HUMAN RESOURCES **MINUTES**

Tuesday 22nd September 2020
Remote Meeting via Zoom
6:30pm

Present
Cllrs Allan, Mackey, Pears, Pocock and S Ward.

In Attendance
Olive O'Sullivan–CEO, and Mary Watkins-Finance Manager.

There were no press or public present.

1 Election of Chairman

Resolved to elect Cllr Ward as Chairman for the Human Resources Sub-Committee.

2 Election of Deputy Chairman

Resolved to elect Cllr Horrocks as Vice Chairman for the Human Resources Sub-Committee.

3 Apologies of Absence

The CEO had received apologies from Cllr Horrocks and apologies for lateness from Cllr Mackey.

Resolved to accept the apologies

4 Declarations of Interest

None declared.

5 Minutes of Previous Meeting

Resolved to confirm and sign the minutes of the Human Resources Sub-Committee held on 4th June 2020.

Cllr Mackey joined the meeting at 6:34pm.

6 Communications Officer Post

The CEO confirmed the circulated job description had not materially changed and retained the same grade. The job would be primary office based and the preferred candidate would be an all rounder with excellent written communication skills. Cllr Pocock asked sub-committee to consider rethinking the role as there was no local media to communicate with and suggested that the Communications Officer role would be better suited to an agency or as part-time. Cllr Allan disagreed and stated that more effort needed to be made to communicate with residents as the Sutton Coldfield Observer had now been discontinued. Cllr Ward agreed that there was a greater need to communicate and the Sutton Coldfield Observer was just one channel. The CEO suggested that the Town Council could and should be getting messages out to a wider audience including the Local Council sector.

The CEO asked Sub Committee to consider use of a recruitment agency to screen the applications as it can be very time consuming to review them. Cllr Mackey spoke in support of using a recruitment agency.

The CEO confirmed, in response to a question by Cllr Pears, that the recruitment process would test the effectiveness of the candidates.

Resolved to agree the Communications Officer job description.

Resolved that the use of a recruitment agency for the Communications Officer Post be explored.

7 National Salary Pay Award

The CEO confirmed that the local government services pay agreement had been published and rates applied to all employees of the Town Council.

Resolved to note the National Salary Pay award applicable to all staff from April 2020.

8 Chief Executive Officer update

The CEO confirmed that staff had started a phased return to socially distanced working in the office and plans were taking place to arrange a full staff away day. The latest Government message to 'work from home if you can' had raised the need to look again at the flexibility and business needs of the Council. Quotes were being sourced for IT equipment that could be carried between work and home and to migrate staff to Office 365.

The CEO reported that the honorarium paid to a member of staff leading on GDPR and Data Protections would be continued for an additional 12 months.

The meeting closed at 6:58pm.

Signed as a true record.

Cllr S Ward
23 March 2021