

Decision Schedule

Meeting name	Cabinet
Meeting date	Wednesday 11 September 2024
Date decisions published	Thursday 12 September 2024

Item no.	Agenda item	Contact Officer	Decision	*Key/ Non Key	**Last date for call in
4	Matters referred from Scrutiny Committee in accordance with Scrutiny Procedure Rules	Adam Green, Senior Democratic Services and Scrutiny Officer	<ul style="list-style-type: none"> Scrutiny feedback on the Customer Journey Framework <p>Cabinet AGREED to have regard to the Scrutiny Committee's feedback.</p>	Non-Key	N/A
5	Housing Revenue Account revenue and capital budget monitoring report 2024/25 - quarter 1	Carol King, Senior Technical Accountant	<p>Cabinet:</p> <ol style="list-style-type: none"> NOTED the financial position on the HRA at 30 June 2024 and the year-end forecast for both revenue and capital. APPROVED the increase of £60k to the 2024-25 Capital Programme for the improvement of the LAHF grant funded properties purchased in 2023-24. 	Non-Key	N/A
6	General Fund Revenue and Capital Budget Monitoring	Dawn Garton, Director for Corporate Services	Cabinet NOTED the year-end forecast and financial position for the General Fund and Special	Non-Key	N/A

	Report 2024-25 - quarter 1		Expenses at 30 June 2024 for both revenue and capital.		
7	Treasury Management Quarter 1 Report 2024/25	David Scott, Asst. Director for Resources	Cabinet: 1) NOTED the Quarter 1 position on treasury activity for 2024-25 2) NOTED the Quarter 1 position on Prudential Indicators for 2024-25.	Non- Key	N/A
8	Risk Management update	David Scott, Asst. Director for Resources	Cabinet NOTED the contents of the report and the updated Strategic Risk Register and associated risk management action plan, as attached at Appendix A.	Non- Key	N/A
9	Corporate Strategy Report - Quarter 1	Martin Guest, Policy & Communications Manager	Cabinet NOTED the contents of the report and provided any observations or actions to the relevant officers accordingly.	Non- Key	N/A
10	Corporate Health and Safety Update	Michelle Howard, Director for Housing & Communities (Deputy CEO)	Cabinet: 1) NOTED the contents of the report. 2) NOTED the key areas of focus in 2024-25 as in section 8.	Non- Key	N/A
11	Housing Inspection update and Action Plan	Michelle Howard, Director for Housing & Communities (Deputy CEO)	Cabinet: 1) NOTED the Regulatory Judgement issued by the Regulator of Social Housing following a proactive inspection of	Non- Key	N/A

			<p>Melton Borough Council</p> <p>2) ENDORSED the housing service plan which included the actions required to ensure continuous improvement to address the improvement areas confirmed as part of the inspection process</p> <p>3) AGREED that the Landlord Assurance Board will receive and be able to comment on progress updates, detailing continued progress in line with the action plan at each of its future meetings.</p>		
12	Compensation and Reimbursement Policy	Christopher Flannery, Housing Asset Manager	Cabinet APPROVED the HRA Compensation and Reimbursement Policy.	Key	16/09/24
13	Housing Revenue Account Asset Disposal Policy	Tahir Majid, Housing Development Manager	Cabinet APPROVED the HRA Asset Development Policy which would confirm the Council's approach for the disposal of HRA assets.	Key	16/09/24
14	Asset Disposal Proposal	Tahir Majid, Housing Development Manager	Cabinet APPROVED the disposal of a HRA asset.	Key	16/09/24

Call in

***What is a Key Decision?**

A Key Decision is an [executive decision](#) 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.

All Key Decisions will come into effect three working days (not including the date of publishing) after a decision has been published. The last date for call in will be included on the decision notice.

****What happens once a Key Decision has been made?**

When a [Key Decision](#) is made the decision shall be published within two clear working days of being made.

Copies of the notice of decision shall be published;

- In hard copy (upon request) at the main offices of the Council.
- By email which will be provided to all members.
- On the website.

All Key Decisions will come into effect three working days (not including the date of publishing) after a decision has been published. The last date for call in will be included on the decision notice.

How can scrutiny members call in a Key Decision?

The call-in request shall be on a completed [call-in request form](#) and include the names and signatures of six members excluding Cabinet Members, the decision making principles it is believed have been breached and also the reasons for this.