



Chichester City Council

PERSONNEL SUB-COMMITTEE

Minutes

Date 23 October 2024

Time 10.00am – 10.57am

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

PRESENT: Councillors McHale and J Gershater

ALSO IN ATTENDANCE: Town Clerk (via Zoom), Deputy Town Clerk, Property Maintenance Manager (for agenda items 1-4 and 6-8)

8. APOLOGIES FOR ABSENCE

The Sub-Committee noted the apologies from Councillors Squire and Scicluna.

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

No declarations of interest were made.

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

RESOLVED to approve and sign as a correct record the corrected minutes of the Personnel Sub-Committee meeting held on 5 June 2024.

11. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

The Sub-committee RESOLVED 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.

12. STAFF GRADINGS

The Property Maintenance Manager left the room

The Sub-Committee considered the report on staff gradings that had been circulated prior to the meeting and RESOLVE TO RECOMMEND to the Finance Committee on 6 November 2024 that the gradings be implemented as proposed in the document.

13. STAFF HANDBOOK

The Property Maintenance Manager rejoined the meeting

The Committee considered the proposed Staff Handbook that had been circulated prior to the meeting and RESOLVED to adopt it with immediate effect to provide a clear framework of expectations, policies and procedures for managing all staff matters.

14. **STAFF RESOURCES**

The Sub-Committee considered the current staffing levels and RESOLVED TO RECOMMEND to the Finance Committee on 6 November 2024 that the changes outlined in the Property Maintenance Manager's report be implemented.

15. **DATE OF NEXT MEETING**

To be confirmed

The meeting closed at 10.57am