



## CITY OF ELY COUNCIL

### DECISION LIST FROM THE VIRTUAL PERSONNEL, FINANCE & GOVERNANCE COMMITTEE MEETING HELD ON THE 13TH APRIL 2021 AT 7.00 PM

#### DECISION LIST DATED 21.04.21, SUBJECT TO CALL IN AS PER THE COUNCIL STANDING ORDER 4. s

AGENDA ITEM NO	ITEM	ISSUE	DECISION	ACTION BY
4	To Consider and Note Updated Report Detailing Financial Losses to the Council in Relation to Covid-19	To consider and note the updated report detailing financial losses to the Council in relation to Covid-19.	Councillors noted the updated report. This showed there was a loss of £100,637 up to the 28.02.21. This will be updated monthly.	TC
5	Budget Update	To note the budget update	Councillors noted the budget update, dated the 22.3.21. 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.	TC LH, AB
6	Update from Governance Working Group	To an 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.	CW
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	To consider request to remove the Covid-19 Working Group and amalgamate with the North Ely 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	TC, SB

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			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.	
9	Update from CIL Sub-Committee	To receive an update from CIL Sub-Committee	The Sub-Committee had not met. It was agreed the Clerk will provide an update at each P, F&G Committee meeting of the CIL funds. It was also agreed the Working Groups do need more formality and these will be included in the meeting calendar, which will be updated and issued shortly.	<b>TC</b>
11	Update from the Inclusivity Working Group	To receive an 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.	<b>CP</b>
12	Youth Strategy	To receive an update from the Youth Strategy Working Group	The Working Group had not met, but a meeting will be arranged shortly. Cllr Every stated she would like to get involved with this area.	<b>CW, EE</b>
13	Communications/PR	To receive an update from the Communications/PR Working Group	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.	<b>SB, TC</b>
15	Personnel Issue	To receive any personnel issues	A personnel issue was discussed in Committee at the end of the meeting, due to its confidential nature. Members agreed the Clerk should obtain quotations for the cost of undertaking a staff review.	<b>TC</b>
18	Any Other Business	To receive 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	<b>TC</b>

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			<p>to support this application. Members agreed the Council would do so and the Clerk will send an email confirming this.</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p><b>SJ</b></p> <p><b>SJ</b></p>