

UPTON BY CHESTER AND DISTRICT PARISH COUNCIL



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Minutes of the Upton by Chester and District Parish Council's Employment Committee Meeting held on Monday 9 October 2023, 6.30pm, at Upton Pavilion, Wealstone Lane, Upton, Chester.

Present: Cllr Lee, Cllr A Lingard, Cllr S Stanley (Chairperson) and Cllr Wilman.

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

1. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Cllr Akhtar.

Resolved: noted.

2. DECLARATIONS OF INTEREST.

No declarations of interest were made.

3. MINUTES.

Resolved: The Minutes of the meeting held on 11 September 2023 were signed by the Chairman.

4. 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.

5. NATIONAL JOINT COUNCIL FOR LOCAL GOVERNMENT SERVICES.

The committee reviewed the NJC National Agreement on Pay and Conditions of Service information.

Resolved: The Parish Council approved the recommendation to appoint all UPC staff in line with the NJC agreement.

Information within will be used for the purpose of job evaluation.

Seasonal or casual staff will also be appointed to the appropriate payscale in the agreement.

The clerk will contact all staff to inform them of the changes.

6. PENSIONS.

Councillors and the Clerk in attendance at an informal online discussion with a pension professional provided feedback regarding employer pension contributions.

Resolved: To put forward options for an increase in the employer contribution to the pension scheme, with costs, to the next Employment Committee meeting.

Eligible staff will be provided with information on the Nest Pension Scheme and the Pension Wise service.

7. STAFFING AND RECRUITMENT.

Members of the committee received an update on progress with the recruitment of a Temporary Pavilion Assistant; a job offer has been made to the successful candidate. References and eligibility checks are being carried out.

If staff circumstances allow, the new Pavilion Assistant will commence training on Friday 13 October.

Resolved: In the event of the Pavilion Supervisor not being available and references available, the start date will be on Friday 20 October.

The committee received and reviewed the Facilities Manager Job Description.

Resolved: After a further minor amendment, the document is approved. A job evaluation report was approved and a salary scale agreed. This will be recommended to the full Parish Council at the next meeting.

Members considered options for shift cover at the Pavilion, read out by the Chairman (no written documentation was available at the meeting).

Resolved: A decision will be deferred to the next meeting.

Members considered costing options for staffing the Pavilion, read out by the Chairman (no written documentation was available at the meeting).

Resolved: A decision will be deferred to the next meeting.

The committee was asked to consider the use of external HR support for staffing matters.

Resolved: Costing of some HR services will be carried out by Cllr Lee and the Clerk. After further discussion with the Pavilion Supervisor, a program of leadership management coaching will be arranged.

8. STAFF APPRAISAL POLICY.

Part 1 of a draft staff appraisal policy was presented for approval.

Resolved: Approved. Will be recommended for approval at the full Parish Council meeting.

9. EMPLOYMENT HEALTH AND SAFETY PROCEDURES.

A discussion regarding first aid guidelines for Pavilion staff took place.

Resolved: The Clerk will clarify the 'status' of Councillors in relation to the advice given below for the administration of first aid by UPC staff.

The following advice from the Worknest Health and Safety Consultant was noted:

With regards to staff/volunteering, and first aid. I would say that we need to instruct volunteers and staff that they should not be offering first aid support to anyone other than employees. The Regulations do not place a legal duty on employers to make first-aid provision for non-employees such as the public or children in schools.

And you are correct in also considering the potential consequences of safeguarding issues if they were to treat minors or even vulnerable adults. From an insurance perspective it may be worth clarifying their stance, but I am guessing they would advise against it.

If there is potential for conflict as in this case, and someone is asking for plasters or help etc, then having a pre-prepared alternative ready for staff to suggest may help, for example, is there a chemist or supermarket nearby where they can get plasters etc or if more serious then a walk in clinic nearby, or of course anything serious we would call an ambulance on their behalf.

Quotations for a Fire Risk Assessment for the Pavilion were provided.

Resolved: Dragon Fire Safety will be appointed to carry out a Fire Risk Assessment at a cost of £275.

10. DATE AND TIME OF THE NEXT MEETING.

Resolved: The date and time of the next meeting is to be confirmed.