



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 11 September 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 05.09.23

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 10 July 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 agree that the Parish Council will adopt the NJC pay structure for all permanent employees - [National Joint Council for Government Services](#)

6. POLICIES.

To approve the draft Recruitment Policy. **Enc**

To approve the draft Exit Interview Policy and Appendices. **Enc**

7. JOB DESCRIPTIONS & RECRUITMENT: CLERK ROLES

- To approve the draft job profiles and job descriptions for the Clerk and Assistant Clerk. **Enc**
- To consider the proposed salary costs and implications for the budget. **Enc**
- To consider and agree on recruitment for the Assistant Clerk role.
- To agree timescales and next steps.

8. JOB DESCRIPTIONS & RECRUITMENT: PAVILION ROLES

- To approve the draft job profiles and job descriptions for the Pavilion Supervisor and Pavilion Assistant. **Enc**
- To consider the proposed salary costs and implications for the budget. **Enc**
- To consider and agree on recruitment for the Pavilion Assistant role.
- To agree timescales and next steps.

9. DATE AND TIME OF THE NEXT MEETING.

To confirm the date and time of the next meeting.