



## **MELTON BOROUGH COUNCIL Forward Plan**

### **FOR THE PERIOD August 2019 - November 2019**

#### **What is the Plan?**

It is a list of the Key Decisions to be taken by the Cabinet during the period referred to above. The Council has a statutory duty to prepare this document, in accordance with the Local Government Act 2000 (as amended). The Plan is published 28 clear days before a meeting of Cabinet is to be held. The Plan is available to view at the Council's main offices in Melton, or on the Council's website, <http://www.melton.gov.uk>.

#### **What is a Key Decision?**

Definition of a key decision as detailed in the Council's Constitution is one which is likely to result in the Council:

- Incurring expenditure of £50,000 or more, or;
- Making savings or generate income of £50,000 or more, and/or
- Has a significant impact on two or more wards in the Borough and on communities living or working in those areas.

#### **Who makes Key Decisions?**

Under the Council's Constitution, Key Decisions are made by:

- Cabinet
- The Leader and Portfolio Holders
- Individual officers acting under delegated powers

#### **Are only Key Decisions published on the Plan?**

The Council has a statutory obligation to publish Key Decisions in the Plan. However, the Council has voluntarily decided to list non-key Cabinet decisions as well. To clarify matters, Key Decisions will be identified on the Plan with a Yes, non-key decisions with a No.

#### **What does the List tell me?**

The List gives information about:

- Upcoming Key and Non-Key Decisions (identified by Yes or No next to them)
- Whether the decision will be made in public or private.
- When decisions are likely to be made.
- Who will make these decisions.

- Who you can contact for further information.

#### **Who are the members of the Cabinet?**

The members of the Cabinet and their areas of responsibility are:

- Leader of the Council
- Growth and Prosperity (and Deputy Leader)
- Corporate Finance and Resources
- Corporate Governance, Access and Engagement
- Environment and Regulatory Services
- Housing and Communities

#### **What is the role of Scrutiny?**

The Council's Scrutiny Committee's role is to contribute to the development of Council policies, scrutinise decisions of the Cabinet and hold them to account and to consider any matter affecting Melton Borough or its citizens. Dates of these meetings can be found on the Council's website.

#### **Who do I contact, and how?**

Each entry on the Plan indicates the names of the people to contact about that item. They can be contacted via the switchboard on 01664 502502

#### **Request to view Background Papers**

Should you wish to request copies or extracts of any documents listed under the column entitled 'Background Papers', for items which are considered to be Key Decisions, please contact Democratic Services at, Melton Borough Council, [democracy@melton.gov.uk](mailto:democracy@melton.gov.uk) Please note that copies or extracts of documents which contain information of a confidential or exempt nature cannot be disclosed to the public.

#### **Submission of Additional Documents**

Additional documents which are deemed relevant to a particular Key Decision item may be submitted to the Cabinet for consideration. Copies of such documents may also be requested under the same process for requesting to view Background Papers.

#### **Confidential and Exempt Information**

This list may also include items to be considered which contain confidential or exempt information, but will not disclose any detail of a confidential or exempt nature. Such items will be identified with '(Exempt)' in the report title.

Report Title	Background Papers	Decision Maker	Date of Decision	Key Decision?	Portfolio Holder/ Contact Officer	Decision to be taken in public or private session?
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<u>Purchase of property</u>  Purchase of property within Melton Mowbray	Use of RTB Retained Receipts	Portfolio Holder for Housing and Communities	17 Jun 2019	Yes	Portfolio Holder for Housing and Communities  Pranali Parikh, Director for Growth and Regeneration	Part exempt 3
<u>Citizens' Advice Bureau (CAB) Grant</u>  This item was placed on the Forward Plan on 1 May 2019 as a key decision for the Cabinet. Due to the ongoing development of options by the CAB and these being still in the early stages of development, it was subsequently agreed by the Cabinet that the Portfolio Holder be given delegated authority to make a decision on the way forward once all the information was available.	Citizens' Advice Bureau Grant Item 5 - Appendix 1A - Further Information from Citizens' Advice Bureau.docx Item 5 - Appendix 1 - Equalities Impact Assessment.pdf Item 15 - Revenue Budget - Update.docx	Portfolio Holder for Corporate Governance, Access and Engagement	2 Jul 2019	Yes	Portfolio Holder for Corporate Governance, Access and Engagement  Keith Aubrey, Deputy Chief Executive	Open

<b><u>Report Title</u> and Expected Decision</b>	<b>Background Papers</b>	<b>Decision Maker</b>	<b>Date of Decision</b>	<b>Key Decision?</b>	<b>Report Available/ Portfolio Holder/ Contact Officer</b>	<b>Decision to be taken in public or private session?</b>
<u>Future Delivery Model for the Building Control Service</u>  To consider options for the future delivery of the service		Cabinet	9 Jul 2019	Yes	Portfolio Holder for Environment and Regulatory Services  Jim Worley, Assistant Director for Strategic Planning and Regulatory Services	Open
<u>Affordable Housing SPD</u>  To consider representations made to the Draft Affordable Housing and Housing Mix SPD and adopt a final version		Cabinet	9 Jul 2019	Yes	Portfolio Holder for Growth and Prosperity (and Deputy Leader)  Jim Worley, Assistant Director for Strategic Planning and Regulatory Services	Open
<u>Housing Delivery Test and Housing Delivery Action Plan</u>  to report the results of the 2018/19 Housing Delivery Test and seek authority to publish the resultant Housing Delivery Action Plan		Cabinet	9 Jul 2019	Yes	Portfolio Holder for Growth and Prosperity (and Deputy Leader)  Jim Worley, Assistant Director for Strategic Planning and Regulatory Services	Open

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<u>s106 and CIL: Future steps and approach to open spaces</u>  To consider the future role of developer contributions under s106 and CIL regimes and an approach to contributions to the provision of open space		Cabinet	9 Jul 2019	Yes	Portfolio Holder for Growth and Prosperity (and Deputy Leader)  Valerie Adams, Local Plans Manager, Jim Worley, Assistant Director for Strategic Planning and Regulatory Services	Open
<u>Asset disposal</u>  To consider an offer to purchase land owned by Melton BC		Cabinet	9 Jul 2019	Yes	Portfolio Holder for Growth and Prosperity (and Deputy Leader)  Jim Worley, Assistant Director for Strategic Planning and Regulatory Services	Fully exempt 3
<u>Safeguarding Policy</u>  Council-wide safeguarding Policy requiring sign-off	Safeguarding Policy Appendix - Melton Safeguarding Policy	Cabinet	4 Sep 2019	Yes	Portfolio Holder for Housing and Communities  Aysha Rahman, People Manager	Open