



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 Tuesday 7th October 2025, at 6PM.

Attendance

Cllr Sharon Maiden – Chair
Cllr Sarah Balfour
Cllr John Bell
Cllr Stephen Parker

Clerk: J Nolan

0 Members of Public present.

Preceding Chair Maiden, read out the following statement.

“In the absence of an elected Chair & Vice Chair, the first item of business is to elect a Chair for this meeting only. Could I please have nominations”

Cllr Maiden was proposed by Cllr Bell and seconded by Cllr Balfour. All in favour, it was resolved that Cllr Maiden was elected to Chair this meeting. Chair Maiden opened the meeting.

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 Apologies were RECEIVED in respect of Cllr Roberts & Bland. 1.2 The committee had considered and APPROVED the reason given by Cllr Roberts & Bland.
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 27th February 2025.
3.1 The minutes were NOTED .

4. To discuss Christmas gratuity and make recommendation
4.1 It was RECOMMENDED that all 10 staff and 1 office volunteer receive a gift voucher to the value of £50.
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 It was AGREED to move to the private section of the meeting.
6. To receive a draft employee handbook for consideration and recommendation.
6.1 The working draft document was discussed; a suggestion was made to add sub-headings into the contents for user ease. The document will remain under review and will be brought back to a later meeting of this committee.
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.
7.1 A verbal update was discussed relating to a historic data breach, the committee were assured by the action taken to date and agreed that no further action was required.
8. To receive an update on employee welfare and management and consider any further action to be taken.
8.1 A verbal update was provided relating to staff matters. It was RECOMMENDED that in relation to the retiring employee that flowers, a card and a gift voucher to the value of £50 was purchased and that a room was used at Bell Lane Community Centre to present to the employee and offer thanks for years served.
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.
9.1 A verbal update was provided which covered the below; <ul style="list-style-type: none"> • Caretaker passed probation – Permanent • Office admin passed probation – Fixed Term Contract • Team Leader Retirement Date – 11th November 2025 <p>It was AGREED that no further action was required.</p>
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.
10.1 The Clerk circulated a confidential document which details all employees' roles and salaries for review. The following RECOMMENDATIONS were made: Effective as of 01/04/2026 based on current NJC Scale Contract Point (SCP) Banding - contractual eligibility for review based on training/qualifications gained since last review. <ul style="list-style-type: none"> • Clerk – SCP move from 30 to 31 resulting in a 0.50 pence per hour increase • Deputy Clerk – SCP banding move from 18 to 19 resulting in a 0.74 pence per hour increase <p>Effective as of 01/04/2026 based on current NJC Scale Contract Point (SCP) Banding</p> <ul style="list-style-type: none"> • Office Administrator Role Fixed Term Role to be made Permanent – SCP banding move from 2 to 3 due to NJC removal of band 2 <p>With Immediate Effect</p> <ul style="list-style-type: none"> • Team Leader – No replacement • Relief Caretaker - To continue covering additional weekday hours where required, up to an additional 6 hours per week. No changes to permanent contract.

- Cleaner – 6-month review completed post increase of additional 5 hours. Outcome: Reduction of hours from 5 to 2 on a permanent basis. Cleaner role total hours 12 per week. However, recommend Cleaner paid weekly overtime up to 3 hours maximum for peak seasonal times to be managed by the Clerk
- Weekend Caretaker – No recruitment currently

It was further **RECOMMENDED** that the Clerk through the budget setting process, includes a budgeting proposal against nominal code 'Employee Salary Contingency' for potential future resource required in 26/27 for Ackworth Quarries Community Centre running should it be handed over in this period.

11. To review the 'Local Government Services' pay agreement for 2025/26 and agree a month of implementation for payroll to action.

11.1 It was confirmed by the Clerk that the 'Local Government Services' pay agreement for 2025/26 had been set at a 3.2% increase across all NJC SCP Bands which applied to roles Clerk, Deputy Clerk, Projects & Events Manager, Team Leader, Cemetery Attendant, Administrator.

It was **RECOMMENDED** that the Clerk determines the month in which the payroll process is administered for the salary adjustments process.

12. To review the National Foundation Living Wage increase for 2025/26 and agree a month of implementation for payroll to action.

12.1 It was confirmed by the Clerk that the National Foundation Living Wage (FLW) increase for 2025/26 has been forecasted to increase by 11 pence per hour from the current £12.60 to £12.71 however government have not yet officially confirmed the change. The increase will apply to roles Caretakers, Relief Caretaker and Cleaner.

It was **RECOMMENDED** that the Clerk administers the increase when government set and determines the month in which the payroll process is administered for the salary adjustments process.

Time Closed: 18:50