



Minutes of the meeting of Personnel Committee on Wednesday 5th August 2026 at 5pm in Committee Room at Town Hall

Present: Joseph Athorn, Barry Darch, Jeff Harris, Alan Hopley (Chair), Richard Stubbings

In Attendance: Paul Cunningham, Town Clerk; Candi Turner, Deputy Town Clerk

Apologies: Gillian Birrell, Christine Wheeler

Absent: None

Members of public: Roxanne Way, East Coast College (until end of Item 4)

1 - To receive apologies for absence

Received from Gillian Birrell and Christine Wheeler.

What?	By Whom?	By When?

2 - To receive Declarations of Interest or any requests for the granting of dispensations in relation to any Disclosable Pecuniary Interests in items on the agenda

There were none.

What?	By Whom?	By When?

3 - To approve the minutes of the committee meeting held on Wednesday 22nd July 2026

Motion to approve minutes: Cllr Stubbings.

Seconded by Cllr Darch.

Councillors voted unanimously in favour and it was therefore

RESOLVED To accept for accuracy and adoption the minutes of the Personnel Committee meeting held on Wednesday 22nd July 2026.

What?	By Whom?	By When?

4 - To consider a potential job role for a Business Administration apprenticeship and to be updated on the support available from East Coast College

Roxanne Way, Business Development Team Leader for Apprenticeships and Training at East Coast College, gave councillors additional detail on the Business Administration apprenticeship.

She noted that the duration of the apprenticeship would be 16 months, plus a further three months for 'end-point assessment'; the apprentice would remain employed through the whole 19 months. The structure of the programme is that it is all work-based learning, although Roxanne noted that the college are looking to add a monthly day at college for apprentices.

Roxanne outlined the following key elements of the programme that need to be covered by Level 3 apprentices:

Finance and admin systems

Business improvement

Coaching and supporting others

Managing and delegating work

Data, reports and information

Meeting management including minutes

Business improvement project

Roxanne noted that the profile of the potential candidate is that they would require Grade 4+ at both Maths and English. Candidates can be any age from 16+, but they do not need to be a school leaver. She noted that the college can support employers with recruitment, including if required an Assessment Day to choose candidates and a 'work trial' for shortlisted candidates.

Finally, she noted that someone has to mentor the apprentice. The college will also provide regular progress reviews for the apprentice with a college tutor.

What?	By Whom?	By When?

5 - To consider confidential items

RESOLVED That, pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the remaining matters.

What?	By Whom?	By When?

6 - To approve the confidential minutes of the committee meeting held on Wednesday 22nd July 2026

Motion to approve confidential minutes: Cllr Stubbings.

Seconded by Cllr Darch.

Councillors voted unanimously in favour and it was therefore

RESOLVED To accept for accuracy and adoption the confidential minutes of the Personnel Committee meeting held on Wednesday 22nd July 2026.

What?	By Whom?	By When?

7 - To receive a verbal update from Chair on progress to date with review of staff workload and appraisal system

Chair reported that he had met individually with all five Town Hall based staff and he thanked staff for their contribution. He noted that further meetings were planned with other Town Council and Fenland Trust staff, although he noted that these would likely be carried out by Cllr Darch as he (Chair) would be away from mid August to mid September.

Cllr Stubbings suggested a separate review of software subscriptions and this was agreed.

What?	By Whom?	By When?