

## MELTON BOROUGH COUNCIL Forward Plan

### FOR THE PERIOD October 2021 - January 2022

#### **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
- People and Communities (and Deputy Leader)
- Growth and Prosperity
- Corporate Governance, Finance and Resources
- Climate, Access and Engagement
- Council Homes and Landlord Services

### **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?
<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 14th Oct 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 14th Oct 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 14th Oct 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 &amp; 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 14th Oct 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>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>		<p>Council</p>	<p>16 Dec 2021</p>	<p>Yes</p>	<p>Portfolio Holder for Growth and Prosperity (and Deputy Leader)</p> <p>Sarah Legge, Local Plans Manager</p>	<p>Open</p>

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<u>Award of Contract - Passive Fire Works</u>  To award the contract and enter into any necessary documentation in compliance with the contract procedure rules		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
<u>Storage Heater Project</u>		Portfolio Holder for Council Homes and Landlord Services	Not before 4th Nov 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 - Insurance Services</u>  To award the contract and enter into any necessary documentation in compliance with the contract procedure rules.		Chief Executive	Not before 15th Nov 2021	Yes	Portfolio Holder for Corporate Governance, Finance and Resources  David Scott, Corporate Services Manager	Open
<u>Fusion 21 Gas and Electrical Safety Assurance</u>  To award a contract and enter into any necessary documentation in compliance with the contract procedure rules.		Chief Executive	Not before 18th Nov 2021	Yes	Portfolio Holder for Council Homes and Landlord Services  Christopher Flannery, Housing Asset Manager	Open
<u>Increase to Fees and Charges 2022/23</u>  To approve revised fees and charges for 2022/23		Director for Corporate Services	Not before 19th Nov 2021	Yes	Portfolio Holder for Corporate Governance, Finance and Resources  David Scott, Corporate Services Manager	Open

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<p><u>Housing Revenue Account (HRA) Revenue and Capital 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
<p><u>General Fund Revenue and Capital 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

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<u>Ways of Working Project Update</u>		Cabinet	23 Nov 2021	No	Portfolio Holder for Corporate Governance, Finance and Resources  Sarah Jane O'Connor, HR & Communications Manager	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	23 Nov 2021	Yes	Portfolio Holder for Council Homes and Landlord Services  Craig Spence, Assistant Director for Housing Management	Open



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<u>Mid-Year Treasury Management Report</u>  An update on Treasury Management performance for 2021/22.		Cabinet  Council	23 Nov 2021  16 Dec 2021	No	Portfolio Holder for Corporate Governance, Finance and Resources  David Scott, Corporate Services Manager	Open
<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

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<p><u>Building Control – Proposals for a Delegated Service (CHECK WITH JIM BEFORE PUBLISHING)</u></p> <p>To consider proposals to develop the Leicestershire Building Control Partnership into a formal delegated service arrangement.</p>		Cabinet  Council	23 Nov 2021  16 Dec 2021	Yes	Portfolio Holder for Growth and Prosperity (and Deputy Leader)  Jim Worley, Assistant Director for Planning and Delivery	Open
<p><u>Award of Contract - Scooter Pod/Temporary Structure Supply and Installation</u></p> <p>To award the contract and enter into any necessary documentation to effect the award.</p>		Portfolio Holder for Council Homes and Landlord Services	Not before 23rd Nov 2021	Yes	Portfolio Holder for Council Homes and Landlord Services  Craig Spence, Assistant Director for Housing Management	Open
<p><u>Performance Report Quarter 2 2020/21</u></p> <p>To report corporate performance data to the second quarter of 2020-21 and the current position with regard to delivery against the Council's priorities.</p>		Cabinet	8 Dec 2021	No	Leader of the Council  Martyn Bowen, Revenue Business Partner	Open

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<p><u>Adoption of Melton South Masterplan</u></p>		Cabinet	8 Dec 2021	Yes	Portfolio Holder for Growth and Prosperity (and Deputy Leader)  Jim Worley, Assistant Director for Planning and Delivery	Open
<p><u>Lifeline Business Development Plan</u></p> <p>Towards Partnership working with Harborough District Council.</p>		Cabinet	12 Jan 2022	Yes	Portfolio Holder for People and Communities  Aysha Rahman, Interim Assistant Director for Communities / People Manager	Open