



Parkside
Station Approach
Burton Street
Melton Mowbray
Leicestershire LE13 1GH
Telephone: 01664 502502
www.melton.gov.uk

25 June 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 3 July 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 17 April 2012.
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.	IT STRATEGY The ICT Client Manager to present the Council's IT Strategy for approval.
7.	DEVELOPMENT PLAN The Strategic Director (KA) to submit a report to consider projects arising from the Council's ICT Strategy and to seek Member approval to proceed with a number of projects.

No.	Item
8.	<p>SERVICE PLAN 2012-13 The Head of Communities and Neighbourhoods to submit a report which provides Members with an opportunity to comment on, and agree Service Plans for 2012/13</p>
9.	<p>BROADBAND The Chief Executive and Head of Neighbourhoods & Communities to submit a report seeking approval for a contribution from Capital Reserves to enable Melton to participate in a countywide scheme that will enable Broadband access across the Borough.</p>
<i>Appendices to follow</i>	
10.	<p>LOCALISING SUPPORT FOR COUNCIL TAX The Head of Communities & Neighbourhoods to submit a report seeking approval for a draft Council Tax Support Scheme, to enable the Council undertake the required consultation for a final scheme to be adopted.</p>
11.	<p>REVENUE BUDGET 2011/12 - PROVISIONAL YEAR END POSITION The Head of Central Services to submit a report to (a) provide Members with information on the provisional year end position subject to external audit approval for 2011/12; (b) provide Members with information on the implications for the Council's balances and reserves.</p>
12.	<p>STATEMENT OF ACCOUNTS 2011/12 The Head of Central Services to submit a report to provide the Statement of Accounts for 2011/12 for approval which have been prepared in accordance with the Audit Commission Act 1998 and the Accounts and Audit Regulations 2003 as amended by the Accounts and Audit (Amendments) Regulations 2004 and inform the Committee of the key issues within the accounts .</p>
13.	<p>ITEMS FOR APPROVAL UNDER FINANCIAL PROCEDURE RULES 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>
14.	<p>LOCALISATION OF BUSINESS RATES RETENTION SCHEME The Head of Central Services to submit a report to update Members on the issues arising from the Government's Business Rates Retention Scheme.</p>
15.	<p>ASSET MANAGEMENT PLAN AND CAPITAL STRATEGY 2012/13-2014/15 The Corporate Property Officer to submit a report to present the Asset Management Plan and Capital Strategy 2012-15 and for Members to endorse and approve the plan.</p>
16.	<p>CORPORATE ISSUES The Chief Executive to submit a report to advise Members of certain corporate issues and to seek authority to make consequential changes to the Appraisal process for the Corporate Management Team.</p>

No.	Item
17.	<p>TROUBLED FAMILIES</p> <p>The Chief Executive to submit a report seeking approval to the Council's continued involvement with the Leicestershire County Council Troubled Families programme and to allocate resources for the Melton project.</p>
18.	<p>BURTON STREET CAR PARK IMPROVEMENT OPTIONS</p> <p>The Corporate Property Officer to submit a report which presents design options and budget costs for Burton Street Car Park improvements and for Members to decide the next steps.</p>
Appendices C & D to follow	<p>The appendix D to this report is an exempt document and may be considered with public excluded from the meeting.</p>
19.	<p>URGENT BUSINESS</p> <p>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 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>
20.	<p>IT SERVICE DELIVERY</p> <p>The Head of Central Services to submit a report on proposals on the next stage in determining the future operational and strategic delivery of IT Services to the Council.</p>
21.	<p>PARTNER ORGANISATION OCCUPATION UPDATE</p> <p>The Strategic Director (CAM), Corporate Property Officer, and Change Manager to submit a report to update Members on progress with occupation of Parkside by a Partner Organisation.</p>
Appendices C & D to follow	

To : Councillors M.W. Barnes
G. Bush
P. Cumbers
A. Freer-Jones
E. Hutchison

M. O'Callaghan
P.M. Posnett (VC)
J.B. Rhodes (C)
D.R. Wright
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-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.