



UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

Upton Pavilion
Wealstone Lane
Upton
Chester
CH2 1HD
07584415343

Email: clerk@uptonbychester.org.uk

Dear Member,

You are summoned to the Meeting of the Employment Committee to be held at 6.30 pm on Monday 5 June 2023 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 *Suzi Bull* Clerk/ Proper Officer to the Parish Council 30.05.23

AGENDA

1. ELECTION OF CHAIRPERSON.

To elect a Chairperson for this committee for the period up to the next Annual Meeting of the Parish Council.

2. APOLOGIES FOR ABSENCE.

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

3. DECLARATIONS OF INTEREST.

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

4. MINUTES.

To sign the Minutes of the meeting held on 20 March 2023. **Enc**

5. TERMS OF REFERENCE.

To consider, amend and approve the Terms of Reference proposed at the Parish Council meeting held on 15 May 2023.

6. EXCLUSION OF PRESS AND PUBLIC.

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

7. INFORMATION.

To receive information on the current staffing structure, including job descriptions.

Enc

8. URGENT EMPLOYMENT MATTERS.

To consider the following employment matters and agree action:

- Recruitment
- Staff Appraisals
- Holiday Allowances
- Pension Contributions

9. EMPLOYMENT COMMITTEE PRIORITY LIST.

To identify and agree a list of priority actions for this committee.

10. DATE AND TIME OF THE NEXT MEETING.

To confirm the date and time of the next meeting.