



UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

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Minutes of the Meeting of the Employment Committee held on Monday 21 November 2022, 6.30pm, at Upton Pavilion, Wealstone Lane, Upton, Chester.

Present: Cllr Booth, Cllr Houlbrook and Cllr Keenan.

In attendance: Suzi Bull, Clerk/Proper Officer.

1. APPOINTMENT OF CHAIRMAN.

Nominations were received for Cllr Keenan, proposed by Cllr Houlbrook, seconded by Cllr Booth. No further nominations were received.

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

2. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Cllr Evans.

Resolved: noted.

3. DECLARATIONS OF INTEREST.

No declarations of interest were made.

4. MINUTES.

To approve the Minutes

Resolved: That the Minutes of the meeting held on 27 September, 18 October 2021 were approved as a correct record, the Minutes of the meeting held on 18 July 2022 were taken as read and signed by the Chairman. Proposed by Cllr Booth, seconded by Cllr Houlbrook. All agreed

5. EXCLUSION OF PRESS AND PUBLIC.

If resolved by the Committee, in accordance with the Public Bodies (admission to meetings) Act 1960 as extended by the Local Government Act 1972, section 100, the press and public will be excluded from the meeting for discussion of the undermentioned item(s), on the grounds that the publication of the matter would be prejudicial to the public interest by reason of the confidential nature of the business transacted.

Resolved: Approved.

6. PAY REVIEW.

Resolved: That the payment of the flat-rate pay award 2022, in line with the National Joint Council agreement and back-dated to 1 April 2022 will be made to all UPC permanent staff is approved.

7. SEASONAL STAFF CONTRACTS OF EMPLOYMENT.

Resolved: That the draft contract of employment for seasonal staff will be amended to update some of the language (archiac), afterwhich it is approved and will be issued to all seasonal staff.

In future, when seasonal staff leave, a request for notice to be given in writing will be made.

8. JOB DESCRIPTIONS.

An assistant Clerk will be appointed in the new year which may affect some of the administrative tasks currently undertaken by pavilion staff.

Resolved: That a working party will review pavilion staff job descriptions in the new year.

9. STAFF APPRAISALS.

Resolved: That the Clerk will notify staff that annual appraisals will take place on Monday 12 December and will be conducted by Cllr Keenan and the Clerk.

10. BUDGET.

The committee considered the staffing budget requirements for the financial period 2023/24.

Resolved: That the staffing salaries budget for the period 2023/24 will be estimated by the Clerk and submitted to the Finance Committee. There are no further budget costs for this committee.

11. DATE AND TIME OF THE NEXT MEETING.

Resolved: That the date and time of the next meeting will be on 20 February 2023 at 6.30pm.