



Tuesday 19th September 2023
The Trinity Centre
6:15pm

Present

Cllrs Cooper, Parkin, 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.

10 Apologies of Absence

The CEO reported apologies received from Cllr Millichope.

Resolved to accept the apologies.

11 Declarations of Interest

No declarations of interest were made.

12 Exclusion of the Press and Public

Resolved that due to the confidential nature of the business of item 18, under the Public Bodies (Admission to Meetings) Act 1960 s3, members of the public and press will be excluded during discussion of this item.

13 Minutes of Previous Meeting

Resolved to confirm and sign the minutes of the Human Resources Sub-Committee held on 25th April 2023.

Resolved to confirm and sign the minutes of the Human Resources Sub-Committee held on 11th July 2023.

14 Information Commissioner's Office (ICO) Decision Notice

The CEO reported that a Freedom of Information Act (FOIA) request had been received asking for extensive information and contact had been made with the requester to ask them to consider reducing the parameters. The CEO advised the complaint was not upheld, however the complaint had not been responded to within the statutory timescale. The CEO informed Sub-Committee that it was the first time the Council had refused an FOIA request due to the cost of compliance exceeding the appropriate limit and that Officers will undertake further FOIA training. It was noted by the ICO that it is best practice to have a procedure for internal reviews under FOIA and it was agreed that any future 'Right of Appeal' requests would be considered by the Human Resources Sub-Committee.

15 Hybrid Working Policy

In response to a question from Cllr Pears, the CEO confirmed that the office telephone could be accessed via an app and used remotely.



Resolved to approve the Hybrid Working Policy.

16 Update on Recruitment

The CEO was pleased to report that Claire Edwards is joining the Officer team next Monday in the Role of Head of Project Delivery & Assistant CEO.

The CEO confirmed that the Head of Operations & Estate and Estate Support Officer roles would be advertised in the next recruitment phase. There are some small proposed amendments to the roles and revised Job Descriptions would be circulated to members of the Sub-Committee before the roles were advertised at the end of this week. The Estate Support Apprentice role had been advertised in August, but a suitable candidate had not been appointed.

Cllr Parkin asked if appointing staff to the vacant roles would reduce the annual spend on consultants to the Town Council. The CEO confirmed that many consultants provided particular expertise that support Officer roles and would continue but confirmed that the Tile Hill contract had now come to an end following the appointment of the Head of Project Delivery & Assistant

17 Chief Executive Officer Update

The CEO reported that some Member Training would be delivered by an external organisation in October 2023 and further details would be circulated to all Councillors soon.

18 Exclusion of the Press and Public

a) Review of Consultants

Resolved to recommend to Strategy and Resources Committee that Andrew Tucker, PJA, Clarity NS, Trevor Askew, ASkills and LGRC continue to provide consultancy services to the Town Council, as needed, for the next 12 months.

The meeting closed at 18:54

Signed as a true record.

Cllr S Ward

20th February 2024