



Radcliffe on Trent Parish Council

The Grange, Vicarage Lane, Radcliffe-on-Trent, Nottingham NG12 2FB
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Minutes of the meeting of the Human Resources Committee held on Friday, 6th February 2026 commencing at 9.38am in the Trent 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	Cllr Matt Douglas	

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

	<u>Chair's Welcome</u>
	<u>Open Forum</u> No members of the public attended the meeting.
HR26-058	<u>Apologies for absence</u> Cllr Nikki Farnsworth
HR26-059	<u>Declaration of members interests and dispensation from non-participation</u> There were no declarations of members interests.
HR26- 060	<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.
HR26-061	<u>To approve the minutes of the meeting held on 8th December 2025</u> The minutes from the meeting held on the 12 th January 2026 were unanimously approved.
HR26-062	<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 the new Facilities Operative (with Duty Officer responsibilities), Sean McMahon, will be spending an initial day onsite in early March in preparation for his official start in early April. Members of the HR Committee were invited to meet with Sean if they were available.</p> <p>Other staffing updates were received in confidence and noted, with resulting actions discussed, agreed and delegated. Progress will be reported back at the next HR Committee meeting. It was agreed that any potential cost implications arising will be discussed with relevant parties.</p>
HR26-063	<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 two further staff appraisals have now been completed. Queries raised relating to the approach to salary increases were clarified.</p> <p>It was noted that the Executive Officer will shortly be attending a seminar on staff progression and career development. Plans for staff will then be developed in line with the Training and Development Policy and allocated budget.</p> <p>The Executive Officer reported that regular meetings are now being held with all staff. Interim appraisal reviews, which will be held in June, are also being introduced.</p>
HR26-064	<p><u>To receive an update on proposed strategic operational efficiencies in 2026</u></p> <p>An alternative approach to rostering is being explored. This has included the use of AI to identify alternative timetabling which would also allow for fixed shifts. The need to consider mitigation to allow for staff absences will also be factored in. It is felt that this will aid staff retention and will also inform future pricing for Grange and Grange Hall. It was agreed that a Project Working Group will be established in order to support this activity.</p> <p>It was noted that, whilst the Grange and Grange Hall Trello board is now being maintained, calls are still not being logged in the Calls Received spreadsheet. The Executive Officer has again reminded staff of the importance of ensuring this is done.</p> <p>It has been established that incoming calls to the Parish Council can be recorded; and in some instances, due to the initial setup by the supplier, this is already being done. The Executive Officer will contact the supplier and request that a message to alert callers that their call may be recorded is added to the introductory message.</p> <p>It was suggested that, due to the potentially confidential nature of some items which may be discussed by the HR Committee, members should be asked to sign a Confidentiality Agreement. An Agreement will be drafted, for consideration and further discussion at the next HR</p>

	Committee meeting.
HR26-065	<p><u>To receive items for notification to be included on a future agenda – for information only</u></p> <p>Update on Organisational Chart and associated documents Review of Trello activities Feedback on career development Review of proposed Confidentiality Agreement</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, 13th March 2026 at 10.00am</p>

The meeting closed at 11.15am.

Signed as a true record of the Meeting: _____

Dated _____

Presiding Chair of approving meeting