



## Morecambe Town Council

Morecambe Town Hall,  
Marine Road  
Morecambe  
Lancashire  
LA4 5AF

[www.morecambe.gov.uk](http://www.morecambe.gov.uk)

15 October 2022

To: **Members of Morecambe Town Council's Personnel Committee: Cllrs P Anderton, C Matthews, J Ashworth, P Heath, P Hart, M Pattison, W Cowley, C Pilling.**

Dear Councillor,

Dated this fifteenth day of October 2022, you are hereby summoned to attend a meeting of Morecambe Town Council's Personnel Committee to be held at 17:30 on the twentieth day of October 2022.

The meeting will be held in Morecambe Town Hall, Marine Road East, Morecambe, LA4 5AF to transact business on the agenda.

Your sincerely,

Mr Luke Trevaskis  
Proper Officer

### Agenda

1. **Chairman** - to duly elect a Chairman.
2. **Vice Chairman** - to duly elect a Vice Chairman.
3. **Apologies** - to receive apologies for absence.
4. **Declarations of Interests** - to note declarations of members' interests.
5. **Minutes** - to consider and approve the minutes of the previous meetings.
6. **Exclusion of the Press and Public**

*The Committee is recommended to pass the following recommendation in relation to the following items:*

*"That, in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following business, on the grounds that it could involve the possible disclosure of exempt information as defined in paragraphs 1 and 2 of Schedule 12A of that Act."*

7. **Appraisals** - to agree the process for the undertaking of annual appraisals.
8. **Policies** - to consider the Employee Handbook, Shared Parental Leave Policy, and Flexible Working Policy.
9. **Training** - to consider and agree for an employee to attend the below graphic design course at a cost of £550.

<https://www.creativedesignschool.com/advanced-graphic-design-diploma-course/>

**10. Recruitment** - to consider and approve terms of employment for a Finance Officer.

The 2022-2023 staffing budget approved by the Council totalled £184,000.00

At its meeting of 21 July 2022, the Council approved to supplement this budget by £12,292.64 to determine any additional staffing required, noting a requirement for additional support to fulfil the Council's financial obligations.

Recommended remuneration for a Finance Officer sits within the range SCP 24 (£15.16) - 28 (£17.05) - pro rata £29,174.00-£32,798.00pa.

If a Finance Officer was onboarded in January 2023, their Q4 payroll would total pro rata £7,293.50-£8,199.50.