



# UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

Upton Pavilion  
Wealstone Lane  
Upton  
Chester  
CH2 1HD  
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Dear Member,

You are summoned to the Meeting of the Employment Committee to be held at 6.30 pm on Monday 13 November 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 06.11.23

## 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 09 October 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 consider local variations on elements of the NJC Statement of Particulars template. **Enc**

### 6. PERMANENT FACILITIES ASSISTANT RECRUITMENT.

To consider and approve information to support the recruitment of a permanent pavilion assistant. **Enc**

**7. PAVILION SHIFT COVER AND COSTS.**

To receive proposed shift cover and costs for the pavilion and agree next steps. **Enc**

**8. BUDGET.**

To consider the employment budget requirements for 2024/25.

**9. PENSIONS.**

To receive information and consider the Parish Council pension contribution. **Enc**

**10. STAFF APPRAISALS.**

To agree a schedule for staff appraisals.

**11. DATE AND TIME OF THE NEXT MEETING.**

To confirm the date and time of the next meeting.