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Town Clerk – Laura Chrysostomou

**Minutes of the Ordinary Meeting of the Property and Personnel Committee
held in The New Millennium Chamber, Manor House, Church Street,
Littlehampton BN17 5EW on Monday 10 November 2025 at 6.30pm.**

Present:

Councillor May - Chair
Councillor Butcher – Vice Chair
Councillor Northeast
Councillor O'Neill
Councillor Tilbrook
Councillor Dr Walsh KStJ

In attendance:

Laura Chrysostomou – Town Clerk

2025 to 2026

11. Evacuation Procedures

The evacuation procedures were noted.

12. Filming of Council Meetings, Use of Social Media, and Mobile Phones.

The procedures were noted.

13. Apologies

There were none.

14. 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.

15. Minutes

The Minutes of the meeting held on 2 June 2025, previously circulated, were confirmed as a true record and signed by the Chair.

16. Chair's Report and Urgent Items

There were none.

17. Public Forum

There was one member of the public present, and no written representations made.

18. Officer's Reports

18.1. Absence Monitoring

Members had before them a report, previously circulated, which provided an update on staff absences for the full years 2019 to 2020 to 2024 to 2025 and Quarters one and two for 2025 to 2026. The level of self-certified absence for the first half of 2025 to 2026 had been higher than in previous quarters due to the length of the short-term absences. This had now ended with staff receiving return to work support.

It was resolved that:

The report be noted.

18.2. Quarterly Business Plan Progress Report

18.3. Members considered a previously circulated report providing an update on the progress made toward achieving the business plan goals as they pertain to the Committee's work.

It was resolved that:

The report be noted.

18.4. Staffing Structure Realignment

Members agreed to consider both reports under Exempt Business.

19. 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 report is 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 relating matter arising between the authority or a Minister of the Crown and employees of, or office holders under the authority).

The meeting adjourned at 6.39pm.

The meeting reconvened at 6.40pm.

20. Officers Report – Exempt

20.1. Staffing Structure Realignment

- 20.1.1. The Town Clerk presented a confidential report to the Committee outlining the rationale and objectives for realigning the staffing structure. The proposals were informed by a thorough assessment and consultation process, with constructive input from Councillors and Officers. The revised structure is designed to align with the Business Plan, ensuring all essential functions are covered and the organisation has the capacity to deliver current priorities and emerging strategies.
- 20.1.2. The review identified areas of work that are currently under-resourced and require dedicated support. Given the significant expansion of the Council's responsibilities and the ambitious Business Plan, Members agreed that structural changes are necessary to meet evolving organisational needs. The realignment will enable increased community engagement, delivery of new facilities and strategies, and improved access to grant funding opportunities.
- 20.1.3. The Committee examined the proposed structure in detail, including the roles and responsibilities within three key service areas. Emphasis was placed on enabling staff to focus on achieving Council objectives. The potential impact on the Schemes of Delegation were noted, and the Town Clerk confirmed this will be reviewed following approval of the new structure, using a similar collaborative approach.

Key Service Areas and Growth Priorities

- Finance and Service Delivery: Ensuring property and assets are safe, accessible, cost-effective, and meet community needs. Increasing resources to strengthen financial management and compliance.
- Community Engagement and Development: Expanding resources to strengthen outreach, communication and build on initiatives such as the Event and Business Forums.

- Corporate Services and Governance: Incorporating Human Resources and organisational development to improve performance and compliance and provide project support across the organisation.

20.1.4. The Committee agreed the proposals introduce necessary improvements and empower officers to work effectively. While the changes require investment in staffing, they will deliver greater capacity, improved compliance, and enhanced community benefits.

It was resolved that:

1. The proposed rationale and aims for realigning the staffing structure be endorsed.
2. The adoption of the proposed staffing structure, issued under Exempt Business, be recommend to Full Council for consideration and inclusion within the forthcoming budget discussions.
3. The content of the report and supporting information be noted.

The meeting was closed at 7.01pm.

Chair