

# MALVERN HILLS TRUST

## Staffing Committee

Manor House, Grange Road, Malvern

Thursday 5 October 2017, 7.00 pm

Present: Mr D Baldwin, Dr P Forster, Mr C Penn Mrs G Rees, Ms H Stace (Chair)

In attendance: Secretary to the Board, Finance and Administration Manager, Mr C Rouse, Mr P Watson. Mr T Yapp.

Ms Stace welcomed everyone to the meeting.

**1. Apologies for absence**

Mr M Davies, Mr S Freeman, Mr Hall-Jones, Prof J Raine.

**2. Chair's announcements**

Ms Stace reminded everyone present that the issue of the CEO's salary was confidential and should not be discussed with anyone outside the Board. The Secretary to the Board reported that Simon Davies had broken his arm (not a work related accident) and had been signed off for 6 weeks. Ms Stace said that she knew someone might be available to assist on a temporary basis.

**3. Declaration of interests**

There were none relevant to the agenda.

**4. Update on Deputy Conservation Officer post**

Mark Roberts' contract had been extended to 15 December. MHT were still awaiting written confirmation of the amount of the Countryside Stewardship grant – it was hoped that this would be received later this month.

**5. Issues for next meeting:**

The next scheduled Committee meeting would be on 4 January. The Secretary to the Board said that the items listed below were due to be reviewed by the Committee.

Staff expenses for attending evening meetings

Update Health and Safety Policy

Lone worker policy update

Ms Stace indicated that she may be able to offer some help with this. Her previous employer had carried out a periodic exercise to ensure staff were up to date on their policy. Mr Baldwin said that the policy should be evolved into a safe operating procedure or written instruction. Staff should then be trained and asked to sign to confirm their agreement. There should also be a risk assessment. He asked if anyone had been trained to carry out risk assessments. There were basic courses available. Ms Stace reiterated that MHT should carry out the risk assessment and health and safety competency assessments for individual staff to see where there were gaps in their training. Mr Baldwin asked

if there was a training matrix in place. Mrs Rees thought MHT should be aware of what was necessary and ensure procedures were in place.

Pensions issues:

Nominal post within WCC pension scheme

Review of auto-enrolment pension scheme

The Finance and Administration Manager suggested the Committee should review the alternative pension arrangements which were put in place in haste to comply with the auto-enrolment requirements.

**6. Urgent Business**

There was none.

**7. Resolution to close the meeting**

On the proposal of Ms Stace, seconded Mrs Rees it was resolved to exclude the public for discussion of the remaining items 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 matter).

**The meeting closed at 8.35pm**