

MINUTES of an EXTRAORDINARY MEETING of the PROPERTY AND PERSONNEL COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on TUESDAY 19th MARCH 2019 at 6.30PM

Present: Cllrs: Baker (Chair), Ayres, C Blanchard-Cooper and Squires.
The Mayor attended Ex Officio.

2018/2019

55. EVACUATION PROCEDURES

The evacuation procedures were noted.

56. FILMING OF COUNCIL MEETINGS USE OF SOCIAL MEDIA AND MOBILE PHONES

The procedures were noted.

57. APOLOGIES

There were none.

58. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of disclosable pecuniary or personal and/or prejudicial interests that they might have in relation to items on the Agenda. The standing declarations were noted, and no further declarations were made.

59. MINUTES

The Minutes of the meeting held on Monday 18th February 2019 (previously circulated) were confirmed as a true record and signed by the Chair.

60. PUBLIC FORUM

There were members of the public present.

61. CHAIRS REPORT AND URGENT ITEMS

61.1 Welcome Packs

Obligations under Section 106 agreements relating to North Littlehampton required the Town Council to supply Welcome Packs for new residents moving into the new estates. The packs needed updating in terms of both presentation and content in order to remain relevant. The Town Clerk therefore sought authority to increase the Communications Manger's hours by one hour a week over the next three months to carry out this work. It was reported that volunteers from the community were keen to be involved in distributing the packs as part of a drive to engage with residents moving into the area and

this was noted. The costs of the additional resources would be met from the section 106 funding. Members supported this action and it was **RESOLVED** that:

The temporary increase in the Communications Manager's hours by one hour a week over the next three months to carry out this work be approved.

62. EXEMPT BUSINESS

It was **RESOLVED** that:

The public and accredited representatives of the press be excluded from the Meeting under Section 100 Local Government Act 1972 due to the confidential nature of the business to be conducted.

The following items are confidential for Members of the Council only in accordance with Paragraph 4 of Part 1 of Schedule 12A of the Local Government Act 1972, being information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority and employees of, or office holders under, the authority.

63. EXEMPT OFFICER'S REPORT

63.1 Museum Staffing

63.1.1 The Committee received a report (circulated to Members of the Committee only) which set out proposals to fill the Museum Curator post following the departure of the Museum Curator. The work of the Museum was now clearly focused on clearing the collection documentation backlog and it was vital that this priority was reflected in the post. It was also acknowledged that once the backlog was cleared, the work of the Museum would need to change. It was therefore proposed that the job description and person specification be revised to reflect this priority and that a degree of flexibility be introduced in terms of the hours to help manage other flexible working arrangements in the Museum.

63.1.2 Members proceeded to review the revised job description and person specification. The Town Clerk also provided clarification regarding the staffing arrangements in the Museum and the hours of opening. Members judged that the appointment of an Interim Collections Documentation Project Manager and Museum Curator would open up the position to the widest pool of candidates and provide the Town Council with the best possible opportunity for recruitment. It was also agreed to continue with the additional day for the Archives and Exhibition Officer, at least until the end of March 2020. It was therefore **RESOLVED** that:

1) The Museum Curator post be filled

through the interim appointment to the retitled post of Interim Collections Documentation Project Manager and Museum Curator on a fixed term basis for 18 months.

2) **The post be advertised as either a four or five day appointment and the additional day for the Archives and Exhibition Officer (covering flexible working) be continued until March 2020.**

3) **The revised job description and person specification be approved.**

63.2 Staffing Update

The Town Clerk updated Members on upcoming staff issues and a suggested way forward. It was noted a further meeting of the Committee might be required. It was **RESOLVED** that:

The staffing update be noted.

The meeting closed at 7:20pm.

CHAIR