

**Malvern Hills Trust**  
**Staffing Committee**  
**Manor House, Grange Road, Malvern**  
**Thursday 3 October 2019, 7.00 pm**

Present: Mr M Davies, Dr P Forster (Chair), Mr C Penn, Prof Raine, Ms H Stace.

In attendance: CEO, Secretary to the Board, Finance and Administration Manager, Dr S Braim, Mrs H I'Anson.

Mr Forster welcomed everyone to the meeting.

**1. Apologies for absence**

Mr D Baldwin, Mrs G Rees, Ms S Rouse.

**2. Chair's announcements**

The Committee would need a new Chair after 1 November.

**3. Declaration of interests**

There were none.

**4. Public Comments**

There were none.

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

There were none.

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

The CEO went through the paper. There had been no further reportable incidents since the paper was prepared. Staff were being encouraged to report "near misses". The CEO was asked about the alleged toxicity of glyphosate. This was the only chemical approved for use by Natural England and the Forestry Commission for use on sensitive sites and the Trust would continue to follow official guidance. In relation to the testing of vibrating equipment, Ms Stace said that Herefordshire Wildlife Trust had used Worcestershire Wildlife Trust's testing equipment, for a reasonable charge. She suggested the Trust might also be able to do the same.

**7. Key person insurance**

The Finance and Administration Manager went through the paper. The Committee agreed with her conclusion that this risk should not be insured for because of the cost, but provision for long term staff illness should be made in the reserves policy.

**8. Techscheme**

The Finance and Administration Manager went through the paper. There was a discussion whether the staff loans should be capped, but it was agreed that it would appear to be unnecessary.

On the proposal of Ms Stace, seconded by Prof Raine, it was **RESOLVED** unanimously to recommend to the Board that MHT register for Techscheme, alongside the current Cycle Scheme, and promote this new benefit to all staff.

**9. GDPR – retention of staff data**

The Finance and Administration Manager went through the paper.

On the proposal of Mr Penn, seconded by Mr Davies, it was **RESOLVED** unanimously to recommend to the Board that the retention period for personnel files of former employees be reduced from 40 years to 15 years after leaving MHT's employment. For the period 16 to 40 years after leaving, basic details (name, address, period of employment and the former employee's role) would be held for employer's liability insurance purposes only.

**10. Staff for whom it would be difficult to find temporary cover)**

The CEO said there were 5 specific roles where he had identified that it would be difficult to find temporary cover. This did not necessarily apply to all of the elements of job. He would draw up a matrix for the next Staffing Committee meeting which would show what parts of a staff member's job could not easily be covered either internally or externally and identify who could cover internally. Another potential issue was having more than one staff member off work at the same time. It was suggested that the CEO look into the possibility of pairing up with similar organisations.

**11. Succession planning**

The key issue was ascertaining sufficiently far in advance when staff members approaching retirement intended to retire, now that there was no longer a compulsory retirement age.

**12. Urgent business**

There was none.

**13. Date of next meeting**

9 January 2020

Ms Stace proposed a vote of thanks to Mr Forster for chairing the committee

**The meeting closed at 7.45pm**