



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

Minutes of the Meeting of the Personnel Committee held at Ackworth Quarries Community Centre, Seals Drive, Ackworth, on Tuesday 2nd June 2026, at 6PM.

Attendance

Cllr Sharon Maiden – Chair
Cllr John Bell
Cllr Nathan Bland

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 Apologies were **RECEIVED** in respect of Cllr Roberts & Balfour.

1.2 The committee had considered and **APPROVED** the reason given by Cllr Roberts & Balfour.

It was **NOTED** that Cllr Cook was not in attendance.

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 7th October 2025.

3.1 The minutes were **NOTED**.

4. 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)

4.1 It was **AGREED** to move to the private section of the meeting.

5. To review a deferred proposal from Council and to make recommendation.

“To receive a proposal from Cllr A Sherratt that that an agenda item be included for all full parish council meetings which provides an update on previously agreed, and outstanding, actions and to decide a course of further action as required.”

5.1 A discussion took place, the Clerk was asked to give an overview of outstanding workload and Council actions.

The Clerk provided a verbal update on the following;

- At this time there were no members of the public awaiting responses to any queries
- That all freedom of information requests had been completed within timeframe
- That there were no live complaints
- That there were no councillor emails that had not been responded to
- That no Councillors following the March meeting had either requested updates or shared resident details for updates to be supplied to the office team
- That January through to May is the busiest period in the Clerk role due to varying financial and auditing compliance requirements which have all been met
- The Clerk did acknowledge the benefit of supplying a monthly update to all Councillors on outstanding Council actions. It was proposed by the Clerk that this be included at month end via the ‘weekly round-up’ email.

It was **RECOMMENDED** that the Clerk provided a monthly update by email to Councillors on outstanding Council actions. It was **NOTED** this would not include any personal information in line with GDPR and would be an overview of latest action/status only as not to become a laborious task.

It was **NOTED** by the committee that Councillors should proactively seek information from the Clerk where required for resident updates and share details of the resident with the Clerk for transparency of action taken on behalf of this Council.

6. To receive a draft employee handbook for consideration and recommendation.

6.1 The Chair took agenda items 6 and 7 together as both related to employee policies.

A draft handbook and copies of existing and newly proposed policies had been previously circulated to Councillors. The following was raised for inclusion:

- Requirement of a Bereavement Leave Policy
- Inclusion in the Safeguarding Policy for Modern Day Slavery and Domestic Abuse
- Inclusion of evacuation and lockdown procedures required

It was **RECOMMENDED** that the draft handbook and employee policies were brought back to the next meeting of this committee for re-review before further recommendation is made to Council.

7. To complete an annual review of the Council’s employment policies and procedures and make recommendation.

7.1 As per the minutes of 6.1.

8. To review resource for hosting the annual Parish Assembly and make recommendation.

8.1 It was **RECOMMENDED** that for the Parish Assembly 2027, that Councillors are approached to support the event in their capacity as residents due to the Parish Assembly not being a Council event and therefore currently dependent on the staff team volunteering to run the event without pay or time in lieu award.

Time Ended: 18:54