



Radcliffe on Trent Parish Council

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

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You are hereby summoned to attend a meeting of the **Human Resources Committee** which will be held on **Monday 8th December 2025** commencing at **09:30** 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 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- 034	Apologies for absence
HR26- 035	Declaration of members interests and dispensation from non-participation
HR26- 036	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- 037	To approve the minutes of the meeting held on 4th November
HR26- 038	To receive a confidential staffing update and agree any actions necessary. <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- 039	To receive a confidential update on staff appraisals and performance management.

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HR26- 040	To receive and consider changes to the job description for Hall Manager.
HR26- 041	To receive and consider <u>changes to the job description</u> for Resident Caretaker
HR26- 042	To receive and consider <u>changes to the tenancy agreement</u> for the Resident Caretaker
HR26- 043	To receive and consider <u>the proposal to recruit an additional caretaker/groundsperson</u> or allocate budget for additional capacity in 2026/27
HR26- 044	To receive any items for notification to be included on a future agenda – for information only
HR26- 045	To note the date and time of the next HR committee meeting: To be confirmed