decide how likely it is that someone could be harmed and how seriously (Risk) • Take action to eliminate the hazard, or if it is not possible to eliminate, to control the hazards. In other words, you must complete a Risk assessment for each likely hazard. Evidence was observed that the current risk assessments are controlled and are suitable and sufficient. However, they must be reviewed to ensure compliance. The review of risk assessments should take place when there has been a change in circumstances, such as: - • Change in Legislation • Change in the work Process. • Change in equipment. • Change in personnel (training requirements) • Change in workplace setup. • Change in any other factors that affect the suitability and sufficiency of the risk assessment. • If there are no changes then it fine to simply review on an annual basis. • The council has acted on several risk areas but will need to complete the following. • **12.1** A Fire Risk Assessment. • **12.4** Manual Handling Risk Assessments • **12.5** Display Screen Risk Assessments
Section 13 – Lifting Operation Lifting Equipment Regulations 11998 (L.O.L.E.R.)
Not required at this location
Section 14 - Permit to Work and Hot Works
There was evidence in place to demonstrate that a system is in pace to control the above-named actions
Section 15 – Toolbox Talks
Evidence was available to demonstrate that tools box talks were given to some staff members

Email:- jeff@berriman.cc Mobile:- 07970017431

Section 16 - Excavations
• Not applicable to this location
Section 17 – Council vehicles
• All council vehicles are covered by the council protocols .

Email:- jeff@berriman.cc Mobile:- 07970017431

Report Section 2 – Cemeteries.

Health and Safety Inspection report (Cemetries)

Barry Town Council	**Site Address – Holton Road, Barry, CF63 4RW**
Contact Name – Mark Sims	**Site Contact – Mark Sims**
Tel No. 01446 738663 Mobile.	**Council Site Personnel present during Visit – Amanda Evans**
Date of Site Visit – Thursday, 14 March 2024	**Sites:-**
Relevant Legislation.	**Health and Safety at Work Etc Act 1974 Health and Safety (First Aid) Regulations 1981 Provision and Use of Work Equipment Regulations 1998 (P.U.W.E.R.)**

S = Satisfactory	U = Unsatisfactory	I = Immediate Action Required	N/A = Not Applicable	N/O = Not observed

SITE ACTIVITIES

Health and Safety Documentation	S	Plant / machinery/ lift	S	Personal Protective Equipment	S	Noise	S
Catering and Bars	S	Underground Services	S	Environmental	S	Severe Weather Cancellation	S
Test / Examination Certificates	S	Roadwork's	S	Manual handling	S	First aid / Accident Records	S
Risk assessments	S	Public Services	S	Welfare facilities	S	Notices / signs	S
Method statement	S	Portable Tools	S	Lifting equipment	S	Working from height	S
Health and safety plan	S	Scaffolding	S	Overhead services	S	House keeping	S
General site safety	S	COSHH	S	Electricity	S	Legionella Testing	S
Means of access	S	Excavation	S	Flammable materials / gases	S	Emergency procedures	S
Traffic management	S	Fire Safety	S	Lighting	S	Slips & Trips	S
Site Security	S	Council Vans	S	Toolbox Talks	S	Crowd Management	N/A
Overcrowding	N/A	Food Storage	N/A	Dogs	S	Safety of young children and people	S

Email:- jeff@berriman.cc Mobile:- 07970017431

Issues identified during site inspection visit
Areas audited - Barry Town Hall – Events Planning • The audit was completed with the intention to consider regulatory compliance when planning and running events for Barry Town Council. Mr Berriman conducted the audit with the kind help of Mr Jason Harvey who is the safety Co-Ordinator who provides help and safety advice to Emma Thorne the Events Manager. • Please note that at the time of the visit there were no events being undertaken so an inspection was not possible.
Overview: • The audit was taken over a period of one day and covered several documentation and reports that covered events that had been undertaken over the past season. • This main office used for event planning is used by app. 4 employees throughout the day and is secure. • The office was well set up, very clean and well managed. • All walkways were clear and free from obstructions.
Observations: • On arrival the events office was observed and found to be in good order. • Access and Egress was found to be satisfactory, • Housekeeping within the office was excellent.
Section 1 Housekeeping and Welfare
• Housekeeping standards within the organisations areas was found to be satisfactory. • Welfare facilities within the organisation were acceptable, therefore this section was found to be complaint with current regulations and no further action required at this moment in time
Section 2 First Aid – Health and Safety (First Aid Regulations 1981
• There were first aid kits in located in the buildings Many employees have received EFAW training, and their names are displayed in a prominent position within all areas.
Section 3 Contractors
• When planning events there are many different contractors that may be required to take part in the event. • The Event's planning office has a very strict and maintained contractor selection process that is working well
Section 4 Equipment - P.U.W.E. R – Provision and Use of Work Equipment Regulations Ltd 1998
• No issues to report during this visit

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Section 5 – P.P.E. – Personal Protective Equipment (P.P.E.) Regulations 2022
• If event planning employees are required to wear Personal Protective Equipment Staff, then this equipment is issued in line with the Council protocols. • There are no details available for the correct storage of the P.P.E.
Section 6 Fire Safety – Regulatory Reform (Fire Safety) Order 2005
• No issues to report during this visit
Section 7 COSHH – Control of Substances Hazardous to Health (C.O.S.H.H.) Regulations 1992
C.O.S.H.H. assessments were in place, but they are due a review.
Section 8 Security -
• No issues to report during this visit
Section 9 Council Vehicles
• No action required on this section
Section 10 – Training
• All staff that use a display screen must have a Display Screen assessment and receive advice on the best way to improve their posture. • All staff who undertake manual handling activities must receive training in correct manual handling techniques. • All staff that meet members of the public must be advised of the council's policy on Violence at Work and must be able to report any such instances. • All staff are to receive training in fire evacuation and in addition a small number of staff must receive specialised training to undertake the role of a fire Warden.
Section 11 – Key Documents displayed
Health and Safety Manual and Policy statement are maintained. The auditor was able to check and verify the Policy statement was signed and dated during the inspection process. Health and Safety Poster was displayed and filled in correctly. • Liability Insurance was displayed correctly and was in date.
Section 12 – Risk assessments – Management of Health and Safety at Work Regulations 1999
Under the above regulations the employer must protect your employees and others from harm. This will also apply to event planning. The minimum you must do is:- • Identify what could cause injury or illness within your workplace (Harm)

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- Decide how likely it is that someone could be harmed and how seriously (Risk)
- Take action to eliminate the hazard, or if it is not possible to eliminate, to control the hazards. In other words, you must complete a Risk assessments for each likely hazard.

Evidence was observed that the current risk assessments are controlled and are suitable and sufficient. However, they must be reviewed to ensure compliance. The review of risk assessments should take place when there has been a change in circumstances, such as: -

- Change in Legislation
- Change in the work Process.
- Change in equipment.
- Change in personnel (training requirements)
- Change in workplace setup.
- Change in personnel
- Change in any other factors that affect the suitability and sufficiency of the risk assessment.
- If there are no changes then it fine to simply review on an annual basis.
- The council has acted on several risk areas but will need to complete the following.
- A Fire Risk Assessment.
- Manual Handling Risk Assessments
- Display Screen Risk Assessments

Section 13 – Lifting Operation Lifting Equipment Regulations 11998 (L.O.L.E.R.)

- Not an issue that would normally require consideration when performing normal job functions, but this may be a factor during events. Please consider this when contractors are erecting certain structures with cranes, etc

Section 14 - Permit to Work and Hot Works

- Not an issue that would normally require consideration when performing normal job functions, but this may be a factor during events. Please consider this when contractors are completing certain tasks that may/may not require a form of these permits

Section 15 – Toolbox Talks

Evidence was available to demonstrate that tools box talks were given to some staff members

Section 16 - Excavations

- Not applicable for this department

Section 17 – Council vehicles

- Covered by Barry Council Protocols.

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Section 17 – Crowd Management
• Covered by the event management team – varies by each event • No issues to raise in this section
Section 18 – Emergency Evacuation Procedures
• Covered by the event management team – varies by each event • No issues to raise in this section
Section 19 - Dogs
• Covered by the event management team protocols • No issues to raise in this section
Section 20 – Food Storage
• Covered by the event management team protocols • No issues to raise in this section
Section 21 – Young People Safety
• Covered by the event management team protocols. • No issues to raise in this section

Recommendations (from above)

Email:- jeff@berriman.cc Mobile:- 07970017431

Report Section 3 – Community Halls.

Health and Safety Inspection report (Community Halls)

Barry Town Council	**Site Address – Holton Road, Barry, CF63 4RW**
Contact Name – Mark Sims	**Site Contact – Mark Sims**
Tel No. 01446 738663 Mobile.	**Council Site Personnel present during Visit – Amanda Evans**
Date of Site Visit – Thursday, 14 March 2024	**1. Cemetery Approach Community Hall 2. Pioneer Hall**
Relevant Legislation.	**Health and Safety at Work Etc Act 1974 Health and Safety (First Aid) Regulations 1981 Provision and Use of Work Equipment Regulations 1998 (P.U.W.E.R.)**

S = Satisfactory	U = Unsatisfactory	I = Immediate Action Required	N/A = Not Applicable	N/O = Not observed

SITE ACTIVITIES

Health and Safety Documentation	S	Plant / machinery/ lift	S	Personal Protective Equipment	S	Noise	S
Registers (F10)	N/A	Underground Services	S	Environmental	S	Security	S
Test / Examination Certificates	S	Roadwork's	N/A	Manual handling	S	First aid / Accident Records	S
Risk assessments	S	Public Services	N/A	Welfare facilities	S	Notices / signs	S
Method statement	S	Portable Tools	S	Lifting equipment	S	Working from height	S
Health and safety plan	S	Scaffolding	S	Overhead services	N/A	House keeping	S
General site safety	S	COSHH	S	Electricity	S		S
Means of access	S	Excavation	S	Flammable materials / gases	S	Emergency procedures	S
Traffic management	S	Fire Safety	S	Lighting	S	Slips & Trips	S
Site Security	S	Council Vans	N/A	Toolbox Talks	S		

Email:- jeff@berriman.cc Mobile:- 07970017431

Issues identified during site inspection visit
A site inspection visit was completed with the intention to consider compliance with current health & safety legislation. Mr Berriman was escorted throughout the inspection by Mrs Amanda Evans.
Overview: • These main sites are used by members of the public for meetings, social events, sports events such as yoga, karate etc. throughout the day and sometimes in the evening. • Members of the public can reserve and book their reservations via the Barry Town Council web site or by attending the Town Hall. • Access to the hall is grated but there are many stipulated requirements that must be agreed prior to occupation of the hall. • The site was well set up, very clean and well managed. • All walkways were clear and free from obstructions. • All equipment was stored correctly • Welfare facilities are acceptable.
Observations: • On arrival the site set up was observed and found to be in good order. Access and Egress was found to be satisfactory, and housekeeping was excellent.
Section 1 Housekeeping and Welfare
• Housekeeping standards within the hall was found to be satisfactory. • Legionella Tests had been / or were in the process of being completed. • Welfare facilities within the hall were satisfactory, therefore this section was found to be complaint with current regulations and no further action required at this moment in time.
Section 2 First Aid – Health and Safety (First Aid Regulations 1981
• There were first aid kits in located within the buildings. • Employees have received EFAW training, and their names are displayed in a prominent position within all areas.
Section 3 Contractors
• The inspector was advised that an Asbestos Survey was in place but this was not observed at the time of the inspection. • Contractors are controlled when working within the community hall boundaries.

Email:- jeff@berriman.cc Mobile:- 07970017431

Section 4 Equipment - P.U.W.E. R – Provision and Use of Work Equipment Regulations Ltd 1998
• During the inspection it was noted that several areas had gas boilers and other equipment that would require testing under current Regulations. • During the inspection we were unable to examine the Test certificate for the equipment, however the inspector was advised that these were completed and the certificates are held elsewhere. • Please confirm that all equipment receives its mandatory testing to ensure compliance with the relevant regulations.
Section 5 – P.P.E. – Personal Protective Equipment (P.P.E.) Regulations 2022
• No issues raised on this subject
Section 6 Fire Safety – Regulatory Reform (Fire Safety) Order 2005
• The fire extinguishers within the areas were complying with the next service date given as April 2024 but the service was confirmed as having been undertaken during April 2024. • There were no fire blankets within the kitchen area. It was accepted that there were no ovens or cooking equipment, however, toasters and microwaves were still available for use. • The council has used an external agency to produce their emergency Evacuation • There were no recorded fire drills. The Regulatory Reform (Fire Safety) Order 2005 requires that this function be completed at least one day per annum, although two drills per annum are recommended.
Section 7 COSHH – Control of Substances Hazardous to Health (C.O.S.H.H.) Regulations 1992
C.O.S.H.H. assessments were in place, but they are due a review.
Section 8 Security -
• Security was controlled by key access and a Alarm system. • No action required on this section.
Section 9 Council Vehicles
No action required on this section
Section 10 – Training
• All staff who undertake manual handling activities must receive training in correct manual handling techniques. • All staff that meet members of the public must be advised of the council's policy on Violence at Work and must be able to report any such instances. • All staff are to receive training in fire evacuation and in addition a small number of staff must receive specialised training to undertake the role of a fire Warden.

Email:- jeff@berriman.cc Mobile:- 07970017431

Section 11 – Key Documents displayed

- Health and Safety Manual and Policy statement is available and maintained. The auditor was able to check and verify the Policy statement was signed and dated during the inspection process..
- Health and Safety Poster was displayed and filled in correctly.
- Liability Insurance was displayed correctly and was in date.

Section 12 – Risk assessments – Management of Health and Safety at Work Regulations 1999

Under the above regulations the employer must protect its employees and others from harm. The minimum you must do is:-

- Identify what could cause injury or illness within your workplace (Harm)
- Decide how likely it is that someone could be harmed and how seriously (Risk)
- Take action to eliminate the hazard, or if it is not possible to eliminate, to control the hazards. In other words, you must complete a Risk assessment for each likely hazard.

Evidence was observed that the current risk assessments are controlled and are suitable and sufficient. However, they must be reviewed to ensure compliance. The review of risk assessments should take place when there has been a change in circumstances, such as: -

- Change in Legislation
- Change in the work Process.
- Change in equipment.
- Change in personnel (training requirements)
- Change in workplace setup.
- Change in any other factors that affect the suitability and sufficiency of the risk assessment.
- If there are no changes then it fine to simply review on an annual basis.
- The council has acted on several risk areas but will need to complete the following.
- A Fire Risk Assessment.
- Manual Handling Risk Assessments
- Display Screen Risk Assessments

Section 13 – Lifting Operation Lifting Equipment Regulations 11998 (L.O.L.E.R.)

Not Applicable to these sites.

Section 14 - Permit to Work and Hot Works

Not applicable to these sites

Email:- jeff@berriman.cc Mobile:- 07970017431

Section 15 – Toolbox Talks
There was evidence that toolbox talk do take place but it would be best practice to record these and to do at least two per month.
Section 16 - Excavations
Not applicable for this section
Section 16 – Council vehicles
Not applicable to this section

Recommendations (from above)
None for this department
RECOMMENDED PRIORITIES
The following actions should be instigated as soon as possible to ensure compliance with current legislative requirements: - • First Aid boxes are to be installed and replenished when required. • Nominated staff to receive first aid training. • First aid signs to be installed. • Fire signs such as fire evacuation / muster points etc to be installed. • Fire Record book to be installed • Fire Risk Assessment to be completed. • Establish who is responsible for Control of Asbestos in all premises. • Manual Handling Training to be completed.

Section 4 Event Planning

Email:- jeff@berriman.cc Mobile:- 07970017431

JRB HEALTH AND SAFETY ADVISORY SERVICE

KEEPING AN EYE ON HEALTH AND SAFETY

Health and Safety Inspection report (Festival Planning and Events)

Barry Town Council	**Site Address – Holton Road, Barry, CF63 4RW**
Contact Name – Mark Sims	**Site Contact – Mark Sims**
Tel No. 01446 738663 Mobile.	**Council Site Personnel present during Visit – Jason Harvey**
Date of Site Visit – Thursday, 14 March 2024	**Main Contractor –**
Relevant Legislation.	**Health and Safety at Work Etc Act 1974 Health and Safety (First Aid) Regulations 1981 Provision and Use of Work Equipment Regulations 1998 (P.U.W.E.R.)**

S = Satisfactory	U = Unsatisfactory	I = Immediate Action Required	N/A = Not Applicable	N/O = Not observed

SITE ACTIVITIES

Health and Safety Documentation	S	Fair ground Plant / machinery/ lift	S	Personal Protective Equipment	S	Noise	S
Registers (F10)	N/A	Underground Services	N/A	Environmental Conditions	S	Security	S
Test / Examination Certificates	S	Roadwork's	N/A	Manual handling	S	First aid / Accident Records	S
Risk assessments	S	Public Services	N/A	Welfare facilities	S	Notices / signs	S
Method statement	S	Portable Tools	S	Lifting equipment	N/A	Working at height	N/A
Health and safety plan	S	Scaffolding	N/A	Overhead services	N/A	House keeping	S
General site safety	S	COSHH	S	Electricity	S	Musical Groups	S
Means of access	S	Excavation	N/A	Flammable materials / gases	S	Emergency procedures	S
Traffic management	S	Fire Safety	S	Lighting	S	Slips & Trips	S
Site Security	S	Council Vans	S	Toolbox Talks	S	Crowd Management	N/A
Overcrowding	N/A	Food Storage	N/A	Dogs	S	Safety of young children and people	S

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Issues identified during site inspection visit
A site inspection visit was completed with the intention to consider compliance with current health & safety legislation. Mr Berriman was escorted throughout the inspection with Mrs Amanda Evans.
Overview: • The inspection was taken over a period of two days and covered several buildings such as the main Town hall building situated in Holton Road, two cemeteries and several community halls • The operation is open for business between 8.30 and 17.30 on Monday – Friday. • The main site is shared with other organisations, with Barry Town council utilising, the town council Chamber, office accommodation, shared toilet facilities. Situated on the second floor there is a kitchen area and additional small office space. The council also uses a small area on the ground floor as a reception area and a small administration office, utilised by reception staff. • This main site is used by employees throughout the day and is secure, with members of the public required to contact reception staff via a security buzzer when requiring access to the building. Members of the public are granted access to the building only when they have good reason for attending. Access is grated by a member of the reception staff and visitors are always escorted when they are on site. • The site was well set up, very clean and well managed. • All walkways were clear and free from obstructions.
Observations: On arrival the site set up was observed and found to be in good order. Access and Egress was found to be satisfactory, and housekeeping was excellent.
Section 1 Housekeeping and Welfare
• Housekeeping standards within the council office areas were found to be satisfactory.
Section 2 First Aid – Health and Safety (First Aid Regulations 1981
• There were first aid kits in located within the buildings Many employees have received EFAW training, and their names are displayed in a prominent position within all areas.
Section 3 Contractors
No action required within this section
Section 4 Equipment - P.U.W.E. R – Provision and Use of Work Equipment Regulations Ltd 1998
• Staff are issued with P.P.E. but there was no record of details of what was issued, to whom and to what standard. • There are no details available for the correct storage of the P.P.E.
Section 6 Fire Safety – Regulatory Reform (Fire Safety) Order 2005
• Not under the control of this section

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Section 7 COSHH – Control of Substances Hazardous to Health (C.O.S.H.H.) Regulations 1992
• C.O.S.H.H. assessments were in place, but they are due a review.
Section 8 Security -
• No action required on this section
Section 9 Council Vehicles
• No action required on this section
Section 10 - Training
• All staff that use a display screen must have a Display Screen assessment and receive advice on the best way to improve their posture. • All staff who undertake manual handling activities must receive training in correct manual handling techniques. • All staff that meet members of the public must be advised of the council's policy on Violence at Work and must be able to report any such instances. • All staff are to receive training in fire evacuation and in addition a small number of staff must receive specialised training to undertake the role of a fire Warden.
Section 11 – Key Documents displayed
Health and Safety Manual and Policy statement are maintained. The auditor was able to check and verify the Policy statement was signed and dated during the inspection process. Health and Safety Poster was displayed and filled in correctly. • Liability Insurance was displayed correctly and was in date.
Section 12 – Risk assessments – Management of Health and Safety at Work Regulations 1999
Under the above regulations the employer must protect your employees and others from harm. The minimum you must do is:- • Identify what could cause injury or illness within your workplace (Harm) • Decide how likely it is that someone could be harmed and how seriously (Risk) • Take action to eliminate the hazard, or if it is not possible to eliminate, to control the hazards. In other words, you must complete a Risk assessments for each likely hazard. Evidence was observed that the current risk assessments are controlled and are suitable and sufficient. However, they must be reviewed to ensure compliance. The review of risk assessments should take place when there has been a change in circumstances, such as: - • Change in Legislation • Change in the work Process. • Change in equipment.

- Change in personnel (training requirements)
- Change in workplace setup.
- Change in any other factors that affect the suitability and sufficiency of the risk assessment.
- If there are no changes then it fine to simply review on an annual basis.
- The council has acted on several risk areas but will need to complete the following.
- **12.1** A Fire Risk Assessment.
- **12.4** Manual Handling Risk Assessments
- **12.5** Display Screen Risk Assessments

Section 13 – Lifting Operation Lifting Equipment Regulations 11998 (L.O.L.E.R.)

- Nothing to report

Section 14 - Permit to Work and Hot Works

There was evidence in place to demonstrate that a system is in pace to control the above-named actions

Section 15 – Toolbox Talks

- Evidence was available to demonstrate that tools box talks were given to some staff members

Section 16 - Excavations

- Not applicable for this department.

Section 17– Council vehicles

- Covered by council protocols

Recommendations (from above)

- The names of the `First Aiders must be displayed in a prominent position.
- All staff who undertake manual handling activities must receive training in correct manual handling techniques.
- All staff that meet members of the public must be advised of the company's policy on Violence at Work and must be able to report any such instances.
- All staff are to receive training in fire evacuation and in addition a small number of staff must receive specialised training to undertake the role of a fire Warden.

Email:- jeff@berriman.cc Mobile:- 07970017431

JRB HEALTH AND SAFETY ADVISORY SERVICE

KEEPING AN EYE ON HEALTH AND SAFETY

Jeff Berriman, CMIOSH
Chartered Health and Safety Practitioner
J.R.B. (Health and Safety) Advisory Service

Direct 2U Training & Consultancy Ltd

iosh Chartered Safety and Health Practitioner

QSHCR Registered Consultant

Date – 20/05/2024

Date – 20/05/2024

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JRB HEALTH AND SAFETY ADVISORY SERVICE
KEEPING AN EYE ON HEALTH AND SAFETY

Appendix 1

Buildings / Workplace Audit Checklist

Workplace Inspected	**Barry Town Council Premises and cemetries**
Date of visit	**24th March 2024**
Auditor Name	**Jeff Berriman CMIOSH**

NO	SECTION 1 - HOUSEKEEPING	Adequate Yes/No	Action
1.1	Access & Egress	Yes	
1.2	Background Noise	Yes	
1.3	Cleanliness	Yes	
1.4	Disabled Audit	Yes	
1.5	Do doors and windows open safely?	Yes	
1.6	Dust control in workshops?	N/A	
1.7	Effective blinds?	Yes	
1.8	Facilities for new and expectant mothers?	N/A	
1.9	Furniture & equipment?	Yes	
1.10	Is the Heating adequate?	Yes	
1.11	Is the Lighting adequate?	Yes	
1.12	Low glazing (safety glass) installed?	N/A	
1.13	Are any objects stored above head height?	Yes	
1.14	Is there any damaged glazing?	No	
1.15	Are there Safe working procedures in place?	Yes	
1.16	Are sanitary & washing facilities adequate?	Yes	
1.17	Is the storage of equipment satisfactory?	Yes	
1.18	Are there any trailing cables observed?	No	
1.19	Are personal effects stored safely away?	Yes	
1.20	Floor surfaces?	Yes	
1.21	Stair rails?	N/A	
1.22	Ventilation?	Yes	
1.23	Wall bolts – window cleaning?	n/a	
1.24	Working space?	Yes	
	SECTION 2 - FIRST AID		
2.1	Are there sufficient First aid boxes available?	Yes	

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2.2	Have they been replenished?	Yes	
2.3	Are First aid persons identified and displayed on poster/sign?	No	See summary report
2.4	Are there trained first aiders on site?	No	See summary report
	SECTION 3 - CONTRACTORS		
3.1	Are contractors/staff working safely	N/A	
3.2	Are their method statements available for each project	N/A	
3.3	Are contractors reporting to premises staff on arrival & departure	N/A	
3.4	Is the Contractor Check list being completed prior to start of work?	N/A	
	SECTION 4 - EQUIPMENT / MACHINERY		
4.1	Are safety instructions displayed?	No	
4.2	Are lock off systems operable?	n/a	
4.3	Are cut-off switches clear of obstructions?	n/a	
4.4	Are cables in good order?	Yes	
4.5	Are Electrical distribution units locked and labelled?	n/a	
4.6	Are guards in place?	n/a	
4.7	Is there local extraction ventilation (if required)?	n/a	
4.8	If yes –does it have a service certificate?	n/a	
4.9	Is there safe storage of tools	n/a	
	SECTION 5 – PROTECTIVE EQUIPMENT		
5.1	Is required PPE available?	Yes	
5.2	Is required PPE issued?	Yes	
5.3	Is issued PPE being worn/used?	Yes	
5.4	Is PPE being stored correctly?	n/a	
5.5	Is there records of what P.P.E. has been issued?	n/a	
5.6	Are PPE instructions supplied?	n/a	

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	SECTION 6 – FIRE SAFETY		
6.1	Has a Fire Risk Assessment been completed?	No	See summary report
6.2	Is the fire register being completed does it cater for disabled staff?	No	See summary report
6.3	Are fire routes, exits and assembly points marked?	Yes	
6.4	Are fire exits clear of obstructions?	Yes	
6.5	Are fire extinguishers at their location?	Yes	
6.6	Have fire extinguishers etc. currently serviced?	Yes	See summary Report
6.7	Are fire instructions and fire signs displayed?	Yes	
6.8	Are Fire Wardens identified and displayed?	Yes	See summary report
6.9	Have the staff received fire safety training (induction)?	Yes	
6.10	Are fire drills being carried out (every six months)?	No	
6.11	Is the fire records logbook up to date?	No	
6.12	Is emergency lighting checked and recorded?	Yes	
6.13	Are the sounder alarm (Call Points) tested weekly and recorded?	Yes	
6.14	Is there emergency egress for Disabled persons?	Yes	
6.15	Is there flammable storage?	n/a	
6.16	Are there ignition/heat sources?	No	
6.17	Are PAT checks completed?	Yes	
6.18	Has liaison taken place with local fire service?	n/a	
6.19	Is smoking prohibited?	Yes	
6.20	Is firefighting equipment located in kitchen areas?	Yes	
6.21	Are boilers and similar equipment maintained?	Yes	See summary report
6.22	Are measures in place to reduce the risk of arson?	Yes	
6.23	Are all identified sources of heat necessary?	Yes	
6.24	Is there a smoking policy in place?	Yes	

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6.25	Are flammable materials kept to a minimum on the premises?	Yes	
6.26	Is there adequate provision for removal of waste materials?	Yes	
6.27	Are storage areas kept secure?	Yes	
6.28	Is the housekeeping of adequate standard?	No	See summary report
6.29	Are fire safety measures adequate for safe egress of everyone?	Yes	
6.30	Is the fire detection and warning system adequate for the risk?	Yes	See summary report
6.31	Is there an emergency escape plan?	No	See summary report
6.32	Are arrangements in place for people with special needs?	Yes	
6.33	Do automatic Fire Doors open correctly at time of Fire activation?	n/a	
6.34	Do all Fire Doors close fully into rebate to form fire seal?	n/a	
	SECTION 7 - C.O.S.H.H.		
7.1	Are COSHH assessments available?	Yes	
7.2	Are chemicals stored correctly?	Yes	
7.3	Are substances correctly used?	Yes	
7.4	Is there body fluid spillage info / equipment?	Yes	
7.5	Are there sharps bins?	n/a	
7.6	Are legionella treatment and tests being completed?	Yes	
	SECTION 8 – SECURITY		
8.1	Is access to the reception area secure?	Yes	
8.2	Are Interview facilities secure?	Yes	
8.3	Is there a need for Personal Alarms?	No	
8.4	Are they tested?	n/a	
8.5	Are they used regularly?	n/a	
8.6	Are the staff aware of the sound of the alarm?	n/a	

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	SECTION 9 – VEHICLES		
9.1	Is the security screen in place to protect the driver?	n/a	
8.2	Is there a first aid kit located with the driver	n/a	
9.3	Is the driver a recognised first aid person	n/a	
9.4	Is there a fire extinguisher located with the driver?	n/a	
9.5	Are the tools locked away to deny access to third parties.?	n/a	
9.6	Is the vehicle taxed and mot 'd?	n/a	See summary report
9.7	Is the driver aware of the mobile phone legislation?	n/a	
9.8	Is there a log book of use and is it up to date?	n/a	
9.9	Are there any visible defects to the vehicle?	n/a	
9.10	Is the daily check being completed?	n/a	
9.11	Has manual handling training been provided	n/a	
	SECTION 10 - TRAINING		
10.1	Have all Staff had a VDU assessment and workstation training?	No	
10.2	Have all staff had manual handling training?	No	
10.3	Are staff aware of the Violence at Work Policy?	Yes	
10.4	Do staff know where to access the Violence at Work Policy	Yes	
10.5	Is Violence at Work an agenda item at meetings	Yes	
10.6	Has Fire Warden and Evacuation training been completed	Yes	
10.7	Are there trained and competent First Aiders on Site	Yes	
	SECTION 11 – KEY DOCUMENTS DISPLAYED		
11.1	Health and Safety Poster displayed correctly?	Yes	

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11.2	Public Liability Insurance displayed and in Date?	Yes	
11.3	Is there an asbestos register available?	No	See summary report
11.4	Is the F10 displayed correctley	n/a	
11.5		n/a	
	SECTION 12 – RISK ASSESSMENTS		
12.1	Has a Fire Risk Assessment been produced?	No	See summary report
12.2	C.O.S.H.H. Risk assessments been completed?	Yes	
12.3	Job Risk assessments been completed?	Yes	
12.4	Have Manual Handling Risk assessments been completed?	No	See summary report
12.5	V.D.U Risk assessments been completed?	No	See summary report