

**CITY OF ELY COUNCIL
PERSONNEL, FINANCE AND GOVERNANCE COMMITTEE
MINUTES OF A MEETING HELD AT 7.00 PM ON
13TH JULY 2021 AT THE MALTINGS, SHIP LANE, ELY**

PRESENT:

Cllr A Whelan
Cllr V Ganivet
Cllr S Bellow

Cllr C Whelan
Cllr M Rouse

Cllr C Phillips
Cllr R Morgan

NOT PRESENT: Cllr M Downey

1. APOLOGIES

Apologies were received from Cllrs Every and Lindsay.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF THE LAST PERSONNEL, FINANCE AND GOVERNANCE COMMITTEE MEETING (HELD ON THE 13TH APRIL 2021) & MATTERS ARISING

Minutes of the last Personnel, Finance and Governance Committee meeting held on the 13th April 2021, were agreed, and were signed by the Chairman, as a true record. Pages PFG 96, 97, 98 and 99 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 31st March 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 £92,834. Due to this having been provided for the last year, this will be the last report as there will be no comparison financial information, due to the Council's services being closed as a result of lockdown. The Clerk informed members a further £2000 Restart grant top-up payment had been received from ECDC for both the Maltings and OCH.

5. BUDGET UPDATE

Members noted the budget update, dated the 25th June 2021. There were no variants of concern.

6. UPDATE FROM THE GOVERNANCE WORKING GROUP

Cllr C Whelan gave a verbal update from the notes of the last meeting of the Governance Working Group held on the 26th May 2021.

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

Cllr A Whelan felt the draft Strategic Plan needed to be feedback to the Personnel, Finance & Governance Committee. It was agreed a Councillor seminar in October should be held to discuss what Councillors hope to achieve and agree key objectives from the Strategic Plan. The first step will be for the Committee Chairs to revisit the draft Strategic Plan in relation to their own Committee and review the aims and objectives contained within this and decide in light of the pandemic, whether these are still achievable. The outcomes of this could be presented at the Councillor seminar.

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COMMITTEE CHAIRMAN
31st August 2021

8. UPDATE FROM CIL SUB-COMMITTEE

The minutes of the last meeting of the CIL Sub-Committee held on the 2nd June 2021 were noted. The financial update of the 12th July 2021, for CIL funds was also noted.

9. UPDATE FROM THE INCLUSIVITY WORKING GROUP

Cllr Phillips reported the Group had been in contact with local community groups and organisations. They are discussing with them how they can interact with the local community and how the groups have been impacted by the pandemic.

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

The notes of the last meeting of the Working Group held on the 22nd June 2021 were noted. The Clerk informed members ECDC had contacted the Mayor, regarding arranging a meeting with Endurance Estates. Councillors felt this would be a good idea and Cllr A Whelan requested to be involved in this. Cllr Bellow had circulated a draft Volunteer Policy. It was agreed Councillors should give feedback on this so a final version can be considered at Full Council for approval and adoption. It was also agreed that Cllr Bellow and the Clerk would start work on producing the volunteer documents required, as a result of the Volunteer Policy, with regard to the volunteer roles that already exist within the Council.

11. YOUTH STRATEGY WORKING GROUP UPDATE

The Working Group had not met, but Cllr C Whelan had two provisional dates for a meeting next week.

12. TO REAPPOINT THE INTERNAL AUDITOR FOR THE FINANCIAL YEAR 2021/22

Members unanimously agreed to recommend to the next Full Council meeting the reappointment of the Internal Auditor, Heelis & Lodge for the financial year 2021/22.

13. COMMUNICATIONS/PR

The notes of the last meeting held on the 3rd June 2021 were noted. Members approved the Terms of Reference for this Working Group.

14. HEALTH AND SAFETY ISSUES

The Clerk informed members that under the Lifting Operations and Lifting Equipment Regulations 1998, Zurich had carried out the six monthly inspection of the passenger lift and stairlift in Sessions House. There were no defects.

15. PERSONNEL ISSUES

Members noted the three quotations for the staff review that had been obtained by the Clerk. It was agreed the Clerk would contact the cheapest quote to clarify that all the roles would be covered under this quotation. It was agreed the roles of the Clerk, Deputy Clerk and Estates Manager would not be included within the review as they had been reviewed in 2019.

16. ANY OTHER BUSINESS

The Clerk was requested to give an update on her CiLCA qualification, which she provided.

17. DATE OF NEXT MEETING

The next meeting will be on Tuesday 31st August 2021 at 7.00 pm.

The meeting was closed at 8.15 pm.

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COMMITTEE CHAIRMAN
31st August 2021