

MELTON BOROUGH COUNCIL Forward Plan

FOR THE PERIOD March 2020 - June 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?
<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 Strategic Planning and Delivery, Adele Wylie, Director for Governance & Regulatory 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?
<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>Award of Contracts Under the Housing Improvement Plan</u></p> <p>To appoint Officers/Contractors in support of the Housing Improvement Plan and Health and Safety works.</p>		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
<p><u>Receipt of Grant Funding from Sports England</u></p> <p>To approve receipt of grant funding subject to approval of award.</p>		Portfolio Holder for Growth and Prosperity (and Deputy Leader)	Not before 21st Feb 2020	Yes	Portfolio Holder for Growth and Prosperity (and Deputy Leader) Keith Aubrey, Deputy Chief Executive & Director for People & Communities	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>Award of Contract - Elections Management System</u> To award a contract for an elections management system.		Portfolio Holder for Corporate Governance, Access and Engagement	Not before 24th Feb 2020	Yes	Portfolio Holder for Corporate Governance, Access and Engagement Adele Wylie, Director for Governance & Regulatory Services	Open
<u>Corporate Strategy</u> To endorse and recommend approval of the Corporate Strategy to Council.		Council	26 Feb 2020	Yes	Leader of the Council Martyn Bowen, Revenue Business Partner	Open
<u>Treasury Management Strategy 2020/21</u> To recommend the approval of the Treasury Management Strategy (Investment Strategy, Borrowing Strategy) which sets a framework for the Council's investment and borrowing activity for 2020/21 to Council.		Council	26 Feb 2020	Yes	Portfolio Holder for Corporate Finance and Resources David Scott, Corporate Services Manager	Open
<u>Capital Programme 2020/21</u> To recommend the approval the Council's Capital Programme for 2020/21 to Council.		Council	26 Feb 2020	Yes	Leader of the Council Leader of the Council David Scott, Corporate Services 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?
<u>Budget 2020/2021 and Medium Term Financial Plan</u>		Council	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.		Council	26 Feb 2020	Yes	Portfolio Holder for Housing and Communities Portfolio Holder for Housing and Communities Carol King, Accountant (CK)	Open
<u>Acquisition Through Right To Buy Receipts</u> Purchase of a Property in Melton (UR002)		Portfolio Holder for Housing and Communities	Not before 5th Mar 2020	Yes	Portfolio Holder for Housing and Communities Lee Byrne, Regeneration Manager	Open
<u>Insurance Services Contract Extension</u>		Portfolio Holder for Corporate Finance and Resources	Not before 13th Mar 2020	Yes	Portfolio Holder for Corporate Finance and Resources David Scott, Corporate Services Manager	Open

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<u>Acquisition through Right to Buy Receipts</u> Purchase of property in Melton - UR003		Leader of the Council, Portfolio Holder for Housing and Communities	13 Mar 2020	Yes	Portfolio Holder for Housing and Communities Lee Byrne, Regeneration Manager	Open
<u>Revised Allocations Policy/Overcrowding Policy</u> To consider a revised Allocations Policy to include an Overcrowding Policy.		Cabinet	18 Mar 2020	Yes	Portfolio Holder for Housing and Communities Albert Wilson, Housing and Neighbourhoods Manager	Open
<u>Community Grants - Allocation of Funding</u> To approve the Panel's decisions on allocation of Community Grants funding following consideration of applications.		Cabinet	18 Mar 2020	Yes	Portfolio Holder for Corporate Governance, Access and Engagement Aysha Rahman, People Manager	Open
<u>IT Asset Management</u>		Cabinet	18 Mar 2020	Yes	Portfolio Holder for Growth and Prosperity (and Deputy Leader) Pranali Parikh, Director for Growth and Regeneration	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?
<p><u>Corporate Debt Policy</u></p> <p>To endorse and recommend the new Corporate Debt Policy to Council.</p>		<p>Cabinet</p> <p>Council</p>	<p>18 Mar 2020</p> <p>8 Apr 2020</p>	<p>No</p>	<p>Portfolio Holder for Housing and Communities</p> <p>Keith Aubrey, Deputy Chief Executive & Director for People & Communities</p>	<p>Open</p>
<p><u>Receipt of Grant Funding and Future of Tennis Provision</u></p> <p>To approve receipt of grant funding and proposals for future of Tennis Club provision.</p>		<p>Cabinet</p> <p>Council</p>	<p>18 Mar 2020</p> <p>8 Apr 2020</p>	<p>Yes</p>	<p>Portfolio Holder for Growth and Prosperity (and Deputy Leader)</p> <p>Portfolio Holder for Growth and Prosperity (and Deputy Leader)</p> <p>Keith Aubrey, Deputy Chief Executive & Director for People & Communities</p>	<p>Open</p>
<p><u>Health and Safety Update Report</u></p> <p>To update Cabinet on the progress made by the Council's Health and Safety Committee.</p>		<p>Cabinet</p>	<p>22 Apr 2020</p>	<p>No</p>	<p>Portfolio Holder for Corporate Finance and Resources</p> <p>Sarah Jane O'Connor, HR & Communications Manager</p>	<p>Open</p>

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>Granting Access Over Council Land</u> To consider approval of a right of access over council land.		Cabinet	22 Apr 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 Apr 2020	Yes	Portfolio Holder for Growth and Prosperity (and Deputy Leader) Pranali Parikh, Director for Growth and Regeneration	Fully exempt 3
<u>Asset Disposal Policy</u> To approve the Asset Disposal Policy		Cabinet	22 Apr 2020	Yes	Portfolio Holder for Growth and Prosperity (and Deputy Leader) Pranali Parikh, Director for Growth and Regeneration	Open
<u>Write off of Irrecoverable Debts</u> To seek approval to write off irrecoverable amounts.		Cabinet	22 Apr 2020	Yes	Portfolio Holder for Corporate Finance and Resources Nick Sach, Revenues and Benefits Manager	Open