



**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, 3 FEBRUARY 2025 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](mailto:info@barrytowncouncil.gov.uk)**

Yours faithfully

A handwritten signature in black ink, appearing to read 'M Sims', is centered within a white rectangular box.

Mark Sims  
Acting Chief Officer

## 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 approve the minutes of the meeting of the Personnel Committee held on 11 November 2025**  
(Pages 660-666)
5. **To approve the minutes of the Staff Forum Meeting held on 22 January 2025**  
(Pages 667-674)

## **FINANCIAL REPORTS**

6. **Budget Monitoring Report to 31 January 2025**  
(Pages 675-676)

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

7. **Human Resources Information System Management Update**  
(Pages 677-678)

## **POLICIES**

8. **Draft New Probation Policy (Update)** (Pages 679-689)
9. **Health and Safety Action Plan** (Pages 690-695)
10. **Date of Next Meeting**

The next scheduled meeting of the Personnel Committee will be agreed at the Annual Meeting scheduled to be held on Monday 12 May and Tuesday 13 May 2025.

11. **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.

12. **To approve the Confidential minutes of the meeting of the Personnel Committee held on 23 September 2024**  
(Page 696)
13. **To receive and note the Confidential minutes of the meeting of the Redundancy Panel held on 23 September 2024**  
(Pages 697-702)

14. **To receive and note the Confidential minutes of the meeting of the Redundancy Panel held on 21 January 2025**  
(Pages 703-704)
15. **Staff Sickness for the twelve-month period 1 January 2024 to 31 December 2024**  
(Pages 705-706)
16. **Minor Authority Representative Governor Vacancies at Holton Road Primary School**  
(Pages 707-711)

### **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](http://www.barrytowncouncil.gov.uk)

**This document is available in large print and other formats upon request/Cewch y ddogfen hon mewn pring bras a ffor matiau eraill drwy holi.**

## **BARRY TOWN COUNCIL**

### **MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON MONDAY 11 NOVEMBER 2024 AT 7.00 PM**

**PRESENT:** Councillor Perkes (Chair) together with Councillors Charles, S Hodges, Johnson, Thomas, Wilkinson and Wiliam

**ALSO PRESENT:** Mark Sims – Deputy Chief Officer  
Kathryn Thomas – Office Team Leader  
Councillor N Hodges – Observer  
Councillor Clarke - Observer

#### **R173. APOLOGIES FOR ABSENCE**

Apologies received from Councillor Iannucci-Williams (Town Mayor – Ex-officio).

#### **R174. DECLARATIONS OF INTEREST**

None received.

#### **R175. WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

**RESOLVED:** That the Well-being of Future Generations (Wales) Act 2015 be received and noted.

#### **R176. TO APPROVE AND SIGN THE MINUTES OF THE EXTRAORDINARY PERSONNEL COMMITTEE HELD ON 23 SEPTEMBER 2024**

**RESOLVED:** That the minutes of the Extraordinary Personnel Committee held on 23 September 2024 be approved and signed as a correct record.

#### **R177. BUDGET MONITORING REPORT TO 31 OCTOBER 2024**

Members were provided with the Committee's expenditure in the 2024/25 financial year as at the end of October 2024.

The Deputy Chief Officer confirmed the projected out-turn for the year is to be underspent by £10,792.

**RESOLVED:** The Budget Monitoring Report to October 2024 be received and noted.

#### **R178. DRAFT BUDGET ESTIMATES FOR 2025/26**

Members were provided with the draft estimates for 2025/26 with a net budget of £1,069,935.

**RECOMMENDATION:** That the draft estimates for 2025/26 are recommended to a meeting of the Finance, Policy and General Purposes Committee being held on 25 November 2024 as confirmation of the Personnel Committee's requirements for the 2025/26 financial year.

**R179. NJC FOR LOCAL GOVERNMENT SERVICES PAY AWARD 2024 (UPDATE)**

Members were provided with an update from the Deputy Chief Officer regarding the April 2024 pay award for NJC Local Government staff.

The national employers pay offer was for a flat rate increase of £1,290 for spinal points 2-43 or 2.5% for spinal points 44 upwards.

On 25 October 2024 we received notification that agreement has been reached on rates of pay applicable from 1 April 2024 (covering the period 1 April to 31 March 2025)

In accordance with the Scheme of Delegation to the Chief Officer, we have implemented the national pay award in the November 2024 payroll.

**RESOLVED:** That the NJC pay award 2024 update be received and noted.

**R180. DRAFT NEW PROBATION POLICY (UPDATE)**

Members were provided with a new draft probation policy that was Recommended to the Finance, Policy and General Purposes Committee meeting held on Monday 9 September 2024.

We undertook a 2-week consultation period with unions and staff requesting any comments to be provided with various comments received.

Councillor S Hodges asked if we should get advice from ACAS to ensure we are 100% legal in what the policy states

The Deputy Chief Officer advised that ACAS is unlikely to provide a legal opinion on our policy rather we would need to obtain legal advice from a firm of solicitors.

Councillor S Hodges said that there would obviously be a cost involved, however it is vitally important to get this right first time.

**RECOMMENDED:** To a meeting of the Finance Policy and General Purposes Committee being held on 25 November 2024 to obtain legal advice to confirm our legal stance on the comments received.

**R181. DATE OF NEXT MEETING**

**RESOLVED:** The date of the next meeting of the Personnel Committee is scheduled to be held on Monday 3 February 2025 at 7.00pm.

**R182. EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:** That 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 be excluded from the remainder of the meeting.

**R183. STAFF SICKNESS FOR THE TEN-MONTH PERIOD 1 JANUARY 2024 TO 31 OCTOBER 2024**

Members were provided with information on the sickness absence from 1 January 2024 – 31 October 2024.

The report was broken down into individual departments and overall, the organisation lost 392.5 working days to sickness absence, a rate of 7.56%.

**RESOLVED:** That members receive and note the sickness absence report and that the appropriate Line Managers continue to monitor the sickness absence levels of all post holders, applying the Council's Sickness Absence Policy and appropriate support to staff.

Councillors Clarke and N Hodges left the room at 19:15

**R184. MINOR AUTHORITY REPRESENTATIVE GOVERNOR VACANCIES**

Members were provided with 5 applications in respect of 4 vacancies for Minor Authority Representatives at the following schools:

Ysgol St Baruc, Oakfield Primary School, Romilly Primary School and Cadoxton Primary School.

**RESOLVED:**

- 1) That Mrs Jennings be appointed the Minor Authority Representative Governor position for Ysgol St Baruc.**
- 2) That Councillor Aviet be appointed the Minor Authority Representative Governor position for Oakfield Primary School.**
- 3) That Councillor Davies-Powell be appointed the Minor Authority Representative Governor position for Romilly Primary School.**

4) That Councillor Clarke be appointed the Minor Authority Representative Governor position for Cadoxton Primary School.

5) That Barry Town Council contact Mr Chapman to enquire as to whether he would like his application kept on file for any future MAR Governor vacancies.

Councillor N Hodges returned back into the room at 19:20

**R185. RECRUITMENT UPDATE**

Members were provided with a recruitment update.

**RESOLVED: That the recruitment update be received and noted.**

**R186. TO REVIEW AND AGREE AN UPDATED JOB DESCRIPTION FOR EMPLOYEE 211**

Members were provided with an updated Job Description for employee number 211 for approval since the role has developed.

**RESOLVED: That the updated Job Description for the employee number 211 be received and noted, and that One Voice Wales undertake a job evaluation of this role.**

**R187. TO CONSIDER A REQUEST FOR VOCATIONAL TRAINING**

Members were provided with a request for vocational training for employee 211. Due to the confidential nature of this matter, these are held with the Chief Officer and filed separately.

**RESOLVED: That the request for Vocational Training for employee 211 be deferred until after the job evaluation has been completed.**

**R188. THE CEMETERY LODGE LEASE/LICENCE**

Members were provided with legal advice relating to the employee lease/licence dispute for the Cemetery lodge, however due to the confidential nature of this matter, these are held with the Chief Officer and filed separately.

**RESOLVED:**

1. That the aforementioned information, legal advice and draft written statement be received and noted.
2. That this item is referred to a meeting of the Finance, Policy & General Purposes Committee meeting on Monday 25 November 2024 as this is a tenant issue and not an employee issue.

**R189. TO RECEIVE AN UPDATE OF THE EMPLOYMENT TRIBUNAL HEARD ON 25 JUNE 2024 – 29 JUNE 2024**

The Deputy Chief officer gave members a verbal update on the Employment Tribunal but due to the confidential nature of this matter, these are held with the Chief Office separately.

**RESOLVED: That the update be received and noted and that an email be sent to all Councillors to notify them of a possible Extraordinary Meeting of Full Council within the next 10 days.**

**R190. TO RECEIVE AN UPDATE ON THE CEMETERY REVIEW**

The Deputy Chief officer gave members a verbal update on the Cemetery Review but due to the confidential nature of this matter, these are held with the Chief Office separately.

**RESOLVED: That the Cemetery Review update be received and noted.**

The meeting closed at 20:08

Signed ..... Dated .....

**ACTION SHEET - PERSONNEL COMMITTEE 11 November 2024**

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
R178	That the draft estimates for 2025/26 are recommended to a meeting of the Finance, Policy and General Purposes Committee being held on 25 November 2024 as confirmation of the Personnel	DCO/OTL	26.11.24	Completed
R180	To a meeting of the Finance Policy and General Purposes Committee being held on 25 November 2024 to obtain legal advice to confirm our legal stance on the comments received.	DCO	26.11.24	Completed
R184 (1)	That Mrs Jennings be appointed the Minor Authority Representative Governor position for Ysgol St Baruc.	KT	08 November 2024	Completed
R184 (2)	That Councillor Aviet be appointed the Minor Authority Representative Governor position for Oakfield Primary School	KT	09 November 2024	Completed
R184 (3)	That Councillor Davies-Powell be appointed the Minor Authority Representative Governor position for Romilly Primary School	KT	10 November 2024	Completed
R184 (4)	That Councillor Clarke be appointed the Minor Authority Representative Governor position for Cadoxton Primary School	KT	11 November 2024	Completed
R184 (5)	That Barry Town Council contact Mr Chapman to enquire as to whether he would like his application kept on file for any future MAR Governor vacancies.	KT	12 November 2024	Completed
R186	That the updated Job Description for the employee number 211 be received and noted, and that One Voice Wales undertake a job evaluation of this role.	DCO	31 March 2025	In progress
R188 (1)	That the aforementioned information, legal advice and draft written statement be received and noted.	DCO	26.11.24	Completed
R188 (2)	That this item is referred to a meeting of the Finance, Policy & General Purposes Committee meeting on Monday 25 November 2024 as this is a tenant issue and not an employee issue.	DCO	26.11.24	Completed

R189	That the update be received and noted and that an email be sent to all Councillors to notify them of a possible Extraordinary Meeting of Full Council within the next 10 days.	DCO	13.11.24	Completed
------	--	-----	----------	-----------

## **BARRY TOWN COUNCIL**

### **DRAFT MINUTES OF A MEETING OF THE STAF FORUM HELD ON WEDNESDAY 22 JANUARY 2025, AT 11.00 AM**

**PRESENT:** Mark Sims (Acting Chief Officer and Chairperson), Jo John (Engagement and Events Rep), Lyndsey Thomas (Administration Team Rep), Chay Lewis and Haydn Finn (Cemetery Team Reps), Jason Parsons (Facilities Team Rep).

**ALSO PRESENT:** Kathryn Thomas – Office Team Leader

#### **12. APOLOGIES FOR ABSENCE**

Emily Forbes, Mike Kerslake, Manda Webb

#### **13. TERMS OF REFERNECE**

The Acting Chief Officer reminded the forum of the key elements of the Terms of Reference.

- Ensure voice of colleagues / staff be heard
- Opportunity to raise any issues within each team
- Share and collaborate successes in each of the teams
- Problem solving as a group
- Minutes from staff forum are sent to personnel committee

**RESOLVED: That the Terms of Reference be received and noted**

#### **14. GROUND RULES**

The Acting Chief Officer asked members to note the ground rules of the forum agreed;

- All members should attend the forum with a positive attitude and discussion should be constructive, rather than critical or negative
- All member should listen to each other
- Members should be polite and respectful of each other
- Full and active participation is expected

**RESOLVED That the Ground Rules be received and noted**

#### **15. TO RECEIVE THE MINUTES OF THE PREVIOUS MEETING OF THE STAFF FORUM 9 JULY 2024**

The Acting Chief Officer went through the previous minutes of the Staff Forum on 9 July 2024.

**RESOLVED: that the Minutes of the previous meeting of the Staff Forum on 9 July 2024 be received and noted.**

## 16. ADMINISTRATION TEAM

There is an ongoing issue with regards to the amount of space in the administration office. The office isn't big enough for three administrators especially with the safes still in the room. If the safes were taken out that would give us so much more space. The Acting Chief Officer will investigate the removal of the safes with the Vale of Glamorgan Council.

There have been a number of times recently with Arts Central artists using the Town Hall entrance an increased number of times, meaning the admin team are constantly having to open the door for them, and on occasion hold it open. A suggestion was for the Arts Central to have their own door bell which would only ring in Arts Central then not disturbing the admin office.

Another suggestion came from the Events team saying that the Reception needs to have a mat in reception that states Barry Town Council. People would then know as soon as they come into the building who we are.

The admin team have also requested that the office needs to be re painted as its looking drab and dreary.

### **RESOLVED:**

- 1. The Acting Chief Officer will investigate further if the safe's can be relocated from the administration office.**
- 2. The Acting Chief Officer will contact management of Arts Central and advise them of the increased activity entering through the Town Hall door, suggesting that either the library entrance is used on a general day to day basis or whether a new doorbell can be installed specifically for Arts Central.**
- 3. The Acting Chief Officer will look into having the office re painted.**

## 17. CEMETERY TEAM

Chay Lewis stated that new strimmer's have been purchased but a new Lawn Mower needs to be bought in April 2025.

There is an ongoing query about cemetery staff wearing shorts in the summer months. A response came back via the Facilities and Bereavement Services Manager saying this will not be agreed due to health and safety concerns around bruises, cuts, abrasions which could lead to infections.

Members of the Cemetery team will be undertaking certain training (Chainsaw and Chemical Spraying) following an employee leaving the Council and another employee has volunteered to undertake Headstone testing.

The fences in the garden areas are still down. A member of the Facilities Team will have a look at the panels and report back to Facilities and Bereavement Manager.

The bridge in the garden area is broken and unsafe. This will be raised with the Bereavement Team Leader.

Chay asked if there is any update on change of uniform? The Acting Chief Officer advised that he will raise this with the Facilities and Bereavement Manager.

Is there any mention of a 4-day week that was previously mentioned? The Acting Chief Officer confirmed this is still to be looked at.

The Rock compound at the Cemetery is getting full and needs emptying. The Acting Chief Officer advised to raise this with the Bereavement Team Leader.

Is there any update on New Bins in the Cemetery to replace the existing bins? It would be safer to have the new style bin or replace the baskets in the old-style bins. The Acting Chief Officer advised Chay and Haydn to raise this with the Bereavement Team Leader.

Can funeral slots be 11am & 2pm instead of 10am, 12pm & 2pm. The Acting Chief Officer advised he would discuss with Facilities and Bereavement Manager, however suggested that it would be very unlikely Council would agree to a reduction in burial times.

Ride to Work Scheme. This was previously raised but still no progress on it. The Acting Chief Officer confirmed that this will need to be considered further at a meeting of the Wellbeing Working Party.

Is it an issue for more than one person to be off on the same day when the Cemetery is quite quiet? The Acting Chief Officer advised it is down to management discretion and the Bereavement Team Leader would assess the circumstances at the time of the request.

Cemetery Summer Gates – can the opening hours of the Cemetery be changed to 6.00pm in the summer months instead of 7.00pm. Chay asked if this request could go to Council. Chay asked if this could be reviewed as there are very few people in the cemetery after 6.00pm.

The Acting Chief Officer stated that we provide a service to the public and Council agreed that the cemetery would remain open until 7.00pm during the Spring and Summer months (1 April – 30 September) with a staff presence. He confirmed that the request for a survey would be forwarded to the Personnel Committee for their consideration.

**RESOLVED:**

1. Cemetery Approach Gardens fencing to be repaired by Facilities Team liaising with the Bereavement Team Leader.
2. Cemetery Approach Gardens bridge to be raised with the Bereavement Team Leader.
3. New bins to be raised with the Bereavement Team Leader.
4. Emptying the rock compound to be raised with the Bereavement Team Leader.
5. The Acting Chief Officer will raise the change of uniform with the Facilities and Bereavement Manager.
6. The Acting Chief Officer will investigate the proposal for a 4-day week.
7. The Acting Chief Officer will raise the reduction of burial time slots with Facilities and Bereavement Manager.

#### **RECOMMENDED**

8. That a meeting of the Wellbeing Working Party be arranged to consider the Ride to Work scheme.
9. That a survey be undertaken to confirm public attendance at the Merthyr Dyfan Cemetery during the late summer opening times.

#### **18. EVENTS TEAM**

Following a recent press release about the uncertainty of the Court Road Multi Storey Car Park, a question was asked where staff would park their car as they had previously been advised by the Vale Council that 'Permits' were unavailable for the Wyndham Street Car Park as there was a Multi-Story car park that could be used.

The Acting Chief Officer advised that this would need to be looked into further when more details are known.

The Probation Policy was discussed in the previous meeting. Is there any update on this? The Acting Chief Officer advised the Probation Policy will be an agenda item for the Personnel Committee on 3 February 2025.

**RESOLVED: that the Probation Policy will be considered by the Personnel Committee at their meeting on 3 February 2025.**

#### **19. FACILITIES TEAM**

The Fly tipping behind Pioneer Hall is a constant problem, with people dumping their rubbish in front of the fire exits and stopping us being able to open the fire exit doors. There was talk of putting up a dummy camera being put up but the general consensus was that wouldn't deter them from doing it.

The Facilities Team leader has contacted the Vale Enforcement team however nothing has been done. The Facilities Team Leader will need to escalate the issue higher.

The Cemetery Approach Community Centre has been newly painted. However, hirers are still putting cellotape on the walls which makes the paint peel off. This means the caretakers are constantly having to touch up the paint.

Caretakers to put up Notices to ask for posters to only go on the glass windows and not on the walls. The 'Welcome Pack' needs updating as well and the issue to be raised with the Facilities Team Leader.

Recycling at the Cemetery Approach Community Centre needs to be monitored. Hirers are not putting the recycling into the correct bins. If hirers do not comply with the recycling laws, then extra charges will occur and letters will be sent out.

Caretakers to keep a log of who, when and where the non-compliance of recycling is happening with photographs if possible. The log then needs to be reported to the **Facilities Team Leader** to send letters out.

An out-house needs to be built on left of the building at the Cemetery Approach Community Centre for storage use.

Commercial Waste Blue Bags keep running out in the Community Centres. Caretakers to be more proactive and to order new bags in advance so they don't run out.

#### **RESOLVED:**

- 1. That the Facilities Team Leader to escalate the issue of fly tipping behind the Pioneer Hall.**
- 2. Caretakers to put posters up in the Community Centres saying that no cellotape must be used when putting bunting, balloons etc on the walls and the Welcome Pack needs updating to state this.**
- 3. Caretakers to keep a log of which hirers don't comply with the Recycling Regulations.**
- 4. The Facilities Team Leader to raise the possibility of external storage at the Community Centre.**
- 5. Caretakers to liaise with the Facilities Team Leader to order Commercial Waste Blue Bags in advance and always have a spare roll of bags in both the Pioneer Hall and the Community Centre.**

**20. RECENT SUCCESSES TO NOTE**

The Acting Chief Officer invited members of the forum to share their team's recent successes with members noting the following;

Headstone testing and garden set checks are up to date. Hedgehog, Bat boxes and Wildlife camera's will be installed up the Cemetery as from February 2025. Nine trees were deemed unsafe due to Storm Darragh but the team worked well to make the trees safe. The events team had very successful events including Halloween, Family Fun Day and Christmas. We have sourced a new venue at Victoria Park Community Centre which is a much bigger venue. We now have a storage container on Hays Road. The gazebo at the Community Centres has been relocated to the storage container. A new COSHH cupboard has been build at the Community Centre.

**RESOLVED that the Team's successes be noted.**

**21. ANY OTHER BUSINESS**

**None received.**

**22. DATE OF NEXT MEETING**

The next Staff Forum meeting is scheduled for Wednesday 12 March 2025 at 11.00am

Meeting ended – 12.23pm

**FOR INFORMATION ONLY**

**ACTION SHEET - STAFF FORUM - 22 JANUARY 2025**

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
16 (1)	The Acting Chief Officer will investigate further if the safe's can be relocated from the administration office	ACO	Mar-25	ONGOING
16 (2)	The Acting Chief Officer will contact management of Arts Central and advise them of the increased activity entering through the Town Hall door, suggesting that either the library entrance is used on a general day to day basis or whether a new doorbell can be installed specifically for Arts Central	ACO	Mar-25	ONGOING
16 (3)	The Acting Chief Officer will look into having the office re painted	ACO	Mar-25	ONGOING
17 (1)	Cemetery Approach Gardens fencing to be repaired by Facilities Team liaising with the Bereavement Team Leader	FACILITIES	Mar-25	ONGOING
17 (2)	Cemetery Approach Gardens bridge to be raised with the Bereavement Team Leader	BTL	Mar-25	ONGOING
17 (3)	New bins to be raised with the Bereavement Team Leader	BTL	Mar-25	ONGOING
17 (4)	Emptying the rock compound to be raised with the Bereavement Team Leader	BTL	Mar-25	ONGOING
17 (5)	The Acting Chief Officer will raise the change of uniform with the Facilities and Bereavement Manager	ACO/BTL	Mar-25	ONGOING
17 (6)	The Acting Chief Officer will investigate the proposal for a 4-day week.	ACO	Mar-25	ONGOING
17 (7)	The Acting Chief Officer will raise the reduction of burial time slots with Facilities and Bereavement Manager	ACO	Mar-25	ONGOING
17 (8)	That a meeting of the Wellbeing Working Party be arranged to consider the Ride to Work scheme.		Mar-25	ONGOING
17 (9)	That a survey be undertaken to confirm public attendance at the Merthyr Dyfan Cemetery during the late summer opening times		Mar-25	ONGOING
19 (1)	That the Facilities Team Leader to escalate the issue of fly tipping behind the Pioneer Hall	FTL	Feb-25	ONGOING

19 (2)	Caretakers to put posters up in the Community Centres saying that no cellophane must be used when putting bunting, balloons etc on the walls and the Welcome Pack needs updating to state this	FTL	Feb-25	ONGOING
19 (3)	Caretakers to keep a log of which hirers don't comply with the Recycling Regulations	FTL	Feb-25	ONGOING
19 (4)	The Facilities Team Leader to raise the possibility of external storage at the Community Centre	FTL	Feb-25	ONGOING
19 (5)	Caretakers to liaise with the Facilities Team Leader to order Commercial Waste Blue Bags in advance and always have a spare roll of bags in both the Pioneer Hall and the Community Centre	FTL	Feb-25	ONGOING

## **BUDGET MONITORING REPORT JANUARY 2025**

### **Report Author**

Mark Sims, Acting Chief Officer

**Attached:** A. Budget Monitoring Report January 2025 (1 page)

### **Purpose of Report**

To provide members with the Committee's expenditure in the 2024/25 financial year as at the end of January 2025.

### **Background Information**

On the following page is the budget monitoring report to 31 January 2025, indicating actual expenditure up to the end of month ten in the 2024/25 financial year.

### **Recommendation**

Members are requested to receive the budget monitoring report for January 2025 noting the projected out-turn for the year is to be overspent by £58,243.

**Budget Monitoring Report to 31st January 2025.**

<b>Gross Expenditure</b>									
Description	Item No.	Budget	Expenditure	Committed	Balance	Budget	Year End	Projected	
		12 Months	10 Months	Expenditure		12 Months	Projections	Variance	
		£	£	£	£	£	£	£	£
<b>Personnel Committee</b>									
M&S/Salaries	1	498,000	423,390	96,488	-21,878	498,000	519,878	-21,878	
Planning/Salaries	1	52,000	42,569	8,631	800	52,000	51,200	800	
Merthyr Dyfan Cemetery/Salaries	1	394,100	284,270	143,499	-33,669	394,100	427,769	-33,669	
Porthkerry/Salaries	1	15,000	12,500	2,500	0	15,000	15,000	0	
Pioneer Hall/Salaries	1	34,500	28,851	5,960	-311	34,500	34,811	-311	
Community Building/Salaries	1	38,750	32,799	6,532	-581	38,750	39,331	-581	
M&S/Equipment	16	5,775	4,689	1,086	0	5,775	5,775	0	
Merthyr Dyfan Cemetery/Equipment	9	7,652	5,598	1,254	800	7,652	6,852	800	
Pioneer Hall/Equipment	9	1,500	1,117	383	0	1,500	1,500	0	
Community Building/Equipment	8	2,000	73	427	1,500	2,000	500	1,500	
M&S/General Salaries Contingency	23	40,000	36,926	7,165	-4,091	40,000	44,091	-4,091	
M&S/Health and Safety	24	5,775	3,079	921	1,775	5,775	4,000	1,775	
M&S/HR Costs (MYHRToolkit)	32	0	1,025	363	-1,388	0	1,388	-1,388	
Corporate/Staff Wellbeing Fund	4	500	0	500	0	500	500	0	
Corporate/Councillor Training	6	4,000	160	1,340	2,500	4,000	1,500	2,500	
Corporate/Staff Training	7	20,000	20,921	3,079	-4,000	20,000	24,000	-4,000	
Corporate/Staff Long Service Award	20	1,000	567	133	300	1,000	700	300	
<b>Total Expenditure</b>		<b>1,120,552</b>	<b>898,534</b>	<b>280,261</b>	<b>-58,243</b>	<b>1,120,552</b>	<b>1,178,795</b>	<b>-58,243</b>	
Our budget for the year is £1,120,552 with actual expenditure for the 10 months to 31 January 2025 of £898,534 with committed expenditure of £280,261.									
Our projected out-turn for the year is to be overspent by £58,243.									
<b>Staff Training Breakdown</b>									
<b>Statutory</b>		<b>£ 2,767</b>	<b>Skid Steer awareness training, PATS testing training, Woodchipper training, Headstone Inspection training</b>						
<b>Occupational</b>		<b>£ 18,154</b>							
<b>Vocational</b>		<b>£ -</b>							
		<b>£ 20,921</b>							

## **HUMAN RESOURCES INFORMATION SYSTEM**

### **Report Author**

Mark Sims, Acting Chief Officer

### **Purpose of Report**

To provide members with an update on the HR Information System

### **Background Information**

At the Personnel Committee meeting held on 10 June 2024 Members were given a report to review on a new Human Resources Information System to digitise the HR process.

There were 2 options – Breathe HR and Myhrtoolkit.com

Councillor Hodges welcomed the Chief Officers report and said we do need something robust. Both options were ok but would prefer to go with what the Chief Officer recommends as she knows what the Council needs.

The Chief Officer said the biggest issue in terms of capacity will be putting the data into the portal and thinks the Myhrtoolkit.com option would be the better option as managers can upload documents as a better function.

All councillors agreed with the Chief Officers recommendation.

**Minute number R136 RESOLVED: That the Myhrtoolkit.com option is the preferred option and that the Chief Officer commences use of this HRIS.**

Since signing up to the Myhrtoolkit trial, officers have explored the HRIS and have realised that the portal is not compatible with the Council's way of working and the Council's policies e.g. Annual Leave Policy and Sickness Policy.

The Myhrtoolkit portal requires all users to have their own account linked to a corporate email, with only office based staff having corporate email addresses. In addition, the process for requesting annual leave and reporting sickness absences is inconsistent with Council Policies, and considered not practical to be changed to accommodate the Council's way of working.

The Cemetery Team Leader and the Facilities Team Leader both reported that they expect to experience significant issues implementing the new system.

### Financial Implications

The My HR online portal costs £121 per month, being £1,452 per year.

### **Recommendation**

That the Council ceases to use the My HR Online HR information System.

**DRAFT PROBATION POLICY (UPDATE)****Report Author**

Mark Sims, Acting Chief Officer

**Attached:** A. Draft Revised Probation Policy (8 pages)

**Purpose of Report**

To provide members with a Revised Probation Policy following HR Advice received from One Voice Wales.

**Background Information**

At the Committee's meeting held on 11 November 2024 Members were provided with an update on the new draft probation policy that was Recommended to the Finance, Policy and General Purposes Committee meeting held on Monday 9 September 2024.

We undertook a 2-week consultation period with unions and staff requesting any comments to be provided with various comments received.

Councillor S Hodges asked if we should get advice from ACAS to ensure we are 100% legal in what the policy states

The Deputy Chief Officer advised that ACAS is unlikely to provide a legal opinion on our policy rather we would need to obtain legal advice from a firm of solicitors.

Councillor S Hodges said that there would obviously be a cost involved, however it is vitally important to get this right first time.

**Minute R180 RECOMMENDED: To a meeting of the Finance Policy and General Purposes Committee being held on 25 November 2024 to obtain legal advice to confirm our legal stance on the comments received.**

Following the Finance, Policy and General Purposes Committee that agreed the Recommendation from the Personnel Committee, the Deputy Chief Officer contacted One Voice Wales to request employment law advice on our draft probation policy based on the comments received.

Unfortunately, we were advised that One Voice Wales's employment law advisors (WorkNest) confirmed that the advice requested wasn't covered under their agreement and to provide the advice would incur a cost. However, One Voice Wales advised that they would be able to provide HR advice on the draft probation policy and comments stating that their officer is a HR consultant and a Chartered Member of the Institute for Personnel and Development (CIPD).

HR advice received from One Voice Wales relating to the various comments is detailed below:

Probation Policy for new staff and where an existing member of staff is commencing a new role

Although it is possible to include a probationary period in relation to existing staff moving to a new role this would be extremely problematic in a relatively small organisation. The question that would be posed is to what would happen to the existing employee if they failed to meet requirements set during the probationary period. In a large organisation it would be relatively easy to return the employee to their former role but I doubt that this would be feasible in the Town Council. I would agree therefore that an existing employee moving to a new role will be appropriately managed and any issues with performance or conduct would be dealt with under the Town Council's capability or disciplinary policy. I would also agree that the period of uncertainty involved for an existing employee would be problematic and extremely worrying for the employee concerned. Trial periods would generally apply in relation to an employee who has been offered a new role as a means of avoiding redundancy. Regard should also be given to likely future changes in employment law which may see a change in unfair dismissal rights which would be in place from day one but a statutory probation period would apply. It remains to be seen whether the statutory probation period would apply to existing staff or just new employees. I have to agree that the application of a probationary period to existing staff moving to new roles would likely disincentivise employees from applying for other roles and could impact on staff retention. Although a trial period could be applied, I would question the necessity of such given that recruitment processes should ensure as far as is reasonably practicable that internal staff if appointed to another role would meet the requirements subject to training and support being provided as is appropriate.

It is recommended that the Probation Policy be only for new staff.

Absence during the probationary period - ....It will also state that whilst we clearly understand that all employees have times of illness, **we aim for 100% attendance.** As the employee is still in their probationary period, the organisation will be concerned that they might not be able to achieve this standard of 100% attendance and may decide to extend your probationary period. If absence does not improve during the extension time, employment will be terminated

I am of the view that a 100% attendance level is inappropriate and should not be included in any probationary period assessment. I would also suggest that a more appropriate approach might be to apply the provisions of the Town Council's sickness policy as an alternative and maybe to set absence levels at a lower level having considered matters relating to disability, accident, loss of family member etc. In the case of any unavoidable absence during a probationary period there may be grounds to extend the probationary period.

It is recommended that reference to 100% attendance be removed and to include the provisions of the Town Council's sickness policy to be applied with the option of extending the probationary period in the case of any unavoidable absences.

#### Terminating employment at the end of the probationary period

I am of the view that the policy does require regular discussions during the probationary period and it should be made clear to employees that issues relating to performance may result in the early termination of the employment contract. The policy seems reasonable in relation to how the probationary period will be managed and I suggest no change.

It is recommended that no change to the policy relating to this comment.

#### Appeals against Dismissal following Probationary Period

I am of the view that appeals should be heard by an Appeals Panel drawn from councillors on the Personnel Committee where the Chief Officer has decided that a new recruit has not successfully completed their probationary period. I would not have thought it necessary to engage an external consultant.

It is recommended that no change to the policy relating to this comment.

#### Dishonesty during the probationary period

If dishonesty is discovered after the end of a probationary period, it would be necessary to undertake an investigation after the allegations have been shared with the senior manager but the outcome should be based on the balance of probability that the dishonesty had occurred.

It is recommended to include the above response from OVW in the Probation Policy.

#### **Recommendation**

Members are requested to approve the amended Probationary Policy incorporating the HR Advice received from One Voice Wales.

## **Barry Town Council Probation policy**

### **Purpose**

The purpose of this policy is to set a clear process for line managers to manage the performance and conduct of employees during their probationary period.

### **Aim**

It is the Organisation's policy to operate a probationary period for all new staff. The length of probation will usually be 6 months and will be set out in the Written Statement of Particulars and made clear to the employee.

Probationary periods will be used constructively to help new employees integrate effectively into the business. The period allows the line manager to assess whether the new employee is suitable for the role and to achieve an acceptable level of performance within a certain period of time.

This policy provides a framework for managers to assess the performance of new members of staff, for feeding back on good performance and for improving performance if necessary.

### **Managing the probationary period**

The line manager is responsible for setting objectives and performance standards for the employee and should discuss their expectations with the employee.

During the probationary period monitoring of performance and feedback will be provided by a combination of informal and formal management processes and assessments. These will review how the employee is progressing and discuss whether any improvements are needed for the employee to successfully complete their probationary period.

Areas for assessment will include:

- ❖ Quality of work performance
- ❖ Quantity of work
- ❖ Flexibility
- ❖ Customer care
- ❖ Attendance, timekeeping and absence record
- ❖ Reliability
- ❖ Relationship with other employees – ability to work as a member of a team
- ❖ Initiative
- ❖ Conduct in the workplace

## **Providing support during probation**

The line manager is responsible for providing guidance and support to the employee during the probationary period. The level of support required will differ depending on the individual employee and whether they are new to the organisation or new to the role.

All support necessary should be given by the line manager to allow the employee to successfully complete their probationary period and continue their employment.

The line manager should ensure the employee receives appropriate training and induction at the start of the probationary period and an induction and training plan should be set in place.

All relevant organisation documentation and the Staff Handbook of policies should be made available to the employee at the earliest date.

Line Managers will ensure that praise is given for good performance.

In areas where the employee has been performing to an unsatisfactory level, the line manager will ascertain the reasons why, explain what improvement is expected and advise what support will be given to ensure improvement.

Line Managers will meet with the employee monthly throughout the Probation Period, ideally, as follows:

- End of month one
- End of month two
- End of month three
- End of month four
- End of month five

Notes of each monthly meeting must be made, using the 'Let's Talk Form', and a record of any agreed actions should be made in writing and provided to the employee.

A Formal Probation Review meeting must be held at the end of the 6-month Probation Period.

## **Providing support for disabled employees**

As legally required by the Equality Act 2010, line managers must provide additional support to disabled employees to ensure they are not subjected to unlawful or less favourable treatment during their probationary period. Reasonable adjustments must be made to remove any barriers the employee faces at work. The line manager must discuss the support offered to disabled employees during their probationary period with the Chief Officer and where necessary, seek further support from ACAS, CIPD or Occupational Health.

## **Absence during the probationary period**

If sickness absence occurs in the probationary period, the employee will be written to expressing concerns with their level of attendance. The letter will set out that since [date] joined the organisation, the employee has had [number] days of sickness absence. This means that their current absence rate is [number] percent. The letter will summarise the reasons for absence.

The provisions of the Town Council's sickness policy will apply for any sickness absence during the probationary period. In the case of any unavoidable absence during a probationary period there may be grounds to extend the probationary period.

Parental/carer responsibilities and absences due to disability or pregnancy related absence will be considered using the separate policies.

## **Addressing concerns during the probationary period**

During the probationary period, the line manager will be continually assessing the suitability of the employee and will meet with them monthly as set out above. Objectives and tasks will be set monthly and progress and performance reviewed throughout the period. The line manager will be clear about what standard is expected, what is being met or unmet, and what improvement is required.

Concerns can be raised outside of these meetings, and if necessary, the line manager should arrange a formal meeting with the employee to discuss these. Failing to address these concerns in a timely manner could lead to the employee failing to complete their probationary period. Minutes of the meeting should be made and a record of any agreed actions should be made in writing and provided to the employee.

## **Terminating employment before completion of the probationary period**

Most employees will remain employed by the Organisation until the end date of their probationary period. In some circumstances, the line manager may identify that the new employee is unsuitable for their role and will not reach the required standard with further support before the end of the probationary period.

Where there is sufficient evidence that the required standards are not being met and are unlikely to be met, the employment can be terminated at any stage during the probationary period.

The line manager should seek HR advice for early termination.

## **Serious Breach of Discipline**

In the event of a serious breach of discipline which following investigation and a disciplinary hearing is considered to amount to Gross Misconduct, an employee may be liable to be dismissed without notice.

### **Terminating employment at the end of the probationary period**

Despite being provided with support, necessary training and concerns being addressed as they arise, the employee may not meet the required standards of performance by the end of their probationary period. This includes, but is not restricted to, the employee not meeting their work targets, persistent lateness or unacceptable conduct during their probationary period.

The line manager may decide that their probationary period has been unsuccessful and their employment should be terminated at the end of the probationary period. This should be discussed in advance with the senior manager to ensure termination can take place at the end of the probationary period.

The line manager should hold a probationary review meeting with the employee and inform them of the decision to terminate. The reasons for termination should be recorded in the probationary period review form (attached).

### **Confirming successful completion of the probationary period**

If the employee has met the required standards during their probationary period, the line manager should hold a probationary review meeting with the employee and inform them that they have successfully completed their probation.

Future performance objectives should be discussed and agreed with the employee.

The line manager will confirm this to the employee in writing and put the letter on the HR file.

### **Notice of Dismissal**

Under the Employment Rights Act 1996, an employee with up to two years' service has the right to at least one week's notice. For each subsequent completed year of service, the notice period increases by one week up to a maximum of 12 weeks.

Therefore, within a probationary period, an employee must be given at least one week's notice for dismissal, unless they have less than one month's service. If the employee has less than one month's service, they can be dismissed immediately.

As well as being used for new employees, probationary periods are used when a staff member is transferred or promoted internally. In this situation the employee's continuous service will start from the first day they started working at the organisation,

rather than the first day they started in this new role. Therefore, the statutory notice period may be much longer.

### **Appeals against Dismissal following Probationary Period**

An employee progressing an appeal must state in writing to the Chief Officer the full content of the appeal within 5 working days of the decision to dismiss.

Appeals should be held within 20 working days of receipt of formal notice. The employee may be accompanied by a Trade Union representative or a work colleague.

The appeal must be heard by an Appeals Panel (drawn from Councillors on the Personnel Committee) if the Chief Officer has dismissed the employee on probationary period.

The Appeals Panel decision is final and the reason for the decision must be confirmed in writing to the employee within 10 working days of the meeting.

### **Terminating employment after probation**

The employee's future performance will be assessed under the Council's Capability policy and their conduct will be reviewed under the Council's Disciplinary policy. Any breach of these policies will be managed in accordance with the Organisation's normal processes which could lead to formal action up to and including dismissal.

### **Dishonesty during the probationary period**

Following the probationary period, the line manager may discover that the employee has been dishonest when applying for the role. The line manager should inform their senior manager immediately for further investigation. If dishonesty is discovered after the end of a probationary period, it would be necessary to undertake an investigation after the allegations have been shared with the senior manager but the outcome should be based on the balance of probability that the dishonesty had occurred.

First adopted: 9th September 2024

Revised: January 2025

Next Review due: January 2027

## Barry Town Council Probation Review Form

*Note: Completion of this form should be carried out in accordance with the Council's Probation policy.*

The purpose of 6-month Probation Review is to review your performance and feedback on your future with the business.

The possible outcomes of the review meeting could be:

1. Confirming a successful completion of the probationary period
2. Extending the probationary period or
3. Terminating your employment.

Employee's Name:	
Job Title:	
Department:	
Date of Engagement:	
Line Manager:	
Date of Review:	
Date current probationary period due to end:	

### Review of performance

Objectives/Targets set	Met?	Unmet?

Any Comments on Objectives:

Areas of work requiring further improvement/training:

Summary of employee's overall performance:

**Performance Assessment Level**

<b>Outstanding Performance</b>	
<b>Standard Performance</b>	
<b>Less than Standard Performance with Development needs</b>	
<b>Unsatisfactory Performance</b>	

My decision is that the:

Employee has successfully completed their probation

Employee's probationary period be extended

Employee's employment be terminated.

If employment is to be terminated, record the reasons why:

If probation is to be extended, summarise the improvement required:

Extended probation period completion date: *[insert date]*

Any additional comments:

**Agreed Future Performance Objectives (SMART)**

Objective/Tasks 1:-

Objective/Task 2:-

Objective Tasks 3:-

**Signed (Line Manager):**

**Date:**

**Signed (Employee):**

**Date:**

**NEW HEALTH AND SAFETY LOCAL ACTION PLAN****Report Author**

Amanda Evans, Facilities and Bereavement Service Manager

**Attached:** A. Health and Safety Local Action Plan

**Purpose of Report**

The purpose of this report is to provide Members of the Personnel Committee with information on a new form that has been produced for the cemetery.

**Background Information**

At the meeting of the Halls, Cemeteries and Community Facilities Committee held on 20 January 2025 Members received a report advising of a new Health and Safety Local Action Plan.

As part of improving the ways of working and ensuring the council, staff, and visitors remain safe, the facilities and bereavement service manager has put together a new report named the health and safety local action plan.

This report is a professional-looking document that shows that the council takes its obligations seriously when following the Health and Safety at Work Act 1974, which provides the legislative framework to promote, stimulate, and encourage high standards of health and safety at work. The act places a duty upon the employer to safeguard, so far as is reasonably practicable, the health, safety, and welfare of all employees.

The health and safety local action plan is designed to be updated quarterly in line with the staff forum meetings, which are used as one of our platforms to discuss health and safety concerns and improvements. The forum is chaired by the Chief Officer (operational management for health and safety within BTC is devolved to the town clerk) and is attended by an elected senior manager representative, a team leader representative, and a representative from each department, whereby issues are communicated and progress is monitored, and the outcome of the meeting is then reviewed at the following personal committee meeting as executive lead on health and safety, and where there is a standing item on health and safety at every meeting.

The report clearly outlines the concern/issues, who is responsible for ensuring the proposed actions, the timeframe, and when these have been addressed/rectified. The form will focus on all areas of health and safety, starting with the workshop, including any office amendments as a result, as set out in the first audit completed. (Please see attached).

## **Recommendation**

That members receive and note the aforementioned information and the attached Health and Safety Local Action Plan.



# HEALTH AND SAFETY LOCAL ACTION PLAN TEMPLATE

<b>Date of this Version:</b>	October 2024 (Quarter 3)			
<b>Next Review Date:</b>	January 2025 (Quarter 4)			
<b>Author:</b>	Amanda Evans Facilities and Bereavement Service Manager			
<b>Owner:</b>	Emily Forbes, Chief Officer			
<b>Aim of Action Plan:</b>	<p><b>To review the current working environment and ensure activities meet its health and safety responsibilities under the 1974 Act whilst developing and enhancing a health and safety culture in the workplace.</b></p> <p><i>Note: This action plan is updated on a quarterly basis and progress monitored in the Staff Forum meeting which is attended quarterly by the Chief Officer, an elected Senior manager representative, team leader representative and a representative from each department. The outcome of the meetings will be reviewed at the following Personal committee meeting attended by the Chief Officer and a selection of several councillors.</i></p>			
<b>PRIORITY ACTION ITEMS FOR FOCUS</b>	<b>MANAGERS NAME:</b>  Amanda Evans	<b>MANAGERS SIGNATURE:</b>  A Evans	<b>INSPECTION Date:</b>  16/09/2024	<b>DATE OF NEXT REVIEW:</b>  January 2025
<b>HEALTH &amp; SAFETY HAZARD:</b>	<b>RESPONSIBLE PERSON(S) FOR TAKING ACTION FORWARD</b>	<b>COMMENTS ON ACTION PROPOSED/TAKEN</b>	<b>Target date</b>	<b>Status &amp; initial once completed</b>
<b>LOCATION/WORKPLACE – Cemetery workshop</b>				
COSHH and Chainsaw cupboard keys – spares are required	Bereavement Team Leader	Get a spare key cut for both the COSHH and chainsaw cupboards, keep them in the office in case these are required- As requested by Sexton	End of week	October 2024 TT
PPE cupboard and PPE signs	Bereavement Team Leader	PPE cupboard needs to be labelled as such. Create an inventory for PPE equipment and ensure staff use this and the team leader is made aware of PPE that is low in order to replenish- As suggested by the gardener. Notices on how to clean equipment and how to use/wear PPE are present for all staff as a reference point.	End of month	September 2024 TT

Clear labelling and Signs in equipment storage areas	Bereavement Team Leader	Clean and ensure all Stop, Start and continue signs for vehicles and equipment are present and in the correct location for each piece of equipment.	End of month	September 2024 TT
Faulty equipment area	Bereavement Team Leader	Create a designated area, by putting a sign (Faulty equipment only), and hazard tape on the floor and Informing the whole team of its use. Ensuring that all equipment that is faulty is clearly labelled, using the correct faulty labels (Not paper) and stored in this location	End of week	September 2024 TT
Faulty Ladders	Bereavement Team Leader/ Facilities and Bereavement Service Manager	Remove faulty ladders that are labelled/identified from the 'ladder area'. Place them outside to ensure they are not used and these will go for scrape. New ladders purchased must meet the EN131 standard	End of week	September 2024 TT
Good housekeeping-Variou signs	Bereavement Team Leader	Designate an area to keep all cemetery signs for ease as and when required by the team- As suggested by the team	End of quarter	October 2024 TT
Extra secure, metal storage required	Facilities and Bereavement Service Manager / Bereavement Team Leader	Order an additional metal cupboard to house extra paints and other liquids	End of month	November 2024 AE/TT
Mezzanine floor and stairs	Bereavement Team Leader	Sweep mezzanine area and stairs regular to prevent slip and trips	Now and on-going	Completed TT
Scrap metal in yard	Bereavement Team Leader Facilities and Bereavement Service Manager /	To be loaded onto the van and taken to the scrap merchant in Cardiff to be weighed and funds paid to finance via cheque or BACAS	End of quarter	Booked in 10/01/25
De-junk	Bereavement Team Leader	Remove tray of paperwork under the table and dispose of in the correct manner. Ensure all paperwork is filed correctly	End of month	October 2024 TT
Larger equipment to be stored on ground floor only	Bereavement Team Leader	No items are to be stored in the mezzanine area that are not hand held and requires two people to carry up or down safely. These must be removed and stored on the ground floor only – As suggested by Sexton	End of quarter and as equipment is used	September 2024 TT
Folder – 1 )Fire, 2) COSHH and 3) Health and Safety	Facilities and Bereavement Service Manager / Bereavement Team Leader	Folder holder housing the three folders are kept updated for use by team and contractors (relating to workshop) and that Fire include emergency plans, COSHH include all supplier data sheets/info and Health and safety has the policy at the front of the folder	End of month	December 2024 AE/TT
Yard gates	Bereavement Team Leader	Yard gates are to remain closed at all times when not in use and signage is kept clean and clear that only authorised persons are permitted	Now and on-going	Completed TT
Toolbox talks	Bereavement Team Leader	Toolbox talks and meetings at held on site and inform them of the above improvements to ensure buy-In and feedback from teams, with and further ideas captured and feedback in weekly management meetings	Weekly, & as and when required	September 2024 and ongoing TT

HEALTH & SAFETY HAZARDS – Office				
Risk assessments	Bereavement Team Leader	Updated RA'S are placed in folder, communicated to team and team sign off each one after completion for feedback	End of Quarter	September 2024 and ongoing - TT
Folder holder – 1) Internal Inspection forms i.e. Ladder checks, 2) External Inspection reports i.e. Flag-pole LOLER report and 3) Incident/near miss forms	Bereavement Team Leader & Office Team Leader	Folder holder housing the three folders are kept updated and full for use by team and contractors. Once forms are completed they are placed in a action tray and MUST be reviewed and signed off in a timely manner, along with any next steps requiring action.	End of Month	In progress
Folder – 1) Fire, 2) COSHH and 3) Health and Safety	Bereavement Team Leader & Office Team Leader	Folder holder housing the three folders are kept updated for use by team and contractors (relating to workshop) and that Fire include emergency plans, COSHH include all supplier data sheets/info and Health and safety has the policy at the front of the folder	End of month	In progress
Training	Bereavement Team Leader & Office Team Leader	Please ensure that the refresher training that has been identified on Manual Handling for x6 employee's, first aid x1 employee and COSHH x1 employee is completed and records updated	End of quarter	In progress
Shoring checks	Bereavement Team Leader	Shoring needs to be checked monthly for defects and checked twice a day when in use and paperwork updated and signed to reflect this and any issues reported	End of week	September 2024 and ongoing - TT
Inspection forms	Bereavement Team Leader	Are completed and checked off by checker and weekly by Bereavement T/L and any actions noted, completed.	End of week	June 2024 and ongoing - TT
Licences	Bereavement Team Leader & Office Team Leader	A copy of up to date vehicle licences are kept in individuals' personal files	End of month	In progress
HAVS forms	Bereavement Team Leader	Ensure this is updated with all the equipment and ensure new equipment is accounted for and that the team have the correct information to complete these forms, which are signed off weekly by Bereavement T/L	End of week	September 2024 TT
Work schedule	Bereavement Team Leader	Set up a weekly, monthly checklist to ensure that all the tasks required by a Cemetery team leader are being carried out and in turn this will provide a useful tool for the Step-up Sexton in Bereavement T/L's absence i.e. Legionella, fire, shoring, etc.	End of month	October 2024 TT
Toolbox talks	Bereavement Team Leader	Toolbox talks and meetings at held on site and inform them of the above improvements to ensure buy-In and feedback from teams, with any further ideas captured and feedback in weekly management meetings	Weekly, & as and when required	September 2024 and ongoing TT

Performance review	Office Team Leader	X3 staff are due their Appraisals. Please plan in and carry out meetings and hand completed forms to senior manager	End of month	December 2024 - TT
--------------------	--------------------	---	--------------	--------------------