



UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

Upton Pavilion
Wealstone Lane
Upton
Chester
CH2 1HD

Email: suestanley@uptonbychester.org.uk

Dear Member,

You are summoned to the Meeting of the Employment Committee to be held at 6.30 pm on Monday 1st July 2024 at Upton Pavilion, Wealstone Lane, Upton, Chester, CH2 1HD.

The business to be transacted at the meeting is detailed on the agenda below. Please note that Standing Orders will apply at this meeting. Members of the press and public are entitled to attend.

Signed *Sue Stanley*, Chair to the Council 25.06.2024

In the absence of the Clerk/Proper Officer

1. APOLOGIES FOR ABSENCE

To receive and note apologies for absence as reported to the Chair.

2. DECLARATIONS OF INTEREST

Members are invited to declare any interests they may have in items on this agenda, as per the Code of Conduct.

3. MINUTES

The draft minutes of the meeting held on 13th May 2024 will be received and if accepted will be signed by the Chair as a true record of that meeting. **Enc**

To approve the EXCLUSION OF PRESS AND PUBLIC.

In view of the confidential nature of the matters to be discussed, Council is advised to resolve to exclude the press and public from the meeting for the items following, pursuant to the Public Bodies (Admissions to Meetings) Act 1960.

4. CLERK'S REPORT

To **review** the matters raised in the report from the Locum Clerk and **recommend** further action as necessary

5. STAFF CONTRACTS

To **review** the position with regard to the issue of staff contracts and **agree** next steps

6. STAFF RECRUITMENT

To **consider** future staffing structure and **recommend** a proposal to Council

To **review** job profiles and job descriptions and **agree** next steps

7. DATE AND TIME OF THE NEXT MEETING.

To **agree** the next meeting as Monday 15th July at 6.30 pm