



MINUTES OF THE PERSONNEL COMMITTEE MEETING held in the St Piran's Room, Penlee Centre, Penlee Park, Penzance on Wednesday 10 June 2026 at 4.00 pm.

PRESENT

Councillors P Young (Chair)

B Jackson (from 4.04 pm)
TS Marrington
SJ Reynolds

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 Councillors Law and Power.

Councillor Jameson was absent without having provided apologies.

2. ELECTION OF VICE-CHAIR

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

In the absence of any other nominations, it was unanimously

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

(Proposed: Councillor Marrington; seconded: Councillor Young)

(Councillor Jackson was not present for this item.)

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 8(a), 8(b), 8(c), 9(a) and 9(b) 'Proposed Changes to Existing Posts at Penlee House Gallery and Museum', 'Confirmation of Externally Funded Posts at Penlee House Gallery and Museum', 'Results of Review of Existing Leisure and Amenities Posts', 'Annual Leave, Sickness and TOIL Figures to May 2026 and 'Grievance Monitoring Report' 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 Marrington)

(Councillor Jackson was not present for this item.)

6. MINUTES OF THE MEETING HELD ON 7 JULY 2025

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

RESOLVED that the Minutes of the meeting held on 7 July 2025 be approved as a true and accurate record and signed by the Chair, subject to the page numbers being amended to run from pages 1 – 3 and the reference to 'Marington' on Page 1 being replaced with 'Marrington'.

(Proposed: Councillor Reynolds; seconded: Councillor Marrington)

(Councillor Jackson was not present for this item.)

7. REPORTS FOR DECISION

(a) Proposed Changes to Personnel Policies

As part of the ongoing review and revision of the Council's suite of governance and employment policies, officers had undertaken a comprehensive evaluation the Officer Code of Conduct and the Disciplinary Policy to ensure that they remained legally compliant and aligned with relevant guidance.

Following consideration, it was

RESOLVED TO RECOMMEND TO THE FINANCE AND GENERAL PURPOSES COMMITTEE that

1. The updated Officer Code of Conduct, previously referred to as the Employee Code of Conduct, as set out at Appendix 1 to the report, be approved and the document be adopted.
2. The updated Disciplinary Policy, previously referred to as the Disciplinary Procedure, as set out at Appendix 2 to the report, be approved and the document be adopted.

(Proposed: Councillor Marrington; seconded: Councillor Young)

(Councillor Jackson then arrived at the meeting.)

Vote; Three in favour. One abstention.

(b) Undertaking the Performance Development Review of the Town Clerk



It was necessary to undertake the Performance Development Review of the Town Clerk on an annual basis and the Review had last been approved by the Committee in July 2025. It was therefore necessary for the Review to be undertaken again and, once completed, it would be returned to the Committee for final ratification.

Following consideration, it was unanimously

RESOLVED that the Mayor and the Chair of this Committee be instructed to undertake the Performance Development Review of the Town Clerk.

(Proposed: Councillor Reynolds; seconded: Councillor Marrington)

(c) Approval of Documentation for New Leisure and Amenities Posts

At its meeting held on 10 November 2025, Penzance Council resolved to establish the posts of 'Maintenance Assistant' and 'Contracts Administration Officer' alongside that of an additional 'Assistant Gardener'.

It then further resolved that the job descriptions and person specifications associated with these posts would be presented to the appropriate committee(s) for approval prior to their submission to the Council's external Human Resources partner for job evaluation.

The Job Descriptions and Person Specifications for the posts of Maintenance Assistant and Contracts Administration Officer had now been drafted and were presented for approval.

Following consideration, it was unanimously

RESOLVED TO RECOMMEND TO THE FINANCE AND GENERAL PURPOSES COMMITTEE that

1. The proposed Job Description and Person Specification for the post of 'Facilities Maintenance Assistant', as set out at Appendices 1 and 2 to the report, be approved and submitted to the Council's external human resources partner for job evaluation.
2. The proposed Job Description and Person Specification for the Post of 'Contracts Administration Officer', as set out at Appendices 3 and 4 of the report, be approved and submitted to the Council's external human resources partner for job evaluation.
3. Subject to (1.) and (2.) above, and to their being met within the existing salaries budget, the salaries for these new posts be set at the level(s) determined by their job evaluation scores and a recruitment process(es) then be undertaken.

(Proposed: Councillor Marrington; seconded: Councillor Reynolds)

8. CONFIDENTIAL REPORTS FOR DECISION

(a) Proposed Changes to Existing Posts at Penlee House Gallery and Museum



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 Marrington; seconded: Councillor Young)

(b) Confirmation of Externally Funded Posts at Penlee House Gallery and Museum

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 Marrington; seconded: Councillor Young)

(c) Results of Review of Existing Leisure and Amenities Posts

On 11 November 2025 Penzance Council noted that the introduction of three additional posts within the Leisure and Amenities Service may have impacted upon the job descriptions of the existing officers and that a wider review could therefore be necessary.

This review was found to be necessary and had since been undertaken, resulting in the recommendations 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 Reynolds; seconded: Councillor Jackson)

9. CONFIDENTIAL REPORTS FOR INFORMATION

The following report was noted:-

(a) Annual Leave, Sickness and TOIL Figures to May 2026

(b) Grievance Monitoring Report

10. MATTERS ARISING FOR REPORT AT NEXT MEETING

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

The meeting closed at 4:53 pm



Chair
2025

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