

Malvern Hills Trust

Staffing Committee

United Reformed Church Hall, Malvern Link WR14 1SS

Tuesday 31 May 2022, 7.00 pm

Present: Mr D Baldwin, Mr M Davies, Mrs H I'Anson (arrived during item 6), Mrs C Palmer (Chair), Mr C Penn, Prof Raine.

In attendance: CEO, Secretary to the Board, Finance and Administration Manager, Mr R Fowler, Mr T Parsons, Mr C Rouse.

Mrs Palmer welcomed everyone to the meeting.

1. Apologies for absence

Ms H Stace.

2. Chair's announcements

Mrs Palmer confirmed that the Benchmarking exercise was based on data as at 31 March 2022, and therefore any pay awards made since that date were not taken into account.

There would be a workshop on the Risk Management Schedule on 14 June by Zoom.

3. Declaration of interests

There were none.

4. Public Comments

There were none.

5. Matters arising from previous meeting not otherwise on agenda

There were none.

6. Update on Health and Safety Issues

The CEO went through his written report. There had been no incidents since the report was written. Further training had been scheduled in the use of ladders. Mr Fowler asked if the report included incidents involving contractors working for the Trust. The CEO confirmed that contractors were obliged to report any accidents whilst working for the Trust but there had been none.

7. Cycle allowance

Comments included:

- The use of cycles for work travel was a carbon saving initiative.
- Other organisations were providing this allowance.
- What was the position on insurance? The CEO said that the employee needed to have their own insurance for their cycle.

- 20p was the amount which HMRC allowed to be paid without it being taxable.

On the proposal of Mrs Palmer, seconded by Prof Raine it was **RESOLVED** unanimously to recommend to the Board that a 20p tax free bicycle mileage allowance for business journeys be introduced with immediate effect.

8. Urgent Business

A short paper, Paper E, had been circulated. The Finance and Administration Manager explained that the Board had agreed last year to extend the period for carrying forward untaken leave. Although the amount of untaken leave had reduced, it would cause operational difficulties if staff were to attempt to take all of the carried forward leave before the deadline of 31 March 2023. Mrs Palmer read out an E-mail from Mr Watkins, asking whether consideration had been given to paying staff for some of the untaken leave.

Points raised included:

- The proposal was in the interests of both the staff and the organisation.
- The problem needed careful management and flexibility
- It was suggested that staff should have their leave year changed in order to stagger the leave year end, so that everyone was not trying to use up leave at the same time.
- Staff might be encouraged to deal with this problem by taking their leave. Was this problem covering up a shortage of staff?

The CEO commented that he felt flexibility was required and if any other issues arose, the possibility of paying staff for untaken leave should be considered. The administration of staggering staff leave years was feasible, but the untaken leave was given a value in the accounts as at 31 March. For the existing employees changing the leave year would be a change in the terms of their contracts of employment.

On the proposal of Prof Raine, seconded by Mrs I'Anson it was **RESOLVED** unanimously to recommend to the Board that:

- i. the carry forward provisions for staff annual leave in the Employee Handbook have the following added – 'to allow all untaken annual leave (including bank holidays) as at 31st March 2022 to be carried forward and used before 31st March 2024',
- ii. the carry forward provisions for TOIL in the Employee Handbook has the following added – 'that overtime balances outstanding at 31st March 2022 can be carried forward, to be used before 31st March 2024'
- iii. the matter be reviewed at 31 December 2022

9. Date of next meeting

To be advised.

10. Confidential business

On the proposal of Mrs Palmer seconded by Mr Penn it was **RESOLVED** unanimously to exclude the public for discussion of items 11 and 12 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).

The meeting closed at 8.20pm