

Agenda

Meeting name	Meeting of the Scrutiny Committee
Date	Tuesday, 3 December 2024
Start time	6.30 pm
Venue	Parkside, Station Approach, Burton Street, Melton Mowbray, Leicestershire. LE13 1GH
Other information	This meeting is open to the public

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

Edd de Coverly
Chief Executive

Membership

Councillors	M. Brown (Chair)	A. Thwaites (Vice-Chair)
	S. Atherton	R. Child
	D. Chubb	H. Cliff
	M. Gordon	S. Lumley
	D. Pritchett	R. Sharp

Quorum: 5 Councillors

Meeting enquiries	Democratic Services
Email	democracy@melton.gov.uk
Agenda despatched	Monday, 25 November 2024

No.	Item	Page No.
1.	APOLOGIES FOR ABSENCE	
2.	MINUTES To approve the Minutes of the meeting held on 28 November 2024. To follow.	
3.	RESPONSE TRACKER Members are to review the response tracker. To be updated following the meeting on 28 November.	1 - 2
4.	DECLARATIONS OF INTEREST Members to declare any interest as appropriate in respect of items to be considered at this meeting.	3 - 4
5.	REVIEW OF THE FORWARD PLAN To consider the attached Forward Plan and identify any relevant items for inclusion in the Scrutiny Work Programme, or to request further information.	5 - 30
6.	REVIEW OF THE SCRUTINY WORK PROGRAMME 2024/25 Members are to review and comment upon the attached Scrutiny Work Programme 2024/25. To be updated following the meeting on 28 November.	31 - 36
7.	CLEANER, GREENER MELTON - COLLABORATION TO SUPPORT ENVIRONMENTAL QUALITY The Scrutiny Committee will consider the Cleaner, Greener Melton (Collaboration to support environmental quality) report. To follow.	To Follow
8.	URGENT BUSINESS To consider any other items that the Chair considers urgent	

Melton Borough Council: Scrutiny Committee Response Tracker

[Purpose: To track queries raised by the Committee that require a follow up response.]

Key:
Not started / overdue
In Progress
Query Resolved

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Date of meeting	Item	Query Raised	Response required / lead officer	Status

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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.

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.

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 November 2024 - February 2025

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, Housing, Leisure and Landlord Services
- Governance, Environment and Regulatory Services (and Deputy Leader)
- Communities, Health and Well-being
- Town Centre, Growth and Prosperity
- Corporate Finance, Property and Resources

What is the role of Scrutiny?

The Council's Scrutiny Committee's role is to contribute to the development of Council policies, scrutinise decisions of the Cabinet and hold them to account and to consider any matter affecting Melton Borough or its citizens. Dates of these meetings can be found on the Council's website.

Who do I contact, and how?

Each entry on the Plan indicates the names of the people to contact about that item. They can be contacted via the switchboard on 01664 502502

Request to view Background Papers

Should you wish to request copies or extracts of any documents listed under the column entitled 'Background Papers', for items which are considered to be Key Decisions, please contact Democratic Services at, Melton Borough Council, democracy@melton.gov.uk Please note that copies or extracts of documents which contain information of a confidential or exempt nature cannot be disclosed to the public.

Submission of Additional Documents

Additional documents which are deemed relevant to a particular Key Decision item may be submitted to the Cabinet for consideration. Copies of such documents may also be requested under the same process for requesting to view Background Papers.

Confidential and Exempt Information

This list may also include items to be considered which contain confidential or exempt information, but will not disclose any detail of a confidential or exempt nature. Such items will be identified with '(Exempt)' in the report title.

Report Title	Background Papers	Decision Maker	Date of Decision	Key Decision?	Portfolio Holder/ Contact Officer	Decision to be taken in public or private session?
<p><u>UKSPF Business & Community Grants</u></p> <p>To award UKSPF Business and Community Grants</p>		Interim Director for Growth and Regeneration	Not before 25th Nov 2024	Yes	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Maria Ramshaw, Economic Development Officer & Manufacturing Zone Project Manager</p>	Open
<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 Corporate Finance, Property & Resources	Not before 25th Nov 2024	Yes	<p>Portfolio Holder for Corporate Finance, Property & Resources</p> <p>Michelle Howard, Director for Housing and Communities (Deputy Chief Executive)</p>	Open

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<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>Interim Director for Growth and Regeneration</p>	<p>Not before 25th Nov 2024</p>	<p>Yes</p>	<p>Portfolio Holder for Corporate Finance, Property & Resources</p> <p>Jiten Ravat, Corporate Property and Assets Manager</p>	<p>Open</p>
<p><u>Procurement of Evidence Base for the Local Plan Review</u></p> <p>The evidence that will be procured is as follows:</p> <ul style="list-style-type: none"> - Retail Study - Employment Study - Strategic Flood Risk Assessment (Stages 1 and 2) - Climate Change Study - Open Space Assessment Report - Local Housing, Economics and Affordable Housing Need Assessments (these could be 2 studies) - Gypsy and Traveller & Travelling Showpeople Assessment - Sustainability Assessment (and Habitats Regulations Assessment) - Green Infrastructure Strategy - Integrated Water Management Study 		<p>Interim Director for Growth and Regeneration</p>	<p>Not before 25th Nov 2024</p>	<p>Yes</p>	<p>Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader)</p> <p>Sarah Legge, Assistant Director for Planning</p>	<p>Open</p>

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<p><u>Lease Renewal at 66/68 Snow Hill, Melton Mowbray</u></p> <p>To arrange a lease renewal at 66/68 Snow Hill, Melton Mowbray</p>		<p>Interim Director for Growth and Regeneration</p>	<p>Not before 25th Nov 2024</p>	<p>Yes</p>	<p>Portfolio Holder for Corporate Finance, Property & Resources</p> <p>Jiten Ravat, Corporate Property and Assets Manager</p>	<p>Fully exempt 3</p>
<p><u>Award of Contract for the Construction of the Stockyard Development</u></p> <p>To appoint a contractor for the construction of the Stockyard development.</p>		<p>Interim Director for Growth and Regeneration</p>	<p>Not before 25th Nov 2024</p>	<p>Yes</p>	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery</p>	<p>Open</p>

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<p><u>Award of Contract for the Stockyard Operation</u></p> <p>To appoint a contractor in relation to the Stockyard operation.</p>		<p>Interim Director for Growth and Regeneration</p>	<p>Not before 25th Nov 2024</p>	<p>Yes</p>	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery</p>	<p>Open</p>
<p><u>Approval of UKSPF Grants</u></p> <p>Approval of grants in line with grants guidance note and UKSPF guidelines and criteria for the financial year 2023/24.</p>		<p>Interim Director for Growth and Regeneration</p>	<p>Not before 25th Nov 2024</p>	<p>Yes</p>	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Caroline Bruce, Interim Director for Growth and Regeneration</p>	<p>Open</p>

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<p><u>Change of Establishment - Levelling Up Project Manager for 2 Year Fixed Term</u></p> <p>To recruit a fixed term position to support delivery of the Levelling Up Fund and other capital programmes on behalf of Melton Borough Council.</p>		<p>Interim Director for Growth and Regeneration</p>	<p>Not before 25th Nov 2024</p>	<p>Yes</p>	<p>Councillor Pip Allnatt</p> <p>Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery</p>	<p>Open</p>
<p><u>Lightbulb Partnership</u></p>		<p>Director for Housing and Communities</p>	<p>Not before 25th Nov 2024</p>	<p>Yes</p>	<p>Portfolio Holder for Communities, Health & Well- being</p> <p>Michelle Howard, Director for Housing and Communities (Deputy Chief Executive)</p>	<p>Open</p>

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<p><u>New licence for Ground Floor, Parkside to DWP Jobcentre Plus</u></p> <p>To issue a new licence</p>		<p>Interim Director for Growth and Regeneration</p>	<p>Not before 25th Nov 2024</p>	<p>Yes</p>	<p>Portfolio Holder for Corporate Finance, Property & Resources</p> <p>Rebecca Woolley, Senior Estates Surveyor</p>	<p>Fully exempt 3</p>
<p><u>Leisure Improvement Works Capital Programme Update</u></p> <p>To update the Capital Programme with Leisure Improvement works costs</p>		<p>Director for Corporate Services</p>	<p>Not before 25th Nov 2024</p>	<p>Yes</p>	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>David Scott, Assistant Director for Resources (Deputy s151 Officer)</p>	<p>Open</p>

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<p><u>Housing Management Policies</u></p> <p>Various policies relating to the management of the housing stock</p>		<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p>	<p>Not before 25th Nov 2024</p>	<p>Yes</p>	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Christopher Flannery, Assistant Director for Housing Quality, Development and Landlord Services</p>	<p>Open</p>
<p><u>Change of Establishment: UKSPF Funded Roles 24/25</u></p> <p>Decision to create 2 new roles from UKSPF funding in FY24/25.</p>		<p>Chief Executive</p>	<p>Not before 25th Nov 2024</p>	<p>Yes</p>	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery, Gordon Watts, Senior Projects Delivery Officer</p>	<p>Open</p>

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<u>Temporary Planning Consultant</u>		Assistant Director for Planning	Not before 25th Nov 2024	Yes	Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader) Louise Parker, Planning Development Manager	Open
<u>UF Funding Reprofiling</u>		Interim Director for Growth and Regeneration	Not before 25th Nov 2024	Yes	Portfolio Holder for Town Centre, Growth & Prosperity Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery	Open

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<p><u>Contract Exemption – Maintenance of Housing Revenue Account Lifelines</u></p> <p>Contract exemption for maintenance of HRA Lifelines</p>		<p>Director for Housing and Communities</p>	<p>Not before 25th Nov 2024</p>	<p>Yes</p>	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Doug Stother, Tenancy Services Manager</p>	<p>Open</p>
<p><u>EX465 - Design Works Relating to the Stockyard Trader Hall</u></p> <p>Design works relating to the stockyard trader hall and funding arrangements</p>		<p>Chief Executive</p>	<p>Not before 25th Nov 2024</p>	<p>Yes</p>	<p>Portfolio Holder for Town Centre, Growth & Prosperity</p> <p>Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery</p>	<p>Open</p>

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<u>CEX467 - UKSPF Appraisal for Town Centre Design Guide</u>		Assistant Director for Regeneration and UKSPF	Not before 25th Nov 2024	Yes	Portfolio Holder for Town Centre, Growth & Prosperity Gordon Watts, Senior Projects Delivery Officer	Open
<p><u>Addition to the Capital Programme the capital proportion of UKSPF for 2024/25</u></p> <p>Authority to add UKSPF and REPF capital allocations to the Council's capital programme.</p>		Assistant Director for Regeneration and UKSPF	Not before 25th Nov 2024	Yes	Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services Gordon Watts, Senior Projects Delivery Officer	Open
<p><u>Housing Management Policies (Aug 2024)</u></p> <p>Approval of Housing Management Policies including the garage policy (August 2024)</p>		Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services	Not before 25th Nov 2024	Yes	Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services Jazz Gallocker, Compliance Officer	Open

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<p><u>In-Year Increase in a HRA Capital Budget</u> Authority to increase a HRA Capital Budget</p>		<p>Director for Housing and Communities</p>	<p>Not before 25th Nov 2024</p>	<p>Yes</p>	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services Christopher Flannery, Assistant Director for Housing Quality, Development and Landlord Services</p>	<p>Open</p>
<p><u>EX476 - Support of Planning app for LUF increase</u> Award of Contract - Increase to the Pre- Construction Services Agreement (PCSA) with GF Tomlinson for the Stockyard project</p>		<p>Chief Executive</p>	<p>Not before 25th Nov 2024</p>	<p>Yes</p>	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services, Portfolio Holder for Town Centre, Growth & Prosperity Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery</p>	<p>Open</p>

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<p><u>Procurement of food waste caddies</u></p> <p>To approve the award of contract for supplying food waste caddies to the winning bid in line with officer recommendation.</p>		Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader)	Not before 25th Nov 2024	Yes	Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader) Ryan Finnegan, Waste and Environmental Services Manager	Fully exempt 3
<p><u>Procurement of food waste collection vehicles</u></p> <p>To approve the award of contract for supplying food waste collection vehicles to the supplier in line with officer recommendation.</p>		Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader)	Not before 25th Nov 2024	Yes	Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader) Ryan Finnegan, Waste and Environmental Services Manager	Fully exempt 3

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<p><u>CEX486 - Contract Exemption - Lifeline Monitoring</u></p> <p>To use a contract exemption to award a contract for lifeline monitoring.</p>		<p>Assistant Director for Customers and Communities</p>	<p>11 Dec 2024</p>	<p>Yes</p>	<p>Portfolio Holder for Communities, Health & Well-being</p> <p>Aysha Rahman, Assistant Director, Customers and Communities</p>	<p>Open</p>
<p><u>Customer Journey Framework</u></p> <p>Approval of the framework and principles for the Customer Journey Review.</p>		<p>Cabinet</p>	<p>11 Dec 2024</p>	<p>No</p>	<p>Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader)</p> <p>Aysha Rahman, Assistant Director, Customers and Communities</p>	<p>Open</p>

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<p><u>Annual Refresh HRA Asset Management Plan</u></p> <p>To consider and approve an annual refresh of the Housing Revenue Account Asset Management Plan</p>		Cabinet	11 Dec 2024	No	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Christopher Flannery, Assistant Director for Housing Quality, Development and Landlord Services</p>	Open
<p><u>Quarter 2 Corporate Strategy Report</u></p> <p>To provide an update on the Council's Corporate Strategy</p>		Cabinet	11 Dec 2024	No	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Michelle Howard, Director for Housing and Communities (Deputy Chief Executive)</p>	Open

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<p><u>Tenant and Leasehold Engagement Annual Report</u></p> <p>Cabinet to consider an annual update on Tenant Engagement activity and plans to further enhance tenant engagement and scrutiny opportunities.</p>		Cabinet	11 Dec 2024	No	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Doug Stother, Tenancy Services Manager</p>	Open
<p><u>Housing Allocations Policy Refresh</u></p> <p>A refresh of the Housing Allocations Policy formally adopted in 2022</p>		Cabinet	11 Dec 2024	Yes	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Rachel Chubb, Strategic Lead for Housing Options and Homelessness</p>	Open

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<u>Property Disposal Report</u> To consider property for disposal		Cabinet	11 Dec 2024	Yes	Portfolio Holder for Corporate Finance, Property & Resources Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery	Part exempt
<u>PH116 - Contract Award - Tenant Satisfaction Measures</u> To award a contract to deliver tenant satisfaction measures		Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services	20 Dec 2024	Yes	Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services Doug Stother, Tenancy Services Manager	Open

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<p><u>UK Shared Prosperity Fund Update</u></p>		Cabinet	15 Jan 2025	No	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery</p>	Open
<p><u>Digital Lifeline Switchover - Sheltered Schemes</u></p> <p>Cabinet to review a proposal to ensure digitally enabled Lifeline Services within the Council's Extra care and Sheltered Housing Schemes (Gretton Court, Granby House, Bradgate Flats and bungalows and Wilton Court).</p>		Cabinet	15 Jan 2025	Yes	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Doug Stother, Tenancy Services Manager</p>	Open

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<p align="center">Report Title 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>Phoenix House</u> To consider a report on Phoenix House.</p>		Cabinet	15 Jan 2025	Yes	Portfolio Holder for Corporate Finance, Property & Resources Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery	Fully exempt 3
<p><u>Award of CRM Contract</u> To award the CRM contract and enter into any necessary legal documentation to effect the award.</p>		Cabinet	15 Jan 2025	Yes	Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services Aysha Rahman, Assistant Director, Customers and Communities	Fully exempt 3

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Report Title and Expected Decision	Background Papers	Decision Maker	Date of Decision	Key Decision?	Report Available/ Portfolio Holder/ Contact Officer	Decision to be taken in public or private session?
<p><u>Disposal linked with Cattle Market/Stockyard site</u></p> <p>Decide upon a disposal linked with the Cattle Market/Stockyard site.</p>		Cabinet	15 Jan 2025	Yes	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery</p>	Fully exempt 3
<p><u>Treasury Management Strategy 2025/26</u></p>		Cabinet Council	6 Feb 2025 12 Feb 2025	No	<p>Portfolio Holder for Corporate Finance, Property & Resources</p> <p>David Scott, Assistant Director for Resources (Deputy s151 Officer)</p>	Open

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<u>Report Title</u> and Expected Decision	Background Papers	Decision Maker	Date of Decision	Key Decision?	Report Available/ Portfolio Holder/ Contact Officer	Decision to be taken in public or private session?
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<p><u>General Fund Revenue Budget and Medium Term Financial Strategy 2025 - 26</u></p> <p>Report on the year end forecast and financial position for the General Fund and Special Expenses for 2024/25.</p>		<p>Cabinet</p> <p>Council</p>	<p>6 Feb 2025</p> <p>12 Feb 2025</p>	<p>No</p>	<p>Portfolio Holder for Corporate Finance, Property & Resources</p> <p>David Scott, Assistant Director for Resources (Deputy s151 Officer)</p>	<p>Open</p>
<p><u>Capital Programme and Capital Strategy 2025-26</u></p> <p>A report providing information on the forecast outturn position for 2024/25 for General Fund Capital schemes for both General and Special Expenses and also setting out the proposed General Fund Capital Programme based on a review of spending in the current year's Programme and new and existing schemes included in the Programme for later years.</p>		<p>Cabinet</p> <p>Council</p>	<p>6 Feb 2025</p> <p>12 Feb 2025</p>	<p>No</p>	<p>Portfolio Holder for Corporate Finance, Property & Resources</p> <p>David Scott, Assistant Director for Resources (Deputy s151 Officer)</p>	<p>Open</p>

<p align="center">Report Title 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 Revenue Account Revenue Budget Proposals 2025-26</u></p> <p>A report updating on the financial position of the Housing Revenue Account (HRA) and in line with the parameters set by government, to set the rents of the Council dwellings, approve the HRA budget estimates for 2025-26 and continue to set the working balance for 2025-26</p> <p>Page 27</p>		<p>Cabinet Council</p>	<p>6 Feb 2025 12 Feb 2025</p>	<p>No</p>	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services, Portfolio Holder for Corporate Finance, Property & Resources</p> <p>Carol King, Accountant (CK)</p>	<p>Open</p>
<p><u>Corporate Debt Write-offs</u></p> <p>A report seeking approval to write off debts, over the value of £5,000, where there is little or no prospect of recovering them.</p>		<p>Cabinet</p>	<p>6 Feb 2025</p>	<p>Yes</p>	<p>Portfolio Holder for Corporate Finance, Property & Resources</p> <p>Nick Sach, Revenues and Benefits Manager</p>	<p>Open</p>

<p align="center">Report Title 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>Asset Development Programme</u></p> <p>An update report to Members.</p>		<p align="center">Cabinet</p>	<p align="center">6 Feb 2025</p>	<p align="center">Yes</p>	<p>Portfolio Holder for Town Centre, Growth & Prosperity</p> <p>Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery</p>	<p align="center">Part exempt 3</p>
<p><u>Gretton Court - Resilience (Catering)</u></p> <p>Cabinet to consider options to support future resilience for catering arrangements.</p>		<p align="center">Cabinet</p>	<p align="center">6 Feb 2025</p>	<p align="center">Yes</p>	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Doug Stother, Tenancy Services Manager</p>	<p align="center">Fully exempt 3</p>

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<u>Report Title</u> and Expected Decision	Background Papers	Decision Maker	Date of Decision	Key Decision?	Report Available/ Portfolio Holder/ Contact Officer	Decision to be taken in public or private session?
<u>Procurement of Lifeline Equipment and Monitoring Service</u> To award a contract for procuring lifeline equipment and monitoring service		Cabinet	6 Feb 2025	Yes	Portfolio Holder for Communities, Health & Well-being Aysha Rahman, Assistant Director, Customers and Communities	Open

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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.

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 workshop
Budget Scrutiny	Director for Corporate Services Assistant Director for Resources	17 December 2024	A Budget Scrutiny Workshop is proposed to give Members an opportunity to view key changes to the budget prior to the publication of the budget papers at January’s formal Budget Scrutiny Committee meeting. The Workshop gives Members an opportunity to raise queries or concerns with any proposals before they are finalised.	Scrutiny Work Programme Workshop, 10 June 2024	Yes
Developing a Youth Strategy	Director for Housing and Communities	17 September 2024 (Workshop) November 2024 – May 2025 (Task and Finish Group)	This is a corporate strategy commitment and a key area of focus in 2024/25. Members have the opportunity to shape policy scope, development and focus. Scrutiny input commenced via a workshop and it was agreed to continue the work through a task and finish group of the committee working with lead officers. Membership of Task and Finish Group: Cllr Cliff (Chair), Cllr S. Atherton and Cllr Pritchett. Meetings Workshop – 17 September 2024 1 st meeting – 14 November 2024 2 nd meeting - TBC	Scrutiny Work Programme Workshop, 10 June 2024	Yes
Waste Strategy and Contract Delivery	Portfolio Holder for Governance, Environment and Regulatory Services Director for Housing and Communities	To be confirmed	Review of the Council’s Waste Strategy to support its refresh and review of waste contract delivery and Performance, including Street Cleansing. Scrutiny input to be facilitated by an initial workshop followed by an invitation to the waste contract provider to meet with committee Members.	Scrutiny Committee, 23 November 2023	Yes
Asset Development (Review of formal business case for GP Surgery)	Director for Growth and Regeneration	To be confirmed (Oct-Dec 2025)	Key part of the Asset Development Programme. Opportunity via a workshop session to review and scrutinise business case and consider interdependencies ahead of Cabinet consideration.	Scrutiny Work Programme Workshop, 10 June 2024	-

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) Mid-Year Work Programme Review	Annual Item	Scrutiny Committee Chair Senior Democratic Services and Scrutiny Officer	28 November 2024	The Scrutiny Committee is to carry out its mid-year review of the Scrutiny Work Programme.	Scrutiny Work Programme Workshop, 10 June 2024	N/A
(2) Social Housing Allocation	One-off	Portfolio Holder for Housing and Landlord Services Director for Housing and Communities	28 November 2024	Bidding Process and Housing Allocations Policy/Arrangements. Members to review in order to have clarity on the policy, process, allocations arrangements in action and customer journey (including for specific user groups).	Scrutiny Committee, 23 November 2023	Yes
(3) Cleaner, Greener Melton (Environmental quality)	One-off	Portfolio Holder for Governance, Environment and Regulatory Services Director for Housing and Communities	3 December 2024	This will bring together strands of work across teams and directorates.	Scrutiny Work Programme Workshop, 10 June 2024	Yes
(4) Budget	Annual Item	Portfolio Holder for Corporate Finance, Property and Resources Director for Corporate Services	23 January 2025	Scrutiny of the Budget. <i>All Members are invited to participate.</i>	N/A	Yes
(5) Landlord Assurance Board Annual Report	Annual Item	Portfolio Holder for Housing and Landlord Services Director for Housing and Communities	23 January 2025	The Scrutiny Committee will receive the Landlord Assurance Board's Annual Report.	Scrutiny Committee, 25 April 2024	Yes
(6) Food Waste Collection Requirements (Implementation)	One-off	Director for Housing and Communities	25 February 2025	Food waste collection is a legal requirement from 2026. This report will provide an overview of the requirements and preparatory work being undertaken to deliver on this requirement.	Scrutiny Work Programme Workshop, 10 June 2024	Yes

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
(7) Health and Well-being Outcomes	One-off	Portfolio Holder for Communities, Health and Well-being Director for Housing and Communities	25 February 2025	Health and Well-being outcomes of the Borough's residents will be scrutinised.	Scrutiny Work Programme Workshop, 10 June 2024	Yes
(8) Developing a Cyber Security Strategy	One-off	Portfolio Holder for Corporate Finance, Property and Resources Director for Corporate Services	20 March 2025	A report detailing the options for the development of a Cyber Security Strategy.	Scrutiny Work Programme Workshop, 10 June 2024	-
(9) Regulatory compliance in housing including TSM review 2024/25	One-off	Portfolio Holder for Housing and Landlord Services Director for Housing and Communities	20 March 2025	The Scrutiny Committee will be presented with the opportunity to review and scrutinise compliance, complaints performance and tenant satisfaction improvements.	Scrutiny Work Programme Workshop, 10 June 2024	Yes
(10) Leader's Annual Presentation (Delivery against the Corporate Strategy)	Annual Item	Leader of the Council Chief Executive	29 April 2025	The Leader is invited to deliver his annual presentation to the Scrutiny Committee. In doing so the Leader will explain how the Council has delivered it's Corporate Strategy.	Scrutiny Work Programme Workshop, 10 June 2024	-
(11) Work Programme Reflections	Annual Item	Scrutiny Committee Chair Senior Democratic Services and Scrutiny Officer	29 April 2025	The Committee are to reflect on 2024/25 Work Programme and areas of focus for 2025/26.	Scrutiny Work Programme Workshop, 10 June 2024	N/A

PENDING ITEMS These items are awaiting further discussion or additional research before being added to the work programme.

Topics (One-off or Review Item?)	Officer and Member Lead	Date	Notes	Requested by (Member)/ Date agreed for addition by Scrutiny Chairman
(1) Connected with our Rural Communities	Director for Housing and Communities Director for Growth and Regeneration Scrutiny Lead: TBC	2025/26	Workshop session proposed. It is recommended that the Leicestershire and Rutland Association of Local Councils is invited.	Scrutiny Work Programme Workshop, 15 June 2023 (Date revised at Scrutiny Work Programme Workshop, 10 June 2024)
(2) Homelessness Strategy	Portfolio Holder for Customers, Communities and Neighbourhoods Director for Housing and Committees	2025/26	Scrutiny Committee review of the draft homelessness strategy will add value and will enable feedback and / or recommendations to cabinet for consideration. In this context, the Committee would be well placed to fulfil a consultative function.	Scrutiny Work Programme Workshop, 15 June 2023 (Date revised at Scrutiny Work Programme Workshop, 10 June 2024)
(3) Supporting an aging population	Director for Housing and Communities Scrutiny Lead: TBC	2025/26	Workshop session proposed.	Scrutiny Work Programme Workshop, 15 June 2023 (Date revised at Scrutiny Work Programme Workshop, 10 June 2024)
(4) Lightbulb Future Delivery Proposals	Portfolio Holder for Customers, Communities and Neighbourhoods Director for Housing and Communities	2025/26	Scrutiny committee involvement in the development of the five-year business plan will be advantageous for the whole partnership. It will also enable the committee to provide feedback to cabinet on the opportunities and constraints for Lightbulb as a service (e.g. eligible spend guided by legislative framework and ringfence, leading to underspend). <i>This is a partnership piece of work.</i>	Scrutiny Work Programme Workshop, 15 June 2023 (Date revised at Scrutiny Work Programme Workshop, 10 June 2024)
(5) Future Leisure Provision	Director for Growth and Regeneration Scrutiny Lead: TBC	2025/26	Workshop session proposed.	SLT suggested this should be a workshop instead of a Policy Development Group in 2023/24. (Date revised at Scrutiny Work Programme Workshop, 10 June 2024)

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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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