

Dinnington St John's Town Council

Minutes of the Staffing and Complaints Committee held on 11th April 2025 at 12:00pm in The Lyric, Laughton Road, Dinnington

Present: Cllr N Ruff (Chair), Cllr G Cruickshanks, Cllr J Hall, Cllr J Hart, Cllr Z Lowe, Cllr D Smith

Apologies: Cllr S Scott and Cllr K Smallwood

Absent: Cllr D Adams

In attendance: T. Collingham (Town Clerk and RFO), no members of the public..

- S07/25 To allow for questions from electors of Dinnington to ask one question only in respect of business itemised on the agenda or on a pertinent issue that may arise; followed by the formal meeting**

No questions were raised during the public participation.

- S08/25 To receive and consider any reasons for absence**

Resolved:- That the Committee noted the apologies received from Cllr K Smallwood and Cllr S Scott and approved the reasons for absence.

- S09/25 To receive and record any declarations of interest and if necessary, to receive written requests for dispensations for disclosable pecuniary interests and grant any requests for dispensation as appropriate**

None received

- S10/25 To identify any agenda items which may be considered following the exclusion of the press and pub due to the confidential nature to be discussed. Under Public Bodies (Admission to Meeting) Act 1961 (2))**

Resolved:- The Committee resolved that S16, S17, S18, S19, S20, S21 and S22 be held in confidential session due to discussion of employees.

- S11/25 To approve the minutes from the Staffing and Complaints Committee meeting held on 10th January 2025**

No matters raised on the minutes.

Resolved:- That the minutes of the Staffing and Complaints Committee on 10th January 2025 be approved as a true record and the minutes be signed by the Chairman at the bottom of each page.

- S12/25 To review the payroll company and consider any further action**

The Clerk highlighted that the Payroll system used by the Council is provided by IRIS. There was a recent migration to Staffology which has caused concern with payroll. The Clerk believes that it would be good for the Council to consider the market with other payroll providers, and to also look at whether outsourcing could be an option.

Resolved:- That the Clerk be delegated to look at quotes for other payroll providers and to present back to the Staffing and Complaints Committee for further consideration.

- S13/25 To discuss the council's employment support through Peninsula HR**

The Clerk advised that a previous discussion had taken place with the HR company on what they can offer organisations. The Clerk advised that advice from an outsourced HR provider would provide greater protection as we look to update the HR policies and any potential terms within contracts.

It was advised that the price of Peninsula can be expensive, and it is recommended that other quotes be sought to enable the Committee to make an informed recommendation.

Resolved:- That other HR providers be contacted to obtain like-for-like quotes to ensure best value for money and this be presented back to the Staffing and Complaints Committee.

S14/25 To discuss terms and conditions of the holiday's entitlements for employees

The Clerk highlighted that the holiday dates for employees runs out of sync with the financial year. It would therefore, be better to bring it into line with relevant notice to employees.

Resolved:- That the Clerk be delegated to align the holiday dates with the financial year 1st April-31st March, with consultation of the employees to begin from the next financial year.

S15/25 To discuss the pay dates for employees of the council

The Clerk highlighted that the HMRC submission date for pay dates does not align with the pay dates and that this is flagging a notification when submitting payroll. There are varying explanations across each contract – one of which states 'on or around date'.

The Clerk advised that when paying employees this can leave them vulnerable as the days can vary and the time within the day.

The Committee advised that they had previously tried to address the issue but wasn't able to change the pay date.

Resolved:- That the Clerk be delegated to look into the process of aligning the pay dates for all employees to ensure that the operation of payroll be completed and to give employees more clarity on the day that they will receive remuneration.

S16/25 [CONFIDENTIAL ITEM] – To discuss and consider the role of Community Liaison Officer including specification and job description

Due to the nature of the business to be transacted, this item was excluded from the press and public under Public Bodies (Admission to Meetings) Act 1960, S1 (2)

Resolved:- That the role of Community Liaison Officer fall away as a Job Description and to ensure a realignment of duties across Council Administration employees.

S17/25 [CONFIDENTIAL ITEM] – To discuss unused holiday entitlement by employees and consider any further action

Due to the nature of the business to be transacted, this item was excluded from the press and public under Public Bodies (Admission to Meetings) Act 1960, S1 (2)

Resolved:- That employees with more than a week be granted to carryover an extra week above the standard policy into the financial year 2025/26.

S18/25 [CONFIDENTIAL ITEM] – To review and consider the role of the Town Council Administrator including pay and benefits

Due to the nature of the business to be transacted, this item was excluded from the press and public under Public Bodies (Admission to Meetings) Act 1960, S1 (2)

Resolved:- That the Committee agreed to increase the pay scale of the Town Council Administrator role to SCP18 in line with the national pay scales.

S19/25 [CONFIDENTIAL ITEM] – To discuss and consider a consistent approach to timesheets with the council

Due to the nature of the business to be transacted, this item was excluded from the press and public under Public Bodies (Admission to Meetings) Act 1960, S1 (2)

Resolved:- That the Clerk introduce payroll timesheets across all employees of the Council.

S20/25 [CONFIDENTIAL ITEM] – To note the benefit of the Local Government Pension Scheme for employees and consider any further action

Due to the nature of the business to be transacted, this item was excluded from the press and public under Public Bodies (Admission to Meetings) Act 1960, S1 (2)

Resolved:- That the Committee note the benefit of the LGPS for the position of Clerk, and to contact SYPA to fulfil their duty as a council.

S21/25 [CONFIDENTIAL ITEM] – To note an update on staffing and consider any further action

Due to the nature of the business to be transacted, this item was excluded from the press and public under Public Bodies (Admission to Meetings) Act 1960, S1 (2)

Resolved:- That the Clerk will complete staff appraisals with all employees.

S22/25 [CONFIDENTIAL ITEM] – To note any complaints and consider any further action

Due to the nature of the business to be transacted, this item was excluded from the press and public under Public Bodies (Admission to Meetings) Act 1960, S1 (2)

Resolved:- The Committee noted that there have been no complaints received.

S23/25 To note any matters for inclusion on the next meeting

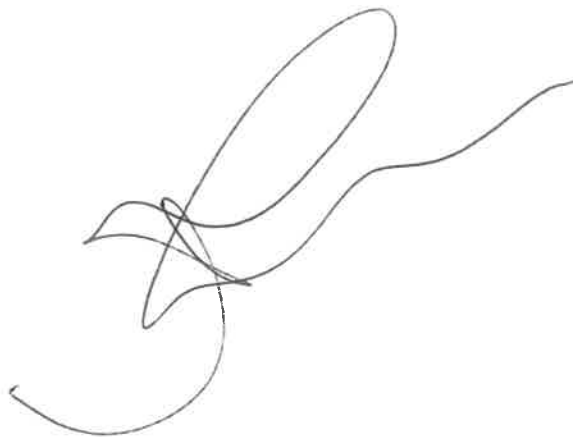
No matters for inclusion.

S24/25 To note the date and time of the next meeting

The Committee noted that one would be arranged when necessary.

Meeting Closed:

13:45

A handwritten signature in black ink, consisting of a large, stylized 'S' or 'C' shape with a long horizontal stroke extending to the right.

