

4 April 2017

Dear Sir or Madam

A Meeting of the **POLICY, FINANCE AND ADMINISTRATION COMMITTEE** will be held in **Council Chamber 1**, Parkside, Station Approach, Burton Street, Melton Mowbray on **12 April 2017 at 6.30pm** which your attendance is requested.

Yours faithfully

Lynn Aisbett
Chief Executive

A G E N D A

| No. | Item |
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| 1. | APOLOGIES FOR ABSENCE |
| 2. | MINUTES To confirm the minutes of the meeting held on 25 January 2017 and the minutes of the ad hoc meeting held on 6 February 2017. |
| 3. | DECLARATIONS OF INTEREST |
| 4. | RECOMMENDATIONS FROM OTHER COMMITTEES There are no recommendations from other committees. |
| 5. | UPDATE ON DECISIONS There are no updates on decisions. |
| 6. | DIGITAL STRATEGY – PHASE ONE The Strategic Director to submit a report to raise awareness of the future direction of digital and to adopt in principle a Phase 1 Digital Strategy that incorporates the Local Government Digital Standard. |

| No. | Item |
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| 7. | <p>ANNUAL STAFF REVIEW</p> <p>The Head of Communications to submit a report to brief members on the current staffing structure as at 1 April 2017 and provide information on changes to the structure since April 2016.</p> |
| 8. | <p>ASSET MANAGEMENT PLAN ANNUAL UPDATE</p> <p>The Head of Central Services to submit a report to review progress made since the Asset Management Plan and Capital Strategy 2015-18 was approved by Members on the 15th April 2015.</p> |
| 9. | <p>CAPITAL PROGRAMME PROVISIONAL YEAR END POSITION 2016/17</p> <p>The Head of Central Services to submit a report to provide information on the provisional Capital Programme year end position for 2016/17, and to give consideration for requests for carrying forward unspent budgets in 2016/17 to 2017/18 in respect of specific schemes.</p> |
| 10. | <p>REVENUE ESTIMATES CARRY FORWARD REQUESTS</p> <p>The Head of Central Services to submit a report for approval requests from budget holders to carry forward under spent budgets from 2016/17 to 2017/18.</p> |
| 11. | <p>ITEMS FOR APPROVAL UNDER FINANCIAL PROCEDURE RULES</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> |
| 12. | <p>REVENUE BUDGET MONITORING APRIL TO DECEMBER 2016</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 1st April 2016 to 31st December 2016.</p> |
| 13. | <p>CORPORATE ISSUES</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> |
| 14. | <p>URGENT BUSINESS</p> <p>To consider any other items that the Chairman considers urgent.</p> |
| | <p>EXCLUSION OF THE PUBLIC</p> <p>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 1, 2 and 3.</p> |
| 15. | <p>REVIEW OF PROPERTY SERVICES</p> <p>The Head of Communities and Neighbourhoods and the Head of Central Services to jointly submit a report for Members to consider and approve changes to the approved Strategic Asset structure into the Communities & Neighbourhoods service, following a review of the Corporate Asset and Housing Asset management and operations.</p> |

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.