



Chichester City Council

PERSONNEL SUB-COMMITTEE

Minutes

Date 23 March 2023

Time 12.30pm – 1.45pm

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

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

ALSO IN ATTENDANCE: Councillor Corfield, Town Clerk, Deputy Town Clerk

30. **APOLOGIES FOR ABSENCE**

RESOLVED to accept and approve apologies and reasons for absence from the meeting from the Mayor, Councillor Joy, and Councillor Bell.

Councillors Apel and Barrie were absent.

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

No declarations of interest were given.

32. **PUBLIC BODIES (ADMISSION TO MEETINGS ACT 1960)**

RESOLVED that the public and press be excluded from this meeting for agenda items 5 to 7 due to the nature of the business to be transacted, namely confidential staffing matters.

33. **REVIEW OF ACTING PROPERTY MANAGER APPOINTMENT**

Members were reminded that the existing incumbent had nearly served a six month period in post and that the Sub-Committee were being asked to consider next steps.

The Sub-Committee addressed options and, after careful consideration, concluded that, bearing in mind the onset of a new administration in May 2023, its inevitable settling down period, the identification of future priorities and especially the new Town Clerk taking up her duties in late April 2023; it be recommended that the Acting Property Manager should be extended in post for a further six months, during which time further training would be offered to

assist with the handover of all Property related Admin tasks after which the position would be further reviewed.

Members were also advised that, quite separately, there were a number of matters for discussion by officers and subsequent consideration by Councillors about a range of staffing matters, not just related to this post, particularly training, appraisal, support roles and ultimately a future staffing structure.

34. CASUAL FACILITIES OFFICERS

The Deputy Town Clerk had circulated a detailed report to the Sub Committee on representations received from the Casual Facilities Officers about various aspects of their role.

After giving careful consideration to the key issues in the report, the Sub Committee AGREED to defer this matter for further detailed consideration by a newly elected Council.

35. TOWN CLERK – UNUSED LEAVE DAYS

The Deputy Clerk explained that the Town Clerk had a maximum of 7 days Annual leave that he had been unable to take prior to his retirement due to the New Town Clerk handover and other pressures.

It was agreed that the Town Clerk could be paid for the unused days.

36. DATE OF NEXT MEETING

To be confirmed.

The meeting closed at 1.45pm