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Mayor & Chairman **Cllr Jane Mosson**

Leader **Cllr Simon Ward** | CEO **Ms Olive O'Sullivan**



ALL MEETINGS OF THE COUNCIL ARE OPEN TO THE PUBLIC AND PRESS

18th March 2021

TO: All Members of the Human Resources Sub Committee

Dear Councillor,

You are summoned to a Meeting of the Human Resources Sub-Committee of Royal Sutton Coldfield Town Council on Tuesday 23rd March 2021 starting at 6pm.

In light of the ongoing restrictions relating to the COVID-19 Pandemic, this meeting will take place remotely, members will receive a meeting request via email containing a link to join the meeting.

The meeting will consider the items set out below.

Olive O'Sullivan

Chief Executive Officer

cc. All other members of the Council.

This meeting will be held virtually in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

Members of the public or press who wish to attend the remote meeting should email Olive.OSullivan@suttoncoldfieldtowncouncil.gov.uk before 5pm on Monday 22nd March 2021 and they will be sent an email with details on how to join the Zoom meeting.

Before the meeting there will be a public session to enable residents to ask questions of or make comments in respect of the business on the agenda. All questions must be submitted, in writing, to Olive.OSullivan@suttoncoldfieldtowncouncil.gov.uk before 5pm Monday 22nd March 2021.



9 Apologies for Absence

Members to receive apologies for absence.

10 Declarations of Interest

Members to declare any interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct (NB this does not preclude any later declarations).

11 Minutes of Previous Meeting

Sub-Committee to confirm and sign the minutes of the Human Resources Sub-Committee held on 22nd September 2020.

- [Draft Minutes](#)

12 Recruitment to Vacant Posts

Sub-Committee to consider recruitment to vacant posts and any amendments to the Town Council staffing structure last approved in September 2019.

- [Staffing Structure](#)

13 Vaccination Centre Volunteer Support

Sub-Committee to receive an update from the Chief Executive Officer on volunteer support at the Sutton Coldfield Vaccination Centre.

14 Chief Executive Officer Update

Sub-Committee to receive an update from the Chief Executive Officer on Human Relations related activities.

Sub-Committee Members: Allan, Horrocks, Mackey, Pears, Pocock and S Ward