

Meeting	Trustee Board meeting
Date	20 th June 2024
Title	Contingency Cover Planning
Agenda item	6
Paper by	Victoria Southwell

1.0 Purpose of paper

To enable Trustees to discuss current risks to The Triangle Trust in the event of the Director being off work for a significant period of time.

2.0 Background

As a small organisation the Trust is heavily reliant on its two staff and so their absence is a key risk to mitigate against. The risk register has always included a section on staff, but this has been strengthened in the Risk Register to include a Contingency Plan being put in place that outlines steps to be taken if need be.

3.0 Current situation

The Trust is run by two part time members of staff, a Director who works 30 hours per week and a Grants Administrator who works 14 hours per week. The Director is based in our physical office in Brighton and the Grants Administrator works from their home in Bristol.

- Both roles have clear job descriptions and areas of responsibility.
- A work plan, linked to objectives for both roles outlines the work that needs to take place each year and when things need to happen.
- The Director is supported by the Chair and the GA is line managed by the Director.
- Whilst all work well together and the Director and GA are in regular contact during the week there isn't a formal plan in place should either not be available for work for a prolonged period of time.
- A Contingency Plan has now been developed that identifies key tasks and allocates responsibility for these in the event of an absence.

4.0 Recommendation

Trustees are asked to discuss the attached draft Contingency Plan and advise if there are any areas not covered and if they are in agreement of this plan being adopted. As part of this it is recommended that the Grants Administrator would take on an enhanced role and increase the amount of hours worked to accommodate this plan in the absence of the Director. It is also recommended that grant making would pause outside of the ongoing grant management of existing commitments.

In the event of the Grants Administrator being unable to take on the role then it is recommended that the Trust Partnership be retained to take on the day to day running of the Trust and if appropriate support the Chair to recruit a temporary Director. To enable this back up to be possible Trustees are asked to agree to the Trust Partnership being inducted into our processes and being provided with a copy of our Procedures Manual so that they can pick up operational duties quickly if needed.