

Malvern Hills Trust
Staffing Committee
Manor House, Grange Road, Malvern
Thursday 9 January 2020, 7.00 pm

Present: Mr D Baldwin, Mrs H I'Anson, Mrs C Palmer (Chair), Prof Raine, Ms S Rouse

In attendance: CEO, Secretary to the Board, Finance and Administration Manager, Mr C Atkins, Dr S Braim, Dr G Crisp, Dr T Parsons, Mr C Rouse, 2 members of the public.

Non-attendance: Mr R Bartholomew

1. Election of Chair

There was one nomination and Mrs Palmer was appointed unopposed.

2. Election of Vice Chair

There was one nomination and Mrs Rees was appointed unopposed.

3. Apologies for absence

Mr M Davies, Mrs G Rees.

4. Chair's announcements

- Workshop on the outcomes from the Charity Commission Scheme consultation, Thursday 23 January, 7pm Lyttelton Rooms (downstairs)
- Walk to look at some land management issues, Wednesday 29 January 2020 at 1pm, meeting point Earnslaw Quarry Car Park.

5. Declaration of interests

There were none.

6. Public Comments

There were none.

7. Matters arising from previous meeting not otherwise on agenda

The CEO said the testing of the vibrating equipment had not yet been undertaken.

8. Update on Health and Safety Issues

The CEO went through the paper. There had been no further reportable incidents since the paper was prepared. He was currently looking at the issues surrounding waste fly tipped on MHT land, which then had either to be collected by specialist contractors or collected and stored by MHT. The CEO thanked Mr Baldwin for his assistance with COSHH risk assessment forms.

9. Staff for whom it would be difficult to find cover

The CEO went through the paper. The table outlined some of the key tasks (but not all) which staff undertook, and whether those tasks could be covered by other staff

members, or would have to be outsourced in the event of absence. There would be additional costs to the organisation in the event of prolonged absence of a staff member. The CEO was giving consideration to additional training for other staff members to enhance cover for specific skill sets (eg GIS mapping software). Using volunteers had not been considered as an option, as expecting a volunteer to “act up” for several months was thought to be too much to ask.

10. To nominate a Board member pursuant to Bullying and Harassment Policy

The policy required two staff members and two board members to be nominated for the reporting of bullying and harassment concerns. Dr Forster had been one of the nominees and a replacement was required. Mrs Rees was willing to continue and the committee agreed to recommend Mr Core as the second trustee to whom allegations could be reported.

11. Urgent business

There was none.

12. Date of next meeting

2 April 2020.

13. Confidential item

On the proposal of Mrs Palmer, seconded by Mrs I’Anson, it was **RESOLVED** unanimously to exclude the public for discussion of item 14 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 (personnel matter).

CONFIDENTIAL

Minutes released

14. Succession planning

There was no longer a statutory or contractual retirement age. The CEO outlined the issues surrounding planning for staff retirement and the difficulty recruiting to arrange an overlap in order for new staff to shadow the departing staff member.

The meeting closed at 7.30pm