

Malvern Hills Trust

Staffing Committee

By video/telephone conference and live stream

Thursday 1 October 2020, 7.00 pm

Present: Mr D Baldwin, Mr R Bartholomew, Mr M Davies, Mrs H I'Anson, Mrs C Palmer (Chair), Prof Raine, Mrs G Rees, Ms S Rouse (non-voting).

In attendance: CEO, Finance and Administration Manager, Mr C Rouse,

1. Apologies for absence

Secretary to the Board.

2. Chair's announcements

There were none.

3. Declaration of interests

There were none.

4. Public Comments

There were none.

5. Matters arising from previous meeting not otherwise on agenda

The CEO said the Trust was in the process of setting up the required paperwork for the control of the vibrating equipment (eg brushcutters). Most equipment was rated by the manufacturers but currently two older mowers were not in use until such time as they had been tested and rated.

6. Update on Health and Safety Issues

Since the Board meeting on 10 September, there had been no notifiable accidents, reported accidents or reported near misses.

A hand sanitiser was being installed outside the reception door for use by visiting members of the public, and changes would be made to that external door so that members of the public could check whether anyone else was present before entering.

7. Review of staff job descriptions and roles

Mrs Palmer said she was aware that staff roles could change over time and job descriptions and if appropriate salaries should be updated to reflect this. She would discuss this with the CEO.

8. Staff welfare including Covid-19

The arrangements which had been made within the office to make it Covid-secure were set out in the paper. The Finance and Administration Manager highlighted that a number of staff were carrying forward overtime and annual leave and it was suggested that an update should be given on this topic at future Staffing Committee meetings.

9. Secretary to the Board working hours

The CEO went through the paper. The Secretary to the Board dealt with all manner of administration in addition to the meetings and legal matters and he felt it was appropriate for her to continue working four days per week. The Secretary to the Board was thanked for all the extra work she had been putting in. On the proposal of Mr Davies, seconded by Mrs Rees, it was **RESOLVED** unanimously that the Secretary to the Board should continue to work an additional day per week until such time as the work on changes to the Trust's governing Acts was brought to a conclusion or until 31 December 2021 whichever was earlier.

10. Urgent business

There was none.

11. Date of next meeting

7 January 2021.

12. Confidential item

It was **AGREED** to exclude the public for discussion of items 13 and 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 matters).

The meeting closed at 8.25pm