

Dinnington St John's Town Council

Minutes of the Staffing and Complaints Committee Meeting on Tuesday 21st July 2026 at 11.00am in the Committee Room, Council Office, Laughton Road, Dinnington

Present: Cllr D Adams, Cllr J Hall, Cllr J Hart, Cllr D Smith

Apologies: Cllr Z Lowe, Cllr N Ruff & Cllr D Scriven

Absent: Cllr G Cruickshanks, Cllr S Scott

In attendance: A Wright (Clerk & RFO) C Radford (Town Council Assistant Clerk)

0 members of the public

S17/27 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 for Cllr D Smith and Cllr N Ruff.

Resolved: Members resolved to appoint Cllr D Smith as Chair of the Staffing and Complaints Committee for 2026/2027.

S18/27 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**

No questions received.

FORMAL MEETING

S19/27 Apologies for Absence

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

Apologies for absence had been received from Cllr Z Lowe, Cllr N Ruff and Cllr D Scriven. It was noted that Cllr G Cruickshanks and Cllr S Scott were not present. Cllr Smith requested that the Clerk contact Cllr Cruickshanks and Cllr Scott to ask if they do still want to be on the committee as they have not been attending recent meetings.

Resolved: Councillors accepted and approved the apologies for absence from Cllr Z Lowe, Cllr N Ruff and Cllr D Scriven.

S20/27 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.

S21/27 Minutes

Members are asked to approve the minutes from the Staffing and Complaints Committee meeting held on Wednesday 30th June 2026.

A member asked the Clerk if there was any update on agenda item S09/27 and the seeking of HR advice around paid lunch breaks. The Clerk confirmed that advice has been sought from Bright HR and has been told that staff can be asked to move to having their lunch breaks unpaid but this cannot be enforced as it has been paid for so long. It was also confirmed that it is acceptable for staff to be on differing contracts.

Chairman Signature:



Resolved: Councillors approved the minutes of the Staffing and Complaints Committee meeting held on Tuesday 30th June 2026 as a true record to be signed by the Chair and kept on file.

S22/27 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)).

S09/27 - Individuals

Resolved: Members resolved that agenda items S25/27 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)).

S23/27 Members are asked to consider an update on the appointment process to the new role of Lyric Theatre and Events Administrator
The Clerk updated members that the job adverts created a good response of applications. A shortlist of suitable candidates was made this morning and that the panel will hold interviews on Tuesday 28th July.

S24/27 Members are asked to consider and approve the NALC model contract to be given to all

Members discussed the issues previously raised with taking on a NALC model contract for all staff. It was agreed as best practice to regularly review employment contracts in order to confirm that all legislation is up to date and relevant. Since last reviewed there could be changes in annual leave, sick pay etc. For some staff, paid lunch breaks will need to put into the contract. It was confirmed that any new staff will be employed on the NALC model contract like the Clerk and Assistant Clerk to ensure continuity going forward.

Resolved: Members resolved that the Clerk provides the committee with copies of current staff contracts along with a NALC model contract showing any track changes so that they can easily be compared at the next meeting.

S25/27 Members are asked to review the salaries of staff

Following on from the last Staffing and Complaints Committee meeting, the Clerk asked members if they would like to move to the NALC pay scale or would prefer to put their own together. Currently the Clerk and Assistant Clerk are on NALC model contracts but other staff are not. The Clerk explained that confirmation of a pay scale for each individual job would be beneficial now and for any future recruitment.

The Clerk updated members that the 2026 NALC pay award has not yet been accepted by unions but will automatically be applied to all staff regardless of what contracts they are on.

Members discussed the need to set a strong framework to future proof the council. Roles need to be reviewed individually and matching to an appropriate pay point on a bespoke pay scale for non NALC staff.

Resolved: Members resolved for the Clerk to prepare a bespoke pay scale and staff structure to be brought back to the next meeting.

S26/27 Members are asked to discuss and note any matters for inclusion on the next meeting.
As previously discussed
Pay scale and staff structure.
Clerk's six month review

S27/27 To arrange the date of the next Staffing and Complaints Committee
The Clerk is to arrange the date of the next meeting.



Meeting Closed: 11.50am