

Dinnington St John's Town Council

Minutes of the Staffing and Complaints Committee Meeting on Tuesday 30th June 2026 at 10.00am in the Committee Room, Council Office, Laughton Road, Dinnington

Present: Cllr D Adams, Cllr J Hall, Cllr J Hart, Cllr Z Lowe, Cllr D Scriven, Cllr D Smith

Apologies: Cllr N Ruff

Absent: G Cruickshanks, S Scott

In attendance: A Wright (Clerk & RFO) C Radford (Administrator)

1 member of the public

S01/27

To elect a Chair for the Staffing and Complaints Committee for 2026-2027

The Clerk invited nominations for the Chair for the ensuing year. Nominations were proposed and seconded for Cllr N Ruff and Cllr D Smith. Due to the vote being even it was decided to defer this item until the next meeting. Cllr D Smith agreed to chair this meeting.

The Chair reminded all attendees that Committee members and the public are to be seated separately and not alongside each other.

S02/27

Public Questions

**To answer questions from the last meeting: and
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**

This item was taken further in the agenda.

FORMAL MEETING

S03/27

Apologies for Absence

Members are asked to receive and consider any reasons for absence.

Apologies for absence had been received from Cllr N Ruff. It was noted that Cllr G Cruickshanks and Cllr S Scott were not present.

Resolved: Councillors accepted and approved the apologies for absence from Cllr N Ruff.

S04/27

Declarations of Interest

Members are asked 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.

There were no declarations raised.

S05/27

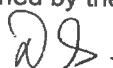
Minutes

Members are asked to approve the minutes from the Staffing and Complaints Committee meeting held on Wednesday 29th April 2026.

A member asked the Clerk if there was any update on the provision of pensions. The Clerk updated members that this will need to be discussed in further detail at an upcoming meeting. However, initial conversations that she has had, indicate that we need to contact the current provider as first point of call and see what they would recommend as the issue may not be so much of the provider but where the money is invested.

Resolved: Councillors approved the minutes of the Staffing and Complaints Committee meeting held on Wednesday 29th April 2026 as a true record to be signed by the Chair and kept on file.

Chairman Signature:



S06/27

Exclusion of Public and Press

Members are asked 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 Meetings) Act 1960, S1 (2)).

A member requested that agenda items: S08/S09/S10/S11/S12 & S13 were excluded from the press and public. A lengthy discussion between members regarding the proposed items took place and votes were taken to finalise the following:

Resolved: Members resolved that agenda items S08/S09/S10/S11/S12 & S13 be discussed with exclusion of the press and public, due to the confidential nature to be discussed. Under Public Bodies (Admission to Meetings) Act 1960, S1 (2)).

At this point, the Chair invited the member of the public to ask their question. Members were asked why the complaint had been raised publicly at the Town Council meeting and then submitted to the Staffing and Complaints Committee rather than raised with the Community Club Committee.

The Clerk confirmed that the Staffing and Complaints Committee is the appropriate route for such complaint.

The member of the public then left the meeting.

S07/27

Members are asked to review the Staffing and Complaints Committee Terms of Reference and put forward any suggested amendments to be considered at the next Town Council.

Resolved: Members made no recommendations for change and resolved that the current Terms of Reference are passed to full council for approval.

S08/27

Members are asked to consider and approve the job description, job advert and person specification for the new role of Lyric Theatre and Events Administrator

Following a short discussion between members and the Clerk, the need for performance targets to be part of the role and monitored was suggested:

Resolved: Members approved the job description, job advert and person specification for the Lyric Theatre and Events Administrator role.

The Clerk updated members that she would like to advertise the vacancy as soon as possible and asked for members availability and interest in sifting through applicants and to attend interviews towards the end of July. A panel of 4 members, the Clerk and the Lyric and Events Manager was decided on.

S09/27

Members are asked to consider and approve the NALC model contract to be given to all staff

Having read through the model contract a member raised concerns around the holiday entitlement section and explained their reasons. This prompted a lengthy discussion between members on a number of different potential scenarios and issues raised. Whilst it is felt that the contract does need to be more specific to safeguard the council than the current NALC model, members are aware that management can also continue to use their discretion.

The Clerk explained to members that some existing staff contracts state that they have a paid lunch break whilst other existing staff contracts stipulate that their breaks are unpaid and that the committee also need to address this in order to be fair.

Resolved: Members resolved to arrange a Staffing and Complaints Committee meeting to specifically go through the NALC model contract in comparison with existing staff contracts in more depth. The Clerk is to seek HR advice on any possible change in working hours.

Meeting adjourned for short comfort break 10.04am – 10.06am

S10/27

Members are asked to review the salaries of staff in conjunction with the new job descriptions

The Clerk explained to members that having reviewed current records, not all staff on a specific SCP pay point as per Local Government Services. In comparing current salaries against the nearest pay points some staff would receive a higher uplift than others. Concerns were voiced that in using the SCP pay scale the salaries are not affected by staff performance. Members discussed that previously the scaling system was looked at but it was felt that it was not comparable for the Town Council and job roles were difficult to match on. A short discussion around the promotion of the Town Council Administrator to Assistant Clerk took place with members asking why this decision having being resolved at Town Council meeting was now back for a salary review at the committee. The Clerk explained that the specifics of the salary on the Assistant Clerk Role was overlooked at the time.



Resolved: Members agreed to the newly appointed Assistant Clerk pay grade be increased as proposed by the Clerk and that this be backdated to the date of the Annual Council meeting where the appointment was agreed - Annual Council Meeting 11th May 2026, agenda item 28/27D.

The Clerk advised members that she has now been in position six months and due probation review. This is to be discussed at the next meeting.

S11/27

Members are asked to consider the staff Christmas bonus

The Clerk advised that she will bring additional information regarding the suggested health scheme to full council once fully costed, checked all benefits and she has had the opportunity to discuss further with staff.

S12/27

Members are asked to consider the request for an investigation into the Open Mic Night held on Saturday 23rd May 2026

The communication requesting an investigation was read out by the relevant councillor that had submitted the request and they then left the meeting.

Members discussed the contents of the request and discussed specific questions asked. It was also discussed that the success of a Community event held by the Community Committee should not just be measured in monetary measures. Attending Councillors at the event did feel that the event did have value to the community.

A proposal was received that a full investigation was not needed. A recorded vote was requested.

Cllr J Hall: Proposed that a full investigation was not needed.

Cllr Z Lowe: Seconded the proposal

Cllr J Hart: In favour

Cllr D Scriven In favour

Cllr D Smith: Against

Resolved: Members resolved to not carry out an investigation into the Open Mic night held on 23rd May 2026.

S13/27

Members are asked to consider the request for an investigation into the use of the Chair's vote at the Lyric Committee meeting on 27th April 2026

The communication requesting an investigation was read out by the relevant councillor that had submitted the request. Members asked the Councillor if this was a request into the decision of the committee or the decision of the Chair of that committee meeting. After clarifying that this was about the Chair's decision at that meeting, the member was advised that this can not be investigated by the Staffing and Complaints Committee but will need to be submitted to the Standard and Ethics Board at RMBC for consideration.

S14/27

Members are asked to consider the Council's Pension Fund arrangements and make recommendations to the full council

Previously discussed.

S15/27

To discuss and note any items for inclusion on the next agenda.

As discussed during this meeting.

S16/27

To arrange the date of the next Staffing and Complaints Committee

The Clerk is to arrange the date of the next meeting.

Meeting Closed: 12.00pm



Chairman Signature:

