



**Malvern Hills Trust**

**Meeting of the**

**STAFFING COMMITTEE**

**Thursday 5 January 2023 7.00 pm**

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

## Meeting of the Staffing Committee

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

Thursday 5 January 2023 7.00pm

Members: Mr D Baldwin, Mr R Bartholomew, Mr M Davies, Mr R Fowler, Mrs H I'Anson,  
Mrs C Palmer, Prof J Raine.

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
8. Update on Health and Safety Issues Paper A
9. Training Verbal update
10. Staff capacity Verbal update
11. Urgent Business
12. Date of next meeting
13. Confidential items

Resolution to exclude the public for discussion of items 14 - 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).

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### Confidential items

- |                                                    |               |
|----------------------------------------------------|---------------|
| 14. Arrangements for new Finance and Admin Manager | Verbal update |
| 15. Pay settlement                                 | Paper B       |
| 16. Staff annual leave carry forward               | Paper C       |
| 17. Pay band of Estate Supervisor post             | Paper D       |
| 18. Field staff grading                            | Paper E       |

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

**Staffing Committee**  
**Health and Safety Report**  
5<sup>th</sup> January 2023

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**1 Health and Safety Incidents.**

Reported Accidents in the period 22/08/22 to 13/12/22 2

13<sup>th</sup> October. Field Staff member wrist injury whilst using sledgehammer.

8<sup>th</sup> October. Warden suffered bump and cut to head whilst handling car park barrier.

Notifiable Accidents in last 12 months: None

Reported Accidents in last 12 months: 6

**2 12 month accident summary.**

2 x minor head injuries to staff while undertaking low risk activities.

1 x head injury to volunteer from a post being tipped over.

1 x wrist sprain while using hand tools.

2 x hand / finger cuts during hand tool use and rubbish handling.

**3 Training**

A second ½ day ladder access (user) training course attended by Field Staff and Warden in early November.

Op. Man. and Est. Super. undertook supplementary ladder (inspection) training course early November.

Abrasive Wheel Certificate training undertaken by all Field Staff - 31<sup>st</sup> October

**4 First Aid**

Personal kits for field staff renewed in October 2022. Large kits for offices / volunteers being reviewed and updated. Additional items were previously added to FS and Wardens kits for forestry-related first aid in line with supplementary First Aid training.

Duncan Bridges

CEO

13/12/2022