



## Radcliffe on Trent Parish Council

The Grange, Vicarage Lane, Radcliffe-on-Trent, Nottingham NG12 2FB

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Wednesday, 25 October 2023

You are hereby summoned to attend a meeting of the **Human Resources Committee** which will be held on **Monday 30 October 2023** commencing at **19.00** in the Radcliffe Room, **The Grange, Vicarage Lane, Radcliffe-on-Trent, Nottingham NG12 2FB**.

In the interests of transparency, the council asks that any person wishing to record the meetings proceedings informs the Chairman prior to the start of the meeting and that recording equipment is on view.

Belina Boyer  
Parish Clerk/RFO

Committee Members: Cllr O Bere (chair), Cllr S Clegg, Cllr A McLeod, Cllr P Thomas, Cllr M Douglas-Kirk, Cllr Irene Dovey

Agenda no	Agenda Item title	Power/Regulation
HR24/001	To note apologies for absence.	Local Government Act 1972, s85 (1) & Sch 12, p40.
HR24/002	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	Localism Act 2011, s31.
HR24/003	To consider any dispensation requests received by the Parish Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	Localism Act 2011, s33.
HR24/004	To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.	Public Bodies (Admissions to Meetings) Act 1960 1 (2)
HR24/005	To <b>note</b> a verbal update by the clerk on staffing matters	
HR24/006	To receive the minutes of the previous Radcliffe-on-Trent Personnel and Wages Committee meeting(s) and resolve to sign these as a true record of the meeting(s). <b>Paper A</b> – Personnel and Wages Sub-Committee meeting 14 August 2023	Local Government Act 1972, Sch 12, p41 (1).

Agenda no	Agenda Item title	Power/Regulation
	To receive and note the committee's financial information: <ul style="list-style-type: none"> <li>• Expenditure of budget</li> <li>• Forecast</li> </ul> <b>Paper B</b>	
HR24/007	To <b>consider</b> staffing needs and associate costs for the 2024-25 period and to make a <b>recommendation</b> to the Budget Setting Committee. <b>Paper B</b>	
HR24/008	To <b>consider</b> the creation/review of the following policies: Annual Leave Overtime TOIL Flexible Working Lone Working Special Leave Requests Staff Training Councillor Training <b>Paper C.</b>	
	To approve the expenditure for staff and councillor training <b>Paper D</b>	
HR24/009	To <b>consider</b> the creation of a dual-purpose role of 'Facilities Operative' to fulfil both caretaking and grounds staff duties at circa 30 hours per week. <b>Paper E</b>	Local Government Act 1972, s. 112
HR24/010	To <b>consider</b> applying for the annual NCC Lengthsman Scheme Grant of £1,350 per year to support village grounds work. <b>Paper F</b>	
HR24/011	To consider the purchase of HR software that will assist in the administration of annual leave and time of in lieu. <b>Paper G</b>	
HR24/012	To consider offering frontline staff flu and Hepatitis B vaccination. <b>Verbal report</b>	
HR24/013	To <b>note</b> a breakdown of Annual Leave, Overtime and TOIL summary for each member of staff. <b>Paper H</b>	

Agenda no	Agenda Item title	Power/Regulation
	<b>Exclusion of Public and press recommended due to the personal nature of the items under discussion.</b>	
HR24/014	To <b>note</b> a verbal update on current staff appraisals from The Clerk and <b>consider</b> any actions. <b>Exclusion of Public and press recommended due to the personal nature of the items under discussion.</b> <b>Paper I</b>	
HR24/015	To <b>consider</b> the creation of Key Performance Indicators (KPI's) for future staff appraisals. <b>Exclusion of Public and press recommended due to the personal nature of the items under discussion.</b> <b>Paper J</b>	
HR24/016	To <b>consider</b> a recommendation from the Chair and Vice Chair of the HR Committee in regard to the Clerk's Probation Period. <b>Exclusion of Public and press recommended due to the personal nature of the items under discussion</b> <b>Paper K</b>	
HR24/017	To <b>receive</b> an update on the utilisation of The Clerk's Additional Hours and to <b>consider</b> a further extension. <b>Exclusion of Public and press recommended due to the personal nature of the items under discussion.</b> <b>Paper L</b>	
HR24/018	To <b>receive</b> an update on the utilisation of The Administrator's Additional Hours and to <b>consider</b> a further extension. <b>Exclusion of Public and press recommended due to the personal nature of the items under discussion.</b> <b>Paper M</b>	
HR24/019	To consider an organisational review that will identify staffing needs, evaluate current and proposed posts and identify potential cost savings. <b>Exclusion of Public and press recommended due to the personal nature of the items under discussion.</b> <b>Paper N</b>	
HR24/020	To <b>receive</b> any items for notification to be included on a future agenda – for information only	
HR24/021	To <b>agree</b> the date and time of the next Human Resources Committee meeting.	Local Government Act 1972, Sch 12, p10 (2)(a)