

**CITY OF ELY COUNCIL
PERSONNEL, FINANCE AND GOVERNANCE COMMITTEE
MINUTES OF A MEETING HELD AT 7.00 PM ON
12TH JUNE 2023 AT SESSIONS HOUSE, LYNN ROAD, ELY**

PRESENT: Mrs T Coulson – Clerk to the Council

Cllr R Pitt

Cllr S Austen

Cllr C Phillips

Cllr M Banyard

Cllr R Ward

Cllr Ní Dhónaill

Cllr P Gardner (substitute for Cllr R Moss-Eccardt)

1. APOLOGIES

Apologies were received from Cllr Moss-Eccardt.

2. ELECTION OF VICE-CHAIRMAN

Cllr Pitt proposed Cllr Ní Dhónaill as Vice-Chairman. This was seconded by Cllr Ward and unanimously approved.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. MINUTES OF THE LAST PERSONNEL, FINANCE AND GOVERNANCE COMMITTEE MEETING (HELD ON THE 17TH APRIL 2023) & MATTERS ARISING

Minutes of the last Personnel, Finance and Governance Committee meeting held on the 17th April 2023, were agreed, and were signed by the Chairman, as a true record. Pages PFG 136, 137 and 138 refer. Matters arising:- Page PFG 137, item 12 - Cllr Moss-Eccardt had requested an addition to the Council's Standing Order – 32e - "If, in these Standing Orders there is a reference to an organisation and that organisation has been replaced then the reference will be deemed to be to the successor organisation." This addition will be recommended to the next Full Council for approval. He had also requested that the colour coding within the standing orders be replaced with A, B and C letters. As the Council follows the NALC template for Standing Orders, it was agreed to keep the colour coding but to add the letters as well. This amendment will be recommended to the next Full Council for approval.

5. TO NOTE THE TERMS OF REFERENCE

The Terms of Reference were noted and approved. The Clerk will update the date on these.

6. BUDGET UPDATE

The budget updates up to the 31.03.23 and 30.04.2023 were noted. There were no significant variances that members had concerns regarding. The Clerk had been contacted by the Ely Ribe Association as to whether the shortfall in the money budgeted for their recent twinning trip could be used for the Guides trip to Ribe in October. This was unanimously agreed.

7. UPDATE FROM THE GOVERNANCE WORKING GROUP

No report as the Working Group had not met.

8. UPDATE FROM THE COUNCIL'S STRATEGIC PLAN WORKING GROUP

There was no update from the Strategic Plan Working Group as this had not met.

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COMMITTEE CHAIRMAN

14th August 2023

9. UPDATE FROM CIL SUB-COMMITTEE AND TO RECEIVE CIL EXPENDITURE ANALYSIS UPDATE

Cllr Phillips informed members that the Sub-Committee had not met and gave a brief background of what CIL was and how it must be spent. He confirmed that the Civic and Corporate Services Officer would be sending out information with the agenda of the next meeting. Cllr Pitt informed members he would be writing to all councillors, requesting they talk to their parishioners about what they want so they can come up with projects for possible funding. The CIL expenditure analysis update was noted.

10. UPDATE FROM THE INCLUSIVITY WORKING GROUP

Cllr Phillips gave a brief overview of what the Inclusivity Working Group does and what it has achieved since it was formed. It had not met.

11. UPDATE FROM THE NORTH ELY HUB AND COMMUNITY WORKING GROUP

No report as the Working Group had not met.

12. ELECTION OF YOUTH LEAD

Cllr Pitt proposed that Cllr Gardner be elected as the Youth Lead. This was seconded by Cllr Ní Dhónaill and unanimously agreed. Cllr Pitt requested that Cllr Gardner prepare an action plan for moving forward with ideas on how the Council can engage with the youth of Ely. It was also agreed that Cllr Gardner would be involved with the discussions Cllr Pitt was intending to have with the Community Safety Partnership as agreed at a previous meeting.

13. TO REVIEW THE TERMS OF REFERENCES FOR WORKING GROUPS AND DISCUSS THEIR PRIORITIES, EXPECTATIONS AND ACCOUNTABILITIES

Cllr Pitt explained that all Working Groups needed to have a route map, which would explain what each Group wanted to achieve and how. He requested that members have a look at the terms of reference provided for the Communications and PR Working Group and come back with suggestions on how the terms of references for the groups associated with PF&G should read. He requested that their responses are sent no later than the 18th June to him. These can then be used as a template for all Working Groups moving forward. The Clerk informed members that the Council does have adopted Standing Orders as these must be followed at all times, so the content of these must be followed with regards to the terms of reference.

14. TO NOTE THE INTERNAL AUDITOR'S REPORT FROM SECOND VISIT OF THE FINANCIAL YEAR 2022/2023

The Clerk gave background to members on why this process is undertaken. Members unanimously agreed to note the Internal Auditor's report, which had no issues raised. This will be noted at the next Full Council.

15. TO APPROVE THE RE-APPOINTMENT OF THE INTERNAL AUDITOR FOR 2023/24

Cllr Pitt proposed the independent Internal Auditor be re-appointed for the financial year 2023/24. This was seconded by Cllr Ward and unanimously approved. This will be recommended for approval at the next Full Council meeting.

16. TO RECEIVE A REPORT FROM THE NEIGHBOURHOOD PLAN REVIEW WORKING GROUP

This item was deferred to the next meeting as Cllr Wade was not present to present the report for consideration.

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COMMITTEE CHAIRMAN
14th August 2023

17. COMMUNICATIONS/PR

The Working Group had not met. Cllr Pitt felt it was important that the Council gets the way it communicates with the parish correct. He set out his vision on how this can be achieved and will prepare a plan on how to bring all this together.

1. SET – the vision, mission, core cultures, internal SWOT.
2. MAP – the environment, network, stakeholders, supporters, indifference, actively against.
3. IDENTIFY – the constituent need, requirements or why they should engage with our work.
4. PLAN – our short, long and opportunity news cycles aligned to beneficial comms channels.
5. SUPPORT our content creators.
6. GENERATE – a full comms and engagement plan with associated policy.

18. HEALTH AND SAFETY ISSUES

There were no health and safety issues to report.

19. PERSONNEL ISSUES

As per the Clerk's contract, on obtaining the CiLCA qualification she will receive a one point incremental rise on her salary. This was proposed by Cllr Pitt and seconded by Cllr Phillips. This will be implemented from the 1st May 2023.

20. DATE OF NEXT MEETING

The next meeting will be held on Monday, 14th August 2023 at 7.00 pm.

The meeting closed at 8.07 pm.

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COMMITTEE CHAIRMAN
14th August 2023