



Malvern Hills Trust

Meeting of the

STAFFING COMMITTEE

Thursday 1 October 2020 7.00 pm

By Video/telephone conference

Live stream on YouTube: <https://bit.ly/3dbH2AW>

Meeting of the Staffing Committee

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Members: Mr D Baldwin, Mr R Bartholomew, Mr M Davies, Mrs H I'Anson, Ms S Rouse, (non-voting), Mrs C Palmer, Prof J Raine, Mrs G Rees.

1. Apologies for absence
 2. Chair's announcements
 3. Declaration of Interests
 4. Public comments
 5. Matters arising from previous meeting not otherwise on agenda
Testing of vibrating equipment
 6. Update on Health and Safety Issues Verbal update
 7. Review of staff job descriptions and roles
Verbal update Chair of Staffing Committee
 8. Staff welfare including Covid-19 (may be moved to confidential section) Paper A
 9. Secretary to the Board working hours Paper B
 10. Urgent Business
 11. Date of next meeting 7 January 2021
 12. Confidential business
Resolution to exclude the public for discussion of items 13 – 14 on the agenda on the grounds that publicity would be prejudicial to the public interest by reason of the exempt or confidential nature of the business to be transacted (personnel matters).
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13. Staff retirement – succession planning Paper C
 14. Wardening capacity Paper D

Staffing Committee
HR update
1st October 2020

This paper gives a brief summary of current HR issues.

1. COVID 19

a) Workplaces

Workplace risk assessments for both Manor House and the Top Shed have been completed and shared with staff. These are regularly reviewed and updated (the most recent update being done this week).

A number of measures were identified as part of the risk assessment process which have been put in place to make the work places 'COVID secure'. These include spacing out work stations, putting down floor markers to mark 2m distances, putting up various signs and setting a maximum capacity for each work area. Professional cleaning is now carried out twice a week and staff wipe down frequently touched surfaces regularly throughout the day.

A Perspex screen has been put up on the reception desk, visitors are asked to wear masks and a 'one in, one out' policy has been adopted. Windows are kept open to ensure good ventilation. Plans are being made for the winter months.

From 18th September 2020, employers are required to keep an attendance log for 21 days recording people present in the workplace. This has been set up at both locations for MHT staff, AONB staff, volunteers and visitors.

b) Self-isolation

A major concern at present is the heightened risk of those employees with school-age children needing to self-isolate. Whilst the majority of MHT staff with children could work from home, their absence would lead to difficulties manning the office and possibly result in closing the office to the public.

c) Annual leave and time off in lieu (TOIL)

Many staff have been unable to take planned annual leave and have accumulated overtime hours during the last few months, due to the additional work load. Regulations now permit leave to be carried forward for 2 years, so it is hoped accrued time off can be reduced over that period.

2. PAY AWARD 2020/21

All staff except the CEO are on the NJC payscale. A pay award of 2.75 % has been agreed between the National Employers and NJC Trade Unions for 2020/21 which has been processed in the September salaries. 2 % had been included in the budget, but the additional 0.75 % is more than covered by staff costs savings arising from staff changes.

Cheryl Gentry
Finance & Administration Manager
16th September 2020

Staffing Committee
Secretary to the Board hours
1st October 2020

Background

The Board resolved in June 2016/September 2016 to agree a temporary amendment to the Secretary to the Board's working hours to allow for an extra day per week to cover the work involved in connection with the Charity Commission Scheme, until such time as the requirement for work on the Charity Commission Scheme ceased.

The work involved in pursuit of making changes to the Trust's governing Acts of Parliament continues although it seems unlikely they will be made by way of a Scheme under s 73 Charities Act 2011.

The Committee is asked to note that whilst the requirement for the work continues, it is no longer strictly in connection with a Charity Commission Scheme, and to recommend to the Board that the Secretary to the Board should continue to work an additional day per week until such time as the work on changes to the Trust's governing Acts is brought to a conclusion.

Duncan Bridges
CEO
21 September 2020