

## **MALVERN HILLS TRUST**

### **Staffing Committee**

**Manor House, Grange Road, Malvern**

**Thursday 4 October 2018, 7.00 pm**

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

In attendance: CEO, Secretary to the Board, Finance and Administration Manager, Dr S Braim, Mr C Rouse.

Ms Stace welcomed everyone to the meeting. She apologised and explained that her work commitments were now such that she felt she could not give enough time to the role of Committee Chair and had resigned.

**1. Appointment of Chair**

Dr Forster was appointed unopposed.

**2. Apologies for absence**

Mr S Freeman, Prof J Raine, Ms S Rouse.

**3. Chair's announcements**

Dr Forster said that he aimed to try to achieve a consensus on decisions wherever possible, even if this involved some extra discussion.

**4. Declaration of Interests**

There were none.

**5. Matters arising from previous meeting not otherwise on agenda**

Dr Forster asked if there had been any follow up on staff training on mental health awareness. Ms Stace said she had some information which she would send to the CEO. Dr Forster and Mrs Rees had been appointed as the Board members to whom issues relating to bullying and harassment should be reported, and they were to undertake some training on Monday 8 October. There had been no progress with revising the CEO appraisal process. Ms Stace said the Wildlife Trust was reviewing its procedure, and she would feed back any relevant information.

Mr Davies had also suggested reviewing the procedures for time off in lieu and overtime.

There was a staff meeting due to take place on 9 October to present the proposals for changes at Manor House and to ask for the views of the staff.

**6. Field staff vacancy – resignation of Antony Griffiths ( Griff)**

The CEO confirmed that Griff had handed in his resignation after 11 years with the Trust, and recruitment for a replacement was underway. The role was part time and there had been 15 applications. Interviews would take place on 10 October.

The CEO also reported that 2 members of staff (1 member of the Field Staff and a Warden) were having operations and would be off work for 6 – 8 weeks. The Field

Staff team were therefore quite depleted and the CEO would see whether he could find any casual labour to fill the gap on a temporary basis. The CEO would discuss with the Wardens how to cover the staff shortage.

The Committee asked that their thanks to Griff for all his work for the Trust be minuted.

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

The CEO went through the paper. He said instruction needed to be given to staff on what to do in the event of a vehicle fire. He was reconsidering whether fire extinguishers should be provided in the tractors. Mr Baldwin asked whether the Trust's Health and Safety advisor had suggested fire awareness/safety training, and whether a risk assessment had been carried out. He agreed to talk to the CEO after the meeting. The CEO confirmed that petrol should not be carried in the cabs. Special containers were provided for carrying small quantities of fuel for powered tools.

**8. To consider whether CEO's report on Health and Safety issues should be made direct to the Board and not to this committee**

The Secretary to the Board said that it was important that the Board were aware of Health and Safety issues as they were ultimately responsible. It was agreed that the CEO's report should still come to this Committee for discussion, but the Committee Chair should highlight Health and Safety matters (even if this was that there was nothing to report) in his report to the Board.

Mr Baldwin asked if there were regular meetings with heads of departments to determine the Health and Safety responsibilities that went with their roles.

**9. To consider Schedule of Risk**

This was the final committee to consider the draft Schedule before it went to the Governance Committee for approval.

Ms Stace said the Wildlife Trust was considering a policy to assist staff in dealing with actual or potential suicides. Mrs Rees asked if this could be covered in the mental health awareness training.

**10. Items for future meetings**

The items mentioned in item 5.

The Finance and Administration Manager confirmed that the office would close for Christmas on Friday 21 December and would re-open on Wednesday 2 January 2019. The office staff would take part of this period from their annual leave. The Wardens would be working over the Christmas period.

**11. Urgent Business**

There was none.

**12. Date of next meeting**

3 January 2019

### **13. Resolution to exclude the public**

On the proposal of Dr Forster, seconded by Mrs Rees, it was **RESOLVED** unanimously to exclude the public for discussion of items 14 & 15 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).

**The meeting closed at 8.26pm**