

MINUTES OF THE PERSONNEL COMMITTEE MEETING held in the St Piran's Room, Penlee Centre, Penlee Park, Penzance on Thursday 6 February 2025 at 4.00 pm.

PRESENT

Councillors P Young (Chair)
J McKenna (Vice-Chair) (from 4.05 pm)

MJ Beveridge
B Jackson
SJ Reynolds

Also present: James Hardy (Town Clerk), Ben Brosgall (Leisure and Amenities Manager) (until 4.13 pm), Cameron Sil (Responsible Finance Officer) (until 4.13 pm) and Elliot Ridington (Democratic Services Officer) (until 4.13 pm).

18. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Broadhurst.

19. DECLARATIONS OF INTEREST

There were no declarations of interest.

20. PUBLIC PARTICIPATION TIME

There were no members of the public present.

21. TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

In respect of Agenda Item 7(a), 'Results of Job Descriptions Review', it was unanimously **RESOLVED** that the press and public be excluded from that section of the meeting.

(Proposed: Councillor Beveridge; seconded: Councillor Reynolds)

22. MINUTES OF THE MEETING HELD ON 23 JANUARY 2025

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

RESOLVED that the Minutes of the meeting held on 23 January 2025 be approved as a true and accurate record and signed by the Chair, subject to Minute No. 11 being amended to refer to 'participation'.

(Proposed: Councillor Beveridge; seconded: Councillor Young)

23. REPORTS FOR DECISION

(a) Review of Employer Discretions Policy for Local Government Pension Scheme



Penzance Council was a scheme employer within the Local Government Pension Scheme and each employer was required to publish a policy statement detailing how it would apply the scheme when certain events happened, known as discretions. The policy was required to have discretions on whether it would:-

- allow flexible retirement;
- award additional pension;
- pay towards the cost of additional pension; and
- waive any reductions if a pension was paid early (not including if an employee retired due to ill health, redundancy or business efficiency, in these cases the employer had to meet the cost of paying pension early).

It was necessary to keep the policy under review and update it periodically in order to comply with any new legal or policy developments. The proposed changes to the document were set out within the report.

During the debate, Members referred to two errors in the document and requested that these be rectified.

Following consideration, it was unanimously

RESOLVED TO RECOMMEND TO THE FINANCE AND GENERAL PURPOSES COMMITTEE that

1. The revisions to the Local Government Pension Scheme – Employer Discretion policy, set out using tracked changes at Appendix 1 to the report, be approved and the document be adopted, subject to:-
 - i) Paragraph 1.2 being amended to read ‘...the Council *has* the power...’
 - ii) The word ‘requirement’ set out in the table on Page 6 of the document being replaced with the word ‘retirement’.
2. If necessary, a consultation exercise be undertaken with the affected members of staff and the revisions to the policy be implemented upon the conclusion of said exercise.

(Proposed: Councillor Reynolds; seconded: Councillor Beveridge)

The Leisure and Amenities Manager, Responsible Finance Officer and Democratic Services Officer then left the meeting.

24. CONFIDENTIAL REPORTS FOR DECISION

(a) Results of Job Descriptions Review

At the meeting of Penzance Council held on 20 May 2024, authority was delegated to the Town Clerk to review and revise the job descriptions of the posts detailed within the report, to seek independent job evaluation through the Council’s external HR advisors and to make recommendations accordingly.



The review had now been completed and job descriptions had been revised in order to provide a true reflection of the roles carried out by members of staff on a day-to-day basis. These documents had now therefore been job evaluated by the Council's independent HR advisor which had resulted in a number of recommendations, as set out in the report.

Following consideration, it was unanimously

RESOLVED TO RECOMMEND TO THE FINANCE AND GENERAL PURPOSES COMMITTEE that the recommendations, as set out in the report, be approved.

(Proposed: Councillor Young; seconded: Councillor Beveridge)

25. MATTERS ARISING FOR REPORT AT NEXT MEETING

There were no matters arising for report at the next meeting.

The meeting closed at 4:32 pm

Chair
2025