

# Agenda



*Rural Capital of Food*

<b>Meeting name</b>	<b>Policy, Finance and Administration Committee</b>
<b>Date</b>	<b>Tuesday, 11 July 2017</b>
<b>Start time</b>	<b>6.30 pm</b>
<b>Venue</b>	<b>Parkside, Station Approach, Burton Street, Melton Mowbray LE13 1GH</b>
<b>Other information</b>	<b>This meeting is open to the public</b>

Members of the Policy, Finance and Administration Committee are invited to attend the above meeting to consider the following items of business.

**Lynn Aisbett**  
**Chief Executive**

## Membership

<b>Councillors</b>	J. Orson (Chair) R. de Burle M. Glancy E. Hutchison B. Rhodes	L. Higgins (Vice-Chair) P. Cumbers E. Holmes A. Pearson J. Wyatt
<b>Substitutes</b>	P. Chandler T. Greenow	M. Graham

**Quorum:** 4 Councillors

<b>Meeting enquiries</b>	Kirsty Whelbourne
<b>Email</b>	<a href="mailto:kwhelbourne@melton.gov.uk">kwhelbourne@melton.gov.uk</a>
<b>Agenda despatched</b>	Monday, 3 July 2017

No.	Item	
1.	<b>APOLOGIES FOR ABSENCE</b>	
2.	<b>MINUTES</b> To confirm the minutes of the previous meeting.	1 - 14
3.	<b>DECLARATIONS OF INTEREST</b> Members to declare any interest as appropriate in respect of items to be considered at this meeting.	15 - 16
4.	<b>RECOMMENDATIONS FROM OTHER COMMITTEES</b> There are no recommendations from other committees.	
5.	<b>UPDATE ON DECISIONS</b> The Chief Executive to submit an update on decisions from previous meetings of the Committee.	17 - 18

6.	<p><b>RECONSTITUTE TASK GROUPS</b>  <b><u>It is recommended that:-</u></b></p> <p>1) the Transformation and Efficiency Board be renamed the Transformation and Efficiency Task Group to reflect the governance of the committee.</p> <p>a) subject to the approval of 1 above reconstitute and appoint Members to the Transformation and Efficiency Task Group.</p> <p>b) consider and agree the terms of reference in respect of the Transformation and Efficiency Task Group as set out below:-</p> <p><b>TRANSFORMATION AND EFFICIENCY BOARD</b></p> <p>1 To act as a Task and Finish Group to give guidance, direction and support to Officers in relation to:</p> <ul style="list-style-type: none"> <li>i) the development of the Council’s Efficiency Plan 2016-2020 (the plan)</li> <li>ii) the allocation of priority and resources to deliver the plan</li> <li>iii) the delivery of projects included within the plan</li> <li>iv) the delivery of the Phase 3 Transformation projects</li> <li>v) the introduction of a new commercial approach to Council Services (as appropriate).</li> </ul> <p>2 To carry out oversight and monitoring, as appropriate, of the approved projects.</p> <p>3 To consider relevant cultural issues related to both the delivery of efficiency and the implementation of successful transformation, including thorough understanding of the ME2E Programme linkages.</p> <p>4 To make an Annual Report to PFA on the progress of the Council to meet the plan and the Transformation Programme.</p>	
7.	<p><b>SUBSCRIPTION TO THE LIGHTBULB PROJECT</b>  The Head of Regulatory Services to submit a report to explain progress made with regard to the ‘the Lightbulb Project’ for transforming practical housing support in Leicestershire and to seek approval for the details of the Council’s involvement.</p>	19 - 24
8.	<p><b>ONE COUNCIL DELIVERY &amp; DEVELOPMENT PLAN - ANNUAL UPDATE</b>  The Head of Communities &amp; Neighbourhoods to submit a report to provide a performance update for Members on the Corporate Plan which has been termed the “One Council Delivery and Development Plan” (OCDDP).</p>	25 - 30
9.	<p><b>DIGITAL STRATEGY ROADMAP</b>  The Strategic Director (KA) to submit a report to consider a more detailed roadmap and resourcing plan for this phase following on from the approval in principle of the Phase 1 Digital Strategy in April 2017.</p>	31 - 56

10.	<b>REVENUE BUDGET 2016/17- PROVISIONAL YEAR END</b> The Head of Central Services to submit a report to provide Members with information on the provisional year end position subject to external audit approval for 2016/17 and to provide Members with information on the implications for the Council's balances and reserves.	57 - 70
11.	<b>ITEMS 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.	71 - 82
12.	<b>STATEMENT OF ACCOUNTS 2016-17</b> The Head of Central Services to submit a report to submit the Statement of Accounts for 2016-17 for approval which have been prepared in accordance with the Accounts and Audit Regulations 2015 and inform the Committee of the key issues within the accounts.	83 - 208
13.	<b>MELTON EXTENDING TO EXCELLENCE (ME2E)</b> The Chief Executive to submit a closure report on the ME2E bringing to a close the Programme which was initially scheduled to run for approximately two years.	209 - 224
14.	<b>CUSTOMER SERVICE EXCELLENCE ANNUAL REVIEW (YEAR ONE )</b> The Chief Executive to submit a report to advise Members of the outcome of the recent review of the Council's Customer Service Excellence Standard by the appointed Assessor.	225 - 248
15.	<b>CORPORATE ISSUES</b> 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.	249 - 252
16.	<b>URGENT BUSINESS</b> To consider any other items that the Chair considers urgent.	
	<b>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 1, 2 and 3.</b>	

17.	<p><b>POTENTIAL DISPOSAL OF LAND EMBANKMENT OFF ASFORDBY ROAD</b></p> <p>The Head of Communities &amp; Neighbourhoods to submit a report to seek Member's guidance on a potential disposal of embankment land off Asfordby Road Melton Mowbray to a private investor.</p>	253 - 258
18.	<p><b>SMALL SITES STUDY</b></p> <p>The Head of Communities &amp; Neighbourhoods to submit the Small Sites Study report and to seek Member's approval on a way forward.</p>	To Follow
19.	<p><b>CRITICAL/ SEVERE THREAT LEVEL MANAGEMENT IN MELTON BOROUGH COUNCIL</b></p> <p>The Chief Executive to submit a report to seek Member's guidance upon the Council's resilience and ability to respond to critical threat levels and other relevant responses to government and national incidents.</p>	259 - 262
20.	<p><b>MINUTES OF THE POLICY, FINANCE AND ADMINISTRATION SUB COMMITTEE</b></p> <p>To note the minutes of the Policy, Finance and Administration Sub Committee held on 21 April 2017, 26 April 2017, 15 May 2017 and 25 May 2017.</p>	263 - 288

# 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.