



Radcliffe on Trent Parish Council

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

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Minutes of a meeting of the Human Resources Committee which was held on Thursday 3rd April 2025 commencing at 18.00 in the Radcliffe Room, The Grange, Vicarage Lane, Radcliffe-on-Trent, Nottingham NG12 2FB.

Members Present:

Cllr Oli Bere	Cllr Oliver Furniss	Cllr Kirsty Hyndes
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Also present:	Cllr Sue Clegg and Cllr Anne McLeod - non voting
Staff present:	Joe Pope (BOM)

	<p><u>Chair's Welcome</u></p> <p>Welcome to Joe Pope</p> <p>Cllr Bere gave an update on items to note: that the streetwise new contract has started effective 1st April and reiterated bins are now to be emptied by PC staff in The Grange Grounds and Rockley Park. JP will review and action this.</p> <p>Suggested action; that all policies relating to staff are reviewed for changes to reflect the new changes in staffing roles for accuracy. To be brought to FC for the changes to be approved. Unanimously agreed.</p> <p>New Facilities Operative beginning on 28th April and references sought. Onboarding to BrightHR and documentation to be completed. Cllr McLeod commented this was a positive step and flexibility is important. Noted.</p> <p>Annual leave and staff contracts have been reviewed in light of the move to a leave period in line with the financial year. Consultation has been conducted. Each staff member will be receiving a document outlining their annual leave entitlement. New Draft contracts are completed. Business closures and the staffing constraints with mainly holiday periods to be discussed further.</p> <p>Action: JP, ID and KH to meet for discussions.</p>
	<p><u>Open Forum</u></p> <p>None present</p>

HR25-053	<p><u>Apologies for absence</u> Cllr P Thomas, Cllr Dovey, Cllr M Douglas - accepted</p>
HR25-054	<p><u>Declaration of members interests and dispensation from non-participation</u> N/A</p>
HR25- 055	<p><u>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)</u> Unanimously agreed to exclude due to the confidential nature of business.</p>
HR25-056	<p><u>To approve the minutes of the meeting held on 3rd March 2025</u> The Committee resolved to approve the minutes of the meeting held on 3rd March 2025</p>
HR25-057	<p><u>To discuss confidential staffing matters and agree actions forthwith</u> <i>Item excluded from Public and Press due to the confidential nature.</i> Cllr Bere asked if there were any immediate needs or concerns from the Business Operations Manager. Training courses have been identified that would be useful for the new role. It was noted that we have previously engaged with other supportive partners in a variety of areas and the HR Committee has been incredibly supportive so far.</p> <p>Proposal: to approve delegated expenditure for BOM essential job training and consultancy fees as required up to a value of £500. Unanimously approved.</p> <p>Staff member absence discussed.</p> <p>Action: agreed for urgent follow up with JP and KH.</p> <p>Staff training records discussed and training needs.</p> <p>Action: JP to assign via BrightSafe.</p> <p>BOM raised TOIL, this was discussed and clarified; staff wishing to 'swap' days must be agreed by the line manager in the first instance. Unanimously agreed.</p> <p>Business Operations Manager wishes to implement clocking in/out as is standard practice in other industries.</p> <p>Proposal: BrightHR 'Blip' app to be used by all staff moving forwards effective Monday 7th April 2025. Unanimously agreed.</p>
HR25-058	<p><u>To receive any items for notification to be included on a future agenda</u> – for information only Organisational review led by BOM</p>

	Staff appraisals and probation reviews Staff back pay 2025/6 (if available) Staff budget for 2026/7
HR25-059	To note the date and time of the next HR committee meeting: To be confirmed

The meeting closed at

Signed as a true record of the Meeting: _____

Dated _____

Presiding chair of approving meeting