



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 twenty-eighth day of April 2022.

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

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

Minute PC2122-026

Apologies

Cllr M Pattison.

Minute PC2122-027

Declarations of Interests

None.

Minute PC2122-028

Minutes

Minutes of the last meeting were approved.

Minute PC2122-029

Exclusion of Press and Public

The Committee resolved that 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.

Minute PC2122-030

Probationary Appraisals

The Committee noted the outcomes of the probationary appraisals.

Minute PC2122-031

Policies

The Committee approved the additional Health and Safety Policies relating to staffing.

Minute PC2122-032

Staffing Matter 2022-1

The Committee resolved to undertake a course of action noted in a confidential report.

Minute PC2122-033

Staffing Matter 2022-2

The Committee resolved to undertake a course of action noted in a confidential report.

Minute PC2122-034

Contracts

The Committee resolved to increase the hours of the public realm to 40 hours per week (with an operative also on a 40-hour per week contract to fulfil the Public Realm Supervisor role).

The Committee resolved to increase the hours of the Community Engagement and Events Officer and Administrative Assistant to 40 hours per week.

Minute PC2122-035

Recruitment

The Committee resolved to:

- i) Ensure recruitment packs and contracts included a requirements for DBS checks.
- ii) Ensure recruitment packs and contracts included a requirement for drug/alcohol testing when operating machinery.
- iii) Ensure recruitment packs and contracts included a clause regarding dispute resolution.
- iv) Ensure recruitment packs and contracts included a criteria regarding working with children and vulnerable young adults.

The Committee approved the position of a Public Realm Supervisor to manage the public realm rota, inspect daily work logs, schedule workloads, complete reports and updates for councillors, liaise with local stakeholders and LCC, and re-order stock as required, remuneration as detailed in the Confidential Report.