

MELTON BOROUGH COUNCIL Forward Plan

FOR THE PERIOD November 2019 - March 2020

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 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?
<u>New Country Park Lease</u> Approval of lease for Country Park Cafe		Portfolio Holder for Corporate Finance and Resources	Not before 24th Oct 2019	Yes	Portfolio Holder for Corporate Finance and Resources Pranali Parikh, Director for Growth and Regeneration	Open
<u>Acquisition through Right to Buy Receipts</u> Purchase of property in Melton Mowbray		Portfolio Holder for Housing and Communities	Not before 24th Oct 2019	Yes	Portfolio Holder for Housing and Communities Pranali Parikh, Director for Growth and Regeneration	Fully exempt 3
<u>Legal Fees and Charges</u> To approve the introduction of new legal fees and charges.		Portfolio Holder for Corporate Governance, Access and Engagement	Not before 1st Nov 2019	Yes	Portfolio Holder for Corporate Governance, Access and Engagement Kieran Stockley, Legal and Governance Manager	Open

Report Title and Expected Decision	Background Papers	Decision Maker	Date of Decision	Key Decision?	Report Available/ Portfolio Holder/ Contact Officer	Decision to be taken in public or private session?
<p><u>Increase to Fees and Charges - Housing and Communities</u></p> <p>To approve revised fees and charges.</p>		Portfolio Holder for Housing and Communities	Not before 14th Nov 2019	Yes	Portfolio Holder for Housing and Communities Keith Aubrey, Deputy Chief Executive & Director for People & Communities, Pranali Parikh, Director for Growth and Regeneration	Open
<p><u>Increase to Fees and Charges - Environment and Regulatory Services</u></p> <p>To approve revised fees and charges.</p>		Portfolio Holder for Environment and Regulatory Services	Not before 14th Nov 2019	Yes	Portfolio Holder for Environment and Regulatory Services Pranali Parikh, Director for Growth and Regeneration, Jim Worley, Assistant Director for Planning and Delivery, Adele Wylie, Director for Governance & Regulatory Services	Open

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<p><u>Increase to Fees and Charges - Governance, Access and Engagement</u></p> <p>To approve revised fees and charges.</p>		Portfolio Holder for Corporate Governance, Access and Engagement	Not before 14th Nov 2019	Yes	Portfolio Holder for Corporate Governance, Access and Engagement Keith Aubrey, Deputy Chief Executive & Director for People & Communities, Adele Wylie, Director for Governance & Regulatory Services	Open
<p><u>Increase to Fees and Charges - Corporate Finance and Resources</u></p> <p>To approve revised fees and charges.</p>		Portfolio Holder for Corporate Finance and Resources	Not before 14th Nov 2019	Yes	Portfolio Holder for Corporate Finance and Resources Dawn Garton, Director for Corporate Services	Open
<p><u>Increase to Fees and Charges - Growth and Prosperity</u></p> <p>To approve revised fees and charges.</p>		Portfolio Holder for Growth and Prosperity (and Deputy Leader)	Not before 14th Nov 2019	Yes	Portfolio Holder for Growth and Prosperity (and Deputy Leader) Pranali Parikh, Director for Growth and Regeneration	Open

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<u>Award of Contract</u> Approval to award a contract for remedial works to a council owned property.		Portfolio Holder for Housing and Communities	Not before 15th Nov 2019	Yes	Portfolio Holder for Housing and Communities Pranali Parikh, Director for Growth and Regeneration	Open
<u>Consideration of Infrastructure Funding Agreement with Leicestershire County Council</u> To consider and approve the terms of an Infrastructure Funding Agreement with Leicestershire County Council.		Cabinet Council	27 Nov 2019 18 Dec 2019	Yes	Leader of the Council Edd de Coverly, Chief Executive	Open 3
<u>Corporate Debt Policy</u> To endorse and recommend the new Corporate Debt Policy to Council.		Cabinet Council	27 Nov 2019 18 Dec 2019	No	Portfolio Holder for Corporate Finance and Resources Albert Wilson, Welfare, Housing and Safer Communities Manager	Open
<u>Treasury Management Mid-Year Report</u> An update on Treasury Management performance for 2019/20.		Cabinet Council	27 Nov 2019 18 Dec 2019	No	Portfolio Holder for Corporate Finance and Resources Dawn Garton, Director for Corporate Services	Open

<u>Report Title</u> and Expected Decision	Background Papers	Decision Maker	Date of Decision	Key Decision?	Report Available/ Portfolio Holder/ Contact Officer	Decision to be taken in public or private session?
<u>Quarter 2 Budget Monitoring Report</u> To inform on how the Council is performing against its revenue and capital budgets.		Cabinet	27 Nov 2019	No	Portfolio Holder for Corporate Finance and Resources Dawn Garton, Director for Corporate Services	Open
<u>Procurement of New Finance System</u> To seek approval to award the contract (subject to Recommendation to Council for approval to include in Revenue Budget for 2020/2021)		Cabinet Council	27 Nov 2019 18 Dec 2019	Yes	Portfolio Holder for Corporate Finance and Resources David Scott, Corporate Services Manager	Part exempt 3
<u>Tenancy Agreement</u> To Approve the Draft Revised Tenancy Agreement for Consultation.		Cabinet	27 Nov 2019	Yes	Portfolio Holder for Housing and Communities Natasha Taylor, Democratic Services Manager	Open
<u>Acquisition Through Right To Buy Receipts</u> Purchase of property in Melton Mowbray (UR001)		Portfolio Holder for Housing and Communities	Not before 5th Dec 2019	Yes	Portfolio Holder for Housing and Communities Lee Byrne, Regeneration Manager	Open

<u>Report Title</u> and Expected Decision	Background Papers	Decision Maker	Date of Decision	Key Decision?	Report Available/ Portfolio Holder/ Contact Officer	Decision to be taken in public or private session?
<u>Award of Contracts Under the Housing Improvement Plan</u> To appoint Officers/Contractors in support of the Housing Improvement Plan and Health and Safety works.		Portfolio Holder for Housing and Communities	Not before 11th Dec 2019	Yes	Portfolio Holder for Housing and Communities Pranali Parikh, Director for Growth and Regeneration	Open
<u>Renovation of a Council Owned Property</u> To consider options for renovation of a Council owned property in order to meet housing obligations.		Cabinet	22 Jan 2020	Yes	Portfolio Holder for Housing and Communities Natasha Taylor, Democratic Services Manager, Albert Wilson, Welfare, Housing and Safer Communities Manager	Part exempt 1
<u>Granting Access Over Council Land</u> To consider approval of a right of access over council land.		Cabinet	22 Jan 2020	Yes	Portfolio Holder for Corporate Finance and Resources Pranali Parikh, Director for Growth and Regeneration	Fully exempt 3
<u>Asset disposal</u> To consider an offer to purchase land owned by Melton BC		Cabinet	22 Jan 2020	Yes	Portfolio Holder for Growth and Prosperity (and Deputy Leader) Pranali Parikh, Director for Growth and Regeneration	Fully exempt 3

<u>Report Title</u> and Expected Decision	Background Papers	Decision Maker	Date of Decision	Key Decision?	Report Available/ Portfolio Holder/ Contact Officer	Decision to be taken in public or private session?
<u>Asset Disposal Policy</u> To approve the Asset Disposal Policy		Cabinet	22 Jan 2020	Yes	Portfolio Holder for Growth and Prosperity (and Deputy Leader) Pranali Parikh, Director for Growth and Regeneration	Open
<u>Review of Car Parking Charges - Consultation</u> To seek approval to commence Statutory consultation.		Cabinet	22 Jan 2020	Yes	Portfolio Holder for Growth and Prosperity (and Deputy Leader) Lee Byrne, Regeneration Manager	Open
<u>Fire Safety Update</u> To consider an update in relation to the Council's Fire Risk Assessment Programme.		Cabinet	22 Jan 2020	Yes	Portfolio Holder for Housing and Communities Pranali Parikh, Director for Growth and Regeneration	Open
<u>Corporate Performance Report - Quarter 2 2019/20</u> To report corporate performance data to the second quarter of 2019-20 and the current position with regard to delivery against the Council's priorities.		Cabinet	22 Jan 2020	No	Leader of the Council Martyn Bowen, Revenue Business Partner	Open

Report Title and Expected Decision	Background Papers	Decision Maker	Date of Decision	Key Decision?	Report Available/ Portfolio Holder/ Contact Officer	Decision to be taken in public or private session?
<u>Corporate Strategy</u> To endorse and recommend approval of the Corporate Strategy to Council.		Cabinet Council	12 Feb 2020 26 Feb 2020	Yes	Leader of the Council Martyn Bowen, Revenue Business Partner	Open
<u>Budget 2020/2021 and Medium Term Financial Plan</u>		Cabinet Council	12 Feb 2020 26 Feb 2020	Yes	Leader of the Council Leader of the Council Dawn Garton, Director for Corporate Services	
<u>Revenue Budget Proposals 2020/21 - Housing Revenue Account (HRA)</u> To set the rents of Council dwellings, approve the HRA estimates for 2020-21 and set the working balance for 2020-21.		Cabinet Council	12 Feb 2020 26 Feb 2020	Yes	Portfolio Holder for Housing and Communities Portfolio Holder for Housing and Communities Carol King, Accountant (CK)	Open