

Malvern Hills Trust

Staffing Committee

By video/telephone conference and live stream

Thursday 7 January 2021, 7.00 pm

Present: Mr D Baldwin, Mr M Davies, Mrs H I'Anson, Mrs C Palmer (Chair), Prof Raine, Mrs G Rees, Ms S Rouse (non-voting)

In attendance: CEO, Finance and Administration Manager, Secretary to the Board, Mr C Atkins, Mr D Core, Mr C Rouse

1. Election of Chair

Mrs Rees took the chair. There was only one nomination for chair and Mrs Palmer was appointed unopposed.

2. Election of Vice-Chair

Mrs Palmer took the chair. There was only one nomination for vice-chair and Mrs Rees was appointed unopposed.

3. Apologies for absence

Mr R Bartholomew.

4. Chair's announcements

As England was in lock-down once again all of the volunteer working parties had been suspended.

5. Declaration of interests

There were none.

6. Public Comments

There were none.

7. Matters arising from previous meeting not otherwise on agenda

Vibrating equipment - The CEO said the Trust had figures for vibration levels for most of the equipment used but there were 2 older items for which no manufacturer's data was available. Those would have to be tested if they were to be used. (Both were hand-controlled mowers)

The Operations Supervisor post was being advertised and the deadline for applications was 19 January. The deadline would be extended if there were low numbers of applications.

No substantive progress had been made to date on updating staff job descriptions.

8. Update on Health and Safety Issues

The CEO went through his written report. There had been no notifiable accidents. Since the paper was prepared there had been one accident (resulting in a sprained

wrist) when a warden fell in icy conditions. The CEO had been told that first aid training was still going ahead.

Covid safety procedures had been reviewed for all staff since lockdown had recommenced. Office staff were generally working from home, except for a small presence in the office to answer calls and deal with any incidents. Field Staff and Wardens (including volunteer wardens) were working. He was still awaiting more information in relation to staff who were shielding during first lockdown.

9. Staff overtime and annual leave

Mrs Palmer had received an E-mail from Trevor Parsons suggesting that individuals' leave years could be changed to start on their birthdays (to avoid everyone trying to use up remaining leave at the same time). Whilst this was an option for the future, it would not deal with the current problem.

The Finance and Administration Manager said that the Government had legislated to provide that individuals could carry forward leave equivalent to their statutory entitlement for up to 2 years. The proposal was that MHT should permit staff to carry forward all untaken leave and TOIL until March 2023.

On the proposal of Mr Baldwin, seconded by Mrs Rees it was **RESOLVED** unanimously to recommend to the Board that:

- i. the carry forward provisions for staff annual leave in the Employee Handbook be amended to add 'to allow all untaken annual leave (including bank holidays) as at 31st March 2021 to be carried forward and used before 31st March 2023',
- ii. the carry forward provisions for TOIL in the Employee Handbook be amended to add– 'that overtime balances outstanding at 31st March 2021 can be carried forward, to be used before 31st March 2023'.

10. Review of Staff at Confidential Meetings and Equality and Diversity Policies

Mrs Palmer said it was helpful to remind trustees that the Trust had an Equality and Diversity Policy.

The Finance and Administration Manager said the revised Equality and Diversity Policy was based on a model provided by the Trust's HR advisor. The CEO commented that the Trust needed to set aside some time to consider how the policy was applied.

Mrs Palmer proposed an amendment to the Staff at Confidential Meetings Policy as set out below, which was agreed.

On the proposal of Mrs Palmer, seconded by Mrs I'Anson it was **RESOLVED** unanimously

- i. to approve the two draft policies, subject to one amendment to the Staff at Confidential Meetings Policy namely that the Finance and Administration Manager be added to the words in brackets in line 8, and to recommend their approval by the Board and
- ii. to recommend that the Board refer the Equality and Diversity Policy back to the Staffing Committee in order that the Committee may review how it was being implemented in practice.

11. Urgent Business

There was none.

12. Date of next meeting

1 April 2021.

13. Confidential item

On the proposal of Mrs Rees, seconded by Mr Davies, it was **RESOLVED** unanimously to exclude the public for discussion of items 14 and 15 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).

CONFIDENTIAL

MINUTES RELEASED

15. CEO's appraisal & salary review

Mr Davies confirmed that he and Mrs Palmer (as chair of Staffing Committee) would be starting this process shortly with a view to reporting to the Board in March. Because of the pandemic, the CEO's objectives for the year had been amended at his interim review.

The meeting closed at 8.00pm