



## Radcliffe on Trent Parish Council

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

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Tuesday, 08 October 2024

You are invited to attend a meeting of the **HR Committee** which will be held on **Monday 21 October 2024** commencing at **18.00** in the **Dowson 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).
HR25-001	To receive and <b>note</b> any relevant updates from members and the HR Sub Committee (if applicable)	
HR25-002	To <b>note</b> apologies for absence and the reasons given and formally approve the absence if applicable.	Local Government Act 1972, s85 (1) & Sch 12, p40.
HR25-003	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	Localism Act 2011, s31.
HR25-004	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.
HR25-005	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 public and press for these items.	
HR25-006	To receive the minutes of the previous Human Resources Committee on 7 <sup>th</sup> May 2024 and resolve to sign these a true record of this meeting.	Local Government Act 1972, Sch 12, p41 (1).
HR25-007	To note the HR Committee and HR Sub Committee terms of reference.	
HR25-008	To <b>consider</b> the appointment of Acting Clerk to the Council and Responsible Finance Officer <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></b>	
HR25-009	To <b>receive</b> an update on the current staff long term absence and <b>consider</b> a way forward <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></b>	
HR25-010	To <b>note</b> the receipt of a Freedom of Information Act request and <b>consider</b> a response <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></b>	
HR25-011	To <b>note</b> the receipt of a Subject Access Request and <b>consider</b> a response <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></b>	
HR25-012	To <b>note</b> the receipt of correspondence relating to a previous decision and <b>consider</b> a response <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></b>	
HR25-013	To <b>consider</b> a proposed timeline of recruitment processes for approved roles <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></b>	

HR25-014	To <b>consider</b> an interim staff pay award <i><b>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.</b></i>	
HR25-015	To <b>consider</b> and <b>approve</b> new working hours for the temporary administrator <i><b>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.</b></i>	
HR25-016	To <b>consider</b> the adoption of the following staff policies: - Time Off In Lieu (TOIL) - Lone Worker	
HR25-017	To <b>consider</b> the adoption of a Volunteers Policy and Volunteer Agreement (To be tabled)	
HR25-018	To <b>receive</b> any items for a future agenda	
HR25-019	To <b>note</b> the date and time of the next scheduled HR meeting: <b>TBC</b>	Local Government Act 1972, Sch 12, p10 (2)(a)