

27 September 2013

Dear Sir or Madam

A Meeting of the **POLICY, FINANCE AND ADMINISTRATION COMMITTEE** will be held in the Council Chamber, Parkside, Station Approach, Burton Street, Melton Mowbray on **Monday 7 October 2013 at 6.30 p.m.** at which your attendance is requested.

Yours faithfully

Lynn Aisbett
Chief Executive

A G E N D A

No.	Item
1.	APOLOGIES FOR ABSENCE
2.	MINUTES To confirm the minutes of the meeting held on 10 July 2013.
3.	DECLARATIONS OF INTEREST
4.	RECOMMENDATIONS FROM OTHER COMMITTEES
5.	UPDATE ON DECISIONS The Chief Executive to submit an update on decisions from previous meetings of the Committee.
6.	HEALTH & SAFETY POLICY – LEGIONELLA The Head of Regulatory Services to submit report seeking approval for the Legionella Policy.

No.	Item
7.	<p>CONSULTATION WITH THE PUBLIC ON CORPORATE PRIORITIES AND BUDGET SETTING 2014/15 AND BEYOND</p> <p>The Head of Communications to submit a report to propose suggestions for Member consideration of public consultation approaches and methods regarding budget planning and priorities for 2014/15 and beyond.</p>
8.	<p>COMMUNITY RIGHT TO CHALLENGE</p> <p>The Solicitor to the Council to submit a report to provide Members with an understanding of the Community Right to Challenge Policy and to seek Member approval of the Council's Community Right to Challenge policy referred to in the report which will form the basis for consideration of any requests by the Committee in the future.</p>
9.	<p>COMMUNITY RIGHT TO BID</p> <p>The Head of Communities & Neighbourhoods to submit a report for Members to approve the Community Right to Bid nomination process and subject to that approval, to assess and make a decision on a Community Right to Bid application received from the Melton Mowbray Sailing Club.</p>
10.	<p>LEARNING AND SKILLS CENTRE</p> <p>The Head of Communities & Neighbourhoods to submit a report to inform the Committee of progress made in the development of a Learning and Skills Centre within Phoenix House, Nottingham Road, Melton Mowbray and to identify the next steps.</p>
11.	<p>CAPITAL PROGRAMME MONITORING TO 31 AUGUST 2013</p> <p>The Head of Central Services to submit a report to update the Committee on the progress of schemes within the Capital Programme to 31 August 2013.</p>
12.	<p>REVIEW OF FEES AND CHARGES 2014/15</p> <p>The Head of Central Services and Head of Neighbourhoods & Communities to submit a joint report to (a) provide information on the various fees and charges that are made by this Committee; and (b) recommend changes to these charges to operate from 1 April 2014.</p>
13.	<p>BUDGET MONITORING APRIL TO JUNE 2013</p> <p>The Head of Central Services to submit a report to provide information on actual expenditure and income incurred on this Committee's services compared to the latest approved budget for the period 1 April 2013 to 30 June 2013.</p>
14.	<p>BUDGET FRAMEWORK 2014/15</p> <p>The Head of Central Services to submit a report for Members to consider a number of key items which will feed into the Council's Medium-Term Financial Strategy (MTFS) and the 2014/15 budget and service planning preparation process.</p>
15.	<p>ITEMS FOR APPROVAL UNDER FINANCIAL PROCEDURE RULES</p> <p>The Head of Central Services to submit a report to provide requests for approval of this Committee under Financial Procedure Rules and to provide information on amounts approved under delegated powers and to report the impact of these on the Council's reserves and balances.</p>

No.	Item
16.	<p>CORPORATE ISSUES The Chief Executive to submit a report to advise Members of particular corporate activities which are developing and those requiring approval by Committee.</p>
17.	<p>CORPORATE LAND ACQUISITION AND DISPOSAL POLICY The Corporate Property Officer to submit a report to seek approval for the revised corporate land acquisition and disposal policy.</p>
18.	<p>AGILE COUNCIL The Chief Executive to submit a report</p>
19.	<p>URGENT BUSINESS To consider any other items that the Chairman considers urgent.</p>
TO FOLLOW	<p>EXCLUSION OF THE PUBLIC RECOMMENDED that the Public be excluded during consideration of the following item of business in accordance with Part 1 of Schedule 12A of the Local Government Act 1972 (Access to Information: Exempt Information) under paragraph 1.</p>
20.	<p>CHANGES TO THE APPROVED ESTABLISHMENT The Chief Executive to submit a report to make proposed changes to the approved establishment to take effect in the new financial year and outline the next steps required to implement the changes.</p>

To : Councillors M.W. Barnes P.M. Posnett (VC)
M. Gordon J.B. Rhodes (C)
E. Hutchison J. Simpson
J. Moulding D.R. Wright
M. O'Callaghan J. Wyatt

Advice on Members' Interests

COUNCIL MEETINGS - COMMITTEE MINUTES : DECLARATION OF INTERESTS

Interests need not be declared at Full Council in relation to Committee Minutes which do not become the subject of debate at Full Council (ie. Minutes referred to solely on a page by page basis when working through the Minutes of each Committee.)

An interest must be declared at Full Council as soon as it becomes apparent that a relevant Committee Minute is to be debated – this applies even if an interest has been declared at Committee and is recorded in the Minutes of that Committee.

PERSONAL AND NON-PECUNIARY INTERESTS

If the issue being discussed affects you, your family or a close associate more than other people in the area, you have a personal and non pecuniary interest. You also have a personal interest if the issue relates to an interest you must register under paragraph 9 of the Members' Code of Conduct.

You must state that you have a personal and non-pecuniary interest and the nature of your interest. You may stay, take part and vote in the meeting.

PERSONAL AND PECUNIARY INTERESTS

If a member of the public, who knows all the relevant facts, would view your personal interest in the issue being discussed to be so great that it is likely to prejudice your judgement of the public interest and it affects your or the other person or bodies' financial position or relates to any approval, consent, licence, permission or registration then **you must state that you have a pecuniary interest, the nature of the interest and you must leave the room***. You must not seek improperly to influence a decision on that matter unless you have previously obtained a dispensation from the Authority's Governance Committee.

DISCLOSABLE PECUNIARY INTERESTS AND OTHER INTERESTS

If you are present at any meeting of the Council and you have a disclosable pecuniary interest in any matter to be considered or being considered at the meeting, if the interest is not already registered, you must disclose the interest to the meeting. You must not participate in the discussion or the vote and you must leave the room.

You may not attend a meeting or stay in the room as either an Observer Councillor or *Ward Councillor or as a member of the public if you have a pecuniary or disclosable pecuniary interest*.

BIAS

If you have been involved in an issue in such a manner or to such an extent that the public are likely to perceive you to be biased in your judgement of the public interest (bias) then you should not take part in the decision-making process; you should leave the room. **You should state that your position in this matter prohibits you from taking part.** You may request permission of the Chair to address the meeting prior to leaving the room. The Chair will need to assess whether you have a useful contribution to make or whether complying with this request would prejudice the proceedings. A personal, pecuniary or disclosable pecuniary interest will take precedence over bias.

In each case above, you should make your declaration at the beginning of the meeting or as soon as you are aware of the issue being discussed.*

*There are some exceptions – please refer to paragraphs 13(2) and 13(3) of the Code of Conduct.