

MELTON BOROUGH COUNCIL Forward Plan

FOR THE PERIOD April 2020 - September 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 & Communities	Not before 14th Nov 2019	Yes	Portfolio Holder for Housing & Communities Andrew Cotton, Director for Housing & Communities, Pranali Parikh, Director for Growth & 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 & Regulatory Services	Not before 14th Nov 2019	Yes	Portfolio Holder for Environment & Regulatory Services Pranali Parikh, Director for Growth & Regeneration, Jim Worley, Assistant Director of Planning & Delivery, Adele Wylie, Director for Governance & Regulatory Services	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 - Governance, Access and Engagement</u></p> <p>To approve revised fees and charges.</p>		Portfolio Holder for Corporate Governance, Access & Engagement	Not before 14th Nov 2019	Yes	Portfolio Holder for Corporate Governance, Access & 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 & Communities	Not before 11th Dec 2019	Yes	Portfolio Holder for Housing & Communities Andrew Cotton, Director for Housing & Communities	Open
<p><u>Acquisition through Right to Buy Receipts</u></p> <p>Purchase of property in Melton - UR003</p>		Portfolio Holder for Housing & Communities	Not before 13th Mar 2020	Yes	Portfolio Holder for Housing & Communities Lee Byrne, Regeneration Manager	Open

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<u>Community Grants - Allocation of Funding</u> To approve the Panel's decisions on allocation of Community Grants funding following consideration of applications.		Portfolio Holder for Corporate Governance, Access & Engagement	Not before 18th Mar 2020	Yes	Portfolio Holder for Corporate Governance, Access & Engagement Aysha Rahman, People Manager	Open
<u>Climate Emergency Action Plan</u> To report on the structure, activity and roles in relation to the Climate Emergency Action Plan.		Portfolio Holder for Environment & Regulatory Services	Not before 18th Mar 2020	No	Portfolio Holder for Environment & Regulatory Services Jim Worley, Assistant Director of Planning & Delivery	Open
<u>Acquisition through Right to Buy Receipts</u> Purchase of property in Melton - UR004		Portfolio Holder for Housing & Communities	Not before 10th Apr 2020	Yes	Portfolio Holder for Housing & Communities Lee Byrne, Regeneration Manager	Open
<u>Variation of Leisure Agreements</u> Authority to vary the Leisure Agreements (dated 11 October 2011 and XXX) to enable the Council to deal with the issues arising as a result of the Coronavirus (COVID-19) pandemic for up to 3 months and to extend the existing contracts for a period of up to 2 years.		Portfolio Holder for Corporate Finance & Resources	Not before 29th Apr 2020	Yes	Portfolio Holder for Corporate Finance & Resources Dawn Garton, Director for Corporate Services	Open

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<p><u>Policy on Business Grant Criteria</u></p> <p>Approval of Policy on Eligibility Criteria for Award of Coronavirus (Covid-19) Business Support Grants</p>		<p>Portfolio Holder for Growth & Prosperity (& Deputy Leader)</p>	<p>Not before 5th May 2020</p>	<p>Yes</p>	<p>Portfolio Holder for Growth & Prosperity (and Deputy Leader)</p> <p>Lee Byrne, Regeneration Manager</p>	<p>Open</p>
<p><u>Revenue and Capital Budget Carry Forwards from 2019/20 Budgets to be Taken into 2020/21</u></p> <p>There are some budgets items from both the Revenue and Capital budgets for a number of items from the General Fund, Housing Revenue Account and Special Expenses that are being requested to be carried forward into the next financial year for specific projects and items.</p> <p>This is being undertaken in accordance with section 10 of the Financial Procedure rules which specifies that Director for Corporate Services will coordinate the submission of requests for Cabinet approval.</p>		<p>Portfolio Holder for Corporate Finance & Resources</p>	<p>Not before 7th May 2020</p>	<p>Yes</p>	<p>Portfolio Holder for Corporate Finance & Resources</p> <p>David Scott, Corporate Services Manager</p>	<p>Open</p>
<p><u>Asset Disposal</u></p> <p>To consider an offer to purchase land owned by Melton BC</p>		<p>Cabinet</p>	<p>20 May 2020</p>	<p>Yes</p>	<p>Portfolio Holder for Growth & Prosperity (and Deputy Leader)</p> <p>Pranali Parikh, Director for Growth & Regeneration</p>	<p>Part exempt 3</p>

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<u>Asset Disposal Policy</u> To approve the Asset Disposal Policy		Cabinet	20 May 2020	Yes	Portfolio Holder for Growth & Prosperity (and Deputy Leader) Pranali Parikh, Director for Growth & Regeneration	Open
<u>Melton North Sustainable Neighbourhood Masterplan</u> 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.		Cabinet	20 May 2020	Yes	Portfolio Holder for Environment & Regulatory Services Jim Worley, Assistant Director of Planning & Delivery	Open
<u>Receipt of Grant Funding and Future of Tennis Provision</u> To approve receipt of grant funding and proposals for future of Tennis Club provision.		Cabinet Council	20 May 2020 22 Jul 2020	Yes	Portfolio Holder for Growth & Prosperity (& Deputy Leader) Andrew Cotton, Director for People & Communities	Open

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<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>		Cabinet	17 Jun 2020	No	<p>Portfolio Holder for Corporate Finance & Resources</p> <p>Sarah Jane O'Connor, HR & Communications Manager</p>	Open
<p><u>Housing Delivery Action Plan</u></p> <p>To report the results of the 2019/20 Housing Delivery Test and seek authority to publish the resultant Housing Delivery Action Plan.</p>		Cabinet	15 Jul 2020	Yes	<p>Portfolio Holder for Growth and Prosperity (and Deputy Leader)</p> <p>Jim Worley, Assistant Director of Planning and Delivery</p>	Open
<p><u>Position Statement on the Intentional Release of Chinese Lanterns and Balloons from Council Land</u></p>		Cabinet	15 Jul 2020	No	<p>Leader of the Council</p> <p>Victoria Clarke, Regulatory Services Manager</p>	Open
<p><u>End of Contract for IDOX Products</u></p> <p>The Council currently use IDOX Uniform across a number of its services. The Contract has already been extended and will expire in October 2020.</p>		Cabinet	15 Jul 2020	Yes	<p>Portfolio Holder for Corporate Finance & Resources</p> <p>Jim Worley, Assistant Director of Planning & Delivery</p>	Open

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<u>Revised Allocations Policy/Overcrowding Policy</u> To consider a revised Allocations Policy to include an Overcrowding Policy.		Cabinet	16 Sep 2020	Yes	Portfolio Holder for Housing & Communities Albert Wilson, Housing & Neighbourhoods Manager	Open
<u>Open Spaces Strategy</u> To adopt the Open Spaces Strategy and Action Plan. This evaluates the quantity and quality of existing Open Spaces and to identify any future provision required. It outlines how quality Open Spaces can be achieved and which existing areas require work to increase quality. In addition, a Cemetery Provision Report will be included, which outlines potential areas for a new cemetery or an extension to the existing provision for further consideration.		Cabinet	16 Sep 2020	Yes	Portfolio Holder for Environment & Regulatory Services Jim Worley, Assistant Director of Planning & Delivery	Open
<u>Design SPD</u> To adopt the Design Supplementary Planning Document. This will add further detail to the design policies within the adopted Local Plan. It will be used to provide further guidance on good design to support developers and Planning Officers in the determination of planning applications.		Cabinet	16 Sep 2020	Yes	Portfolio Holder for Environment & Regulatory Services Jim Worley, Assistant Director of Planning & Delivery	Open

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<p data-bbox="107 370 640 432"><u>Housing Revenue Account Rent Setting and Service Charge Policy</u></p> <p data-bbox="107 464 719 523">To recommend to Council a new Housing Revenue Account Service Charge Policy</p>		<p data-bbox="981 370 1077 400">Cabinet</p> <p data-bbox="981 432 1077 462">Council</p>	<p data-bbox="1252 370 1406 400">16 Sep 2020</p> <p data-bbox="1252 432 1406 462">23 Sep 2020</p>	<p data-bbox="1547 370 1599 400">Yes</p>	<p data-bbox="1691 370 1921 462">Portfolio Holder for Housing & Communities</p> <p data-bbox="1691 494 1966 587">Albert Wilson, Housing & Neighbourhoods Manager</p>	<p data-bbox="1993 370 2067 400">Open</p>
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