



Chichester City Council

PERSONNEL SUB-COMMITTEE

Minutes

Date 27 June 2023

Time 2.00pm – 3.45pm

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

PRESENT: Councillors Corfield, C Gershater, J Gershater, McHale, Miall, Scicluna

ALSO IN ATTENDANCE: Town Clerk, Deputy Town Clerk

1. **ELECTION OF CHAIRMAN OF THE SUB-COMMITTEE 2023-2024**

It was proposed by Councillor Corfield, seconded by Councillor Miall and RESOLVED that Councillor McHale be elected as Chairman of the Personnel Sub-Committee for 2023-2024.

2. **APOLOGIES FOR ABSENCE**

RESOLVED to accept and approve apologies and reasons for absence from the meeting from Councillor Knight.

Members noted that Councillor Kondabeka had resigned from the Sub-Committee

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

No declarations of interest were given.

4. **MINUTES OF THE PERSONNEL SUB-COMMITTEE MEETING HELD ON 23 MARCH 2023**

RESOLVED to approve and sign as a correct record the minutes of the Personnel Sub-Committee meeting held on 23 March 2023.

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

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

6. REVIEW PROPOSED OFFICE ROLE REORGANISATION AND POST REGRADING

The Town Clerk presented her report that had been distributed to Councillors prior to the meeting.

A detailed discussion between Councillors and Officers followed.

Committee RESOLVED TO RECOMMEND the following items to Full Council on 28 June 2023.

- 1) To create a new full-time post of Civic and Council Support Officer, incorporating all elements of the former part time role of Mayor's Secretary plus additional duties and responsibilities. To begin recruitment of the post immediately. Following independent assessment of the job description, the post to be graded at SCP 16-20
- 2) To begin recruitment immediately of an additional part-time Facilities Officer for 15 hours per week at SCP 9-11, to reduce the reliance upon casual facilities staff.
- 3) To begin recruitment immediately of an additional full time Maintenance Assistant at SCP 10-15.
- 4) To accept the proposals in the independent report with regards to staff gradings for the current Property Maintenance Officer, Member Services Support Officer, Deputy Town Clerk and Finance Assistant and begin immediate consultation with staff required to change employment contracts and implement the recommendations in Table 1. Any salary increases to be back dated to 1st April 2023.
- 5) All staff contracts to be revised from fixed hours to flexi-time to allow greater flexibility due to the increased frequency of out-of-hours working caused by evening meetings.
- 6) To issue new contracts for the Casual Facilities Staff paid at SCP 8. No overtime payments for evening or weekends will be paid in future. Staff will be offered a lump sum of £210 each to compensate for the detriment to the change in their conditions (this is equivalent to 3 months of pay protection) to encourage them to sign the new contracts. Discretion to go up to 6 months lump sum compensation.

Members agreed that the following items would be further considered by the Sub-Committee at a meeting to be held on 26th July 2023:

- 1) To adopt the proposed new staffing structure.
- 2) Regarding of the Property Maintenance Manager.

7. DATE OF NEXT MEETING

Wednesday 26 July 2023 at 6.00pm

The meeting closed at 3.45pm