

MELTON BOROUGH COUNCIL Forward Plan

FOR THE PERIOD May 2021 - September 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 Governance, Finance and Resources
- Climate, Access and Engagement
- Council Homes and Landlord Services
- People 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>Acquisition through Right to Buy Receipts</u></p> <p>Purchase of property in Melton - UR006</p>		Portfolio Holder for Council Homes and Landlord Services	Not before 27th May 2021	Yes	Portfolio Holder for Council Homes and Landlord Services Lee Byrne, Regeneration Manager	Open
<p><u>Housing Improvement Plan Contractor - Electrical Works</u></p> <p>Authority to undertake a procurement exercise and appoint a contractor for Electrical Works required under the Housing Improvement Plan</p>		Portfolio Holder for Council Homes and Landlord Services	Not before 27th May 2021	Yes	Portfolio Holder for Council Homes and Landlord Services Julie Martin, Housing Asset 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 Governance, Finance and Resources	Not before 27th May 2021	Yes	Portfolio Holder for Corporate Governance, Finance and Resources David Scott, Corporate Services Manager	Open

<p align="center"><u>Report Title</u> and Expected Decision</p>	<p align="center">Background Papers</p>	<p align="center">Decision Maker</p>	<p align="center">Date of Decision</p>	<p align="center">Key Decision?</p>	<p align="center">Report Available/ Portfolio Holder/ Contact Officer</p>	<p align="center">Decision to be taken in public or private session?</p>
<p><u>IDOX Software Update</u></p> <p>Procurement for the renewal of a suite of software maintenance.</p>		<p>Portfolio Holder for Corporate Governance, Finance and Resources</p>	<p>Not before 2nd Jun 2021</p>	<p>Yes</p>	<p>Portfolio Holder for Corporate Governance, Finance and Resources</p> <p>Jim Worley, Assistant Director for Planning and Delivery</p>	<p>Open</p>
<p><u>Write Off of Irrecoverable Debt</u></p> <p>Cabinet to consider a report recommending the write off of debts owed to the Council where recovery inappropriate.</p>		<p>Cabinet</p>	<p>9 Jun 2021</p>	<p>No</p>	<p>Portfolio Holder for Corporate Governance, Finance and Resources</p> <p>Craig Spence, Assistant Director for Housing Management</p>	<p>Part exempt</p>

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<p><u>Stock Condition Surveys and Housing Revenue Account (HRA) Business Plan Development</u></p> <p>Stock condition surveys shall be conducted to enable an enhanced understanding of the condition of the Council's housing stock. They shall provide the information to support the HRA Business Plan. The surveys will capture important information to enable the planning of future capital investment programmes, such as kitchen and bathroom replacements.</p> <p>The HRA Business Plan is a plan that sets a broad context for financial planning and investment decisions over a thirty year period. The Plan must ensure that the Council's housing stock related priorities and programmes are supported and financially viable.</p> <p>To provide feedback from the Tenants Surveys to enable us to identify areas of strength and weakness as we endeavour to improve the service offered to our tenants.</p> <p>To approve the framework contract to enable us to undertake the programmes of work resulting from the HRA Business Plan and Stock Condition Surveys, reducing the time taken to complete works and increasing the decency of our housing stock.</p>		<p align="center">Cabinet</p>	<p align="center">9 Jun 2021</p>	<p align="center">Yes</p>	<p>Portfolio Holder for Council Homes and Landlord Services</p> <p>Craig Spence, Assistant Director for Housing Management</p>	<p align="center">Open</p>

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<p><u>Bi-annual Performance Report</u></p> <p>To report corporate performance data and the current position with regard to delivery against the Council's priorities.</p>		Cabinet	21 Jul 2021	No	<p>Portfolio Holder for Corporate Governance, Finance and Resources</p> <p>Martyn Bowen, Revenue Business Partner</p>	Open
<p><u>Developer Contributions Supplementary Planning Documents (SPD)</u></p> <p>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.</p>		Cabinet	21 Jul 2021	Yes	<p>Portfolio Holder for Growth and Prosperity (and Deputy Leader)</p> <p>Sarah Legge, Local Plans Manager</p>	Open
<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	21 Jul 2021	Yes	<p>Leader of the Council</p> <p>Jim Worley, Assistant Director for Planning and Delivery</p>	Open

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<u>Design of Development Supplementary Planning Documents (SPD) - for adoption</u> To consider adoption of the Design of Development guidance as a formal Supplementary Planning Document to assist and inform the determination of planning applications.		Cabinet	21 Jul 2021	Yes	Portfolio Holder for Growth and Prosperity (and Deputy Leader) Sarah Legge, Local Plans Manager	Open
<u>Five Year Housing Land Supply and Housing Trajectory</u> To receive the results of the annual monitoring exercise and its implications for the housing land supply within the Borough and the 'housing trajectory' as set out in the adopted Melton Local Plan 2018.		Cabinet	21 Jul 2021	Yes	Portfolio Holder for Growth and Prosperity (and Deputy Leader) Sarah Legge, Local Plans Manager	Open
<u>Update on Work to Support Leicestershire County Council Secure the Housing Infrastructure Fund</u>		Cabinet	21 Jul 2021	Yes	Leader of the Council Edd de Coverly, Chief Executive	Open
<u>General Fund Revenue Budget 2020/21 Provisional Year End (Including Q4)</u> To provide Members with information on the provisional year end for the General Fund Revenue Account position, subject to External Audit approval for 2020-21 and provide information on the implications of the Council's balances and reserves.		Cabinet	21 Jul 2021	Yes	Portfolio Holder for Corporate Governance, Finance and Resources David Scott, Corporate Services Manager	Open

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<u>Housing Revenue Account (HRA) Budget 2020/21 Provisional Year End</u> To provide Members with information on the provisional year end for the Housing Revenue Account (HRA) position, subject to External Audit approval for 2020-21 and provide information on the implications of the Councils balances and reserves.		Cabinet	21 Jul 2021	No	Portfolio Holder for Corporate Governance, Finance and Resources David Scott, Corporate Services Manager	Open
<u>Treasury Management and Actual Prudential Indicators 2020/21</u> A summary of the Treasury activities in 2020/21 - also covering the actual position on the Prudential Indicators in accordance with the Prudential Code.		Cabinet Council	21 Jul 2021 23 Sep 2021	No	Portfolio Holder for Corporate Governance, Finance and Resources Carol King, Accountant (CK)	Open
<u>Housing Revenue Account (HRA) Budget Monitoring - Quarter 1</u> To inform on how the Council is performing against its revenue and capital budgets.		Cabinet	8 Sep 2021	No	Portfolio Holder for Corporate Governance, Finance and Resources Carol King, Accountant (CK)	Open
<u>General Fund Budget Monitoring - Quarter 1</u> To inform on how the Council is performing against its revenue and capital budgets.		Cabinet	8 Sep 2021	No	Portfolio Holder for Corporate Governance, Finance and Resources Barry Dryden, Accountant (BD)	Open

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<u>Capital Programme Monitoring - Quarter 1</u> To inform on how the Council is performing against its revenue and capital budgets.		Cabinet	8 Sep 2021	Yes	Portfolio Holder for Corporate Governance, Finance and Resources Jasvinder Bassan, Accountant (JB)	Open
<u>Annual Ombudsman Report</u> To inform Members of the contents of the Local Government and Social Care Ombudsman's Annual Report Letter and provide a summary of the complaints received by Melton Borough Council for the year ending 31 March 2021.		Cabinet	8 Sep 2021	No	Portfolio Holder for Climate, Access and Engagement Kieran Stockley, Assistant Director for Governance & Democracy	Open
<u>Update on Housing Revenue Account Business Plan and Tenant Survey</u> To receive an update on progress in the development of the HRA Business Plan and to agree the content of a survey to obtain tenant views on the priorities for the Council's landlord services.		Cabinet	8 Sep 2021	Yes	Portfolio Holder for Council Homes and Landlord Services Craig Spence, Assistant Director for Housing Management	Open