

# Agenda

|                          |  |
|--------------------------|--|
| <b>Meeting name</b>      | <b>Meeting of the Scrutiny Committee</b>   |
| <b>Date</b>              | <b>Tuesday, 14 March 2023</b>  |
| <b>Start time</b>        | <b>6.30 pm</b>   |
| <b>Venue</b>             | <b>Parkside, Station Approach, Burton Street,<br/>Melton Mowbray, Leicestershire. LE13 1GH</b> |
| <b>Other information</b> | <b>This meeting is open to the public</b>  |

Members of the Scrutiny Committee are summoned to the above meeting to consider the following items of business.

**Edd de Coverly**  
**Chief Executive**

## Membership

|                    |                  |                           |
|--------------------|------------------|---------------------------|
| <b>Councillors</b> | R. Child (Chair) | J. Wilkinson (Vice-Chair) |
|                    | S. Atherton      | S. Carter                 |
|                    | P. Chandler      | C. Evans                  |
|                    | E. Holmes        | S. Lumley                 |
|                    | P. Posnett MBE   | T. Webster                |
|                    |                  |                           |

**Quorum:** 5 Councillors

|                          |                         |
|--------------------------|-------------------------|
| <b>Meeting enquiries</b> | Democratic Services     |
| <b>Email</b>             | democracy@melton.gov.uk |
| <b>Agenda despatched</b> | Monday, 6 March 2023    |

| No. | Item  | Page No. |
|-----|---|----------|
| 1.  | <b>APOLOGIES FOR ABSENCE</b>  |          |
| 2.  | <b>MINUTES</b><br>To approve the Minutes of the previous meeting held on 24 January 2023.   | 1 - 6    |
| 3.  | <b>DECLARATIONS OF INTEREST</b><br>Members to declare any interest as appropriate in respect of items to be considered at this meeting.   | 7 - 8    |
| 4.  | <b>REVIEW OF THE FORWARD PLAN</b><br>To consider the attached Forward Plan and identify any relevant items for inclusion in the Scrutiny Work Programme, or to request further information. | 9 - 24   |
| 5.  | <b>REVIEW OF THE SCRUTINY WORK PROGRAMME 2022/23</b><br>Members are to review and comment upon the attached Scrutiny Work Programme 2022/23.  | 25 - 30  |
| 6.  | <b>HOMELESSNESS</b><br>The Committee is to receive a report which provides an update of Housing Options and Homelessness across the borough of Melton.<br><br><b>Report to follow.</b>      |          |
| 7.  | <b>URGENT BUSINESS</b><br>To consider any other items that the Chair considers urgent   |          |

# Minutes

|                     |  |
|---------------------|--|
| <b>Meeting name</b> | <b>Scrutiny Committee</b>  |
| <b>Date</b>         | <b>Tuesday, 24 January 2023</b>  |
| <b>Start time</b>   | <b>6.30 pm</b>   |
| <b>Venue</b>        | <b>Parkside, Station Approach, Burton Street, Melton Mowbray, Leicestershire. LE13 1GH</b> |

## Present:

**Chair** Councillor R. Child (Chair)

**Councillors**

|                           |                |
|---------------------------|----------------|
| J. Wilkinson (Vice-Chair) | S. Atherton    |
| S. Carter                 | P. Chandler    |
| J. Douglas                | C. Evans       |
| E. Holmes                 | P. Posnett MBE |
| T. Webster                |                |

**In Attendance** Leader of the Council – Councillor J. Orson  
Portfolio Holder for Corporate Governance, Finance and Resources – Councillor R. de Burle  
Portfolio Holder for Climate, Access and Engagement – Councillor A. Freer

**Officers**

- Chief Executive
- Director for Housing and Communities (Deputy Chief Executive)
- Director for Corporate Services & Section 151 Officer
- Director for Growth and Regeneration
- Assistant Director for Resources
- Senior Democratic Services and Scrutiny Officer
- Democratic Services Officer (SE)

| <b>Minute No.</b> | <b>Minute</b>   |
|-------------------|---|
| 51                | <p><b>APOLOGIES FOR ABSENCE</b><br/>No apologies for absence were received.</p>   |
| 52                | <p><b>MINUTES</b><br/>The Minutes of the meeting held on 22 November 2022 were approved.</p> <p>The Minutes of the meeting held on 11 January 2023 were approved. During the approval of the Minutes of the 11 January 2023 meeting, the Chairman noted that whilst correct, the information provided was incorrect. It was stated that housing benefit is paid 4 weeks in arrears, however it has since transpired that housing benefit is paid weekly into the rent account and that universal credit is paid 4 weeks in arrears. It was also stated that there were 800 and 900 tenants in arrears, however it transpired that the correct number was 648.</p>   |
| 53                | <p><b>DECLARATIONS OF INTEREST</b><br/>An interest in respect of Councillor Posnett was noted as being on record for any matter which related to Leicestershire County Council.</p>   |
| 54                | <p><b>REVIEW OF THE FORWARD PLAN</b><br/>The Chairman introduced the Cabinet Forward Plan and invited Members to comment.</p> <p>In reviewing the forward plan, Members discussed the upcoming feasibility study into the Melton Mowbray Cemetery and agreed that the issue needs reviewing. The Director for Housing and Communities stated that feasibility work had been commissioned and work was in progress and that the Cabinet would review the study at their meeting in April.</p> <p>A discussion ensued on whether the topic of Leisure Procurement should return to Scrutiny at some point prior to the award of the contract. It was noted that the topic was discussed at length at a Scrutiny workshop on 5 January 2023 and that the next stage is that it is going to be discussed at a Cabinet meeting shortly. The decision to award will be considered by all Members at a future Council meeting.</p> |
| 55                | <p><b>REVIEW OF THE SCRUTINY WORK PROGRAMME 2022/23</b><br/>The Chairman introduced the Scrutiny Work Programme 2022/23 and invited Members to comment upon the document.</p> <p>A discussion on climate change ensued during which Members were reminded that there will be a workshop on the topic. It was noted that the Scrutiny Committee agreed to have a workshop on the issue at the meeting held on 22 February 2022 and in response the Committee was informed that staff capacity issues was the reason why the workshop had been delayed. Following further discussion, it was agreed that the Director for Growth and Regeneration would provide a summary of</p>  |

actions to the Committee. Also the Senior Democratic Services and Scrutiny Officer is to liaise with the Director for Growth and Regeneration and set a date for the proposed climate change workshop.

The topic of homelessness was raised by the Committee and it was agreed that this topic would be discussed in further detail at the Committee meeting to be held on 14 March.

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**GENERAL FUND REVENUE BUDGET 2023/24 AND MEDIUM TERM FINANCIAL STRATEGY 2024/25 TO 2026/27**

The Chairman informed Members that the report is due to be presented to Cabinet on 8 February 2023. Currently the report and appendices are in draft and subject to amendments.

Following an introduction by the Chief Executive, the Director for Corporate Services gave a presentation on the budget proposals for 2023/24 and the medium term financial strategy.

The Director for Growth and Regeneration was asked for the reason for the backdated service charges relating to Parkside and Phoenix House and how that had arisen. In response, the Committee was informed that the charges totalling £100k and £139k respectively, which were not included within the budget for 2022/23, was recoverable and had arisen due to how the charges were managed historically. It was confirmed that, when recovered, this would significantly improve the forecast budget outturn position and mitigate the forecast budget deficit in 2022/23. It also demonstrated the positive impact the team were having since they were established in 2019 to address the historical gaps in provision.

The query was raised on whether the £142k NNDR cost recharge to the contractor for the occupation of Lake Terrace under the terms of the lease would be paid. Members were informed that it is subject to ongoing discussion but that Officers were hoping for a positive response.

The question was asked, in light of the challenging financial situation the Council finds itself, why was it deemed appropriate to create the post of Assistant Director overseeing the Shared Prosperity Fund. In response, Members were advised that the role was necessary to ensure corporate oversight of the UKSPF plan and assured that the role is an amended role and does not represent an increase in head count. In addition, the difference between the current post and the amended post would be fully funded through the funds received from UKSPF.

The issue of funding for staff vacancies was raised, as well as the impact of hiring interims to temporarily fill those vacancies was having upon the budget. In response, the Committee were informed that the establishment is budgeted for in full and therefore where there are vacancies this would result in a saving that could be used for interim arrangements. Where interims are hired, budget considerations and affordability are taken into account. Also, it was highlighted that the local government sector is facing recruitment challenges, especially in key areas like

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|----|---|
|    | <p>planning and environmental health and it was not prudent to simply repeat recruitment processes that had been unsuccessful previously. Consideration was therefore being given to different options, including shared arrangements, and whilst these were being developed interim arrangements would be maintained.</p> <p>Members were concerned that the Council did not have a figure for bringing the Cemetery Lodge up to a rentable standard. The Committee was informed that it isn't just a matter of funding and that there are other legalities involved, however the issue will be discussed in more depth at the Cabinet meeting in March.</p>   |
| 57 | <p><b>CAPITAL PROGRAMME 2022 - 2027 - GENERAL FUND AND CAPITAL STRATEGY 2023/24</b></p> <p>The Chairman informed Members that the report is due to be presented to Cabinet on 8 February 2023. Currently the report and appendices are in draft and subject to amendments.</p> <p>The Director for Corporate Services outlined the capital programme to the Committee.</p> <p>In response to a concern raised regarding the cost to the Council of replacing vehicles, it was explained these had reached the end of their economic useful life and were now incurring higher maintenance costs. A replacement programme is in place based on estimated useful lives of vehicles.</p> <p>A concern was raised regarding employees taking vehicles home each evening and the additional revenue costs in fuel and wear and tear this incurred. The Director for Housing and Communities and the Director for Growth and Regeneration have committed to review the situation and provide a response to the Scrutiny Committee.</p> <p>Following a comment regarding the underspend of Disabled Facilities Grants, Officers confirmed that any underspend may have to be returned to the grant provider, which could impact the total funds of £681k. Although Officers are going to look at innovative options for how these funds could be used, whilst remaining in line with the grant conditions.</p> |
| 58 | <p><b>REVENUE BUDGET PROPOSALS 2023/24 - HOUSING REVENUE ACCOUNT (HRA)</b></p> <p>The Chairman informed Members that the report is due to be presented to Cabinet on 8 February 2023. Currently the report and appendices are in draft and subject to amendments.</p> <p>The Director for Corporate Services outlined the 2023/24 revenue budget proposals for Housing Revenue Account (HRA).</p> <p>In response to a concern raised regarding the voucher scheme to provide tenants a one-off payment to assist with the cost of living and how this was to be managed and audit considerations, the Committee were informed that the Director for</p>   |

Housing and Communities and the Portfolio Holder for Housing and Landlord Services will spend time in reviewing and understanding good practice before developing and implementing a policy for the Council.

The comment was made that the Council can and should be acting more decisively when recovering garage rent arrears which currently total £18k.

A concern was raised on whether capital investments on Council-owned homes would provide sufficient reduction in energy use and carbon emissions. In response Members were informed that the Council is committed to achieving climate change targets that have been committed to but that there is a trade-off to be made between reducing emissions and reducing costs for tenants. It was also reiterated that the Council will only be able to mitigate the full carbon impact from its housing with the support of government funding.

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**URGENT BUSINESS**

There was no urgent business.

The meeting closed at: 8.03 pm

Chair

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## MEMBER INTERESTS

### Do I have an interest?

#### 1 DISCLOSABLE PECUNIARY INTERESTS (DPIs)

A “Disclosable Pecuniary Interest” is any interest described as such in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 and includes an interest of yourself, or of your Spouse/Partner (if you are aware of your Partner's interest) that falls within the following categories: Employment, Trade, Profession, Sponsorship, Contracts, Land/Property, Licences, Tenancies and Securities.

A Disclosable Pecuniary Interest is a Registerable Interest. Failure to register a DPI is a criminal offence so register entries should be kept up-to-date.

#### 2 OTHER REGISTERABLE INTERESTS (ORIs)

An “Other Registerable Interest” is a personal interest in any business of your authority which relates to or is likely to affect:

- a) any body of which you are in general control or management and to which you are nominated or appointed by your authority; or
- b) any body
  - (i) exercising functions of a public nature
  - (ii) any body directed to charitable purposes or
  - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

#### 3 NON-REGISTRABLE INTERESTS (NRIs)

“Non-Registrable Interests” are those that you are not required to register but need to be disclosed when a matter arises at a meeting which directly relates to your financial interest or wellbeing or a financial interest or wellbeing of a relative or close associate that is not a DPI.

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**In each case above, you should make your declaration at the beginning of the meeting or as soon as you become aware. In any other circumstances, where Members require further advice they should contact the Monitoring Officer or Deputy Monitoring Officer in advance of the meeting.**

# Declarations and Participation in Meetings

## 1 DISCLOSABLE PECUNIARY INTERESTS (DPIs)

- 1.1 Where a matter arises at a meeting which **directly relates** to one of your Disclosable Pecuniary Interests which include both the interests of yourself and your partner then:
- a) you must disclose the interest;
  - b) not participate in any discussion or vote on the matter; and
  - c) must not remain in the room unless you have been granted a Dispensation.

## 2 OTHER REGISTERABLE INTERESTS (ORIs)

- 2.1 Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests i.e. relating to a body you may be involved in:
- a) you must disclose the interest
  - b) may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter; and
  - c) must not remain in the room unless you have been granted a Dispensation.

## 3 NON-REGISTRABLE INTERESTS (NRIs)

- 3.1 Where a matter arises at a meeting, which is not registrable but may become relevant when a particular item arises i.e. interests which relate to you and /or other people you are connected with (e.g. friends, relative or close associates) then:
- a) you must disclose the interest;
  - b) may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter; and
  - c) must not remain in the room unless you have been granted a Dispensation.

## 4 BIAS

- 4.1 Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias. If you have been involved in an issue in such a manner or to such an extent that the public are likely to perceive you to be biased in your judgement of the public interest (bias):
- a) you should not take part in the decision-making process
  - b) you should state that your position in this matter prohibits you from taking part
  - c) you should leave the room.

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**In each case above, you should make your declaration at the beginning of the meeting or as soon as you become aware. In any other circumstances, where Members require further advice they should contact the Monitoring Officer or Deputy Monitoring Officer in advance of the meeting.**

## MELTON BOROUGH COUNCIL Forward Plan

### FOR THE PERIOD March 2023 - June 2023

#### 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)
- Corporate Governance, Finance and Resources
- Climate, Access and Engagement
- Housing and Landlord Services
- Growth and Prosperity

### **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/<br>Contact Officer  | Decision to be taken in public or private session? |
|--|-------------------|--|-------------------------|---------------|---|--|
| <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 Housing and Landlord Services | Not before 3rd Mar 2023 | Yes           | Portfolio Holder for Housing and Landlord Services<br><br>Michelle Howard,<br>Director for Housing and Communities (Deputy Chief Executive) | Open   |
| <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> |                   | Director for Housing and Communities               | Not before 3rd Mar 2023 | Yes           | Portfolio Holder for Corporate Governance, Finance and Resources<br><br>Nick Sach,<br>Revenues and Benefits Manager                         | Open   |

| <p align="center"><b>Report Title<br/>and Expected Decision</b></p>   | <p align="center"><b>Background<br/>Papers</b></p> | <p align="center"><b>Decision Maker</b></p>               | <p align="center"><b>Date of<br/>Decision</b></p> | <p align="center"><b>Key<br/>Decision?</b></p> | <p align="center"><b>Report Available/<br/>Portfolio Holder/<br/>Contact Officer</b></p>                          | <p align="center"><b>Decision to<br/>be taken in<br/>public or<br/>private<br/>session?</b></p> |
|---|--|---|---|--|---|---|
| <p><u>Omicron Grant Funding</u></p> <p>To approve diverting residual ARG Funding from the ARG Growth Fund to support businesses affected by “Plan B” Restrictions and the Omicron variant and to approve the amended ARG top-up Grant Policy.</p> |  | <p>Portfolio Holder for Growth and Prosperity</p>         | <p>Not before 3rd Mar 2023</p>                    | <p>Yes</p>                                     | <p>Portfolio Holder for Growth and Prosperity</p> <p>Pranali Parikh,<br/>Director for Growth and Regeneration</p> | <p>Open</p>   |
| <p><u>Sale of Cattle Market North</u></p> <p>The sale of Council land at the North End of the Cattle market, which comprises an approximate area of 1.69 acres, allocated for housing.</p>  |  | <p>Director for Growth and Regeneration</p>               | <p>Not before 3rd Mar 2023</p>                    | <p>Yes</p>                                     | <p>Portfolio Holder for Growth and Prosperity</p> <p>Jiten Ravat,<br/>Corporate Property and Assets Manager</p>   | <p>Open</p>   |
| <p><u>Contract Rates Uplift – Electrical Re-wires (Newey)</u></p> <p>To approve an uplift in the contract rates and amend the contract documents as required.</p>   |  | <p>Portfolio Holder for Housing and Landlord Services</p> | <p>Not before 3rd Mar 2023</p>                    | <p>Yes</p>                                     | <p>Portfolio Holder for Housing and Landlord Services</p> <p>Christopher Flannery, Housing Asset Manager</p>      | <p>Open</p>   |

| <b>Report Title<br/>and Expected Decision</b> | <b>Background<br/>Papers</b> | <b>Decision Maker</b> | <b>Date of<br/>Decision</b> | <b>Key<br/>Decision?</b> | <b>Report Available/<br/>Portfolio Holder/<br/>Contact Officer</b> | <b>Decision to<br/>be taken in<br/>public or<br/>private<br/>session?</b> |
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|   |  |                                 |                         |     |   |      |
|---|--|---------------------------------|-------------------------|-----|---|------|
| <p><u>Award of Contract - Learning Management System Project</u></p> <p>To award the contract and enter into any necessary documentation to effect the award.</p> |  | Director for Corporate Services | Not before 3rd Mar 2023 | Yes | Portfolio Holder for Corporate Governance, Finance and Resources<br><br>Sarah Jane O'Connor, Assistant Director, Organisational Development | Open |
|---|--|---------------------------------|-------------------------|-----|---|------|

|  |  |                                 |                         |     |   |                |
|--|--|---------------------------------|-------------------------|-----|---|----------------|
| <p><u>Contract Exemption – Dog Kennelling Services</u></p> |  | Director for Corporate Services | Not before 3rd Mar 2023 | Yes | Portfolio Holder for Climate, Access and Engagement<br><br>Pranali Parikh, Director for Growth and Regeneration | Fully exempt 4 |
|--|--|---------------------------------|-------------------------|-----|---|----------------|

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|--|--|--|-------------------------|-----|---|------|
| <p><u>Fire Alarm Upgrade &amp; Communal Area Re-wire at Sheltered Housing Scheme</u></p> <p>To award a contract for fire alarm upgrade and communal area re-wire at a sheltered housing scheme</p> |  | Portfolio Holder for Housing and Landlord Services | Not before 3rd Mar 2023 | Yes | Portfolio Holder for Housing and Landlord Services<br><br>Christopher Flannery, Housing Asset Manager | Open |
|--|--|--|-------------------------|-----|---|------|

| <p align="center"><b>Report Title<br/>and Expected Decision</b></p>   | <p align="center"><b>Background<br/>Papers</b></p> | <p align="center"><b>Decision Maker</b></p> | <p align="center"><b>Date of<br/>Decision</b></p> | <p align="center"><b>Key<br/>Decision?</b></p> | <p align="center"><b>Report Available/<br/>Portfolio Holder/<br/>Contact Officer</b></p>   | <p align="center"><b>Decision to<br/>be taken in<br/>public or<br/>private<br/>session?</b></p> |
|---|--|---|---|--|--|---|
| <p><u>New leases for digital advertising hoardings</u><br/><br/>To facilitate leases for digital advertising hoardings to a value of £160,000 over 16 years</p> |  | <p>Director for Growth and Regeneration</p> | <p>Not before 3rd Mar 2023</p>                    | <p>Yes</p>                                     | <p>Portfolio Holder for Growth and Prosperity<br/><br/>Jiten Ravat,<br/>Corporate Property and Assets Manager</p>  | <p>Open</p>   |
| <p><u>Fees and Charges 2023/24</u><br/><br/>To approve the revised fees and charges for 2023/24.</p>  |  | <p>Director for Corporate Services</p>      | <p>Not before 3rd Mar 2023</p>                    | <p>Yes</p>                                     | <p>Portfolio Holder for Corporate Governance, Finance and Resources<br/><br/>David Scott,<br/>Assistant Director for Resources (Deputy s151 Officer)</p> | <p>Open</p>   |



| <p align="center"><b><u>Report Title</u></b><br/><b>and Expected Decision</b></p>  | <p align="center"><b>Background Papers</b></p> | <p align="center"><b>Decision Maker</b></p> | <p align="center"><b>Date of Decision</b></p> | <p align="center"><b>Key Decision?</b></p> | <p align="center"><b>Report Available/<br/>Portfolio Holder/<br/>Contact Officer</b></p>   | <p align="center"><b>Decision to be taken in public or private session?</b></p> |
|--|--|---|---|--|--|---|
| <p><u>Lease of Thorpe End Car Park to ARLA Foods</u></p> <p>To facilitate a lease for the use of Thorpe End Car Park to ARLA Foods</p> |  | <p>Director for Growth and Regeneration</p> | <p>Not before 3rd Mar 2023</p>                | <p>Yes</p>                                 | <p>Portfolio Holder for Growth and Prosperity</p> <p>Jiten Ravat,<br/>Corporate Property and Assets Manager</p>  | <p>Open</p>   |
| <p><u>Cost of Living Quarterly Update</u></p> <p>To review the Cost of Living Quarterly Update</p>                                     |  | <p>Cabinet</p>                              | <p>8 Mar 2023</p>                             | <p>Yes</p>                                 | <p>Portfolio Holder for People and Communities (Deputy Leader)</p> <p>Michelle Howard,<br/>Director for Housing and Communities (Deputy Chief Executive)</p> | <p>Open</p>   |
| <p><u>Damp and Mould Policy</u></p> <p>The Damp and Mould Policy is to be presented to the Cabinet.</p>                                |  | <p>Cabinet</p>                              | <p>8 Mar 2023</p>                             | <p>No</p>                                  | <p>Portfolio Holder for Housing and Landlord Services</p> <p>Christopher Flannery, Housing Asset Manager</p>   | <p>Open</p>   |

| <p align="center"><b>Report Title<br/>and Expected Decision</b></p>  | <p align="center"><b>Background<br/>Papers</b></p> | <p align="center"><b>Decision Maker</b></p> | <p align="center"><b>Date of<br/>Decision</b></p> | <p align="center"><b>Key<br/>Decision?</b></p> | <p align="center"><b>Report Available/<br/>Portfolio Holder/<br/>Contact Officer</b></p>   | <p align="center"><b>Decision to<br/>be taken in<br/>public or<br/>private<br/>session?</b></p> |
|--|--|---|---|--|--|---|
| <p><u>Service Leadership and Collaboration - Waste, Environmental Maintenance and Regulatory Services</u></p> <p>To consider leadership and collaboration for waste and environmental maintenance services</p> |  | Cabinet                                     | 8 Mar 2023  | No   | <p>Portfolio Holder for Climate, Access and Engagement</p> <p>Michelle Howard,<br/>Director for Housing and Communities (Deputy Chief Executive)</p>   | Open  |
| <p><u>Risk Management Update</u></p> <p>To consider the Risk Management Update report and any action that is deemed necessary.</p>   |  | Cabinet                                     | 8 Mar 2023  | No   | <p>Portfolio Holder for Corporate Governance, Finance and Resources</p> <p>David Scott,<br/>Assistant Director for Resources (Deputy s151 Officer)</p> | Open  |

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| <u>Report Title</u><br>and Expected Decision | Background Papers | Decision Maker     | Date of Decision          | Key Decision? | Report Available/<br>Portfolio Holder/<br>Contact Officer   | Decision to be taken in public or private session? |
|--|-------------------|--------------------|---------------------------|---------------|---|--|
| <u>Levelling Up Fund</u>                     |                   | Cabinet<br>Council | 8 Mar 2023<br>23 Mar 2023 | No            | Portfolio Holder for Growth and Prosperity<br><br>Lee Byrne,<br>Regeneration Manager                    | Open   |
| <u>Disposal of Cemetery Lodge</u>            |                   | Cabinet            | 8 Mar 2023                | Yes           | Portfolio Holder for Growth and Prosperity<br><br>Jiten Ravat,<br>Corporate Property and Assets Manager | Open   |
| <u>Leisure Procurement</u>                   |                   | Cabinet            | 8 Mar 2023                | Yes           | Portfolio Holder for People and Communities (Deputy Leader)<br><br>Lee Byrne,<br>Regeneration Manager   | Part exempt 3                                      |

| <b>Report Title<br/>and Expected Decision</b> | <b>Background<br/>Papers</b> | <b>Decision Maker</b> | <b>Date of<br/>Decision</b> | <b>Key<br/>Decision?</b> | <b>Report Available/<br/>Portfolio Holder/<br/>Contact Officer</b> | <b>Decision to<br/>be taken in<br/>public or<br/>private<br/>session?</b> |
|---|------------------------------|-----------------------|-----------------------------|--------------------------|--|---|
|---|------------------------------|-----------------------|-----------------------------|--------------------------|--|---|

|   |  |         |            |     |  |      |
|---|--|---------|------------|-----|--|------|
| <u>Community Grants</u><br><br>To allocate community grant funding. |  | Cabinet | 8 Mar 2023 | Yes | Portfolio Holder for<br>People and<br>Communities<br>(Deputy Leader)<br><br>Aysha Rahman,<br>Assistant Director,<br>Customers and<br>Communities | Open |
| <u>UK Shared Prosperity Fund</u>                                    |  | Cabinet | 8 Mar 2023 | No  | Portfolio Holder for<br>Growth and<br>Prosperity<br><br>Lee Byrne,<br>Regeneration<br>Manager  | Open |

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| <p align="center"><b>Report Title<br/>and Expected Decision</b></p>   | <p align="center"><b>Background<br/>Papers</b></p> | <p align="center"><b>Decision Maker</b></p>  | <p align="center"><b>Date of<br/>Decision</b></p> | <p align="center"><b>Key<br/>Decision?</b></p> | <p align="center"><b>Report Available/<br/>Portfolio Holder/<br/>Contact Officer</b></p>  | <p align="center"><b>Decision to<br/>be taken in<br/>public or<br/>private<br/>session?</b></p> |
|---|--|--|---|--|---|---|
| <p><u>Council Tax Support Policy</u></p> <p>Page 19</p>   |  | <p>Portfolio Holder<br/>for Corporate<br/>Governance,<br/>Finance and<br/>Resources,<br/>Portfolio Holder<br/>for People and<br/>Communities<br/>(Deputy Leader)</p> | <p>9 Mar 2023</p>                                 | <p>Yes</p>                                     | <p>Portfolio Holder for<br/>Corporate<br/>Governance,<br/>Finance and<br/>Resources,<br/>Portfolio Holder for<br/>People and<br/>Communities<br/>(Deputy Leader)</p> <p>David Scott,<br/>Assistant Director<br/>for Resources<br/>(Deputy s151<br/>Officer)</p> | <p>Open</p>   |
| <p><u>Purchase of Ride on Mowers and Tipper</u></p> <p>Award of contract to procure ride on<br/>mowers and a tipper</p> |  | <p>Director for<br/>Housing and<br/>Communities</p>  | <p>10 Mar 2023</p>                                | <p>Yes</p>                                     | <p>Portfolio Holder for<br/>Climate, Access<br/>and Engagement</p> <p>Paul Evans,<br/>Interim Head of<br/>Neighbourhoods</p>  | <p>Open</p>   |

| <p align="center"><u>Report Title</u><br/>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/<br/>Portfolio Holder/<br/>Contact Officer</p>  | <p align="center">Decision to be taken in public or private session?</p> |
|---|---|---|--|-------------------------------------|--|--|
| <p><u>Award of Contract - Cyclical Decoration Contract</u></p> <p>To award a contract for a contractor to carry out external decoration of Council owned housing properties.</p>                                  |   | <p>Portfolio Holder for Housing and Landlord Services</p> | <p>23 Mar 2023</p>                     | <p>Yes</p>                          | <p>Portfolio Holder for Housing and Landlord Services</p> <p>Christopher Flannery, Housing Asset Manager</p>               | <p>Fully exempt 3</p>  |
| <p><u>Award of Contract - Upgrade and Annual Service of Digital TV Aerials</u></p> <p>To award a contract to upgrade digital TV Aerials at Council owned housing properties and carry out annual maintenance.</p> |   | <p>Portfolio Holder for Housing and Landlord Services</p> | <p>23 Mar 2023</p>                     | <p>Yes</p>                          | <p>Portfolio Holder for Housing and Landlord Services</p> <p>Christopher Flannery, Housing Asset Manager</p>               | <p>Fully exempt 3</p>  |
| <p><u>Intensive Housing Management Service Review</u></p> <p>To consider an Intensive Housing Management Service Review for approval</p>  |   | <p>Cabinet</p>  | <p>12 Apr 2023</p>                     | <p>No</p>                           | <p>Portfolio Holder for Housing and Landlord Services</p> <p>Alison Bennett, Assistant Director for Housing Management</p> | <p>Open</p>  |

| <u>Report Title</u><br>and Expected Decision | Background Papers | Decision Maker | Date of Decision | Key Decision? | Report Available/<br>Portfolio Holder/<br>Contact Officer | Decision to be taken in public or private session? |
|--|-------------------|----------------|------------------|---------------|---|--|
|--|-------------------|----------------|------------------|---------------|---|--|

|   |  |         |             |    |   |      |
|---|--|---------|-------------|----|---|------|
| <p><u>Biannual Ombudsman Report</u></p> <p>A report will be provided to the Cabinet updating them on the outcomes of complaints submitted to the Local Government and Social Care Ombudsman (LGSCO) and the Housing Ombudsman (HO) up to 31 March 2023.</p>   |  | Cabinet | 12 Apr 2023 | No | <p>Portfolio Holder for Corporate Governance, Finance and Resources</p> <p>Kieran Stockley,<br/>Assistant Director for Governance &amp; Democracy</p> | Open |
| <p><u>Tenant and Leaseholder Engagement Annual Report</u></p> <p>To consider the Tenant and Leaseholder Engagement Annual Report.</p> <p>The report outlines a review of the engagement framework that was approved in 2020 off the back of the White Paper. The report will show the work the Council has carried out and continues to do to meet these challenges and provide assurances that we are focused on ensuring that our obligations for the regulations are met and that customers are put at the centre of what we do.</p> |  | Cabinet | 12 Apr 2023 | No | <p>Portfolio Holder for Housing and Landlord Services</p> <p>Doug Stother,<br/>Tenancy Services Manager</p>   | Open |

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| <p align="center"><b>Report Title<br/>and Expected Decision</b></p>   | <p align="center"><b>Background<br/>Papers</b></p> | <p align="center"><b>Decision Maker</b></p>                             | <p align="center"><b>Date of<br/>Decision</b></p> | <p align="center"><b>Key<br/>Decision?</b></p> | <p align="center"><b>Report Available/<br/>Portfolio Holder/<br/>Contact Officer</b></p>   | <p align="center"><b>Decision to<br/>be taken in<br/>public or<br/>private<br/>session?</b></p> |
|---|--|---|---|--|--|---|
| <p><u>Revenue and Capital Carry Forwards 2022/23</u></p> <p>A number of items from the General Fund, Housing Revenue Account and Special Expenses are being requested to be carried forward into the next financial year for specific projects and items.</p> <p>The Cabinet Scheme of Delegation Financial Procedure Rules allow for underspent budgets to be carried forward to the next financial year, subject to approval by the Portfolio Holder for Finance and Resources.</p> |  | <p>Portfolio Holder for Corporate Governance, Finance and Resources</p> | <p>Not before 12th Apr 2023</p>                   | <p>Yes</p>                                     | <p>Portfolio Holder for Corporate Governance, Finance and Resources</p> <p>David Scott,<br/>Assistant Director for Resources (Deputy s151 Officer)</p> | <p>Open</p>   |
| <p><u>Asset Development Plan (Corporate Assets)</u></p>   |  | <p>Cabinet</p>  | <p>7 Jun 2023</p>                                 | <p>Yes</p>                                     | <p>Portfolio Holder for Growth and Prosperity</p> <p>Pranali Parikh,<br/>Director for Growth and Regeneration</p>                                      | <p>Open</p>   |



| <u>Report Title</u><br>and Expected Decision   | Background Papers | Decision Maker | Date of Decision | Key Decision? | Report Available/<br>Portfolio Holder/<br>Contact Officer  | Decision to be taken in public or private session? |
|--|-------------------|----------------|------------------|---------------|--|--|
| <u>Asset Development Programme Update</u><br><br>An update on the proposals for Phoenix House.   |                   | Cabinet        | 7 Jun 2023       | Yes           | Portfolio Holder for Growth and Prosperity<br><br>Pranali Parikh,<br>Director for Growth and Regeneration                            | Part exempt 3                                      |
| <u>Feasibility Study into the Melton Mowbray Cemetery</u><br><br>To consider the report from the CDS Group on the feasibility study into a proposed new cemetery for Melton Mowbray. |                   | Cabinet        | 7 Jun 2023       | Yes           | Portfolio Holder for Climate, Access and Engagement<br><br>Paul Evans,<br>Interim Head of Neighbourhoods                             | Part exempt 3, 4                                   |
| <u>Leisure Contract Update</u>   |                   | Cabinet        | 7 Jun 2023       | No            | Portfolio Holder for People and Communities (Deputy Leader)<br><br>Aysha Rahman,<br>Assistant Director,<br>Customers and Communities | Open   |

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## MELTON BOROUGH COUNCIL SCRUTINY WORK PROGRAMME 2022/23

### SCRUTINY REVIEWS

These are dealt with through a combination of specific evidence gathering meetings that will be arranged as and when required and other activities, such as visits. There should only be a maximum of three reviews considered annually and review topics may be changed throughout the year as topical issues arise. Once considered, these issues will be subject to further development and scoping.

Should there not be sufficient capacity to cover items which are brought to the attention of Scrutiny they could instead be addressed through a “one-off” item at a scheduled meeting of the Committee.

| Suggested Topics              | Officer and Member Lead   | Date                                      | Notes  | Requested by (Member)/ Date agreed for addition by Scrutiny Chairman   | Portfolio Holder/Chief Officer consulted on date of report   |
|-------------------------------|---|---|--|--|--|
| Climate Change                | Pranali Parikh<br>Director for Growth and Regeneration<br><br>Scrutiny Chairman                           | 8 March 2023                              | A workshop will be held in November to give Scrutiny the opportunity to review and discuss any plans. This may include a presentation from the Climate Change Officer.   | Agreed by the Chairman on 28 January 2022.<br><br>22 February 2022 meeting – Proposed by Chairman and approved by Committee. | N/A – There will be no final report but comments will be fed into plans.                           |
| Health, Leisure and Wellbeing | Pranali Parikh<br>Director for Growth and Regeneration<br><br>Scrutiny Chairman                           | May 2022 (Original)<br><br>New date – TBC | Through a workshop, Scrutiny will review and discuss the Health, Leisure and Wellbeing plans.<br><br>This workshop will include the leisure contract with WLC and the upgrading of the site to MV16. Plus Health and Leisure Park Development. | Originally requested at Scrutiny Workshop, June 2021.<br>Requested by Scrutiny Chairman on 25 January 2022.                  | N/A – There will be no final report but comments will be fed into plans.                           |
| Homelessness                  | Michelle Howard<br>Director for Housing and Communities (Deputy Chief Executive)<br><br>Scrutiny Chairman | 14 March 2023                             | Following a concern expressed at the potential for an increase in homelessness as a result of the cost-of-living crisis, the Committee decided to review homelessness within the Borough.  | 18 October 2022 meeting – Proposed by Chairman and approved by Committee   | TBC  |
| Lifeline                      | Michelle Howard<br>Director for Housing and Communities (Deputy Chief Executive)<br><br>Scrutiny Chairman | TBC                                       | A one-off workshop is to be formed so that Scrutiny can be consulted, at an early stage, on the options.   | 9 November 2021 meeting – Proposed by Chairman and approved by Committee.  | N/A – There will be no final report, however comments will feed into the development of any plans. |

**COMPLETED REVIEWS**

These reviews have been completed this Municipal Year.

It must be noted that what is meant by completed is that Scrutiny involvement is complete. The topics may still require consideration by the Cabinet, Council or External Body.

| Topic                                 | Notes   |
|---------------------------------------|---|
| Asset Development Programme (ADP)     | A Working Group consisting of Cllrs Child, Chandler, Evans, Holmes and Posnett met on 23 March 2022 and again on 3 November 2022. A series of options were presented and Members gave feedback so Officers can further develop the ADP. The next step is that the ADP, with Scrutiny comments included, will be presented to the Cabinet for consideration. |
| Budget                                | Members held a workshop on 3 January 2023 in order to scrutinise the proposed budget prior to the public release of for the agenda of the Scrutiny Committee meeting to be held on 24 January 2023.   |
| Crime and Disorder                    | Members met with Leicester, Leicestershire and Rutland Police and Crime Commissioner (PCC) on 20 October 2022 for a question-and-answer session on his aims and objectives with a focus on the Borough of Melton. The feedback from the meeting was presented to the Cabinet by the Scrutiny Chairman at the Cabinet meeting held on 16 November 2022.      |
| Leisure Procurement Strategy          | Members received a draft copy of the Leisure Procurement Strategy at a workshop held on 5 January 2023 and comments on the recommendations were provided to Officers. All suggested improvements will be considered by the Cabinet before they are added to the strategy.   |
| Planning Service                      | Following concerns from Members regarding the Planning Service, a workshop was held on 16 February 2023 to address those concerns. The points that were raised covered: community liaison meetings; the role of the statutory consultee; staffing levels and the quality of committee reports.  |
| Strategic Partnership (Collaboration) | The Committee considered the business case for the Strategic Partnership between Melton Borough Council and Harborough District Council at the meeting held on 22 November 2022. All comments made by Members were presented to the Cabinet when they considered the business case at a meeting held on 6 December 2022.                                    |
| Tourism Service                       | At the meeting on 18 October 2022, the Committee received a report and presentation about tourism in the Borough and what the tourism service does to promote tourism. Members provided feedback which was presented to the Cabinet by the Scrutiny Chairman at the Cabinet meeting held on 16 November 2022.   |
| Waste Strategy                        | The Committee received the final draft of the Leicestershire Resources and Waste Strategy. The strategy will be considered by Cabinet at their meeting to be held on 25 January 2023. Members provided feedback on the strategy and that feedback will be presented to the Cabinet by the Scrutiny Chairman at the meeting.                                 |

**ONE OFF ITEMS/FORWARD PLAN(PRE-DECISION)/ANNUAL ITEM**

These are dealt with at scheduled meetings of the Committee. The following are suggestions for when particular items may be scheduled.

| Suggested Topics                                 | FORMAT       | Portfolio Holder/Officer  | Meeting Date  | Notes  | Requested by (Member)/ Date agreed for addition by Scrutiny Chairman | Portfolio Holder/Chief Officer consulted on date of report |
|--|--------------|---|---------------|--|--|--|
| (1) Homelessness                                 | One-off Item | Portfolio Holder for Housing and Landlord Services<br><br>Director for Housing and Communities  | 14 March 2023 | A report on the actions the Council are taking to prevent and manage homelessness is to be presented to the Committee.   | 18 October 2022 meeting  | Yes  |
| (2) Leader's Annual Presentation                 | Annual item  | Leader<br><br>Chief Executive   | 18 April 2023 | Summary of delivery of the Corporate Strategy 21/22 and objectives for 22/23.  | Scrutiny Workshop, June 2022   | Yes  |
| (3) Scrutiny Annual Report                       | Annual Item  | Scrutiny Officer<br><br>Chairman of Scrutiny Committee  | 18 April 2023 | Report detailing the work of the Scrutiny Committee over the previous 12 months  | N/A  | Yes  |
| (4) Sundry Debt, Rent Arrears and Garage Arrears | One-off item | Portfolio Holder for Corporate Governance, Finance and Resources<br><br>Interim Revenues & Benefits Manager<br><br>Tenancy Services Manager | 18 April 2023 | Following the consideration of the debt management update report at the Scrutiny meeting on 11 January 2023, Members requested an update report on sundry debt, rent arrears and garage arrears. | 11 January 2023 meeting  | Yes  |

| <b>PENDING ITEMS</b> These items are awaiting further discussion or additional research before being added to the work programme |  |                  |   |   |
|--|--|------------------|---|---|
| <b>Suggested Topics<br/>(One-off or Review Item?)</b>  | <b>Officer and Member Lead</b>                           | <b>Date</b>      | <b>Notes</b>  | <b>Requested by (Member)/<br/>Date agreed for addition by<br/>Scrutiny Chairman</b> |
| (1) Changes to housing regulatory framework  | Michelle Howard,<br>Director for Housing and Communities | TBC –<br>2023/24 | The Director for Housing and Communities suggested presenting an one-off report to the Scrutiny Committee outlining the regulatory changes to the housing sector.<br><br>Item is pending as no date has been confirmed for the Committee to receive the report. | Scrutiny Workshop, June 2022  |
| (2) Update on MMDR   | Chief Executive  | TBC              | At the Scrutiny Work Programme Workshop in June 2022, Members requested an update report on the MMDR project.<br><br>Item is pending as no date has been confirmed for the Committee to receive the report.   | Scrutiny Workshop, June 2022  |
| (3) Youth Provision  | Michelle Howard<br>Director for Housing and Communities  | TBC              | Members requested a review of youth provision in the Borough of Melton.   | Scrutiny Workshop, June 2022  |

## ADVICE ON WORK PROGRAMME

### What is a Work Programme?

The Scrutiny Work Programme outlines the areas of work which are expected to be scrutinised over the coming months/year by or on behalf of the Council's Scrutiny Committee and any Working Groups convened for review work. Topics added to the work programme should have expected outcomes to add value to the services delivered by the Council and its partners and/or improve the quality of lives of Melton's residents. It is recognised that there is a need for flexibility in the work programme so as to allow relevant issues to be dealt with as and when they arise.

### Sources of Work Programme Ideas

Numerous sources of information can help to inform topic selection, including:

- Concerns that have been raised by the public relating to Council delivered services
- Issues of community concern – not necessarily services delivered by the Council
- Issues that have been flagged up by reviews, audits or inspections (past and present).
- Issues relating to Councils outcomes, objectives and priorities
- Consultations and interviews
- Underperformance
- "Stakeholders" concerns – raised by the Council's partners or the users of services
- Partnership objectives
- Cabinet Members, Chief Executive or Directors presentations about the pertinent issues that are emerging and any opportunities or threats on the horizon
- Central government priority changes
- Improvement Plans
- Forward Plan
- Budgetary analysis.

Scrutiny is also encouraged to think about external Scrutiny and the monitoring of other public bodies, and how its activities will engage partner organisations, the media and the public.

### Selecting a Work Programme Topic

The Scrutiny Committee should use effective processes to select topics that will contribute towards the best possible work programme for Scrutiny. This means looking at the sources of information that may help and using them to choose the right topics.

This involves:

- Drawing out and discussing what matters most to Councillors and to the community at large
- Finding out about any research that has been completed or that is planned
- Prioritising topics
- Considering what added value is expected as a result of Scrutiny involvement
- Considering whether the topic is already being reviewed elsewhere

It is also important to note that Scrutiny has limited time and resources and therefore workplans need to be manageable. It is not possible to include every topic suggested by Members, Directors or the Public in the work programme. In addition, Officer capacity may be diverted from projects if a review is added to the workplan without considering the impact on Officer resource and this should be a consideration in adding to work programme. Successful Scrutiny is about looking at the right topic in the right way and Members will need to be selective whilst also being able to demonstrate clear arguments in favour of including or excluding topics.

### Risks

A common pitfall for Scrutiny can be the inclusion of topics on the work programme that are unmanageable, of limited interest to the community, purely for informational purposes, have few outcomes and fail to 'add value' to the work of the Council or the wellbeing of the community. As such the selection and prioritisation of topics is critical to the effectiveness of Scrutiny as such processes can ensure clearer focus, particularly in poor or weak areas of performance or major issues of concern to the wider community.

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