








**ARTS & CULTURE COMMITTEE – 24 MARCH 2025**

**REPORT FOR DECISION**

**DEPUTY RESPONSIBLE PERSON FOR LEGIONELLA CONTROL**

Our Culture	Our Decision Making	Our Environment	Our Money	Our People	Our Places	Our Resilience & Wellbeing
						
	✓					✓

**Recommendation:**

The Visitor Services and Security Officer be appointed as the Deputy Responsible Person for Legionella Control at Penlee House Gallery and Museum

**Background:**

Penzance Council is the “Duty Holder” with regards to Legionella testing and water safety on its premises. This means that the Council has the overall accountability for Health and Safety of all staff and public who access its premises. The Duty Holder is always the employer. Whilst the Council cannot delegate accountability, it can delegate managerial responsibility for the day to day overseeing of legionella control. The "Responsible Person" is appointed by the Duty Holder to be managerially responsible for the day-to-day overseeing of legionella control within the Council’s buildings. The Responsible Person needs to be a manager who has sufficient authority to resolve issues as they arise, therefore, this role needs to be undertaken by managers at Penlee House. The Director of Penlee House was appointed as the Responsible Person at the meeting of this Committee held on 25 September 2023.

A “Deputy Responsible Person” also needs to be nominated, who can deputise in the Responsible Person’s absence. Due to changes in staffing arrangements as a result of maternity cover, it is now proposed that the Visitor Services and Security Officer be appointed as the Deputy Responsible Person.

Suitable training has been, and will continue to be, provided for both positions, and for those staff responsible for undertaking temperature checks to monitor Legionella risk.

Verity Anthony  
Director (maternity cover)  
Penlee House Gallery & Museum

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**NEXT STEPS FOLLOWING ‘GOING PLACES’ FUNDING APPLICATION**

Our Culture	Our Decision Making	Our Environment	Our Money	Our People	Our Places	Our Resilience & Wellbeing
✓			✓			

**Recommendation:**

1. It be noted that Penlee House Gallery and Museum is part of a ‘Going Places’ funding application made by Art Fund to the National Lottery Heritage Fund.
2. Should said funding application be successful, the necessary documentation be signed and any agreements be entered into in order to receive the funding and deliver the project.

**Background:**

Penlee House is part of a ‘Going Places’ funding application, made by Art Fund to the National Lottery Heritage Fund. The Going Places project brings together partner museums from across the UK to stage touring exhibitions.

Penlee House has been partnered with On Fife and Museums Worcestershire. If the funding application is successful, Penlee House will join a touring exhibition programme with these two galleries, one in summer 2026 focusing on women artists’ and the next in summer 2028 focusing on childhood.

It is anticipated that the exhibitions and associated engagement work would be fully-funded should the bid be successful. The outcome of the bid will be known in March 2025.

If the bid is successful at the submitted level it may allow for the recruitment of additional staff to support the outcomes of the Going Places programme at Penlee House. However, any additional staffing considerations would be the subject of separate reports to the Personnel and Finance and General Purposes Committees.

Verity Anthony  
Director (maternity cover)  
Penlee House Gallery & Museum