

NOTICE

is hereby given that a

Review & Staffing Committee Meeting

will be held in

**the large meeting room,
Council Offices
445b Scalby Road,
SCALBY**

on

Thursday, 30th JULY 2026

**at 10.15am or on the rising of the Finance & General Purposes
Committee if that is later.**

**ALL MEMBERS OF THE COMMITTEE ARE HEREBY
SEVERALLY SUMMONED AND REQUIRED TO ATTEND IN
ORDER TO TRANSACT THE FOLLOWING BUSINESS:-**



Cllr Gillian Kendall

Town Council Office, 445b Scalby Road, Scalby, Scarborough YO12 6UA

Tel: (01723) 354018. Email: clerk@newbyandscalby-tc.gov.uk

Friday 24th July 2026

AGENDA

1 APOLOGIES FOR ABSENCE

- 1.1 To receive and note apologies from councillors who are unable to attend the meeting
- 1.2 To consider reasons for absence provided by councillors who cannot attend and resolve the council's acceptance of these if felt relevant.

2 DECLARATIONS OF INTEREST

To receive any declarations of interest in items on this agenda.

3 MINUTES

- 3.1 To approve and sign as a correct record, the minutes of the Review & Staffing Committee Meeting held on 3rd July 2026. (*enclosed*).

4 POLICY REVIEWS/UPDATES

- 4.1 To review Council policies (as per enclosed list), re-assess requirements where appropriate and agree recommendation to Council.

4 Exclusion of Public & Press

To consider a motion – That, under the provisions of the Public Bodies (Admission to Meetings) Act 1960 §1(2), the press and public be excluded from the meeting during consideration of the matters referred to at item 5 below, on the grounds they relate to legal, personnel or contract matters.

- 5 CONFIDENTIAL ITEMS** To consider a request for access to a confidential report and agree action as appropriate.

**MINUTES OF A MEETING OF REVIEW & STAFFING COMMITTEE,
NEWBY AND SCALBY TOWN COUNCIL**

63

held in the large meeting room, Council offices, 445b Scalby Road,
on Friday, 3rd July 2026 at 4.30pm.

PRESENT:

Councillors G Kendall (Chairman), H Bore, J Shepherd, J Smith.

ALSO IN ATTENDANCE

J. Manfrinato (investigator), Cllr. J Buckley (left 6.15pm), Mrs J Marley (Clerk).

ABSENT: Cllr. R Thompson.

RS27/26 APOLOGIES FOR ABSENCE

RS27/26.1 Apologies **received & noted** from Cllr. R. Thompson.

RS27/26.2 Acceptance of reasons for absence:- **Resolved** the reason for absence given by Cllr. Thompson (prior commitment) be accepted and approved.

RS28/26 DECLARATIONS OF INTEREST None.

RS29/26 MINUTES Having been previously circulated it was **resolved** the minutes of the Review & Staffing Committee meeting of 26th June 2026 be confirmed as accurate and signed by the Chairman of the Review & Staffing Committee.

RS30/26 EXCLUSION OF PUBLIC & PRESS

Resolved at 4.31 that, under the provisions of the Public Bodies (Admission to Meetings) Act 1960 §1(2), the press and public be excluded from the meeting during consideration of the next items due to the confidential nature of the business to be transacted (J Manfrinato and Cllr. Buckley were asked to remain).

PROCEDURAL NOTE: The Clerk also left the meeting for the duration of the next item which was minuted by Cllr. Bore.

CONFIDENTIAL ITEMS

RS31/26 STAFFING MATTERS

RS31/26.1 The independent investigator reported on the outcome of her investigation into a complaint by Cllr. Buckley regarding the Clerk. Cllr. Buckley had been invited to attend the meeting of the Committee and was given the opportunity to ask questions of the investigator and members of the Committee. The independent investigator concluded that the 2023 investigation report referred to by Cllr. Buckley in his complaint was very seriously flawed. Cllr. Buckley's complaint was wholly unfounded and therefore not upheld. The independent investigator recommended that the Council record in its minutes that there were no substantiated findings of bullying, harassment and/or intimidation by the Clerk. She further recommended that the continued harassment of the Clerk must stop to avoid further serious risk to the Council. The Committee Chairman noted the investigator's suggestion of mediation and proposed that it be referred to full Council for consideration. **Resolved** the independent investigator's report be noted and her recommendations be carried.

PROCEDURAL NOTE: Cllr. Buckley left the room at 6.15pm and the Clerk returned to the room at 6.17pm.

RS31/26.2 **Resolved** Cllr. Kendall to write to the complainant giving the formal outcome of his complaints.

There being no further business on the agenda, the Chairman declared the meeting closed at 6.20pm.

Cllr. Gill Kendall, Chairman

DATE

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| 3 | DATA PROTECTION & INFORMATION SECURITY POLICY (adopted 12/10/11, Minute 106/11.2 refers; updated 1/5/22) Needs tweaking to allow for change of employee posts – see tracked changes document | 1/5/22 |
| 8 | COMPLAINTS POLICY (12/9/12 version replaced 10/9/14). (Updated 1/4/23). To update as per tracked changes document | 16/9/14 |
| 10 | ELECTRONIC DEVICES POLICY (adopted 8/1/2014 Minute 11/14.1 refers; amended 9/3/16, Minute 43/16.5 refers; updated 12/4/23, Minute 63/23.2 refers). HELEN BORE has suggested some tweaks but I've not been able to find them in time to attach to the agenda – they will follow in due course. | 12/4/23 |
| 11 | DISCRETIONARY GRANTS POLICY (with application form) (adopted 12/2/14 Minute 27/14.2 refers; updated 1/5/22). Needs tweaking to allow for F&GP to deal as well as Council. See tracked changes document | 1/5/22 |
| 12 | DISCIPLINARY PROCEDURE (revised version adopted 12/4/23). See white rose of 13/2/26 updated by nalc, see download on computer 8/12/25 white rose explains the changes – r&s need to consider updating to current nalc version – see tracked changes document | 16/9/14 |
| 15 | EQUALITY & DIVERSITY POLICY (adopted 13/5/15, Minute 89/15.11 refers). (Updated 1/5/22). See tracked changes document. | 1/5/22 |
| 18 | SAFEGUARDING ADULTS POLICY & PROCEDURE (adopted 11/1/23, Minute 6/23.2.10 refers) Needs tweaking to allow for change of employee posts. See tracked changes document. | 11/1/23 |
| 20 | TRAINING POLICY (adopted 12/4/23, Minute 63/23.2 refers) See tracked changes document. | 12/4/23 |
| 23 | CIVILITY & RESPECT PLEDGE (adopted 12/4/23) (Copy to website 18/4/23) HELEN BORE has suggested adoption by individual councillors | 12/4/23 |
| 29 | RESERVES POLICY (NEW) – see draft document | |

OTHER POLICIES NALC HAS WHICH WE CURRENTLY DON'T:-
 ANTI BULLYING & HARASSMENT (a lot of this is within the Dignity At Work Policy) (NALC 2 page template)
 COMPASSIONATE LEAVE (NALC 2 page template)
 FLEXIBLE WORKING (NALC 7 page template)
 SICKNESS ABSENCE (NALC 9 page template)
 SOCIAL MEDIA (NALC 2 page template)
 EMERGENCY/DEPENDANTS LEAVE (NALC 4 page template)
 ANNUAL LEAVE (NALC 5 page template)
 WHISTLEBLOWING (NALC 5 page template)
 CARERS LEAVE (NALC 4 page template)
 EXPENSES (NALC 7 page template)
 PATERNITY LEAVE AND PAY (NALC 5 page template)
 MATERNITY LEAVE AND PAY (NALC 5 page template)
 PERFORMANCE IMPROVEMENT POLICY AND PROCEDURE (NALC 9 page template)
 HOMEWORKING (NALC 6 page template)