



Morecambe Town Council

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Proper Officer: Mr Luke Trevaskis

Minutes of Personnel Committee Meeting of Morecambe Town Council held at Morecambe Town Hall at 5.30pm on tenth day of January 2022.

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

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

Minute PC2122-019

Apologies

Cllr M Pattison.

Minute PC2122-020

Declarations of Interests

None.

Minute PC2122-021

Minutes

Minutes of the last meeting were approved.

Minute PC2122-022

Exclusion of Press and Public

The Committee resolved 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.

Minute PC2122-023

Probationary Appraisal

The Committee resolved for Cllrs Hanson, Hart and Anderton to undertake probationary appraisals with the Proper Officer once the sixth month probationary period had concluded, with authority to decide whether or not employees have passed their probation, with delegation given to the Proper Officer to facilitate the outcome.

Minute PC2122-024

Training

The Committee resolved to accept the training requirements of each officer and delegated to the PO to facilitate the training schedule.

Minute PC2122-025

Recruitment Panel

The Committee resolved for the Sub-Committee to undertake the recruitment and delegated to the Proper Officer to facilitate the outcome of the interviews.