

**Malvern Hills Trust**  
**Staffing Committee**  
**Manor House, Grange Road, Malvern**  
**Thursday 9 January 2020, 7.00 pm**

Present: Mr D Baldwin, Mrs H I'Anson, Mrs C Palmer (Chair), Prof Raine, Ms S Rouse

In attendance: CEO, Secretary to the Board, Finance and Administration Manager, Mr C Atkins, Dr S Braim, Dr G Crisp, Dr T Parsons, Mr C Rouse, 2 members of the public.

Non-attendance: Mr R Bartholomew

**1. Election of Chair**

There was one nomination and Mrs Palmer was appointed unopposed.

**2. Election of Vice Chair**

There was one nomination and Mrs Rees was appointed unopposed.

**3. Apologies for absence**

Mr M Davies, Mrs G Rees.

**4. Chair's announcements**

- Workshop on the outcomes from the Charity Commission Scheme consultation, Thursday 23 January, 7pm Lyttelton Rooms (downstairs)
- Walk to look at some land management issues, Wednesday 29 January 2020 at 1pm, meeting point Earnslaw Quarry Car Park.

**5. Declaration of interests**

There were none.

**6. Public Comments**

There were none.

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

The CEO said the testing of the vibrating equipment had not yet been undertaken.

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

The CEO went through the paper. There had been no further reportable incidents since the paper was prepared. He was currently looking at the issues surrounding waste fly tipped on MHT land, which then had either to be collected by specialist contractors or collected and stored by MHT. The CEO thanked Mr Baldwin for his assistance with COSHH risk assessment forms.

**9. Staff for whom it would be difficult to find cover**

The CEO went through the paper. The table outlined some of the key tasks (but not all) which staff undertook, and whether those tasks could be covered by other staff

members, or would have to be outsourced in the event of absence. There would be additional costs to the organisation in the event of prolonged absence of a staff member. The CEO was giving consideration to additional training for other staff members to enhance cover for specific skill sets (eg GIS mapping software). Using volunteers had not been considered as an option, as expecting a volunteer to “act up” for several months was thought to be too much to ask.

**10. To nominate a Board member pursuant to Bullying and Harassment Policy**

The policy required two staff members and two board members to be nominated for the reporting of bullying and harassment concerns. Dr Forster had been one of the nominees and a replacement was required. Mrs Rees was willing to continue and the committee agreed to recommend Mr Core as the second trustee to whom allegations could be reported.

**11. Urgent business**

There was none.

**12. Date of next meeting**

2 April 2020.

**13. Confidential item**

On the proposal of Mrs Palmer, seconded by Mrs I’Anson, it was **RESOLVED** unanimously 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).

**CONFIDENTIAL**

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Minutes released

**14. Succession planning**

There was no longer a statutory or contractual retirement age. The CEO outlined the issues surrounding planning for staff retirement and the difficulty recruiting to arrange an overlap in order for new staff to shadow the departing staff member.

**The meeting closed at 7.30pm**