

Dinnington St John's Town Council

STAFFING AND COMPLAINTS COMMITTEE

TERMS OF REFERENCE (ADOPTED ON 13th July 2026 MINUTE REF 64/27(D))

Purpose:

To oversee all staffing issues including employment, line management, discipline and grievance, performance and pay awards and staff pensions; and to process all formal complaints received by the council in accordance with the council's Complaints Policy.

Membership:

Members of Dinnington Town Council (decision making powers only) supported by Town Clerk and/or Assistant Town Clerk as Responsible Financial Officers. The committee is to elect a Chair (if the Chair of the full council is not on the committee) at the first meeting following the Annual Meeting of the Council. The membership of the committee is to be reviewed at each Annual Meeting of the Council. The quorum of the committee will be three members.

Note: Other organisations and agencies and legal representatives may be invited to the meetings at the discretion of the Chair. Such representation may bring experience and knowledge of their respective areas and the ability to comment and provide advice.

Meetings: The Committee will meet as required for all staffing and complaints matters. Members will be summoned to attend meetings which will be held in a public place and public notice of the meetings shall be given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972.

Authority: The committee has full authority to authorise expenditure and delegated powers to act on behalf of the full council in relation to the defined terms of reference only; any recommendations outside these terms of reference shall be made to the full council.

Roles and Responsibilities:

- To have delegated powers to consider and implement/negotiate any changes, which are required to comply with Employment Law, Health & Safety Law and Terms & Conditions of Service as laid down by the National Joint Council (NJC 'Green Book') and recommended by the National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC).
- To have delegated powers to administer discipline and grievance procedures in accordance with council policies and ACAS guidelines, subject to agreement by both parties. If agreement cannot be reached the matter will be referred to full council.
- Chair/Clerk to have delegated powers to carry out staff appraisals in October each year.
- To have delegated powers to consider and implement pay awards.
- To have delegated powers to implement and review staff pension arrangements.

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- To have delegation to identify the job description, position and terms then go to advert until closing date.
- To complete the shortlisting of candidates based on criteria.
- For the full committee to form the interview panel and agree on dates for interview.
- To receive a report back from interview panel with recommendation to panel.
- To have delegated powers through the Chair to issue press statements regarding employment matters on behalf of the full council.
- To fully process and investigate all formal complaints received by the council, under the terms of the council's Complaints Policy.

Staffing Committee Membership: As appointed by the council at its annual meeting each May.

Documentation

1. Minutes of all meetings will be recorded by an Officer of the Council.
2. Draft minutes will be circulated to all Committee members.
3. Depending on timing, either draft or approved minutes will be received by the full council for information only.