

CITY OF ELY COUNCIL
PERSONNEL, FINANCE AND GOVERNANCE COMMITTEE
MINUTES OF A MEETING HELD AT 7.00 PM ON
17TH APRIL 2023 AT SESSIONS HOUSE, LYNN ROAD, ELY

PRESENT: Mrs T Coulson – Clerk to the Council

Cllr R Pitt

Cllr I Lindsay

Cllr S Austen

Cllr R Morgan

Cllr C Phillips

Cllr V Ganivet (substitute for
Cllr A Whelan)

As the Chair was not present, Cllr Austen proposed Cllr Pitt chair the meeting. This was seconded by Cllr Ganivet and unanimously agreed.

1. APOLOGIES

Apologies were received from Cllrs Edge, A Whelan and C Whelan.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF THE LAST PERSONNEL, FINANCE AND GOVERNANCE COMMITTEE MEETING (HELD ON THE 6TH MARCH 2023) & MATTERS ARISING

Minutes of the last Personnel, Finance and Governance Committee meeting held on the 6th March 2023, were agreed, and were signed by the Chairman, as a true record. Pages PFG 134 and 135 refer. Matters arising:- Page PFG 135, items 14 and 15 - Cllr Pitt confirmed he was discussing both of these issues with the Community Safety Partnership and Cllr Every. He would report back to the meeting in due course.

4. BUDGET UPDATE

Members noted the budget update for the period up to the 28th February 2023. There were no significant variances that members had concerns regarding.

5. UPDATE FROM THE GOVERNANCE WORKING GROUP

No report as the Working Group had not met.

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

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

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

Cllr Phillips informed members the Sub-Committee had met on the 27th March 2023. The minutes from this meeting had been considered at the Full Council meeting on the 3rd April 2023 where Cllr Morgan proposed the CIL request for a further £13,000 towards the replacement of the climbing tower at St John's play area be approved. This was seconded by Cllr Ganivet and unanimously approved. The CIL expenditure analysis update was noted.

8. UPDATE FROM THE INCLUSIVITY WORKING GROUP

The Working Group had met with Pip Gardener from the Kite Trust and Mr S Pittock to discuss the approach to Pride this year. They felt it had been a very productive meeting.

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COMMITTEE CHAIRMAN

12th June 2023

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

No report as the Working Group had not met.

10. UPDATE FROM THE YOUTH LEAD

No report as the Youth Lead was not present.

11. UPDATE 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.

12. TO CONSIDER REPORT FROM THE ANNUAL REVIEW OF THE COUNCIL'S POLICIES AND PROCEDURES

The Clerk and councillors had undertaken the annual review of the Council's policies and procedures. The Clerk had produced a report detailing the outcomes of the review. It was agreed the Climate and Environment Committee would review and update the Climate Change and Environmental Policy, which would be considered and approved at a later date. Members agreed to the amendments as listed and to recommend approval of this review at the next Full Council.

13. TO CONSIDER DRAFT DRUG AND ALCOHOL POLICY AND TRAINING AND DEVELOPMENT POLICY

Members recommended the formal approval of the adoption of the Alcohol and Drug Policy and the Training and Development Policy at the next Full Council.

14. TO NOTE AND APPROVE THE COUNCIL'S ANNUAL REVIEW OF THE COUNCIL'S RISK MANAGEMENT PROCEDURES

Members noted and approved the annual review of the Council's Risk Management Procedures, which had been undertaken by the RFO. This will be formally requested for approval at the next Full Council meeting. It was also agreed the Climate & Environment Committee will consider the potential risks to the city with regards to the Council's Risk Management Procedures and will produce an opportunity assessment by December 2023.

15. TO NOTE AND APPROVE THE COUNCIL'S REVIEW OF THE DIRECT DEBIT PAYMENTS

Members noted and approved the annual review of the Council's direct debit payments. This will be formally requested for approval at the next Full Council meeting.

16. TO NOTE AND APPROVE THE ANNUAL INTERNAL AUDIT REVIEW BY THE MAYOR AND DEPUTY MAYOR

Members noted and approved the annual Internal Audit Review by the Mayor and Deputy Mayor. This will be formally requested for approval at the next Full Council meeting.

17. TO NOTE AND APPROVE THE RFO'S REVIEW OF THE ANNUAL INTERNAL AUDIT TERMS OF REFERENCE AND INTERNAL AUDIT PLAN

Members noted and approved the annual review of the Internal Audit Terms of Reference and Internal Audit Plan undertaken by the RFO. This clearly shows the Council has undertaken all the necessary checks and procedures to ensure compliance with the Annual Statement of Governance. This will be formally requested for approval at the next Full Council.

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COMMITTEE CHAIRMAN

12th June 2023

18. COMMUNICATIONS/PR

The Working Group had not met.

19. HEALTH AND SAFETY ISSUES

The Clerk informed members of the engineering inspection of the lifts at Session House, which had been undertaken by Zurich.

20. PERSONNEL ISSUES

Members felt it was necessary to put a Smoking Policy in place which will ensure all staff smoking breaks will be in their own time. A policy will be considered at the next Full Council meeting for formal adoption. Before this is adopted the Clerk will approach all departments with a soft approach first.

21. DATE OF NEXT MEETING

To be confirmed.

The meeting closed at 7.40 pm.

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COMMITTEE CHAIRMAN
12th June 2023