



## CHICHESTER CITY COUNCIL

### MINUTES OF THE MEETING OF THE PERSONNEL SUB-COMMITTEE HELD IN THE COUNCIL CHAMBER ON THURSDAY 21 JULY 2022 AT 10.30AM

**PRESENT:** The Deputy Mayor (Councillor Plowman), Councillors Apel, Bell, Dignum, Gershater, K Hughes, Scicluna

**IN ATTENDANCE:** Town Clerk  
Deputy Town Clerk and Property Manager attended for specific agenda items

**IN ATTENDANCE:** Councillor Barrie  
**VIA ZOOM**

#### 1. ELECTION OF CHAIRMAN

It was proposed and seconded that Councillor Scicluna be appointed as Chairman of the Sub Committee. There were no other nominations.

#### 2. TO CONFIRM MEMBERSHIP OF THE SUB-COMMITTEE

Membership was confirmed as Councillors Scicluna, Apel, Barrie, Bell, Dignum, Gershater, K. Hughes and the Mayor and Deputy Mayor (9).

#### 3. APOLOGIES FOR ABSENCE

The Mayor, Councillor Joy, was not present.

#### 4. MINUTES

The minutes of the meeting held on 13<sup>th</sup> March 2019, having been previously circulated, were approved and signed by the Chairman as a correct record.

#### 5. DECLARATIONS OF INTEREST

Interests were declared by Councillors, Apel, Bell, Dignum and Plowman in their capacity as members of the District Council.

#### 6. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED that the public and press be excluded from this meeting for agenda items 7 to 10 because of the nature of the business to be transacted, namely confidential staffing matters.

#### 7. PROPERTY TEAM – DUTIES AND RESPONSIBILITIES

The Sub-Committee considered a report from the Property Manager that had been circulated at the meeting.

##### a) Temporary Part-Time support for grounds maintenance duties

The Property Manager declared a personal interest in this item.

It was agreed that the proposal of the Property Manager for grounds maintenance support during the period 23<sup>rd</sup> July to 5<sup>th</sup> September be supported to release the Property Maintenance Officer from grounds maintenance work to deal with pressing building maintenance issues.

b) Property Maintenance Staff

It was agreed that in order to recognise exceptional initiative and commitment, the proposal for honorarium payments in the report be agreed, the amounts recommended being net of deductions and the thanks of the Committee be extended to the two members of staff.

The question of regrading would be addressed later as part of a wider exercise involving all staff.

8. COMMITTEE AND COMMUNITIES OFFICER

The Committee and Communities Officer would be commencing Maternity Leave in late October and an informal discussion had taken place with the post holder about future intentions.

It was agreed that the workload of this post would be kept under review once Maternity Leave commenced and that, if needs be, consideration would be given to temporary assistance being provided to cover the duties.

9. WORKING FROM HOME

The Deputy Town Clerk explained the current informal arrangements about working from home and the Sub Committee agreed that working from home was 'here to stay' and should be viewed in that context as part of modern office life.

The Deputy Town Clerk was currently examining a formal policy about working from home for submission to a future meeting.

10. SENIOR STAFFING ISSUE

The Sub Committee had before them a discussion paper from the Town Clerk about his retirement which would occur sometime before the May 2023 elections. He had not yet set a date for this pending all the issues involved being discussed by Councillors.

It was agreed that the matter would be further discussed at the next meeting of the Sub Committee together with an options paper from the Town Clerk and, if possible, for the Council's HR advisers, South East Employers (SEE) to be present.

**Post meeting note:** SEE have since confirmed that are available to attend the next meeting.

11. DATE OF NEXT MEETING

Monday 8 August at 10.30am

The meeting closed at 12.02pm