Malvern Hills Trust

Meeting of the

STAFFING COMMITTEE

Thursday 9 January 2020 7.00 pm

Venue:
Manor House,
Grange Road,
Malvern,
WR14 3EY

Meeting of the Staffing Committee

Manor House, Grange Road, Malvern WR14 3EY
Thursday 9th January 2020 7.00pm

Members: Mr D Baldwin, Mr R Bartholomew, Mr M Davies, Mrs H I'Anson, Ms S Rouse, (non-voting), Mrs C Palmer, Prof J Raine, Mrs G Rees.

1. Election of Chair
2. Election of Vice-Chair
3. Apologies for absence
4. Chair's announcements
5. Declaration of Interests
6. Public comments
7. Matters arising from previous meeting not otherwise on agenda

   Testing of vibrating equipment
8. Update on Health and Safety Issues — Paper A
9. Staff for whom it would be difficult to find cover — Paper B
10. To nominate a Board member for staff to contact in relation to possible bullying and Harassment
11. Urgent Business
12. Date of next meeting 2 April 2020
13. Confidential business

    Resolution to exclude the public for discussion of item 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 (personnel matter).

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14. Succession planning — Verbal Update

Malvern Hills Trust

Nomination Form: Chair of Staffing Committee

To be completed by nominator and seconder

We, the undersigned wish to nominate **Cynthia Palmer** as Chair of Staffing Committee for the year 2019/20. If the nominee is not elected as Chair, we ~~wish~~/do not wish* to nominate him/her* as Vice-Chair.

	SIGNATURE	PRINT NAME
NOMINATED BY		MICK DAVIES
SECONDED BY		RICHARD BARTHOLOMEW

TO BE COMPLETED BY NOMINEE

I agree to be nominated for the role of Chair of Staffing Committee. I have read the role description. I understand the responsibilities of the role and have attached a statement in support of my nomination. If I am not elected as Chair, I agree/do not agree* to stand for election as Vice-Chair.

	SIGNATURE	PRINT NAME
NOMINEE	C Palmer	CYNTHIA PALMER

To be returned by 5pm 16 December 2019

**Please delete as appropriate*

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Malvern Hills Trust, Manor House, Grange Road, Malvern, Worcestershire WR14 3EY

Statement in support of nomination to the role of Chair of Staffing Committee

Name: Cynthia Palmer

My experience of Chairing a Staffing Committee was with Malvern Town Council. The makeup of the staffing at the council is similar to the Trust, namely a small number of administration staff and an outside Operations team.

I believe that staff should be encouraged to develop within their roles and to take opportunities to improve their skills. In return the Trust should regularly review job descriptions to ensure that they reflect any additional responsibilities undertaken and consider regrading if necessary. A regular review of training needs should also be undertaken.

Any grievances should be dealt with as soon as possible to achieve a mutually agreed way forward.

If I am elected my first task will be to meet all the staff to gain an understanding of and an appreciation of their job roles.

Malvern Hills Trust

Nomination form: Vice-Chair of Staffing Committee

To be completed by nominator and seconder

We, the undersigned wish to nominate GWYNETH REES as Vice-Chair of Staffing Committee for the year 2019/20.

	SIGNATURE	PRINT NAME
NOMINATED BY		RICHARD BARTHOLOMEW
SECONDED BY		MICK DAVIES

TO BE COMPLETED BY NOMINEE

I agree to be nominated for the role of Vice-Chair of Staffing Committee. I have read the role description. I understand the responsibilities of the role and have attached a statement in support of my nomination.

	SIGNATURE	PRINT NAME
NOMINEE		GWYNETH M. REES

To be returned by 5pm 16 December 2019

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Statement in support of nomination to the role of Vice-Chair of Staffing Committee

Name: Gwyneth M Rees

I would like to be considered for the position of Vice Chair of the Staffing Committee.

I have served as Vice Chairman on the Staffing Committee since the Committee's conception. I have enjoyed the chance to become more involved with the Malvern Hills Trust Staff and feel I have a good relationship with them all.

As Vice Chair I have been involved, together with the Chair of Staffing and the Finance Officer, in successful Salary benchmarking exercise.

I am at present one of the nominated persons for staff to contact regarding possible Bullying and Harassment problems.

Staffing Committee
Health and Safety Report
9 January 2020

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1 Health and Safety Incidents

Notifiable Accidents in last 12 months:
None

Reported Accidents - 18/09/19 to 13/12/19
None

Reported Near Misses - 18/09/19 to 13/12/19
None

2 COSHH

Audits are (at time of writing) being updated. New COSHH Risk Assessment forms are to be implemented to accompany product data sheets. These will upgrade our record keeping and document specific actions required in relation to management of specific COSHH risks. New advice has been received on COSHH risks relating to compost storage and handling.

PA6a Certificates for staff accreditation of herbicide injection have been received

3 DSE workstation assessments

Assessment of all staff workstations in Manor House are in progress. A number of minor improvements will be required. Lighting has been identified as a frequent issue and upgrading of existing tubes to LED strips as part of Manor House refurbishment would resolve this

4 Building Certifications

A number or the of minor recommendations and improvements recommended in the Manor House fire certification are currently being implemented

D Bridges
CEO
13/12/2019

Staffing Committee

Staff role matrix

9 January 2020

Background

At the meeting on 8/10/19, it was identified that there are a number of roles and functions undertaken by MHT staff that, in the event of that staff members being unavailable for a medium / long period, would not be easily covered by remaining staff capacity.

As part of our Risk Management Strategy and staff training / skills audit, it is important for Staffing Committee to understand where the organisation has a lack of duplication or overlap of certain skill sets. The information should support the Committee's consideration of any contingency planning, in the event of staff being unavailable for an extended period of time, by identifying possible outsourced capacity requirements, or where additional training to provide better overlap and understanding of roles may be appropriate.

It should be noted that whilst it may be possible to cover many functions using overlap cover by other existing staff, this would increase workloads and result in outsourced support being required to back-fill other functions of those covering other posts.
Eg – In the event the CCO was unavailable, admin staff would be able to cover some of the functions, but this would result in a need for temporary admin staff to be taken on to relieve admin staff of front-desk functions.

Information to consider

Overleaf is a matrix of those job functions identified to date that fall to single officer posts, where there would be a need to overlap with other staff and seek outsourced support – either directly or to back-fill staff covering those roles. Please note that this list is not exhaustive.

For posts such as wardens and field staff, where there are multiple post holders, there is considerable duplication of skills and knowledge. However, there are a few specialised skills that within those groups that are not duplicated and would require additional training to replicate with other staff.

D Bridges
CEO
13/12/2019

Post	Functions							
Operations Manager	Daily team management	Contractor management	Equipment safety	Buildings	Site security	Regular work schedule	Estate knowledge	
	CEO/CM	CEO/CM	CEO/ Outsource	CEO / CM /Admin	CEO / Wardens / Outsource	CEO / Field Staff	Field Staff	Backfill Field Staff
CCO	Event coordination	PR and Social media	GIS	Web site management	Public liaison	Leaflets & Boards	Tree safety	
	Admin	CEO /Admin / SttB	Outsource	Admin / Outsource	CEO / CM Admin	CM Outsource	CM/CO	Backfill CO
CM	Team Management	External body Liaison	Scheme applications	Land man planning	LMP budget control	Key Project management		
	CEO / CO	CCO / CO	CEO / CCO Outsource	CEO / CCO Outsource	CEO / FM	CEO/ OM Outsource		Backfill Con Team
CEO	Daily team management	Financial Authorisation	Health and Safety	Returning Officer role	Byelaw enforcement	Key Project management		
	SttB/FM/CM	Fin Man / Other Man.	CM/ OM Outsource	SttB./.Outsource	CM / OM	CM/ OM Outsource		Backfill SttB /Admin team
S.t.t.B	Meeting Admin	Governance and legal	Easements & Wayleaves	Assist in election	CC Scheme			
	Admin Team Outsource	CEO / Outsource	CEO / CM Outsource	Admin team Outsource	CEO / Admin / Outsource			Backfill Admin team
Fin Man	Daily team management	Financial Authorisation	Payroll	Audit preparation	Investments	Insurance and compliance		
	CEO	CEO / Other Manager	CEO / FA / Outsource	CEO / FA / Outsource	CEO / Chair Outsource	CEO / FA/ AA		Backfill Admin team

Key: Lower box shows anticipated overlap/ cover. Red text is probable outsource needs. Highlighted box is significant overlap gap or outsource requirement.

STTB = Secretary to the Board, CCO = Community and Conservation Officer, CM = Conservation Manager, FM Finance and Administration Manager, FA = Financial Assistant, CO = Conservation Officer