



Morecambe Town Council

Morecambe Town Hall,
Marine Road
Morecambe
Lancashire
LA4 5AF

www.morecambe.gov.uk

Personnel Committee - Morecambe Town Council - Terms of Reference Adopted 16 May 2024

1. Objective

This Committee is constituted in order to fulfil the obligations of Morecambe Town Council as an employer.

2. Membership

Membership shall consist of 9 members, elected annually along with the Chairman and Vice Chairman of Morecambe Town Council who may sit on any Committee in an ex-officio capacity with no voting rights.

The Chairman of the Committee shall be elected by the full council. The Vice Chairman of the Committee shall be elected by the Committee.

A quorum shall consist of three members.

All members must receive human resources training and must ensure compliance with relevant employment law in the undertaking of all Committee business.

3. Areas of Responsibility

The Personnel Committee has the authority delegated in sub paragraphs i) to xviii) set out below.

- i) To provide advice to the Council on human resource matters relating to the Council's employees.
- ii) To periodically review the Council's policies in respect of human resources and make amendments to HR policies, performance management processes, the employee handbook;
- iii) To facilitate the appraisals of staff and annual objectives;
- iv) To review annual pay increments of staff subject to contracts;
- v) To facilitate the relevant training requirements for staff;
- vi) To undertake regular reviews of the Council's staffing structure to enable the Council to continue to deliver high quality services;
- vii) To review job descriptions and revise as necessary;
- viii) To review particulars of employment as necessary;
- ix) Where appropriate, conduct any initial personnel investigations and request relevant supporting documents and evidence;
- x) Where appropriate liaise with the Council's human resources consultants to obtain advice, guidance, and information;
- xi) Appoint an independent third party, where necessary, to consider any grievance and/or disciplinary proceedings;
- xii) Power to terminate employment of employees of the Council on disciplinary grounds subject to the terms and conditions of service;
- xiii) Power to terminate the employment of employees of the Council on capability or ill health grounds, subject to following the Council's agreed process.
- xiv) Power to dismiss any employees on grounds of redundancy or work shortages;
- xv) To undertake recruitment when vacancies arise and review terms of employment;

- xvi) To undertake recruitment for new positions as directed by the Council.
- xvii) Select a person or persons to represent Morecambe Town Council at appropriate meetings and/or employment tribunal proceedings.
- xviii) Power to delegate any responsibilities to the Proper Officer regarding employees under their charge.

5. Meetings

The Proper Officer may call Personnel Committee meetings when necessary.

The Chairman, or two other members, of the Personnel Committee may also call meetings of the Personnel Committee.

All meetings of the Personnel Committee will be minuted.

6. Review

The terms of reference of the Personnel Committee are to be reviewed annually.