



UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

Upton Pavilion
Wealstone Lane
Upton
Chester
CH2 1HD

Clerk/RFO: Kim Gray

Email: clerk@uptonbychesterparishcouncil.gov.uk

MINUTES: Meeting of the Employment Committee to be held at 6:00pm on Monday 15th December 2025 at Upton Pavilion, Wealstone Lane, Upton, Chester, CH2 1HD.

Present: Cllr S Stanley (Chair), Cllr Y Gibson and Cllr R. Lee.

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Morgan and Cllr Price

2. DECLARATIONS OF INTEREST

No declarations of interest were made

3. MINUTES

The draft minutes of the meeting held on 20th October 2025 were accepted and signed by the Chair as a true record of that meeting.

4. EXCLUSION OF PRESS AND PUBLIC.

RESOLVED: To exclude the press and public from the meeting for the following items pursuant to the Public Bodies (Admissions to Meetings) Act 1960. Proposed and seconded, all agreed

5. CLERK/RFO'S PRIORITIES

The Clerk provided an overview of her priorities and obstacles. List of current priorities.

- AGAR still awaiting Council approval.
- The Clerk will not be holding any non-essential meetings.
- The Clerk will cease to give priority to anything from the last financial year.
- The Clerk will cease to give priority to outstanding matters prior to her commencement.
- Budget is in progress.
- Recruitment of Administrative Assistant almost complete
- Induction and training of Administrative Assistant to commence January.
- Financial Procedures and Controls are an ongoing process.
- Pavilion review.
- Governance review.

6. RECRUITMENT ADMINISTRATION SUPPORT

The Chair gave a report to committee on the recruitment process undertaken. The advert attracted almost 300 applicants via Indeed recruitment platform, ChALC, Council website and social media. The Clerk, working with the Employment working group, shortlisted 6 candidates for interviews. Candidates were given the questions in advance, which worked well to gain the most from the interviewees. To summarise the outcome, there was one very highly scoring candidate who the working group would like to recommend to Committee. The Clerk will move forward with the relevant paperwork in terms of right to work, DBS, references, etc once the candidate has accepted the job offer.

RESOLVED: that the Committee would agree to offer the position of Administrative Assistant to Julie Savage under the delegate responsibility given to the Committee – Min FC 15.1/14/07/25; to take full responsibility for the recruitment of all aspects of the recruitment process for the Administrative Assistant to the Employment Committee; including job description, job profile, pay analysis and benchmarking, advertising, interviewing, appointment, contract and induction.

7. DATE AND TIME OF THE NEXT MEETING.

RESOLVED: that the Clerk would call the next meeting as required.