

# 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 11 September 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: That the Chairman will sign the Minutes of the meeting held on 10 July 2023.**

## **4. EXCLUSION OF PRESS AND PUBLIC.**

**Resolved: That in view of the confidential nature of the matter to be discussed, Council excluded 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 considered a proposal to adopt the National Joint Council pay structure and terms of employment for all permanent employees. This will ensure the following:

1.1 Employees will be afforded equal opportunities in employment irrespective of disability, gender, race, religion, age, sexuality, marital status, parental status, caring responsibilities and hours of work.

1.2 Council will ensure that any discriminatory practices are identified and removed and non-discriminatory practices introduced in all areas of employment including recruitment, training and promotion.

**Resolved: That the National Joint Council Pay Structure will be adopted for all Parish Council permanent staff. This will be put forward as a recommendation to the full Parish Council.**

Following on from a discussion at the last meeting regarding employer pension contributions, it is still unclear how to ensure that Council is applying an appropriate rate.

**Resolved: That Cllr Lee and Cllr Lingard will take up this matter and report back to the next meeting.**

## **6. POLICIES.**

Draft policies were circulated prior to the meeting.

**Resolved: That the draft Recruitment Policy and the draft Exit Interview Policy and Appendices were approved and will be put forward as a recommendation for approval by the full Parish Council.**

**A working party will be formed and continue to work on employment matters and bring proposals forward to meetings for consideration.**

## **7. JOB DESCRIPTIONS & RECRUITMENT: CLERK ROLES**

**Resolved: That the draft job profile and job description for the Clerk were approved; the Assistant Clerk job profile and job description are approved 'in principle' to align with broader staff structuring.**

**A decision on the recruitment of an Assistant Clerk will be made once the full staff structure is confirmed and when budget implications have been assessed.**

## **8. JOB DESCRIPTIONS & RECRUITMENT: PAVILION ROLES**

**Resolved: That the draft job profiles and job descriptions for the Pavilion Supervisor and the Pavilion Assistant roles are not yet complete and will be brought back to the committee after further work.**

**For items 7 and 8 it is expected that a full proposal for the new staff structure will be made at the next meeting, including costings for external HR support if required. A proposed Appraisal and Training Policy will also be put forward.**

A proposal to recruit a temporary pavilion assistant for a period of three months was put forward.

**Resolved: that this was approved. The Clerk and the Chair will finalise recruitment documents for advertising the post immediately.**

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

**Resolved: That the date and time of the next meeting will be 9 October.**

**Additional meetings for this committee will be scheduled for November and December.**