

Agenda



Rural Capital of Food

Meeting name	Policy, Finance and Administration Committee
Date	Tuesday, 26 September 2017
Start time	6.30 pm
Venue	Parkside, Station Approach, Burton Street, Melton Mowbray LE13 1GH
Other information	This meeting is open to the public

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

Edd de Coverly
Chief Executive

Membership

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

Quorum: 4 Councillors

Meeting enquiries	Kirsty Whelbourne
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Agenda despatched	Monday, 18 September 2017

No.	Item	Page No.
1.	APOLOGIES FOR ABSENCE	
2.	MINUTES To confirm the minutes of the previous meeting.	1 - 20
3.	MINUTES OF THE POLICY, FINANCE AND ADMINISTRATION SUB COMMITTEE To note the minutes of the Policy, Finance and Administration Sub Committee held on 25 July 2017.	21 - 24
4.	DECLARATIONS OF INTEREST Members to declare any interest as appropriate in respect of items to be considered at this meeting.	
5.	UPDATE ON DECISIONS The Chief Executive to submit an update on decisions from previous meetings of the Committee.	25 - 26
6.	DISCIPLINARY AND DISMISSAL PROCEDURES FOR STATUTORY OFFICERS The Solicitor to the Council to submit a report to consider a revised disciplinary procedure for the Head of Paid Service, Chief Finance Officer and the Monitoring Officer as required under the Local Authorities (Standing Orders)(England)(Amendment) Regulations 2015.	27 - 36
7.	A CORPORATE REVIEW OF CHARGES 2018/19 The Corporate Director to submit a report which provides information on the review of charges for the 2018/19 year.	37 - 42
8.	BUDGET FRAMEWORK 2018/19 The Corporate Director to submit a report giving Members the opportunity to consider a number of key items which will feed into the Council's Medium-Term Financial Strategy (MTFS) and the 2018/19 budget and service planning preparation process.	43 - 56
9.	BUDGET MONITORING APRIL - JUNE 2017 The Corporate Director to submit a report which provides information on actual expenditure and income incurred on this Committee's services compared to the latest approved budget for the period 1 st April 2017 to 30 th June 2017.	57 - 70

10.	<p>ITEMS FOR APPROVAL UNDER FINANCIAL PROCEDURE RULES</p> <p>The Corporate Director 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>	71 - 78
11.	<p>CAPITAL PROGRAMME MONITORING TO 31 AUGUST 2017</p> <p>The Corporate Director to submit a report to update the Committee on the progress of schemes within the Capital Programme to 31 August 2017.</p>	79 - 82
12.	<p>URGENT BUSINESS</p> <p>To consider any other items that the Chair 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 3.</p>	
13.	<p>RECOMMENDATIONS FROM OTHER COMMITTEES</p> <p><u>Community and Social Affairs Committee: 13 September 2017: Minute C29. – Public Conveniences – Replacement Proposals</u></p> <p><i>(A copy of the recommendation and the report circulated to the Community and Social Affairs Committee on 13 September 2017 has been re-circulated with this agenda.)</i></p>	83 - 92
14.	<p>COMMERCIALISM PILOT</p> <p>The Deputy Chief Executive to submit a report to inform Members of the progress on the Commercialism Pilot.</p>	93 - 114

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.