



Parkside
Station Approach
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17 January 2012

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 25 January 2012 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 7 December 2011.
3.	DECLARATIONS OF INTEREST
4.	RECOMMENDATIONS FROM OTHER COMMITTEES (1) <u>OS 46. Overview, Scrutiny and Audit Committee 13 December 2011</u> <u>ELECTRONIC WORKING FOR MEMBERS</u> RESOLVED that the following recommendations in the report be referred to the Policy, Finance & Administration Committee for consideration, with (a) An amendment to recommendation 2.4 to be 'In order to take advantage of the package Members demonstrate a commitment to move towards achieving ICT competence. Support will be provided to enable the ECDL or equivalent standard to be achieved'; (b) An additional recommendation of 'the remuneration panel be asked to take into account the annual costs shown at Appendix A when next reviewing the allowances. (<i>A copy of the report by the Electronic Working for Members Task Group to the OSA Committee is re-circulated with this agenda.</i>)

No.	Item
	<p>(2) <u>CO 68. Full Council 14 December 2011</u></p> <p><u>CONSIDERATION OF THE INTRODUCTION INTO THE COUNCIL'S ARRANGEMENTS OF A GOVERNANCE COMMITTEE</u></p> <p><u>RESOLVED</u> that the Council supported the introduction of a new Governance Committee and the Audit Task Group consider the detail of its functions and terms of reference and report back to the Council with its proposals.</p> <p><i>(A copy of the report by the Chief Executive to the Full Council is re-circulated with this agenda.)</i></p>
5.	<p>UPDATE ON DECISIONS</p> <p>The Chief Executive to submit an update on decisions from previous meetings of the Committee.</p>
6.	<p>MARKET PLACE ENHANCEMENT SCHEME</p> <p>The Head of Communities and Neighbourhoods to submit a report on the proposed essential highway repairs and maintenance scheme scheduled for Melton's Market Place by Leicestershire County Council Highways for January 2012 and to seek Member approval for a financial contribution towards the scheme.</p>
To Follow	
7.	<p>CALCULATION OF COUNCIL TAX BASE 2012-2013</p> <p>The Head of Communities to submit a report the purpose of which states :</p> <p>(a) The Local Government Finance Act 1992 requires each billing authority to calculate a council tax base. The base is used in determining the level of council tax based on budget decisions within each billing and precepting authority and in the calculation of the amount of a precept payable by each billing authority to a major precepting authority;</p> <p>(b) To calculate the amount of council tax that needs to be paid by tax payers in Melton, the budget (amount required to be raised through Council Tax) is divided by the tax base. This report calculates the tax base.</p>
8.	<p>STANDBY POLICY</p> <p>The Head of Communications to submit a report seeking approval for a standby policy to cover staff being on call in case of an incident of a dangerous building or an urgent homelessness case.</p>
9.	<p>ADOPTION OF THE LEICESTERSHIRE DISTRICT COUNCILS EQUALITY AND DIVERSITY PARTNERSHIP - SINGLE EQUALITIES SCHEME</p> <p>The Head of Central Services to submit a report to update and present to the Committee the Partnership Single Equality and Diversity Scheme.</p>
10.	<p>DISASTER RECOVERY BACK UPS</p> <p>The Head of Central Services to submit a report to consider improving the Council's backup facilities following the move to Parkside.</p>

No.	Item
11.	<p>ITEMS FOR APPROVAL UNDER FINANCIAL PROCEDURE RULES The Head of Central Services to submit a report to submit 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>
12.	<p>REVENUE BUDGET 2012-2013 The Head of Central Services to submit a report to outline the key budget issues that will be going forward to the Council's budget setting meeting on 1 February 2012.</p>
13.	<p>CAPITAL PROGRAMME 2011-2016 The Head of Central Services to submit a report the purpose of which is to consolidate the Capital Programme across all committees, to revise authorised spending as appropriate and to consider the overall funding position for 2012/13 and make recommendations to Full Council on the Capital Programme for all funds for 2012/13.</p>
14.	<p>MEDIUM TERM FINANCIAL STRATEGY The Head of Central Services to submit a report to review the Council's Medium Term Financial Strategy (MTFS) in light of the key financial issues that will affect the Council in the next and later financial years.</p>
15.	<p>URGENT BUSINESS To consider any other items that the Chairman considers urgent.</p>

To : Councillors

M.W. Barnes	J.T. Orson
G. Bush	P.M. Posnett (VC)
S. Dungworth	J.B. Rhodes (C)
M.C.R. Graham MBE	D.R. Wright
E. Holmes	<i>vacancy</i>