



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 held on Monday, 12th January 2026 commencing at 9.30am in the Dowson Room, The Grange, Vicarage Lane, Radcliffe-on-Trent, Nottingham NG12 2FB.

Members Present:

Cllr Troy Jenkinson	Cllr Kirsty Hyndes	Cllr Irene Dovey
Cllr Oliver Bere (Remote)		

Also present:	Cllr Anne McLeod
Staff present:	Joe Pope, Executive Officer

	<u>Chair's Welcome</u>
	<u>Open Forum</u> No members of the public attended the meeting.
HR26-046	<u>Apologies for absence</u> Cllr Nikki Farnsworth, Cllr Matt Douglas
HR26-047	<u>Declaration of members interests and dispensation from non-participation</u> There were no declarations of members interests.
HR26- 048	<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.
HR26-049	<u>To approve the minutes of the meeting held on 8th December 2025</u> The minutes from the meeting held on the 8 th December 2025 were unanimously approved.
HR26-050	<u>To receive a confidential staffing update and agree any actions necessary</u> <i>This item was excluded from the public and press</i>

	<p>It was noted that Anthony Davies will be joining the Parish Council as a Facilities Operative (with Duty Officer responsibilities) on Monday, 19th January 2026.</p> <p>Other staffing updates were received in confidence and noted, with resulting actions discussed and agreed.</p>
HR26-051	<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>The Executive Officer reported that staff appraisals will shortly be completed. This will not include the recently appointed Caretaker and Groundsperson as their performance was very recently reviewed as part of their confirmation in post.</p> <p>This was noted and unanimously agreed.</p>
HR26-052	<p><u>To receive an update on proposed strategic operational efficiencies in 2026</u></p> <p>Trello boards to monitor the progress of Council activities have now been introduced. These are proving to be very informative and beneficial. It was noted however that the Grange and Grange Hall Trello board requires updating, as does the Calls Received spreadsheet. The HR Committee requested that these areas were addressed as a priority.</p> <p>It was noted that consideration continues to be given to structure and ways of working in light of financial constraints.</p> <p>It was noted that there are plans for calls to be routed through Google, which will enable headsets to be used and assist in making call handling more accessible and efficient.</p> <p>It was agreed that the option to have all calls recorded will be explored in order to protect both staff and the public should any area of concern be raised.</p> <p>It was agreed that the Executive Officer can work from home when there is a need for an activity which requires focus, at their own discretion.</p> <p>The above items were noted and unanimously agreed.</p> <p>The Executive Officer was thanked for the strategic organisational efficiencies which have been introduced to date, and for those which are being proposed moving forwards.</p>
HR26-053	<p><u>To receive and consider changes to the job description for the Hall Manager</u></p> <p>It was agreed that the existing job description for the Hall Manager role will remain in place.</p> <p>This was noted and unanimously agreed.</p>

HR26-054	<p><u>To receive and consider changes to the job description for Hybrid Facilities Operative</u> (with team leader responsibilities)</p> <p>The proposed Job Description for the Hybrid Facilities Operative was considered.</p> <p>This was noted and unanimously agreed.</p>
HR26-055	<p><u>To receive and consider the proposal to increase the salary bracket for Hybrid Facilities Operative</u> (with team leader responsibilities)</p> <p>A proposed increase for the Hybrid Facilities Operative (with team leader responsibilities) to a salary of Scale Point 10 or 11, at the discretion of the Executive Officer, was considered.</p> <p>This was noted and unanimously agreed.</p>
HR26-056	<p><u>To receive items for notification to be included on a future agenda – for information only</u></p> <p>Consider new rota patterns Annual Staff Absence Report</p> <p><i>Carried forward:</i> Confidential staffing update Staff Appraisals Consider DBS checks for all staff</p>
HR26-057	<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 Friday, 6th February 2026 at 9.30am</p>

The meeting closed at 11.20am.

Signed as a true record of the Meeting: _____

Dated _____

Presiding Chair of approving meeting