

**MINUTES OF AN ORDINARY MEETING OF REVIEW & STAFFING COMMITTEE,  
NEWBY AND SCALBY PARISH COUNCIL**

held in the Council Office, Scalby Library,  
on Wednesday, 25<sup>th</sup> February 2016 at 10.30am.

**PRESENT:**

Councillor R Towse (Chairman),  
Councillors S Gething, R Thompson, BF Watson.

**ALSO IN ATTENDANCE**

Mrs J Marley (Clerk).

**ABSENT:** Cllr. D Bastiman.

The Chairman reminded those present that filming, photographing or audio recording of the proceedings was allowed - persons wishing to record were asked to notify the Clerk of their intention prior to the start of the meeting. In the interests of encouraging public participation, it was requested that anyone filming did not include members of the public "in shot".

**RS1/16 APOLOGIES FOR ABSENCE**

**Received & accepted** from Cllr. Bastiman (prior commitment).

**RS2/16 DECLARATIONS OF INTEREST**

None.

**RS3/16 RISK ASSESSMENT - annual review**

RS3/16.1 **Received & noted** Clerk's report [*circulated with agenda*]. **Agreed** 1] All necessary controls considered in place, adequate and being performed; 2] recommend to Council that the amended risk assessment be approved.

**RS4/16 ADOPTED POLICIES & FINANCIAL REGULATIONS - annual review**

RS4/16.1 **Received & noted** Clerk's checklist & report [*circulated with agenda*] detailing changes recommended to Council's Freedom of Information Publication Scheme and the Electronic Devices Policy. **Agreed** 1] recommend to Council that the suggested changes be approved and implemented.

RS4/16.2 **Received & noted** Clerk's report [*circulated 18/2/2016*] regarding advice received from YLCA in respect of the need to amend financial regulations to take account of the provisions of the Public Contracts Regulations 2015. **Agreed** 1] recommend to Council that the amendments outlined in the Clerk's report be approved.

**RS5/16 EXCLUSION OF PRESS AND PUBLIC**

**Resolved** that in accordance with section 1 of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the next items of business on the grounds they involved the likely disclosure of information relating to labour relations and the financial/business affairs of the authority.

**RS6/16 CLERK'S CONTRACT OF EMPLOYMENT**

RS6/16.1 **Received & noted** the Clerk's confidential report [*circulated with agenda*] regarding the variations required to staff contracts in order to acknowledge that from 1<sup>st</sup> April 2016 the gratuity clause was removed and replaced by a clause relating to pension auto-enrolment. **Resolved** 1] the amendments outlined in the Clerk's report be approved.

There being no further business on the agenda, the Chairman declared the meeting closed at 11.04am.

**R. TOWSE, Chairman**  
**Dated: 9<sup>th</sup> March 2016**