

## MELTON BOROUGH COUNCIL Forward Plan

### FOR THE PERIOD March 2021 – May 2021

#### **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>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 4th Mar 2021	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 - UR006		Portfolio Holder for Growth and Prosperity (and Deputy Leader)	Not before 4th Mar 2021	Yes	Portfolio Holder for Growth and Prosperity (and Deputy Leader)  Lee Byrne, Regeneration 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 4th Mar 2021	Yes	Portfolio Holder for Housing and Communities  Julie Martin, Housing Asset Manager	Open
<u>Award of Contract for Cash Receipting System</u>  To approve award of contract for supply of cash receipting software		Director for Corporate Services	Not before 5th Mar 2021	Yes	David Scott, Corporate Services 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>
<p><u>Restoring Your Railways Ideas Fund Strategic Outline Business Case, Melton – Nottingham Connectivity</u></p> <p>To award a contract to project manage and produce a Strategic Outline Business Case in accordance with Department for Transport guidelines to support improved connectivity between Melton and Nottingham using the Syston Chord</p>		Portfolio Holder for Growth and Prosperity (and Deputy Leader)	Not before 16th Mar 2021	Yes	Portfolio Holder for Growth and Prosperity (and Deputy Leader)  Sarah Legge, Planning Policy Manager	Open
<p><u>Revenue and Capital Budget Carry Forwards from 2020/21 Budgets to be Taken into 2021/22</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 17th Mar 2021	Yes	Portfolio Holder for Corporate Finance and Resources  David Scott, Corporate Services Manager	Open
<p><u>Strategic Risk Register - 6 Month Review</u></p> <p>To provide an update on the Council's Corporate Risk Register.</p>		Cabinet	17 Mar 2021	No	Leader of the Council  David Scott, Corporate Services Manager	Open

<b><u>Report Title</u></b> <b>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>Economic Recovery Support Programme</u>		Cabinet	17 Mar 2021	Yes	Portfolio Holder for Growth and Prosperity (and Deputy Leader)  Pranali Parikh, Director for Growth and Regeneration	Open
<u>Update on Work to Support Leicestershire County Council Secure the Housing Infrastructure Fund</u>		Cabinet	17 Mar 2021	Yes	Leader of the Council  Edd de Coverly, Chief Executive	Open
<u>Developer Contributions SPD</u>  Cabinet will review the proposed draft Developer Contributions SPD with a view to full public consultation commencing in March 2021. The SPD will provide advice regarding the priority that the Council will give to requests for the funding of various items of infrastructure where viability is an issue when determining planning applications.		Cabinet	17 Mar 2021	Yes	Portfolio Holder for Growth and Prosperity (and Deputy Leader)  Sarah Legge, Planning Policy Manager	Open
<u>Award of Leisure Contract Extension</u>  Cabinet to consider an extension of the current leisure contract to the current supplier		Cabinet	17 Mar 2021	Yes	Portfolio Holder for Housing and Communities  Andrew Cotton, Director for Housing and Communities	Part exempt 3

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<u>Receipt of Green Energy Grant</u>  Successful bid for £340,000 of Phase 1B of the Local Authority Delivery scheme to improve the Council's housing stock.		Director for Housing and Communities	Not before 19th Mar 2021	Yes	Portfolio Holder for Climate, Access and Engagement  Andrew Cotton, Director for Housing and Communities	Open
<u>Write Off of Irrecoverable Debt</u>  Cabinet to consider a report recommending the write off of debts owed to the Council where recovery inappropriate.		Cabinet	21 Apr 2021	No	Portfolio Holder for Corporate Finance and Resources  Andrew Cotton, Director for Housing and Communities	Part exempt