



# UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

Upton Pavilion  
Wealstone Lane  
Upton  
Chester  
CH2 1HD  
07584415343

Email: [clerk@uptonbychester.org.uk](mailto:clerk@uptonbychester.org.uk)

**Minutes of the Upton by Chester and District Parish Council's Employment Committee Meeting held on Monday 12 February 2024, 7.45pm, at Upton Pavilion, Wealstone Lane, Upton, Chester.**

**Present:** Cllr S Akhtar, Cllr A Lingard, Cllr S Stanley (Chair) and Cllr H Wilman. In the absence of the Clerk, the minutes were taken by Cllr Wilman.

**In attendance:** the Clerk was absent from the meeting; Cllr Wilman took the Minutes.

## **1. APOLOGIES FOR ABSENCE.**

Apologies were received from Cllr R Lee.

**Resolved: noted**

## **2. DECLARATIONS OF INTEREST.**

No declarations of interest were made.

## **3. MINUTES.**

**Resolved: Item 7 was amended.**

**Resolved: The amended Minutes of the meeting held on 13 November 2023 were signed by the Chair.**

**The Clerk's Report was taken here.**

6. An outstanding item was noted, as to whether Councillors and staff are covered by the Council's Indemnity Insurance.

7. A report on the recent recruitment of the Facilities Assistant, to enable Councillors to evaluate the efficacy of the recruitment process, had previously been requested but has not yet been received.

11. Training and Development actions for the Clerk have not yet been identified or agreed.

A request was made to the Clerk for a timeframe for the appraisals of permanent and bank staff.

**Resolved:** Part 1 of the Clerk's Appraisal has been carried out according to the policy agreed in October 2023. Feedback from six Councillors was received as part of the process.

**Resolved:** The Employment Committee approves as required by Standing Order that a Policy-compliant written appraisal has been carried out.

#### **4. ABSENCE AND LEAVE POLICY.**

**Resolved:** To recommend to the Council the adoption of the Absence and Leave Policy contained within the Employee Handbook provided by Council's external HR advisors. As well as Annual leave this includes policies relating to Maternal, Paternal, Bereavement and Compassionate Leave.

This is subject to minor amendments to reflect the context of this Parish Council, and alignment with the Green Book.

**Resolved:** The Council will individually consult staff on these changes.

Items 10 and 11 were taken here.

#### **10. EXCLUSION OF PRESS AND PUBLIC.**

**Resolved:** In view of the confidential nature of the matter to be discussed, Council will exclude the press and public from the meeting for the following items, pursuant to s.1, Public Bodies (Admissions to Meetings) Act 1960.

#### **11. REQUEST FOR EXTENDED HOLIDAY LEAVE.**

**Resolved:** The request for extended holiday leave has been approved in line with the Absence and Leave Policy, on the condition that:

- two weeks will be paid holiday leave and two weeks will be unpaid leave
- the Council's HR advisors will be consulted on any effect of unpaid leave on other entitlements such as continuous service, future sickness pay and notice.
- the Clerk will arrange sufficient staff cover via a part time locum for the four week period
- a plan will be submitted to the Employment Committee for approval outlining how business needs will be met during the period

**Resolved:** The press and public were able to rejoin the meeting.

#### **5. STAFF GIFTS POLICY.**

**Resolved:** To recommend to the Council the approval of the Gifts and Hospitality Policy provided in the Employee Handbook with one amendment: that gifts up to the

**value of £25 rather than £10 can be accepted without prior approval of the Clerk. This is subject to minor amendments to reflect the context of the Parish Council.**

**Resolved: The Council will individually consult staff on these changes.**

#### **6. STAFF HANDBOOK.**

**Resolved: To recommend to the Parish Council approval of the Employee Handbook as provided by the Council's external HR advisors.**

**This is subject to minor amendments to reflect the context of the Parish Council, and confirmation of alignment with the Green Book.**

**Resolved: The Council will individually consult staff on the changes.**

**Resolved: All staff will be moved to contracts of employment as provided by the Council's HR advisors.**

#### **7. PAVILION SUMMER STAFFING REQUIREMENTS.**

A report from the Clerk was received and noted.

The Employment Committee requested a list of regular duties and staff routines, plus evidence of facilities usage in different time periods.

The Employment Committee also requested a rationale for the proposed length of the overlap of bank staff and permanent staff. There was the possibility that more dual staffing might be needed in busy periods such as school holidays and summer weekends.

Job descriptions and Job Specifications in standard format will need to be prepared in order to evaluate the roles using Green Book provisions, so that pay rates align to NJC pay rates.

The Council's external HR advisors have provided a compliant contract for bank workers.

**Resolved: It is recommended to the Parish Council that two further bank staff are recruited during March, to start before the Easter Bank Holiday weekend. The recruitment process for the summer season will start by the beginning of March. Hours and pay rates will be defined once the relevant information requested above is available.**

#### **8. COUNCILLOR / STAFF PROTOCOL.**

**Resolved: The Councillor/Staff Protocol is recommended to the Council for approval.**

**Resolved: If it is approved, the new protocol will be communicated to all staff.**

**Resolved: When the "back room" has been converted to a permanent Council office, the ability of outside groups to book the back room will be kept under review.**

#### **9. TIME RECORDING STAFF.**

**Resolved: A working group will be set up to consider different methods of timerecording and recommend a solution to the Council.**

**This will include staff consultation, including both office-based and Facilities staff. The Working Group will be led by Cllr Stanley and comprise Cllr Akhtar and Cllr Lingard. It will provide an update to the March Full Council meeting.**

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

The next meeting will be on Monday 11 March at 7.45pm.