

**MALVERN HILLS CONSERVATORS**

**Staffing Committee**

**Manor House, Grange Road, Malvern**

**Thursday 5 January 2017, 6.30 pm**

Present: Mr D Baldwin, Mr M Davies, Dr P Forster, Mr S Freeman (ex officio), Mr C Penn, Professor J Raine, Mrs G Rees, Ms H Stace.

In attendance: Secretary to the Board, Mr M Davies, Dr P Forster, Mr C Rouse, Mr P Watson, Mr T Yapp.

**I. ELECTION OF CHAIR**

There was one nomination for Chair and on the proposal of Prof Raine, Ms Stace was elected unopposed.

**2. ELECTION OF VICE CHAIR**

There was one nomination for Vice-Chair and Mrs Rees was elected unopposed.

**3. APOLOGIES FOR ABSENCE**

Mr R Hall-Jones.

**4. CHAIR'S ANNOUNCEMENTS**

The Director reported on two incidents which had taken place over the Christmas holidays.

**5. DECLARATION OF INTERESTS**

There were none.

**6. TIMES AND DATES OF MEETINGS**

It was agreed to hold the meetings at 6.30pm on the first Thursday of the month. The Director said that there were some items which needed to come before the Committee before September, and it was agreed to schedule meetings for 6 April and 6 July.

**7. TO NOTE TERMS OF REFERENCE**

These were noted. It was agreed that the review of the current pension scheme would remain in the hands of the working group, reporting to FAR and the Board. Once a decision was made, pensions issues would be dealt with by the Staffing Committee as per the terms of reference.

**8. TO PLAN WORK FOR THE YEAR**

See 6 above.

**9. UPDATE ON HEALTH AND SAFETY ISSUES**

The Director went through the paper, which set out details of notifiable accidents (none) and reported accidents (2), together with a summary of the findings of MHC's Health and Safety advisor Keith Tomkins and the actions which had been taken since his report in June. Two of the main items which would come back to the Committee were a revision of MHC's Health and Safety Policy, and Its Lone Worker Policy, both of which required updating.

Mr Penn asked about incident reporting. He said that there was a tendency for people to under-report accidents. This was a missed opportunity, because an accident or near miss provided a prompt to review processes. It was also important to show that there was a process for accident/near miss reporting. The Director said that he hoped to change the approach amongst the staff so that they viewed it as a positive thing to record incidents. Prof Raine asked if there should be a duty on colleagues to report. Mr Baldwin suggested having a Safety Observation Form so that people could report unsafe acts, equipment or objects. The policy would need to reflect by whom that safety form was received and how it should be acted upon.

Dr Forster suggested that MHC should consider having a mental health first aider. Generally the main issue was not that things were not being done correctly but that there needed to be an effective paper trail. One area in particular where paperwork was inadequate was COSHH.

The Director would report back to the next meeting. He anticipated having a further H & S Audit 12 months after the first one.

Health and Safety was ultimately the Board's responsibility and was an area where they should take professional advice if necessary.

The Director's report was **NOTED**.

## **10. TO CONSIDER REVISING THE JOB TITLES FOR CONSERVATION OFFICER, WARDENS AND DIRECTOR**

The Director went through the paper. Prof Raine and Dr Brail asked if the wardens were happy with the Director's proposal to retain the title of Warden. It was agreed that this could be looked at again in due course, after the re-branding had been implemented.

On the proposal of Mr Penn, seconded by Mr Davies, it was **RESOLVED** unanimously to recommend to the Board:

1. That the title of the posts known as Wardens remains unchanged
2. That the title of the post of Conservation Officer be changed to Conservation Manager
3. That the title of the post of Director be changed to Chief Executive Officer. to be effected from April 2017.

## **11. URGENT BUSINESS**

There was none.

## **12. RESOLUTION TO EXCLUDE THE PUBLIC**

On the proposal of Ms Stace, seconded by Dr Forster, it was **RESOLVED** unanimously to exclude the public for discussion of items 13 & 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 (staffing matters).

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## **CONFIDENTIAL MATTERS**

Minutes released
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### **13. REVIEW OF CCO POST (Current 3 year fixed term contract finishes November 2017)**

The Director went through the paper. It was agreed that the post was central to MHC's core operations and loss of the post would result in a significant decrease in public engagement.

On the proposal Ms Stace, seconded by Mrs Rees, it was **RESOLVED** unanimously to recommend to the Board that the Community and Conservation Officer post be confirmed as a permanent post at the end of the current contract period ending 2 November 2017. The Director should review the job title at his discretion.

The Director left the meeting.

### **14. TO REVISIT WHETHER THE DIRECTOR'S SALARY SHOULD BE LINKED TO LOCAL AUTHORITY PAY SCALES AND TO MAKE ARRANGEMENTS FOR SALARY REVIEW.**

The Secretary to the Board went through the paper. On the proposal of Ms Stace, seconded by Mr Baldwin it was **RESOLVED** unanimously to recommend to the Board that the review of the link between the Director's pay and NJC pay scales, and the review of his salary be delayed until a decision was made on whether MHC would offer membership of the Local Government Pension Scheme to all employees. Any review of salary to be backdated to 13 March 2017.

**The meeting closed at 7.30**