

Malvern Hills Trust

Staffing Committee

Castlemorton Parish Hall

Thursday 1 July 2021, 7.00 pm

Present: Mr R Bartholomew, Mr M Davies, Mrs C Palmer (Chair), Prof Raine, Mrs G Rees.

In attendance: CEO, Secretary to the Board, Dr G Crisp, 1 member of the public

1. **Apologies for absence**

Mr D Baldwin, Mrs H I'Anson.

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 updated on recruitment – a new warden and a temporary member of the field staff were now in post. The Operations Manager had retired and his successor had been appointed with a start date at the end of August.

The CEO had reviewed some of the job descriptions during the recruitment processes. There were quite a few still to be reviewed.

It was clear that the Operations Manager role had developed significantly and the skill set required had changed. The CEO proposed that the Committee should review the salary for that post at the next meeting.

The Secretary to the Board asked the Committee to note that the Abusive, Persistent and Vexatious Complainants Policy and the Bullying and Harassment Policy needed to be reviewed and she hoped this could be done at the next meeting.

6. **Update on Health and Safety Issues**

The CEO went through his written report.

Consideration needed to be given to what precautions should be taken at meetings after 19 July, when rules relating to gatherings were lifted. There would be operational repercussions if all senior staff and trustees were at a meeting after which an attendee tested positive and all were then required to isolate by Track and Trace. The Trust's external Health and Safety Advisor was visiting the Trust in the following week to carry out a review.

7. Review of Health and Safety Policy

The CEO had prepared a draft (which had been reviewed by the Trust's Health and Safety Advisor) containing some revisions to the policy. The CEO confirmed that not all accidents needed to be reported under RIDDOR.

The following points were made:

- i. The CEO was asked to include a more comprehensive key to the acronyms used.
- ii. The line in red on page 5 of the revised draft could be deleted and "volunteers" added to the list in the preceding sentence.
- iii. Clarify the definition of "place of work" and "premises" (in relation to accidents involving members of the public) to include outdoor sites as temporary places of work when operations were being undertaken.

On the proposal of Mrs Rees, seconded by Mrs Palmer it was **RESOLVED** unanimously to recommend that the revised policy be approved by the Board subject to the 3 revisions set out above.

8. Review of Safeguarding Policy

The CEO went through the paper. The policy was due for review and he had made some minor amendments.

The following points were made:

- i. Replace "suspicions" by "concerns" second bullet at the bottom of page 1 and 3rd bullet at the top of page 2.
- ii. The CEO would review whether the words "unwarranted attention" were appropriate to include.

On the proposal of Mrs Palmer, seconded by Mr Bartholomew it was **RESOLVED** unanimously to recommend that the revised policy be approved by the Board subject to the points set out above.

9. Urgent Business

There was none.

There was a discussion about what precautions were appropriate when conducting face-to-face meetings, and the difficulty which the staff had experienced finding venues which could accommodate sufficient numbers of people. The Community and Conservation Officer had investigated the possibility of live streaming meetings.

10. Date of next meeting

7 October 2021.

The meeting closed at 8.00pm