

Minutes

Meeting name	Cabinet
Date	Wednesday, 8 March 2023
Start time	4.30 pm
Venue	Parkside, Station Approach, Burton Street, Melton Mowbray, Leicestershire. LE13 1GH

Present:

Chair Councillor J. Orson (Chair)

Councillors M. Graham MBE (Vice-Chair) R. Bindloss
R. Browne R. de Burle
A. Freer

Observers

Officers Chief Executive
Director for Corporate Services
Director for Housing and Communities (Deputy Chief Executive)
Director for Growth and Regeneration
Regeneration Manager
Democratic Services Manager
Democratic Services Officer (CT)

Minute No.	Minute
70	APOLOGIES FOR ABSENCE There were no apologies for absence.
71	MINUTES The Minutes of the meeting held on Wednesday 8 February 2023 were confirmed as being correct.
72	DECLARATIONS OF INTEREST Councillor Orson declared an interest in any items relating to Leicestershire County Council due to his role as a County Councillor.
73	MATTERS REFERRED FROM SCRUTINY COMMITTEE IN ACCORDANCE WITH SCRUTINY PROCEDURE RULES No items had been referred from Scrutiny Committee in accordance with the Scrutiny Procedure Rules.
74	COST OF LIVING UPDATE <p>Director for Housing and Communities introduced the report, the purpose of which was to update Members of the current position. Including an overview of achievements to date, continued partnership engagement, ongoing activities and the work proposed over the next 3 to 6 months.</p> <p>The Portfolio Holder for People and Communities, Councillor Malise Graham was pleased to present the report showing how the Council has been proactive in supporting residents. He said there are no easy solutions, but the Council should be enabling prosperity in communities to reduce the risk and need for intervention in the future. He was delighted to confirm that on the 16 March together with our partners, the Council will be hosting a community support and information day for residents to drop into Parkside. It is hoped that the event will be repeated in a rural location, at later date.</p> <p>It was asked if all Members had been advised about the event, confirmation was given that members will be sent the information, along with a list of agencies supporting the event. Along with a social media campaign to promote the event.</p> <p>Cabinet:</p> <ol style="list-style-type: none"> 1. NOTED the actions completed to date to support communities with rising costs of living. 2. ENDORSED the proposed actions for the next 3-6 months through a programme of work to mitigate the impacts of cost-of-living increases for households across the Borough. 3. DELEGATED to the Director for Housing and Communities, in consultation with the Portfolio Holder for People and Communities, authority to finalise a scope and progress procurement and project management arrangements to enable enhanced access to household provisions across the borough

through a mobile solution funded through the UK Shared Prosperity Fund.

Reason for Recommendations:

Cost of living increases are impacting households across the country, impacting financial resilience and wellbeing across communities. It is important that the council understands local needs and takes appropriate and proportionate action to support residents at a time of significant pressure on household finances.

Through a cost-of-living plan, a range of actions have been progressed / are in delivery. More actions and opportunities to support residents with their financial resilience and wellbeing are planned and / or due to commence. The Council will need to continue to be dynamic in its response in response to local need and impacts, and through a cost-of-living project group is overseeing a range of actions and interventions.

The rising costs of living and associated implications create both an immediate risk and a longer-term challenge. There are no easy solutions. The Council must do all that it can to support residents with their immediate needs, mitigate financial pressures for households, progress appropriate preventative solutions where possible to reduce household bills and costs, whilst also focussing on enabling prosperity in communities and reducing the risk and need for such interventions in the future.

The council was successful in its application for funding to support a cost-of-living project through the UK Shared Prosperity Fund. Feedback from residents and local partners has helped to guide focus on the need for enhanced access to household provisions across the borough through a mobile solution.

75

DAMP AND MOULD POLICY

Director for Housing and Communities introduced the report the purpose of which was to provide Members with assurance of the Councils approach and response to damp and mould across the rented sector, and as a local authority landlord.

The Portfolio Holder for Housing and Landlord Services said that although this issue had recently been highlighted due to tragic circumstances, the Council had already been looking at the damp and mould issue as part of the Asset Management Programme. Officers are proactive and look out for this issue, not waiting for it to be reported. He gave assurance that procedures are in place to follow up on any reported issues. The Portfolio Holder receives quarterly reports on new cases and existing ones. This issue is in all wards and is taken seriously, because of the Councils response to this issue it will have a positive impact for our tenants and their families.

Cabinet:

1. **NOTED** the approach to preventing, assessing, and responding to damp and mould in the rented sector and action plan to further strengthen this approach.
2. **NOTED** the positive compliance position in relation to damp and mould in

- Council Homes.
3. **APPROVED** the damp and mould policy for Council Homes.

Reason for Recommendations:

Melton Borough Council has an important role to play in keeping tenants safe, including taking action to address hazards that occur and seeking to prevent hazards where possible. It is important that the Council is proactive and is transparent in its approach, and that as a local authority landlord and strategic housing authority, can demonstrate that the highest housing standards can be met. Scrutiny is an important part of this. Scrutiny committee comments and feedback are welcome to further develop work on damp and mould.

The Council has submitted formal responses to provide information and assurance to the Regulator for Social Housing (RSH) and the Department for Levelling Up, Housing and Communities (DLUHC).

The Council's Scrutiny Committee considered a report on damp and mould in January 2023. Feedback from this meeting has been shared with Cabinet and has helped to shape a specific damp and mould policy for council homes. This policy is recommended for approval by Cabinet.

76

SERVICE LEADERSHIP AND COLLABORATION - WASTE, ENVIRONMENTAL MAINTENANCE AND REGULATORY SERVICES

Director for Housing and Communities introduced the report the purpose of which updated Members of the proposed service leadership and collaboration arrangement with a neighbouring authority to improve resilience, achieve better use of resources and better enable a shared approach to preparations for legislative and regulatory change.

The Portfolio Holder for Climate, Access and Engagement said that the Council is committed to deliver excellent service but has to look at ways of being cost effective. This proposal to collaborate with a neighbouring authority will give a better use of services and resources and will enable us to use the expertise, knowledge and skills to give us more resilience in service delivery - This arrangement is initially for six months and will then be reviewed, regular updates will be given as to how successful it has been. The Council receives complimentary reports on the quality of our waste service collection particularly with our collections over holiday periods and bad weather, so it is important we still maintain the good service we deliver.

The Leader also commented on the good service we deliver and that the Council is judged by the service we deliver. This paper had been to Harborough District Council a couple of days previously to also agree to this collaboration.

Cabinet:

1. **APPROVED** a service leadership and collaboration arrangement between Harborough District Council and Melton Borough Council for delivery of Waste and Environmental Maintenance Services from 1st April 2023.

2. **DELEGATED** authority to the Director for Housing and Communities, in consultation with the Portfolio Holder for Climate, Access and Engagement, authority to:
 - 2.1. Determined and concluded the actions required to establish arrangements for a shared leadership post.
 - 2.2. Reviewed the shared leadership and collaboration arrangements for Waste and Environmental Maintenance Services within six months, to determine whether a shared approach is extended and to enter into required arrangements to enact this.
3. **APPROVED** a service leadership and collaboration arrangement between Harborough District Council and Melton Borough Council for delivery of Regulatory Services from 1st April 2023.
4. **DELEGATED** to the Director for Growth and Regeneration, in consultation with the Portfolio Holder for Climate, Access and Engagement, authority to:
 - 4.1. Determined and concluded the actions required to establish arrangements for a shared leadership post and any subsequent reviews.
 - 4.2. Agreed the terms of a reciprocal arrangement for mutual aid with Harborough District Council and record the same in a memorandum of understanding.
 - 4.3. Amended the establishments as identified in section 9.10 of this report and undertake recruitment to resource the teams fully.
5. **NOTED** the practical actions required to give lawful effect to the mutual aid arrangement.

Reason for Recommendations:

Further to a vacancy management review and consideration of future delivery options, a service leadership and collaboration arrangement with a neighbouring authority is proposed for each of these key operational services.

This will improve resilience, achieve better use of resources, value for money and better enable preparations for legislative and regulatory change.

The proposed arrangements for Waste and Environmental Maintenance Services will be reviewed within six months, to ensure they are working effectively and to determine future collaboration options.

The proposed arrangements for Regulatory Services follow a successful period of informal collaboration.

The recommendations are in line with the principles of the Council's Workforce Strategy and vacancy management arrangements.

77

RISK MANAGEMENT UPDATE

Director for Corporate Services introduced the report, the purpose of which provided Members with an update on the risk management arrangements and

outlined the current significant risks that have been captured on the recent review of the Councils Strategic Risk Register by the Senior Leadership Team.

The Leader said that it can be difficult to influence some items on the risk register, in particular the NNDR, but some areas we can make significant differences as we have with the Housing Business Plan, this is a testament to all the hard work that has taken place. As we are an ambitious Council there will always be new risks taken, such as the Levelling Up Fund and UKSPF, we should not avoid these risks but recognise and take steps to manage the risks.

Cabinet:

NOTED the content of the report and the updated Strategic Risk Register and associated risk management action plan, as attached at Appendix A.

Reason for Recommendations:

Whilst Risk Management forms part of the Audit and Standards terms of reference it is important that cabinet have oversight and awareness of the strategic risks that could impact on the Council and to review the risk management arrangements in place and the activities that are being undertaken to mitigate those risks.

78

LEVELLING UP FUND

Director for Growth and Regeneration introduced the report the purpose of which provided Members with an update on the successful Levelling Up Funding programme, and the key Melton specific projects within it. It also sets out governance requirements, obligations and implications and seeking approval to commence the work for implementation.

The Portfolio Holder for Growth and Prosperity said that the relevance of the paper is about the governance of the funding, how it will meet the targets and the need to consider the risks involved and how we will be able to deliver and be accountable, Officers have worked hard along with Rutland County Council to ensure we are able to deliver, and the work will fit within the framework we already have. This funding will give great opportunity to the town and borough particularly when coupled with the UKSPF funding and will turn a vision into a reality.

During the discussion the following points were raised

- The Parish Councils need to be involved in the discussions regarding the local transport - Assurance was given that Parish Councils and Members will be involved with the decisions made.
- Determine which villages will be serviced by this proposed transport and is a map available - Members were advised that a conception map is available with the proposed transport services.
- As it is such a big project confirm that Audit and Scrutiny will be looking at

this project - this is being considered at the next Audit and Standards meeting.

- Ensure that increased building costs had been taken into consideration when submitting the bids - assurances were given that costs will be considered and reviewed during the project.
- It is hoped that Melton Borough Council will benefit from the increased prosperity with the success of the Stockyard – Confirmation was given that the new units will generate additional income.

The Leader gave thanks to the local MP for her hard work in respect to the funding. He also gave thanks to all the Officers involved as they had put a lot of time and effort in getting this bid ready.

Cabinet:

1. **NOTED** the successful outcome from the Levelling Up Fund (LUF) bid.
2. **NOTED** that in line with prior approvals and the bid submission, that, subject to Rutland County Council (RCC) approval, RCC will be the 'Lead Authority' and accountable body for the funding and endorse their acceptance of the required grant agreements with DHLUC.
3. Subject to council approval of recommendation 4:
 - 3.1. **APPROVED** entry into the necessary and relevant legal agreements with Rutland County Council to enable Melton Borough Council to access its share of the Levelling Up Fund.
 - 3.2. **APPROVED** entry into an agreement with SMB Group to enable delivery of the theatre project as set out within the bid.
 - 3.3. **DELEGATED** authority to the Director for Corporate Services, in consultation with Portfolio Holder for Growth and Prosperity, to develop, finalise and sign any associated legal documentation in relation to the agreements set out in 2.3.1 and 2.3.2
 - 3.4. **DELEGATED** authority to the Chief Executive, in consultation with the Leader of the Council, to agree any necessary amendments with DLUHC to enable the funding to be secured for Melton's projects, should Rutland County Council be unable to fulfil the accountable body role.
 - 3.5. **NOTED** that regular updates on progress on the LUF programme will be provided to the LUF Executive Board
4. **RECOMMENDED** to Council:
 - 4.1. The acceptance of Melton's proportion of the LUF funding and approval to enter the capital scheme for the Stockyard project totalling £11.1m to the capital programme for 2023/24 to enable its delivery.
 - 4.2. The Approval to provide match funding of £1m through capital receipts, and if not possible, fund through borrowing.
 - 4.3. That authority be delegated to the Director for Corporate Services to update the capital programme with the spend profile across the relevant financial years for the Stockyard project once the detailed budget plan has been prepared.

Reason for Recommendations

In June 2022, the Cabinet approved the submission of a joint Levelling Up Fund bid with Rutland County Council. In January 2023, the Councils were advised the bid had been successful. The Councils now need to enter into the required agreements with the government and each other to enable the funding to be secured and the investment delivered.

Delivering sustainable and inclusive growth in Melton is a key priority in the Council's Corporate Strategy 2020-2024. The Levelling Up Funding bid is focussed on delivering the promise of Melton Mowbray being the 'Rural Capital of Food'. The interventions delivered through this grant funding will help regenerate the town centre, create a destination offer within the town, encourage inward investment, and create additional jobs in key economic sectors such as tourism and food production.

The projects to be delivered are part of the Town Centre Vision created by working extensively with local stakeholders and businesses and approved and adopted by the Council in 2022. These projects will contribute significantly to achieve the vision and objectives set out in this document.

The Stockyard site will be redeveloped for accommodating more food and drink production businesses and to improve the events infrastructure to enable Melton to expand existing and attract larger events such as food festivals all year around.

Improvements to the theatre will help hosting commercial productions to enhance the cultural offer for the town and also support the towns growing evening economy.

The demand responsive transport linking the key towns of Oakham and Melton will complete the offer by linking the towns and rural hinterlands to better enable access from more rural areas. This will help increase footfall and help attract new and repeat visitors.

Outcomes and outputs of this project will also contribute significantly towards achieving the objectives of the Council's Asset Development Programme.

79

DISPOSAL OF CEMETERY LODGE

Director for Growth and Regeneration introduced the report the purpose of which was to recommend to Members that the Council proceeds with the disposal of Cemetery Lodge at auction to generate a capital receipt.

The Portfolio Holder for Growth and Prosperity said that although the building was over 100 years old and was a fine looking building. Taking consideration of options for this building, sale by auction would be the most viable.

Cabinet:

1. **APPROVED** the freehold disposal of Cemetery Lodge in accordance with the Asset Disposal Policy.
2. **DELEGATED** authority for the Director for Growth and Regeneration to finalise and effect the legal documentation in relation to the conditions of sale and transfer of the property.

Reason for Recommendations:

Taking a commercial approach to the management of our assets is a key area of focus under priority 3 of the Corporate Strategy 2020-2024.

The recommendation of disposal through auction is in accordance with the Council's Assets Disposal Policy (2020).

The sale of Cemetery Lodge would generate a much needed capital receipt for the Council to support the work in extending capacity of the current cemetery and future-proofing cemetery provision in the borough.

The disposal would remove the ongoing financial liability of the property in terms of repair and maintenance, property checks and inspections made by the caretaking staff and the on-going security risk.

80

ALLOCATION OF COMMUNITY GRANTS 2023/24

Director for Housing and Communities introduced the report the purpose of which was to seek approval from Members for the award of Community Grants (including those funded through the UK Shared Prosperity Fund) for the financial year 2023/24.

The Portfolio Holder for Climate, Access and Engagement said that she had enjoyed awarding the community grants, this year we have received extra funding from the UKSPF which has enabled us to reach out further than previous years. Because of this extra funding from UKSPF the Council now have more robust and formal procedures in place, and this allows us to be more transparent when the grants are allocated. She was delighted to announce the one-off Coronation Grant scheme to help communities to celebrate the Coronation of King Charles III.

Cabinet:

1. **APPROVED** the award of Community Grants in line with the Community Grants Policy as set out in the report and detailed in Appendix A.
2. **APPROVED** utilisation of allocated UKSPF funding to support additional community grant allocations as detailed in Appendix A.
3. **DELEGATED** to the Director for Housing and Communities, in consultation with the Portfolio Holder for Climate, Access and Engagement, authority to assess and award community grants for the one-off King's Coronation Grants Scheme with the remaining Community Grants budget (£8,796)

Reason for Recommendations:

The Council invests in a Community Grants Scheme which supports communities

with delivering activities that benefit the residents of the Borough and bring positive social value. The grant supports the corporate theme of “Helping People” and the Council’s role both as supporter and enabler of community-based activities.

Utilising allocated UK Shared Prosperity Fund monies alongside the Council’s Community Grants budget has enabled the panel to assist as many requests as possible, achieve maximum value for money and create a one-off Coronation Grants Scheme to enable communities across Melton to celebrate the Coronation of King Charles III.

In 2022, the Council successfully extended the reach of the community grants budget to enable celebration of the Platinum Jubilee in communities across the Borough through a one-off grants scheme. As a community leader, it is positive that the Council can replicate this to deliver and award funds to eligible applicants through a one-off grant fund to mark the King’s Coronation.

Timely award of grants for the King’s Coronation is important, to enable community groups sufficient time to plan and prepare for their events in time for the Coronation in May 2023. Delegated authority to awards the Coronation grants will enable this.

The recommended allocations follow a robust assessment process by a panel consisting of the Portfolio Holder and lead officers. The Panel assessed the grants in line with the criteria set out within the approved Community Grants Policy.

81

UKSPF INVESTMENT PLAN UPDATE

Director for Growth and Regeneration introduced the report, the purpose of which provided Members with an overview of the work undertaken to date since the Council secured £1.19m of investment to delivery its UKSPF investment plan. They were advised that significant work has been undertaken to ensure the programme is ready to begin delivery to provide support to residents and local businesses.

The Portfolio Holder for Growth and Prosperity said that the UKSPF has come from the vision that partners, stakeholders and workshops held over the last two years, the benefits are now starting to be seen in the town centre and rural borough. The Council has significant responsibilities to meet the requirements and ensure we meet the agreed timelines. Monitoring is in place to ensure that all the requirements are met a local advisory board is being set up with local stakeholders and partners to evaluation delivery of the programme.

Members asked for clarification for members of the public that the funding will be used for investment in the town centre and rural communities. That business that are struggling with energy costs will be helped and there will be improvements for the street scene in the town centre.

Cabinet:

1. **CONFIRMED** commitment to delivery of the UKSPF Investment plan as previously submitted to Government.

2. **DELEGATED** Authority to Director for Growth and Regeneration, in consultation with the Portfolio Holder for Growth and Prosperity, to authorise spend and undertake decisions, approvals and awards of contract that ensure continued delivery of the UKSPF programme in line with the investment plan. This is to include, not only council led projects, but also where funding needs to be released for delivery by a third party (via grants, commissioning, procurement of services etc).
3. **DELEGATED** authority to Director for Growth and Regeneration, in consultation with the Portfolio Holder for Growth and Prosperity, to make amendments to the plan, as required, and to submit change requests to Govt, relating to the delivery of Melton's UKSPF programme, in accordance with the requirements of the fund.
4. **DELEGATED** authority to the Director for Growth and Regeneration, in consultation with the Portfolio holder for Growth and Prosperity, to agree and implement the Council's Business Grant policy and to make any future amendments required to continue to deliver the UKSPF investment plan.

Reason for Recommendations:

The UKSPF programme is an allocation made to the council to support its local communities and economy. Its successful implementation will directly support growth throughout the borough. Following significant consultation with partners across the borough, all with direct experience of the issues being faced by our communities and local businesses, the UKSPF programme interventions have been prioritised and selected precisely because they directly target and provide support where it is most needed.

The UKSPF programme is a package of interventions that will align with, and are complimentary to, the recently successful Levelling Up Fund submission to further support extensive growth within key sectors and key locations. The UKSPF will deliver key interventions that have been highlighted by our business community through direct feedback at UKSPF workshops but also through information collated through the adopted Town Centre Vision.

The UKSPF programme is a significant investment in our local communities and economy. The programme has clearly defined objectives and expectations regarding outputs and outcomes generated. There is also a very short timeframe for delivery and sets out the level of investment that must be made per year across the many different interventions.

Melton Borough Council as the accountable body for the programme has significant responsibilities to ensure the funding is spent in a timely and, more importantly, compliant manner. This will be managed internally but will require the council to be able to be flexible in its delivery approach to ensure it continues to deliver against these expectations and meets the targets it is responsible for delivering. This will require officers, in accordance with relevant local and national regulation, to be able to make decisions regarding project and programme delivery to ensure effective delivery of the proposed interventions.

Due to the fast-paced nature of these projects and the length of time for delivery

	<p><i>there is an ongoing need to ensure the programme can react to changing local needs and reflect the demands of our local communities and economy at any point in time. There will be a need to continually monitor outputs, engage with partners and assess how projects are delivering to identify any potential required changes. These changes then need to be agreed at the local level and a request made to government to secure their sign off to put these changes in place. This will be often a small-scale change and delegated authority is sought to retain flexibility to enable these changes to be made in a timely manner to enable ongoing delivery against original programme expectations.</i></p>
82	<p>LEISURE PROCUREMENT</p> <p>Director for Housing and Communities introduced the report the purpose of which was to update Members on the Leisure Procurement Framework and seek approval to commence the procurement of an operator for the Council's leisure facilities from 1st April 2024.</p> <p>The Portfolio Holder for People and Communities said that leisure is a big part of people lives and huge benefit to both mental and physical health. The Council needs to ensure that good leisure facilities are available to our communities, and it is important for us to find a provider who will deliver both high quality and affordable facilities for our communities.</p> <p>Members gave their thanks that this work is going ahead to ensure the town has the leisure facilities that it needs.</p> <p>Cabinet:</p> <ol style="list-style-type: none"> 1. APPROVED the Leisure Procurement Framework (Appendix A). 2. DELEGATED authority to the Director for Housing and Communities, in consultation with the Portfolio holder for People and Communities, to make minor amendments to the leisure procurement framework and to finalise the associated procurement documentation. 3. DELEGATED authority to the Director for Housing and Communities to commence a procurement process to seek a leisure operator for the Council's Leisure Facilities from 1st April 2024. <p><i>Reason for Recommendations:</i></p> <p><i>To maintain the provision of leisure facilities in Melton, a procurement process is required to seek and to secure an operator for Melton Borough Council's leisure facilities from 1st April 2024. This process will need to commence before the end of the current financial year. The current contract cannot be extended.</i></p> <p><i>The leisure procurement framework has been developed with the support of sector experts and is informed by market engagement and workshops with a range of officers with experience and expertise in relevant areas (for example property, health and leisure, legal, finance, procurement). It has also been shaped through a workshop with the council's scrutiny committee and with Portfolio Holders.</i></p> <p><i>The leisure procurement framework will directly inform the associated tender and</i></p>

evaluation documents. Approval of the leisure procurement framework is required to enable conclusion of the preparatory work and commencement of the procurement process.

The leisure procurement framework seeks to achieve a balance between achieving the council's financial and social value requirements whilst also ensuring the opportunity is attractive to the leisure market. It provides an important opportunity for the council to test the market, and assess the viability, affordability and quality of proposals from the leisure sector before any decisions on contract award would be made.

Final decisions in respect of contract award would be reserved for Full Council through consideration of a preferred provider following the procurement process (recommendation from Cabinet).

The meeting closed at: 5.40 pm

Chair