

**CITY OF ELY COUNCIL
PERSONNEL, FINANCE AND GOVERNANCE COMMITTEE
MINUTES OF A MEETING HELD AT 7.00 PM ON
25TH FEBRUARY 2019**

PRESENT:

The Mayor, Cllr M Rouse

Cllr A Arnold

Cllr I Lindsay

Cllr R Hobbs

Cllr P Moakes

Cllr S Friend-Smith

Cllr E Every (arrived at 7.30 pm)

1. APOLOGIES

Apologies were received from Cllr Phillips.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF THE LAST PERSONNEL, FINANCE AND GOVERNANCE COMMITTEE MEETING (HELD ON THE 3RD DECEMBER 2018) & MATTERS ARISING

Minutes of the last Personnel, Finance and Governance Committee meeting held on the 3rd December 2018, were agreed and signed as a true record, with one correction to page PFG 60, item 6. Pages PFG 59 and 60 refer.

Matters arising:- Page PFG 60, Item 8 – Cllr Lindsay asked the Clerk if the recommendation to request a survey from the owner of one of the shared equity scheme housing scheme, regarding retrospective approval for a conservatory/extension had been received. The Clerk informed members that this request had been passed to the owner, but confirmation had been received that there had been no structural alteration to the wall in question.

4. BUDGET UPDATE

Members noted the budget update, dated the 19th February 2019. There were no variances of concern. Cllr Hobbs asked the Clerk if she had an indication as to what the underspend would be at the end of the financial year. She informed him that she did not have that information yet as there were still two months to the year end and this would be provided then.

5. ANNUAL REVIEW OF COUNCIL'S POLICIES AND PROCEDURES

The Mayor informed members the Deputy Mayor and himself had undertaken the annual review of all the Council's Policies and Procedures. The review had highlighted minor changes to the Policy for Erecting Memorials, the Letting Policy for the Meeting Rooms in the Sessions House and the Financial Regulations. The Standing Orders were amended to include the addition of the resolution regarding membership of the Tourism and Town Centre Committee and the new process for the election of the Mayor and Deputy Mayor. The Clerk had also updated the Employer's Discretions Policy Statement on Local Government Pension Scheme and the Freedom of Information Act 2000 – Publication Scheme. The Mayor will recommend to the next Full Council approval of all these Policies and Procedures.

6. ANNUAL REVIEW OF POLICY FOR COUNCIL CASH RESERVES

The Clerk had provided all members with a review of the Policy for Council Cash Reserves. This was noted and approved by all members. Members felt the current level of cash reserves was within the recommended range.

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7. ANNUAL REVIEW OF RISK MANAGEMENT PROCEDURES AS ADOPTED BY THE CITY OF ELY COUNCIL FOR 2018/19

Members noted the annual review of the Risk Management Procedures undertaken by the Clerk. The Clerk had not completed the two sections with regard to the Maltings and the Tourism and Town Centre. She will undertake this and circulate to members, for formal approval for these sections at the next Full Council meeting.

8. ANNUAL REVIEW OF THE DIRECT DEBITS CURRENTLY PAID BY THE COUNCIL 2018/19

Members noted the annual review of the direct debits currently paid by the Council for 2018/19 undertaken by the Clerk. This was noted and approved by all Committee members. No further action is required.

9. TO NOTE THE REVIEW OF THE ANNUAL INTERNAL AUDIT REVIEW UNDERTAKEN BY THE MAYOR AND DEPUTY MAYOR

Members noted and approved the review of the annual Internal Audit Review, undertaken by the Mayor and Deputy Mayor. There were no issues arising from this.

10. TO CONSIDER REQUEST REGARDING THE USE OF THE COURT ROOM FOR A TWO DAY EVENT IN JUNE 2019

Cllr Friend-Smith declared a personal interest in this item and completed page 221 of the Register of Members Interest Book. She took no part in the discussion of this item. Members noted the request and as this event would be part of the Isle of Ely Arts Festival for 2019, which the Council has supported through the grant system in previous years, agreed that the charge of courtroom for the weekend could be offered as a grant again this year. Although they had specified that they would provide a steward for the weekend, the Clerk informed members that this person would need to be first aid and fire trained. The cost of hire over the weekend would include the provision of a duty manager by the Council. Members agreed that this would be the only form of sponsorship for the year provided to the Isle of Ely Arts Festival, so they would need to confirm that they would be happy with this and were not going to submit any further requests for financial support.

11. REVIEW AND UPDATING OF THE COUNCIL'S BUSINESS PLAN

The Mayor will review the current four year Business Plan before the end of the financial year. All Committees will be requested to provide details of their vision for the Council's Business Plan for 2019-2022. This will be discussed at their next Committee meetings and they will also have to review what has been achieved and what has not been achieved from the current Business Plan. Following the elections in May, a seminar will be held to discuss the proposed Business Plan.

12. SHARED EQUITY HOUSING ISSUES

Members considered the annual rent increase for the shared equity housing scheme as per the rate of inflation at the end of January 2019, which was 2.5%, as set out in the lease for these properties. The Mayor recommended this increase be approved, which was seconded by Cllr Arnold and unanimously approved by Committee members.

13. COMMUNICATIONS/PR

Cllr Every informed members the Working Group had not met.

14. HEALTH AND SAFETY ISSUES

There were no issues with regard to health and safety.

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The Mayor proposed that in view of the confidential nature of the business to be transacted, regarding agenda item 7, that this be considered in private and that the power of exclusion of the public under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 be exercised. This was seconded by Cllr Hobbs and agreed to go into Committee at the end of the meeting

15. PERSONNEL ISSUES

Visit Ely City Centre Ranger – Members approved the job description and person specification for this role. The hours would be 12 per week and the salary was agreed. The Clerk confirmed this would be funded from the City Centre Initiatives budget heading. The recruitment for this position would undertaken before the end of April, with a start date of the 13th May 2019.

Maltings staffing – The Clerk requested members approve the moving of Mr J Knighton, a Hospitality Assistant, from a zero hour contract to a permanent part-time contract. This would be for 20 hours per week. The Mayor proposed that this recommendation be approved, which was seconded by Cllr Arnold and unanimously agreed by all Committee members.

Staff evaluation update – due to the confidential nature of this item, this was discussed in Committee at the end of the meeting.

16. ANY OTHER BUSINESS

There was no any other business

17. DATE OF NEXT MEETING

The next meeting will be on Monday 29th April 2019 at 7.00 pm.

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COMMITTEE CHAIRMAN

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