

# Agenda



*Rural Capital of Food*

<b>Meeting name</b>	<b>Policy, Finance and Administration Committee</b>
<b>Date</b>	<b>Wednesday, 12 April 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>	P. Posnett (Chair) T. Greenow L. Higgins (Vice-Chair) E. Hutchison B. Rhodes	R. de Burle M. Glancy E. Holmes J. Orson J. Wyatt
<b>Substitutes</b>	P. Chandler S. Lumley	M. Graham A. Pearson

**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>	Tuesday, 4 April 2017

No.	Item	Page No.
1.	<b>APOLOGIES FOR ABSENCE</b>	
2.	<b>MINUTES</b> 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.	1 - 18
3.	<b>DECLARATIONS OF INTEREST</b> Members to declare any interest as appropriate in respect of items to be considered at this meeting.	19 - 20
4.	<b>RECOMMENDATIONS FROM OTHER COMMITTEES</b> There are no recommendations from other committees.	
5.	<b>UPDATE ON DECISIONS</b> There are no updates on decisions.	
6.	<b>DIGITAL STRATEGY - PHASE ONE</b> 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.	21 - 44
7.	<b>ANNUAL STAFF REVIEW</b> 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.	45 - 48
8.	<b>ASSET MANAGEMENT PLAN ANNUAL UPDATE</b> 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 15 <sup>th</sup> April 2015.	49 - 56
9.	<b>CAPITAL PROGRAMME PROVISIONAL YEAR END POSITION 2016/17</b> 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.	57 - 62
10.	<b>REVENUE ESTIMATES CARRY FORWARD REQUESTS</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.	63 - 66

11.	<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>	67 - 82
12.	<p><b>REVENUE BUDGET MONITORING APRIL TO DECEMBER 2016</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 2016 to 31<sup>st</sup> December 2016.</p>	83 - 94
13.	<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>	95 - 146
14.	<p><b>URGENT BUSINESS</b></p> <p>To consider any other items that the Chair considers urgent.</p>	
	<p><b>EXCLUSION OF THE PUBLIC</b></p> <p><b>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(s) 1,2 and 3.</b></p>	
15.	<p><b>REVIEW OF PROPERTY SERVICES</b></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 and Neighbourhoods service, following a review of the Corporate Asset and Housing Asset management operations.</p>	147 - 160
16.	<p><b>MINUTES</b></p> <p>To note the minutes of the Policy, Finance and Administration Sub Committee held on 13 March 2017.</p>	161 - 164