



## 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, 13<sup>th</sup> March 2026 commencing at 10.00am 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	Cllr Matt Douglas (remote)	

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

	<b><u>Chair's Welcome</u></b>
	<b><u>Open Forum</u></b> No members of the public attended the meeting.
HR26-067	<b><u>Apologies for absence</u></b> Cllr Nikki Farnsworth
HR26-068	<b><u>Declaration of members interests and dispensation from non-participation</u></b> There were no declarations of members interests.
HR26-069	<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.
HR26-070	<b><u>To approve the minutes of the meeting held on 8<sup>th</sup> December 2025</u></b> The minutes from the meeting held on the 6 <sup>th</sup> February 2026 were unanimously approved.
HR26-071	<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>The initial candidate appointed for the Facilities Operative (with Duty Officer responsibilities) role will no longer be taking up the position. This role, with team lead responsibilities, remains a requirement, however the details will be reviewed to ensure the role incorporates all that is required to support the staffing structure moving forwards. During this period whilst there is reduced capacity, the Executive Officer will continue to manage staff rotas.</p> <p><b>Subject to Full Council sign off at the meeting scheduled for 17<sup>th</sup> March 2026</b>, Civic.ly will now be used for task management. This will support the need for a broader scope of duties from the roles employed by Council, and assist in removing the constraint of allocation to a particular Parish asset.</p>
HR26-072	<p><b><u>To receive a verbal update on the Hall Manager handover</u></b></p> <p>A comprehensive handover with the Hall Manager is in progress, with supporting How To guides being put in place for key tasks.</p> <p>It has been identified that some of the documentation mandated by the Council's Public Liability, remains outstanding. This, together with an update on the Grange and Grange Hall bookings to the end of the year, will now be priorities.</p> <p>The auto-response email for Grange and Grange Hall booking enquiries will be reviewed and updated to better reflect response expectations.</p> <p>An interim solution for the Alcohol Licence, currently held by the Hall Manager and required for Grange Hall, has been identified. Further consideration will now be given as to how best this requirement can be met moving forwards.</p>
HR26-073	<p><b><u>To receive an update on proposed strategic operational efficiencies in 2026</u></b></p> <p>The Executive Officer reported that the Operational Efficiencies document has been updated. This will be review in detail at the Full Council meeting being held on the 17<sup>th</sup> March 2026.</p> <p>It was noted that Parish Online is no longer required; the subscription for this will therefore not be renewed.</p> <p>In line with discussions, it was noted that the Executive Officer has authority to amend subscriptions as may be required, in order to maximise the efficiencies of Council operations.</p>
HR26-074	<p><b><u>To receive a verbal update on recruitment for the position of Admin Officer</u></b></p> <p>The response to date for this new position has been significant, with applications currently under review.</p> <p>An initial interview date of 30<sup>th</sup> March 2026 has been scheduled.</p>

HR26-075	<p><b><u>To receive items for notification to be included on a future agenda – for information only</u></b></p> <p>Update on the appointment of the Admin Officer  Draft requirements for the role of Facilities Operative Team Leader  Staff training  DBS checks for all Council staff</p> <p><i>Carried forward:</i>  Confidential staffing update</p>
HR26-076	<p><b><u>To note the date and time of the next HR committee meeting</u></b></p> <p>The date for the next HR Committee Meeting was agreed as Monday, 13<sup>th</sup> April 2026 at 10.00am</p>

The meeting closed at 11.10am.

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

Dated \_\_\_\_\_

Presiding Chair of approving meeting