CYNGOR TREF Y BARRI
BARRY TOWN COUNCIL

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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, 9 NOVEMBER 2026 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

Rachel Honey-Jones
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.

4. **Standing Order 3(o)** **(To Note)**

   The use of cameras, camcorders and other recording devices in all Council, Committee and Sub-Committee meetings is expressly forbidden, with the exception of any formal recording of proceedings in accordance with the Council's policy, should the Council instigate such a policy.

   GOVERNANCE

5. **To approve the minutes of the Meeting of the Personnel Committee held on 14 September 2026.**
   (Pages 1000 - 1004)

6. **Budget Monitoring Report to 30 September 2026**
   (Pages 1005 - 1006)

7. **Draft Budget Estimates for 2027/28** **(Pages 1007 - 1008)**

8. **Policy review and approval** **(Pages 1009 - 1016)**

9. **Date of next meeting**
   The next scheduled meeting of the Personnel Committee will be held on Monday 18 January 2027.

10. **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.

11. **Staff Training Update** **(Pages 1017 – 1018)**

12. **Staffing Update** **(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

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.

From 1 May 2021, the Local Government and Elections (Wales) Act 2021 sets out a statutory requirement that: As soon as reasonably practicable after a meeting of a community council, and in any event before the end of seven working days beginning with the day on which the meeting is held, the council must publish electronically a note setting out—

(a) the names of the members who attended the meeting, and any apologies for absence;
(b) any declarations of interest;
(c) any decision taken at the meeting, including the outcomes of any votes.

Barry Town Council meets this duty by publishing this information in the form of draft meeting minutes which will be displayed electronically within 7 working days after the meeting. It should be noted that these minutes are DRAFT and not agreed until the next meeting.

BARRY TOWN COUNCIL

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON MONDAY 14 SEPTEMBER 2026 AT 7.00 PM

PRESENT: Councillor Perkes (Chair) together with Councillors S Hodges, Johnson (Vice Chair) and Wiliam.

ALSO PRESENT: Rachel Honey-Jones – Chief Officer
Courtney Parker – Administrator
Councillor Clarke – Observer

R293. APOLGIES FOR ABSENCE

Apologies were received from Councillor Payne.

R294. DECLARATIONS OF INTEREST

None received.

R295. WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015

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

R296. STANDING ORDER 3(o)

RESOLVED: That Standing Order 3(o) be received and noted.

R297. **TO APPROVE THE MINUTES OF THE MEETING OF THE PERSONNEL COMMITTEE HELD ON 15 JUNE 2026**

Councillor Johnson noted that there was no action plan included within the agenda and asked for this to be sent onto Members.

RESOLVED: That the minutes of the Personnel Committee held on 15 June 2026 be approved and signed as a correct record.

R298. **TO APPOINT TO RELEVANT PERSONNEL COMMITTEE PANELS REQUIRED AS PER POLICY REQUIREMENTS**

a) Appeals Panel
b) Redundancy Panel
c) Complaints Panel

RESOLVED:

1. **That Councillors Charles, Perkes and Wiliam be appointed to the Appeals Panel.**
2. **That Councillors Johnson, Payne and S Hodges be appointed to the Redundancy Panel, with Councillor S Hodges replacing Councillor Thomas due to Councillor Thomas being Mayor.**
3. **That Councillors Charles, S Hodges and Perkes be appointed to the Complaints Panel, with Councillor Perkes replacing Councillor Thomas due to Councillor Thomas being Mayor.**

R299. **POLICIES REVIEW & APPROVAL**

a) Annual Leave Update
b) Capability Policy
c) Disciplinary Procedure Policy
d) Grievance Policy
e) Neonatal Care Policy
f) Parental Bereavement Leave Policy
g) Probation
h) Sickness Policy
i) Work Permits Policy

The Chief Officer provided Members with a brief update on the work undertaken to bring the employment policies up to date, including changes to terminology and language, amendments reflecting the current Council staffing structure, and clearer provisions regarding Senior Leadership Team accountability. The Chief Officer also informed Councillors that Peninsular, the Council's HR advisors had reviewed all policies being presented to Councillor's today and recommended these changes.

Councillor Johnson queried the proposed changes to the Annual Leave Policy.

The Chief Officer clarified that the existing provision allowing five days of annual leave to be carried forward was out of date and should be amended to provide for four weeks to be carried forward. The Chief Officer explained that the Council has a duty to allow staff to take annual leave, as well as remind them to do so and if this has not happened then staff are entitled to carry over the leave hence the change.

Councillor Johnson requested that the policy review programme be reviewed by the Personnel Committee.

The Chief Officer presented the Committee with a proposed policy review timetable and suggested that the timetable be brought back to the next meeting of the Personnel Committee on 9 November 2026, and thereafter to the first Personnel Committee meeting following the Annual Meeting each year.

RESOLVED:

1. **Members agreed the updated employment policies presented with the report.**
2. **Recommended to the Finance, Policy and General Purposes Committee on 12 October 2026 that the following employment policies be approved:**
    - **Annual Leave Policy**
    - **Capability Policy**
    - **Disciplinary Procedure**
    - **Grievance Policy**
    - **Neonatal Care Leave Policy**
    - **Parental Bereavement Leave Policy**
    - **Probation Policy**
    - **Sickness Absence Policy**
    - **Work Permits Policy**
3. **Members received and noted that the Senior Leadership Team will maintain a central policy review schedule to ensure that employment policies are reviewed within appropriate timescales and updated in response to changes in legislation and good employment practice.**
4. **That the policy review timetable be brought back to the next meeting of the Personnel Committee on 9 November 2026 for consideration by Members and thereafter be presented to the first Personnel Committee meeting following the Annual Meeting each year.**

Councillor Clarke joined the meeting at 7:09pm.

R300. **BUDGET MONITORING REPORT TO 31 AUGUST 2026**

Members received the budget monitoring report to 31 August 2026 with the Committee's expenditure in the 2026/27 financial year at the end of August 2026.

RESOLVED: That the budget monitoring report to 31 August 2026 be received and noted.

R301. DATE OF NEXT MEETING

RESOLVED: That the next meeting of the Personnel Committee will be held on 9 November 2026.

R302. 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.

R303. CEMETERY UPDATE

The Chief Officer provided Members with an update on the report, including recent recruitment activity and changes within the cemetery.

The Chief Officer informed Members that the revised recruitment process had been implemented and that positive feedback had been received to date.

RESOLVED: That Members received and noted the Cemetery update.

The Administrator left the meeting at 7.26pm

R304. STAFFING MATTERS

The Chief Officer provided a verbal update to committee members on current staffing matters.

RESOLVED: Members noted the verbal update provided by the Chief Officer on current staffing matters.

The meeting closed at 7:47pm

Signed …….. Dated ……

ACTION SHEET - PERSONNEL COMMITTEE 9 NOVEMBER 2026				
MINUTE NO.	**ACTION TO BE TAKEN**	**ACTION TO BE TAKEN BY**	**DATE ACTION TO BE CARRIED OUT**	**PROGRESS**
R298.	Update the records to reflect the appointment of Members to the Appeals, Redundancy and Complaints Panels.	CO	As soon as practicable	Completed
R299.	Submit the updated Annual Leave, Capability, Disciplinary Procedure, Grievance, Neonatal Care Leave, Parental Bereavement Leave, Probation, Sickness Absence and Work Permits Policies to the Finance, Policy and General Purposes Committee for approval.	DCO	30/11/2026	Ongoing
R299.	Bring the policy review timetable back to the Personnel Committee for consideration. Thereafter, present the timetable to the first Personnel Committee meeting following the Annual Meeting each year.	CO	9 November 2026	Ongoing

PERSONNEL COMMITTEE	9 NOVEMBER 2026	AGENDA ITEM: 6

BUDGET MONITORING REPORT SEPTEMBER 2026

Report Author

Finance Officer

Attached: A. Budget Monitoring Report September 2026 (1 page)

Purpose of Report

To provide members with the Committee's expenditure in the 2026/27 financial year at the end of September 2026.

Background Information

On the following page is the budget monitoring report to 30 September 2026, indicating actual expenditure up to the end of month six in the 2026/27 financial year.

Recommendation

Members are requested to receive the budget monitoring report for September 2026 noting the projected out-turn for the year is to be an overspend of £14,078.

Budget Monitoring Report to 30 September 2026.

Gross Expenditure								
Description	**Item No.**	**Budget**	**Expenditure**	**Committed**	**Balance**	**Budget**	**Year End**	**Projected**
		12 Months	**6 Month**	**Expenditure**		**12 Months**	**Projections**	**Variance**
		£	**£**	**£**	**£**	**£**	**£**	**£**
Personnel Committee								
M&S/Salaries	1	554,800	269,390	270,715	14,695	554,800	540,105	14,695
Planning/Salaries	1	0	0	0	0	0	0	0
Merthyr Dyfan Cemetery/Salaries	1	353,720	161,183	187,057	5,480	353,720	348,240	5,480
Porthkerry/Salaries	1	15,000	7,500	7,500	0	15,000	15,000	0
Pioneer Hall/Salaries	1	35,750	19,208	17,682	-1,140	35,750	36,890	-1,140
Community Building/Salaries	1	42,500	20,501	20,950	1,049	42,500	41,451	1,049
Heritage Centre/Salaries	1	0	0	32,591	-32,591	0	32,591	-32,591
Heritage Centre/Casual Staff Costs	2	0	0	1,000	-1,000	0	1,000	-1,000
M&S/Equipment	16	5,250	2,066	3,184	0	5,250	5,250	0
Merthyr Dyfan Cemetery/Equipment	9	8,872	4,972	3,900	0	8,872	8,872	0
Pioneer Hall/Equipment	9	1,500	0	1,500	0	1,500	1,500	0
Community Building/Equipment	8	2,000	496	1,504	0	2,000	2,000	0
M&S/General Salaries Contingency	23	40,000	21,116	18,455	429	40,000	39,571	429
M&S/Health and Safety	24	4,000	1,410	2,590	0	4,000	4,000	0
Heritage Centre/Training, volunteers & travel	12	0	0	3,000	-3,000	0	3,000	-3,000
Corporate/Staff Wellbeing Fund	4	500	0	500	0	500	500	0
Corporate/Councillor Training	6	4,000	650	1,350	2,000	4,000	2,000	2,000
Corporate/Staff Training	7	20,000	8,336	11,664	0	20,000	20,000	0
Corporate/Staff Long Service Award	20	0	0	0	0	0	0	0
Total Expenditure		**1,087,892**	**516,828**	**585,142**	**-14,078**	**1,087,892**	**1,101,970**	**-14,078**

Our budget for the year is £1,087,892 with actual expenditure for 6 months to 30 September 2026 of £516,828 with committed expenditure of £585,142.

Our projected out-turn for the year is an overspend of £14,078.

PERSONNEL COMMITTEE	9 NOVEMBER 2026	AGENDA ITEM: 7

DRAFT PERSONNEL COMMITTEE ESTIMATES FOR 2027/28

Report Author

Deputy Chief Officer

Attached: A. Draft Budget 2027/28 (1 page)

Purpose of Report

To provide members with the draft estimates for 2027/2028

Background Information

Financial Regulations 4.5 and 4.6 states the following:

'4.5 In appropriate cases, each Committee (if any) shall review its draft budget and submit any proposed amendments to the Finance, Policy and General Purposes Committee not later than the end of November each year.

4.6 The draft budget with any Committee proposals, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance, Policy and General Purposes Committee and a recommendation made to the Full Council.'

The draft estimates are attached with increases to salaries only based on known factors. All remaining expenditure headings have been kept at 2026/2027 levels.

Recommendation

1. Members are requested to consider the draft estimates for 2027/2028.

2. Recommend the draft estimates for 2027/2028 to the Finance, Policy and General Purposes Committee meeting being held on 30 November 2026 as confirmation of the Personnel Committee requirements for the 2027/2028 financial year.

Draft Budget 2027/28 Personnel Committee

EXPENDITURE							
Description	**Item No.**	**2025/26 Budget**	**2025/26 Out-Turn Projection**	**2026/27 Budget DRAFT**	**2026/27 Budget REVISED**	**2026/27 Out-Turn Projection**	**2027/28 Budget**
M&S/Salaries	1	513,500	511,361	539,175	554,800	540,105	565,021
Planning/Salaries	1	52,000	51,200	0	0	0	0
Merthyr Dyfan Cemetery/Salaries	1	395,100	427,769	334,163	353,720	348,240	412,200
Porthkerry/Salaries	1	15,000	15,000	15,750	15,000	15,000	15,000
Pioneer Hall/Salaries	1	35,250	33,867	37,013	35,750	36,890	40,100
Community Building/Salaries	1	41,500	43,011	43,575	42,500	41,451	44,400
Heritage Centre/Salaries	1	0	0	0	0	32,591	134,079
Heritage Centre/Casual Staff Costs	2	0	0	0	0	1,000	12,000
M&S/Equipment	18	5,775	5,649	6,064	5,250	5,250	5,250
Merthyr Dyfan Cemetery/Equipment	9	8,035	7,411	8,437	8,872	8,872	8,872
Pioneer Hall/Equipment	10	1,500	1,145	1,575	1,500	1,500	1,500
Community Building/Equipment	10	2,000	2,253	2,100	2,000	2,000	2,000
M&S/General Salaries Contingency	25	40,000	37,633	42,000	40,000	39,571	40,000
M&S/Health and Safety	26	4,000	5,716	4,200	4,000	4,000	4,000
Heritage Centre/Training, volunteers & travel	12	0	0	0	0	3,000	4,000
Corporate/Councillors Training	12	4,000	958	4,200	4,000	2,000	4,000
Corporate/Staff Training	13	20,000	11,417	21,000	20,000	20,000	20,000
Corporate/Staff Wellbeing Fund	17	500	0	525	500	500	500
Corporate/Staff Long Service Award	20	0	0	0	0	0	0
Total Expenditure		**1,138,160**	**1,154,390**	**1,059,776**	**1,087,892**	**1,101,970**	**1,312,922**

PERSONNEL COMMITTEE	**9 NOVEMBER 2026**	**AGENDA ITEM: 8**

POLICIES REVIEW AND APPROVAL

Report Author:

Chief Officer

Attachments:

1. Flexible Working Policy
2. Policy Review Timetable

Purpose of Report

To present an updated employment policy to the Personnel Committee for review and make recommendations to the meeting of the Finance, Policy and General Purposes Committee.

Background

Following a review of the Council's Staff Handbook, it became apparent that a significant number of the Council's employment policies were overdue for review.

As part of the review process, the Council's HR advisers have also reviewed the existing employment policies to ensure that they remain appropriate, reflect current employment legislation and provide the Council with a robust and consistent framework for managing employment matters.

This review is particularly timely given the forthcoming changes to employment legislation and the need for the Council to ensure that its policies remain compliant and fit for purpose.

The Senior Leadership Team has worked with Peninsula to review and update the policies presented to this Committee. The updated policies provide greater clarity for employees and managers and ensure that the Council has appropriate procedures in place to support consistent decision-making.

Policy for Approval

The following policy is presented to the Personnel Committee for consideration and approval:

1. Flexible Working Policy

A copy of the updated policy is provided with this report for Members' consideration.

Key Considerations

The policy review has been undertaken to:

- Ensure the Council's employment policies reflect current employment legislation and good employment practice.
- Address policies that had become overdue for review
- Incorporate advice and guidance provided by Peninsula as the Council's HR advisers
- Ensure the Council is appropriately prepared for forthcoming changes to employment legislation.
- Provide managers and employees with clear and consistent procedures.
- Strengthen the Council's overall HR governance and reduce the risk associated with outdated or inconsistent employment policies.

Next Steps

Subject to approval, the updated policy will be incorporated into the Council's Staff Handbook and communicated to all employees.

A policy review timetable has also been created to provide a structured and proactive approach to the ongoing review of the Council's employment policies. Each policy has been allocated to a specific member of the Senior Leadership Team who will have responsibility for overseeing its review and ensuring that it is brought forward for consideration within the agreed timetable.

The timetable includes the approval date and next scheduled review date for each policy. This will provide clear accountability and help ensure that policies remain current and do not become overdue for review.

Where future changes in legislation require a policy to be amended before its scheduled review date, the relevant policy will be brought forward for consideration as appropriate.

Recommendation

1. Review and agree the updated employment policy presented with this report.
2. Review and agree the Policy Review timetable.
3. Recommend to the Finance, Policy and General Purposes Committee being held on 30 November 2026 to approve the Flexible Working Policy
4. Note that the Senior Leadership Team will continue to maintain a central policy review schedule to ensure that employment policies are reviewed within appropriate timescales and in response to changes in legislation or good employment practice.

Flexible Working Policy

A) INTRODUCTION

1) The Council believes that its staff members are its most valuable asset and is committed to attracting and retaining the very best workforce, and utilising all the talent and experience available within the community. We also appreciate that the workforce is becoming increasingly diverse and includes a high percentage of those with caring responsibilities, as well as those whose interests and aspirations impact on their time. We therefore appreciate that standard or established working hours are, in many cases, incompatible with increasing demand for a better work-life balance.

2) The Council recognises the importance of helping its employees balance their work and home life by offering flexible working arrangements. In turn it recognises that staffing levels must at all times remain in line with the demands of the business.

3) This policy aims to set out the ways in which flexible working can increase staff motivation, build better relationships between the Council and its employees, increase the rate of retention of staff, reduce absence, attract new talent, promote work-life balance and reduce employee stress, and in doing so improve the Council's efficiency, productivity and competitiveness. It provides a description of the issues involved, taking into account the possible benefits of each kind of flexible working to both employees and the Council, but also raising possible drawbacks and areas of potential concern.

4) The policy considers the following options as types of flexible working but we recognise that there may be alternatives, and that the working pattern that may suit any particular individual could be a unique one involving a combination of options:

- job-sharing;
- part-time working;
- annualised hours;
- compressed hours;
- flexitime;
- term-time working;
- swapping hours;
- working from home;
- career breaks;
- flexible shift working.

B) THE BUSINESS NEED

1) Although the Council is committed to providing the widest possible range of working patterns for its workforce, both management and employees need to be realistic and to recognise that the full range of flexible working options will not be appropriate for all jobs across all areas of the business.

2) Where an instance of flexible working is requested, we will take into account a number of criteria including (but not limited to):

- the cost of the proposed arrangement;
- the effect of the proposed arrangement on our service delivery;
- the level of supervision that the post-holder requires;
- the structure of the department and staff resources;
- other issues specific to the individual's department;
- an analysis of the tasks specific to the role, including their frequency and duration;
- an analysis of the workload of the role.

C) ELIGIBILITY

Although we recognise that not all of the flexible working patterns considered will be suitable for all sections of the Council's workforce, there should be no arbitrary barriers. Employees in all areas and levels of the Council will be considered for flexible working regardless of their age, sex, sexual orientation, race, religion or belief, pregnancy, marital/civil partnership status, gender reassignment or disability. However, there is no automatic right for employees to change to any of the flexible working patterns. Each application will be considered on its own merits save for where it is made as a reasonable adjustment under disability legislation in which case it will be considered under the rules applying to our duty under those laws.

D) RIGHT TO REQUEST FLEXIBLE WORKING

1) You are entitled to make a statutory request for flexible working from the first day of your employment. You can make a maximum of two statutory flexible working requests during any 12-month period. A request cannot be made until any previous request has been concluded in full.
2) While the Council aims to adopt a flexible and accommodating approach to working patterns for all employees, it recognises its statutory obligations in relation to the right to request flexible working. Where competing requests arise, the Council may need to give appropriate priority to requests made under the statutory procedure to ensure compliance with its legal obligations.

E) THE APPLICATION

1) For clarity, the application you submit must:

- be made in writing and state that it is such an application;
- state whether you have made a previous application under this procedure and, if so, when;
- specify the change applied for and the date on which it is proposed the change should take effect; and
- be dated.

2) The application must also state whether you are requesting the variation as a reasonable adjustment under the disability discrimination provisions of the Equality Act 2010.

F) PROCEDURE FOR DEALING WITH AN APPLICATION

1) **Consultation on your Application**
The Council will consult with you as part of a discussion following receipt of the application, unless we notify you in writing of agreement to the variation. The time and place of the discussion will be convenient to both of us. The consultation will include exploration of alternative arrangements that may be acceptable to you if we are unable to agree to the exact variation requested.

2) **Notice of Decision**
Once a decision has been made by the Council, we will notify you of the outcome. Where our decision is to agree to the application, the notice will specify the contract variation agreed to and state the date on which the variation is to take effect. Where the decision is to refuse the application, the notice will state which of the specified grounds for refusal are considered to apply, with an explanation of why those grounds apply in relation to the application and set out the appeal procedure.

3) **Right of Appeal**
You may appeal against the Council's decision to refuse an application. The notice of appeal must be in writing, setting out the grounds for appeal and be dated.

We will discuss the appeal with you once the grounds for appeal are received, unless we give you written notification that the original decision has been overturned and specifies the variation which has now been agreed and the date on which it will take effect. If an appeal meeting is held, the time and place will be convenient to both of us.

After the appeal meeting has been held, we will give you written, dated, notice of the decision on the appeal. Where we uphold the appeal, the notice will specify the contract variation agreed to and state the date on which it is to take effect. Where our decision to reject the application remains, the notice will state the grounds for the decision and contain a sufficient explanation as to why those grounds apply.

4) **Acceptance of Variation**
Where we accept your application, it will mean a permanent variation of your contract, unless we agree otherwise. This means that once a change has been made, there is no right for you to revert back to your previous terms and conditions. Further requests will count towards the maximum amount permitted in any 12 month period.

5) **Timescale**
We will deal with and conclude your application for flexible working within two months of the date of the application, unless we both agree on an extension in which case we will confirm this in writing.

6) **Accompaniment**
At any meetings held to discuss the application, including any appeal meetings, you can be accompanied by a colleague of your choice.

7) **Conflicting requests**

Where conflicting requests for flexible working are received from employees, the Council may require a compromise to be found so that all requests may be accommodated albeit on different terms as those set out in each request. If no compromise is achievable after consultation with the employees involved, the Council may use a random selection method to determine the granting of individual requests.

G) WITHDRAWAL OF APPLICATION BY EMPLOYEE

1) The Council will treat an application as withdrawn under the statutory provisions where you:

- notify us, orally or in writing, that you are withdrawing the application; or
- without reasonable cause, fail to attend a meeting to discuss your application or appeal meeting more than once.

2) The Council will confirm the withdrawal of the application to you in writing unless you have already provided written notice of the withdrawal.

H) EMPLOYEE CONSULTATION/PARTICIPATION

1) While some approaches to flexible working practices will involve changes to individual contracts of employment and be relatively easy to implement, the Council recognises that others such as flexitime or the imposition of annualised hours will have a greater impact on sections of the workforce as a whole. Before any such working pattern is implemented it is therefore committed to in-depth consultation with employees and their representatives, and recognises that gaining their agreement is likely to have a positive impact on the success of the scheme. The Council works on the basis that consultation gives all parties the opportunity to raise the issues that are of greatest importance to them and ensures that they are considered from all angles.

2) Consultation will usually take the form of an employee survey followed by focus groups and a pilot scheme of the new working pattern. The findings of any consultation will be communicated to the workforce, along with any proposed action resulting from the consultation.

Date adopted by Council: XXXX

Date of last review	November 2026
Date of next review	November 2029

STAFF POLICY REVIEW DATES

POLICY	DATE ADOPTED	LAST REVIEWED	DATE FOR NEXT REVIEW	SLT Member to review	Updates
Annual Leave	Jul-17	Aug-26	Aug-29		COMPLETED AUG 2026
Sickness Absence	Mar-21	Aug-26	Aug-28		COMPLETED AUG 2026
Time off In Lieu	Apr-16	Apr-18	Sep-24	TBC	
Special Leave	Jun-11	Apr-23	Apr-25	TBC	
Maternity, Paternity & Adoption	Jan-20	Jan-22	Sep-24	TBC	
Carer's Leave Policy	Jun-24	Aug-24	Aug-26	TBC	
Fertility Journey	Sep-22	Aug-24	Aug-26	RHJ	
Flexible Working	Jan-20	Sep-26	Sep-29	RHJ	COMPLETED NOV 2026
Retirement and Pensions Policy	no date on this policy			MS	
Bereavement Policy	Apr-23	Aug-24	Aug-26	MS	
Workplace Mental Wellbeing Strategy	Feb-17	Feb-19	Sep-24	RHJ	
Menstruation, Menopause & Endometriosis	Jun-24	Aug-24	Aug-26	RHJ	
Alcohol & Substance Misuse	Jul-20	Jul-22	Sep-24	TT	
Domestic Abuse Workplace Policy	Jan-14	Jun-17	Sep-24	RHJ	
Smoke Free Polcy	Jul-13	Jul-18	Sep-24	TBC	
Safeguarding Policy	Aug-24	Aug-26		RHJ	
COVID	no date on this policy			No longer needed	
Health & Safety	Jul-24	Aug-24	Aug-26	MS/RHJ	
Fire Safety	Apr-17	Apr-19	Sep-24	CM	
Hand, Arm, Vibration	Apr-17	Apr-19	Sep-24	TT	
Memorial Inspection Policy	no date on this policy			TT	
Probation Policy	Sep-24	Jan-25	Jan-27	RHJ	COMPLETED JUNE 2026
Long Service Awards	no date on this policy			MS	
Equality & Diversity Policy	Jul-18	Jul-20	Sep-24	RHJ	
Dignity at Work	Jan-23	Feb-23	Feb-25	CM	
Agile Working Policy	no date on this policy			RHJ	
Lone Working Policy	Feb-17	Feb-19	Sep-24	RHJ	
Working Time Policy	Nov-16	Nov-18	Sep-24	MS	

Training & Development Policy	Jun-11	Mar-18	Sep-24	MS	
Training & Development Procedures	Feb-17	Feb-19	Sep-24	MS	
Recruitment Policy	Feb-17	Feb-19	Sep-24	RHJ	
Redundancy Policy	Feb-17	Feb-19	Sep-24	RHJ	
Disciplinary policy	Sep-19	Sep-21	Aug-24	RHJ	COMPLETED JUNE 2026
Capability Procedure	no date on this policy	Sep-26	Sep-29	RHJ	COMPLETED JUNE 2026
Grievance Policy	Jun-20	Jun-22	Sep-24	RHJ	COMPLETED JUNE 2026
Whistleblowing Policy	Jan-14	Mar-18	Sep-24	RHJ / MS	
Communications & Social Media	Mar-11	Mar-14	Sep-24	CM	
Media Policy	Sep-18	Sep-20	Sep-24	CM	
Information Technology	Jun-18	Jun-20	Sep-24	RHJ	
Retention Policy	Oct-12	Oct-14	Sep-24	MS	
Gift & Hospitality	Mar-18	Mar-20	Sep-24	MS	
Honorarium Policy	Oct-16	Oct-18	Sep-24	MS	
Cash Handling Policy	Apr-16	Apr-18	Sep-24	MS	
External Concerns & Complaints	Jun-20	Aug-24	Aug-26	RHJ	
Neonatal Care Policy	Sep-26	Sep-26	Sep-29		COMPLETED SEPT 2026
Parental Bereavement Leave Policy	Sep-26	Sep-26	Sep-29		COMPLETED SEPT 2026
Work Permits Policy	Sep-26	Sep-26	Sep-29		COMPLETED SEPT 2026