

CHICHESTER CITY COUNCIL

MINUTES OF THE PERSONNEL SUB-COMMITTEE

HELD ON WEDNESDAY 13 MARCH 2019 AT 5.00PM

PRESENT : Councillors T Dignum, French and Plowman

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

ALSO PRESENT : Councillors Apel, Budge, Kilby, Scicluna and Sharp

APOLOGIES : Councillor M Evans

IN ATTENDANCE : Town Clerk and Administration Manager

1 ELECTION OF CHAIRMAN

It was proposed, seconded and RESOLVED that Councillor Dignum be Chairman of the Personnel Sub-Committee for the remainder of the year. There were no other nominations.

2 MINUTES

The minutes of the meeting held on 24 October 2017, having been printed and circulated, were submitted and the Chairman was authorised to sign the same as a correct record.

3 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.

4 RESIGNATION OF ADMINISTRATION MANAGER AND SUBSEQUENT STAFFING ISSUES

It was noted that the Administration Manager had tendered her resignation from Chichester City Council and would be leaving on Friday 12 April 2019 after 20 years loyal service with the Council.

The Town Clerk advised that in conjunction with the other staff members a proposal for the way forward had been produced and South East Employers had undertaken an evaluation of the salary implication proposals and reported accordingly.

The proposals were as follows :

- 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)

PERS 2

- 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

The Town Clerk advised that once the above proposals were agreed, the appropriate handovers could commence and that the Property Manager would be away from Thursday 4 April for 6-8 weeks recovering from an operation, which will have an effect on the Town Clerk's workload, coupled with work required in connection with the May Elections.

It was proposed, seconded and RECOMMENDED to the Finance 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

The Chairman wished grateful thanks to the Administration Manager be minuted for her loyal and dedicated service.

5 PLANNING ADVISER - WORKING FROM HOME ARRANGEMENTS

The Town Clerk reported that the Planning Adviser had requested that she be permitted to continue working from home for the next two months. It was stressed that, on review, a presence in the office for some of the time was desirable.

It was RESOLVED that the Planning Adviser be informed of the decision of the Sub-Committee and that this decision be reviewed in May 2019.

6 DATE OF NEXT MEETING

To be advised when considered appropriate.

The meeting ended at 5.29pm.