



## Radcliffe on Trent Parish Council

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

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You are invited to attend a meeting of the **Human Resources Committee** which will be held on **Tuesday 7th October 2025** commencing at **11:00am** 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 meeting's proceedings inform the Chairman prior to the start of the meeting and that recording equipment is on view.

Joe Pope

Business Operations Manager

### AGENDA

|            |  |
|------------|--|
|            | Chair's Welcome  |
| Open Forum | Members of the public are welcome to present any matter to the wellbeing of Radcliffe on Trent each resident will receive the attention of the Council for a period of 5 minutes each with a maximum of 15 minutes total   |
| HR26- 012  | Apologies for absence  |
| HR26- 013  | Declaration of members interests and dispensation from non-participation   |
| HR26- 014  | 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 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. |
| HR26- 015  | <u>To <b>approve</b> the minutes of the meeting held on 11th June 2025</u>   |
| HR26- 016  | To <b>receive</b> a confidential staffing update and agree any actions necessary<br><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>   |
| HR26- 017  | To <b>receive</b> and <b>consider</b> changes to the job description, job title and pay of the Interim Clerk/Admin Officer changing to Deputy Executive Officer for approval.  |

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|           | <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>  |
| HR26- 018 | <p>To <b>offer</b> the position of Deputy Executive Officer to Hayley Gandy with a start date of 4th November on the completion of the Interim Clerk contract</p> <p><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></p>             |
| HR26- 019 | <p>To <b>receive</b> and <b>consider</b> changes to the job description and job title of the Business Operations Manager post changing to Executive Officer for approval.</p> <p><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></p> |
| HR26- 020 | <p>To <b>receive</b> and <b>consider</b> changes to the job description for Hall Manager.</p> <p><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></p>   |
| HR26- 021 | <p>To <b>note</b> the end of service for the Accounts Clerk and the discontinuation of the role.</p> <p><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></p>  |
| HR26- 022 | To <b>note</b> the completion of Business Operations Manager performance management review and end of probationary period.  |
| HR26- 023 | To receive any items for notification to be included on a future agenda – for information only  |
| HR26- 024 | To <b>note</b> the date and time of the next HR committee meeting: <b>To be confirmed</b>   |