

UPTON BY CHESTER AND DISTRICT PARISH COUNCIL



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Minutes of the Upton by Chester and District Extraordinary Parish Council Meeting held on Monday 30 October 2023, 7.30pm, at Upton Pavilion, Wealstone Lane, Upton, Chester.

Present: Cllr S Akhtar, Cllr M Carter, Cllr J Ebo, Cllr C Jeffery, Cllr R Lee, Cllr H Morgan, Cllr S Stanley (Chairperson) and Cllr H Wilman.

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

152.23 OPEN FORUM

No members of the public attended the meeting.

153.23 APOLOGIES FOR ABSENCE.

Apologies for absence were received from Cllr Lingard; for late attendance from Cllr Akhtar (arrived at 8.00pm).

Cllr Bryan was absent from the meeting.

Resolved: noted.

154.23 DECLARATIONS OF INTEREST.

No declarations of interest were made.

155.23 EXCLUSION OF PRESS AND PUBLIC.

Resolved: In view of the confidential nature of the matter to be discussed, the press and public will be excluded from the meeting for the following item - 5, pursuant to s.1, Public Bodies (Admissions to Meetings) Act 1960.

156.23 EMPLOYMENT MATTERS.

Members received information and considered a recommendation from the Employment Committee; to approve the appointment of the current Pavilion Supervisor to the new, enhanced role of Facilities Manager (Job Description and Person Specification previously approved).

The recommendation included the pay scale at which to start the appointment at SCP 20 (SCP 18 to 22 of the NJC Pay Scales).

Resolved: Approved.

Members were asked to consider and approve the appointment of an external, professional management coach to support the Facilities Manager in his new role. The recommended coaching consultancy is Agile Group.

Resolved: Approved.

The Clerk will arrange an appointment with a representative of the Agile Group to identify the specific requirements and agree a schedule for coaching. The Clerk and the Chairperson will attend.

New staff training budgets will be considered and agreed on as part of the 2024/25 budget setting process.

The Parish Council was asked to approve a draft Performance Review Policy.

Resolved: Pt I, Pt II and Pt III of the Performance Review Policy were received and approved.

Information regarding the services and cost of external HR services was provided. Members were asked to consider the Parish Council's need to use professional HR services.

Resolved: The Parish Council approved the use of external, professional HR services.

A selection of HR service providers was presented, including costs. It was recommended that Worknest be the preferred provider.

Resolved: Worknest will be appointed to provide HR services. A meeting will be arranged with Worknest to receive a presentation of the service and processing. Cllr Lee, Cllr Akhtar and Cllr Jeffery will attend with the Clerk.

Thanks were extended to the Employment Ctee for working on these processes.