Meeting of Personnel Committee held in the Jubilee Hall, Cayton on

Friday 6th November 2026 at 4:30pm

Present: Councillor Mander (Chair), Swiers & Paxton. 37

1. **NOTICE OF MEETING** – **RESOLVED** that public notice of the meeting had been given in accordance with schedule 12para(10)2(b) of the Local Government Act 1972. **224/26**

2. **APOLOGIES, DECLARATIONS OF INTEREST AND DISPENSATIONS**
   - **Apologies –** none all present. **Dispensations** – none **Declarations of Interest** – none

3. **EXCLUSION OF PRESS AND PUBLIC** :- **RESOLVED** that under the Public Bodies (Admission to meetings) Act 1960, members of the press and public are excluded for the following items of business in view of the confidential nature of the business to be transacted. **225/26**

4. **GDPR INCIDENT –** details of the incident were circulated prior to the meeting and after consideration is was **RESOLVED** it was a non-reportable breach due to human error. The Chair of the Personnel Committee to write to the complainant to confirm the outcome and confirm the Council is already reviewing its Data Protection Policy and whole council training requirements. **226/26**

5. **CLERKS APPRAISAL, RENUMERATION AND STAFFING RESOURCE –** a report was circulated prior to the meeting. Following consideration of the Clerks work over the last six months, current workload, staffing capacity and resources it was:

   RESOLVED:
   - That the Clerk/RFO/Proper Officer's probationary period be satisfactorily completed;
   - That the existing arrangement for up to 5 hours overtime per week continue for the remainder of the financial year to meet the current workload;
   - That a further staffing and workload review be undertaken before the end of the financial year, following the Interim Clerk stepping back, to assess the resulting workload and determine whether the Council's staffing establishment, contracted hours are sufficient to meet the ongoing workload and service requirements, while supporting employee wellbeing and undertaking the work required from the audit; and **227/26**
   - That the Clerk is not to undertake any further Jubilee Hall Management work for the next six months, in order to help make the workload more manageable.

   It was further **RECOMMENDED** to Full Council:
   - That Full Council approve an appropriate in-year increase to the staffing budget to provide sufficient budgetary provision for the additional hours previously approved for the Clerk and Interim Clerk up to the end of December, the Clerk's continuing additional overtime of up to 5 hours per week for the remainder of the financial year, together with a 20% contingency provision;
   - That, when setting the staffing budget for the forthcoming financial year, Full Council make appropriate provision for the Council's anticipated staffing requirements, including an appropriate contingency for additional or unforeseen staffing needs; and
   - That Full Council review the Council's pension arrangements as part of the overall remuneration package for employees, including the Local Government Pension Scheme (LGPS), following a request to review pension arrangements from the Council's payroll provider. **228/26**

Signed **Date**

DRAFT