



## CITY OF ELY COUNCIL

### DECISION LIST FROM THE PERSONNEL, FINANCE & GOVERNANCE COMMITTEE MEETING HELD ON THE 17TH APRIL 2023 AT 7.00 PM AT SESSIONS HOUSE, LYNN ROAD, ELY

#### DECISION LIST DATED 25.04.23, SUBJECT TO CALL IN AS PER THE COUNCIL STANDING ORDER 4. s

AGENDA ITEM NO	ITEM	ISSUE	DECISION	ACTION BY
11	To receive a report from the Neighbourhood Plan Review Working Group	To receive a report 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.	<b>PF&amp;G</b>
12	To consider report from the annual review of the council's policies and procedures	To consider 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.	<b>Clerk/ Full Council/ C&amp;E</b>
13	To consider draft Alcohol and Drug Policy and Training and Development Policy	To consider draft policies	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.	<b>Clerk/ Full Council</b>
14	To note and approve the Council's Annual Review of the Council's Risk Management Procedures	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.	<b>Clerk/ Full Council</b>

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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 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>
17	To Note and Approve the RFO's Review of the Annual Internal Audit Terms of Reference and Internal Audit Plan	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.	<b>RFO/ Full Council</b>
19	Health and Safety Issues	To note 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	To discuss smoking breaks and implementation of new policy	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.	<b>Clerk</b>