UPTON BY CHESTER AND DISTRICT

PARISH COUNCIL

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Pt II Minutes – confidential

Minutes of the Meeting of the Employment Committee held at 6.30 pm on

3 June 2019, at Upton Pavilion, Upton, Chester.

Present: Cllr S Booth, Cllr J Evans, Cllr J Houlbrook, Cllr G Hulmes and

Cllr M Keenan.

In attendance: Mrs S Pollard (Clerk).

**1. ELECT A CHAIRMAN.**

A nomination was received for Cllr Booth, proposed by Cllr Houlbrook, seconded by Cllr Hulmes.

No other nominations.

**Resolved: that Cllr Booth will be Chair of the Employment Committee for the year ahead.**

**2. ELECT A VICE CHAIRMAN.**

A nomination was received for Cllr Evans, proposed by Cllr Houlbrook, seconded by Cllr Booth.

**Resolved: that Cllr Evans will be Vice Chair of the Employment Committee for the year ahead.**

**3. APOLOGIES FOR ABSENCE.**

No apologies for absence were received; all present.

**4. DECLARATIONS OF INTEREST.**

No Declarations of Interest were made.

**5. MINUTES.**

Only one member of the current committee was present at the last meeting.

**Resolved: It was agreed that the Minutes of the meeting held on the 7th January 2019 be approved as a correct record and signed by the Chairman.**

**6. CLERK’S JOB EVALUATION.**

Members received information from the Cheshire Association of Local Councils relating to the evaluation of the clerk’s job.

The evaluation report indicates the clerk’s salary should be set at the NJC/NALC level – LC2/spc29 – 32.

The clerk’s current salary is LC2/spc28.

**Resolved: in line with the clerk’s contract of employment a 1 point increase will be made annually until the top of scale is reached.**

**7. STAFF APPRAISALS.**

**Resolved: the staff appraisal form was reviewed; the assessment criteria will be further considered by the Chairman and the Clerk.**

**Annual staff appraisals will take place in September, dates to be confirmed.**

**8. GRIEVANCE POLICY/ COMPLAINTS POLICY.**

The policies were reviewed and discussed; it was agreed that they are largely consistent with ACAS model documents and therefore fit for purpose.

Members agreed that the policies may benefit from some minor amendments.

**Resolved: the policies will be reviewed by Cllr Booth and Cllr Keenan; revised policies will be sent back to the clerk to be amended and circulated.**

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

**Resolved: the date and time of the next meeting will be on Monday 16th September 2019 at 7.00pm.**