



## Morecambe Town Council

Morecambe Town Hall,  
Marine Road  
Morecambe  
Lancashire  
LA4 5AF

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

### **Minutes of Personnel Committee Meeting of Morecambe Town Council held at Morecambe Town Hall at 5.30pm on the twentieth day of October 2022.**

Present: Councillors P Anderton, P Heath, P Hart, C Matthews, W Cowley, C Pilling.

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

#### ***Minute PC2223-001***

##### **Election of Chairman**

It was unanimously resolved that Cllr Paul Anderton would be duly elected Chairman of the Committee.

#### ***Minute PC2223-002***

##### **Election of Vice Chairman**

It was unanimously resolved that Cllr Wendy Cowley would be duly elected Vice Chairman of the Committee.

#### ***Minute PC2223-003***

##### **Apologies**

Apologies were received from Cllr June Ashworth, and Cllr Margaret Pattison.

#### ***Minute PC2223-004***

##### **Declaration of Interests**

None.

#### ***Minute PC2223-005***

##### **Minutes**

Deferred.

#### ***Minute PC2223-006***

##### **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 PC2223-007***

#### **Appraisals**

It was unanimously resolved that authority be delegated to the Proper Officer to facilitate all proceedings relating to appraisals and performance management evaluations of employees which report directly or indirectly to the Proper Officer as the Head of Paid Service.

It was unanimously resolved that, in undertaking the proceedings relating to appraisals and performance management, the Proper Officer may request a member of the Personnel Committee be present at meetings with employees.

It was unanimously resolved that the appraisal of the Proper Officer will be undertaken by the Chairman of the Council, Chairman of the Personnel Committee, and one other member of the Personnel Committee. It was resolved that the councillors undertaking the appraisal for the Proper Officer for 2022 would be Cllr Cary Matthews, Cllr Paul Anderton and Cllr Catherine Pilling.

### ***Minute PC2223-008***

#### **Policies**

It was unanimously resolved not to adopt the Flexible Working Policy. Members noted they were satisfied with the current arrangements in place.

It was unanimously resolved to adopt the Employee Handbook.

### ***Minute PC2223-009***

#### **Training**

It was unanimously resolved for the Projects Officer to undertake an advanced graphic design course with the Creative Design School at a cost of approximately £550.00

### ***Minute PC2223-010***

#### **Recruitment**

The Committee considered the need for additional officer support to undertake duties relating to the Council's financial management.

The Committee requested a more detailed list of responsibilities that would be undertaken by the officer, estimated time commitments to undertake workloads, and a comparison of staffing structures from other local authorities.