



**MINUTES OF THE PERSONNEL COMMITTEE MEETING** held in the St Piran's Room, Penlee Centre, Penlee Park, Penzance on Wednesday 2 August 2023 at 4.00 pm.

**PRESENT**

Councillors P Young (Chair)

MJ Beveridge  
B Jackson (from 4.05 pm)  
SJ Reynolds

Also present: James Hardy (Town Clerk), Sharron Goldingay (Corporate Services Manager) and Elliot Ridington (Democratic Services Officer).

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Crago and McKenna.

Councillor Broadhurst was absent without having provided apologies.

**2. ELECTION OF VICE-CHAIR**

It was proposed that Councillor Beveridge be appointed Vice-Chair of the Personnel Committee.

In the absence of any other nominations it was therefore, unanimously

**RESOLVED** that Councillor Beveridge be appointed Vice-Chair of the Personnel Committee.

(Proposed: Councillor Reynolds; seconded: Councillor Young)

**3. TO RECEIVE DECLARATIONS OF INTEREST**

There were no declarations of interest.

**4. PUBLIC PARTICIPATION TIME**

There were no members of the public present.

**5. TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC**

In respect of Agenda Items 8(a), 8(b), 9(a) and 9(b), 'Performance Development Review of the Town Clerk', 'Staff Recruitment', 'TOIL Figures for January – July 2023' and 'Sickness Figures for January – July 2023', it was unanimously

**RESOLVED** that the press and public be excluded from those sections of the meeting.

(Proposed: Councillor Beveridge; seconded: Councillor Reynolds)



## **6. MINUTES OF THE MEETING HELD ON 20 FEBRUARY 2023**

The minutes of the meeting having been circulated, it was unanimously

**RESOLVED** that the Minutes of the meeting held on 20 February 2023 be approved as a true and accurate record and signed by the Chair.

(Proposed: Councillor Beveridge; seconded: Young)

## **7. REPORTS FOR DECISION**

### **(a) Corporate Policy Review**

A policy review was carried out in July 2023 and all Penzance Council policies relating to personnel matters were considered, consisting of thirty-one in total. The policies had been amended to comply with updated guidance and the proposed changes were set out in a table within the report.

During the debate, Members made reference to a number of typographical errors and areas where words either needed to be added or to be removed. As recommendation 32 set out in the report delegated authority to the Town Clerk to address such issues, these areas would be rectified prior to the consideration of Penzance Council.

Following consideration, it was unanimously

**RESOLVED TO RECOMMEND TO PENZANCE COUNCIL** that

1. The revisions to the Absence Management Policy, set out using tracked changes at Appendix 1 to the report, be approved and the document be adopted.
2. The existing Bullying and Harassment Policy, as set out at Appendix 2 to the report, be superseded by the proposed Dignity at Work Policy, as set out at Appendix 25 to the report.
3. The revisions to the CCTV Policy, set out using tracked changes at Appendix 3 to the report, be approved and the document be adopted.
4. The revisions to the Complaints Procedure, set out using tracked changes at Appendix 4 to the report, be approved and the document be adopted.
5. The revisions to the Data Protection Policy, set out using tracked changes at Appendix 5 to the report, be approved and the document be adopted.
6. The revisions to the Data Retention Policy, set out using tracked changes at Appendix 6 to the report, be approved and the document be adopted.
7. The revisions to the Employee Code of Conduct, set out using tracked changes at Appendix 7 to the report, be approved and the document be adopted.



8. The revisions to the Enhanced Employee Benefits Scheme, set out using tracked changes at Appendix 8 to the report, be approved and the document be adopted.
9. The revisions to the Equal Opportunities Policy, set out using tracked changes at Appendix 9 to the report, be approved and the document be adopted.
10. The revisions to the Flexible Working Policy, set out using tracked changes at Appendix 10 to the report, be approved and the document be adopted.
11. The revisions to the Freedom of Information Policy, set out using tracked changes at Appendix 11 to the report, be approved and the document be adopted.
12. The Health and Safety Policy Statement, as set out at Appendix 12 to the report, be approved and signed by the Town Clerk on behalf of Penzance Council.
13. The revisions to the Leave Policy, set out using tracked changes at Appendix 13 to the report, be approved and the document be adopted.
14. The revisions to the Maternity / Paternity / Adoption Policy, set out using tracked changes at Appendix 14 to the report, be approved and the document be adopted.
15. The revisions to the Mobile Phone Policy, set out using tracked changes at Appendix 15 to the report, be approved, its redesignation as the 'Mobile Phone and Laptop Policy' be approved, and the document be adopted.
16. The existing Overtime Policy, as set out at Appendix 16 to the report, be superseded by the proposed Overtime and TOIL Policy, as set out at Appendix 29 to the report, at such time that any affected staff have been consulted as necessary.
17. The revisions to the Safeguarding Policy, set out using tracked changes at Appendix 17 to the report, be approved and the document be adopted.
18. The revisions to the Scheme of Delegation – Officers, set out using tracked changes at Appendix 18 to the report, be approved and the document be adopted.
19. The existing TOIL Policy, as set out at Appendix 19 to the report, be superseded by the proposed Overtime and TOIL Policy, as set out at Appendix 29 to the report, at such time that any affected staff have been consulted as necessary.
20. The revisions to the Training and Development Policy, set out using tracked changes at Appendix 20 to the report, be approved and the document be adopted.
21. The revisions to the Whistleblowing Policy, set out using tracked changes at Appendix 21 to the report, be approved and the document be adopted.



22. The revisions to the Bereavement Policy, set out using tracked changes at Appendix 22 to the report, be approved and the document be adopted.
23. The revisions to the Capability Procedure, set out using tracked changes at Appendix 23 to the report, be approved and the document be adopted.
24. The revisions to the Covid and Respiratory Infection Policy, set out using tracked changes at Appendix 24 to the report, be approved, its redesignation as the 'Respiratory Infections (Including Covid 19) Policy' be approved, and the document be adopted.
25. The proposed Dignity at Work Policy, as set out at Appendix 25 to the report, be approved and adopted.
26. The revisions to the Disciplinary Procedure, set out using tracked changes at Appendix 26 to the report, be approved and the document be adopted.
27. The revisions to the Grievance Policy, set out using tracked changes at Appendix 27 to the report, be approved and the document be adopted.
28. The revisions to the Lone Working Policy, set out using tracked changes at Appendix 28 of the report, be approved and the document be adopted.
29. The proposed Overtime and TOIL Policy, as set out at Appendix 29 to the report, be approved for staff consultation and implemented upon the expiry of said consultation period.
30. The revisions to the Protocol on Member/Officer Relations, set out using tracked changes at Appendix 30 to the report, be approved and adopted.
31. The revisions to the Recruitment and Selection Policy, set out using tracked changes at Appendix 31 to the report, be approved and adopted.
32. With reference to (1.) to (31.) above, authority be delegated to the Town Clerk to make any minor changes in order to address errors of a grammatical or typographical nature.

(Proposed: Councillor Beveridge; seconded: Councillor Reynolds)

## **8. CONFIDENTIAL REPORTS FOR DECISION**

### **(a) Performance Development Review of the Town Clerk**

The Performance Development Review of the Town Clerk had been undertaken by the Chair of the Personnel Committee and, in accordance with the Committee's Terms of Reference, it also required formal approval.



Following consideration, it was unanimously

**RESOLVED** that the Performance Development Review of the Town Clerk, as set out at Appendix 1 to the report, be approved.

(Proposed: Councillor Reynolds; seconded: Councillor Beveridge)

(b) Staff Recruitment

The background and issues associated with this item were set out in the report.

Following consideration, it was unanimously

**RESOLVED** that the recommendation, as set out in the report, be approved.

(Proposed: Councillor Reynolds; seconded: Councillor Beveridge)

(c) Potential Honorarium Payment

This item had been withdrawn from the Agenda.

**14. CONFIDENTIAL REPORTS FOR INFORMATION**

The following reports were noted:-

(a) TOIL Figures for January - July 2023

(b) Sickness Figures for January - July 2023

The meeting closed at 5:09 pm

Chair  
2023