

Please note this meeting will be preceded by a presentation on the role of the Police Commissioner at 5.00 p.m.



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5 April 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 **Tuesday 17 April 2012 at 6.00 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 25 January 2012.
3.	DECLARATIONS OF INTEREST
4.	RECOMMENDATIONS FROM OTHER COMMITTEES <u>Rural, Economic, and Environmental Affairs Committee: 7 March 2012</u> Revenue Budget Monitoring April to December 2011 – General Fund RESOLVED that (2) utilisation of the Local Development Framework (LDF) Reserve in the sum of £130k be allowed to fund Local Plans expenditure.
5.	UPDATE ON DECISIONS The Chief Executive to submit an update on decisions from previous meetings of the Committee.
6.	HEALTH AND SAFETY POLICY The Head of Regulatory Services to submit a report to seek approval for the Health and Safety Policy.

No.	Item
7.	<p>BUDGET IMPLICATIONS OF CAPITAL RECEIPT</p> <p>The Head of Central Services to submit a report to outline to Members the remaining financial implications/impact on the revenue budget of the capital receipt for the sale of land on Nottingham Road and service issues arising.</p>
8.	<p>NEW HOMES BONUS PROTOCOL</p> <p>The Head of Communities and Neighbourhoods to submit a report to seek Members' approval for protocol to guide decisions on the use of New Homes Bonus Funding.</p>
9.	<p>OLYMPIC TORCH RELAY AND OLYMPIC TORCH RELAY DRESS REHEARSAL EVENT</p> <p>The Head of Communities and Neighbourhoods to submit a report to update Members as to the detailed plans of the Olympic Torch visiting the Borough of Melton on 3rd July 2012 and also hosting part of the dress rehearsal event on 20th April 2012.</p>
10.	<p>CORPORATE COMPLAINTS POLICY</p> <p>The Head of Communications to submit a report to gain approval for a revised and updated Corporate Complaints Policy.</p>
11.	<p>SCALE OF FEES AND EXPENSES PAYABLE TO RETURNING OFFICER FOR BOROUGH/PARISH/COUNTY AND MAYORAL REFERENDUMS</p> <p>The Head of Communications to submit a report to seek approval for the scale of fees and expenses payable to the Returning Officer for Borough/Parish/County and Mayoral Referendums</p>
12.	<p>AWARD OF MERIT TASK GROUP – UPDATE</p> <p>The Committee to note that the Award of Merit Task Group had agreed the following awards in 2011/12 :-</p> <p>Award of Merit</p> <ul style="list-style-type: none"> • Malcolm Britton • Lt Mark Whitehead • Chris McCluskey • Di Featherstone <p>Young Citizen Award</p> <ul style="list-style-type: none"> • Chris Knott <p>Malcolm Britton to receive the 'Robert Hyslop Most Outstanding Service to the Community Award' and Lt Mark Whitehead to receive the 'Derek Sanders Cup'.</p>
13.	<p>PROVISIONAL CAPITAL PROGRAMME YEAR END POSITION 2011-12</p> <p>The Head of Central Services to submit a report to provide information on the provisional Capital Programme year end position for 2011-12, including a range of performance measures and to give consideration for requests for carrying forward unspent budgets in 2011-12 to 2012-13 in respect of specific schemes.</p>
14.	<p>CARRY FORWARD OF REVENUE BUDGETS</p> <p>The Head of Central Services to submit for approval requests from budget holders to carry forward under spent budgets from 2011/12 to 2012/13</p>

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-PREJUDICIAL INTEREST

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-prejudicial interest. You also have a personal and non-prejudicial interest if the issue relates to an interest you must register.

You must state that you have a personal and non-prejudicial interest and the nature of your interest. You may stay, take part and vote in the meeting (*unless the interest is also prejudicial).

PERSONAL AND PREJUDICIAL INTEREST

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 personal and prejudicial 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 Standards Committee.

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 personal and prejudicial 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 and Prejudicial 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 the Code of Conduct and Guidance.