

21 September 2010

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 **Wednesday 29 September 2010 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.	MINUTES To confirm the Minutes of the Meeting held on 29 June 2010
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
6.	PROPOSAL FOR DELIVERY OF EMERGENCY PLANNING SERVICES The Head of Regulatory Services to submit a report to provide information on proposals for the delivery of emergency planning services, and seek the Committee's authority to join the Leicestershire Resilience Partnership
7.	WAIVING OF CONTRACT PROCEDURE RULES - ALLPAY CONTRACT The Assistant Chief Executive (AT) to submit a report to request that financial procedure rules are waived in order for the contract to be extended for a three month period in order to pursue an alternative arrangement available through the Welland Procurement Unit which is not available immediately

No.	Item
8. To follow	<p>E-PETITIONS - OPTIONS</p> <p>The Monitoring Officer to submit a report for Members to consider the software options for an E-Petitions facility</p>
9. To follow	<p>FOOD PROVISIONS AT MEETINGS</p> <p>The Assistant Chief Executive (AT) to submit a report to</p> <p>(a) consider the Extraordinary Efficiency Task Group's recommendation that buffet refreshments at meetings be no longer provided for Members in order to make budgetary savings;</p> <p>(b) note that staff who attend meetings at venues that are away from their normal place of work at relevant times are entitled to subsistence upon production of a receipt under the NJC terms and conditions</p>
10.	<p>CAPITAL PROGRAMME 2010-2011 TO 2014-2015</p> <p>The Head of Financial Services to submit a report to determine the Committee's Capital Programme for 2010-2015 based on a review of spending in the current year's programme and schemes included in the programme for later years</p>
11.	<p>CAPITAL PROGRAMME MONITORING TO 31 JULY 2010</p> <p>The Head of Financial Services to submit a report to update the Committee on the progress of schemes within the Capital Programme to 31 July 2010</p>
12.	<p>REVIEW OF CHARGES 2011/12</p> <p>The Head of Financial Services to submit a report to</p> <p>(a) provide information on the various fees and charges that are made by this Committee;</p> <p>(b) recommend changes to these charges to operate from 1 April 2011 with the exception of Local Land Charges for which the present fee(s) will be reviewed later in the year to ensure that costs cover budgeted expenditure in accordance with statutory guidelines</p>
13.	<p>BUDGET MONITORING APRIL TO JUNE 2010</p> <p>The Head of Financial Services to submit a report to provide information on actual expenditure and income incurred on this Committee's services compared to the latest approved budget for the period 1 April 2010 to 30 June 2010</p>
14.	<p>ITEMS FOR APPROVAL UNDER FINANCIAL PROCEDURE RULES</p> <p>The Head of Financial Services to submit a report to submit 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>
15.	<p>UPDATE ON THE COUNCILS APPROACH TO EQUALITIES</p> <p>The Chief Executive to submit a report to update Members on the revised approach by the Council to make resources available to move forward with a revised approach to meet the relevant requirements of the Equality Standards</p>

No.	Item
16.	<p>EXTRAORDINARY EFFICIENCY TASK GROUP The Chief Executive to submit a report to brief Members on the work of the Extraordinary Efficiency Task Group (the Task Group) and to consider its recommendations</p>
17.	<p>SUSTAINABLE PROCUREMENT STRATEGY The Corporate Director to submit a report to allow the Committee to view and comment on the proposed Sustainable Procurement Strategy</p>
18.	<p>COUNCIL OFFICES AND NEW WAYS OF WORKING (NWW): UPDATE ON PROGRESS The Corporate Director (CM) to submit a report to update Members on the progress with the New Council offices project inclusive of progress of the New Ways of Working programme</p>
19.	<p>BUDGET FRAMEWORK 2011/12 The Head of Financial Services to submit a report for Members to consider a number of key items which will feed into the Council's Medium-Term Financial Strategy (MTFS) and the 2011/12 budget and service planning preparation process</p>
20.	<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 the 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</p>
21.	<p>MAJOR PROJECT UPDATE The Corporate Director (CM) to submit a report</p>

To : Councillors

N.R.G. Angrave	J.T. Orson
M.C.R. Graham MBE (C)	P.M. Posnett
A. Jackson	J.B. Rhodes
R. Marks	D.R. Wright (VC)
M. O'Callaghan	Vacancy