

Meeting of the Staffing Committee
United Reformed Church Hall, Malvern Link WR14 1SS
Tuesday 31st May 2022 7.00pm

Members: Mr D Baldwin, Mr M Davies, Mrs H I'Anson, Mrs C Palmer, Mr C Penn, Prof J Raine, Ms H Stace.

1. Apologies for absence
2. Chair's announcements
3. Declaration of Interests
4. Public comments
5. Matters arising from previous meeting not otherwise on agenda
6. Update on Health and Safety Issues Paper A
7. Cycle allowance Paper B
8. Urgent Business
9. Date of next meeting
10. Confidential items

Resolution to exclude the public for discussion of items 11 & 12 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 matters).

Confidential items

11. Salary benchmarking Paper C
12. CEO's salary review Paper D

Following the Government announcement 'Living with COVID-19', it remains the responsibility of employers and organisations to put arrangements in place to try to reduce the spread of infection at meetings and events. Malvern Hills Trust, having assessed the risks of face-to-face meetings, will continue to take measures to keep everyone as safe as possible.

If you or anyone in your household has experienced any Covid symptoms in the last 7 days, please do not attend this meeting unless you have a negative lateral flow test result on the day of the meeting. The Government has updated the list of symptoms and the most common are now runny nose, sore throat, headache, fatigue and sneezing and not necessarily a cough, fever or loss of sense of taste or smell.

As cases remain high, when attending meetings please:

- Continue to wear a face covering once inside unless you are exempt from doing so (or when speaking).
- Use the hand sanitiser provided when you enter and leave the building
- Seats will be placed socially distanced within the venue - please don't move the chairs closer to others unless you have checked that they are happy for you to do so
- Once the meeting is over, please leave the building - if you want to chat it is safer to do it in the open air

If you are not a member of the Staffing Committee and wish to attend the meeting, please notify the office in writing (cindy@malvern hills.org.uk or write to Mrs L Parish at the Trust's office), giving your name, E-mail address and contact number. Places will be allocated on a first come first served basis. Cindy will confirm whether there is a place available. Once the capacity for the venue has been reached, in order to keep attendees safe, no further people will be admitted.