



UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

Upton Pavilion
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Upton
Chester
CH2 1HD

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DRAFT Minutes of the Meeting of the Employment Committee held at 6.30 pm on Monday 1st July 2024 at Upton Pavilion, Wealstone Lane, Upton, Chester, CH2 1HD.

For this meeting only, Cllr Stanley was agreed by all as Chair. The election of Chair for the forthcoming year will be on the agenda of the next meeting.

1. APOLOGIES FOR ABSENCE

None

2. DECLARATIONS OF INTEREST

None

3. MINUTES

3.1 RESOLVED: The draft minutes of the meeting held on 13th May 2024 were received and accepted as accurate, proposed by Cllr Lee, seconded by Cllr Stanley. They were signed by the Chair as a true record of that meeting.

Exclusion of press and public Exempt items pursuant to the Public Bodies (admission to meetings) Act 1960

3.2 RESOLVED: Cllr Stanley proposed the Committee approve the exclusion of press and public. Seconded by Cllr Lee, all agreed.

4. CLERK'S REPORT

4.1 NOTED: that the Locum Clerk has resigned and the reason for this.

The committee looked at lessons learned from this and agreed actions to take going forward.

4.2 NOTED: matters raised in the report from the Locum Clerk.

During the absence of the Clerk/RFO, and until a Locum Clerk and a Locum RFO were appointed, councillors were temporarily taking on unpaid some of the officers' responsibilities.

4.3 RESOLVED: Most of the responsibilities of the RFO will now gradually be relinquished to the Locum RFO by councillors. The Locum RFO will continue to act as line manager to the Facilities staff.

However it was noted that there is a backlog of work, and so in collaboration with the Locum RFO, councillors will continue to take on unpaid some of the tasks for the time being.

The Chair and Vice Chair of the Council will act to support the RFO until the Clerk's position is filled.

5. STAFF CONTRACTS

5.1 NOTED: draft staff contracts have been provided by Work Nest.

5.2 RECOMMENDATION TO COUNCIL: Council approves the draft contracts and their issuing to staff.

6. STAFF RECRUITMENT

The future staffing structure was discussed.

6.1 RECOMMENDATION TO COUNCIL: Council approves the employment of an up to full-time (37 hours a week) Senior Officer to the Council, to include the responsibilities of Clerk/Proper Officer, Staff Management and overall Strategic Facilities and Financial Management.

Skilled RFO and assistant/deputy Clerk staffing might report to the SO, the detail to be determined by Council once the SO is recruited.

The Facilities Manager and Assistant Facilities staff would also report through to the CO.

6.2 RECOMMENDATION TO COUNCIL: to delegate the recruitment process for the SO to the Employment Committee, This will include Job Description, Job Profile, Pay analysis and benchmarking, advertising, interviewing, appointment, contract and induction.

6.3 AGREED: Employment Committee will put in place a Recruitment Working Group, to be led by Rod Lee supported by Yvonne Gibson, with Sherin Akhtar and Sue Stanley also as members. The first meeting of the Working Group will be on Wed 17th July. The Working Group will report back progress to the next Employment Committee meeting.

7. DATE AND TIME OF THE NEXT MEETING.

The next Committee meeting will be **POSTPONED** from Monday 15th July, with a new date to be arranged.