

6 December 2016

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 **Wednesday 14 December 2016 at 6.30 p.m.**

Yours faithfully

Lynn Aisbett
Chief Executive

AGENDA

Item No.	Item
1.	APOLOGIES FOR ABSENCE
2.	MINUTES To confirm the minutes of (1) the extraordinary meeting held on 19 September 2016; (2) the ordinary meeting held on 12 October 2016; and (3) the extraordinary meeting held on 20 October 2016
3.	DECLARATIONS OF INTEREST Members to declare any interest as appropriate in respect of items to be considered at this meeting
4.	MAYOR'S ANNOUNCEMENTS
5.	LEADER'S ANNOUNCEMENTS
6.	PUBLIC QUESTION TIME 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. No questions were received by the deadline.

Item No.	Item
7.	<p>PETITIONS</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 a debate or comment thereon.</p> <p>There were no petitions received.</p>
8.	<p>RECOMMENDATIONS AND REPORTS FROM COMMITTEES:</p>
8(a)	<p><u>(a) Governance Committee: 22 November 2016 – Minute G.37 Provision of External Audit Services</u></p> <p>RECOMMENDED To recommend to the Council that this Council opts in to the appointing person arrangements made by Public Sector Audit Appointments (PSAA) for the appointment of external auditors and delegated authority be given to the Head of Central services to submit the formal notice of acceptance.</p> <p><i>(The report originally submitted to the Governance Committee on 22 November 2016 is re-circulated with this agenda.)</i></p>
8(b)	<p><u>(b) Governance Committee: 22 November 2016 – Minute G.40 Provision of Internal Audit Services</u></p> <p>RECOMMENDED:</p> <p>(1) That the Council delegate its internal audit service to Local Government Shared Service from 1st April 2017;</p> <p>(2) That the Council delegate authority to the Head of Central Services in consultation with the Solicitor to the Council to finalise the delegation agreement with LGSS for the provision of internal audit services.</p> <p><i>(The report originally submitted to the Governance Committee on 22 November 2016 is re-circulated with this agenda.)</i></p>
8(c)	<p><u>(c) Governance Committee : 22 November 2016 – Minute G.43 Annual Review of the Constitution</u></p> <p>RECOMMENDED:</p> <p>To approve the proposed actions as set out at Appendix A including the documents listed below in the number order that they appear and refer the same to the Council for adoption :-</p>

Item No.	Item
8(c) cont./	<p data-bbox="424 174 1209 584"> A1 Updated Part 1 - Summary A2 Updated Part 2 - Articles A3 Updated Part 3 – Responsibility for functions A4 Updated Part 3 – Delegations to Officers A5 Updated Part 4 - Rules of Procedure A6 Revised Contract Procedure Rules A7 Updated Part 5 - Codes & Protocols A8 Revised Substitute Policy A9 New Personal Safety of Members Policy A10 Updated Part 8 - Performance Management A11 Updated Part 10 - Whistleblowing Policy etc </p> <p data-bbox="335 624 1493 770"> <i>(The report together with all its appendices originally submitted to the Governance Committee on 22 November 2016 is available in hard copy in the Members’ Room and on the Governance Committee page for this meeting on the Council’s website: Governance Committee 221116)</i> </p> <p data-bbox="335 808 1422 846"> <i>Only the report and Appendices A and B are re-circulated with this agenda.)</i> </p>
8(d)	<p data-bbox="328 887 1501 958"> <u>(d) Policy Finance & Administration Committee: 30 November 2016 – Minute P. 44 Local Council Tax Support Scheme 2017-18</u> </p> <p data-bbox="328 999 657 1032"> RECOMMENDED that </p> <ol data-bbox="328 1039 1501 1805" style="list-style-type: none"> <li data-bbox="328 1039 1501 1111">(1) Members approve that the level of the maximum limit of Council Tax Support be set at 85%. <li data-bbox="328 1140 1501 1211">(2) The Local Council Tax Support scheme be amended to align Council Tax Support to Housing Benefit changes now and for future changes. <li data-bbox="328 1240 1501 1391">(3) The Local Council Tax Support scheme be amended to introduce a ‘Personal Support Package’ scheme which requires Council Tax recipients to work with the Council to meet the conditions of the scheme to continue to receive Council Tax Support. <li data-bbox="328 1420 1501 1570">(4) The Local Council Tax Support Scheme be amended to enable Council Tax Support to be limited or withdrawn altogether if a claimant fails to work with the Council and/or does not meet the requirements of their Personal Support Package. <li data-bbox="328 1599 1501 1704">(5) The Local Council Tax Support scheme is not amended at this time to make changes restricting payments of Council Tax Support to B and D levels. <li data-bbox="328 1733 1501 1805">(6) The Local Council Tax Support scheme is not amended at this time to make changes to the maximum capital limit of £16,000.
Item No.	Item

8(d)
Cont./

(7) Delegated authority be given to the Head of Central Services to adjust the Local Council Tax Support scheme annually with regard to uprating personal allowances and premiums and changes to the universal Credit Scheme affecting the Local Council Tax Support Scheme as announced by Central Government and that the Council's scheme of delegation be updated accordingly.

(A copy of the original report to the PFA Committee on 30 November 2016 is re-circulated with this agenda.)

8(e)

(e) Policy Finance & Administration Committee: 30 November 2016 – Minute P.49 Items for Approval under Financial Procedure Rules

RECOMMENDED

(4) An amendment to the scheme of delegation to permit the Head of Communities & Neighbourhoods in consultation with the Head of Central Services to utilise resources above the minimum HRA working balance for schemes and projects supporting the HAMP and in line with the HRA Business Plan as recommended by the Community and Social Affairs Committee and outlined in paragraph 5.2, be approved.

(A copy of the original report to the PFA Committee on 30 November 2016 is re-circulated with this agenda.)

9.

QUESTIONS FROM MEMBERS

(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 :-

Planning Committee	19 October 2016
Rural, Economic & Environmental Affairs Committee	2 November 2016
Planning Committee	10 November 2016
Community & Social Affairs Committee	16 November 2016
Town Area Committee	21 November 2016
Governance Committee	22 November 2016
*Policy, Finance & Administration Committee	30 November 2016

*To follow

(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.

No questions were received by the deadline.

10.

MOTIONS ON NOTICE

No Motions on Notice were received in accordance with Procedure Rule 11.1

Item No.

Item

11. **MID YEAR REPORT ON THE TREASURY MANAGEMENT ACTIVITIES AND PRUDENTIAL INDICATORS 2016-17**

The Head of Central Services to submit a report which meets the requirement under the treasury management regulatory framework for the Council to receive a mid year treasury review in addition to the annual report and strategy on treasury management as reported to Council on 10 February 2016. This report also incorporates the needs of the Prudential Code to ensure adequate monitoring of capital expenditure and the Council's prudential indicators (PI's) and outlines any revisions required to the current years strategy.

12. **APPOINTMENT TO OUTSIDE BODIES – RURAL SERVICES NETWORK/SPARSE**

The Head of Communications

- (a) to report that the Leader had been appointed as the Council's representative to the Rural Services Network/SPARSE at the Annual Meeting held on 17 May 2016;
- (b) to report that the Leader had requested that she be replaced by the Deputy Leader, Councillor Higgins, to this organisation;
- (c) to request the Council's approval to this change.

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.