



UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

Upton Pavilion
Wealstone Lane
Upton
Chester
CH2 1HD

Email: suestanley@uptonbychester.org.uk

Minutes of the Upton by Chester and District Parish Council's Employment Committee Meeting held on Monday 11 March 2024, 7.45pm, at Upton Pavilion, Wealstone Lane, Upton, Chester.

Present: Cllr S Akhtar (for items 4,5,6), Cllr R Lee, Cllr A Lingard, Cllr S Stanley (Chair) and Cllr Wilman

In the absence of the Clerk, Cllr Wilman took the minutes

1. APOLOGIES FOR ABSENCE.

None were received.

2. DECLARATIONS OF INTEREST.

No declarations were made.

3. MINUTES.

The Minutes of the meeting held on 12 February 2024 were signed by the Chair as a true record of the meeting.

Cllr Akhtar joined the meeting.

Item 6 was taken at this point

EXCLUSION OF PRESS AND PUBLIC.

Resolved: In view of the confidential nature of the matter to be discussed, Council will exclude the press and public from the meeting for the following items, pursuant to s.1, Public Bodies (Admissions to Meetings) Act 1960.

The meeting received the report of the Acting Line Manager.

4. EMPLOYEE HANDBOOK.

Consultation with staff on the new Handbook has begun.

Resolved: Cllr Lee and Cllr Stanley will continue to make minor, contextual changes to the Employee Handbook.

5. PAVILION SUMMER STAFFING REQUIREMENTS.

WorkNest has provided the Council with appropriate contracts for Bank Workers.

Bank Workers will be paid an inclusive hourly rate of £13.76 per hour, which includes compensation for holidays in place of holiday entitlement.

There is no entitlement to benefit from the Council's occupational sickness scheme, but Bank Workers may apply for Statutory Sickness Pay.

The Facilities Manager will provide the Employment Committee with a business case for the deployment of the Bank Workers.

Resolved: The recruitment of two Bank Workers, as previously agreed by the Council, will proceed.

6. TIME RECORDING STAFF.

Staff have been consulted on activity-based time-recording.

It is expected that the Council might use the WorkNest time-recording software when it has been reviewed, as it will directly integrate with the holiday/absence reporting system so that staff would use a single system. This will depend on whether the WorkNest software is sufficiently user-friendly, and whether the summary data produced meets PC requirements for strategic planning. In the short term a paper system will be put in place.

7. PAYROLL

Cllr Lee had been liaising with the Council's payroll company, and has reviewed and updated the processes for sharing information with the payroll company.

Resolved: A paper process for authorising holidays will be in place from 1 April 2024. In time, this will be transferred to the WorkNest holiday recording software.

Resolved: Staff will be made aware of their responsibilities in reporting sickness absence as part of the consultation on the new Staff Handbook.

Resolved: To claim eligible expenses, staff must complete an expense claim form, supported by receipts.

8 STAFF MANAGEMENT

Resolved: Staff are to attend weekly briefing meetings with their immediate Line Manager to be updated on Council priorities, and on upcoming and general issues.

Resolved: In line with the NJC terms and conditions, the Employment Committee recommends that the Facilities Manager will progress to the next pay spinal point from 1 April 2024.

9. STAFF ABSENCE

Resolved: The Employment Committee will seek advice and will recommend to Council that options are explored and that locum support is contracted if the current sickness absence continues.

10. DATE AND TIME OF THE NEXT MEETING.

Resolved: The next meeting of the Employment Committee will be on Monday 8th April at 7.45 pm