



Mrs J Nolan
Clerk to the Council

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Minutes of the Meeting of the Personnel Committee Council held at Ackworth Parish Council Community Centre, Bell Lane, Ackworth, on Wednesday 27th February 2025, at 6PM.

Attendance

Cllr Sharon Maiden – Chair
Cllr Stephen Parker
Cllr John Bell

Clerk: J Nolan

0 Members of Public present.

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
1.1 It was resolved that the apologies were received in respect of Cllr Balfour, Bland & Roberts. 1.2 It was resolved that council had considered and approved the reason given by Cllr Balfour, Bland & Roberts.
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
2.1/2.2/2.3 None to receive.
3. To note the minutes of the last Personnel Subcommittee meeting held on 11th December 2025.
3.1 The committee noted the meeting minutes.
4. To discuss this committees meeting schedule for 25/26 and requirements for meeting frequency.
4.1 The committee have agreed to meet bi-monthly on the second Monday of the month prior to the Council meeting at 6pm. It was agreed that this would be added to the Council meeting schedule for review in March by Council.
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)

5.1 There were no members of the public present.
6. To receive an update on recruitment, including current resource cover of vacancies, candidates for interview and planned interview process.
<p>6.1 The Clerk provided a verbal update which included.</p> <p>Recruitment: Interest and applications received per vacancy. A process overview, confirmation of planned interviews and interviewers agreed as Clerk, Council Chair & Personnel Chair. Set questions were circulated and agreed.</p> <p>Current Resource: Update on leaver process, advised current strain on staff covering evenings and weekends to ensure centre availability to user groups. Concerns discussed over sustainability of redirecting current staff hours and the impact on individuals family life, health and wellbeing.</p> <p>Confirmed that the 5 hours weekly cleaning had been allocated to the existing cleaner at the same rate.</p> <p>The committee discussed and recommended that the caretaker roles where no traction gained are readvertised and that exploration of an agency service is costed for later review if no traction achieved through re-advertisement.</p>
7. To review working conditions at the Cemetery regarding employee facilities and to make recommendation to council regarding any financial changes required.
<p>7.1 Chair Maiden gave a verbal update after meeting with the member of staff permanently located at the Cemetery building.</p> <p>It was recommended that Council approve the following facility upgrades to improve working conditions.</p> <p>Replacement sink unit with working taps A new wall mounted heater as current heating is not sufficient A new fridge to replace existing broken fridge</p>
8. To receive an update regarding the exploration of sector employee support nationally.
<p>8.1 The Clerk provided an email from YLCA Chief Officer advising of steps already being taken within government to improve sector standards.</p> <p>After review, the committee agreed no further action was required at this stage.</p>
9. To discuss an ongoing staff matter and to consider any action required.
9.1 It was agreed that this item would be deferred to the next meeting.

Time Closed: 18:32