

Wednesday 16th September 2026
The Trinity Centre
6:30pm

Present

Cllrs Cooper, Parkin, Pears, Puri and S Ward.

In Attendance

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

There were no press or public present.

1 Election of Chairman

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

2 Election of Deputy Chairman

Resolved to elect Cllr Parkin as Deputy Chairman of the Human Resources Sub-Committee.

3 Apologies of Absence

The CEO reported apologies from Cllr Horrocks and apologies for lateness from Cllrs Cooper and Parkin.

Resolved to accept the apologies received.

4 Declarations of Interest

No declarations of interest were made.

5 Exclusion of the Press and Public

Resolved that due to the confidential nature of the business of item 10 under the Public Bodies (Admission to Meetings) Act 1960 s3, all members of the public and press will be excluded during discussion of this item.

6 Minutes of Previous Meeting

Resolved to confirm and sign the minutes of the Human Resources Sub-Committee held on 18th September 2024.

7 Employee Handbook Update

The CEO said that the Employment Rights Act 2025 brings about significant change to employee rights and the Town Council's Employee Handbook had been reviewed by Worknest to ensure that changes were fully taken account of.

Resolved to note the revisions to the Employee Handbook.

8 National Salary Pay Agreement 2026/27



Resolved to note the Local Government Services Pay Agreement 2026 that increases pay rates by 3.3% for the period 1 April 2026 to 31 March 2027.

9 Chief Executive Officer Update

6:42pm – Cllr Cooper and Parkin entered the meeting.

The CEO reported that there was a vacancy on the existing Town Council staff structure for administrative support and that a role including finance, administrative and IT support would be drafted for recruitment.

The CEO also reported that a role to support coordination of the 2028 Quincentenary Celebration could be progressed via consultancy and a role to support the Sutton Coldfield Pride in Place Programme (PiPP), to be appointed by the Town Council as accountable body but funded via PiPP, would be further explored.

10 Exclusion of the Press and Public

The following agenda item, subject to agenda item 11 will most likely be heard with the Public and Press excluded.

a) Review of Consultants

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

The meeting closed at 6:54pm.