



## Radcliffe on Trent Parish Council

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**Minutes of the meeting of the Human Resources Committee which was held on Tuesday, 7<sup>th</sup> October 2025 commencing at 11.00am in the Dowson Room, The Grange, Vicarage Lane, Radcliffe-on-Trent, Nottingham NG12 2FB.**

### Members Present:

<b>Cllr Troy Jenkinson</b>	<b>Cllr Nikki Farnsworth</b>	<b>Cllr Kirsty Hyndes</b>
<b>Cllr Irene Dovey</b>	<b>Cllr Matt Douglas</b>	

<b>Also present:</b>	<b>None</b>
<b>Staff present:</b>	<b>Joe Pope, Business Operations Manager Claire Sutcliffe, Hall Manager (part meeting only)</b>

	<b><u>Chair's Welcome</u></b>
	<b><u>Open Forum</u></b> No members of the public attended the meeting.
HR26-012	<b><u>Apologies for absence</u></b> <b>Cllr Oliver Bere</b>
HR26-013	<b><u>Declaration of members interests and dispensation from non-participation</u></b> There were no declarations of members interests.
HR26- 014	<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 members of the public and press should be excluded from the confidential agenda items. There were no members of the public or press present at the meeting.
HR26-015	<b><u>To approve the minutes of the meeting held on 11<sup>th</sup> June 2025</u></b> With a correction to the spelling of Cllr Farnsworth's first name, the minutes from the meeting held on the 11 <sup>th</sup> June 2025 were unanimously approved. The minutes were therefore signed by Cllr

	Jenkinson in the meeting.
HR26-016	<p><b><u>To receive a confidential staffing update and agree any actions necessary</u></b> <i>This item was excluded from the public and press</i></p> <p>Confidential updates were received and noted. A resulting action was agreed, and a further update on this will be provided at the next HR Committee Meeting (see HR26-024 below).</p>
HR26-017	<p><b><u>To receive and consider changes to the job description, job title and pay of the Interim Clerk/Admin Officer changing to Deputy Executive Officer for approval</u></b> <i>This item was excluded from the public and press</i></p> <p>Following discussion, the recommended changes to the job description, job title and pay for the Interim Clerk/Admin Officer changing to the Deputy Executive Officer were proposed and seconded, and unanimously agreed.</p>
HR26-018	<p><b><u>To offer the position of Deputy Executive Officer to Hayley Gandy with a start date of 4th November on the completion of the Interim Clerk contract</u></b> <i>This item was excluded from the public and press</i></p> <p>It was agreed that the position of Deputy Executive Officer will be offered as recommended, noting that the role will remain at 30hours per week. If accepted, the changes will take effect from 4<sup>th</sup> November 2025. This was proposed and seconded, and unanimously agreed.</p>
HR26-019	<p><b><u>To receive and consider changes to the job description and job title of the Business Operations Manager post changing to Executive Officer for approval</u></b> <i>This item was excluded from the public and press</i></p> <p>Following discussion, the changes to the job description and job title of the Business Operations Manager to Executive Officer were proposed and seconded, and unanimously agreed.</p>
HR26-020	<p><b><u>To receive and consider changes to the job description for Hall Manager</u></b> <i>This item was excluded from the public and press</i></p> <p>It was agreed that the job description will be finalised by the Executive Officer, and circulated to the HR Committee for review. In light of this, this item will be deferred and carried forward to the next HR Committee meeting (see HR26-024 below).</p>
HR26-021	<p><b><u>To note the end of service for the Accounts Clerk and the discontinuation of the role</u></b> <i>This item was excluded from the public and press</i></p> <p>Noted</p>
HR26-022	<p><b><u>To note the completion of Business Operations Manager performance management review and end of probationary period</u></b></p> <p>Noted. A letter of confirmation will be prepared by the Chair of the HR Committee.</p>
HR26-023	<p><b><u>To receive items for notification to be included on a future agenda – for information only</u></b></p>

	To receive and consider changes to the job description for the Hall Manager Confidential staffing update Feedback on staff appraisals Consider DBS checks for all staff
HR26-024	<b><u>To note the date and time of the next HR committee meeting: To be confirmed</u></b> Either Tuesday, 4 <sup>th</sup> or Wednesday, 5 <sup>th</sup> November 2025 – time to be confirmed

The meeting closed at 12.48pm

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

Dated \_\_\_\_\_

Presiding chair of approving meeting