



Chichester City Council

## PERSONNEL SUB-COMMITTEE Minutes

**Date** Thursday 17 July 2025

**Time** 5.30pm to 6.49pm

**Location** Council Chamber, The Council House • North Street • Chichester • West Sussex • PO19 1LQ

**PRESENT:** Councillors McHale (SMH), J Gershater (JG), Pramas (LP), Scicluna (AS), Squire (KS)

**ALSO IN ATTENDANCE:** Town Clerk (TC)

7. **APOLOGIES FOR ABSENCE**

No apologies had been received.

8. **CO-OPTION OF TEMPORARY MEMBER TO THE SUB-COMMITTEE**

The Sub-Committee **CO-OPTED** SMH to the committee.

9. **ELECTION OF TEMPORARY CHAIR OF THE SUB-COMMITTEE**

The Committee elected SMH as temporary Chair of the meeting.

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

No declarations were made.

11. **MINUTES OF THE PERSONNEL SUB-COMMITTEE MEETING HELD ON 27 MAY 2025**

The Sub-Committee **APPROVED** the minutes and the Chair signed them as a correct record.

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

The Sub-Committee **RESOLVED** that the public and press be excluded from this meeting for agenda items 7 and 8 due to the nature of the business to be transacted, namely confidential personnel matters.

13. **SUB-COMMITTEE MEMBER RESPONSIBILITIES WHEN DEALING WITH PERSONNEL MATTERS**

The Sub-Committee reviewed the terms of reference (ToRs) and the requirements of Sub-Committee members. Members requested that a change be made to the ToRs to include specific reference to the ACAS code of conduct for disciplinary and grievance procedures with these amendments being made as part of the Annual Review of Terms of Reference.

Sub-Committee members requested that they be given more notice in advance when investigations are in progress so that they are aware that a panel may need to be convened at short notice to ensure they have availability and time.

14. **PERSONNEL MATTERS**

The Clerk provided an update on staffing matters.

15. **RETURN MEETING TO OPEN SESSION**

**AGREED** to return the meeting to open session

16. **ELECTION OF CHAIR FOR 2025-2026**

Nominations were received for LP and AS, who received two votes each.

The Temporary Chair used their casting vote and LP was elected Chair of the Sub-Committee for 2025-2026.

17. **DATE OF NEXT MEETING**

As required.

Meeting closed at 6.49pm