

**CITY OF ELY COUNCIL
PERSONNEL, FINANCE AND GOVERNANCE COMMITTEE
MINUTES OF A MEETING HELD AT 7.00 PM ON
22ND JULY 2024 AT SESSIONS HOUSE, LYNN ROAD, ELY**

PRESENT: Mrs T Coulson – Clerk to the Council

Cllr Ní Dhónaill

Cllr R Moss-Eccardt

Cllr R Ward

Cllr C Phillips

Cllr R Trent

Cllr M Banyard

Cllr W Novick

1 member of the public

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 20TH MAY 2024) & MATTERS ARISING

Minutes of the last Personnel, Finance and Governance Committee meeting held on the 20th May 2024, were proposed as a true record by Cllr Ní Dhónaill, seconded by Cllr Trent and unanimously agreed. They were signed by the Chairman. Pages PFG 157, 158, 159 and 160 refer. Matters Arising:- Page 157, Item 6 – The Clerk confirmed Ely Museum had been informed of their additional grant and had received the funds. Page 159, Item 17 – the Clerk gave an update on the progress of switching to a .gov email and website. Page 159, Item 18 – The Neighbourhood Plan Working Group had not arranged to meet yet, due to still requiring a couple of more members. Cllrs Trent and Novick agreed to move this forward. Page 159, Item 21 – The Clerk updated members on the progress she had made with obtaining costs for new robes and chain of office.

4. BUDGET UPDATE

The budget updates up to the 31st May 2024 were noted. There were no significant variances that councillors had concerns with.

5. UPDATE FROM THE GOVERNANCE WORKING GROUP

No update as the Working Group had not met.

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

The Working Group had an informal meeting in June, but no notes were available.

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COMMITTEE CHAIRMAN
2nd September 2024

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

The CIL Sub-Committee had met on the 15th July 2024 and the minutes of this meeting were noted and approved. The approved applications for CIL funds for Splash Pad Group - £700; restore Maltings hall floor - £3,800; Maltings future projects - £50,000; bus shelter in Prickwillow - £7123.94; Ely Youth Artwork in Leisure Village Underpass additional grant - £2875.35 and Prickwillow play area expression of interest - £100,000 were all unanimously agreed and will be recommended to Full Council for approval. The CIL expenditure analysis update, to the 31st May was noted.

8. UPDATE FROM THE INCLUSIVITY WORKING GROUP

The Working Group had met and the notes had been received by email prior to the meeting. Cllr Phillips requested volunteers for the Council's stall at Ely Pride.

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

The Working Group had not met. Cllr Wade gave an update on her and Cllr Morgan's communications with Cheffins. Cllr Ward had also discussed the lack of progress and the originally proposed pub with District Cllr A Whelan. It is hoped that the next trigger point for the developers will be identified and that pressure can be put on the developers to provide the facilities promised. The Working Group will look at a piece of land and ascertain who owns this with regard to the possibility of it becoming a more formal path.

10. TO RECEIVE AN UPDATE FROM THE YOUTH LEAD

Cllr Novick as the new Youth Lead informed members he had spoken to Lis Every and Ely College with regard to the formation of a Youth Forum. This would enable younger people to make the Council aware of their ideas. Members felt that before this could move forward, Cllr Novick needed to bring a formal plan to the next meeting, explaining how it would be set up, how it would work, how it would be launched etc. Cllr Novick agreed to do this.

11. UPDATE FROM THE COMMUNICATIONS & PR WORKING GROUP

The Working Group had met on the 6th June but notes had not been provided to members before the meeting. Cllr Trent gave a summary of items discussed at the meeting. Cllr Warman had agreed to speak to the Tourism and Town Centre Manager with regard to the use of the digital boards to promote Council activities. Cllr Moss-Eccardt requested an item on the next Personnel, Finance & Governance Committee meeting to discuss whether the Council has the power to use digital boards. They had also discussed a councillor being appointed to undertake social media in relation to the younger parishioners. It was agreed if this was to be proposed, the Council's policies would have to be considered if amendments were necessary and a formal plan as to how this would work would need to be considered and approved.

12. TO RECEIVE FEEDBACK FROM THE PAPERLITE TRIAL

This was deferred to the next meeting.

13. TO CONSIDER THREE QUOTES FOR A REPLACEMENT SCOOTER FOR SHOPMOBILITY

The Clerk informed members, three quotes had been received. It was felt the best replacement would be the same model as the Museum currently has. One of the quotes was for £3,395 plus VAT, a second was unable to quote for that model, but had quoted for a similar model. The third a quote for the same model was still awaited. Cllr Banyard proposed that the quote for £3,395 be accepted, unless the awaited quote was cheaper. This was seconded by Cllr Ní Dhónaill and unanimously approved.

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COMMITTEE CHAIRMAN
2nd September 2024

14. TO DISCUSS THE REQUEST REFERRED FROM FULL COUNCIL REGARDING THE OMISSION OF TOWN CENTRE FROM THE TOURISM AND TOWN CENTRE COMMITTEE TITLE AND ALSO THE TOURISM AND TOWN CENTRE MANAGER'S TITLE

It was proposed by Cllr Ní Dhónaill that the title of the Tourism and Town Centre Committee is renamed Tourism Committee. This was seconded by Cllr Moss-Eccardt and unanimously approved.

It was agreed that the request to omit town centre from the Tourism and Town Centre Manager's title was not as straightforward as consultation would need to be undertaken with the Manager as to the proposed change. It was agreed the Clerk would review the Manager's job description with regard to duties that related to the town centre and have a discussion with the Manager and then bring back a recommendation to the next meeting.

15. TO TAKE FORWARD ACTIONS FROM THE CLIMATE PLAN

The following actions were discussed as to how these could move forward:-

A2: Sustainable procurement Impact: high / Complexity: high

We estimate that a large part of the council's footprint comes from the things we buy. As a consequence, we need to strengthen environmental requirements within our procurement. We need to have a robust policy with specifications, defining expected outcomes where appropriate and monitoring delivery via robust contract management.

Lead: PF&G to assign lead.

Next steps: PF&G lead to liaise with C&E working group to develop policy.

Target: October 2024 for policy developed

Cllr Ní Dhónaill proposed that she take on this task and be appointed as the lead to develop this policy, whilst liaising with C&E Working Group. This was seconded by Cllr Banyard and unanimously agreed.

A9: Sustainable travel policy Impact: low / Complexity: low

Develop sustainable travel policy for all CoEC staff and councillors encouraging and enabling use of lower carbon alternatives. PF&G to consider the employee benefits that can be offered as part of the policy.

Lead: PF&G to develop.

Target: September 2024

It was agreed that Cllr Ní Dhónaill and the Clerk would look into the options available and draft a sustainable travel policy for consideration by the Council. A request was made for some bike racks to be installed at Sessions House. This will be referred to the Assets Committee for consideration.

16. TO CONSIDER BECOMING A DISABILITY CONFIDENT EMPLOYER

Cllr Ní Dhónaill proposed the Council becomes a Disability Confident Employer. This was seconded by Cllr Ward and unanimously approved. The Clerk will apply for this status.

17. HEALTH AND SAFETY ISSUES

There were no health and safety issues to report.

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COMMITTEE CHAIRMAN
2nd September 2024

18. PERSONNEL ISSUES

The staff sickness reports for May and June were noted. It was agreed that an annual report showing a comparison of all 12 months would be produced.
unanimously agreed.

Cllr Ní Dhónaill proposed that in view of the confidential nature of the business to be transacted, regarding agenda item 18, that the item regarding the request from staff member 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 Banyard and members agreed to go into Committee at the end of the meeting.

Members considered a written request from a staff member. It was agreed to follow the recommendation made by the Clerk.

19. DATE OF NEXT MEETING

The next meeting will be held on Monday, 2nd September 2024 at 7.00 pm.

The meeting closed at 8.40 pm.

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COMMITTEE CHAIRMAN
2nd September 2024