

**Action Plan for removal and storage of HR files at Gorseinon Bungalows**

<u>Date</u>	<u>Action</u>	<u>Who By</u>	<u>Input Required</u>
August 2018	Obtain quotes from Britannia Robbins and agree removal dates (Capital Planning have advised we use this company as they originally moved into Gorseinon the items we currently have in storage there)	Ann London/Leanne Hughes	Once costs agreed firm up a removal date
Beginning of September 2018	Britannia Robbins to deliver storage crates to Gorseinon Hospital	Ann London/Linked in with HR Team	Britannia Robbins will provide storage crates for the safe and secure removal of our items. Need to agree who is best placed to pack the storage boxes as they will not remove anything not placed in these boxes. Likely to need to engage the agency staff to do this
Beginning of September 2018	Britannia Robbins to remove all HR storage from Gorseinon Hospital to THQ	Britannia Robbins – overseen by Swansea HR Ops Team in conjunction with Agency staff	Somebody to be present in THQ to direct and advise where the storage boxes are to be placed. Medical HR need access to theirs, whereas Operational HR need space to cleanse the boxes and decide on next course of action.
Beginning of September 2018	Boxes to be emptied and returned to Britannia Robbins	Agency Staff	Empty Storage boxes for return to Britannia Robbins

Middle of September 2018	Cleanse of HR boxes and decisions made about next course of action required	Agency staff with advice from Swansea HR Team	Sift boxes and determine what can be destroyed and kept and where.
Beginning of September 2018	Agency Staff to commence on a temporary basis to destroy/remove and input	Leanne Hughes/ Swansea HR Team	Hayes have been contacted and staff can commence within a weeks' notice – confirmation has been obtained in relation to confidentiality details etc. Hayes have confirmed that they provide a number of staff to medical records within the HB and will use the same process.