



## Radcliffe on Trent Parish Council

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

Tel: 0115 933 5808, Email: clerk@rotpc.com, Web: www.rotpc.com

You are hereby invited to attend a meeting of the **Human Resources Committee** which will be held on **Friday, January 2024** commencing at **13.00** 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, Cllr S Clegg, Cllr A McLeod, Cllr P Thomas, Cllr M Douglas-Kirk, Cllr Irene Dovey

Agenda no	Agenda Item title	Power/Regulation
HR24/031	To note apologies for absence.	Local Government Act 1972, s85 (1) & Sch 12, p40.
HR24/032	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	Localism Act 2011, s31.
HR24/033	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.
HR24/034	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. The exclusion of public and press is recommended for items HR24/036 to HR24/038	Public Bodies (Admissions to Meetings) Act 1960 1 (2)

Agenda no	Agenda Item title	Power/Regulation
HR24/035	<p>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).</p> <p>a) Human resources Committee 30 October 2023 b) Human Resources Committee 27 November 2023</p> <p><b>Paper A</b></p>	
HR24/036	<p>To <b>receive</b> and <b>note</b> a verbal report by the clerk on staffing issues.</p> <p><b>Exclusion of Public and press recommended due to the personal nature of the items under discussion.</b></p>	
HR24/037	<p>To <b>consider</b> a recommendation from the Chair of the Council in regard to the Clerk's Probation Period.</p> <p><b>Exclusion of Public and press recommended due to the personal nature of the items under discussion.</b></p> <p><b>Paper B</b></p>	
HR24/038	<p>To receive and <b>consider</b> changes to the job description, job title, pay and contracted hours of the Administrator post for approval and consultation with members of staff affected.</p> <p><b>Exclusion of Public and press recommended due to the personal nature of the items under discussion.</b></p> <p><b>Paper C</b></p>	
HR24/039	<p>To receive and <b>consider</b> changes to the job description, job title and contracted hours of the third caretaker post for approval with a view to advertising the vacancy with immediate effect.</p> <p><b>Paper D</b></p>	
HR24/040	<p>To consider a Member Training and Development Policy for adoption.</p> <p><b>Paper E – to follow</b></p>	
HR24/041	<p>To consider Staff Training and Development Policy for adoption and to authorise expenditure for staff training.</p> <p><b>Paper F – to follow</b></p>	
HR24/041	<p>To <b>receive</b> any items for notification to be included on a future agenda – for information only</p>	
HR24/042	<p>To <b>agree</b> the date and time of the next Human Resources Committee meeting.</p>	<p>Local Government Act 1972, Sch 12, p10 (2)(a)</p>