



Radcliffe on Trent Parish Council

The Grange, Vicarage Lane, Radcliffe-on-Trent, Nottingham NG12 2FB
Tel: 0115 933 5808,
Email: clerk@radcliffeontrentparishcouncil.gov.uk,
Web: rotpc.gov.uk

Minutes of the meeting of the Human Resources Committee which will be held on Monday, 8th December 2025 commencing at 9.30am in the Dowson Room, The Grange, Vicarage Lane, Radcliffe-on-Trent, Nottingham NG12 2FB.

Members Present:

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

Staff present:	Joe Pope, Executive Officer
----------------	-----------------------------

	<u>Chair's Welcome</u>
	<u>Open Forum</u> No members of the public attended the meeting.
HR26-034	<u>Apologies for absence</u> Cllr Nikki Farnsworth, Cllr Matt Douglas
HR26-035	<u>Declaration of members interests and dispensation from non-participation</u> There were no declarations of members interests.
HR26- 036	<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> 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.
HR26-037	<u>To approve the minutes of the meeting held on 4th November 2025</u> The minutes from the meeting held on the 2 nd May 2025 were unanimously approved.
HR26-038	<u>To receive a confidential staffing update and agree any actions necessary</u> <i>This item was excluded from the public and press</i> Confidential updates were received and noted. Resulting actions were discussed and agreed.

HR26-039	<p><u>To receive a confidential update on staff appraisals and performance management</u> <i>This item was excluded from the public and press</i></p> <p>It was noted that probationary reviews have been held for the recently appointed Caretaker and Groundsperson who have now been confirmed in post.</p> <p>Due to the extensive budgeting activities currently underway, it was unanimously agreed that staff appraisals will be deferred until January 2026.</p>
HR26-040	<p><u>To receive and consider changes to the job description for the Hall Manager</u></p> <p>It was agreed that the job description for the Hall Manager will be given further consideration.</p>
HR26-041	<p><u>To receive and consider changes to the job description for Resident Caretaker</u></p> <p>The proposed changes to the Contract of Employment for the Resident Caretaker to align with the requirements of job description for the role, were noted and unanimously approved.</p>
HR26-042	<p><u>To receive and consider changes to the tenancy agreement for the Resident Caretaker</u></p> <p>The proposed changes to the tenancy agreement for the Resident Caretaker were noted.</p> <p>It was unanimously agreed that arrangements will be made for a separate water meter to be installed in the caretaker flat.</p> <p>It was noted that the HR Committee would like the incoming Resident Caretaker to have advance access to the flat in order to make this habitable in preparation for occupancy when the role commences early in the New Year.</p>
HR26-043	<p><u>To receive and consider the proposal to recruit an additional Caretaker/Groundsperson or allocate budget for additional capacity in 2026/27</u></p> <p>After discussion, it was agreed that this recruitment would be beneficial for Council, and would both add value and support additional activities within the community.</p> <p>It was noted that anticipated additional income generated from the flexibility which this additional role will bring, will contribute towards funding this role in future. In the interim, the staff budget will be updated to include this additional cost.</p> <p>The HR Committee unanimously approved recruitment of the additional position.</p>
HR26-044	<p><u>To receive items for notification to be included on a future agenda –</u></p>

	<p><u>for information only</u></p> <p>Report from the Executive Officer on proposed strategic operational efficiencies in 2026</p> <p><i>Carried forward:</i></p> <p>Confidential staffing update</p> <p>To receive and consider changes to the job description for the Hall Manager</p> <p>Staff Appraisals</p> <p>Consider DBS checks for all staff</p>
HR26-045	<p><u>To note the date and time of the next HR committee meeting</u></p> <p>The date for the next HR Committee Meeting was agreed as Monday, 12th January 2026 at 9.30am</p>

The meeting closed at 11.30am.

Signed as a true record of the Meeting: _____

Dated _____

Presiding Chair of approving meeting