Date: 20/03/2023



Month: April 2023

Number of Staff: 7 = 6 DLF and 1 Supervisor

|               |       | Comments:   |
|---------------|-------|---|
| Days          | 20    | N/A   |
| Hours         | 934.5 | N/A   |
| Bank Holidays | 101.5 | Easter bank holiday x 2 for Severn staff            |
| Training      | 52.5  | One day fire awareness course (all staff to attend) |
| Sickness      |       | N/A   |
| Holiday       | 89.5  | N/A   |
| Other (Hours) | 20    | Supervisor office hours                             |
| Total Hours:  | 671   |   |

| Job Task   | Location   | Time  | Comments  | Completed |
|--|--|---|---|-----------|
| Cremated<br>Remains Burials<br>for April X 3   | Bridgnorth Cemetery  | 7.5   | 1X DLF 2.5 hours per crem digging including backfilling and dressing of crem.         | <b>©</b>  |
| Grass Cutting<br>Round<br>(Roundabouts,<br>Churchyards<br>and SC areas)              | <ul> <li>3 X Churchyards</li> <li>Ludlow Road</li> <li>Shrewsbury Road</li> <li>Dunval road</li> <li>Bandon Island</li> <li>Lavington Gardens</li> <li>Kidderminster Island</li> <li>Wolverhampton Island</li> <li>Stanmore Straights</li> <li>Greenfields Crescent</li> </ul> | 15<br>16<br>10<br>5<br>3<br>6<br>10<br>5<br>5 | 2 X DLF Time column doubled to reflect both members of staff time. Done twice a month | <b>©</b>  |
| Grass Cutting<br>and Strimming<br>3 X play areas<br>and<br>Wellmeadow<br>TRACTOR     | <ul> <li>Crown Meadow</li> <li>Severn Park</li> <li>Lodge Lane</li> <li>Wellmeadow</li> <li>The Grove viewing area</li> <li>Faire Field</li> </ul>   | 12<br>30<br>10<br>13<br>10<br>3               | 1 X DLF Time column doubled to reflect fortnightly cuts. Done twice a month           | <b>©</b>  |
| Grass Cutting and strimming around play equipment. HAND EQUIPMENT AND RIDE ON MOWERS | <ul> <li>Pale Meadow</li> <li>Crown Meadow</li> <li>Innage Youth Centre</li> <li>Brook Hollow</li> <li>Lodge Lane</li> <li>Foundry Lane</li> <li>Community Hall Centre</li> <li>Severn Park</li> <li>Innage Lane</li> </ul>  | 18<br>14<br>2<br>6<br>6<br>4<br>3<br>12<br>6  | 2 X DLF Time column doubled to reflect both members of staff time. Done twice a month | ©         |
| Grass Cutting<br>and Grounds<br>Maintenance  | <ul><li>Castle Grounds</li><li>Cemetery</li></ul>  | 140<br>54                                     | 2 X DLF<br>Time column doubled to<br>reflect both members of staff<br>time.           | 8         |

| Litter Picking          | Crown Meadow                                 | 40 | 4 X DLF                       | 0        |
|-------------------------|--|----|-------------------------------|----------|
| and Bin                 | Severn Park                                  |    | 40 hours covers all areas for |          |
| Collection              | Lodge Lane                                   |    | litter picking and bin        |          |
|                         | Castle Grounds                               |    | collection.                   |          |
|                         | Foundry Lane                                 |    | Done Weekly                   |          |
|                         | Cemetery                                     |    |                               |          |
|                         | Lavington Gardens                            |    |                               |          |
|                         | • Lavington dardens                          |    |                               |          |
| Vehicle Checks<br>Daily | 3 X Vehicles                                 | 30 | Daily Vehicle safety checks   | 8        |
| Play Area Safety        | Crown Meadow                                 | 10 | 2 X Supervisor Safety Checks  | <b>©</b> |
| Checks                  | Severn Park                                  | 10 | Time column doubled to        |          |
|                         | <ul> <li>Lodge Lane</li> </ul>               | 10 | reflect both members of staff |          |
|                         | 9  |    | time.                         |          |
|                         |  |    | Daily                         |          |
| Washing                 | 3X Vehicles                                  | 36 | 5 X DLF and 1 X Supervisor    | 0        |
| Vehicles                |  |    | Clean Vehicles                |          |
|                         |  |    | Weekly                        |          |
| Cemetery                | <ul> <li>Bridgnorth Cemetery</li> </ul>      | 12 | 2 X DLF                       | C        |
| Welfare                 |  |    | Time column doubled to        |          |
| Cleaning                |  |    | reflect both members of staff |          |
|                         |  |    | time.                         |          |
|                         |  |    | Weekly                        |          |
| Servicing of            | <ul> <li>Bridgnorth Cemetery</li> </ul>      | 28 | 6X DLF and 1 X Supervisor     | <b>©</b> |
| Tools and               |  |    | Weekly                        |          |
| Equipment               |  |    |                               |          |
| Riverbank               | <ul> <li>Riverbanks both sides of</li> </ul> | 30 | 6X DLF and 1 X Supervisor     | 0        |
| Strimming               | river  |    | Every Two Weeks               |          |
| Cemetery                | Bridgnorth Cemetery                          | 70 | 6X DLF and 1 X Supervisor     | <b>©</b> |
| Strimming               |  |    | Weekly                        |          |
| April Project           | Bridgnorth Cemetery                          | 45 | 1X DLF and 1 X Supervisor     |          |
| repairing               | -  |    | Time column doubled to        |          |
| Memorial                |  |    | reflect both members of staff |          |
| Garden steps            |  |    | time.                         |          |
| Bank Holiday            | Bin Duties around Town                       | 6  | 2X DLF                        | <b>9</b> |
| Cover                   |  |    | Bin collection and litter     |          |
|                         |  |    | picking 3 hours week Sunday   |          |
| I                       |  |    | 9 <sup>th</sup> April 2023    |          |



# **Update for April 2023**

**Update on Staffing Hours: 685 (including 8 hours overtime)** 

Sickness was a total of: 60 hours

Holiday was a total of: 138.5 hours

**Total Hours: 585** 

|                  | Hours |  |
|------------------|-------|--|
| Hours Scheduled: | 677   |  |
| Actual Hours:    | 585   |  |

## Carried over tasks/ Incomplete tasks:

Project Memorial Steps – incomplete task due to staff shortages

## Changes to programme: Additional Tasks Done:

- 7.5 hours from supervisor to help erect bunting in the Town.
- Collection of sandbags from riverside residents
- Meeting with allotment holders to discuss flooding damage.
- Collection of Drycleaning for Mayor Making Supervisor hours
- Fire Awareness training moved to May



Date: 27/04/2023



Month: May 2023

| Number | of | Staff: | 6 | = | 5 | DLF | and | 1 | Supervisor |
|--------|----|--------|---|---|---|-----|-----|---|------------|
|        |    |        |   |   |   |     |     |   |            |

|               | -   | Comments:   |
|---------------|-----|---|
| Days          | 23  | N/A   |
| Hours         | 888 | N/A   |
| Bank Holidays | 135 | 3X bank holidays  |
| Training      | 18  | One day fire awareness course (all staff to attend) 3 hour course |
| Sickness      | 148 | 1X DLF left   |
| Holiday       | 29  | N/A   |
| Other (Hours) | 20  | Supervisor office hours   |
| Total Hours:  | 673 |   |

| Job Task       | Location                            | Time | Comments                      | Completed |
|----------------|-------------------------------------|------|-------------------------------|-----------|
| Grass Cutting  | 3 X Churchyards                     | 15   | 2 X DLF                       |           |
| Round          | <ul> <li>Ludlow Road</li> </ul>     | 16   | Time column doubled to        |           |
| (Roundabouts,  | <ul> <li>Shrewsbury Road</li> </ul> | 10   | reflect both members of staff |           |
| Churchyards    | Dunval road                         | 5    | time.                         |           |
| and SC areas)  | Bandon Island                       | 3    | Done twice a month            |           |
|                | Lavington Gardens                   | 6    |                               |           |
|                | Kidderminster Island                | 10   |                               |           |
|                | Wolverhampton Island                | 5    |                               |           |
|                | Stanmore Straights                  | 5    |                               |           |
|                | Greenfields Crescent                | 2    |                               |           |
| Grass Cutting  | Crown Meadow                        | 12   | 1 X DLF                       |           |
| and Strimming  | Severn Park                         | 30   | Time column doubled to        |           |
| 3 X play areas | Lodge Lane                          | 10   | reflect fortnightly cuts.     |           |
| and            | Wellmeadow                          | 13   | Done twice a month            |           |
| Wellmeadow     | The Grove viewing area              | 10   |                               |           |
| TRACTOR        | Faire Field                         | 3    |                               |           |
| Grass Cutting  | Pale Meadow                         | 18   | 2 X DLF                       |           |
| and strimming  | Crown Meadow                        | 14   | Time column doubled to        |           |
| around play    | Innage Youth Centre                 | 2    | reflect both members of staff |           |
| equipment.     | Brook Hollow                        | 6    | time.                         |           |
| HAND           | Lodge Lane                          | 6    | Done twice a month            |           |
| EQUIPMENT      | Foundry Lane                        | 4    |                               |           |
| AND RIDE ON    | Community Hall Centre               | 3    |                               |           |
| MOWERS         | Severn Park                         | 12   |                               |           |
|                | Innage Lane                         | 6    |                               |           |
| Grass Cutting  | Castle Grounds                      | 140  | 2 X DLF                       |           |
| and Grounds    | Cemetery                            | 54   | Time column doubled to        |           |
| Maintenance    | ,                                   |      | reflect both members of staff |           |
|                |                                     |      | time.                         |           |
|                |                                     |      | time.                         |           |

| Litter Picking          | Crown Meadow                                 | 40 | 4 X DLF  |   |
|-------------------------|--|----|--|---|
| and Bin                 | <ul> <li>Severn Park</li> </ul>              |    | 40 hours covers all areas for                                |   |
| Collection              | <ul> <li>Lodge Lane</li> </ul>               |    | litter picking and bin                                       |   |
|                         | <ul> <li>Castle Grounds</li> </ul>           |    | collection.  |   |
|                         | <ul> <li>Foundry Lane</li> </ul>             |    | Done Weekly  |   |
|                         | <ul> <li>Cemetery</li> </ul>                 |    |  |   |
|                         | <ul> <li>Lavington Gardens</li> </ul>        |    |  |   |
| Vehicle Checks<br>Daily | 3 X Vehicles                                 | 30 | Daily Vehicle safety checks                                  |   |
| Play Area Safety        | Crown Meadow                                 | 10 | 2 X Supervisor Safety Checks                                 |   |
| Checks                  | <ul> <li>Severn Park</li> </ul>              | 10 | Time column doubled to                                       |   |
|                         | Lodge Lane                                   | 10 | reflect both members of staff time. Daily                    |   |
| Washing                 | 3X Vehicles                                  | 36 | 5 X DLF and 1 X Supervisor                                   |   |
| Vehicles                |  |    | Clean Vehicles<br>Weekly                                     |   |
| Cemetery                | Bridgnorth Cemetery                          | 12 | 2 X DLF  |   |
| Welfare                 | bridgitores contess,                         |    | Time column doubled to                                       |   |
| Cleaning                |  |    | reflect both members of staff                                |   |
|                         |  |    | time.  |   |
|                         |  |    | Weekly   |   |
| Servicing of            | Bridgnorth Cemetery                          | 28 | 6X DLF and 1 X Supervisor                                    |   |
| Tools and               |  |    | Weekly   |   |
| Equipment               |  |    |  |   |
| Riverbank               | <ul> <li>Riverbanks both sides of</li> </ul> | 30 | 6X DLF and 1 X Supervisor                                    |   |
| Strimming               | river  |    | Every Two Weeks  |   |
| Cemetery                | Bridgnorth Cemetery                          | 70 | 6X DLF and 1 X Supervisor                                    |   |
| Strimming               | -  |    | Weekly   |   |
| May Project             | Bridgnorth Cemetery                          | 45 | 1X DLF and 1 X Supervisor                                    |   |
| repairing               | ,  |    | Time column doubled to                                       |   |
| Memorial                |  |    | reflect both members of staff                                |   |
| Garden steps            |  |    | time. CARRIED OVER FROM                                      |   |
| ·                       |  |    | APRIL  |   |
| May Project             | Bridgnorth Allotment                         | 15 | 1X supervisor and 1X DLF                                     |   |
| Allotment gate          |  |    |  |   |
| repair, taps and        |  |    |  |   |
| hedges                  |  |    |  |   |
| Bank Holiday            | <ul> <li>Bin Duties around Town</li> </ul>   | 18 | 2X DLF   |   |
| Cover                   |  |    | Bin collection and litter                                    | 3 |
|                         |  |    | picking 3 hours week Sunday                                  | 9 |
| 1                       |  |    | 1 <sup>st</sup> ,8 <sup>th</sup> , 28 <sup>th</sup> May 2023 |   |



| Update for May 2023       |  |  |  |  |  |
|---------------------------|--|--|--|--|--|
| Jpdate on Staffing Hours: |  |  |  |  |  |
| Sickness was a total of:  |  |  |  |  |  |
| Holiday was a total of:   |  |  |  |  |  |
| Total Hours:              |  |  |  |  |  |
|                           |  |  |  |  |  |
|                           |  |  |  |  |  |

|                             | Hours                 |  |
|-----------------------------|-----------------------|--|
| Hours Scheduled:            |                       |  |
| Actual Hours:               |                       |  |
| Carried over tasks/ Incompl | ete tasks:            |  |
| •                           |                       |  |
| Changes to programme: Ac    | lditional Tasks Done: |  |
| •                           |                       |  |
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Date: 08/06/2023



Month: June 2023

Number of Staff: 6 = 5 DLF and 1 Supervisor

|               |     | Comments:                   |
|---------------|-----|-----------------------------|
| Days          | 22  | N/A                         |
| Hours         | 814 | N/A                         |
| Bank Holidays | 0   |                             |
| Training      | 2   | Ladder Training- Supervisor |
| Sickness      |     |                             |
| Holiday       | 88  | N/A                         |
| Other (Hours) | 40  | Supervisor office hours     |
| Total Hours:  | 684 |                             |

| Job Task           | Location                                   | Time | Comments                      | Completed |
|--------------------|--|------|-------------------------------|-----------|
| Grass Cutting      | 3 X Churchyards                            | 15   | 2 X DLF                       |           |
| Round              | Ludlow Road                                | 16   | Time column doubled to        |           |
| (Roundabouts,      | Shrewsbury Road                            | 10   | reflect both members of staff |           |
| Churchyards        | Dunval road                                | 5    | time.                         |           |
| and SC areas)      | Bandon Island                              | 3    | Done twice a month            |           |
|                    | Lavington Gardens                          | 6    |                               |           |
|                    | Kidderminster Island                       | 10   |                               |           |
|                    | Wolverhampton Island                       | 5    |                               |           |
|                    | Stanmore Straights                         | 5    |                               |           |
|                    | Greenfields Crescent                       | 2    |                               |           |
| Llenging           |  | 222  | All staff                     |           |
| Hanging<br>Baskets | ,  | 222  | All Stari                     |           |
|                    | Erecting poles  Called the poles           |      |                               |           |
| Planting           | Collecting flowers                         | 20   | 2. DIE nanvenk                |           |
| Watering           | Watering all plants in the                 | 29   | 2x DLF per week               |           |
|                    | Town                                       | 40   |                               |           |
|                    | Watering 3 remaining                       | 18   |                               |           |
|                    | days                                       |      | 144515                        |           |
| Grass Cutting      | Crown Meadow                               | 12   | 1 X DLF                       |           |
| and Strimming      | Severn Park                                | 30   | Time column doubled to        |           |
| 3 X play areas     | <ul> <li>Lodge Lane</li> </ul>             | 10   | reflect fortnightly cuts.     |           |
| and                | <ul> <li>Wellmeadow</li> </ul>             | 13   | Done twice a month            |           |
| Wellmeadow         | <ul> <li>The Grove viewing area</li> </ul> | 10   |                               |           |
| TRACTOR            | Faire Field                                | 3    |                               |           |
| Grass Cutting      | Pale Meadow                                | 18   | 2 X DLF                       |           |
| and strimming      | Crown Meadow                               | 14   | Time column doubled to        |           |
| around play        | Innage Youth Centre                        | 2    | reflect both members of staff |           |
| equipment.         | Brook Hollow                               | 6    | time.                         |           |
| HAND               | Lodge Lane                                 | 6    | Done twice a month            |           |
| EQUIPMENT          | Foundry Lane                               | 4    |                               |           |
| AND RIDE ON        | Community Hall Centre                      | 3    |                               |           |
| MOWERS             | Severn Park                                | 12   |                               |           |
|                    | Innage Lane                                | 6    |                               |           |
|                    | • mnage tane                               |      |                               |           |

| Grass Cutting<br>and Grounds<br>Maintenance | <ul><li>Castle Grounds</li><li>Cemetery</li></ul>  | 140<br>54      | 2 X DLF Time column doubled to reflect both members of staff time.                            |  |
|---|--|----------------|---|--|
| Litter Picking<br>and Bin<br>Collection     | <ul> <li>Crown Meadow</li> <li>Severn Park</li> <li>Lodge Lane</li> <li>Castle Grounds</li> <li>Foundry Lane</li> <li>Cemetery</li> <li>Lavington Gardens</li> </ul> | 40             | 4 X DLF 40 hours covers all areas for litter picking and bin collection. Done Weekly          |  |
| Vehicle Checks<br>Daily                     | 3 X Vehicles   | 30             | Daily Vehicle safety checks   |  |
| Play Area Safety<br>Checks                  | <ul><li>Crown Meadow</li><li>Severn Park</li><li>Lodge Lane</li></ul>  | 10<br>10<br>10 | 2 X Supervisor Safety Checks Time column doubled to reflect both members of staff time. Daily |  |
| Washing<br>Vehicles                         | 3X Vehicles  | 36             | 5 X DLF and 1 X Supervisor<br>Clean Vehicles<br>Weekly  |  |
| Cemetery<br>Welfare<br>Cleaning             | Bridgnorth Cemetery  | 12             | 2 X DLF Time column doubled to reflect both members of staff time. Weekly                     |  |
| Servicing of<br>Tools and<br>Equipment      | Bridgnorth Cemetery  | 28             | 6X DLF and 1 X Supervisor<br>Weekly   |  |
| Riverbank<br>Strimming                      | <ul> <li>Riverbanks both sides of river</li> </ul>   | 30             | 6X DLF and 1 X Supervisor<br>Every Two Weeks  |  |
| Cemetery<br>Strimming                       | Bridgnorth Cemetery  | 70             | 6X DLF and 1 X Supervisor<br>Weekly   |  |



| Update for June 2023      |  |  |
|---------------------------|--|--|
| Update on Staffing Hours: |  |  |
| Sickness was a total of:  |  |  |
| Holiday was a total of:   |  |  |
| Total Hours:              |  |  |
|                           |  |  |
|                           |  |  |

|                            | Hours                 |  |
|----------------------------|-----------------------|--|
| Hours Scheduled:           |                       |  |
| Actual Hours:              |                       |  |
| Carried over tasks/ Incomp | lete tasks:           |  |
| •                          |                       |  |
|                            |                       |  |
| Changes to programme: A    | dditional Tasks Done: |  |
| •                          |                       |  |
|                            |                       |  |
|                            |                       |  |

Date: 18/07/2023



Month: July 2023

Number of Staff: 6 = 5 DLF and 1 Supervisor

|               |        | Comments:               |
|---------------|--------|-------------------------|
| Days          | 21     | N/A                     |
| Hours         | 933    | N/A                     |
| Bank Holidays | 0      |                         |
| Training      |        |                         |
| Sickness      |        |                         |
| Holiday       | 68.5   | N/A                     |
| Other (Hours) | 50     | Supervisor office hours |
| Total Hours:  | 814.50 |                         |

| Job Task                 | Location                                  | Time | Comments                      | Completed |
|--------------------------|---|------|-------------------------------|-----------|
| Grass Cutting            | 3 X Churchyards                           | 15   | 2 X DLF                       |           |
| Round                    | Ludlow Road                               | 16   | Time column doubled to        |           |
| (Roundabouts,            | <ul> <li>Shrewsbury Road</li> </ul>       | 10   | reflect both members of staff |           |
| Churchyards              | <ul> <li>Dunval road</li> </ul>           | 5    | time.                         |           |
| and SC areas)            | Bandon Island                             | 3    | Done twice a month            |           |
|                          | <ul> <li>Lavington Gardens</li> </ul>     | 6    |                               |           |
|                          | Kidderminster Island                      | 10   |                               |           |
|                          | Wolverhampton Island                      | 5    |                               |           |
|                          | Stanmore Straights                        | 5    |                               |           |
|                          | Greenfields Crescent                      | 2    |                               |           |
| Watering                 | Watering all plants in the                | 29   | 2x DLF per week               |           |
| watering                 | Town                                      |      |                               |           |
|                          | Watering 3 remaining                      | 18   |                               |           |
|                          | days                                      |      |                               |           |
| Grass Cutting            | Crown Meadow                              | 12   | 1 X DLF                       |           |
| and Strimming            | Severn Park                               | 30   | Time column doubled to        |           |
| 3 X play areas           | Lodge Lane                                | 10   | reflect fortnightly cuts.     |           |
| and                      | Wellmeadow                                | 13   | Done twice a month            |           |
| Wellmeadow               |   | 10   |                               |           |
| TRACTOR                  |   | 3    |                               |           |
|                          | Faire Field     Pale Meadow               | 18   | 2 X DLF                       |           |
| Grass Cutting            |   | 14   | Time column doubled to        |           |
| and strimming            | Crown Meadow                              | 2    | reflect both members of staff |           |
| around play              | Innage Youth Centre                       | 6    | time.                         |           |
| equipment.               | Brook Hollow                              | 6    | Done twice a month            |           |
| HAND                     | Lodge Lane                                | 4    | Done twice a month.           |           |
| EQUIPMENT<br>AND RIDE ON | Foundry Lane                              | 3    |                               |           |
| MOWERS                   | <ul> <li>Community Hall Centre</li> </ul> | 12   |                               |           |
| IVIUWERS                 | Severn Park                               | 6    |                               |           |
|                          | Innage Lane                               |      | 1                             |           |
| Grass Cutting            | <ul> <li>Castle Grounds</li> </ul>        | 140  | 2 X DLF                       |           |
| and Grounds              | • Cemetery                                | 54   | Time column doubled to        |           |
| Maintenance              |   |      | reflect both members of staff |           |
|                          |   |      | time.                         |           |

| Litter Picking<br>and Bin<br>Collection | <ul> <li>Crown Meadow</li> <li>Severn Park</li> <li>Lodge Lane</li> <li>Castle Grounds</li> <li>Foundry Lane</li> <li>Cemetery</li> <li>Lavington Gardens</li> </ul> | 40             | 4 X DLF 40 hours covers all areas for litter picking and bin collection. Done Weekly          |  |
|---|--|----------------|---|--|
| Vehicle Checks<br>Daily                 | 3 X Vehicles   | 30             | Daily Vehicle safety checks   |  |
| Play Area Safety<br>Checks              | <ul><li>Crown Meadow</li><li>Severn Park</li><li>Lodge Lane</li></ul>  | 10<br>10<br>10 | 2 X Supervisor Safety Checks Time column doubled to reflect both members of staff time. Daily |  |
| Washing<br>Vehicles                     | 3X Vehicles  | 36             | 5 X DLF and 1 X Supervisor<br>Clean Vehicles<br>Weekly  |  |
| Cemetery<br>Welfare<br>Cleaning         | Bridgnorth Cemetery  | 12             | 2 X DLF Time column doubled to reflect both members of staff time. Weekly                     |  |
| Servicing of<br>Tools and<br>Equipment  | Bridgnorth Cemetery  | 28             | 6X DLF and 1 X Supervisor<br>Weekly   |  |
| Riverbank<br>Strimming                  | <ul> <li>Riverbanks both sides of river</li> </ul>   | 30             | 6X DLF and 1 X Supervisor<br>Every Two Weeks  |  |
| Cemetery<br>Strimming                   | Bridgnorth Cemetery  | 70             | 6X DLF and 1 X Supervisor<br>Weekly   |  |
| Allotment Gate repair and fences        | <ul> <li>Bridgnorth Allotments<br/>(Doctors Lane)</li> </ul>   | 15             | 1X Supervisor and 1X DLF  |  |
| Teddy Bears<br>Picnic                   | Castle Grounds   | 15             | 1X Supervisor 2X DLF  |  |
|   | is the bank holidays as<br>full week of work)  | 773            |   |  |



| Update for July 2023 |  |  |
|----------------------|--|--|
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|                           | Hours                  |  |
|---------------------------|------------------------|--|
| Hours Scheduled:          |                        |  |
| Actual Hours:             |                        |  |
| Carried over tasks/ Incom | plete tasks:           |  |
| •                         |                        |  |
| •                         |                        |  |
| Changes to programme: A   | Additional Tasks Done: |  |
| •                         |                        |  |
|                           |                        |  |
|                           |                        |  |

