



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 11th March 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 03.03.2024

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 12 February 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 plan and to agree any actions

6. TIME RECORDING STAFF.

To receive an update on options to time record staff and agree next steps

7. PAYROLL

To review the process for authorising and administering Payroll 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.

8 STAFF MANAGEMENT

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

9. STAFF ABSENCE

To receive an update on staff absence and agree next steps

10. DATE AND TIME OF THE NEXT MEETING.

To confirm the date and time of the next meeting as 8th April at 7.45 pm