



Morecambe Town Council

Morecambe Town Hall,
Marine Road
Morecambe
Lancashire
LA4 5AF

www.morecambe.gov.uk

Minutes of Personnel Committee Meeting of Morecambe Town Council held at Morecambe Town Hall at 5.30pm on the sixteenth day of November 2022.

Present: Councillors Paul Anderton, Cary Matthews, June Ashworth, Wendy Cowley, Margaret Pattison, and Catherine Pilling.

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

Minute PC2223-011

Apologies

Apologies were received from Cllr Paul Hart and Cllr Tricia Heath.

Minute PC2223-012

Declarations of Interest

None.

Minute PC2223-013

Minutes

The minutes of the prior meetings were approved.

Minute PC2223-014

Exclusion of Press and Public.

It was resolved to exclude the press and public in accordance with the Public Bodies (Admissions to Meetings) Act 1960 s1(2) on the grounds that the following business could involve the possible disclosure of exempt information.

Minute PC2223-015

Team Building

The Committee resolved to set aside a sum of £500.00 per employee per annum for team building activities.

Minute PC2223-016

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 PC2223-017

Recruitment - Part 1

The Committee considered the report regarding the Finance Officer tasks that had been circulated since the last meeting.

The Committee considered the Staffing Structure Analysis that had been circulated since the last meeting.

The Committee noted the current staffing resource was inadequate and resolved to approve the terms of employment and recruitment pack for the Community Engagement and Events Officer.

The Committee resolved to approve the terms of employment and recruitment pack for the Finance Officer, agreeing that the post should be full time.

The Committee agreed that future recruitment panels should include the Proper Officer and a member of the Personnel Committee (Cllr C Pilling offered to support the PO in undertaking recruitment, with Callers M Pattison, J Ashworth, and C Matthews acting as a reserve). The Council resolved to delegate recruitment decision and facilitation of contracts to the PO.

Minute PC2223-018

Recruitment - Part 2

The Committee agreed to provide a recommendation to the full council as outlined in the Confidential Report PO2023-11.



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Confidential Report PO2023-11

16 November 2022

A report is to be presented to the full council at its next meeting.

The report should detail that the Personnel Committee has considered the contracted hours of the PO, noting that considerable additional unremunerated hours have been worked since the commencement of employment.

The Committee has considered how the hours of the PO align to the current workload of the Council and consideration has been given to feedback from the PO about the sustainability of the hours worked.

The Committee recommends that the Council approve the POs contracted hours be amended from 30 hours per week, to 40 hours per week, effective 1 November 2022.