



## Radcliffe on Trent Parish Council

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**Minutes of the meeting of the Human Resources Committee which will be held on Friday 2nd May 2025 commencing at 12.00 in the Radcliffe Room, The Grange, Vicarage Lane, Radcliffe-on-Trent, Nottingham NG12 2FB.**

### Members Present:

Cllr Oli Bere	Cllr Troy Jenkinson	Cllr Kirsty Hyndes
Cllr Matt Douglas	Cllr Irene Dovey	

Also present:	Cllr Sue Clegg and Cllr Anne McLeod - non voting
Staff present:	Joe Pope (BOM)

	<b><u>Chair's Welcome</u></b>
	<b><u>Open Forum</u></b>
HR25-060	<b><u>Apologies for absence</u></b> Apologies for absence were accepted from Cllr. Oliver Furniss
HR25-061	<b><u>Declaration of members interests and dispensation from non-participation</u></b> There were no declarations of members interests or dispensation from non-participation
HR25- 062	<b><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></b> It was agreed that all items on the Agenda should exclude the public and press. There were no members of the public or press present at the meeting.
HR25-063	<b><u>To approve the minutes of the meeting held on 3rd April 2025</u></b> The minutes from the meeting held on the 3rd April 2025 were unanimously approved.
HR25-064	<b><u>To receive a confidential staffing update and agree any actions</u></b>

	<p><b><u>necessary</u></b> <i>This item was excluded from the public and press</i></p> <p>Confidential update received and noted.</p>
HR25-065	<p><b><u>To consider the advertisement of a further Facilities Operative position</u></b> <i>This item was excluded from the public and press</i></p> <p>It was noted that there is sufficient budget for a further Facilities Operative position. It was agreed that recruitment for this role should be further considered once the current new Facilities Operative has settled into the role. This will then provide a clearer indication of requirements.</p> <p>Acceptance of this was proposed and seconded, and unanimously agreed.</p>
HR25-066	<p><b><u>To consider the following policies as reviewed and amended</u></b></p> <ul style="list-style-type: none"> <li>- <b><u>Lone worker</u></b></li> <li>- <b><u>Compassionate Leave</u></b></li> <li>- <b><u>Sickness absence</u></b></li> <li>- <b><u>TOIL</u></b></li> <li>- <b><u>Annual Leave</u></b></li> </ul> <p><i>This item was excluded from the public and press</i></p> <p>The above Policies were considered and approved unanimously, with amendments to the Lone Worker Policy to be made in line with comments received.</p>
HR25-067	<p><b><u>To consider the approval of TOIL for the Business Operations Manager</u></b></p> <p><i>This item was excluded from the public and press</i></p> <p>This was considered with a mutual agreement reached and approved unanimously.</p>
HR25-068	<p><b><u>To receive any items for notification to be included on a future agenda – for information only</u></b></p> <p>TBC</p>
HR25-069	<p><b><u>To note the date and time of the next HR committee meeting: To be confirmed</u></b></p> <p>TBC</p>

The meeting closed at \_\_\_\_\_

Signed as a true record of the Meeting: \_\_\_\_\_

Dated \_\_\_\_\_

Presiding chair of approving meeting