



Tuesday 9th July 2024
The Trinity Centre
6:15pm

Present

Cllrs Cooper, Parkin, Puri, S Ward and Cllr Cairns.

In Attendance

Olive O'Sullivan—Chief Executive Officer (CEO) and Jessica Johnson-Project Manager.

There were no press or public present.

1 Election of Chairman

The CEO asked for nominations for Chairman of the Human Resources Sub-Committee.

Resolved that Cllr Ward be elected as Chairman of the Human Resources Sub-Committee.

2 Election of Deputy Chairman

Resolved that Cllr Parkin be elected as Deputy Chairman of the Human Resources Sub-Committee.

3 Apologies of Absence

The CEO reported apologies received from Cllrs Parkin, Pears and Millichope. For this meeting Cllr Cairns will be substituting for Cllr Parkin with voting rights.

Resolved to accept the apologies received.

4 Declarations of Interest

No declarations of interest were made.

5 Minutes of Previous Meeting

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

6 Staffing Structure and Job Descriptions for Vacant Posts

The CEO presented the revised job descriptions for the two vacant heads of service roles and the amended staffing structure. The CEO advised that the job description for the Head of Open Spaces and Environment has been amended to include being the lead for all Health and Safety matters. The revised job description is very comprehensive and has been externally reviewed and would be at the same level as the Head of Regeneration role.

In response from questions from Cllr Cairns the CEO confirmed that the Head of Regeneration did not have any members of staff reporting to them in the staffing structure but that it was likely that the roles would adapt and change over time and that the job description for each of the head of service roles included deputising for the CEO in their absence.

Committee discussed hybrid working and the CEO reported that it was envisioned that the Head of Open Spaces and Environment would need to regularly visit sites across the town and while some



home working could be available the role may not be suited to hybrid working. Both jobs will be advertised as flexible working rather than hybrid.

Resolved to approve the Job Descriptions for Head of Regeneration & Sustainability and Head of Open Spaces and Environment.

Resolved to recommend the Staffing Structure to Strategy and Resources Committee for approval.

7 Update on Recruitment

The CEO reported that three specialist recruitment agencies invited to submit proposals and following detailed discussions one recruitment agency, Penna, had been appointed to head a recruitment campaign and candidate sourcing for the two vacant heads of service posts. The adverts for these posts are now live with technical interviews due to take place by mid-August.

The CEO also reported that the Greenspace and Allotment Officer role would also be advertised within the next week.

8 Chief Executive Officer Update

The CEO reported that she had contacted some contractors that had registered on the Town Council's contractor list to source some additional resource and external support. Three contractors had been appointed under delegated powers, these are:

- Keith Mitchell of Changepoint Solutions to support key areas of work including, finance, due diligence on asset transfer and procurement
- Kinver Business Solutions to support the set up and administration of the Sutton Coldfield Town Board, and
- Gary Phelps Communications Ltd to assist with Communications and in particular the Town Council's Newsletters.

6:44pm Cllr Parkin entered during discussion of this item.

The meeting closed at 6:51 pm

Signed as a true record

Cllr S Ward

18th September 2024