



Morecambe Town Council

Morecambe Town Hall,
Marine Road
Morecambe
Lancashire
LA4 5AF

www.morecambe.gov.uk

27 September 2023

To: **Members of Morecambe Town Council's Personnel Committee: Cllrs R Dennison, B Cooper, G Knight, J Goodrich, C Ainscough, M Pattison, P Hart, M Stenneken.**

Dear Councillor,

Dated this twenty-seventh day of September 2023, you are hereby summoned to attend a meeting of Morecambe Town Council's Personnel Committee to be held at 18:00 on the third day of October 2023.

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. **Committee Terms of Reference** - to note that a historic iteration of the TORs for this Committee was presented to the Council for approval at its annual meeting in error. The TORs attached to this agenda pack were the most recent iteration approved by the previous administration at its full council meeting held on 3 November 2022. It is recommended the Committee considers the attached version of the TORs, with a view to recommend these be adopted by full council at its next meeting.
7. **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.”

8. Recruitment

- i) to consider the recommendation(s) of the recruitment panel for the Finance Officer and agree actions.
- ii) to consider the recommendation(s) of the recruitment panel for the Admin Officer and agree actions.
- iii) to consider the recommendation(s) of the recruitment panel for the PR and Marketing Officer and agree actions.
- iv) to consider and approve terms of employment for the Community Engagement and Events Officer and agree actions.

- 7. **Staffing Matter 2023-01** - to consider the confidential staffing report and agree actions.



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Personnel Committee - Morecambe Town Council - Terms of Reference Adopted - XX/XX/XX

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 eight 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 xviii) set out below.

- i) To provide advice to the Council on human resource matters relating to the Council's employees.
- ii) To periodically review the Council's policies in respect of human resources and make amendments to HR policies, performance management processes, the employee handbook;
- iii) To facilitate the appraisals of staff and annual objectives;
- iv) To review annual pay increments of staff subject to contracts;
- v) To facilitate the relevant training requirements for staff;
- vi) To undertake regular reviews of the Council's staffing structure to enable the Council to continue to deliver high quality services;
- vii) To review job descriptions and revise as necessary;
- viii) To review particulars of employment as necessary;
- ix) Where appropriate, conduct any initial personnel investigations and request relevant supporting documents and evidence;
- x) Where appropriate liaise with the Council's human resources consultants to obtain advice, guidance, and information;
- xi) Appoint an independent third party, where necessary, to consider any grievance and/or disciplinary proceedings;
- xii) Power to terminate employment of employees of the Council on disciplinary grounds subject to the terms and conditions of service*;
- xiii) Power to terminate the employment of employees of the Council on capability or ill health grounds, subject to following the Council's agreed process*;
- xiv) Power to dismiss any employees on grounds of redundancy or work shortages*;
- xv) To undertake recruitment when vacancies arise and review terms of employment;
- xvi) To undertake recruitment for new positions as directed by the Council.

- xvii) Select a person or persons to represent Morecambe Town Council at appropriate meetings and/or employment tribunal proceedings.
- xviii) Power to delegate any responsibilities to the Proper Officer regarding employees under their charge.

*Decisions regarding the Head of Paid Service to be reserved for full council.

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.