



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 9 October 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 03.10.23

AGENDA

1. APOLOGIES FOR ABSENCE.

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

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.

To sign the Minutes of the meeting held on 11 September 2023. **Enc**

4. 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.

5. NATIONAL JOINT COUNCIL FOR LOCAL GOVERNMENT SERVICES.

To review NJC National Agreement on Pay and Conditions of Service information.
Enc

6. PENSIONS.

To receive verbal feedback from the Clerk and Councillors regarding employer pension contributions.

7. STAFFING AND RECRUITMENT.

- To receive a verbal update on progress with the recruitment of a Temporary Pavilion Assistant.
- To receive and review the Facilities Manager Job Description. **Enc**
- To consider options for shift cover at the Pavilion. **Enc**
- To receive and consider costings for staffing the Pavilion. **Enc**
- To consider the use of external HR support.

8. STAFF APPRAISAL POLICY.

To approve part 1 of a draft staff appraisal policy. **Enc**

9. EMPLOYMENT HEALTH AND SAFETY PROCEDURES.

- To discuss first aid guidelines for Pavilion staff. **Enc**
- To consider Fire Risk Assessment quotations. **To follow**

10. DATE AND TIME OF THE NEXT MEETING.

To confirm the date and time of the next meeting.