

**CITY OF ELY COUNCIL
PERSONNEL, FINANCE AND GOVERNANCE COMMITTEE
MINUTES OF A VIRTUAL MEETING HELD AT 7.00 PM ON
13TH APRIL 2021**

PRESENT:

Cllr A Whelan
Cllr R Morgan
Cllr I Lindsay

Cllr C Whelan
Cllr C Phillips
Cllr S Bellow

Cllr S Austen
Cllr E Every

NOT PRESENT: Cllr M Downey

Cllr A Whelan expressed her sadness on the death of HRH Prince Philip, Duke of Edinburgh on the 9th April 2021. He will be greatly missed by all. A one-minute silence was observed, to mark his passing.

1. APOLOGIES

No apologies were received.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF THE LAST PERSONNEL, FINANCE AND GOVERNANCE COMMITTEE MEETING (HELD ON THE 1ST MARCH 2021) & MATTERS ARISING

Minutes of the last Personnel, Finance and Governance Committee meeting held on the 1st March 2021, were agreed, and were taken as signed by the Chairman, as a true record. Pages PFG 94 and 95 refer.

There were no matters arising

4. TO CONSIDER AND NOTE UPDATED REPORT DETAILING FINANCIAL LOSSES TO THE COUNCIL IN RELATION TO COVID-19

Members noted the updated report up to the 28th February 2021, detailing the financial losses to the Council in relation to Covid-19, produced by the Clerk. There is still a substantial impact on the Council's finances, with an approximate, current loss of £100,636. The Clerk will continue to update the report on a regular basis.

5. BUDGET UPDATE

Members noted the budget update, dated the 22nd March 2021. Members agreed the Maltings Venue Manager and the Tourism & Town Centre Manager would be invited to attend a Full Council meeting, to inform Councillors of how the businesses are moving forward, following reopening from lockdown and the challenges they face on getting back to normality.

6. UPDATE FROM THE GOVERNANCE WORKING GROUP

The Working Group had not met, but a meeting will be arranged shortly. Cllr C Whelan agreed to forward the job description for the Lead Member of the Committees, as this had not been done yet.

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COMMITTEE CHAIRMAN
25th May 2021

7. TO CONSIDER REQUEST TO REMOVE THE COVID-19 WORKING GROUP AND AMALGAMATE WITH THE NORTH ELY COMMUNITY HUB WORKING GROUP TO BECOME THE NORTH ELY HUB AND COMMUNITY WORKING GROUP

Members considered the report from Cllr Bellow to amalgamate these two Working Groups. Cllr A Whelan proposed the Committee accept this request and amalgamate the two Working Groups to form the North Ely Hub and Community Working Group. This was seconded by Cllr C Whelan and unanimously approved by the Committee members. It was agreed this Working Group would report back to the Personnel, Finance & Governance Committee, with a copy of their meeting notes being sent to the Assets Committee, so they could be updated regarding the progress on the North Ely Community Hub. It was also agreed that the Clerk would discuss with Cllr Bellow the current policies and procedures in place for volunteers, as these need to be reviewed to ensure the Council has all the necessary documentation in place and appropriate training is provided to all volunteers.

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

The draft Strategic Plan has now been circulated, by the Clerk, to all councillors, with only four giving their comments. The final version of this Plan will need to be prepared. Once this has been completed the functions of this Working Group can be absorbed back into this Committee, moving forward.

9. UPDATE FROM CIL SUB-COMMITTEE

The CIL Sub-Committee had not met. Updates on the CIL funds available and spent will be provided for each Personnel, Finance & Governance Committee meeting. Sub-Committee meeting dates will be included within the meeting dates list. It was agreed that Working Groups need more formality and will also need to set their meetings for the year.

10. UPDATE FROM THE INCLUSIVITY WORKING GROUP

The Working Group had not met, but are ready to move forward, once the restrictions are lifted. It is hoped to have a meeting in May. Cllr Every agreed to pass on statistical information from the Community Safety Partnership. She also suggested the Working Group could ask for support from the Partnership regarding inclusivity.

11. UPDATE FROM THE COVID-19 WORKING GROUP

Cllr Bellow gave an update on the progress and timetable for the North Ely Community Hub.

12. YOUTH STRATEGY WORKING GROUP UPDATE

There had been no meeting of the Youth Strategy Working Group. Cllr C Whelan hoped to arrange a meeting shortly. Cllr Every said she would like to get involved with this area.

13. COMMUNICATIONS/PR

The Working Group had not met. The article had been produced for the latest edition of the Elyi. Cllr Bellow felt that many residents did not understand what each tier of local government dealt with and suggested that we provide information on what the Council is responsible for. She had seen an example from another parish council and would forward a copy of this to the Clerk and members.

14. HEALTH AND SAFETY ISSUES

There were no health and safety issues to report.

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COMMITTEE CHAIRMAN
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15. PERSONNEL ISSUES

Cllr A Whelan proposed that in view of the confidential nature of the business to be transacted under this, that these be considered in private and that the power of exclusion of the public under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 be exercised. This was seconded by Cllr Austen and agreed to go into Committee at the end of the meeting.

Members agreed the Clerk should obtain quotations for the cost of undertaking a staff review.

16. ANY OTHER BUSINESS

Members considered an email regarding a request to support an application to ECDC for a Facilities Improvement Grant for setting up a Junior Parkrun for Ely Country Park. This had been circulated to all members prior to the meeting and the Clerk had received all positive responses for the Council to support this application. Members agreed the Council would do so and the Clerk will send an email confirming this.

The Clerk had been requested to ask the Committee if the unspent budget allocation from 20/21 for the Switch-on event, could be carried forward to this year's budget. Members agreed that this request could not be approved. The budget is as set for this year, but if the budgeted income amount is not achieved, the expenditure will not be debited by the amount not received. Therefore, the expenditure will be £7907.

The Clerk informed members of the move to Office 365 and the change to the emails for councillors and staff. The Deputy Clerk had provided everyone with all the information they needed to undertake the change.

The vacancy for the seasonal Estates Technician had been re-advertised, but no applications had been received. It was requested if this could be made into a permanent position, instead of seasonal. Members agreed it could be a permanent role, but it would have full-time working hours during the summer period and reduced hours during the winter period. This will be re-advertised at 37 hours summer and 20 hours winter.

17. DATE OF NEXT MEETING

The next meeting will be on Tuesday 25th May 2021 at 7.00 pm.

The meeting was closed at 8.37 pm.

Due to enforced social distancing caused by the Coronavirus, this meeting took place by video communication, accessed by the Zoom meetings facility.

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COMMITTEE CHAIRMAN
25th May 2021