



## CITY OF ELY COUNCIL

### DECISION LIST FROM THE PERSONNEL, FINANCE & GOVERNANCE COMMITTEE MEETING HELD ON THE 28TH FEBRUARY 2022 AT 7.00 PM AT THE MALTINGS, SHIP LANE, ELY

#### DECISION LIST DATED 7.03.22, SUBJECT TO CALL IN AS PER THE COUNCIL STANDING ORDER 4. s

AGENDA ITEM NO	ITEM	ISSUE	DECISION	ACTION BY
3	Minutes of the Last Personnel, Finance & Governance Committee Meeting (held on the 22nd November 2021) and Matters Arising	To agree the minutes of the last meeting and any matters arising from these.	Minute of the last meeting held on the 22nd November 2021 were agreed as a true copy and signed by the Chairman. 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	<b>Town Crier/ Clerk</b>
4	Budget Update	To receive a budget update	A budget updated was noted by the members. 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.	<b>Clerk</b>
5	Update from the Governance Working Group	To receive an 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	

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5	Update from the Governance Working Group	To receive an update from the Governance 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.	<b>Clerk</b>
7	Update from the CIL Sub-Committee and to Receive CIL Expenditure Analysis Update	To receive an update from the CIL Sub-Committee and to receive CIL expenditure analysis update	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.	<b>CIL Sub-Committee/ Clerk</b>
8	Update from the Inclusivity Working Group	To receive an 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.	<b>Cllr A Whelan</b>
9	Communications & PR	To receive an update from the Communications & PR Working Group	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.	<b>Coms &amp; PR Working Group</b>

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13	Annual Review of Council's Policies and Procedures	To note the annual review of the 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	<b>Full Council</b>
14	Annual Review of Council's Risk Assessments	To note the annual review of the 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.	<b>Clerk, Deputy Clerk, Estates Manager, Venue Manager and Tourist &amp; Town Centre Manager</b>
15	To Note and Approve the Annual Review of the Council's Direct Debit Payments	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	<b>Full Council</b>
16	To Note and Approve the Annual Review of the Council's Risk Management Procedures	To note and approve the 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	<b>Full Council</b>
17	To Note and Approve the Annual Internal Audit Review by the Mayor and Deputy Mayor	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.	<b>Full Council</b>

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18	Personnel Issues	To discuss Personnel issues	<p>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.</p> <p>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.</p>	<p><b>Clerk/ Tourism &amp; Town Centre Manager</b></p> <p><b>Clerk/Full Council</b></p>