

OFFICIAL SENSITIVE

**FORESTRY COMMISSION EXECUTIVE BOARD
MINUTES OF EXTRA-ORDINARY COVID-19 RESPONSE MEETING
Via telephone
02 June 2020**

Attendees:

Ian Gambles (Chair)
James Pendlebury
Tristram Hilborn
Steve Meeks
Meirion Nelson
Steph Rhodes
Jo Ridgway
Mike Seddon

Corporate Governance Manager - minute secretary

1. Welcome and apologies

Ian Gambles (Chair) welcomed everyone to the meeting. Apologies were received from Richard Greenhous.

2. Minutes and action points from previous COVID-19 EB meeting 19 May 2020

The minutes of the 19 May COVID-19 Executive Board (EB) were agreed as a true and accurate accord of the meeting.

All actions from the previous meeting were discharged.

3. PM Announcement

The Chair introduced the item as the original focus of the EB meeting as it had been anticipated there would be another statement at the review point from the Prime Minister, however this had not taken place. Additionally there is a meeting with the Non-Executive Directors the following day and it was requested that any high profile items be raised at this meeting for information.

4. Any other business

Jo Ridgeway confirmed the briefing had been completed and sent for distribution. Currently it was anticipated that special leave would not be paid to staff if a parent refused to send a child to school when there was a place available.

Ian Gambles noted that the Bristol Office plan would be discussed as part of the Non-Executive Director meeting with the intent to start gradually reopening the office as soon as it is appropriate.

Tristram Hilborn highlighted the amount of government advice which impacted on any protocols developed. As guidance was constantly changing any protocols would need to adapt to reflect this.

No other items were raised. The Chair thanked everyone for their time and closed the meeting.