

Meeting of the Staffing Committee
Manor House, Grange Road, Malvern WR14 3EY
Thursday 3rd October 2019 7.00pm

Members: Mr D Baldwin, Mr M Davies, Dr P Forster, Ms S Rouse, (non-voting), Mr C Penn, Prof J Raine, Mrs G Rees, Ms H Stace.

1. Apologies for absence
2. Chair's announcements
3. Declaration of Interests
4. Public questions
5. Matters arising from previous meeting not otherwise on agenda
6. Update on Health and Safety Issues Paper A
7. Key person insurance Paper B
8. Techscheme Paper C
9. GDPR – retention of staff data Paper D
10. Staff where it would be difficult to find temporary cover Verbal update
11. Succession planning Verbal update
12. Urgent Business
13. Date of next meeting 2nd or 9th January 2020

Staffing Committee
Health and Safety Report
3rd October 2019

1 Health and Safety Incidents

Notifiable Accidents in last 12 months:

None

Reported Accidents - 19/06/18 to 18/09/19:

None

Reported Near Misses - to 18/09/19

None

2 COSHH

4 field staff 2 wardens and 2 conservation staff received additional Pesticide Application training in the use of direct injection of herbicide. Additional COSHH equipment is currently being acquired. Assessments are due October.

3 Equipment Testing

To comply with requirements in relation to use of vibrating equipment, we are currently investigating sourcing testing of our equipment, possibly in conjunction with Hereford Wildlife Trust in order to reduce costs.

4 Argon / radiation assessment.

Identified as part of the Health and Safety audit in 2018, this assessment is to be undertaken in the next quarter.

5 Asbestos

We have in the past 12 months had waste asbestos (roofing sheet) fly-tipped on MHT land. In addition, small amounts have been discovered on the newly acquired land. Removal has been undertaken by a licenced asbestos removal contractor.

6 Lower Tier Waste Carrier permit.

We have renewed our registration with the Environment Agency as of 5th September for the carriage in trust vehicles of waste collected from bins on trust land. The licence is valid for an indefinite period.

7 Building Certifications

Electrical inspections of Manor House, Top Shed and Bottom Shed have been completed on 1st and 26th June and new certificates issued

A new Fire Risk Assessment was carried out for Manor House, Top Shed, Bottom Shed and British Camp toilets during late June / July. Reports have been received and a number of minor recommendations and improvements need to be acted on.

6 monthly fire alarm system check at Manor House was undertaken by the contractors in July.

The landlord gas certificate was renewed for St Ann's Well on 23rd July.

D Bridges
CEO
18/09/2019

Staffing Committee
Keyperson insurance
3rd October 2019

At the last meeting of this committee, it was agreed that we should investigate:

1. Whether keyperson cover could be taken out just for critical illness and
2. What the cost of insuring 4 posts for £50,000 (CEO, Secretary to the Board, Conservation Manager and Finance & Administration Manager) would be.

The life cover element of the cover is very low, for example the cost quoted for £50,000 cover for the CEO post is £764 for critical illness alone and £771 with life cover included.

You cannot take out one policy to cover multiple posts, each post is underwritten individually. Costs will vary, e.g. for different ages and health profiles, but as an estimate the cost of covering the four post would be roughly 4 times the quote for an individual post, so in the region of £3,000 per annum.

Based on the above, it is not recommended to take out keyperson insurance. Rather, an allowance to cover long-term illness of key staff should be built into the reserves policy.

Cheryl Gentry
Finance and Administration Manager
11th September 2019

Staffing Committee
Techscheme
3rd October 2019

MHT is a member of Cycle Scheme, which is a salary sacrifice scheme which provides loans for staff to purchase bicycles. There is no cost to MHT of running the scheme, just some admin time in setting it up and processing applications through payroll. To date it has only been used by one member of staff, but others have expressed an interest.

We have recently been contacted about a new scheme, Techscheme, which offers staff a similar arrangement to buy IT equipment. MHT could register for this alongside its Cycle Scheme registration. As with Cycle Scheme, there is no cost to the employer with Techscheme.

Attached is a summary of how Techscheme works. Further details can be found on their website <https://www.techscheme.co.uk/employer>

Employees can apply for a loan over a 1,2 or 3 year period to buy a wide range of IT products, either from Currys PC World or direct from Apple. The products do not need to be for work purposes. Loan repayments qualify for salary sacrifice, thus reducing the employee's national insurance cost, as explained on the Techscheme website:

Salary sacrifice occurs when an employee agrees to give up part of their salary for an agreed period of time in exchange for a non-cash benefit, such as the supply of technology. As salary sacrifice is taken from gross salary (before tax) rather than net pay, the participant will not initially pay any tax or National Insurance on the salary sacrifice amount.

However, the provision of the equipment is a taxable Benefit In Kind (BIK) that needs to be reported to HMRC on a P11D benefits form at the end of the tax year.

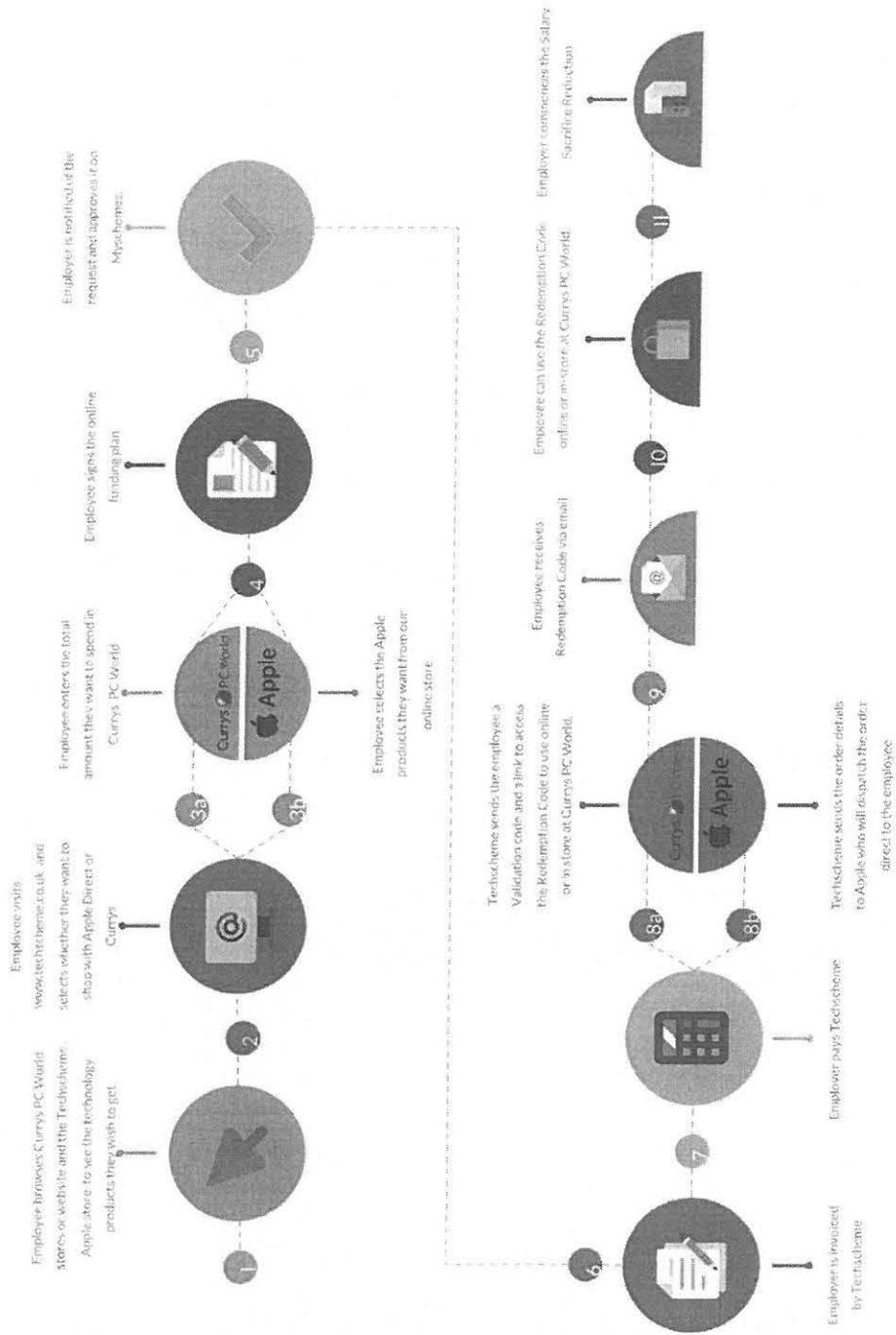
Example Savings	
<i>Techscheme Package Price</i>	<i>£619.00</i>
<i>12% National insurance Contribution (NIC) Saving</i>	<i>£74.28</i>
<i>20% Income Tax Saving</i>	<i>£123.80</i>
<i>Employee P11d Charge</i>	<i>£123.80</i>
Total Purchase Price	£544.72

A straw poll in the office showed that this would be a very popular benefit.

Recommendation

That the Staffing Committee recommend to the Board that MHT register for Techscheme alongside the current Cycle Scheme and promote this new benefit to all staff.

Cheryl Gentry
Finance and Administration Manager
16th September 2019



Staffing Committee
GDPR
3rd October 2019

Worcestershire Pension Fund has recently issued a data protection policy for employers in the scheme to send to members. MHT has sent this out to all staff who are members of this scheme.

This includes the following statement about retention of staff data:

In compiling our policy on the retention of personal data, we have taken into account the guidelines on the retention of personal data as set out by / in:

- *Information and Records Management Society;*
- *The National Archives;*
- *HMRC compliance handbook manual CH15400;*
- *Lord Chancellor's Code of Practice on the Management of Records issued under Section 46 of the Freedom of Information Act 2000;*
- *ICO's retention policy;*
- *EU Article 29 Working Party guidance; and*
- *The Pension Regulator's code of practice 14 for public service pension schemes.*

Data protection legislation requires that we retain personal data for no longer than is necessary in order to fulfil the purpose(s) for which it is processed. Given the long-term nature of pensions, we need to ensure that personal data is retained to:

- *comply with our legal and regulatory obligations as a participating employer regarding the payment of pensions from the Fund; and*
- *deal with any questions or complaints that we or the Fund may receive about a Member's pension entitlement from the Fund.*

Personal data will be retained for a maximum period of fifteen years after termination of employment.

During any period when we retain personal data, we will keep that personal data up to date and take all reasonable steps to ensure that inaccurate data is either erased or rectified without delay. We will periodically review the personal data that we retain and consider whether it is still required; any personal data that we no longer require will be destroyed.

MHT currently retains all personnel files for 40 years. We set this level to match the time limit for claims under the charity's employer's liability insurance policy.

In light of the pension fund retention period, the 40 years does now look too long. However, MHT would need to keep basic details such as name, address, period of employment and the former employee's role for 40 years, in case of any insurance claim being made. However, salary and pension details would only need to be kept

to match the pension fund retention period, to enable any queries from the pension fund to be answered.

Recommendation

It is proposed that the retention period for personnel files of former employees be reduced from 40 years to 15 years after leaving MHT's employment. For the period 16 to 40 years after leaving, basic details (name, address, period of employment and the former employee's role) will be held for employer's liability insurance purposes only.

Cheryl Gentry
Finance and Administration Manager
11th September 2019