

Meeting of the Board
Council Chamber, Avenue Road, Malvern
Thursday 18 January 2018 7:00 pm

Agenda

Ian Burrows of Brewin Dolphin will attend to present an investment review (item 5)

1. Apologies for absence
2. Chair's Announcements
3. Public Questions
4. Declarations of Interest
5. Investment Review Printed report
6. To confirm the Minutes of the Board meeting held on 9 November 2017 Pages 1 - 8
Confidential section page 1
7. Matters arising from the previous Board meetings not otherwise on the agenda
8. **Land Management Committee**
 - 8.1 To confirm the accuracy of the minutes of the meeting held 7.12.2017 Pages 9 – 13
 - 8.2 Chair of Committee to present the minutes and matters arising
 - 8.3 Board to adopt the recommendations of the Committee and the minutes.
There was only one recommendation, namely to approve the Land Management Budget but this will be dealt with under agenda item 10
9. **Staffing Committee**
 - 9.1 To confirm the accuracy of the report of the meeting held 04.01.2017 Pages 14 - 18
Confidential section page2
 - 9.2 Chair of Committee to present the minutes and matters arising
 - 9.3 Board to adopt the recommendations of the Committee and the minutes
 - i) **Health and Safety Policy**
To adopt the revised Health and Safety Policy (attached pages 19 - 24)
 - ii) **Lone Worker Policy**
To adopt the proposed amendment to the Lone Worker section of the Staff Handbook and the Lone Worker Policy (see Staffing Committee papers)
 - iii) **Delegation of duties in CEO's absence**
To resolve as follows:
During the CEO's absence from work and when a function or duty of the CEO could not reasonably be postponed until his return:
 - i) The Secretary to the Board be authorised (save as set out in iv) below) to exercise all the functions and duties of the CEO, including the signing of deeds, documents and contracts.
 - ii) Operational responsibility for Health and Safety matters, and in particular actions required under RIDDOR be passed to the Secretary to the Board, or in his or her absence, another member of the management team.
 - iii) The Secretary to the Board be appointed as Returning Officer

iv) The Finance and Administration Manager be authorised to make any payments up to the limit of the authority of the CEO, such payments to be countersigned by the CEO on his/her return.

iv) Terms and conditions for staff in the direct contribution pension scheme

To resolve that MHT continue to use the People's Pension as the provider of its auto enrolments pension scheme, subject to a review every 3 years

v) Appraisal process for CEO

NB Note that adoption of the draft process for the CEO's appraisal will result in a change to the Terms of Reference of the Staffing Committee as that body will no longer be responsible for making recommendations to the Board on the CEO's salary and benefits.

To adopt the process and form as drafted (See Staffing Committee papers for form; process as slightly amended after meeting pages 25 – 27)

vi) Policy on complaints and dealing with abusive, persistent or vexatious complainants

To adopt the 2 policy documents Pages 28 - 32

vii) Nominal post to remain within WCC pension scheme

To resolve that the post of Barrier Operator at Tank Quarry be selected as the post to continue within WCCPF

viii) To adopt the minutes

10. To approve the general fund budget and the levy for 2018/9 (See papers FAR Committee meeting 14.12.2017)

11. Charity Commission Scheme VERBAL UPDATE

12. St Ann's Well Refurbishment VERBAL UPDATE

13. Urgent Business

14. Information

20.1	Malvern Spa Association	No meeting has taken place
20.2	AONB Joint Advisory Committee	Pages 33 - 36
20.3	Wildlife Panel	No meeting has taken place
20.4	Recreation Advisory Panel	No meeting has taken place
20.5	Management Report	Pages 36 - 39

15. Items for future consideration

16. Next meeting: The Council chamber is unavailable – to fix a venue