



Radcliffe on Trent Parish Council

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

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Monday, 28 October 2024

You are invited to attend a meeting of the **HR Committee** which will be held on **Tuesday 05 November 2024** commencing at **18.00** 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.

Cllr Oliver Bere
Committee Chair

Agenda no	Agenda Item title	Power/Regulation
	Chair's Welcome	
Open Forum	Members of the public are welcome to present any matter relevant to the wellbeing of Radcliffe-on-Trent. and each resident will receive the attention of the Council for a period not exceeding 5 minutes, with a maximum of 15 minutes in total. Please see the Standing Orders 3 d-n for details.	Public Bodies (Admissions to Meetings) Act 1960, s 1(1).
HR25-007	To receive and note any relevant updates from members and the HR Sub Committee (if applicable)	
HR25-008	To note apologies for absence and the reasons given and formally approve the absence if applicable.	Local Government Act 1972, s85 (1) & Sch 12, p40.
HR25-009	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	Localism Act 2011, s31.
HR25-010	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.
HR25-011	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) because publicity would be prejudicial to	Public Bodies (Admissions to Meetings) Act 1960, s 1(2).

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	the public interest by reason of the confidential nature of the business to be transacted and resolve to exclude the public and press for these items.	
HR25-013	To receive the minutes of the previous Radcliffe-on-Trent Parish Council meeting(s) and resolve to sign these as a true record of the meeting(s). a) Monday 21st October 2024	Local Government Act 1972, Sch 12, p41 (1).
HR25-014	To consider the and approve the job description, advert and salary of the Business Operations Manager - Paper A and A(a) <i>Exclusion of Public and Press recommended as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.</i>	
HR25-015	To consider the and approve the job description, advert and salary of the Clerk to the Council - Paper B and B(b) <i>Exclusion of Public and Press recommended as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.</i>	
HR25-016	To receive updated staffing costs YTD - Paper C <i>Exclusion of Public and Press recommended as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.</i>	
HR25-017	To consider the potential staffing budget requirements for financial year 2025/26 and make a recommendation to the budget working group - Paper D <i>Exclusion of Public and Press recommended as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.</i>	
HR25-018	To consider the adoption of the following <u>revised and updated</u> Council policies: <ul style="list-style-type: none"> - Health and Safety - Compassionate Leave - Equalities - Grievance - Disciplinary 	
HR25-019	To consider the adoption of the following <u>new</u> Council policies: <ul style="list-style-type: none"> - Anti-Bullying and Harassment - Flexible Working 	

	- Appeals	
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HR25-020	To receive an update on BrightHR software and consider access allocation - Paper E <i>Exclusion of Public and Press recommended as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.</i>	
HR25-021	To consider recommending to Full Council that the "County Room" is to be renamed the "Rockley Room" and to be used primarily as a Councillor and Working Group space - Paper F	
HR25-022	To consider maintenance requirements of the Council and approve going to tender for a provider due to staffing requirements - Paper G and G(g) <i>Exclusion of Public and Press recommended as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.</i>	
HR25-023	To note the NJC negotiated pay scales for 2024-25 and approve back pay from 01 April 2024 for eligible staff - Paper H <i>Exclusion of Public and Press recommended as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.</i>	
HR25-024	To receive any Councillor reports <i>Exclusion of Public and Press recommended as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.</i>	
HR25-025	To receive any items for a future agenda	
HR25-026	To note the date and time of the next scheduled HR meeting: TBC	Local Government Act 1972, Sch 12, p10 (2)(a)