

5 April 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 **13 April 2016 at 6.30pm** 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 on 26 January 2016.
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>SYRIAN REFUGEE SETTLEMENT PROGRAMME</b> The Head of Communities & Neighbourhoods to submit a report updating members on the Syrian Refugee resettlement programme.
<b>To Follow</b>	

No.	Item
7.	<p><b>SETTING UP A MELTON LOTTERY</b></p> <p>The Head of Communities &amp; Neighbourhoods to submit a report to gain agreement to undertake an assessment of the viability of a local community lottery for the Borough of Melton. The aim being to support the voluntary and community sector, also easing the financial strains on the Council and to enable good causes to raise funds directly.</p>
8.	<p><b>AUDIO RECORDINGS OF MEETINGS – REPORT BACK ON PUBLIC INTEREST</b></p> <p>The Head of Communications to submit a report to provide feedback on public interest of audio recordings at Full Council Meetings.</p>
9.	<p><b>LIVING WAGE/ NATIONAL LIVING WAGE</b></p> <p>The Head of Communications to submit a report to seek approval to make changes to the Pay Policy from 2017/18 in relation to the Living Wage as recommended by Budget and Strategic Working Group.</p>
10.	<p><b>CAPITAL PROGRAMME PROVISIONAL YEAR END POSITION 2015/16</b></p> <p>The Head of Central Services to submit a report to provide information on the provisional Capital Programme year end position for 2015-16, including a range of performance measures, and to give consideration for requests for carrying forward unspent budgets in 2015-16 to 2016-17 in respect of specific schemes.</p>
11.	<p><b>REVENUE ESTIMATES CARRY FORWARD REQUESTS</b></p> <p>The Head of Central Services to submit a report for approval requests from budget holders to carry forward under spent budgets from 2015/16 to 2016/17.</p>
12.	<p><b>BUDGET MONITORING APRIL TO DECEMBER 2015</b></p> <p>The Head of Central 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<sup>st</sup> April 2015 to 31<sup>st</sup> December 2015.</p>
13.	<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>
14.	<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>
15.	<p><b>URGENT BUSINESS</b></p> <p>To consider any other items that the Chairman considers urgent.</p>

To  
Follow

	<p><b>EXCLUSION OF THE PUBLIC</b>  <b>RECOMMENDED</b> 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.</p>
16.	<p><b>REQUEST FOR VOLUNTARY REDUNDANCY</b>  The Head of Communications to submit a report to seek authority to agree a request for voluntary redundancy. The application has been received as part of the implementation of the new Customer Services structure.</p>
17.	<p><b>CATTLE MARKET ITEM FOR APPROVAL UNDER FINANCIAL PROCEDURE RULES</b>  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>
18.	<p><b>LEGAL CHALLENGE TO PLANNING APPEAL DECISION MADE BY SECRETARY OF STATE: PLANNING APPLICATIONS AT THORPE SATCHVILLE</b>  The Head of Regulatory Services to submit a report inviting consideration of the role the Council should take in legal proceedings brought against a planning appeal decision made by the Secretary of State.</p>
<b>To Follow</b>	

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.