

# Agenda



*Rural Capital of Food*

<b>Meeting name</b>	<b>Meeting of the Full Council</b>
<b>Date</b>	<b>Tuesday, 12 December 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 Full Council are summoned to the above meeting to consider the following items of business.

**Edd de Coverly**  
**Chief Executive**

## Membership

<b>Councillors</b>	P. Baguley	T. Bains (Chair)
	P. Chandler (Vice-Chair)	T. Beaken
	M. Blase	G. Botterill
	R. de Burle	P. Cumbers
	J. Douglas	P. Faulkner
	A. Freer-Jones	M. Glancy
	M. Graham	T. Greenow
	L. Higgins	E. Holmes
	J. Hurrell	E. Hutchison
	J. Illingworth	S. Lumley
	J. Orson	A. Pearson
	P. Posnett	B. Rhodes
	M. Sheldon	J. Simpson
	D. Wright	J. Wyatt

**Quorum:** 14 Councillors

<b>Meeting enquiries</b>	Lena Shuttlewood
<b>Email</b>	<a href="mailto:lshuttlewood@melton.gov.uk">lshuttlewood@melton.gov.uk</a>
<b>Agenda despatched</b>	Monday, 4 December 2017

No.	Item	Page No.
1.	<b>APOLOGIES FOR ABSENCE</b>	
2.	<b>MINUTES</b> To confirm the minutes of:  (1) the Extraordinary Meeting held on 27 September 2017; and (2) the Ordinary Meeting held on 11 October 2017	1 - 22
3.	<b>DECLARATIONS OF INTEREST</b> Members to declare any interest as appropriate in respect of items to be considered at this meeting.	23 - 24
4.	<b>MAYOR'S ANNOUNCEMENTS</b>	
5.	<b>LEADER'S ANNOUNCEMENTS</b>	
6.	<b>PUBLIC QUESTION TIME</b> <i>The Leader and Chairs of Policy Committees to answer any questions from the public of which notice has been given in accordance with Council Procedure Rule 9 of the Constitution.</i>  <i>No questions were received by the deadline.</i>	
7.	<b>PETITIONS</b> <i>In accordance with Procedure Rule 24.1, the Chief Executive shall report the receipt of a petition to the next meeting of the Council where there shall be no debate or comment thereon.</i>  The Chief Executive to report that a petition was received on 27 October 2017 which had been signed by 307 residents of the Borough. The petition states :-  'We the undersigned residents of Long Clawson, Hose and Harby are concerned about excessive development in our villages and the lack of concern shown by MBC about heritage and infrastructure issues focussing on traffic, flooding and schooling for which evidence has been formally presented to them but ignored. We "request" that MBC accelerates the process for determining the Clawson, Hose and Harby Neighbourhood Plan for which Regulation 16 will be completed at the end of August before determining ANY of the outstanding planning applications.'  As the content of the petition relates to the business of two separate Committees, the following Committees were scheduled to provide a response in each case :-	

	<ul style="list-style-type: none"> <li>• Planning Committee held on 9 November 2017 considered the request to postpone consideration of all planning applications in Long Clawson, Hose or Harby and declined to accept this request.</li> <li>• Ad Hoc Melton Environmental and Economic Affairs Committee held on 4 December 2017 - regarding the acceleration of the Neighbourhood Plan</li> </ul> <p>The Council is requested to note receipt of the petition.</p>	
8.	<b>RECOMMENDATIONS AND REPORTS FROM COMMITTEES</b>	
	<p>a) GOVERNANCE COMMITTEE: 21 NOVEMBER 2017 - MINUTE NUMBER G42 - CONSTITUTION UPDATE</p> <p><b><u>RECOMMENDED:</u> To approve the following changes to the Constitution for adoption in the Constitution :-</b></p> <p><b>(a) Part 5 - Roles and Responsibilities of Members – Officer Appraisals</b></p> <p>To approve removal of reference to Member involvement in appraisals for the Deputy Chief Executive and the Corporate Director within the Roles and Responsibilities of Members document at Part 5 of the Constitution (paragraph 3.3 of the report refers).</p> <p><b>(b) Part 4 - Contract Procedure Rules</b></p> <p>To approve 3 new appendices to the Contract Procedure Rules as detailed in paragraph 3.4 of the report and which are attached :-</p> <ul style="list-style-type: none"> <li>• Appendix A – Approval for the use of a Framework Agreement</li> <li>• Appendix B – Approval for Contract Award</li> <li>• Appendix C – Approval to Extend a Contract</li> </ul> <p><b>(c) Part 4 - Financial Procedure Rules</b></p> <p>To approve the following 3 new paragraphs at Section 3 of the Financial Procedure Rules as detailed in paragraph 3.5 of the report :-</p> <p><b>Section 3 – Financial Systems and Procedures</b></p> <p><b>2. Income and Expenditure</b></p> <p><b>Key Controls</b></p> <p><b>2.2(k) - set up and operation of a PayPal or World Pay account for the collection of income from specific website transactions within services shall require the approval of the Corporate Director, who shall establish appropriate procedures for their operation. Where applicable, the Corporate Director should</b></p>	25 - 36

	<p><b>nominate a separate PayPal administrator and certifying officer whose responsibility will entail reconciling the income received and charges levied via the PayPal account to amounts due and to the Council’s financial system</b></p> <p><b>Responsibilities of Corporate Director</b></p> <p><b>2.7 - to authorise the setting up and controls to operate with regard to a PayPal account for the collection of income from specific website transactions within services as stated in the key controls above</b></p> <p><b>Responsibilities of Directors / Heads of Service</b></p> <p><b>2.20 - to request the Corporate Director to set up a PayPal account for their service if required and to nominate a PayPal administrator who will be responsible for the operation of the account in line with the required procedures</b></p> <p><b>(d) Part 3 – Terms of Reference of Policy, Finance and Administration</b>  <b>To amend the existing terms of reference to include new paragraphs 14 -18 set out at Appendix D which deal with disciplinary matters relating to the Council’s statutory officers.</b></p> <p><b>(e) Part 3 – Terms of Reference of the Appeals Committee</b>  <b>To amend the existing terms of reference of the Appeals Committee to amend paragraph 2 to read as follows:</b></p> <p><b>“To determine any appeals in respect of staff matters as detailed and provided for in the Council’s human resources policies and procedures including appeals against decisions of the Policy, Finance and Administration Committee to take action short of dismissal with respect to the Council’s Statutory Officers”</b></p> <p><b>Recommendation (d) and (e) above make the consequential amendments to the Constitution required as a result of a resolution of Council on 11 October 2017.</b></p> <p>[A copy of the report originally circulated to the Governance Committee on 21 November 2017 is recirculated with this report.]</p>	
	<p><b>b) POLICY, FINANCE &amp; ADMINISTRATION COMMITTEE: 29 NOVEMBER 2017 - MINUTE NUMBER P47: PROVISION OF PAYROLL SERVICES</b></p> <p><b>RECOMMENDED that</b></p> <p><b>(1) the Council delegate its payroll service to Leicester City Council from 1<sup>st</sup> April 2018;</b></p> <p><b>(2) that the Council delegate authority to the Corporate Director in consultation with the Solicitor to the Council to finalise the delegation agreement with Leicester City Council for the</b></p>	<p>37 - 62</p>

	<p><b>provision of payroll services;</b></p> <p><b>(3) to approve the financial implications of the delegation, the one-off costs of up £53,700 and on-going savings of circa £22,000 as outlined in section 5.*</b></p> <p>[*a copy of the exempt report previously circulated to the Policy, Finance &amp; Administration Committee on 29 November 2017 is re-circulated for Members of the Council only with this agenda.]</p>	
	<p>c) <b>AD HOC POLICY, FINANCE &amp; ADMINISTRATION COMMITTEE: 7 DECEMBER 2017 : CORPORATE STRUCTURAL REALIGNMENT &amp; ASSOCIATED IMPLICATIONS</b></p> <p><b>RECOMMENDED:</b></p> <p><b>(1) To approve changes to the senior management team and relevant T3 designations, responsibilities, structure and managerial reporting lines as set out in the report. This includes establishing a Director for Growth and Regeneration and Director for Legal and Democratic Services on Chief Officer terms and conditions;</b></p> <p><b>(2) To appoint a Sub-Committee to oversee the recruitment of the chief officer roles;</b></p> <p><b>(3) To recommend to Council that notice to terminate the shared legal service is served on Harborough District Council and to delegate authority to the Chief Executive to sign the termination notice. To further delegate authority to the Chief Executive to agree an earlier termination date as appropriate for the Council;</b></p> <p><b>(4) To approve the creation of an in-house Legal and Democratic Services Team and associated structure; ensuring a managed transition from the shared arrangement;</b></p> <p><b>(5) To recommend to Council that once the Director for Legal and Democratic Services post is filled that Council should appoint the postholder as Monitoring Officer;</b></p> <p><b>(6) To note a salary benchmarking exercise has been undertaken by East Midlands Councils and approve the financial implications associated with these changes and to recommend to Council to delegate authority to the Chief Executive, in consultation with the Corporate Director, to utilise the Corporate Priorities Reserve for any non-recurring exit costs should they arise;</b></p> <p><b>(7) To delegate authority to the Chief Executive to amend roles, designations within associated structures to ensure flexibility and effective operational delivery within existing budgets;</b></p> <p><b>(8) Inline with a previous resolution by the Policy, Finance</b></p>	<p>63 - 72</p>

	<p><b>and Administration Committee, to acknowledge the arrangements established to ensure appropriate senior management cover to meet the Council's out of hours Emergency Planning obligations;</b></p> <p><b>(9) That an amendment to the Constitution in relation to Members appointments of deputy chief officers posts and related employment matters as per 4.2 is proposed to the next meeting of Full Council to reflect the flatter management hierarchy approved in 2.1.*</b></p> <p>[*A copy of the exempt report previously circulated to the Policy, Finance &amp; Administration Committee on 7 December 2017 is re-circulated with this agenda to Members of the Council only.]</p>																							
9.	<p><b>QUESTIONS FROM MEMBERS</b></p> <p>In accordance with Procedure Rules 10.3 and 10.5, a Member may ask the Mayor, Leader or the Chairman of any committee or sub-committee, a question on any matter in relation to which the Council has powers or duties or which affects the Melton Borough.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">Planning Committee</td> <td style="text-align: right;">28 September 2017</td> </tr> <tr> <td>Ad Hoc Planning Committee</td> <td style="text-align: right;">17 October 2017</td> </tr> <tr> <td>Planning Committee</td> <td style="text-align: right;">19 October 2017</td> </tr> <tr> <td>Town Area Committee</td> <td style="text-align: right;">23 October 2017</td> </tr> <tr> <td>Melton Economic &amp; Environmental Affairs Committee</td> <td style="text-align: right;">1 November 2017</td> </tr> <tr> <td>Licensing &amp; Regulatory Committee</td> <td style="text-align: right;">6 November 2017</td> </tr> <tr> <td>Planning Committee</td> <td style="text-align: right;">9 November 2017</td> </tr> <tr> <td>Community &amp; Social Affairs Committee</td> <td style="text-align: right;">15 November 2017</td> </tr> <tr> <td>Town Area Committee</td> <td style="text-align: right;">20 November 2017</td> </tr> <tr> <td>Governance Committee</td> <td style="text-align: right;">21 November 2017</td> </tr> <tr> <td>Policy, Finance &amp; Administration Committee</td> <td style="text-align: right;">29 November 2017</td> </tr> </table> <p>No questions were received by the deadline.</p>	Planning Committee	28 September 2017	Ad Hoc Planning Committee	17 October 2017	Planning Committee	19 October 2017	Town Area Committee	23 October 2017	Melton Economic & Environmental Affairs Committee	1 November 2017	Licensing & Regulatory Committee	6 November 2017	Planning Committee	9 November 2017	Community & Social Affairs Committee	15 November 2017	Town Area Committee	20 November 2017	Governance Committee	21 November 2017	Policy, Finance & Administration Committee	29 November 2017	73 - 192
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10.	<p><b>MOTIONS ON NOTICE</b>  <i>There were no Motions received in accordance with Procedure Rule 11.1</i></p>																							
11.	<p><b>MID YEAR REPORT ON THE TREASURY MANAGEMENT ACTIVITIES AND PRUDENTIAL INDICATORS 2017-18</b>  The Corporate Director to submit a report which meets the</p>	193 - 206																						

	<p>requirement under the treasury management regulatory framework for the Council to receive a mid year treasury review in addition to the annual report and strategy on treasury management as reported to Council on 8 February 2017. This report also incorporates the needs of the Prudential Code to ensure adequate monitoring of capital expenditure and the Council's prudential indicators (PI's) and outlines any revisions required to the current years strategy.</p>	
12.	<p><b>REVIEW OF STATEMENT OF LICENSING POLICY ADOPTION</b> The Head of Strategic Planning &amp; Regulatory Services to submit a report which advises on amendments to this Council's Statement of Licensing Policy.</p>	207 - 268
13.	<p><b>LEICESTER AND LEICESTERSHIRE STRATEGIC GROWTH PLAN</b> The Head of Strategic Planning &amp; Regulatory Services to submit a report to advise on the work undertaken to date in the preparation of a Strategic Growth Plan for Leicester and Leicestershire.</p>	269 - 298