

MELTON BOROUGH COUNCIL Forward Plan

FOR THE PERIOD September 2021 - December 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:

- (i) Is, in value, worth more than £50,000 of the annual revenue budget for the service or function or of the capital allocation to the scheme concerned, or
- (ii) Has a significant impact because it either:
 - Affects individuals or organisations outside the District;
 - Affects individuals or organisations in more than one Ward; or
 - Will have a long term (more than 5 year) or permanent effect on the Council or District

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>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 17th Sep 2021	Yes	Portfolio Holder for Council Homes and Landlord Services Julie Martin, Housing Asset Manager	Open
<u>Disposal of Toilet Blocks (Park Lane and Wilton Road)</u> To seek authority for the disposal of toilet blocks at Park Road and Wilton Road		Portfolio Holder for Growth and Prosperity (and Deputy Leader)	Not before 17th Sep 2021	Yes	Portfolio Holder for Growth and Prosperity (and Deputy Leader) Jiten Ravat, Senior Estates Surveyor	Part exempt
<u>Award of Contract – Lift refurbishment at Granby House</u> To award a contract for the passenger lift refurbishment at Granby House.		Portfolio Holder for Council Homes and Landlord Services	Not before 17th Sep 2021	Yes	Portfolio Holder for Council Homes and Landlord Services Craig Spence, Assistant Director for Housing Management	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>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>		<p>Director for Housing and Communities</p>	<p>Not before 17th Sep 2021</p>	<p>Yes</p>	<p>Portfolio Holder for Corporate Governance, Finance and Resources</p> <p>Nick Sach, Revenues and Benefits Manager</p>	<p>Open</p>
<p><u>Housing Revenue Account (HRA) Revenue and Capital Budget Monitoring - Quarter 1</u></p> <p>To inform on how the Council is performing against its revenue and capital budgets.</p>		<p>Cabinet</p>	<p>8 Sep 2021</p>	<p>No</p>	<p>Portfolio Holder for Corporate Governance, Finance and Resources</p> <p>Carol King, Accountant (CK)</p>	<p>Open</p>

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<p><u>General Fund Revenue and Capital Budget Monitoring - Quarter 1</u></p> <p>To inform on how the Council is performing against its revenue and capital budgets.</p>		Cabinet	8 Sep 2021	No	<p>Portfolio Holder for Corporate Governance, Finance and Resources</p> <p>Barry Dryden, Accountant (BD)</p>	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	<p>Portfolio Holder for Growth and Prosperity (and Deputy Leader)</p> <p>Pranali Parikh, Director for Growth and Regeneration</p>	Open
<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	<p>Portfolio Holder for Climate, Access and Engagement</p> <p>Kieran Stockley, Assistant Director for Governance & Democracy</p>	Open

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<u>Developer Contributions Supplementary Planning Documents (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 Cabinet Council	21 Jul 2021 21 Sep 2021 23 Sep 2021	Yes	Portfolio Holder for Growth and Prosperity (and Deputy Leader) Sarah Legge, Local Plans Manager	Open
<u>Melton North Sustainable Neighbourhood Masterplan</u> 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.		Cabinet	13 Oct 2021	Yes	Leader of the Council Jim Worley, Assistant Director for Planning and Delivery	Open

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<p><u>Update on Work to Support Leicestershire County Council Secure the Housing Infrastructure Fund</u></p>		Cabinet	13 Oct 2021	Yes	Leader of the Council Edd de Coverly, Chief Executive	Open
<p><u>Lifeline Business Development Plan</u></p> <p>Towards Partnership working with Harborough District Council.</p>		Cabinet	13 Oct 2021	Yes	Portfolio Holder for People and Communities Aysha Rahman, Interim Assistant Director for Communities / People Manager	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	13 Oct 2021	Yes	Portfolio Holder for Council Homes and Landlord Services Craig Spence, Assistant Director for Housing Management	Open

Report Title 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>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 Council	13 Oct 2021 16 Dec 2021	Yes	Portfolio Holder for Growth and Prosperity (and Deputy Leader) Sarah Legge, Local Plans Manager	Open
<p><u>Award of Contract - Passive Fire Works</u></p> <p>To award the contract and enter into any necessary documentation in compliance with the contract procedure rules</p>		Portfolio Holder for Council Homes and Landlord Services	25 Oct 2021	Yes	Portfolio Holder for Council Homes and Landlord Services Stephen Miller, Planned Maintenance Officer	Open
<p><u>Housing Revenue Account (HRA) Budget Monitoring - Quarter 2</u></p> <p>To inform on how the Council is performing against its revenue and capital budgets.</p>		Cabinet	23 Nov 2021	No	Portfolio Holder for Corporate Governance, Finance and Resources Carol King, Accountant (CK)	Open

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<p><u>General Fund Budget Monitoring Report - Quarter 2</u></p> <p>To inform on how the Council is performing against its revenue and capital budgets.</p>		Cabinet	23 Nov 2021	No	Portfolio Holder for Corporate Governance, Finance and Resources David Scott, Corporate Services Manager	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	23 Nov 2021	Yes	Portfolio Holder for Corporate Governance, Finance and Resources Jasvinder Bassan, Accountant (JB)	Open
<p><u>Mid-Year Treasury Management Report</u></p> <p>An update on Treasury Management performance for 2021/22.</p>		Cabinet Council	23 Nov 2021 16 Dec 2021	No	Portfolio Holder for Corporate Governance, Finance and Resources David Scott, Corporate Services Manager	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	23 Nov 2021 16 Dec 2021	Yes	Portfolio Holder for Council Homes and Landlord Services Nicola Butcher, Strategic Housing Officer	Open
<u>Adoption of Melton South Masterplan</u>		Cabinet	8 Dec 2021	Yes	Portfolio Holder for Growth and Prosperity (and Deputy Leader) Jim Worley, Assistant Director for Planning and Delivery	Open