

Dinnington St John's Town Council

Minutes of the Staffing and Complaints Committee held on 3rd July 2025 at 9:00am in Committee Room, Council Office, Dinnington

Present: Cllr N Ruff (Chair), Cllr J Hall, Cllr J Hart, Cllr Z Lowe, Cllr D Smith
Apologies: Cllr K Smallwood
Absent: Cllr D Adams, Cllr G Cruickshanks and Cllr S Scott
In attendance: T. Collingham (Town Clerk and RFO), no members of the public..

S26/25 To elect a Chair to the Staffing Committee for 2025/26

Resolved:- That Cllr N Ruff be elected as Chair for the Staffing and Complaints Committee for 2025/26

S27/25 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 public present.

S28/25 To receive and consider any reasons for absence

The Committee noted the reasons for absence from Cllr K Smallwood but were not accepted.

S29/25 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

Cllr J Hall raised a personal declaration with S36/25, she would stay for the item but not take part in the vote.

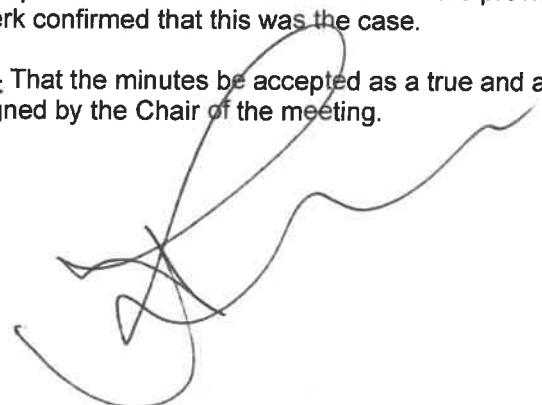
S30/25 To identify any agenda items which may be considered following the exclusion of the press and public, due to the confidential nature to be discussed. Under Public Bodies (Admission to Meeting) Act 1960, S1 (2))

Resolved:- That items S33-36/25 be considered with the exclusion of the press and public due to the confidential nature and the discussion of individual employees.

S31/25 To approve the minutes from the Staffing and Complaints Committee meeting held on 11th April 2025

A councillor queried whether items that were on the previous minutes were still ongoing and the Clerk confirmed that this was the case.

Resolved:- That the minutes be accepted as a true and accurate record and that each page be signed by the Chair of the meeting.



S32/25 To receive and consider quotes for payroll and HR support

The Committee reviewed the Council's current HR support arrangement with Peninsula HR, which was established by the previous Clerk in May 2024. Following recent discussions and a reassessment of the Council's needs, the Committee resolved to explore alternative providers offering more comprehensive HR and payroll support. The current system was found to be lacking in flexibility, with limited functionality for modern HR needs such as accurate payroll support, contract alignment with current legislation, holiday tracking based on the Council's financial year, and streamlined access to HR policies and records.

Acting on the Committee's direction, the Clerk held meetings with three providers to obtain comparative quotations. A summary of findings is as follows:

- **Peninsula HR:** Offers only the original HR support with no payroll integration. Quoted £211.92/month for 60 months or £256.59/month for 36 months. Considered expensive given the limited scope and the Council's size.
- **Cintra:** Competitive pricing at £248.41/month (36 months) but with limited HR support hours and high implementation costs. Payroll support is stronger, but the HR element appears less developed.
- **Bright HR (Recommended Option):** Offers a comprehensive, cloud-based HR and payroll system, including employee self-service access, integrated time sheets, and unlimited tailored HR support. Legally covered advice is included. Quoted at £199.65/month for 36 months.

The Committee recommended Bright HR as the preferred provider, subject to Full Council approval, citing better integration, flexibility, and long-term value.

It was noted that there is no budget currently allocated for a new payroll system in this financial year. Any implementation would need to be factored into the next budget cycle. Members may request a demonstration session of the proposed system to assist in the decision-making process.

The Committee scrutinised the cost of the system and the current bill across wages and that as long as this can be fully justified to the Full Council that it will be to the benefit of the Council. The Committee asked for clarity on the support from HR being unlimited rather than a bank of hours which is suggested in other quotes.

Resolved:- To approve entering into a 36-month agreement with Bright HR at £199.65 per month, with budgeting considerations to be made for the next financial year. That the Clerk will get clarity on the unlimited HR support included within the package.

S33/25 [CONFIDENTIAL ITEM] – To note the realignment of duties within the admin/general employment structure

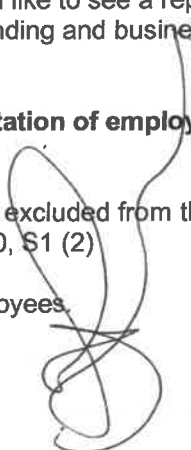
Due to the nature of the business to be transacted, this item was excluded from the press and public under Public Bodies (Admission to Meetings) Act 1960, S1 (2)

The Committee noted the specific responsibilities of colleagues working in the Admin/General roles for the Town Council. The Committee would like to see a report on the progress of new areas for the Council specifically to grant funding and business outreach.

S34/25 [CONFIDENTIAL ITEM] – To note an update of the implementation of employment timesheets

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)

The Committee noted the implementation of timesheets for employees.



S35/25 [CONFIDENTIAL ITEM] – To note an update regarding employee appraisals

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)

The Committee noted that all employee appraisals have taken place since the last meeting.

S36/25 [CONFIDENTIAL ITEM] – To note any complaints received 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 considered a complaint. The Committee confirmed that the issue was to be escalated in line with the Council's internal procedures. The matter remains ongoing.

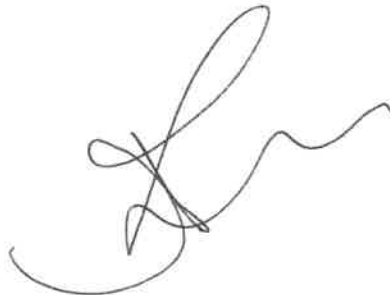
S37/25 To discuss and note any items for inclusion on the next agenda

No items were identified for inclusion on the next agenda.

S38/25 To confirm the date and time of the next meeting

The next meeting will be convened as and when called by the Chair or members.

Meeting Closed: 10:48

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