

26 July 2011

Dear Sir or Madam

A Special Meeting of the **POLICY, FINANCE AND ADMINISTRATION COMMITTEE** will be held in the Boardroom, Phoenix House, Nottingham Road, Melton Mowbray on **Wednesday 3 August 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.	APOLOGIES FOR ABSENCE
2.	DECLARATIONS OF INTEREST
3.	HR POLICIES – CORPORATE SOCIAL RESPONSIBILITY The Head of Communications to submit a report on the work of the Pera Foundation and to request approval for the next steps for implementing a commitment to Corporate Social Responsibility through volunteering and local opportunities.
4.	INTERNAL PARKING POLICY The Head of Communications to submit a report to present the Internal Parking Policy for staff, partners and visitors to Melton Borough Council offices due to come into force following the occupation of Parkside.
5.	PARKSIDE: INFORMATION SHARING The Strategic Director (KA) to submit a report.
To Follow	

No.	Item
6.	URGENT BUSINESS To consider any other items that the Chairman considers urgent

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