

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

65

held in the large meeting room, Council offices, 445b Scalby Road,
on Thursday, 30th July 2026 at 10.15am.

PRESENT:

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

ALSO IN ATTENDANCE

Mrs J Marley (Clerk).

ABSENT: None.

This meeting was scheduled to start at 10.15am or on the rising of the Finance & General Purposes Committee if that was later. In her capacity as Chairman of the Committee, Cllr. Kendall called the committee meeting to order at 11.13am.

RS32/26 APOLOGIES FOR ABSENCE

RS32/26.1 None to receive.

RS33/26 DECLARATIONS OF INTEREST None.

RS34/26 MINUTES Having been previously circulated it was **resolved** the minutes of the Review & Staffing Committee meeting of 3rd July 2026 be confirmed as accurate and signed by the Chairman of the Review & Staffing Committee.

RS35/26 POLICY REVIEWS/UPDATES A list of Council policies for review with suggested amendments had been circulated with the agenda and **resolved** as follows:-

- 1) Data Protection & Information Security Policy, Discretionary Grants Policy, Civility & Respect Pledge, Reserves Policy – suggested changes accepted and these policies to be recommended to full Council for adoption;
- 2) Complaints Policy, Disciplinary Procedure, Equality & Diversity Policy, Safeguarding Adults Policy & Procedure – all to be deferred to obtain advice from HR advisor before bringing back to R&S Committee;
- 3) Electronic Devices Policy – defer to future R&S Committee meeting;
- 4) Training Policy – Induction Guide to be presented to R&S Committee by end September with a view to recommending adoption to full Council at its November meeting.

RS36/26 EXCLUSION OF PUBLIC & PRESS

Resolved at 11.55 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.

CONFIDENTIAL ITEMS

RS37/26 STAFFING MATTERS

RS37/26.1 Request for access to a confidential report (*Minutes RS31/26.1 and RS31/26.2 refer*). Committee considered the complainant councillor's request to inspect the confidential investigation report relating to their complaint against a member of staff and **resolved to refuse the request**. In reaching its decision, the Committee considered its obligations to preserve the confidentiality of employment-related information and the personal data contained within the report. The Committee also noted that the councillor had attended the meeting at which the investigator presented the report, had been given the opportunity to ask questions of both the investigator and members of the Committee, and that the report's findings and recommendations had been fully explained. The Committee therefore concluded that access to, or inspection of, the confidential report was not necessary for the councillor to understand the outcome of the investigation or to fulfil their role as a member of the Council.

There being no further business on the agenda, the Chairman declared the meeting closed at 12.01pm.

**Cllr. Gill Kendall, Chairman
24th August 2026**

Page
intentionally
blank