

Meeting of the Staffing Committee
Manor House, Grange Road, Malvern WR14 3EY
Thursday 3rd January 2019 7.00pm

Members: Mr D Baldwin, Mr M Davies, Dr P Forster, Mr S Freeman (non-voting), Ms S Rouse, (non-voting), Mr C Penn, Prof J Raine, Mrs G Rees, Ms H Stace.

1. Appointment of Chair
2. Appointment of Vice Chair
3. Apologies for absence
4. Chair's announcements
5. Declaration of Interests
6. Matters arising from previous meeting not otherwise on agenda
 - Bullying and Harassment training 8.10.18 (copies of slides have been E-mailed to Staffing Committee members)
 - Update on staff absence/illness
7. Field staff vacancy – appointment of Nick Cowling Verbal update
8. Update on Health and Safety Issues Paper A
9. Training update Verbal report
 - Staff training 'Dealing with Difficult People' 27.11.18
 - Mental health awareness training
10. Staff overtime Paper B
11. CEO appraisal process Verbal Update
12. Items for future meetings
13. Urgent Business
14. Date of next meeting 4th April 2019, 7 pm
15. Confidential items:
Resolution to exclude the public for discussion of items 16, 17 and 18 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).

16. Retirement and succession planning Paper C
17. Benchmarking Exercise Paper D
18. Secretary to the Board additional hours Paper E