

CHICHESTER CITY COUNCIL

MINUTES OF SPECIAL FINANCE COMMITTEE MEETING

HELD ON WEDNESDAY 13 MARCH 2019 AT 5.30PM

PRESENT : Councillors Budge, Dignum, T French, Kilby and Scicluna

EX-OFFICIO : The Mayor (Councillor Bell)
The Deputy Mayor (Councillor Tupper)

APOLOGIES : Councillors M Evans, Galloway and Keyworth

ALSO PRESENT : Councillors Apel, Plowman, Sharp and Spink

IN ATTENDANCE : Town Clerk and Administration Manager

86 APOLOGIES FOR ABSENCE

As recorded above.

87 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED that, in the view of the confidential nature of the business to be transacted, the public (including the Press) be excluded from the meeting because of the confidential nature of the business to be transacted, namely staffing matters.

88 TO CONSIDER THE RECOMMENDATION OF THE PERSONNEL SUB-COMMITTEE MEETING HELD PRIOR TO THIS MEETING (Minute 4 refers)

The Finance Committee considered the following Recommendation from the Personnel Sub-Committee that

- the Finance Manager move from 4 days a week to 5 days a week employment, continuing in her role as Responsible Financial Officer of the Council and assuming an oversight of some of the former Administration Manager's work.
- the Finance Manager's new post title will be Deputy Town Clerk and Responsible Finance Officer
- the Finance Manager would commence studies for the Certificate in Local Council Studies (CiLCA)
- the Senior Property Maintenance Officer move from the Property Team to a new post of Member Services Support Officer and would be responsible for IT, committee administration for the Community Affairs and Finance Committees plus the associated Sub-Committees and Working Groups, administration of Street Banners, Floral Displays in the City Centre (in conjunction with the Finance Assistant), support work on personnel matters, Discretionary Grants, New Homes Bonus and assisting with Civic and Ceremonial events.
- the Senior Property Maintenance Officer position would revert to the post of Property Maintenance Assistant
- the Mayoral/Administrative Assistant would take on the administrative aspects of the Full Council Meetings and continue servicing the Planning & Conservation Committee

- the above proposals would result in a saving in the Staffing Budget and these would be ring-fenced for future staffing requirements

It was proposed, seconded and RECOMMENDED to Full Council that :

- the Finance Manager move from 4 days a week to 5 days a week employment, continuing in her role as Responsible Financial Officer of the Council and assuming an oversight of some of the former Administration Manager's work.
- The Finance Manager's new post title will be Deputy Town Clerk and Responsible Finance Officer
- the Finance Manager would commence studies for the Certificate in Local Council Studies (CiLCA)
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- the Senior Property Maintenance Officer position would revert to the post of Property Maintenance Assistant
- the Mayoral/Administrative Assistant would take on the administrative aspects of the Full Council Meetings and continue servicing the Planning & Conservation Committee
- the above proposals would result in a saving in the Staffing Budget and these would be ring-fenced for future staffing requirements

The meeting closed at 5.34pm