



Mrs J Nolan
Clerk to the Council

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Minutes of the Meeting of the Personnel Committee held at Ackworth Parish Council Community Centre, Bell Lane, Ackworth, on Monday 5th October 2026, at 7PM.

Attendance

Cllr Sharon Maiden – Chair
Cllr John Bell
Cllr Nathan Bland
Cllr Sarah Balfour

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 Cllrs Roberts & Cook. 1.2 The committee had considered and APPROVED the reason given by Cllrs Roberts & Cook.
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 Committee meeting held on 22nd June 2026.
3.1 The minutes were NOTED .
4 To discuss Christmas gratuity and make recommendation
4.1 It was RECOMMENDED that all 9 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 consider an occupational health risk assessment for the Cemetery Attendant and Relief Caretaker due to the nature of these roles and working with noise and vibration and make recommendation.
6.1 It was RECOMMENDED to offer the Cemetery Attendant and Relief Caretaker an occupational health risk assessment as part of a best practice approach.
7 To review the 'Local Government Services' pay agreement for 2026/27 and agree a month of implementation for payroll to action.
7.1 It was confirmed by the Clerk that the 'Local Government Services' pay agreement for 2026/27 had been set at a 3.3% increase across all NJC SCP Bands which applied to roles Clerk, Deputy Clerk, Projects & Events Manager, Cemetery Attendant and Administrator. It was RECOMMENDED that the Clerk determines the month in which the payroll process is administered for the salary adjustments process.
8 To review the National Foundation Living Wage increase for 2026/27 and agree a month of implementation for payroll to action.
8.1 The Clerk advised the new rate has not yet been released. It was RECOMMENDED that the Clerk administers the increase once set by the government set and determines the month in which the payroll process is administered for the salary adjustments process.
9 To consider a request for a reduction in hours to the Project and Events Manager role and make recommendation.
9.1 The Clerk provided an overview of the request and internal resource management plan within the team to manage the reduction in hours per week. It was RECOMMENDED that the request is APPROVED and implemented as of 1 st November 2026.
10 To review current staffing levels in all roles and make recommendation to Council on future requirements.
10.1 The Clerk circulated a confidential document which detailed all employees' roles and salaries for review. The document Included an individual site resource breakdown including the new Ackworth Quarries Community Centre to consider the requirement of additional roles to open the centre by the end of 2027. No changes to current employee roles or salaries (outside of annual salary increases under agenda items 7 & 8) were recommended for review at this time. The following RECOMMENDATIONS were made for Council APPROVAL : • Recruitment of an Ackworth Quarries Cleaner – Total weekly hours 7.5 on a National Foundation Living Wage contract in line with the current Bell Lane cleaner contract. • Recruitment of a weekend Caretaker – Total weekly hours 10 on a National Foundation Living Wage contract in line with the current caretaker contract. It was NOTED that centre opening hours for both Bell Lane and Ackworth Quarries required a separate Council review and was requested to be added to a future Council meeting agenda.
11 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.
11.1 No further considerations were recommended.

Time Closed: 19:32