

**CITY OF ELY COUNCIL
PERSONNEL, FINANCE AND GOVERNANCE COMMITTEE
MINUTES OF A MEETING HELD AT 7.00 PM ON
28TH FEBRUARY 2022 AT THE MALTINGS, SHIP LANE, ELY**

PRESENT:

Cllr A Whelan
Cllr C Whelan

Cllr M Rouse
Cllr I Lindsay

Cllr C Phillips
Cllr R Morgan

1. APOLOGIES

Apologies were received from Cllr Ganivet.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF THE LAST PERSONNEL, FINANCE AND GOVERNANCE COMMITTEE MEETING (HELD ON THE 22ND NOVEMBER 2021) & MATTERS ARISING

Minutes of the last Personnel, Finance and Governance Committee meeting held on the 22nd November 2021, were agreed, and were signed by the Chairman, as a true record. Pages PFG 107 and 108 refer. Matters arising:- Page PFG 108, item 14 -The Clerk informed members a zoom meeting had taken place with the Town Crier, Cllr C Whelan, Cllr A Whelan, Cllr S Austen and herself. It had been agreed to hold a competition during the weekend of the Jubilee celebrations in June. Applicants will be invited to apply to be considered for this vacancy and part of the application will be to produce a written cry about Ely. The applications will be considered with a short list being invited to take part in the Town Crier competition. The current Town Crier will be inviting some of the judges and providing information required to the Clerk

4. BUDGET UPDATE

Members noted the budget update for the period up to the 31st January 2022. There were no variants of concerns with the Clerk highlighting the income figures at the Maltings and Oliver Cromwell's House, which were much better than those actually budgeted for the year. The Clerk had requested the remaining budget allocation of £350 for Twinning be carried forward to next year's budget as the Ely Ribe Twinning Association will be welcoming Ribe Guides to the City in October 2022 and could be used to part fund this as they will be hosted by the OCH Guides. Members unanimously agreed this request.

5. UPDATE FROM THE GOVERNANCE WORKING GROUP

The notes of the meeting held on the 23rd November 2021 were noted and agreed. It will be recommended to the next Full Council that the Climate Change Working Group should cease and the work expected of this Working Group would be taken into the Climate & Environment Committee. The Youth Working Group would be disbanded but a Lead person for Youth would be appointed on the Personnel, Finance & Governance Committee. It was also felt that the Maltings Working Group, the Outdoor Sport & Leisure Working Group and the North Ely Hub & Community Working Group would not be long term Working Groups. These recommendations would be implemented from the new Committee year in May 2022. Members also agreed that the standing order relating to substitutes at meetings should be put in place from May. This will be reviewed to ensure no amendments are required.

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

There was no update from the Strategic Plan Working Group a meeting will be arranged shortly.

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COMMITTEE CHAIRMAN
11th April 2022

7. UPDATE FROM CIL SUB-COMMITTEE

The CIL Sub-Committee had not met. The Clerk asked if the CIL Sub-Committee would consider a request for 20% community element, CIL funding for the refurbishment projects planned for the Maltings as previously agreed with the tiered seating. These included stage curtains, lighting upgrade, sound system upgrade, disabled toilet upgrade and water softener. The Members present felt that the Personnel, Finance & Governance Committee would have no objection to this request, but the CIL Sub-Committee would need to formally consider this request. Members noted the updated CIL expenditure analysis report.

8. UPDATE FROM THE INCLUSIVITY WORKING GROUP

Cllr Phillips gave a verbal report of the last meeting. He requested that the Council make a formal statement of support for the Ukraine conflict. Members unanimously agreed this request and Cllr A Whelan agreed to draft the statement, which would be sent to all members for approval, before it was released to the press.

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

The Working Group had not met.

10. UPDATE FROM THE YOUTH WORKING GROUP

The Youth Working Group had not met.

11. COMMUNICATIONS/PR

Cllr C Whelan informed members this Working Group had not met. However, at the next meeting it will be discussing the comments regarding the way the Council communicates with its parishioners, as raised at the last Full Council meeting. Cllr C Whelan also reported on how successful the photography competition had been and it was hoped to have another one in the Spring/Summer.

12. HEALTH AND SAFETY ISSUES

There were no health and safety issues to raise.

13. ANNUAL REVIEW OF COUNCIL'S POLICIES AND PROCEDURES

Members noted the report of the annual review of the policies and procedures, which was tabled by the Clerk. They approved the amendments as listed. These will be formally requested for approval at the next Full Council meeting. They thanked Cllrs Lindsay, Ganivet, Denness and Morgan and the Clerk for undertaking the review

14. ANNUAL REVIEW OF COUNCIL'S RISK ASSESSMENTS

The Clerk informed members the review of all the Council's risk assessments were currently being undertaken by the appropriate staff members. These would be completed in the next week.

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

Members noted and approved the annual review of the Council's Risk Management Procedures. This will be formally requested for approval at the next Full Council meeting.

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COMMITTEE CHAIRMAN
11th April 2022

17. TO NOTE AND APPROVE AND 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.

Cllr A Whelan proposed that in view of the confidential nature of the business to be transacted, regarding agenda item 18, that this 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 members agreed to go into Committee at the end of the meeting.

18. PERSONNEL ISSUES

The Clerk informed members of the staff required at Oliver Cromwell's House to support the Tourism and Town Centre Manager. The proposals were fully supported and agreed that the Clerk and Tourism and Town Centre Manager should move forward with these.

Members went into Committee, due to the confidential nature of the matter, to discuss the report regarding the staff grading and pay review. It was agreed to support all the recommendations in principle. The Clerk was requested to provide costings for these recommendations and it was asked whether the Council should consider the real living wage. The Clerk agreed to provide the costings and will meet with all staff to inform them of the procedure and outcome of the review. All staff would have to agree their updated job descriptions. The recommendations from the review will be formally requested for approval at the next Full Council meeting.

19. ANY OTHER BUSINESS

There was no any other business.

20. DATE OF NEXT MEETING

The next meeting will be on Monday, 11th April 2022 at 7.00 pm.

The meeting closed at 8.35 pm.

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COMMITTEE CHAIRMAN
11th April 2022