

17 September 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 25 September 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 3 July 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.	HR POLICIES The Head of Communications to submit a report to seek approval for the implementation of a rewards and benefits package for staff and to approve a revised Mobile Phone Policy.
7.	VICTORIAN FAYRE – REQUEST FOR CONTRIBUTION The Head of Communities & Neighbourhoods to submit a report seeking approval for a one off contribution of £5,000 towards the Melton Mowbray Victorian Fayre 2012.
To Follow	

No.	Item
8.	<p>CAPITAL PROGRAMME MONITORING TO 31 AUGUST 2012 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 2012.</p>
9.	<p>REVIEW OF CHARGES 2013/14 The Head of Central Services and Head of Neighbourhoods & Communities to submit a joint report to (a) provide information on the various fees and charges that are made by this Committee; and (b) recommend changes to these charges to operate from 1 April 2013.</p>
10.	<p>BUDGET MONITORING APRIL TO JUNE 2012 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 2012 to 30 June 2012.</p>
11.	<p>BUDGET FRAMEWORK 2013/14 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 2013/14 budget and service planning preparation process.</p>
12.	<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>
13.	<p>POOLING OF BUSINESS RATES The Head of Central Services to submit a report to seek approval for the formal submission to the DCLG</p>
14.	<p>ANNUAL REPORT ON EQUALITY AND DIVERSITY 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 within service and policy development and delivery, work undertaken to meet its public sector equality duty as required by equality legislation, and to deliver services which are accessible and meet the needs of Melton residents.</p>
15.	<p>CORPORATE ISSUES The Chief Executive to submit a report to advise Members about a number of corporate issues</p>
To Follow	
16.	<p>URGENT BUSINESS To consider any other items that the Chairman considers urgent.</p>
	<p>EXCLUSION OF THE PUBLIC 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>

No.	Item
17.	MAJOR PROPERTY UPDATE The Head of Central Services to submit a report to provide Members with an update on major projects for the Council.
Appendix D – To Follow	
18.	PARTNER ORGANISATION UPDATE The Strategic Director (CAM) to submit a report to provide an update on the occupation of Parkside by a Partner Organisation.
To Follow	

To : Councillors

M.W. Barnes	M. O’Callaghan
G. Bush	P.M. Posnett (VC)
P. Cumbers	J.B. Rhodes (C)
A. Freer-Jones	D.R. Wright
E. Hutchison	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-PECUNIARY INTERESTS

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 pecuniary interest. You also have a personal interest if the issue relates to an interest you must register under paragraph 9 of the Members' Code of Conduct.

You must state that you have a personal and non-pecuniary interest and the nature of your interest. You may stay, take part and vote in the meeting.

PERSONAL AND PECUNIARY INTERESTS

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 pecuniary 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 Governance Committee.

DISCLOSABLE PECUNIARY INTERESTS AND OTHER INTERESTS

If you are present at any meeting of the Council and you have a disclosable pecuniary interest in any matter to be considered or being considered at the meeting, if the interest is not already registered, you must disclose the interest to the meeting. You must not participate in the discussion or the vote and you must leave the room.

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 pecuniary or disclosable pecuniary 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, pecuniary or disclosable pecuniary 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 paragraphs 13(2) and 13(3) of the Code of Conduct.