



Parkside
Station Approach
Burton Street
Melton Mowbray
Leicestershire LE13 1GL
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www.melton.gov.uk

29 November 2011

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 **Wednesday 7 December 2011 at 7.00 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 28 September 2011.
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.

No.	Item
6.	<p>HEALTH & SAFETY POLICIES The Head of Regulatory Services to submit a report seeking approval for a number of health and safety policies.</p>
7.	<p>UPDATE ON PLANS FOR WEB SITE DEVELOPMENT The Head of Communications to submit a report to advise Members of the Plans to improve and update the Council web site as requested at the July PFA Committee meeting.</p>
8.	<p>MAYORAL ROLE: OSA REVIEW The Head of Communications to submit a report on the recommendations from the OSA Review of the Mayoral Role.</p>
9.	<p>DRIVING POLICY FOR MEMBERS The Head of Communications to submit a report asking for approval for a driving policy for Members.</p>
10.	<p>CORPORATE COMPENSATION POLICY The Head of Communications to submit a report for Members to consider and approve a Corporate Compensation Policy for the Council.</p>
11.	<p>CORPORATE ISSUES The Chief Executive to submit a report</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>CAPITAL PROGRAMME MONITORING TO 31 OCTOBER 2011 The Head of Central Services to submit a report to update the Committee on the progress of schemes within the Capital Programme to 31 October 2011</p>

No.	Item
14.	<p>CAPITAL PROGRAMME 2011-2012 TO 2015-2016 The Head of Central Services to submit a report for the Committee to determine it's Capital Programme for 2011-2016 based on a review of spending in the current year's programme and schemes included in the programme for later years.</p>
15.	<p>LATEST POSITION – REVENUE BUDGET 2011/12 AND 2012/13 The Head of Central Services to submit a report on the activity of the Budget and Strategic Planning Working Group with regard to the scrutiny of the 2011/12 estimated year end position and the 2012/13 estimates.</p>
16.	<p>FEES AND CHARGES The Head of Communities and Neighbourhoods to submit a report</p>
To Follow	
17.	<p>URGENT BUSINESS To consider any other items that the Chairman considers urgent</p>
	<p>EXCLUSION OF THE PUBLIC</p> <p>RECOMMENDED that the Public be excluded during consideration of the following items 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>
18.	<p>MAJOR PROJECTS UPDATE The Strategic Director (CM) to submit a report to provide Members with an update on major projects for the Council.</p>
To Follow	
19.	<p>REVIEW OF CHILDREN CENTRE SERVICES The Head of Communities and Neighbourhoods to submit a report on the review and recommendations arising from the Children Centre review.</p>

To :	Councillors	M.W. Barnes G. Bush S. Dungworth M.C.R. Graham MBE (C) E. Holmes	J.T. Orson P.M. Posnett (VC) J.B. Rhodes D.R. Wright <i>vacancy</i>
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