



Mrs J Nolan
Clerk to the Council

The Parish Council Community Centre
Bell Lane, Ackworth
Pontefract, WF7 7JH

Tel: 01977 611583

E-mail: clerk@ackworthparishcouncil.gov.uk

2 October 2025

Dear Resident,

You are invited to attend a meeting of Ackworth Parish Council Personnel Committee which will be held at the Parish Council Community Centre, Bell Lane, Ackworth, on **TUESDAY 7th OCTOBER 2025, COMMENCING AT 6PM.**

Yours faithfully

Jemma Nolan
Clerk

*Please note there will be no public session prior to the start of a committee meeting.
(Members of the public are reminded to adhere to the rules set by the council for this session)*

Reminder by the Chair of the Council's expectations for the audio or visual recording of this meeting. The Parish Council meeting may be audio recorded under the Openness of Local Government Regulations 2014. Devices are to be placed on the table provided throughout the meeting.

AGENDA

1. Apologies 1.1 To receive apologies for absence given in advance of the meeting 1.2 To consider the approval of reasons given for absence
2. Declarations of Interests and Dispensations 2.1 To receive any declarations of interest not already declared under the Council's Code of conduct or a member's Register of Disclosable Pecuniary Interests on items on the agenda 2.2 To receive, consider and decide upon any written applications for dispensation for disclosable pecuniary interest 2.3 To grant any requests for dispensation as appropriate
3. To note the minutes of the last Personnel Subcommittee meeting held on 27th February 2025.
4. To discuss Christmas gratuity and make recommendation

5. TO CONSIDER FOR APPROVAL THAT THE PRESS AND THE PUBLIC BE EXCLUDED FROM THE REMAINDER OF THE MEETING ON THE GROUNDS THAT PUBLICITY WOULD BE PREJUDICIAL TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED ON THE FOLLOWING AGENDA ITEMS. PUBLIC BODIES (ADMISSION TO MEETING ACT 1960)
6. To receive a draft employee handbook for consideration and recommendation.
7. To receive notification and action taken by the employee line manager relating to a historic data breach and to consider any further action if required.
8. To receive an update on employee welfare and management and consider any further action to be taken.
9. To review and consider current and future employee resource, including the review of probation periods, retirements and fixed term contract employees for 2025 and 2026/27.
10. To consider items for inclusion in the 2026/27 budget or changes to be made within the current period 2025/26 that may impact budget regarding resource and make recommendation.
11. To review the 'Local Government Services' pay agreement for 2025/26 and agree a month of implementation for payroll to action.
12. To review the National Foundation Living Wage increase for 2025/26 and agree a month of implementation for payroll to action.

Next Meeting: Meetings of this committee are ad-hoc.