

24 November 2014

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 02 December 2014 at 6.30pm** at which your attendance is requested.

Yours faithfully

Lynn Aisbett  
Chief Executive

## A G E N D A

| No. | Item   |
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| 1.  | <b>APOLOGIES FOR ABSENCE</b>   |
| 2.  | <b>MINUTES</b><br>To confirm the minutes of the meeting held on 30 September 2014  |
| 3.  | <b>DECLARATIONS OF INTEREST</b>  |
| 4.  | <b>RECOMMENDATIONS FROM OTHER COMMITTEES</b>   |
| 5.  | <b>UPDATE ON DECISIONS</b><br>There are no updates on decisions from the last meeting.   |
| 6.  | <b>RESERVED FORCES TRAINING AND MOBILISATION POLICY</b><br>The Head of Communications to submit a report regarding the Reserve Forces Training and Mobilisation Policy.  |
| 7.  | <b>SERVICE STRATEGY FOR CUSTOMERS</b><br>The Head of Communications to submit a report giving Members the opportunity to consider and approve the new Service Strategy for Customers which has been set out from 2015 to 2020. |

| No.  | Item   |
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| 8.   | <b>PAY AWARD 2014-16</b><br>The Manager of HR and Communications to submit a report giving Members an update on the Pay Award for MBC staff.   |
| 9.   | <b>CAR PARKING</b><br>The Head of Communications to submit a report giving Members the opportunity to consider the continuation of reduced tickets for MBC staff within the Car Parking Scheme.  |
| 10.  | <b>AGILE COUNCIL</b><br>The T3 Officer (Third Tier Officers Group) to submit a report to Members giving an update on the Agile Council.  |
| 11.  | <b>REVENUE BUDGET COMMITTEE ESTIMATES 2015-2016</b><br>The Head of Central Services to submit a report giving Members the opportunity to consider the revenue budget estimates for this committees services for 2015/16.   |
| 12.<br><b>Appendix A2 Exempt</b>   | <b>DRAFT SUMMARY OF REVENUE ESTIMATES AND MTFS</b><br>The Head of Central Service to submit a report giving Members an update on the Council's Medium-Term Financial Strategy (MTFS) as well as a summary of revenue estimates.  |
| 13.  | <b>CAPITAL PROGRAMME MONITORING APRIL TO OCTOBER 2014</b><br>The Head of Central Services to submit a report updating the Committee on the progress of schemes within the Capital Programme to 31 October 2014.  |
| 14.  | <b>CAPITAL PROGRAMME 2014-19</b><br>The Head of Central Services to submit a report to Members to determine the Capital Programme for 2014-19 based on current spending within the programme and through schemes included for later years.   |
| 15.<br><br><b>Appendix B2 Exempt</b><br><br><b>Appendix B1 to Follow</b> | <b>ITEMS FOR APPROVAL UNDER FINANCIAL PROCEDURAL RULES</b><br>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. |
| 16.  | <b>CORPORATE ISSUES</b><br>The Chief Executive to submit a report to bring Members up to date with Corporate Activities and issues which have occurred in the intervening period since the last report.  |
| 17.  | <b>URGENT BUSINESS</b><br>To consider any other items that the Chairman considers urgent.  |
|  | <b>EXCLUSION OF THE PUBLIC</b><br><b>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.</b>  |

| No.                                       | Item   |
|---|--|
| <p><b>18.</b></p> <p><b>To follow</b></p> | <p><b>LEISURE VISION</b><br/> Joint Report of the head of Communities &amp; Neighbourhoods and the Head of Central services to submit a report giving Members the opportunity to consider the Council's Leisure Vision proposal.</p> |
| <p><b>19.</b></p> <p><b>To follow</b></p> | <p><b>CHILDREN'S CENTRES CONTRACTS</b><br/> The Head of Communities and Neighbourhoods to submit a report giving Members the opportunity to consider the contracts for the Children's Centres.</p>                                   |
| <p><b>20.</b></p>                         | <p><b>PAYMENT FRAUD</b><br/> The Head of Central Services to submit a report updating Members on the latest position regarding a fraudulent payment.</p>   |

To : Councillors

M.W. Barnes

P.M. Posnett (VC)

M. Gordon

J.B. Rhodes (C)

E. Hutchison

J. Simpson

G. Bush

D.R. Wright

M. O'Callaghan

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.