



UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

Upton Pavilion
Wealstone Lane
Upton
Chester
CH2 1HD

Email: suestanley@uptonbychester.org.uk

Dear Member,

You are summoned to the Meeting of the Employment Committee to be held at 7.45 pm on Monday 13th May 2024 at Upton Pavilion, Wealstone Lane, Upton, Chester, CH2 1HD.

The business to be transacted at the meeting is detailed on the agenda below. Please note that Standing Orders will apply at this meeting. Members of the press and public are entitled to attend.

Signed *Sue Stanley*, Chair to the Council 07.05.2024

In the absence of the Clerk/Proper Officer

1. APOLOGIES FOR ABSENCE

To receive and note apologies for absence as reported to the Chair.

2. DECLARATIONS OF INTEREST

Members are invited to declare any interests they may have in items on this agenda, as per the Code of Conduct.

3. MINUTES

The draft minutes of the meeting held on 8th April 2024 will be received and if accepted will be signed by the Chair as a true record of that meeting. **Enc**

EXCLUSION OF PRESS AND PUBLIC

In view of the confidential nature of the matters to be discussed, Council is advised to resolve to exclude the press and public from the meeting for the items 8-9, pursuant to s.1, Public Bodies (Admissions to Meetings) Act 1960.

4. EMPLOYEE HANDBOOK

To receive an update on progress with the Employee Handbook

5. FACILITIES SUMMER STAFFING

To receive a staffing proposal for the summer period. **Enc**

To receive an update on the training/induction of new staff

To consider staffing requirements (paid and volunteer) for the Fun Day

To recommend a staffing proposal to Full PC, including budget implications

6. TIME RECORDING

To receive a proposal for a pilot study and confirm next steps on staff consultation

7. VOLUNTEER POLICY

To agree next steps

8. STAFF MANAGEMENT

To receive an update on staff appraisals

9. STAFF ABSENCE

To receive an update on staff absence and proposals for interim cover **Enc**

10. DATE AND TIME OF THE NEXT MEETING.

To propose a date and time of the next meeting, subject to confirmation at the Annual Meeting