

**CITY OF ELY COUNCIL
PERSONNEL, FINANCE AND GOVERNANCE COMMITTEE
MINUTES OF A MEETING HELD AT 6.30 PM ON
20TH FEBRUARY 2017**

PRESENT:

The Mayor, Cllr I Lindsay
Cllr S Friend-Smith
Cllr J Yates

Cllr R Hobbs
Cllr C Phillips
Cllr J Pearson

Cllr E Every
Cllr P Moakes
Cllr A Arnold

1. APOLOGIES

No apologies were received.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF THE LAST PERSONNEL, FINANCE AND GOVERNANCE COMMITTEE MEETING (HELD ON THE 5TH DECEMBER 2016) & MATTERS ARISING

Minutes of the last Personnel, Finance and Governance Committee meeting held on the 5th December 2016, were agreed and signed as a true record. Pages PFG 38 and 39 refer.

Matters arising:- PFG38, item 3 – The Clerk informed members that she was now in the process of arranging the safeguarding training, as an appropriate trainer had been identified. PG39, item 11 – the Clerk gave an update on the Rural Services grants to the villages.

4. BUDGET UPDATE

Members noted the budget update, dated the 31st January 2017. There were no significant variances that will have an impact on the overall budget.

5. TO APPROVE THE DRAFT INTERNAL AUDIT TERMS OF REFERENCE AND INTERNAL AUDIT PLAN

The Mayor proposed the draft internal audit terms of reference and internal audit plan, be recommended for approval and adoption at the next Full Council meeting. This was seconded by Cllr Phillips and unanimously approved. The Mayor and Deputy Mayor will undertake and report back to the next Full Council meeting the results of the annual internal audit review.

6. TO NOTE AND APPROVE THE REPORT FROM THE CLERK ON THE ANNUAL ASSESSMENT OF THE RISK MANAGEMENT FOR THE COUNCIL

Members noted the report from the Clerk on the annual assessment of the risk management for the Council. The Mayor recommended the report be approved and noted this was an on-going process. This was seconded by Cllr Yates and unanimously approved.

7. TO NOTE THE ANNUAL REVIEW OF THE COUNCIL'S POLICIES AND PROCEDURES, UNDERTAKEN BY THE MAYOR AND DEPUTY MAYOR

Members noted the recommendations from the annual review of the Council's policies and procedures, which had been undertaken by the Mayor and Deputy Mayor. These will be recommended to the next Full Council for approval.

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COMMITTEE CHAIRMAN

24th April 2017

8. TO APPROVE AND ADOPT THE POLICY REGARDING EMPLOYEE ABSENCE

The Mayor proposed the policy regarding employee absence be approved and recommended for adoption at the next Full Council meeting. This was seconded by Cllr Pearson and unanimously approved.

9. TO NOTE AND APPROVE THE ANNUAL REVIEW OF THE DIRECT DEBITS CURRENTLY PAID BY THE COUNCIL

Members noted and approved the annual review of the direct debits currently paid by the Council. No further action is currently required.

10. SHARED EQUITY HOUSING ISSUES

The Mayor proposed the annual increase of the rent charge of the shared equity housing scheme by the RPI at January 2017 of 2.6%, be approved. This was seconded by Cllr Moakes and unanimously approved.

11. POSSIBLE SECTION 106 APPLICATIONS

Members noted there were no current applications to be considered. The Clerk will be applying to ECDC to use both ECDC's and the City Council's Section 106 towards the cost of the installation of the lift in Sessions House, as full costings have now been obtained.

12. COMMUNICATIONS/PR

There were no communications or PR issues to discuss.

13. HEALTH AND SAFETY ISSUES

There were no health and safety issues to report.

14. PERSONNEL ISSUES

There were no personnel issues to discuss.

15. ANY OTHER BUSINESS

Cllr Hobbs informed members of a current issue regarding the replacement of a boundary fence at the Back Hill allotment site. Three quotes were being obtained for this work and discussions were on-going with the Allotments Association regarding the financing of this. Members felt this work should be undertaken, whilst these discussions were taking place.

Cllr Every informed members she would be working with Year 9 students at Ely College on the 23rd February, to give them a better understanding of the three tiers of Local Government. She said all councillors were welcome to attend. This would be the start of opening communications with the youth of Ely, as outlined by the Youth Forum.

16. DATE OF NEXT MEETING

The next meeting will be on Monday 24th April 2017 at 7.00 pm.

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COMMITTEE CHAIRMAN

24th April 2017