

# 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 13 November 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 9 October 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. CLERK'S REPORT.**

**Resolved:** The Clerk's Report was received and noted; the following further action was agreed:

- The Worknest HR contract will be set for a term of 4 years.
- The Clerk will follow-up on the Fire Risk Assessment to request the written report.
- A pay adjustment will be made for a new member of staff in line with the 2023 NJC pay award.

## **6. NATIONAL JOINT COUNCIL FOR LOCAL GOVERNMENT SERVICES.**

Members were asked to consider items under the headings of Additional Hours, Sickness Absence and Indemnity, of the NJC Statement of Particulars template where local variations may be applied.

**Resolved: A working party, working in conjunction with Worknest HR will review this.**

**The Clerk requested to be part of the working party but was refused on the basis that some of the details for consideration would include her own terms and conditions of work.**

**The Clerk will clarify with the Parish Council insurers that indemnity cover is in place for staff and councillors.**

## **7. PERMANENT FACILITIES ASSISTANT RECRUITMENT.**

Documents for the recruitment of a permanent pavilion assistant were not ready for approval.

**Resolved: a working party will be formed to progress this.**

**The Clerk requested to be part of the working party but was refused.**

## **8. PAVILION SHIFT COVER AND COSTS.**

Details of proposed shift cover and costs for the pavilion were not available.

**Resolved: a working party will be formed to review this. Details will be finalised in two weeks.**

## **9. BUDGET.**

**Resolved: This matter will be deferred until further progress has been made with items 7 and 8.**

## **10. PENSIONS.**

Information provided regarding the projected costs of a potential Parish Council pension contribution increase was considered.

Reasons put forward to support an increase in the Employer contributions were not approved. Employer contributions will remain at 3%.

**Resolved: No recommendation will be put forward to the Parish Council.**

## **11. STAFF APPRAISALS.**

To agree a schedule for staff appraisals.

**Resolved: The appraisal process will commence from the 14 November.**

**Documentation to support the Clerk's review meeting will be circulated and returned to Cllr Stanley by 21 November.**

**Appraisal review meetings will take place during week beginning 27 November.**

**The Clerk will prepare and conduct the appraisal for the Facilities Manager to the same timescale.**

**A recommendation will be put to the Parish Council that two days statutory holiday will be taken during the period between Christmas and New Year.**

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

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

DRAFT