

Malvern Hills Trust
Staffing Committee
Manor House, Grange Road, Malvern
Thursday 3 January 2019, 7.00 pm

Present: Mr M Davies, Dr P Forster (Chair), Mr S Freeman, Prof J Raine, Mrs G Rees, Ms S Rouse.

In attendance: CEO, Secretary to the Board, Finance and Administration Manager, Dr S Braim, Mr C Rouse, Mr P Watson.

1. Appointment of chair

Mrs Rees took the Chair. There had been one nomination for chair of the committee and Dr Forster was appointed unopposed.

2. Appointment of Vice Chair

Dr Forster took the chair. There had been one nomination for vice-chair of the committee and Mrs Rees was appointed unopposed.

3. Apologies for absence

Mr D Baldwin, Mr C Penn, Ms H Stace.

4. Chair's announcements

The Trust had completed the purchase of the land at Holywell Road.

5. Declaration of interests

There were none.

6. Matters arising from previous meeting not otherwise on agenda

The 4 people who had been nominated to deal with bullying and harassment allegations had received training from the Trust's HR advisor, Sandy Green. The PowerPoint from the training had been circulated to committee members.

The CEO reported that Robin Hill had been signed off work until 17 January.

Andy Pearce would continue to work an extra day each week as a warden until then. The volunteer wardens had provided extra cover at Christmas and the CEO and the committee expressed their thanks for their help.

Martin Cottrell had returned to work as planned in mid-November after an absence of 6 weeks.

7. Field staff vacancy – appointment of Nick Cowling

A new member of the field staff had been recruited, and Nick Cowling had started work with MHT on 22 October.

8. Update on Health and Safety Issues

The CEO went through the paper. He reported that an inspection of the quarry fencing had revealed some gaps of which the Trust had not been previously aware. The Trust should also reassess whether there was a need to fence some of the smaller quarries, which were presently not fenced.

9. Training update

Staff members had attended a day's training on "Dealing with difficult people". This had generally been well received, but staff were disappointed that they had not been given more guidance on specific techniques to use when difficult situations arose.

Guidance from Health and Safety Executive had changed, and it was now recommended that mental health first aid training should be given in appropriate circumstances. The CEO was looking into a training session to be organised jointly with Herefordshire Wildlife Trust.

10. Staff overtime and TOIL

The Finance and Administration Manager went through the paper which set out MHT's policy on TOIL and overtime for information. The CEO felt that TOIL was useful, so long as there was the opportunity to take the accrued hours off. There was a potential problem this year where one member of a small team had been off work on a long term basis, which reduced the opportunity for the other team members to take TOIL. There was a discussion on utilisation of volunteer wardens – there were now 14 in total. Volunteer wardens needed managing and it was important that they were coming in regularly and were familiar with what action to take in the situations they were likely to encounter. It was agreed there was no need to amend the policy, but the approach might need to be reviewed if it was known that a key staff member might be away for a long period. The CEO was asked to prepare a summary of key roles where it would be difficult to find temporary replacement staff.

11. CEO appraisal process

Mr Freeman hoped to look at the proposed amendments to the CEO appraisal form with the CEO next week. He would then follow the process agreed last year and report to the Remuneration Committee (The Board Chair, Chair of Staffing Committee, Chair of Governance Committee), who would then make a recommendation to the March Board meeting.

12. Items for future meetings

There was none.

13. Urgent Business

There was none.

14. Date of next meeting

4 April 2019

15. Resolution to exclude the public

On the proposal of Dr Forster, seconded by Mrs Rees, it was **RESOLVED** unanimously to exclude the public for discussion of items 16, 17 & 18 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 (staffing matters).

The meeting closed at 9.05pm