

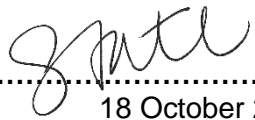


Chichester City Council

PERSONNEL SUB-COMMITTEE

Agenda

YOU ARE HEREBY SUMMONED TO ATTEND A MEETING OF THE PERSONNEL SUB-COMMITTEE TO BE HELD IN THE COUNCIL CHAMBER ON WEDNESDAY 23 OCTOBER AT 10.00AM


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18 October 2024

1. **APOLOGIES FOR ABSENCE**

To note apologies received from members of the Sub-Committee prior to the meeting.

2. **DECLARATIONS OF INTEREST BY MEMBERS OF THE PERSONNEL SUB-COMMITTEE IN MATTERS ARISING ON THE AGENDA FOR THIS MEETING**

3. **MINUTES OF THE PERSONNEL SUB-COMMITTEE MEETING HELD ON 5 JUNE 2024**

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

Proposal to resolve that the public and press be excluded from this meeting for agenda items 5, 6 and 7 due to the nature of the business to be transacted, namely confidential personnel matters.

5. **STAFF GRADINGS**

To consider the outcome of the job evaluation exercise (*report from Town Clerk attached*)

6. **STAFF HANDBOOK**

To adopt the draft Staff Handbook to provide a clear framework of expectations, policies and procedures for managing all staff matters. (*draft Staff Handbook attached*).

7. **STAFF RESOURCES**

To consider staffing levels and recommendations for future needs. (*report from Town Clerk to follow*).

8. **DATE OF NEXT MEETING**

To: Members of the Personnel Sub-Committee

Councillors McHale, J Gershter, Scicluna and Squire

The filming, photographing and recording of City Council meetings is now permitted by those members of the press and public attending. This includes the use of mobile devices by those using social media. It would be appreciated if anyone who wishes to do this could let the Chairman know before the meeting commences.

However, these provisions will not apply on occasions where the press and public are excluded from the meeting when confidential matters are discussed.

It is requested that discretion is exercised and nothing done to disrupt or distract the meeting in any way. The Chairman will reserve the right to request that filming/recording ceases if it is having a detrimental effect upon the meeting. If you do not wish to be filmed then please let the Chairman know so that alternative arrangements can be made.