

22 November 2016

Dear Sir or Madam

A Meeting of the **POLICY, FINANCE AND ADMINISTRATION COMMITTEE** will be held in the **Council Chamber 1**, Parkside, Station Approach, Burton Street, Melton Mowbray on **30 November 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.	APOLOGIES FOR ABSENCE
2.	MINUTES To confirm the minutes of the meeting held on 28 September 2016.
3.	DECLARATIONS OF INTEREST
4.	RECOMMENDATIONS FROM OTHER COMMITTEES There have been no recommendations from other Committees.
5.	STAFF CAR PARKING The Head of Communications to submit a report to seek approval for the revised staff car parking scheme.

No.	Item
6.	<p>REVIEW OF LOCAL COUNCIL TAX SCHEME 2017-18 The Head of Central Services to submit a report asking members to consider making changes to the current Local Council Tax Support Scheme and for those changes to begin in April 2017.</p>
7.	<p>REVENUE BUDGET COMMITTEE ESTIMATES 2017-18 The Head of Central Services to inform members on the latest position of this Committee's revenue budget estimates.</p>
8.	<p>REVENUE ESTIMATES 2017/18 AND MEDIUM TERM FINANCIAL STRATEGY The Head of Central Service to submit a report to provide Members with the latest position regarding the estimates for 2016/17 and 2017/18 and the Medium Term Financial Strategy (MTFS) following the Budget and Strategic Planning Working Group (BSPWG) meeting held on 9th November 2016.</p>
9.	<p>CAPITAL PROGRAMME MONITORING APRIL-OCTOBER 2016 The Head of Central Services to submit a report which provides Members with information regarding the Capital Programme Monitoring.</p>
10.	<p>CAPITAL PROGRAMME 2016-2021 The Head of Central Services to submit a report to determine the Committee's Capital Programme for 2016-21 based on a review of spending in the current year's programme and schemes included in the programme for later years.</p>
11.	<p>ITEMS FOR APPROVAL UNDER FINANCIAL PROCEDURE RULES 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>
12.	<p>LIGHTBULB PROJECT The Strategic Director (CAM) to submit a report to present the Lightbulb Business Case for transforming practical housing support in Leicestershire and seek approval to progress work within the authority to implement an integrated model of housing support in line with this Business Case.</p>
13.	<p>CORPORATE ISSUES 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>
14.	<p>URGENT BUSINESS To consider any other items that the Chairman considers urgent.</p>

No.	Item
	EXCLUSION OF THE PUBLIC 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.
15.	NEW BUSINESS RATES ASSESSMENT The Head of Central Services to submit a report to make Members aware of a potential new large business rates assessment and the impact this could have on the Authority's finances.
16.	REVIEW OF PHOENIX HOUSE The Head of Central Services to submit a report to make Members aware of the current lease arrangements operating at Phoenix House from a commercial perspective and what the options are for maximising opportunities in the short and medium term, balanced against the operational needs of services utilising the facility.
17.	PEOPLE SERVICES REVIEW The Head of Communities and Neighbourhoods and the Head of Communications to jointly submit a report for Members to deal with the recommendations falling within the purview of this committee in relation to Me and My Learning and People Services Review.

To : Councillors

R. de Burle	J.T. Orson
M. Glancy	P.M. Posnett (C)
T. Greenow	J.B. Rhodes
L. Higgins (VC)	J. Wyatt
E. Hutchinson	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.