

HUMAN RESOURCES SUB-COMMITTEE

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Mayor & Chairman **Cllr John Perks**

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



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

4th July 2024

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, at the Trinity Centre, B72 1TF, on **Tuesday 9th July 2024** starting at 6:15pm.

The meeting will consider the items set out below.

Olive O'Sullivan

Chief Executive Officer

cc. All other members of the Council.



1 Election of Chairman

Members to elect a Chairman of the Sub-Committee.

2 Election of Deputy Chairman

Members to elect a Deputy Chairman of the Sub-Committee.

3 Apologies for Absence

Members to receive apologies for absence.

4 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).

5 Minutes of Previous Meetings

Sub-Committee to confirm and sign the minutes of the Human Resources Sub-Committee held on 23rd April 2024.

- [Draft Minutes](#)

6 Staffing Structure and Job Descriptions for Vacant Posts

Sub-Committee to receive the revised Job Descriptions for two vacant posts and staffing structure for recommendation to Strategy and Resources Committee.

- [Head of Regeneration& Sustainability JD](#)
- [Head of Open Spaces & Environment JD](#)
- [Staffing Structure](#)

7 Update on Recruitment

Sub-Committee to receive an update from the CEO on recruitment and review revised Staff Structure.

8 Chief Executive Officer Update

Sub-Committee to receive an update from the CEO on Human Resources related activities.

Sub-Committee Members: Cooper, Millichope, Parkin, Pears, Puri and S Ward