



Morecambe Town Council

Morecambe Town Hall,
Marine Road
Morecambe
Lancashire
LA4 5AF

www.morecambe.gov.uk

Personnel Committee - Morecambe Town Council - Terms of Reference Adopted - 25 May 2023

1. Objective

This Committee is constituted in order to fulfil the obligations of Morecambe Town Council as an employer.

2. Membership

Membership shall consist of nine members, elected annually along with the Chairman and Vice Chairman of Morecambe Town Council who may sit on any Committee in an ex-officio capacity with no voting rights.

The Chairman and Vice Chairman of the Personnel Committee shall be elected by the membership.

A quorum shall consist of three members.

All members must receive human resources training and must ensure compliance with relevant employment law in the undertaking of all Committee business.

3. Areas of Responsibility

The Personnel Committee has the authority delegated in sub paragraphs *i)* to *iii)* set out below.

- i) To review the Council's policies in respect of human resources;
- ii) Submit an annual staffing structure review to full council;
- iii) Appoint an independent third party, where necessary, to consider any grievance and/or disciplinary proceedings;
- iv) To undertake recruitment when vacancies arise, or new positions are created, and review terms of employment;
- v) Facilitate employment appraisals and terminations, agreeing increments and exit payments.

5. Meetings

The Proper Officer may call Personnel Committee meetings when necessary.

The Chairman, or two other members, of the Personnel Committee may also call meetings of the Personnel Committee.

All meetings of the Personnel Committee will be minuted.

6. Review

The terms of reference of the Personnel Committee are to be reviewed annually.