



UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

Upton Pavilion
Wealstone Lane
Upton
Chester
CH2 1HD

Email: suestanley@uptonbychester.org.uk

Dear Member,

You are summoned to the Meeting of the Employment Committee to be held at 7.45 pm on Monday 8th April 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 *Sue Stanley*, Chair to the Council 02.04.2024

In the absence of the Clerk/Proper Officer

AGENDA

1. APOLOGIES FOR ABSENCE.

To receive and note apologies for absence as reported to the Chair.

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 11th March 2024. **Enc**

4. EMPLOYEE HANDBOOK.

- To receive an update
- To agree next steps, including communication and training.

5. PAVILION SUMMER STAFFING REQUIREMENTS.

To receive an update on the recruitment of further Bank staff and to agree any actions.

To receive an update on the business case for the deployment of the Bank staff.

6. TIME RECORDING

To receive an update on activity-based time recording and agree next steps

7. VOLUNTEERS

To receive and approve the proposed form of Volunteer agreement.

To agree requirements for DBS for volunteer roles

To propose next steps on a Volunteer Policy

8. PAYROLL

To review options for outsourced Payroll management and to agree action.

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 items 8-9, pursuant to s.1, Public Bodies (Admissions to Meetings) Act 1960.

9. STAFF MANAGEMENT

To receive a report from the Acting Line Manager and to agree any actions arising

10. STAFF ABSENCE

To receive an update on staff absence and locum recruitment and agree next steps

11. DATE AND TIME OF THE NEXT MEETING.

To confirm the date and time of the next meeting as 13th May at 7.45 pm