

20 September 2011

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 **Wednesday 28 September 2011 at 7.00 p.m.** at which your attendance is requested.

Yours faithfully

Lynn Aisbett  
Chief Executive

## **A G E N D A**

<b>No.</b>	<b>Item</b>
1.	<b>APOLOGIES FOR ABSENCE</b>
2.	<b>MINUTES</b> To confirm (a) the minutes of the Meeting held on 5 July 2011; and (b) the minutes of the Special Meeting held on 3 August 2011.
3.	<b>DECLARATIONS OF INTEREST</b>
4.	<b>GRANTS TO VOLUNTARY AND COMMUNITY ORGANISATIONS</b> To receive Mr Jeremy Prescott, Director of the Rural Community Council to give a presentation on grants to Voluntary and Community organisations.
5.	<b>RECOMMENDATIONS FROM OTHER COMMITTEES</b>
6.	<b>UPDATE ON DECISIONS</b> The Chief Executive to submit an update on decisions from previous meetings of the Committee.

No.	Item
7.	<p><b>UPDATE ON PLANS FOR WEB SITE DEVELOPMENT</b>  The Head of Communications to submit a report to advise Members of the Plans to improve and update the Council web site as requested at the last PFA Committee meeting.</p>
8.	<p><b>MAYORAL ROLE: OSA REVIEW</b>  The Head of Communications to submit a report on the recommendations from the OSA Review of the Mayoral Role.</p>
9.	<p><b>DELIVERY OF AFFORDABLE HOUSING AT SOMERBY</b>  The Head of Communities &amp; Neighbourhoods to inform Members of a request for the Council to contribute funding towards an Affordable Housing Scheme at Somerby.</p>
10.	<p><b>LOCALISING SUPPORT FOR COUNCIL TAX IN ENGLAND</b>  The Head of Communities &amp; Neighbourhoods to submit a report to inform Members of the issues arising from the Government's consultation document on Localising Support for Council Tax in England and propose a way forward regarding the Council's response.</p>
11.	<p><b>BUSINESS RATES CONSULTATION</b>  The Head of Central Services to submit a report to outline the proposals contained in the consultation paper and a proposed response.</p>
12.	<p><b>PROPOSED CHANGES TO THE ESTABLISHMENT</b>  The Head of Central Services to request a permanent change to the establishment within Central Services as a result of the reform of the Housing Revenue Account.</p>
13.	<p><b>CAPITAL PROGRAMME MONITORING TO 31 AUGUST 2011</b>  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 2011</p>
14.	<p><b>REVIEW OF CHARGES 2012/13</b>  The Head of Central Services to submit a report to</p> <ul style="list-style-type: none"> <li>(a) provide information on the various fees and charges that are made by this Committee;</li> <li>(b) recommend changes to these charges to operate from 1 April 2012 with the exception of Local Land Charges whereby individual enquiries for each of the specific questions on the LLC1 form be delegated to the Head of Regulatory Services in consultation with the Head of Central Services.</li> </ul>

No.	Item
15.	<p><b>BUDGET MONITORING APRIL TO JUNE 2011</b></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 2011 to 30 June 2011.</p>
16.	<p><b>ITEMS FOR APPROVAL UNDER FINANCIAL PROCEDURE RULES</b></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>
17.	<p><b>BUDGET FRAMEWORK 2012/13</b></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 2012/13 budget and service planning preparation process.</p>
18.	<p><b>CORPORATE ISSUES</b></p> <p>The Chief Executive to submit a report to update Members on a variety of corporate issues and to develop the Council's approach to the "Big Society".</p>
19.	<p><b>ANNUAL REPORT ON EQUALITY AND DIVERSITY</b></p> <p>The Head of Central Services to submit a report to update the Committee on the progress made by the Council to embed equality and diversity across the Council.</p>

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20.	<p data-bbox="320 185 1246 219"><b>AWARD OF MERIT TASK GROUP – TERMS OF REFERENCE</b></p> <p data-bbox="320 259 1453 365">At the last meeting of the Committee, the previous terms of reference of the Award of Merit Task Group were approved rather than the latest version that was approved by the Committee on 8 December 2010.</p> <p data-bbox="320 405 1453 472">Therefore the Committee is requested to reaffirm the latest Terms of Reference for this Civic Year as follows :-</p> <ul data-bbox="320 517 1453 1563" style="list-style-type: none"> <li data-bbox="320 517 1453 584">• The Melton Borough Award be merged with the Mayor’s Award of Merit and the terms of reference for the Awards Scheme be as follows :- <ul data-bbox="368 629 1453 1413" style="list-style-type: none"> <li data-bbox="368 629 1453 734">• Combine the Melton Borough Award and Mayor’s Award of Merit into one award called the ‘Mayor’s Award’ and equal consideration be given to paid/unpaid service to the Borough</li> <li data-bbox="368 741 1453 808">• There be a citation for each awardee and this be entered into a book created for the purpose of recording awardees</li> <li data-bbox="368 815 1453 848">• Nominations for awards be made via a Borough Councillor</li> <li data-bbox="368 855 1453 960">• Councillors may not be nominated until 2 years has passed since they ceased to be Councillor and the reason for nomination be not related to their Council work</li> <li data-bbox="368 967 1453 1034">• Nominations must relate to service in the Borough and there be no requirement for nominees to live in the Borough</li> <li data-bbox="368 1041 1453 1075">• There be up to 4 awards in total ie. 2 for individuals and 2 for groups</li> <li data-bbox="368 1081 1453 1187">• The 4 awards above be in addition to any other existing awards such as the Robert Hyslop Most Outstanding Service to the Borough and the Derek Sanders Cup</li> <li data-bbox="368 1193 1453 1261">• Councillors on the Award of Merit Task Group may not support a candidate they have nominated</li> <li data-bbox="368 1267 1453 1301">• A nominee cannot receive more than 1 award</li> <li data-bbox="368 1308 1453 1413">• The ‘Robert Hyslop Most Outstanding Service to Community’ award be renamed the ‘Citizen of the Year’ Award and this had been agreed with Mrs. Hyslop.</li> </ul> </li> <li data-bbox="320 1458 1453 1563">• The Young Citizen Award remain unchanged ie. To consider nominations and select up to 5 persons/organisations to receive a Young Citizen Award</li> </ul>
21.	<p data-bbox="320 1641 635 1675"><b>URGENT BUSINESS</b></p> <p data-bbox="320 1682 1235 1715">To consider any other items that the Chairman considers urgent</p>

No.	Item
	<p><b>EXCLUSION OF THE PUBLIC</b></p> <p><b>RECOMMENDED</b> that the Public be excluded during consideration of the following items 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>
22.	<p><b>IT SERVICE DELIVERY</b></p> <p>The Head of Central Services to submit a report setting out proposals for the future delivery of IT services to the Council.</p>
23. To Follow	<p><b>PROVISION OF IT SERVICES FROM LEICESTERSHIRE COUNTY COUNCIL</b></p> <p>The Solicitor to the Council to submit a report.</p>

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To : Councillors      N.R.G. Angrave                      J.T. Orson  
                                  M.W.Barnes                              P.M. Posnett (VC)  
                                  G. Bush                                      J.B. Rhodes  
                                  S. Dungworth                              D.R. Wright  
                                  M.C.R. Graham MBE (C)  
                                  E. Holmes