



**Malvern Hills Trust**

**Meeting of the**

**STAFFING COMMITTEE**

**Tuesday 31 May 2022 7.00 pm**

**United Reform Church  
Malvern Link WR14 1SS**

## Meeting of the Staffing Committee

United Reformed Church Hall, Malvern Link WR14 1SS

Tuesday 31<sup>st</sup> May 2022 7.00pm

Members: Mr D Baldwin, Mr M Davies, Mrs H I'Anson, Mrs C Palmer, Mr C Penn, Prof J Raine, Ms H Stace.

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
6. Update on Health and Safety Issues Paper A
7. Cycle allowance Paper B
8. Urgent Business
9. Date of next meeting
10. Confidential items

Resolution to exclude the public for discussion of items 11 & 12 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 items

- |                         |         |
|-------------------------|---------|
| 11. Salary benchmarking | Paper C |
| 12. CEO's salary review | Paper D |

Following the Government announcement 'Living with COVID-19', it remains the responsibility of employers and organisations to put arrangements in place to try to reduce the spread of infection at meetings and events. Malvern Hills Trust, having assessed the risks of face-to-face meetings, will continue to take measures to keep everyone as safe as possible.

If you or anyone in your household has experienced any Covid symptoms in the last 7 days, please do not attend this meeting unless you have a negative lateral flow test result on the day of the meeting. The Government has updated the list of symptoms and the most common are now runny nose, sore throat, headache, fatigue and sneezing and not necessarily a cough, fever or loss of sense of taste or smell.

As cases remain high, when attending meetings please:

- Continue to wear a face covering once inside unless you are exempt from doing so (or when speaking).
- Use the hand sanitiser provided when you enter and leave the building
- Seats will be placed socially distanced within the venue - please don't move the chairs closer to others unless you have checked that they are happy for you to do so
- Once the meeting is over, please leave the building - if you want to chat it is safer to do it in the open air

If you are not a member of the Staffing Committee and wish to attend the meeting, please notify the office in writing ([cindy@malvern hills.org.uk](mailto:cindy@malvern hills.org.uk) or write to Mrs L Parish at the Trust's office), giving your name, E-mail address and contact number. Places will be allocated on a first come first served basis. Cindy will confirm whether there is a place available. Once the capacity for the venue has been reached, in order to keep attendees safe, no further people will be admitted.

**Staffing Committee**  
**Health and Safety Report**  
31<sup>st</sup> May 2022

---

**1 Health and Safety Incidents**

Reported Accidents in the period 26/04/22 to 19/05/2022 0

Notifiable Accidents in last 12 months: None

Reported Accidents in last 12 months: 3

**2 Training**

Training in Chapter 8 Road Safety Signage and Underground Services (CAT detection) is now scheduled for July.

**3 Covid precautions.**

Infection levels in the wider population have fallen significantly in recent weeks from their peak in late March. There have been 3 positive cases within the staff team over the past 4 weeks.

Government advice remains that people with Covid 19 should stay away from work. Internal Covid precautions were amended in line with changes in Government advice, with any staff testing positive instructed to stay away from work while testing positive and to work from home if possible. A limited supply of test kits has been sourced and made available to staff. The internal procedures will be reviewed again at the end of June.

Duncan Bridges

CEO

19<sup>th</sup> May 2022

## **Staffing Committee**

### **Bicycle mileage allowance**

**31 May 2022**

---

Malvern Hills Trust set up a 'cycle to work scheme' many years ago, to help employees with the purchase of bicycles to use to get to and from work. Take up has been minimal (two people), so we may need to re-publicise the scheme.

Employers are also able to offer a mileage allowance to employees who use their bicycles for business travel. HMRC permit a tax-free allowance of 20p per mile. This allowance is included in the NJC local government service allowances.

A bicycle mileage allowance has never been considered by MHT, but an enquiry from an employee has prompted this paper.

The benefits of cycling rather than driving are plentiful and include:

- Mitigating the negative impact of motor vehicles on the local environment,
- Reducing traffic congestion,
- Benefits to staff health and wellbeing.
- Better and quicker access to off-road sites, saving staff time. Use of a bicycle allows staff to access a much larger area in a shorter time along bridleways and cycle paths. It reduces time required to reach 'off road' sites where staff would be required to drive to a suitable car park then walk to a remote site.

By introducing a bicycle mileage allowance, MHT would be actively encouraging the use of bicycles and demonstrating its recognition of the health, environmental and economic benefits of using bicycles for work journeys.

If staff use their own cars for work journeys they can claim between 46.9p and 65p per mile, but wherever possible staff use MHT vehicles for site visits etc. There may be a slight increase in travel expenses claimed if a bicycle is used rather than an MHT vehicle, but there would also be a drop in vehicle fuel costs, so any additional cost would be marginal.

### **Recommendation**

That the Staffing Committee recommend to the Board that a 20p tax free bicycle mileage allowance for business journeys be introduced with immediate effect.

Cheryl Gentry  
Finance & Administration Manager  
3<sup>rd</sup> May 2022