



# 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 10 July 2023, 6.30pm, at Upton Pavilion, Wealstone Lane, Upton, Chester.**

**Present:** Cllr Lee, Cllr A Lingard and Cllr Wilman.

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

## **1. ELECTION OF CHAIRPERSON.**

Nominations for Chairperson were received for Cllr Stanley. No other nominations were received. Proposed by Cllr Lee, seconded by Cllr Wilman.

**Resolved:** That Cllr Stanley will be the Chairperson of this committee for the period up to the next Annual Meeting of the Parish Council.

Cllr Stanley was absent from the meeting. Cllr Wilman was nominated to chair this meeting. Approved.

## **2. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Cllr Stanley.

**Resolved:** noted.

Cllr Akhtar was also absent from the meeting.

## **3. DECLARATIONS OF INTEREST.**

No declarations of interest were made.

## **4. MINUTES.**

**Resolved:** That the Minutes of the meeting held on 20 March 2023 during the previous administration and where no members of this committee were present, were signed by the Chairman. The Minutes of the meeting scheduled for 5 June were confirmed as a correct record and signed by the Chairperson.

Proposed by Cllr Lingard, seconded by Cllr Wilman. Approved

## **5. 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 following item, pursuant to s.1, Public Bodies (Admissions to Meetings) Act 1960.

**Resolved: That the above is proposed by Cllr Wilman, seconded by Cllr Lee.  
Approved.**

## **6. INFORMATION.**

The committee received information on the current staffing structure, including job descriptions.

**Resolved: Cllr Lee will assist the Clerk to draft contracts of employment for seasonal staff. All employment contracts will be reviewed. Approved.**

## **7. URGENT EMPLOYMENT MATTERS.**

The following employment matters were discussed and action agreed:

Recruitment – the Clerk reported that staff holidays are now covered with an additional member of seasonal staff now available:

**Resolved: That no further action will be taken to recruit seasonal staff at present. Further consideration will be given to the UPC staffing structure and the recruitment of an additional officer.**

Staff appraisals take place annually in September; the committee discussed the purpose and format of staff appraisals:

**Resolved: That staff appraisals will be scheduled for late September. The Society of Local Council Clerk's guidance will be used to assist with the appraisal process which will be confirmed at the next committee meeting.  
Staff will be notified of the appraisal date.**

The committee was asked to ensure that staff are receiving the correct statutory holiday entitlement:

**Resolved: that recent changes to statutory holiday allowances will be further considered. Once the details have been considered for each member of staff, recommendations will be put to the full Parish Council and staff will be informed of the changes.**

The committee considered the Parish Council's employer contribution to staff pensions:

**Resolved: In the first instance, advice will be sourced from an external financial advisor.**

## **8. EMPLOYMENT COMMITTEE PRIORITY LIST.**

**Resolved: That Members considered the following items to be priorities for this committee:**

**Contracts of employment.**

**Employment policies.**

**Staffing structure.**

## **9. DATE AND TIME OF THE NEXT MEETING.**

**Resolved: That the date and time of the next meeting will be 11 September 2023.**