



MINUTES OF THE PERSONNEL COMMITTEE MEETING held in the St Piran's Room, Penlee Centre, Penlee Park, Penzance on Thursday 8 October 2026 at 4.00 pm.

PRESENT

Councillors P Young (Chair)
SJ Reynolds (Vice-Chair)

B Jackson
PA Law
TS Marrington (from 4.09 pm)
JS Power
SJ Reynolds

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

11. APOLOGIES FOR ABSENCE

There were no apologies for absence.

12. DECLARATIONS OF INTEREST

There were no declarations of interest.

13. PUBLIC PARTICIPATION TIME

There were no members of the public present.

14. EXCLUSION OF THE PRESS AND PUBLIC

In respect of Agenda Items 8(a), 8(b), 8(c), 8(d) and 9(a), 'Appointment of a Panel of Personnel Committee Members', 'Flexible Working Request', 'Grant-Funded Posts at Penlee House Gallery and Museum', 'Performance Development Review of the Town Clerk' and 'Annual Leave, Sickness and TOIL Figures to September 2026', 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 Law)

(Councillor Marrington was not present for this item.)

15. MINUTES OF THE MEETING HELD ON 10 JUNE 2026

The Minutes of the meeting having been circulated, it was

RESOLVED that the Minutes of the meeting held on 10 June 2026 be approved as a true and accurate record and signed by the Chair.

(Proposed: Councillor Reynolds; seconded: Councillor Young)

Vote; Two in favour. Four abstentions. Councillor Marrington was not present for this item.

16. REPORTS FOR DECISION

(a) Conversion of Statutory Leave Days into Ordinary Leave Entitlement

The national agreement on pay and conditions of service for local government services (the Green Book) granted officers two days of statutory leave, in addition to each individual's ordinary annual leave entitlement, at Christmas and at Easter. Previous practice was that the Corporate Management Team decided each year when these days would be allocated during the Easter and Christmas holidays.

Changing working practices and patterns had made this untenable as some services could not be suspended and some staff were required to work while others were required not to work on the allotted days.

It was recommended that these statutory days were added to officers' ordinary annual leave entitlement, which would give individuals more flexibility on how to use the time, and managers the ability to control this, to meet the needs of their service. Officers could continue to take the leave at Easter and Christmas if they so wished.

Following consideration, it was unanimously

RESOLVED TO RECOMMEND TO THE FINANCE AND GENERAL PURPOSES COMMITTEE that the two statutory leave days, provided within the national agreement on pay and conditions of service for local government services, be converted to ordinary leave days for all employees and added to their ordinary annual leave entitlement with effect from 1 April 2027.

(Proposed: Councillor Power; seconded: Councillor Jameson)

(Councillor Marrington was not present for this item.)

17. CONFIDENTIAL REPORTS FOR DECISION

(a) Appointment of a Panel of Personnel Committee Members

Councillor Marrington then arrived at the meeting.

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

Following consideration, it was unanimously

RESOLVED that



1. The recommendation, as set out in the report, be approved and the following Members be appointed:-

Councillor PL Jameson
Councillor PA Law
Councillor P Young

2. The recommendation, as set out in the report, be approved and the following Members be appointed:-

Councillor B Jackson
Councillor JS Power
Councillor SJ Reynolds

(Proposed: Councillor Power; seconded: Councillor Jameson)

(b) Flexible Working Request

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

Following consideration, it was unanimously

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

(Proposed: Councillor Law; seconded: Councillor Marrington)

(c) Grant 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 Power; seconded: Councillor Marrington)

(d) Performance Development Review of the Town Clerk

The Performance Development Review of the Town Clerk was undertaken by the Chair of the Personnel Committee, the former town Mayor and the current Town Mayor on 19 August 2026.

The previous year's objectives were all considered and agreed as meeting expectations as detailed in the appendix to the report. However, it was agreed that further work was needed to embed the recently approved Council Strategic Plan prior to the setting of objectives for the coming year.

Further information was detailed within the report.

Following consideration, it was unanimously

RESOLVED that

1. The end of year Performance Development Review of the Town Clerk for the previous year, as set out at Appendix 1 to the report, be approved.
2. The revised Performance Development Review objectives aligned to the new Strategic Plan be presented to a future meeting of this Committee.

(Proposed: Councillor Reynolds; seconded: Councillor Young)

It was then further, unanimously

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

(Proposed: Councillor Law; seconded: Councillor Marrington)

(The Town Clerk was not present for this item.)

18. CONFIDENTIAL REPORTS FOR INFORMATION

The following report was noted:-

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

19. MATTERS ARISING FOR REPORT AT NEXT MEETING

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

The meeting closed at 4:42 pm

Chair
2026