



Chichester City Council

## PERSONNEL SUB-COMMITTEE

### Minutes

**Date** 5 June 2024

**Time** 3.30pm – 4.44pm

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

**PRESENT:** Councillors McHale, J Gershater, Squire (from 3.40pm)

**ALSO IN ATTENDANCE:** Town Clerk, Deputy Town Clerk

1. **ELECTION OF CHAIR OF THE SUB-COMMITTEE FOR 2024-2025**

The Chairman deferred this item until the next meeting of the Sub-Committee

2. **APOLOGIES FOR ABSENCE**

The Sub-Committee noted the apologies from Councillor Scicluna.

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

No declarations of interest were made.

4. **MINUTES OF THE PERSONNEL SUB-COMMITTEE MEETING HELD ON 26 JULY 2023**

RESOLVED to approve and sign as a correct record the corrected minutes of the Personnel Sub-Committee meeting held on 26 July 2023.

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

The Sub-committee RESOLVED that the public and press be excluded from this meeting for the next item due to the nature of the business to be transacted, namely confidential personnel matters.

6. **STAFF GRADINGS**

The committee members considered the confidential report prepared by the Clerk and made the following RECOMMENDATIONS to the Finance Committee:

- 1) That recruitment begins immediately for the position of Project Manager at a salary range of SCP 37 - SCP40 (£45,441pa - £48,748pa)

- 2) That following the resignation of the Civic and Council Support Officer, recruitment begin immediately for the replacement post of Communications, Civic and Council Support Officer at a salary range of SCP 19 – SCP 23 (£29,777pa - £32,076pa)
- 3) That the updated Property Maintenance Manager job description be evaluated to ascertain the appropriate salary range.
- 4) That the updated Council Services and Support Manager job description be evaluated to ascertain the appropriate salary range
- 5) That the updated Communities Officer job description be evaluated to ascertain the appropriate salary range.

**7. DATE OF NEXT MEETING**

To be confirmed

The meeting closed at 4.44pm