

Malvern Hills Trust
Covid 19 Contingency Committee
Meeting (telephone conference)
Thursday 9 April 2020 at 4.30pm

1. Apologies for absence
2. Declarations of interest
3. Chair's announcements
Any urgent business
4. To approve minutes of the last meeting
5. Summary of actions taken in the last week (CEO)
6. Government financial support schemes (excluding job retention) Paper A
7. Project Progress update Paper B
8. Recommendations on cost saving
9. Date of next meeting
- Confidential item**
10. Job retention scheme Paper C
11. Update on staff

Malvern Hills Trust
Covid-19 Contingency Committee
Government financial support during the COVID-19 crisis
9th April 2020

The UK Government has launched a number of schemes to support businesses, including charities, during the COVID-19 crisis. These include:

1. A job retention scheme
2. VAT deferral
3. Changes to Statutory Sick Pay
4. Grants and loans

The Job retention scheme is covered in a separate paper. This paper covers each of the other areas of support and highlights decisions and actions needed in connection with each. It also covers charity and annual leave provisions.

1. VAT deferral

MHT makes VAT returns each month and they are normally repayment claims, so the deferral scheme is not relevant to us.

Action: None

2. Changes to Statutory Sick Pay

The Government is to introduce legislation to allow small-and medium-sized businesses and employers to reclaim Statutory Sick Pay (SSP) paid for sickness absence due to COVID-19. The following conditions apply:

- *The refund will cover up to 2 weeks' SSP per eligible employee who has been off work because of COVID-19.*
- *employers with fewer than 250 employees will be eligible - the size of an employer will be determined by the number of people they employed as of 28 February 2020*
- *employers will be able to reclaim expenditure for any employee who has claimed SSP (according to the new eligibility criteria) as a result of COVID-19*
- *employers should maintain records of staff absences and payments of SSP, but employees will not need to provide a GP fit note. If evidence is required by an employer, those with symptoms of coronavirus can get an isolation note from [NHS 111 online](#) and those who live with someone that has symptoms can get a note from the [NHS website](#)*
- *eligible period for the scheme will commence the day after the regulations on the extension of SSP to those staying at home comes into force*
- *the government will work with employers over the coming months to set up the repayment mechanism for employers as soon as possible*

At MHT we will continue to pay sick pay in accordance with the charity's policy: MHT currently has one staff member off recovering from a non-covid related hospital procedure. *Employees are entitled to receive sick pay for the following periods:*

- (i) *During 1st year of service 1 month's full pay and (after completing 4 months service) 2 months half pay;*
- (ii) *During 2nd year of service 2 months full pay and 2 months half pay;*

- (iii) During 3rd year of service 4 months full pay and 4 months half pay;*
- (iv) During 4th and 5th year of service 5 months full pay and 5 months half pay;*
- (v) After 5 years' service 6 months full pay and 6 months half pay.*

MHT shall have discretion to extend the period of sick pay in exceptional cases.

Under existing legislation MHT is not eligible to reclaim the SSP element of sick pay, so this change will be beneficial to the charity. SSP is £94.25 per week,

Action:

- Inform staff of changes to fit note procedures for COVID-19 illness – CG/DB
- Check Gov.uk website for details on claiming - CG

Three other areas need consideration by the trustees, self-isolation, time off to care for dependents and Shielding.

Self-isolation

The rules on self-isolation are currently as follows (1st April 2020):

If you have symptoms

If you have symptoms of coronavirus, you'll need to self-isolate for 7 days.

After 7 days:

- *if you do not have a high temperature, you do not need to self-isolate*
- *if you still have a high temperature, keep self-isolating until your temperature returns to normal*

You do not need to self-isolate if you just have a cough after 7 days. A cough can last for several weeks after the infection has gone.

If you live with someone who has symptoms

If you live with someone who has symptoms, you'll need to self-isolate for 14 days from the day their symptoms started. This is because it can take 14 days for symptoms to appear.

If more than 1 person at home has symptoms, self-isolate for 14 days from the day the first person started having symptoms.

If you get symptoms, self-isolate for 7 days from when your symptoms start, even if it means you're self-isolating for longer than 14 days.

If you do not get symptoms, you can stop self-isolating after 14 days.

MHT has to date had 3 members of staff who are self-isolating, all of whom are now out of self-isolation. All were able to work from home and so have been paid as normal.

The possible scenarios which we are encountering or could encounter are as follows:

Scenario	Salary payment	No of staff as at 02/04/20
1. Employee has symptoms so has to isolate for 7 days and is well enough to work from home	As normal	1 - Now returned to work
2. Employee has symptoms so has to isolate for 7 days and is well enough to work but their job role cannot be carried out at home	To be decided	
3. Employee has symptoms and is too poorly to work from home	Sick pay	
4. Employee family member has symptoms so employee has to isolate for 14 days and is able to work from home	As normal	2 FT
5. Employee family member has symptoms so employee has to isolate for 14 days but is not able to work from home	To be decided	

Time off to care for dependents

MT's current policies adequately cover time off to care for dependents, making provision for unpaid leave to be granted:

*We recognise the right of all employees to reasonable amounts of **unpaid** leave to deal with incidents involving a dependant. This is defined as any person who reasonably relies on you to make provision of care. The type of situations when this leave may be taken would be when a dependant:*

- *Is ill, injured, gives birth or is assaulted;*
- *When care arrangements unexpectedly break down;*
- *When a dependant dies; or*
- *To deal with an unexpected incident involving a child at school.*

Employees wishing to take leave to deal with any of the above must telephone their line manager personally prior to the start of their working day giving the reason for the absence and the expected duration of the absence.

During the current COVID emergency employees with dependants may have to stay at home to care for them. Where they are able to work from home, they should do so and be paid as normal. For those staff unable to work from home, a decision is required as to whether to continue to require them to take unpaid leave as per existing staff employment rules or adopt another arrangement

[If used, furlough would be appropriate in this case]

Scenario	Salary
1. Employee caring for dependants and able to work from home	As normal
2. Employee caring for dependants but not able to work from home	To be decided

Shielding

Some staff who have existing health conditions, may be instructed to stay at home in line with public health guidance. MHT currently has two staff who are shielding. Neither is able to do their job from home.

The scenarios on which salary decisions need to be taken here are:

Scenario	Salary
1. Employee shielding and able to work from home	As normal
2. Employee shielding but not able to work from home	To be decided

[If used, Furlough would be appropriate in this case]

Action

- Decision on 'to be decided' points above – trustees
- Inform staff about all scenarios – DB/CG

3. Grants and loans

None of these schemes is relevant to MHT.

4. Future announcement on support for Charities

There are likely to be some support measures specifically for charities, announced over the next few days. Further details are awaited

Action: Check for updates - CG

5. Annual leave carry forward

Greater flexibility on the carry forward of annual leave has been introduced. Workers who have not taken all of their statutory annual leave entitlement due to COVID-19 will now be able to carry it over into the next 2 leave years.

The new regulations will allow up to 4 weeks of unused leave to be carried into the next 2 leave years, easing the requirements on business to ensure that workers take statutory amount of annual leave in any one year.

Action: Inform all staff - DB/CG

Cheryl Gentry

7th April 2020

Covid-19 Contingency Committee
Project Progress Status
9th April 2020

Report Date 07/04/2020

Project	Approved Budget Actual Cst	2019/20				2020/21				Update	Status During COVID
		1 st Q	2 nd Q	3 rd Q	4 th Q	1 st Q	2 nd Q	3 rd Q	4 th Q		
Restoration of access paths	£20,000 Gift Aid Grant		Expected	Ongoing	Ongoing					2019 – Path resurface Gardners to Thirds Wood plus contour path south.	COMPLETE
Install Cycle Waymarkers	£1,200	Finished								Works completed	COMPLETE
Mountain Bike Campaign	£4,000 (General) £3,052	Ongoing	Finish Expected							Works completed	COMPLETE
Bridleway Link Common	£2,500		Expected	Ongoing	Ongoing		Expected			Central section resurfaced. Southern to do. Delayed by wet conditions	Part Complete Suspended
Improve Access Community Woodland	(Grant)	Tender Process	Expected	Delayed	Delayed	Expected	Expected			Bridge installed. Path works delayed by wet conditions.	Suspended
Marking Boundary's	£1,250 (General)			Expected	Expected					Volunteer surveys carried out winter months	Suspended
British Camp Repairs	£4,000 (General)	Ongoing	Expected							Structural works complete. Effectiveness being monitored	COMPLETE
Restore Shire Ditch	£3,000 (General)	Expected	Expected				Expected			Suspended pending evaluation of BC repair technique. SET BACK TO 2020	Suspended
Survey Vet.Trees	£1000	Expected								Survey Completed.	COMPLETE
NVC Survey	£7,000					Expected	Expected				Suspended
Invertebrate. Survey	£3,000					Expected	Expected				Suspended

Pond Restore Castlemorton	Gift/grant		Expected	Ongoing	Ongoing					Fencing & plastic sheeting complete. installation	COMPLETE
Hedge laying	£5,000			Expected	Expected						Suspended
Manor House	£5,000 (Parl Fund)		Expected	Expected	Ongoing	Expected				Revised outline costs being determined	Suspended
Manor House Works	£50,000 (Parl Fund)				Expected			Expected	Expected	Dependant on above Now to be split into two phases	Suspended
Top Shed Pit and storage	Est £12k		Tenders out	Expected	Expected					Infill works completed by Wed 29 th Jan.	COMPLETED
Lower Shed Review				Ongoing	Ongoing	Expected	Expected			Detailed specifications in preparation for costing.	Ongoing
Donkey Shed Restoration	TBC	Ongoing	Ongoing	Ongoing	Ongoing		Expected	Expected		Cost estimates and funding being sought	Suspended
BC sewage system	TBC Est £40-50K			Delayed	Expected	Expected	Expected			New sewage treatment put out to tender. E.A. Licence now received.	Suspended
Implement Building Maint. Sched	£3,000	Expected	Expected				Expected	Expected		Electrical, Fire and Gas certificates all updated.	Ongoing
Belvedere Repair	£7,500 (Gift Fund)		Expected	Expected						Works Completed	COMPLETE
Repairs to Old Hills South C P	£4,500 (Parl Fund)	Ongoing	Expected	Expected						Works completed	COMPLETE
Repairs to B.C. path	£2,600		Complete	Expected	Expected					Patch filling to tarmac path to complete	COMPLETE
Resurfacing Gardiners	£1500 £3240 (Parl Fund)	Finished								Works completed	COMPLETE
N Malvern Wall repair	£4,800 (Gen)	Finished								Works completed	COMPLETE
Repainting lines	£1,000 (Parl)		Expected	Expected	Expected			Expected	Expected	Dependant on Car Park repairs / winter wear.	Suspended
Update Interp Boards	£15,000 p/a (Gift Fund)	Ongoing	Ongoing	Expected	Expected	Expected	Expected	Expected	Expected	Blackhill complete and installed Gardner's underway.	Design work Ongoing
Update location signage	£7,000	Expected	Ongoing	Expected	Expected	Expected	Expected	Expected		All complete other than West of England (underway) and Swinyard	Suspended

Update Car Park signage	£3,000	Expected	Ongoing	Expected	Expected	Expected	Expected	Expected	Expected	All complete other than West of England (underway) and Swinyard.	Suspended
Update sign St Ann's well	£400		Expected	Expected			Expected			Roof sign replaced. Cabinet signs to do	Suspended
Replace Access Signs	£2,500		Ongoing	Expected			Expected				Ongoing
Car Park Ticketing	£41,000 £40,085	Delayed	Expected							Installation and snagging complete. System fully commissioned.	Complete
Field Staff Pickup	£18,500 (General)			Expected	Expected			Expected	Expected	Replacement of pick up if required.	Needed second half 2020/21
New tractor	£40k £37,450	Delayed	Expected							Delivered first week August.	Complete
New cut and collect	£13,000						Expected				Carry over to 2021
Power tools	£4,000			Expected	Expected			Expected	Expected	Replacement chainsaws/ brush cutters.	Complete