

21 June 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 **Tuesday 29 June 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.	<b>APOLOGIES FOR ABSENCE</b>
2.	<b>MINUTES</b> (a) To confirm the Minutes of the Meeting held on 21 April 2010 (b) To confirm the Minutes of the Special Meeting held on 11 June 2010
To Follow	
3.	<b>DECLARATIONS OF INTEREST</b>
4.	<b>RECOMMENDATIONS FROM OTHER COMMITTEES</b>
5.	<b>UPDATE ON DECISIONS</b> The Chief Executive to submit an update on decisions from previous meetings of the Committee
6.	<b>POTENTIALLY VIOLENT PEOPLE PROCEDURE</b> The Assistant Chief Executive (AT) to submit a report to present the potentially violent people procedure
7.	<b>WORKFORCE STRATEGY</b> The Assistant Chief Executive (AT) to submit a report to present the workforce strategy

No.	Item
8.	<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><u>2009/10 Membership</u> Councillors Chapman, Cumbers, Holmes, Marks, Moore, Slater</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> The Committee to</p> <p>(i) reconstitute and appoint members to the Extraordinary Efficiency Task Group;</p> <p><u>2009/10 Membership</u> Councillors Dungworth, Jackson, Marks, D.E. Orson, J.T. Orson, Sheldon, Wyatt</p> <p>(ii) agree the following terms of reference :-</p> <ul style="list-style-type: none"> <li>• To oversee the development of an Efficiency Programme within the Council to inform the successive budget creation and settlement</li> <li>• To recommend for approval to the Policy Finance and Administration Committee efficiency measures and proposals following consideration of a business case, this to include “Invest and Save” proposals.</li> <li>• The Council Business Development Sub-Committee receive updates as required dealing with efficiency measures which may impact upon or assist in the planning, development or provision of the New Build of the Council’s offices.</li> </ul>
9.	<p><b>ANNUAL REPORT</b> The Corporate Director and Assistant Chief Executive (CW) to submit a joint report to invite the Committee to approve the Annual Report 2010</p>

No.	Item
10.	<p><b>SERVICE PLANS 2010/11</b>  The Assistant Chief Executive (CW) to submit a report which provides Members with an opportunity to comment on, and agree, the following Service Plans for 2010/11 :-</p> <ul style="list-style-type: none"> <li>(a) Corporate and Democratic Services Service Plan</li> <li>(b) Customer Services and Change Service Plan</li> <li>(c) Financial Services Service Plan</li> <li>(d) ICT Services Service Plan</li> <li>(e) Policy and Performance Service Plan</li> <li>(f) Regulatory Services Service Plan</li> <li>(g) Social and Economic Development Service Plan</li> <li>(h) Street Scene and Environment Service Plan</li> </ul>
11.	<p><b>REVENUE BUDGET 2009/10 - PROVISIONAL YEAR END POSITION</b>  The Head of Financial Services to submit a report to</p> <ul style="list-style-type: none"> <li>(a) provide Members with information on the provisional year end position subject to external audit approval for 2009/10;</li> <li>(b) provide Members with information on the implications for the Council's balances and reserves</li> </ul>
12.	<p><b>ANNUAL REPORT ON THE TREASURY MANAGEMENT ACTIVITIES AND ACTUAL PRUDENTIAL INDICATORS 2009-10</b>  The Head of Financial Services to submit a report to update Members with the actual position on the Prudential Indicators in accordance with the Prudential Code</p>
13.	<p><b>ITEMS FOR APPROVAL UNDER FINANCIAL PROCEDURE RULES</b>  The Head of Financial 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>
14.	<p><b>STATEMENT OF ACCOUNTS 2009-10</b>  The Head of Financial Services to submit a report to provide the Statement of Accounts for 2009-10 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>
15.	<p><b>REPORT OF THE EXTRAORDINARY EFFICIENCY TASK GROUP</b>  To receive an update from the Extraordinary Efficiency Task Group (the Task Group) upon progress and activity since the last meeting of the Committee on 3 March 2010</p>

No.	Item
16.  Appendix A to follow	<p><b>COUNCIL IMPROVEMENT PLAN : MONITORING UPDATE</b></p> <p>To receive and update upon the Council's Improvement Plan and to approve a review of the Plan following the demise of CAA, the impact of any national budget changes, potential amendments to legislation and the deliberations of partners upon these impacts.</p>
17.	<p><b>URGENT BUSINESS</b></p> <p>To consider any other items that the Chairman considers urgent</p>

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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