

22 February 2011

Dear Sir or Madam

A Meeting of the **POLICY, FINANCE AND ADMINISTRATION COMMITTEE** will be held in the Boardroom, Phoenix House, Nottingham Road, Melton Mowbray on **Wednesday 2 March 2011 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 26 January 2011
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 AND SAFETY POLICIES The Head of Regulatory Services to submit a report which requests approval of the following policies : <ul style="list-style-type: none"> • Control of Substances Hazardous to Health - COSHH (new policy) • First Aid at Work (new policy) • Infectious Diseases in the Workplace (new policy) • Manual Handling (new policy) • Personal Protective Equipment (new policy)
7.	COMMUNITY CONSULTATION STRATEGY The Head of Communications to submit a report which <ul style="list-style-type: none"> (a) advises the Committee of the Council's duty to consult its people on matters that affect them and use that information to improve services and performance; (b) requests approval of the Community Consultation Strategy which sets out a corporate process for consultation and formalises existing consultation arrangements

No.	Item
8.	<p>CAPITAL PROGRAMME MONITORING : APRIL TO 31 JANUARY 2011 The Head of Central Services to submit a report which updates the Committee on the progress of schemes within the Capital Programme to 31 January 2011</p>
9.	<p>BUDGET MONITORING : APRIL TO DECEMBER 2010 The Head of Central Services to submit a report which provides information on actual expenditure and income incurred on this Committee's services compared to the latest approved budget for the period 1 April 2010 to 31 December 2010</p>
10.	<p>REGULATION OF INVESTIGATORY POWERS ACT The Strategic Director (CM) to submit a report which</p> <ul style="list-style-type: none"> (a) allows Members to consider a proposed new internal policy relating to the Regulation of Investigatory Powers Act 2000 (RIPA); (b) informs Members of changes to RIPA legislation relating to the role of the Council; (c) informs Members of the Council's use of RIPA for the period April 2010 onwards
11.	<p>CORPORATE ISSUES The Chief Executive to submit a report which updates Members on the progress with respect to certain Corporate Issues and the known implications arising from Countywide Developments</p>
12.	<p>URGENT BUSINESS To consider any other items that the Chairman considers urgent</p>
	<p>EXCLUSION OF THE PUBLIC</p> <p>RECOMMENDED that the Public be excluded during the 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 3</p>
13.	<p>COUNCIL OFFICES AND MAJOR PROJECTS UPDATE The Strategic Director (CM) to submit a report outlining progress with the exempt matters in relation to the new Council Offices and other major projects</p>

To : Councillors

N.R.G. Angrave	J.T. Orson
M.C.R. Graham MBE (C)	P.M. Posnett
A. Jackson	J.B. Rhodes
R. Marks	D.R. Wright (VC)
M. O'Callaghan	Vacancy