

**CITY OF ELY COUNCIL
PERSONNEL, FINANCE AND GOVERNANCE COMMITTEE
MINUTES OF A VIRTUAL MEETING HELD AT 6.30 PM ON
8TH JUNE 2020**

PRESENT:

Cllr A Whelan
Cllr M Rouse
Cllr R Denness

Cllr E Carlsson Brown
Cllr S Austen
Cllr C Phillips

Cllr I Lindsay
Cllr C Whelan

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 27TH APRIL 2020) & MATTERS ARISING

Minutes of the last Personnel, Finance and Governance Committee meeting held on the 27th April 2020, were agreed and were taken as signed by the Chairman, as a true record. Pages PFG 77 and 78 refer.

The Clerk confirmed she was still drafting the new policy for the provision of IT to councillors and was still awaiting a copy of the Cambridgeshire County Council's Policy for this.

4. TO CONSIDER AND NOTE REPORT DETAILING FINANCIAL LOSSES TO THE COUNCIL DURING THE PERIOD OF LOCKDOWN IN RELATION TO COVID-19

Members noted the report detailing the financial losses to the Council during the period of lockdown in relation to Covid-19, produced by the Clerk. Cllr A Whelan explained that no funds had been allocated to Councils at this level, so these losses have to be borne by the Council. This will mean there will be a substantial impact on the Council's finances. She felt the Council needed to try to highlight the impact Covid-19 was having on Councils, as no financial relief is available to them unlike businesses and tourist attractions. The Clerk will continue to update the report on a regular basis.

5. BUDGET UPDATE

Members noted the budget updated, dated the 30th April 2020. As discussed in item 4, income is considerably less than would have been received over the same period as last year. The expenditure however, is also reduced, due to the closure of some of the services. It had been agreed to reopen the OCH shop on the 2nd July. This will open on shorter hours Thursday to Sunday and will be reviewed after three weeks to ascertain whether the opening days could be extended. The City Centre will also start to open up from the 15th June and the Council will support this moving forward.

6. UPDATE ON THE GENERAL POWER OF COMPETENCE

The Clerk informed members she had booked the four training sessions for the CiLCA qualification with CAPALC, starting in September. Once she has attended the first sessions, she will be able to register with SLCC. From the date of registration, she will have one year to complete the portfolio. The costs are approximately £900.

7. UPDATE FROM THE GOVERNANCE WORKING GROUP

At the last Full Council meeting on the 1st June, members approved the adoption of the new, four Committee structure. The Governance Working Group will monitor how these are working and be reactive in their recommendations to Council, if there are any problems. The Clerk had circulated a form for members to select their Committee choices. It was also clarified that the Mayor and Deputy Mayor can choose to be a member of one of the Committees, if they wished.

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COMMITTEE CHAIRMAN
3rd August 2020

8. UPDATE REGARDING THE COUNCIL’S STRATEGIC PLAN

The next meeting of the Strategic Working Group will be on the 10th June. The Chairs of the Committees had been requested to complete templates for the action plans identified for each of the Committees. Members agreed to the Clerk’s request to discuss these with the officers of the Committees before the templates were completed. The resources required to carry out each action, would need to be identified, but at the current time, due to Covid-19, these may not be available. Members and staff will need to be involved and it is hoped with the new Committee structure, the input from members will be more balanced. It is hoped a Structure Plan will be presented to the Council later in the year to give direction for the Council.

9. TO CONSIDER REVISED EQUALITY AND DIVERSITY POLICY FOR ADOPTION BY COUNCIL

Members considered the draft Equality, Diversity and Inclusion Policy Statement produced by Cllr A Whelan. Subject to a few amendments, this will be recommended for formal adoption at the next Full Council meeting. Companies shortlisted for a contract by the Council will be asked to provide a copy of their Policy to the Council, before their appointment. If they do not have one, they will be asked to confirm acceptance of the Council’s policy.

10. SHARED EQUITY HOUSING ISSUES

There were no issues to report.

11. COMMUNICATIONS/PR

Members noted the next article in the Elyi Magazine, had just been completed, giving an update to parishioners on the Council’s services during the pandemic. The Clerk will ensure that the Council’s Facebook page is regularly updated and will request the Marketing and Town Centre Officer at OCH undertake this, as previously agreed. The deadline for requesting a link to one of the Council’s virtual meetings will be amended to 2 pm on the day of the meeting.

12. HEALTH AND SAFETY ISSUES

The Clerk informed members the six-monthly inspection of the lift within Sessions House, by Zurich had identified two faults. The Clerk will contact the lift company to ensure these faults are repaired.

The Clerk confirmed that all staff returning to work during the current circumstances, will have had the necessary risk assessments undertaken and appropriate PPE provided. All necessary signage will also be erected.

13. PERSONNEL ISSUES

The Clerk informed members of a request from a member of staff to amend their job description. Members considered this request and agreed to recommend to Full Council that a sentence is deleted from the City Ranger’s job description.

14. ANY OTHER BUSINESS

There was no any other business. However, the Mayor did thank the Clerk and Deputy Clerk for arranging for the fencing at the Maltings to be in place so quickly.

15. DATE OF NEXT MEETING

The next meeting will be on Monday 3rd August 2020 at 6.30 pm.

Due to enforced social distancing caused by the Coronavirus, this meeting took place by video communication, accessed by the Zoom meetings facility.

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COMMITTEE CHAIRMAN
3rd August 2020