



Morecambe Town Council

Agenda Personnel Committee

Date	27/03/2025
Time	18:00 - 19:00
Location	Morecambe Town Hall, Marine Road Morecambe Lancashire LA4 5AF
Chair	Geoff Knight
Explanation	Dear Councillor,

Dated this 21st day of March 2025, you are hereby summoned to attend a meeting of Morecambe Town Council's Personnel Committee to be held at 18:00 on the 27th day of March 2025.

The meeting will be held in Morecambe Town Hall, Marine Road East, Morecambe, LA4 5AF to transact business on the agenda.

Note to Councillors:

If you are unable to attend the meeting, please notify the Proper Officer of your apologies.

Note to Public:

Electors of the town wishing to address the Council are advised to notify the Proper Officer before 10am on the day of the meeting. Permission to speak at the meeting will be at the discretion of the Chairman. Public participation session at a meeting shall not require response or debate and shall solely consist of matters relating to items on the agenda. If the representation made is considered outside the remit of Morecambe Town Council, electors will be referred to the principal authority or other appropriate body.

Yours sincerely, Mr L Trevaskis, CiLCA, PSLCC.

Chief Executive

Committee members: Cllrs Geoff Knight (Chairperson), Jason Slater, Roger Dennison, Christian Ainscough, John Goodrich, Paul Hart, Monika Stenneken, Patricia Clarke.

1 Apologies

To receive apologies for absence and consider any reasons for acceptance.

[\(Local Government Act 1972, Section 85\)](#)

2 Declarations

To record any declared interests relating to the business of the meeting and receive any dispensation requests from the Proper Officer.

[\(Localism Act 2011, Section 31\)](#)

3

Minutes

To approve the minutes of the last meeting.
([Local Government Act 1972, Section 111](#))

4

Public Participation

To receive representations from electors that have requested to speak by 10am regarding a matter on the agenda.
([Morecambe Town Council Standing Orders - Sections 1d-1l](#))

Note: any electors addressing the Committee must not exceed a three minute time limit.

5

Recruitment Update

To receive an update regarding the Administration Officer vacancy and agree actions.

6

Employee Volunteer Policy

To review the amends as recommended at the last meeting, and consider adoption.

7

Neonatal Care (Leave and Pay) Act 2003

To note from 6 April, parents will be granted up to 12 weeks of paid leave if their baby is admitted to neonatal care. This is a 'day-one right' for eligible employees and will be included in the Staff Handbook in its next revision.

8

Streamlining Grievance and Disciplinary Procedures

It is noted that the Council's current grievance and disciplinary policies require a level of bureaucracy that can impede the efficient resolution of HR matters. These policies were originally developed when the Council had only one employee and specify that the Personnel Committee must form a hearing panel of three members, with a separate panel convened in the event of an appeal. This structure results in multiple committee meetings, prolonging resolutions for months rather than allowing matters to be addressed promptly.

As the Council continues to grow, adopting more efficient working practices is essential, to ensure day-to-day operational matters can be resolved efficiently. It is recommended that full delegation be granted to the Chief Officer to manage grievances and disciplinary matters as they arise, while maintaining the option for committee involvement when necessary. All such processes will continue to be conducted in accordance with advice from the Council's HR contractor, Peninsula.

Streamlining grievance and disciplinary procedures will enhance the Council's ability to deliver its priorities effectively as it expands. In cases where disciplinary proceedings may result in termination, the Personnel Committee will be informed and may request to convene a meeting if required.

Recommendation: To amend the Council's grievance and disciplinary policies to provide greater flexibility, delegating the management of these processes to the Chief Officer while ensuring that the Personnel Committee retains oversight and involvement as needed.

9 Exclusion of the Press and Public

The Council is recommended to pass the following recommendation in relation to the following items:

"That, in accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following business, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons arising from the nature of that business or of the proceedings."

[\(Public Bodies \(Admission to Meetings\) Act 1960 - Section 1\)](#)

10 Harassment of Staff and Data Breach

To review an ongoing case involving a recent data breach concerning a staff contract, which was accessed and disclosed by a former member of the Town Council who is currently serving as a Lancaster City Councillor. The Council, in line with its policies, must consider the potential impacts this breach may have on all employees and determine an appropriate course of action to resolve the matter effectively.