

## **Malvern Hills Trust**

### **Staffing Committee**

**Manor Park Sports Club, Albert Road North, Malvern WR14 2TL**

Thursday 05 January 2023, 7.00 pm

Present: Mr D Baldwin, Mr R Bartholomew, Mrs C Palmer (Chair), Mr R Fowler, Prof J Raine.

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

Mrs Palmer welcomed everyone to the meeting.

**1. Election of Chair**

The nomination papers had not been circulated prior to the meeting. It was agreed that Standing Orders should be suspended. On the proposal of Mr Baldwin, seconded by Prof Raine, Mrs Palmer was appointed unopposed.

**2. Election of Vice-Chair**

On the proposal of Mrs Palmer, seconded by Mr Baldwin, Prof Raine was appointed unopposed. Standing Orders were resumed.

**3. Apologies for absence**

Mr M Davies, Mrs H I'Anson.

**4. Chair's announcements**

There were none.

**5. Declaration of interests**

There were none.

**6. Public Comments**

There were none.

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

There were none.

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

The CEO went through the paper. It included a 12 month summary and thankfully all the injuries sustained were minor and there was no pattern.

Mr Fowler suggested that the Trust was not being proactive about accident prevention. The CEO said that a risk alert system had been introduced and he would continue to remind staff to use it. The CEO always reviewed the circumstances surrounding accidents. One of the injuries resulted from a blade contained in a rubbish bag and he was considering whether it would be appropriate for staff who were emptying bins to wear leggings for further protection.

Mr Fowler asked about proactive monitoring of contractors. The CEO said that all contractors were required to provide risk assessments before starting work and the

Trust gave input where necessary. It was for the contractor to manage risk on site. The CEO picked up on any observed unsafe practices and Mr Fowler suggested adding such incidents to the report.

**9. Training**

There was further training scheduled for 2 members of staff on chain saw use and also for some of the field staff on dealing with large trees.

**10. Staff Capacity**

The Finance and Administration Manager was back in the office working her normal hours. The CEO had other points to mention in the confidential part of the meeting.

**11. Urgent Business**

There was none.

**12. Date of next meeting**

Date in May to be advised.

**13. Confidential business**

On the proposal of Mr Bartholomew seconded by Mr Fowler it was **RESOLVED** unanimously to exclude the public for discussion of items 14 to 18 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).

**The meeting closed at 8.00pm**