

MELTON BOROUGH COUNCIL Forward Plan

FOR THE PERIOD May 2020 - October 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
- Climate, Access and Engagement
- 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>Increase to Fees and Charges - Housing and Communities</u> To approve revised fees and charges.		Portfolio Holder for Housing and Communities	Not before 14th Nov 2019	Yes	Portfolio Holder for Housing and Communities Andrew Cotton, Director for Housing and Communities	Open
<u>Acquisition through Right to Buy Receipts</u> Purchase of property in Melton - UR003		Portfolio Holder for Housing and Communities	Not before 13th Mar 2020	Yes	Portfolio Holder for Housing and Communities Lee Byrne, Regeneration 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.		Portfolio Holder for Climate, Access and Engagement	Not before 18th Mar 2020	Yes	Portfolio Holder for Climate, Access and 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.		Leader of the Council	Not before 18th Mar 2020	No	Portfolio Holder for Climate, Access and Engagement Jim Worley, Assistant Director for Planning and Delivery	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>Acquisition through Right to Buy Receipts</u></p> <p>Purchase of property in Melton - UR004</p>		Portfolio Holder for Housing and Communities	Not before 10th Apr 2020	Yes	Portfolio Holder for Housing and Communities Lee Byrne, Regeneration Manager	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 Apr 2020	Yes	Portfolio Holder for Housing and Communities Pranali Parikh, Director for Growth and Regeneration	Open
<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>		Portfolio Holder for Corporate Finance and Resources	Not before 7th May 2020	Yes	Portfolio Holder for Corporate Finance and Resources David Scott, Corporate Services Manager	Open

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<u>Discretionary Grant Policy</u> To approve the Discretionary Grant Policy		Portfolio Holder for Growth and Prosperity (and Deputy Leader)	Not before 28th May 2020	Yes	Portfolio Holder for Growth and Prosperity (and Deputy Leader) Lee Byrne, Regeneration Manager	Open
<u>Acquisition through Right to Buy Receipts</u> Purchase of property in Melton - UR005		Portfolio Holder for Housing and Communities	Not before 12th Jun 2020	Yes	Portfolio Holder for Housing and Communities Lee Byrne, Regeneration Manager	Open
<u>Health and Safety Update Report</u> To update Cabinet on the progress made by the Council's Health and Safety Committee.		Cabinet	17 Jun 2020	No	Portfolio Holder for Corporate Finance and Resources Sarah Jane O'Connor, HR & Communications Manager	Open
<u>Performance Reporting for Quarter 4 - 2019/20</u> To report corporate performance data to the fourth quarter of 2019-20 and the current position with regard to delivery against the Council's priorities.		Cabinet	17 Jun 2020	No	Leader of the Council Martyn Bowen, Revenue Business Partner	Open
<u>Southern Sustainable Urban Extension Masterplan</u>		Cabinet	17 Jun 2020	No	Leader of the Council Jim Worley, Assistant Director for Planning and Delivery	Open

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<u>Sports and Physical Activity Grant Funding Agreement</u> A grant to facilitate the development of a single, balanced local offer of sport and physical activity across the Melton Borough.		Director for Housing and Communities	Not before 19th Jun 2020	Yes	Portfolio Holder for Housing and Communities Andrew Cotton, Director for Housing and Communities	Open
<u>Revenue Budget Provisional Out-turn 2019-20</u>		Cabinet	15 Jul 2020	Yes	Portfolio Holder for Corporate Finance and Resources David Scott, Corporate Services Manager	Open
<u>Annual Procurement Appraisal & Strategy Plan 2020-24</u>		Cabinet	15 Jul 2020	Yes	Portfolio Holder for Corporate Finance and Resources David Scott, Corporate Services Manager	Open
<u>Position Statement on the Intentional Release of Chinese Lanterns and Balloons from Council Land</u>		Cabinet	15 Jul 2020	No	Leader of the Council Victoria Clarke, Regulatory Services Manager	Open

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<u>Housing Delivery Action Plan</u> To report the results of the 2019/20 Housing Delivery Test and seek authority to publish the resultant Housing Delivery Action Plan.		Cabinet	15 Jul 2020	Yes	Portfolio Holder for Growth and Prosperity (and Deputy Leader) Jim Worley, Assistant Director for Planning and Delivery	Open
<u>Procurement of Audio/Visual Equipment</u> To approve funding and consider the procurement criteria for new audio/visual equipment for the Council Chamber.		Cabinet	15 Jul 2020	Yes	Portfolio Holder for Climate, Access and Engagement Adele Wylie, Director for Governance and Regulatory Services	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	15 Jul 2020 22 Jul 2020	Yes	Portfolio Holder for Growth and Prosperity (and Deputy Leader) Andrew Cotton, Director for Housing and Communities	Open
<u>Asset Disposal</u> To consider an offer to purchase land owned by Melton BC		Cabinet	15 Jul 2020	Yes	Portfolio Holder for Growth and Prosperity (and Deputy Leader) Pranali Parikh, Director for Growth and Regeneration	Part exempt 3

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<u>Asset Disposal Policy</u> To approve the Asset Disposal Policy		Cabinet	15 Jul 2020	Yes	Portfolio Holder for Growth and Prosperity (and Deputy Leader) Pranali Parikh, Director for Growth and Regeneration	Open
<u>End of Contract for IDOX Products</u> The Council currently use IDOX Uniform across a number of its services. The Contract has already been extended and will expire in October 2020.		Cabinet	15 Jul 2020	Yes	Portfolio Holder for Corporate Finance and Resources Jim Worley, Assistant Director for Planning and Delivery	Open
<u>Write Off of Irrecoverable Debts</u> To seek approval to write off irrecoverable amounts.		Cabinet	15 Jul 2020	Yes	Portfolio Holder for Corporate Finance and Resources Nick Sach, Revenues and Benefits Manager	Part exempt
<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 and Communities Albert Wilson, Housing and Neighbourhoods Manager	Open

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<p><u>Open Spaces Strategy</u></p> <p>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.</p>		Cabinet	16 Sep 2020	Yes	<p>Portfolio Holder for Growth and Prosperity (and Deputy Leader)</p> <p>Jim Worley, Assistant Director for Planning and Delivery</p>	Open
<p><u>Design SPD</u></p> <p>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.</p>		Cabinet	16 Sep 2020	Yes	<p>Portfolio Holder for Growth and Prosperity (and Deputy Leader)</p> <p>Jim Worley, Assistant Director for Planning and Delivery</p>	Open
<p><u>Housing Revenue Account Rent Setting and Service Charge Policy</u></p> <p>To recommend to Council a new Housing Revenue Account Service Charge Policy</p>		<p>Cabinet</p> <p>Council</p>	<p>16 Sep 2020</p> <p>23 Sep 2020</p>	Yes	<p>Portfolio Holder for Housing and Communities</p> <p>Albert Wilson, Housing and Neighbourhoods Manager</p>	Open

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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	14 Oct 2020	Yes	<p>Leader of the Council</p> <p>Jim Worley, Assistant Director for Planning and Delivery</p>	Open
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