



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 7.45 pm on Monday 12 February 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 *Suzi Bull* Clerk/ Proper Officer to the Parish Council 06.02.24

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 13 November 2024. **Enc**

4. ABSENCE AND LEAVE POLICY.

- To review the draft policy provided in the Staff Handbook, by the external consultant.
- To agree next steps on implementation.

5. STAFF GIFTS POLICY.

To approve the draft policy provided in the Staff Handbook by the external consultant. **Enc**

6. STAFF HANDBOOK.

- To receive the draft staff handbook. **Enc**
- To agree action, including communication and training.

7. PAVILION SUMMER STAFFING REQUIREMENTS.

- To receive a report and consider staffing requirements for the Pavilion from April to October. **Enc**
- To obtain relevant advice from the external HR consultant regarding hours of work and pay rate.
- To agree a recruitment plan.

8. COUNCILLOR / STAFF PROTOCOL.

To receive a draft Councillor/Staff Protocol and agree action.

9. TIME RECORDING STAFF.

To receive information on options to time record staff.

10. 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.

11. REQUEST FOR EXTENDED HOLIDAY LEAVE.

To receive and consider a request for extended holiday leave, in line with the absence and leave policy in the draft Staff Handbook. **Enc**

12. DATE AND TIME OF THE NEXT MEETING.

To confirm the date and time of the next meeting.