



CHICHESTER CITY COUNCIL

MINUTES OF THE MEETING OF THE PERSONNEL SUB-COMMITTEE HELD IN THE COUNCIL CHAMBER ON MONDAY 8 AUGUST 2022 AT 10.30AM

PRESENT: The Mayor (Councillor Joy), Councillor Scicluna (Chairman), the Deputy Mayor (Councillor Plowman), Councillors Apel, Barrie, Bell, Dignum and Gershater

ALSO PRESENT: Councillor J Hughes

IN ATTENDANCE: Town Clerk
Mr David Maycock (Consultant, South East Employers, Winchester)

12. APOLOGIES FOR ABSENCE

Apologies with a reason were received from Councillor K Hughes.

13. MINUTES

It was RESOLVED that the minutes of the meeting held on 21 July 2022, having been previously circulated, were approved and signed by the Chairman as a correct record.

14. DECLARATIONS OF INTEREST

No interests were declared relating to matters to be discussed on the agenda.

15. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED that the public and press be excluded from this meeting for agenda item 5 because of the nature of the business to be transacted, namely confidential staffing matters.

16. SENIOR STAFFING MATTER

The Chairman welcomed David Maycock, Consultant of South East Employers (SEE) based in Winchester.

SEE had been asked to put forward proposals to assist with the recruitment of a new Town Clerk as the Town Clerk had indicated the date 31st March 2023 as a preferred retirement date to enable a new Town Clerk to be in post immediately prior to the May 2023 elections.

The Sub Committee considered the Town Clerk's report and the separate appendix relating to SEE's proposals. It was noted that SEE had recently dealt with the recruitment of a new Town Clerk at Lewes Town Council.

A wide range of questions were asked both of Mr Maycock and the Town Clerk about next steps.

The Town Clerk recommended that the job be filled 5 days a week from the present 4 and that, as at present, the role of Responsible Financial Officer, not be attached to the job. The Sub Committee agreed with these recommendations.

It was RECOMMENDED to the Finance Committee being held immediately after the Personnel Sub-Committee meeting on 8 August 2022 that:

- a) SEE be appointed as consultants to the City Council in this matter, the daily rate for their services being £650 plus VAT;
- b) SEE draw up a job description and person specification,
- c) SEE produce a further report of options to assist Councillors in the recruitment process i.e. Councillor interview training, graphic design for the recruitment pack and psychometric testing of candidates, and
- d) the question of the composition of an interview panel would be settled at a later date.

17. DATE OF NEXT MEETING

To be confirmed

The meeting closed at 12 noon