



Morecambe Town Council

Morecambe Town Hall,
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Proper Officer: Mr Luke Trevaskis

Minutes of Personnel Committee Meeting of Morecambe Town Council held at Morecambe Town Hall at 6.15pm on twenty-second day of July 2021.

Present: Councillors P Anderton, J Ashworth, P Heath, J Hanson, P Hart, C Matthews.

In attendance: Mr Luke Trevaskis (Proper Officer) and no members of the public.

Minute PC2122-012

Apologies

None.

Minute PC2122-013

Declarations of Interests

None.

Minute PC2122-014

Minutes

Minutes of the last meeting were approved.

Minute PC2122-015

Public Participation

None.

Minute PC2122-016

Recruitment

The Committee resolved to approve the job description and recruitment pack for the additional administrative support officer.

Minute PC2122-017

Interview Sub-Committee

The Council resolved for Cllr Paul Hart to fill the vacant seat on the Personnel Interview Sub-Committee.

Minute PC2122-018

Training and Development

The Committee delegated to the Proper Officer to create a proposed staff training plan for approval at the next meeting.