



MINUTES OF THE PERSONNEL COMMITTEE MEETING held in the St Piran's Room, Penlee Centre, Penlee Park, Penzance on Thursday 23 January 2025 at 4.00 pm.

PRESENT

Councillors P Young (Chair)
J McKenna (Vice-Chair)

MJ Beveridge
B Jackson
SJ Reynolds (from 4.02 pm)

Also present: James Hardy (Town Clerk), Cal Bagshaw (Corporate Services Manager), Anna Renton (Director, Penlee House) and Elliot Ridington (Democratic Services Officer).

9. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Broadhurst.

10. DECLARATIONS OF INTEREST

There were no declarations of interest.

11. PUBLIC PARTICIPATION TIME

There were no members of the public present.

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

In respect of Agenda Items 7(a), 7(b) and 8(a), 'Flexible Working Request', 'Redesignation of Post' and 'TOIL and Sickness Figures to December 2024', it was unanimously

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

(Proposed: Councillor Reynolds; seconded: Councillor McKenna)

13. MINUTES OF THE MEETING HELD ON 12 AUGUST 2024

The Minutes of the meeting having been circulated, it was

RESOLVED that the Minutes of the meeting held on 12 August 2024 be approved as a true and accurate record and signed by the Chair.

(Proposed: Councillor McKenna; seconded: Councillor Reynolds)

Vote; Four in favour. One abstention.

14. REPORTS FOR DECISION



(a) Revised Recruitment and Selection Policy

The annual review of various policies was in the process of being undertaken and the Recruitment and Selection Policy had been considered and amendments proposed. There were no relevant legal or regulatory changes and the changes proposed provided greater clarity on the updated points, set out using tracked changes within Appendix 1 to the report.

During the debate, reference was made to the overview section of the policy and it was highlighted that a number of the protected characteristics listed within the Equality Act 2010 had been missed, despite being referenced elsewhere in the report.

In response, an undertaking was provided to rectify this oversight prior to policy's presentation to the Finance and General Purposes Committee.

Following consideration, it was unanimously

RESOLVED TO RECOMMEND TO THE FINANCE AND GENERAL PURPOSES COMMITTEE that the revisions to the Recruitment and Selection Policy, set out using tracked changes at Appendix 1 to this report, be approved and the document be adopted, subject to the 'overview' section being amended to list the protected characteristics defined within the Equality Act 2010.

(Proposed: Councillor Reynolds; seconded: Councillor McKenna)

15. CONFIDENTIAL REPORTS FOR DECISION

(a) Flexible Working Request

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

Following consideration, it was unanimously

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

(Proposed: Councillor Beveridge; seconded: Councillor Young)

(b) Redesignation of Post

The background and issues associated with this item were 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 Beveridge; seconded: Councillor Jackson)

(c) Results of Job Descriptions Review



The review of job descriptions had not yet been completed by the Council's external Human Resources partner and so this item had been withdrawn from the Agenda. The item would therefore be presented to a meeting of the Committee in due course and a provisional date of 6 February 2025 had been arranged, dependent on Member availability.

16. CONFIDENTIAL REPORTS FOR INFORMATION

The following reports were noted:-

- (a) Sickness Figures to December 2024
- (b) TOIL Figures to December 2024

17. MATTERS ARISING FOR REPORT AT NEXT MEETING

The 'Results of Job Descriptions Review' item, which had been withdrawn from the Agenda for this meeting, would be presented to the next meeting of the Committee, provisionally due to take place on 6 February 2025.

The meeting closed at 4:25 pm

Chair
6 February 2025