



Chichester City Council

PERSONNEL SUB-COMMITTEE

Minutes

Date 12 October 2022

Time 4.35pm – 5.00pm

Location The Council Chamber - The Council House • North Street • CHICHESTER • West Sussex • PO19 1LQ

PRESENT: Councillor Scicluna (Chairman) and Councillors Apel, Dignum, Gershater, Joy and Plowman

ALSO IN ATTENDANCE: Town Clerk

25. APOLOGIES FOR ABSENCE

RESOLVED to accept and approve apologies and reasons for absence from the meeting from Councillors Barrie and Bell

26. DECLARATIONS OF INTEREST BY MEMBERS OF THE COMMITTEE IN MATTERS ON THE AGENDA FOR THIS MEETING

No declarations of interest were given.

27. PUBLIC BODIES (ADMISSION TO MEETINGS ACT 1960)

RESOLVED that the public and press be excluded from this meeting for agenda items 5 and 6 due to the nature of the business to be transacted, namely confidential staffing matters.

28. RETIREMENT OF THE TOWN CLERK

The Sub Committee considered outstanding matters concerning the forthcoming advertisement for the Town Clerk's job and arrangements for the interviews.

As respects the composition of the Interview Panel, the Council's HR Adviser, David Maycock of South East Employers had recommended that a smaller than larger number of Councillors was usually preferred and a number of 3 had been proposed.

However, recent experience at another larger Parish Council in the Southeast had led to the establishment of an Interview Panel of 6 Councillors with three Councillors asking questions and having a vote. The larger numerical composition of this panel had been of assistance to the employing Council as nearly one third of the total membership of the Council had been involved in the process and were able to comment at the subsequent Council meeting when the recommendation was adopted.

The Sub Committee agreed that the interview panel would consist of 6 Councillors ie Councillors Scicluna, The Mayor, Deputy Mayor, Apel, Dignum and Gershater.

It was further agreed that the roles of the members of the interview panel would be as follows:

- Voting on appointment – Councillor Scicluna, the Mayor, the Deputy Mayor and Councillors Apel, Dignum and Gershater.
- Questions to candidates – Councillor Scicluna, the Mayor and Councillor Dignum
- Observers – The Deputy Mayor and Councillors Apel and Gershater.

Members were advised that David Maycock and the Town Clerk would be additional observers and provide technical advice and guidance. David Maycock to supply a bank of interview questions and the same member of the panel will ask the same question.

CLLrs Barrie and Bell were absent due to prior engagements and the Sub Committee agreed that Councillor Scicluna explain the decision taken today

Shortlisted candidates would be required give a pre interview presentation, say no more than 15 minutes on a topic of relevance.

Interview training. This would take place on the morning of 10th November, the venue being the Council Chamber. Councillors Gershater and Dignum were unable to attend on this date but would come to see the Town Clerk on 14th November as arrangements would be made for the training session to be recorded and played back to them.

The interview dates of Wednesday 30th November and Thursday 1st December were agreed but the precise timings would be reviewed depending on the number of shortlisted candidates.

29. **DATE OF NEXT MEETING**

To be confirmed.

The meeting closed at 5.00pm