

## 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](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/<br>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<br><br>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<br><br>Pranali Parikh, Director for Growth and Regeneration, Jim Worley, Assistant Director for Strategic Planning and Delivery, Adele Wylie, Director for Governance & Regulatory Services | Open   |

| <b>Report Title<br/>and Expected Decision</b>  | <b>Background<br/>Papers</b> | <b>Decision Maker</b>  | <b>Date of<br/>Decision</b> | <b>Key<br/>Decision?</b> | <b>Report Available/<br/>Portfolio Holder/<br/>Contact Officer</b>   | <b>Decision to<br/>be taken in<br/>public or<br/>private<br/>session?</b> |
|--|------------------------------|--|-----------------------------|--------------------------|--|---|
| <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<br><br>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<br><br>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)<br><br>Keith Aubrey, Deputy Chief Executive & Director for People & Communities   | Open  |

| <b>Report Title<br/>and Expected Decision</b> | <b>Background<br/>Papers</b> | <b>Decision Maker</b> | <b>Date of<br/>Decision</b> | <b>Key<br/>Decision?</b> | <b>Report Available/<br/>Portfolio Holder/<br/>Contact Officer</b> | <b>Decision to<br/>be taken in<br/>public or<br/>private<br/>session?</b> |
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| <u>Award of Contract - Elections Management System</u><br>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<br><br>Adele Wylie, Director for Governance & Regulatory Services | Open |
| <u>Acquisition Through Right To Buy Receipts</u><br>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<br><br>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<br><br>David Scott, Corporate Services Manager                                | Open |
| <u>Acquisition through Right to Buy Receipts</u><br>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<br><br>Lee Byrne, Regeneration Manager  | Open |

| <b>Report Title<br/>and Expected Decision</b>   | <b>Background<br/>Papers</b> | <b>Decision Maker</b> | <b>Date of<br/>Decision</b> | <b>Key<br/>Decision?</b> | <b>Report Available/<br/>Portfolio Holder/<br/>Contact Officer</b>  | <b>Decision to<br/>be taken in<br/>public or<br/>private<br/>session?</b> |
|---|------------------------------|-----------------------|-----------------------------|--------------------------|---|---|
| <u>Community Grants - Allocation of Funding</u><br><br>To approve the Panel's decisions on allocation of Community Grants funding following consideration of applications.  |                              | Cabinet               | 18 Mar 2020                 | Yes                      | Portfolio Holder for<br>Corporate<br>Governance, Access<br>and Engagement<br><br>Aysha Rahman,<br>People Manager                                    | Open  |
| <u>Strategic Risk Register Mid-Year Update March 2020</u><br><br>This report outlines the current significant risks that have been captured on the recent review of the Councils strategic risk register by the Senior Leadership Team. |                              | Cabinet               | 18 Mar 2020                 | No                       | Leader of the Council<br><br>David Scott, Corporate<br>Services Manager   | Open  |
| <u>Corporate Debt Policy</u><br><br>To endorse and recommend the new Corporate Debt Policy to Council.  |                              | Cabinet               | 18 Mar 2020                 | Yes                      | Portfolio Holder for<br>Corporate Finance and<br>Resources<br><br>Keith Aubrey, Deputy<br>Chief Executive &<br>Director for People &<br>Communities | Open  |

| <b>Report Title<br/>and Expected Decision</b>   | <b>Background<br/>Papers</b> | <b>Decision Maker</b>         | <b>Date of<br/>Decision</b>          | <b>Key<br/>Decision?</b> | <b>Report Available/<br/>Portfolio Holder/<br/>Contact Officer</b>  | <b>Decision to<br/>be taken in<br/>public or<br/>private<br/>session?</b> |
|---|------------------------------|-------------------------------|--------------------------------------|--------------------------|---|---|
| <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 &amp; Director for People &amp; Communities</p> | <p>Open</p>   |
| <p><u>Climate Emergency Action Plan</u></p> <p>To report on the structure, activity and roles in relation to the Climate Emergency Action Plan.</p>                 |                              | <p>Cabinet</p> <p>Council</p> | <p>18 Mar 2020</p> <p>8 Apr 2020</p> | <p>No</p>                | <p>Portfolio Holder for Environment and Regulatory Services</p> <p>Portfolio Holder for Environment and Regulatory Services</p> <p>Jim Worley, Assistant Director for Strategic Planning and Delivery</p>                           | <p>Open</p>   |
| <p><u>Revised Allocations Policy/Overcrowding Policy</u></p> <p>To consider a revised Allocations Policy to include an Overcrowding Policy.</p>                     |                              | <p>Cabinet</p>                | <p>22 Apr 2020</p>                   | <p>Yes</p>               | <p>Portfolio Holder for Housing and Communities</p> <p>Albert Wilson, Housing and Neighbourhoods Manager</p>  | <p>Open</p>   |

| <b>Report Title<br/>and Expected Decision</b>  | <b>Background<br/>Papers</b> | <b>Decision Maker</b> | <b>Date of<br/>Decision</b> | <b>Key<br/>Decision?</b> | <b>Report Available/<br/>Portfolio Holder/<br/>Contact Officer</b>   | <b>Decision to<br/>be taken in<br/>public or<br/>private<br/>session?</b> |
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| <u>Health and Safety Update Report</u><br><br>To update Cabinet on the progress made by the Council's Health and Safety Committee. |                              | Cabinet               | 22 Apr 2020                 | No                       | Portfolio Holder for<br>Corporate Finance and<br>Resources<br><br>Sarah Jane O'Connor,<br>HR & Communications<br>Manager               | Open  |
| <u>Asset Disposal</u><br><br>To consider an offer to purchase land owned by Melton BC  |                              | Cabinet               | 22 Apr 2020                 | Yes                      | Portfolio Holder for<br>Growth and Prosperity<br>(and Deputy Leader)<br><br>Pranali Parikh,<br>Director for Growth<br>and Regeneration | Part exempt<br>3  |
| <u>Asset Disposal Policy</u><br><br>To approve the Asset Disposal Policy   |                              | Cabinet               | 22 Apr 2020                 | Yes                      | Portfolio Holder for<br>Growth and Prosperity<br>(and Deputy Leader)<br><br>Pranali Parikh,<br>Director for Growth<br>and Regeneration | Open  |
| <u>Write off of Irrecoverable Debts</u><br><br>To seek approval to write off irrecoverable amounts.                                |                              | Cabinet               | 22 Apr 2020                 | Yes                      | Portfolio Holder for<br>Corporate Finance and<br>Resources<br><br>Nick Sach, Revenues<br>and Benefits Manager                          | Open  |



| <b><u>Report Title</u><br/>and Expected Decision</b> | <b>Background<br/>Papers</b> | <b>Decision Maker</b> | <b>Date of<br/>Decision</b> | <b>Key<br/>Decision?</b> | <b>Report Available/<br/>Portfolio Holder/<br/>Contact Officer</b> | <b>Decision to<br/>be taken in<br/>public or<br/>private<br/>session?</b> |
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| <p><u>Melton North Sustainable Neighbourhood Masterplan</u></p> <p>To accept as fulfilment of the Local Plan policy requirement (policy SS5), a masterplan promoted by the developers in the North Sustainable Neighbourhood. The masterplan aims to fulfil the main requirements of the policy to ensure that the services and facilities required to ensure a successful, planned development takes place during the plan period. Included will be a programme to ensure the timely delivery of the required infrastructure provisions.</p> |  | Cabinet | 22 Apr 2020 | Yes | <p>Portfolio Holder for Environment and Regulatory Services</p> <p>Jim Worley, Assistant Director for Strategic Planning and Delivery</p> | Open |
|---|--|---------|-------------|-----|---|------|