



UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

Upton Pavilion
Wealstone Lane
Upton
Chester
CH2 1HD
07584415343

Email: clerk@uptonbychester.org.uk



CONFIDENTIAL

Minutes of the meeting of the Employment Committee, held on Monday 27 September 2021, 7.30pm, Upton Pavilion, Wealstone Lane, Upton.

Present: Cllr S Booth, Cllr T Egerton-Parry, Cllr J Houlbrook and Cllr M Keenan (Chairman).

In attendance: Suzi Bull (Clerk/Proper Officer).

1. APPOINTMENT OF CHAIRMAN.

A nomination was received for Cllr Keenan. Proposed by Cllr Houlbrook, seconded by Cllr Booth.

Resolved: Cllr Keenan will be Chairman of the Employment Committee for the ensuing year.

2. APOLOGIES FOR ABSENCE.

The following apologies for absence were received:
Cllr Evans – family.

Resolved: noted.

Cllr Hulmes was also absent from the meeting.

3. DECLARATIONS OF INTEREST.

No declarations of interest were made.

4. MINUTES.

Resolved: The Minutes of the meeting held on 20 October 2020 were confirmed as a correct record and signed by the Chairman.

Proposed by Cllr Houlbrook, seconded by Cllr Keenan. All agreed.

5. ANNUAL LEAVE ENTITLEMENT.

Members considered guidance available from the Government.

Resolved: All employees are entitled to carry over unused leave from the 2020/21 period. A request to take unused holiday entitlement may be submitted over the next two holiday periods 2021/22 and 2022/23.

The Parish Council will apply a 'shut down' period between Christmas and New Year where Pavilion staff will benefit from a break at Christmas. One week's (or FTE) annual leave will be used for each member of staff for this purpose.

6. WORKFORCE DEVELOPMENT.

A discussion took place in relation to the functions of the Parish Council, the skills and staffing levels required to discharge those functions.

Resolved: The next meeting of this committee will include a practical exercise to list the functions of the Parish Council, the workforce skills currently available and to identify further staffing requirements.

7. BUDGET.

Resolved: the employment budget to be put forward to the Finance Committee is as follows:

- **The Clerk will submit current staffing costs, including salaries, pensions, and NI, increased by an appropriate estimated annual increase.**
- **Additional salary costs will be agreed after agenda item 6 has been resolved.**

8. DATE AND TIME OF THE NEXT MEETING.

Resolved: The date and time of the next meeting will be on Monday 18 October 2021.