



UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

Upton Pavilion
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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 21 November 2022 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 16.11.22

AGENDA

1. APPOINTMENT OF CHAIRMAN.

To receive nominations for and elect the Chairman of the Employment Committee for the forthcoming year.

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 any items on this agenda as per the Code of Conduct.

4. MINUTES.

To approve the Minutes of the meeting held on 27 September, 18 October 2021 and 18 July 2022. **Enc**

5. EXCLUSION OF PRESS AND PUBLIC.

If resolved by the Committee, in accordance with the Public Bodies (admission to meetings) Act 1960 as extended by the Local Government Act 1972, section 100, the press and public will be excluded from the meeting for discussion of the undermentioned item(s), on the grounds that the publication of the matter would be prejudicial to the public interest by reason of the confidential nature of the business transacted.

6. PAY REVIEW.

To approve the payment of the flat-rate pay award 2022, back-dated to 1 April 2022.

7. SEASONAL STAFF CONTRACTS OF EMPLOYMENT.

To receive and approve draft contracts of employment.

8. JOB DESCRIPTIONS.

To review current pavilion staff job descriptions.

9. STAFF APPRAISALS.

To agree a format and timescale for annual staff appraisals.

10. BUDGET.

To consider and approve the staffing budget requirements for the financial period 2023/24.

11. DATE AND TIME OF THE NEXT MEETING.

To confirm the date and time of the next meeting