

Malvern Hills Trust
Staffing Committee
Manor House, Grange Road, Malvern
Thursday 4 July 2019, 7.00 pm

Present: Mr D Baldwin, Mr M Davies, Dr P Forster (Chair), Mr C Penn, Mrs G Rees.

In attendance: CEO, Secretary to the Board, Dr S Braim, 2 members of the public.

Mr Forster welcomed everyone to the meeting.

1. Apologies for absence

Prof Raine, Ms S Rouse, Ms H Stace, the Finance and Administration Manager.

2. Chair's announcements

Item 11 would be taken before item 7.

3. Declaration of interests

There were none.

4. Public Questions

There were none.

5. Matters arising from previous meeting not otherwise on agenda

The CEO confirmed that Staff who were reported as off sick at the meeting in January had returned to work. He was in the process of inspecting the smaller quarries to consider where additional safety precautions might be required.

6. Update on Health and Safety Issues

The CEO went through the paper. Staff were being encouraged to report "near misses".

7. Staff for whom it would be difficult to find temporary cover (agenda item 11)

The CEO had done some work on this, but he intended to bring the matter back to the next meeting. The Board had resolved in January 2018 that the Secretary to the Board would become acting CEO if the post holder was absent for any reason. The issue then arose as to how to cover her position. This was probably one of the more difficult posts to cover. The CEO envisaged that external help would have to be brought in.

The CEO had covered some aspects of the Operations Manager's role when he was absent, and two of the experienced Field Staff had taken on management of the day to day work. If the Finance and Administration Manager was away, the Financial Assistant could cover some of her work, but not all, and part would have to be outsourced. The auditors might be able to assist either with a

recommendation or by providing part time cover. The Conservation Manager's role would also be difficult to cover for any length of time. The Conservation Officer did not have sufficient experience of working for the Trust. The CCO could take on some parts of his role, as could the CEO, but it would be likely that outside support would be needed. With the Conservation Manager and the Finance and Administration Manager, what level of outside help would be required would depend on the time of year and the projects which were being undertaken at the time.

8. **Key person insurance** (agenda item 7)

The Finance and Administration Manager had obtained figures for key person insurance for the CEO. From the business point of view, the financial burden was greater in the case of an employee being on long term sick leave. Critical illness cover was more important to the Trust than life cover. It was not possible to get one critical illness policy which would cover the absence of any one member of the senior staff team.

The CEO thought one absence for 12 months might cost in the region of £50 – 60,000, so cover of £100,000 would be adequate. He felt the biggest risk was in relation to the Conservation Manager and the Secretary to the Board.

If cover was obtained for these 2 posts and the CEO, this would cost around £4,000 per year. The premium would be almost 10% of the likely outlay in the event of one of the staff being absent. The likelihood of this happening was reasonably low but the effect if it happened was significant. Mr Davies suggested investigating the cost of insurance cover for £50,000. The CEO said he would obtain some more figures, and also find out whether it was possible to get a policy without the life cover element. The CEO was asked to map how posts could be covered by other staff in the event of an absence. The Committee **AGREED** in principle that if an affordable option was available, the matter should be referred to FAR Committee.

9. **Salary sacrifice scheme**

The Finance and Administration Manager had prepared a short paper. There was little interest amongst the staff in a salary sacrifice scheme. Dr Forster asked what the cost would be to set a scheme up for one person. It was agreed that all 7 staff should be informed of the outcome of the consultation.

10. **To review Schedule of Risk**

The CEO went through the paper. He reminded the Committee that levels of risk could change unexpectedly throughout the year.

In relation to section 4.8, the CEO said that he would like his thanks to be noted for the level of support which the Trust received from both the Police and the Fire Service in relation to public awareness at Gullett Quarry. Mr Baldwin suggested a site visit to Gullett Quarry might be arranged for Board

members, possibly in conjunction with the RoSPA review. It was noted that the staff find dealing with byelaw breaches at the Quarry very stressful and time consuming.

Mr Baldwin had been delivering water safety workshops to schools in Herefordshire. He also reminded the CEO that he had suggested using a safety observation form to encourage staff to report potentially hazardous issues or behaviours.

11. Training update

This had been covered in the Health and Safety Report. Some staff would also be undertaking a course on tree inspection, in order for them better to be able to assess safety risks. There would be Board training requirements in November.

12. CEO appraisal –amended appraisal form and process description

The current forms had been circulated to Committee members. Dr Forster said some changes had been implemented when the last appraisal took place. In relation to the “CEO Appraisal Form”

- The self-assessment became part 1 in 2019 (previously part 4) as it provided an overview before getting into detail.
- The old part 1 (Performance objectives) therefore became part 2.
- The “Competency Assessment“ was dropped as it effectively duplicated other parts.
- Part 3 was unchanged.
- Part 4 was setting the objectives for the next 12 months.
- Part 5 was also unchanged.

An element of 360° feedback was also introduced. Dr Forster thought it would be a good idea to review the process again next year. Mr Baldwin asked if the self-assessment part was unduly onerous for the CEO to complete. The CEO said he was comfortable with the process as it was now.

13. Items for future meetings

There were none.

14. Urgent Business

There was none.

15. Date of next meeting

3 October 2019

The meeting closed at 8.10pm