



Tuesday 20th February 2024
The Trinity Centre
6:15pm

Present

Cllrs Cooper, Millichope Pears, Puri and S Ward

In Attendance

Olive O'Sullivan—Chief Executive Officer (CEO) and Mary Watkins-Head of Finance

There were no press or public present.

19 Apologies of Absence

The CEO reported apologies received from Cllr Parkin.

Resolved to accept the apologies received.

20 Declarations of Interest

No declarations of interest were made.

21 Minutes of Previous Meeting

Resolved to confirm and sign the minutes of the Human Resources Sub-Committee held on 19th September 2023.

22 National Salary Pay Award

Resolved to note the National Salary Pay Award from April 2023.

23 Update on Recruitment

The CEO reported that the Head of Operations & Estate role had been advertised in October 2023 but had not been recruited to. The CEO referenced a PwC report, Workforce of the Future that was commissioned by the County Councils Network, Workforce of the Future, which highlighted workforce capacity as 'one of the biggest challenges facing council' and called for a national branding campaign to recruit staff.

The CEO advised that a further recruitment should include a recruitment pack that actively promotes working in local government alongside the ambitions of the Town Council.

The next recruitment phase will include the Head of Operations & Estate and maternity cover for the Project Manager Events & Communications. Followed by the Allotment & Greenspace Officer and Admin Support role.

24 Revised Job Description

The CEO stated that the Job Description for the Head of Operations & Estate role included buildings and properties and that the emphasis should be more on greenspace management and horticultural practices.



Resolved that the job descriptions for the Head of Operations & Estate and Allotment & Greenspace Officer roles be redrafted and circulated to Sub-Committee for comment ahead of the next recruitment phase.

25 Chief Executive Officer Update

No further updates.

The meeting closed at 6:46pm.

Signed as a true record.

Cllr S Ward

23rd April 2024