



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](mailto:clerk@ackworthparishcouncil.gov.uk)

**Minutes of the Meeting of the Personnel Committee held at Ackworth Parish Council Community Centre, Bell Lane, Ackworth, on Monday 22<sup>nd</sup> June 2026, at 8PM.**

**Attendance**

Cllr Sharon Maiden – Chair  
Cllr John Bell  
Cllr Nathan Bland  
Cllr Martin Roberts

Clerk: J Nolan

0 Members of Public present.

<p><b>9. Apologies</b></p> <p><b>9.1:</b> To receive apologies for absence given in advance of the meeting <b>9.2</b> To consider the approval of reasons given for absence</p>
<p><b>9.1</b> Apologies were <b>RECEIVED</b> in respect of Cllr Balfour. <b>9.2</b> The committee had considered and <b>APPROVED</b> the reason given by Cllr Balfour.</p> <p>It was <b>NOTED</b> that Cllr Cook was not in attendance.</p>
<p><b>10. Declarations of Interests and Dispensations</b></p> <p><b>10.1:</b> 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 <b>10.2:</b> To receive, consider and decide upon any written applications for dispensation for disclosable pecuniary interest <b>10.3:</b> To grant any requests for dispensation as appropriate</p>
<p><b>10.1 / 10.2 / 10.3 NONE</b> to receive.</p>
<p><b>11. To note the minutes of the last Personnel Committee meeting held on 2<sup>nd</sup> June 2026.</b></p>
<p><b>11.1</b> The minutes were <b>NOTED</b>.</p>
<p><b>12. 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)</b></p>
<p><b>12.1.</b> It was <b>AGREED</b> to move to the private section of the meeting.</p>
<p><b>13. To review a draft employee handbook for consideration and recommendation.</b></p>

**13.1** The Chair took agenda items 13 and 14 together as both related to employee policies.

It was **RECOMMENDED** that the draft employee handbook was **APPROVED** and included the following policies.

- Annual Leave Policy
- Anti-bullying & Harassment Policy
- Artificial Intelligence (AI) Use Policy
- Bereavement Policy
- Civility & Respect Pledge
- Disciplinary Policy
- Emergency Dependent Leave Policy
- Flexible Working Policy
- Grievance Policy
- Hybrid/Agile Working Policy
- IT Policy
- Lone Working Policy
- Maternity Leave and Pay Policy
- Paternity Leave and Pay Policy
- Performance Improvement Policy
- Recruitment & Selection Policy
- Safeguarding Policy
- Sickness Absence & Medical Capability Policy
- Smokefree Policy
- Social Media Policy
- Stress Policy
- Training Policy
- AI Policy
- Vehicle Use Policy
- Whistleblowing Policy
- Working Time (TOIL) Policy

It was **NOTED** that the Fire, Lockdown, Evacuation and Bomb Threat procedures discussed would be referred to full Council for further review and resolution.

**14. To continue an annual review of the Council's employment policies and procedures and make recommendation.**

14.1 As per the minutes of 13.1.

Time Closed: 20:23