

18 January 2016

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 **26 January 2016 at 6.30pm** 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> To confirm the minutes of the meeting held 01 December 2015.
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.

No.	Item
6.	<p><b>CORPORATE COMPLAINTS POLICY</b></p> <p>The Head of Communications to submit a report to update Members on the findings of a review of the corporate complaints policy. And to introduce a new, revised policy along with additional guidance and support for managers in dealing with customer complaints.</p>
7.	<p><b>ITEMS FOR APPROVAL UNDER FINANCIAL PROCEDURE RULES</b></p> <p>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>
8.	<p><b>REVENUE AND CAPITAL BUDGET PROPOSALS 2016/17</b></p> <p>The Head of Central Services to submit a report to outline the key budget issues that will be going forward to the Council's budget setting meeting on 10<sup>th</sup> February 2016 and provide the opportunity for Members to comment on these in advance of the meeting.</p>
9.	<p><b>CORPORATE ISSUES</b></p> <p>The Chief Executive to submit a report to bring Members up to date with Corporate activities and issues which have occurred in the intervening period since the last report.</p>
10.	<p><b>URGENT BUSINESS</b></p> <p>To consider any other items that the Chairman considers urgent.</p>
	<p><b>EXCLUSION OF THE PUBLIC</b></p> <p><b>RECOMMENDED that the Public be excluded during 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.</b></p>
11.	<p><b>CUSTOMER SERVICES</b></p> <p>The Head of Communications to submit a report detailing the review of how the Council will deliver front facing customer services from 1<sup>st</sup> April 2016 by CSA Committee on 16 September 2015.</p>
12.	<p><b>ME AND MY LEARNING</b></p> <p>The Head of Communities and Neighbourhoods to submit a report to ask for Member approval to agree to interim management arrangements for a Me &amp; My Learning service for 2016/17 with a full review to be completed by September 2016 to ensure the service is fully sustainable from April 2017.</p>

To : Councillors E. Hutchison P.M. Posnett (VC)  
R. de Burle J.B. Rhodes (C)  
M. Glancy D.R. Wright  
T. Greenow J. Wyatt  
L. Higgins E. Holmes

# 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.