

## MELTON BOROUGH COUNCIL Forward Plan

### FOR THE PERIOD July 2020 - November 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](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/ Contact Officer	Decision to be taken in public or private session?
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<u>Increase to Fees and Charges - Housing and Communities</u> To approve revised fees and charges.		Portfolio Holder for Housing and Communities	Not before 5th Jun 2020	Yes	Portfolio Holder for Housing and Communities  Andrew Cotton, Director for Housing and Communities	Open
<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 5th Jun 2020	Yes	Portfolio Holder for Housing and Communities  Pranali Parikh, Director for Growth and Regeneration	Open
<u>Acquisition through Right to Buy Receipts</u> Purchase of property in Melton - UR004		Portfolio Holder for Housing and Communities	Not before 10th Jun 2020	Yes	Portfolio Holder for Housing and Communities  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

<b>Report Title and Expected Decision</b>	<b>Background Papers</b>	<b>Decision Maker</b>	<b>Date of Decision</b>	<b>Key Decision?</b>	<b>Report Available/ Portfolio Holder/ Contact Officer</b>	<b>Decision to be taken in public or private session?</b>
<u>Support for Leisure Provider</u> Decision in respect of further support for the Leisure Provider to enable them to open the leisure facilities within the Borough of Melton in line with Government guidance	Support for Leisure Provider	Portfolio Holder for Housing and Communities	Not before 30th 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>Housing Revenue Account 2019/20 - Provisional Year End Position</u> To provide Members with information on the provisional year end for the Housing Revenue Account (HRA) position subject to external audit approval for 2019-20 and provide information on the implications of the Councils balances and reserves.		Cabinet	15 Jul 2020	No	Portfolio Holder for Corporate Finance and Resources  David Scott, Corporate Services Manager	Open
<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

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<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>Annual Procurement Appraisal &amp; Framework 2020-24</u>		Cabinet	15 Jul 2020	Yes	Portfolio Holder for Corporate Finance and Resources  David Scott, Corporate Services Manager	Open
<u>Treasury Management Annual Report 2019/20</u> To provide a summary of the Treasury activities in 2019-20. The report also covers the actual position on the Prudential Indicators in accordance with the Prudential Code.		Cabinet  Council	15 Jul 2020  22 Jul 2020	No	Portfolio Holder for Corporate Finance and Resources  David Scott, Corporate Services Manager	Open
<u>Housing Improvement Plan Contractor - Electrical Works</u> Authority to undertake a procurement exercise and appoint a contractor for Electrical Works required under the Housing Improvement Plan		Portfolio Holder for Housing and Communities	Not before 22nd Jul 2020	Yes	Portfolio Holder for Housing and Communities  Julie Martin, Housing Asset Manager	Open

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<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>		Portfolio Holder for Growth and Prosperity (and Deputy Leader)	3 Sep 2020	Yes	Portfolio Holder for Corporate Finance and Resources  Jim Worley, Assistant Director for Planning and Delivery	Open
<p><u>Revised Allocations Policy/Overcrowding Policy</u></p> <p>To consider a revised Allocations Policy to include an Overcrowding Policy.</p>		Cabinet	16 Sep 2020	Yes	Portfolio Holder for Housing and Communities  Albert Wilson, Housing and Neighbourhoods Manager	Open
<p><u>Capital Programme Monitoring - Quarter 1</u></p> <p>To inform on how the Council is performing against its revenue and capital budgets.</p>		Cabinet	16 Sep 2020	Yes	Portfolio Holder for Corporate Finance and Resources  David Scott, Corporate Services Manager	Open
<p><u>General Fund Budget Monitoring - Quarter 1</u></p> <p>To inform on how the Council is performing against its revenue and capital budgets.</p>		Cabinet	16 Sep 2020	No	Portfolio Holder for Corporate Finance and Resources  David Scott, Corporate Services Manager	Open

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<u>Housing Revenue Account Budget Monitoring - Quarter 1</u>  To inform on how the Council is performing against its revenue and capital budgets.		Cabinet	16 Sep 2020	No	Portfolio Holder for Corporate Finance and Resources  David Scott, Corporate Services 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	16 Sep 2020	No	Portfolio Holder for Corporate Finance and Resources  Sarah Jane O'Connor, HR & Communications Manager	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	16 Sep 2020	Yes	Portfolio Holder for Climate, Access and Engagement  Adele Wylie, Director for Governance and Regulatory Services and Monitoring Officer	Open
<u>Business Rate Pool Update</u>  To update cabinet on the progress made on projects funded through the Business Rate Pool (BRP) funding.		Cabinet	16 Sep 2020	Yes	Leader of the Council  Pranali Parikh, Director for Growth and Regeneration	Open

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<u>Planning Services Review Update</u>  To update Cabinet on the Planning Services Review and implementation of recommendations		Cabinet	16 Sep 2020	Yes	Portfolio Holder for Growth and Prosperity (and Deputy Leader)  Pranali Parikh, Director for Growth and Regeneration	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	16 Sep 2020  23 Sep 2020	Yes	Portfolio Holder for Growth and Prosperity (and Deputy Leader)  Andrew Cotton, Director for Housing and Communities	Open
<u>Housing Revenue Account Rent Setting and Service Charge Policy</u>  To recommend to Council a new Housing Revenue Account Service Charge Policy		Cabinet  Council	16 Sep 2020  23 Sep 2020	Yes	Portfolio Holder for Housing and Communities  Albert Wilson, Housing and Neighbourhoods Manager	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
<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	14 Oct 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 Budget Monitoring - Quarter 2</u></p> <p>To inform on how the Council is performing against its revenue and capital budgets.</p>		Cabinet	18 Nov 2020	No	<p>Portfolio Holder for Corporate Finance and Resources</p> <p>David Scott, Corporate Services Manager</p>	Open
<p><u>Capital Programme Monitoring - Quarter 2</u></p> <p>To inform on how the Council is performing against its revenue and capital budgets.</p>		Cabinet	18 Nov 2020	Yes	<p>Portfolio Holder for Corporate Finance and Resources</p> <p>David Scott, Corporate Services Manager</p>	Open

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<u>General Fund Budget Monitoring - Quarter 2</u>  To inform on how the Council is performing against its revenue and capital budgets.		Cabinet	18 Nov 2020	No	Portfolio Holder for Corporate Finance and Resources  David Scott, Corporate Services 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	18 Nov 2020	Yes	Portfolio Holder for Growth and Prosperity (and Deputy Leader)  Jim Worley, Assistant Director for Planning and 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	18 Nov 2020	Yes	Portfolio Holder for Growth and Prosperity (and Deputy Leader)  Jim Worley, Assistant Director for Planning and Delivery	Open
<u>Mid-Year Treasury Management 2020/21</u>  An update on Treasury Management performance for 2020/21.		Cabinet  Council	18 Nov 2020  17 Dec 2020	No	Portfolio Holder for Corporate Finance and Resources  David Scott, Corporate Services Manager	Open