

**CITY OF ELY COUNCIL
PERSONNEL, FINANCE AND GOVERNANCE COMMITTEE
MINUTES OF A MEETING HELD AT 7.00 PM ON
11TH JULY 2016**

PRESENT:

The Mayor, Cllr I Lindsay
Cllr E Every
Cllr A Arnold

Cllr J Pearson
Cllr S Friend-Smith

Cllr R Hobbs
Cllr C Phillips

1. APOLOGIES

No apologies were received.

2. REQUEST INTENTION OF THOSE IN ATTENDANCE WHO WISH TO SPEAK ON AN AGENDA ITEM *as per standing order 83 b*

No intentions to speak were declared.

3. MINUTES OF THE LAST PERSONNEL, FINANCE AND GOVERNANCE COMMITTEE MEETING (HELD ON THE 21ST MARCH 2016) & MATTERS ARISING

Minutes of the last Personnel, Finance and Governance Committee meeting held on the 21st March 2016, were agreed and signed as a true record, subject to the correction of the change of month from March to January in item 3 – minutes of the last meeting. Pages PFG 32 and 33 refer.

Matters arising – Page PFG 32, item 3 – Cllr Every reported that the sheltered housing schemes will retain their sheltered coordinators as the Sanctuary Group had gone into partnership with Housing and Care 21.

Page PFG 32, item 5 – The Clerk reported a further discount had been achieved from Zurich, which had been lower than Aon.

Page PFG 33, item 9 – Cllr Every reported the Communications & PR Working Group had met and she was obtaining assistance with the drafting of the Community Engagement Plan.

Page PFG 33, item 12 – The Clerk informed members the Council had now received payment of the four Rural Services Grants from ECDC for Chettisham, Prickwillow, Stuntney and Queen Adelaide. The Clerk will contact the villages to discuss how these will be spent.

4. BUDGET UPDATE

Members noted the budget update, dated the 30th June 2016. There were no significant variances within the budget.

5. TO CONSIDER THE APPOINTMENT OF A NEW INTERNAL AUDITOR FOR 2016/2017 FINANCIAL YEAR

The Clerk informed members that the Council's existing Internal Auditor had confirmed he would not be continuing with this service. Therefore, it will be necessary to appoint a new Internal Auditor. The Clerk will look at other providers of this service.

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COMMITTEE CHAIRMAN

5th September 2016

6. TO CONSIDER PROPOSED NEW STANDING ORDERS

Members noted the proposed new Standing Orders. It was unanimously agreed to recommend to the next Full Council meeting that these be formally adopted. The staffing section of the existing Standing Orders will be included in a new Staffing Policy document.

7. TO CONSIDER PROPOSED NEW FINANCIAL REGULATIONS

Members noted the proposed new Financial Regulations. It was unanimously agreed to recommend to the next Full Council meeting that these be formally adopted.

8. SHARED EQUITY HOUSING ISSUES

There were no issues to discuss.

9. COMMUNICATIONS/PR

Cllr Every reported that herself and Cllrs Phillip and Pittock were moving forward with the Community Engagement Policy for the Council. A Community Forum would be arranged shortly. The Working Group had agreed the Council needed to move forward with Twitter and Facebook. These would be added to the website, following the formal adoption of a Social Media Policy for the Council.

Cllr Every left the meeting at 7.45 pm.

10. HEALTH AND SAFETY ISSUES

There were no health and safety issues to report.

11. PERSONNEL ISSUES

The Mayor informed members he had attended a CPALC presentation on auto-enrolment regarding pensions. The Council is complying with the set timeframe for this. He had looked in detail at the Council's current pension scheme provider. Members spoke about the pros and cons of having a different scheme for new employees. It was unanimously agreed the Council should continue with the current pension scheme only.

12. ANY OTHER BUSINESS

The Clerk informed members a quote had been received for the replacement of the back of the theatre chairs at the Maltings. It was agreed that this would not be undertaken at the present time.

13. DATE OF NEXT MEETING

The next meeting will be on Monday 5th September 2016 at 7.00 pm.

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COMMITTEE CHAIRMAN

5th September 2016