

27 June 2011

Dear Sir or Madam

A Meeting of the **POLICY, FINANCE AND ADMINISTRATION COMMITTEE** will be held in the Boardroom, Phoenix House, Nottingham Road, Melton Mowbray on **Tuesday 5 July 2011 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.	<b>APOLOGIES FOR ABSENCE</b>
2.	<b>MINUTES</b> To confirm the minutes of the Meeting held on 20 April 2011
3.	<b>DECLARATIONS OF INTEREST</b>
4.	<b>RECOMMENDATIONS FROM OTHER COMMITTEES:</b>  <u>Council Business Development Sub-Committee: 31/05/11</u>  <u>Provision of ICT Services from Leicestershire County Council:</u> The Policy, Finance and Administration Committee to approve the following recommendation:  <u>Minute CB4 - PARKSIDE: UPDATE ON PROGRESS</u>  (24) Members noted the proposals set out for a shared service agreement with Leicestershire County Council to provide specific ICT solutions for Parkside the Council and its partners and approved an extension to the existing contract of up to 4 months in order to facilitate this arrangement taking the contract from May 2011.

No.	Item
5.	<p><b>TASK GROUPS</b></p> <p><b>(a) Award of Merit Task Group</b> The Committee to</p> <p>(i) reconstitute and appoint members to the Award of Merit Task Group;</p> <p>(ii) agree the following terms of reference in respect of the Award of Merit Scheme:-</p> <ul style="list-style-type: none"> <li>• To consider nominations and select up to 5 persons/organisations to receive an Award of Merit and a Young Citizen Award</li> <li>• To select from the nominations, the recipient of the 'Councillor Robert Hyslop Most Outstanding Service to the Community Award'</li> </ul> <p>(iii) agree the following terms of reference in respect of the Melton Borough Award :-</p> <ul style="list-style-type: none"> <li>• To consider nominations and select up to 3 persons to receive a Melton Borough Award. This award being for those who do not meet the criteria of the Award of Merit but deserve recognition</li> </ul> <p><b>(b) Extraordinary Efficiency Task Group</b></p> <p>Following the request from the Chair of Overview, Scrutiny and Audit Committee and earlier comments from the Task Group concerning the links with scrutiny, Members proposed Efficiency issues lie with the Overview, Scrutiny and Audit Committee. The Overview, Scrutiny and Audit Committee agreed this approach and the Committee has set up a Task group to take this forward.</p>
6.	<p><b>CORPORATE ISSUES</b></p> <p>The Chief Executive to submit a report asking Members to approve the Council's Service Standards for 2011/12 and 2012/13 subject thereafter to review and receive updates on the development of the Council's Performance Management Framework, the Improvement Plan and other related Countywide initiatives.</p>
7.	<p><b>ANNUAL GOVERNANCE STATEMENT AND STATEMENT OF INTERNAL CONTROL</b></p> <p>The Monitoring Officer and S151 Officer to submit a joint report which explains</p> <p>(a) the requirements for the Council to produce an Annual Governance Statement (AGS) and invites the Committee to consider the Council's draft AGS for 2010/11;</p> <p>(b) the Annual Governance Statement is a key component of the Council's governance arrangements. As such, those who are responsible for those arrangements must approve it.</p>

No.	Item
8.	<p><b>REVENUE BUDGET 2010/11 - PROVISIONAL YEAR END POSITION</b>  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 2010/11;  (b) provide Members with information on the implications for the Council's balances and reserves</p>
9.	<p><b>ANNUAL REPORT ON THE TREASURY MANAGEMENT ACTIVITIES AND ACTUAL PRUDENTIAL INDICATORS 2010/11</b>  The Head of Central Services to submit a report to update Members with the actual position on the Prudential Indicators in accordance with the Prudential Code</p>
10.	<p><b>ITEMS FOR APPROVAL UNDER FINANCIAL PROCEDURE RULES</b>  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> <p><b>Appendix C to this report is an exempt document under Part 1 of Schedule 12A of the Local Government Act 1972 (Access to Information: Exempt Information), paragraph 3.</b></p>
11.	<p><b>STATEMENT OF ACCOUNTS 2010/11</b>  The Head of Central Services to submit a report to provide the Statement of Accounts for 2010/11 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>
TO FOLLOW	
12.	<p><b>SERVICE PLANS 2011/12</b>  The Head of Communities and Neighbourhoods to submit a report which provides Members with an opportunity to comment on, and agree, the following Service Plans for 2011/12 :-  (a) Communications Service Plan  (b) Central Services Service Plan  (c) Communities and Neighbourhoods Service Plan  (d) Regulatory Services Service Plan</p>
TO FOLLOW	
13.	<p><b>INSURANCE POLICY RENEWALS 2011/12</b>  The Head of Central Services to submit a report asking for member approval to renew the Council's various insurance policies with the Council's current insurer, Zurich Municipal (ZM), with effect from 1 July 2011.</p>
14.	<p><b>PROPOSED CHARGES FOR THE NEW CIVIC SUITE AT PARKSIDE</b>  The Head of Central Services to submit a report setting out proposed charges for the civic suite at Parkside.</p>

No.	Item
15.	<p><b>URGENT BUSINESS</b> To consider any other items that the Chairman considers urgent</p>
	<p><b>EXCLUSION OF THE PUBLIC</b></p> <p><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></p>
16.	<p><b>MAJOR PROPERTY UPDATE</b> The Head of Central Services to submit a report to provide Members with an update on major projects for the Council.</p>

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To : Councillors

N.R.G. Angrave	J.T. Orson
M.W.Barnes	P.M. Posnett (VC)
G. Bush	J.B. Rhodes
S. Dungworth	D.R. Wright
M.C.R. Graham MBE (C)	
E. Holmes	