

**Please note this meeting will be audio recorded.**



Parkside, Station Approach  
Burton Street  
Melton Mowbray  
Leicestershire LE13 1GH  
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8 December 2014

To : The Mayor and Members of Melton Borough Council

Dear Sir or Madam

You are summoned to a **MEETING OF THE COUNCIL** to be held at Parkside, Station Approach, Burton Street, Melton Mowbray, LE13 1GH on **Tuesday 16 December 2014 at 6.30 p.m.**

Yours faithfully

Lynn Aisbett  
Chief Executive

## **AGENDA**

<b>Item No.</b>	<b>Item</b>
1.	<b>APOLOGIES FOR ABSENCE</b>
2.	<b>MINUTES</b> To confirm the minutes of the Meeting held on 15 October 2014.
3.	<b>DECLARATIONS OF INTEREST</b> Members to declare any interest as appropriate in respect of items to be considered at this meeting
4.	<b>MAYOR'S ANNOUNCEMENTS</b> Including an update on the activities of the Young Mayor
5.	<b>LEADER'S ANNOUNCEMENTS</b>
6.	<b>PUBLIC QUESTION TIME</b> The Leader and Chairmen of Policy Committees to answer any questions from the public of which notice has been given in accordance with Council Procedure Rule 9 of the Constitution.  There were no questions received.

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7.	<p><b>PETITIONS</b></p> <p>In accordance with Procedure Rule 24.1, the Chief Executive shall report the receipt of a petition to the next meeting of the Council where there shall be debate or comment thereon.</p> <p>There were no petitions received.</p>										
8.	<p><b>RECOMMENDATIONS AND REPORTS FROM COMMITTEES</b></p> <p><b><u>(a) Governance Committee : 18 November 2014 : Constitutional Update 2014-15</u></b></p> <p><b>RESOLVED</b> that the Committee refer its recommendations to Full Council for approval and inclusion in the Council's Constitution:-</p> <p>(1) that item 11 be removed from the Policy, Finance and Administration Committee's delegations due to this function now being carried out by the Governance Committee and for clarity the Governance Committee's item 3 delegation be amended to include the words 'and approve' as set out below in red.</p> <p style="padding-left: 40px;">PFA Committee Remove :</p> <p style="padding-left: 40px;">11. To consider and approve the Council's Statement of Accounts.</p> <p style="padding-left: 40px;">Governance Committee Amend :</p> <p style="padding-left: 40px;">3. To review <b>and approve</b> the Financial Statements, External Audit opinion and report to Members and monitor Management Action in response to any issues raised.</p> <p>(2) to agree the following additions, shown in red below, to the General Delegations in connection with Staffing Matters within Part 3 at page 5 of the Officer Delegations:-</p> <table border="1" data-bbox="331 1440 1474 1989"> <tr> <td data-bbox="331 1440 1251 1554"><i>In consultation with Management Team, to approve minor additions to the staff establishment subject to :-</i></td> <td data-bbox="1251 1440 1474 1554"><i>Chief Executive</i></td> </tr> <tr> <td colspan="2" data-bbox="331 1554 1474 1632">(1) There being adequate budgetary provision <b>OR</b></td> </tr> <tr> <td colspan="2" data-bbox="331 1632 1474 1713">In each case the gross cost not exceeding £5,000 per annum when implemented <b>AND</b></td> </tr> <tr> <td colspan="2" data-bbox="331 1713 1474 1800">The total cost in any financial year not exceeding the sum of £20,000 <b>AND</b></td> </tr> <tr> <td colspan="2" data-bbox="331 1800 1474 1989">Members of the Policy, Finance and Administration Committee being informed of any such changes when updated copies of the Council's staff list are issued. (Annually in July)</td> </tr> </table>	<i>In consultation with Management Team, to approve minor additions to the staff establishment subject to :-</i>	<i>Chief Executive</i>	(1) There being adequate budgetary provision <b>OR</b>		In each case the gross cost not exceeding £5,000 per annum when implemented <b>AND</b>		The total cost in any financial year not exceeding the sum of £20,000 <b>AND</b>		Members of the Policy, Finance and Administration Committee being informed of any such changes when updated copies of the Council's staff list are issued. (Annually in July)	
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8. Cont/	<p>(3) (a) To agree the following new Officer Delegation to the Head of Communications in consultation with the Head of Central Services :-</p> <p style="padding-left: 40px;">When a Member or employee dies in service, to have discretion to waive overpayment of allowance or salary up to a maximum of £1,000.</p> <p>(b) If this new delegation is approved, it be applied from 1 September 2014.</p>																		
9.	<p><b>QUESTIONS FROM MEMBERS</b></p> <p>(a) The Chairmen of Committees to answer any questions upon items of reports of Committees when those items are being received or under consideration by the Council in accordance with Council Procedure Rule 10.1 of the Constitution :-</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 40px;">Planning Committee</td> <td style="text-align: right;">25 September 2014</td> </tr> <tr> <td style="padding-left: 40px;">Policy, Finance &amp; Administration Committee</td> <td style="text-align: right;">30 September 2014</td> </tr> <tr> <td style="padding-left: 40px;">Ad Hoc Planning Committee</td> <td style="text-align: right;">2 October 2014</td> </tr> <tr> <td style="padding-left: 40px;">Planning Committee</td> <td style="text-align: right;">16 October 2014</td> </tr> <tr> <td style="padding-left: 40px;">Rural, Economic &amp; Environmental Affairs Committee</td> <td style="text-align: right;">29 October 2014</td> </tr> <tr> <td style="padding-left: 40px;">Planning Committee</td> <td style="text-align: right;">6 November 2014</td> </tr> <tr> <td style="padding-left: 40px;">Community &amp; Social Affairs Committee</td> <td style="text-align: right;">12 November 2014</td> </tr> <tr> <td style="padding-left: 40px;">Governance Committee</td> <td style="text-align: right;">18 November 2014</td> </tr> <tr> <td style="padding-left: 40px;">Ad Hoc Rural, Economic &amp; Environmental Affairs Committee</td> <td style="text-align: right;">27 November 2014</td> </tr> </table> <p>(b) The Mayor, the Leader and the Chairmen of Committees to answer any questions on any matters in relation to which the Council has powers or duties or which affect the Borough of which due notice has been given in accordance with Council Procedure Rule 10.5.</p> <p><u>(c) In accordance with Council Procedure Rule 10.5(a), the following question was received from Councillor J.T. Orson on 3 December 2014</u></p> <p><i>“Melton Borough Council has evolved over the past years to become a top performing council, with a heavy reliance on IT systems to run an efficient service to all customers. Given the concerns that the nation could face serious power cuts from this winter, what resilience planning is in place to protect the council &amp; vulnerable service users?”</i></p> <p>The Leader to respond.</p>	Planning Committee	25 September 2014	Policy, Finance & Administration Committee	30 September 2014	Ad Hoc Planning Committee	2 October 2014	Planning Committee	16 October 2014	Rural, Economic & Environmental Affairs Committee	29 October 2014	Planning Committee	6 November 2014	Community & Social Affairs Committee	12 November 2014	Governance Committee	18 November 2014	Ad Hoc Rural, Economic & Environmental Affairs Committee	27 November 2014
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10.	<p><b>MOTIONS ON NOTICE</b></p> <p>There are no Motions on Notice.</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-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.