

MELTON BOROUGH COUNCIL Forward Plan

FOR THE PERIOD July 2021 - October 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?
<u>Acquisition through Right to Buy Receipts</u> Purchase of property in Melton - UR006		Portfolio Holder for Council Homes and Landlord Services	Not before 22nd Jul 2021	Yes	Portfolio Holder for Council Homes and Landlord Services 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 Council Homes and Landlord Services	Not before 22nd Jul 2021	Yes	Portfolio Holder for Council Homes and Landlord Services Julie Martin, Housing Asset Manager	Open
<u>BID Review</u>		Cabinet	21 Jul 2021	No	Portfolio Holder for Growth and Prosperity (and Deputy Leader) Pranali Parikh, Director for Growth and Regeneration	Open

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<p><u>Housing Revenue Account (HRA) Budget 2020/21 Provisional Year End</u></p> <p>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.</p>		Cabinet	21 Jul 2021	No	Portfolio Holder for Corporate Governance, Finance and Resources David Scott, Corporate Services Manager	Open
<p><u>General Fund Revenue Budget 2020/21 Provisional Year End (Including Q4)</u></p> <p>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 Councils balances and reserves.</p>		Cabinet	21 Jul 2021	Yes	Portfolio Holder for Corporate Governance, Finance and Resources David Scott, Corporate Services Manager	Open

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<p><u>Performance Report - Quarter 4</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>Five Year Housing Land Supply and Housing Trajectory</u></p> <p>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.</p>		Cabinet	21 Jul 2021	Yes	<p>Leader of the Council</p> <p>Sarah Legge, Local Plans Manager</p>	Open

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<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	Portfolio Holder for Growth and Prosperity (and Deputy Leader) Sarah Legge, Local Plans Manager	Open
<p><u>Treasury Management and Actual Prudential Indicators 2020/21</u></p> <p>A summary of the Treasury activities in 2020/21 - also covering the actual position on the Prudential Indicators in accordance with the Prudential Code.</p>		Cabinet Council	21 Jul 2021 23 Sep 2021	No	Portfolio Holder for Corporate Governance, Finance and Resources Carol King, Accountant (CK)	Open
<p><u>Disposal of Toilet Blocks (Park Lane and Wilton Road)</u></p> <p>To seek authority for the disposal of toilet blocks at Park Road and Wilton Road</p>		Portfolio Holder for Growth and Prosperity (and Deputy Leader)	28 Jul 2021	Yes	Portfolio Holder for Growth and Prosperity (and Deputy Leader) Jiten Ravat, Senior Estates Surveyor	Part exempt

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<p><u>LAD 2 - Energy Efficiency Measures in Private Sector Housing</u></p> <p>To agree the spending of government grant funding.</p>		Portfolio Holder for Climate, Access and Engagement	Not before 30th Jul 2021	Yes	Portfolio Holder for Climate, Access and Engagement Victoria Clarke, Regulatory Services Manager	Open
<p><u>MEH Sustainable Warmth Bid - LAD3</u></p> <p>To agree the spending of government grant funding.</p>		Portfolio Holder for Climate, Access and Engagement	Not before 30th Jul 2021	Yes	Portfolio Holder for Climate, Access and Engagement Pranali Parikh, Director for Growth and Regeneration	Open
<p><u>Award of Contract – Lift refurbishment at Granby House</u></p> <p>To award a contract for the passenger lift refurbishment at Granby House.</p>		Portfolio Holder for Council Homes and Landlord Services	Not before 12th Aug 2021	Yes	Portfolio Holder for Council Homes and Landlord Services Craig Spence, Assistant Director for Housing Management	Open

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<u>Award of Contract - Lake Terrace Drainage (Work)</u> To award a contract to remedying disrepair of the surface and below ground drainage at Lake Terrace		Portfolio Holder for Growth and Prosperity (and Deputy Leader)	Not before 12th Aug 2021	Yes	Portfolio Holder for Growth and Prosperity (and Deputy Leader) James Morris, Corporate Property and Asset Manager	Open
<u>Award of Contract - Consultants for Health and Leisure Centre Feasibility Works</u> To award a contract and enter into any necessary documentation to effect the award.		Director for Growth and Regeneration	Not before 24th Aug 2021	Yes	Portfolio Holder for Growth and Prosperity (and Deputy Leader) Lee Byrne, Regeneration Manager	Open

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<p><u>Housing Benefit Assurance Process Contract Award</u></p> <p>The Council is required to procure a reporting accountant to undertake an audit of the subsidy claim made to the Department of Work & Pensions (DWP) for Housing Benefit granted. This contract is for a reporting accountant to perform the audit in accordance with the Housing Benefit (subsidy) Assurance Process (HBAP) modules for our subsidy claim for 2020/21, 2021/22 and 2022/23, with an option for a further 12 month extension to cover the requirements of the HBAP modules for the subsidy claim for the 2023/2024 financial year.</p>		Director for Housing and Communities	Not before 26th Aug 2021	Yes	Portfolio Holder for Corporate Governance, Finance and Resources Nick Sach, Revenues and Benefits Manager	Open
<p><u>Melton Mowbray Business Improvement District Renewal Ballot</u></p> <p>To determine the position re the Councils vote in the BID Renewal Ballot.</p>		Cabinet	8 Sep 2021	Yes	Portfolio Holder for Growth and Prosperity (and Deputy Leader) Pranali Parikh, Director for Growth and Regeneration	Open

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<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
<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

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<p><u>Annual Ombudsman Report</u></p> <p>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.</p>		Cabinet	8 Sep 2021	No	Portfolio Holder for Climate, Access and Engagement Kieran Stockley, Assistant Director for Governance & Democracy	Open
<p><u>Update on Housing Revenue Account Business Plan and Tenant Survey</u></p> <p>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.</p>		Cabinet	8 Sep 2021	Yes	Portfolio Holder for Council Homes and Landlord Services Craig Spence, Assistant Director for Housing Management	Open
<p><u>Design of Development Supplementary Planning Documents (SPD) - for adoption</u></p> <p>To consider adoption of the Design of Development guidance as a formal Supplementary Planning Document to assist and inform the determination of planning applications.</p>		Cabinet	8 Sep 2021	Yes	Portfolio Holder for Growth and Prosperity (and Deputy Leader) Sarah Legge, Local Plans 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	8 Sep 2021	Yes	<p>Leader of the Council</p> <p>Jim Worley, Assistant Director for Planning and Delivery</p>	Open
<p><u>Update on Work to Support Leicestershire County Council Secure the Housing Infrastructure Fund</u></p>		Cabinet	8 Sep 2021	Yes	<p>Leader of the Council</p> <p>Edd de Coverly, Chief Executive</p>	Open

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<u>Housing Strategy 2021-2026</u> Adoption of a strategic housing strategy for the Council for the next five years.		Cabinet Council	13 Oct 2021 16 Dec 2021	Yes	Portfolio Holder for Council Homes and Landlord Services Nicola Butcher, Strategic Housing Officer	Open
<u>Lifeline Business Development Plan</u> Towards Partnership working with Harborough District Council.		Cabinet	13 Oct 2021	Yes	Portfolio Holder for People and Communities Aysha Rahman, Interim Assistant Director for Communities / People Manager	Open