

MINUTES OF THE PERSONNEL COMMITTEE MEETING held in the St Piran's Room, Penlee Centre, Penlee Park, Penzance on Monday 7 July 2025 at 5.15 pm.

PRESENT

Councillors J McKenna (Chair)

TS Marington
JS Power
SJ Reynolds
P Young

Also present: James Hardy (Town Clerk), Cal Bagshaw (Corporate Services Manager) and Elliot Ridington (Democratic Services and Governance Officer).

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Jameson.

2. ELECTION OF VICE-CHAIR

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

In the absence of any other nominations, it was unanimously

RESOLVED that Councillor Young be appointed as Vice-Chair of the Personnel Committee.

(Proposed: Councillor Marington; seconded: Councillor Power)

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. PUBLIC PARTICIPATION TIME

There were no members of the public present.

5. EXCLUSION OF THE PRESS AND PUBLIC

In respect of Agenda Items 7(a), 7(b), 7(c), 7(d) and 8(a) 'Flexible Working Request and Associated Arrangements', 'Proposed Changes to Staffing Structure', 'Performance Development Review of the Town Clerk', 'Completion of Probationary Period of the Town Clerk' and 'TOIL and Sickness Figures to June 2025' it was, unanimously

RESOLVED that, in accordance with S.1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the Press and Public be excluded from those sections of the meeting due to the confidential nature of the business to be transacted.



(Proposed: Councillor Reynolds; seconded: Councillor Young)

6. MINUTES OF THE MEETING HELD ON 6 FEBRUARY 2025

The Minutes of the meeting having been circulated, it was

RESOLVED that the Minutes of the meeting held on 6 February 2025 be approved as a true and accurate record and signed by the Chair.

(Proposed: Councillor Reynolds; seconded: Councillor McKenna)

Vote; Three in favour. Two abstentions.

7. CONFIDENTIAL REPORTS FOR DECISION

(a) Flexible Working Request and Associated Arrangements

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 Young; seconded: Councillor Marrington)

(b) Proposed Changes to Staffing Structure

Penlee House Gallery and Museum had been included in a 'Going Places' funding application, made by Art Fund to the National Lottery Heritage Fund. The Art Fund had been successful in its application and, as a result, Penlee House would receive £156,447 over a period of five years from 2025 to 2030 to take part in the project.

The funding would enable the employment of a part-time Curatorial Assistant and a part-time Audience Engagement Assistant, for parts of the funding period, to support the development of the corresponding exhibitions. Role descriptions for these two roles would be produced and presented for approval in the coming months, with an anticipated start date for the Curatorial Assistant of December 2025.

In the meantime, it was requested that the staffing structure of the Council was amended to include these two new, externally grant funded, posts to enable the preparatory work to be undertaken.

Following consideration, it was unanimously

RESOLVED TO RECOMMEND TO THE FINANCE AND GENERAL PURPOSES COMMITTEE that the staffing structure of Penzance Council be amended to include the following two, fixed term, part time, externally grant funded posts at Penlee House Gallery and Museum:-

- (i) Curatorial Assistant (0.5 Full Time Equivalent)



- (ii) Audience Engagement Assistant (0.5 Full Time Equivalent)

(Proposed: Councillor Reynolds; seconded: Councillor Power)

(c) Performance Development Review of the Town Clerk

The Performance Development Review of the Town Clerk was undertaken by the former Chair of the Personnel Committee and the Mayor and, in accordance with the Terms of Reference of the Committee, it 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 McKenna; seconded: Councillor Marrington)

(d) Completion of Probationary Period of the Town Clerk

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

Following consideration, it was

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

(Proposed: Councillor Reynolds; seconded: Councillor Young)

8. CONFIDENTIAL REPORTS FOR INFORMATION

The following report was noted:-

- (a) TOIL and Sickness Figures to June 2025

9. MATTERS ARISING FOR REPORT AT NEXT MEETING

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

The meeting closed at 5:39 pm

Chair
2025