

Agenda

Meeting name	Meeting of the Scrutiny Committee
Date	Tuesday, 29 April 2025
Start time	6.30 pm
Venue	Conference Room, Phoenix House, Nottingham Road, Melton Mowbray, LE13 0UL
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	Thursday, 17 April 2025

No.	Item	Page No.
1.	APOLOGIES FOR ABSENCE	
2.	MINUTES To approve the Minutes of the meeting held on 20 March 2025.	3 - 8
3.	RESPONSE TRACKER Members are to review the response tracker.	9 - 10
4.	DECLARATIONS OF INTEREST Members to declare any interest as appropriate in respect of items to be considered at this meeting.	11 - 12
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.	13 - 34
6.	SCRUTINY WORK PROGRAMME REFLECTIONS The Scrutiny Committee is to undertake a review of the Scrutiny Work Programme.	35 - 38
7.	HOMELESSNESS AND TEMPORARY ACCOMMODATION PRESSURES The Scrutiny Committee will consider a report on homelessness and temporary accommodation pressures. Report to follow.	To Follow
8.	URGENT BUSINESS To consider any other items that the Chair considers urgent.	

Minutes

Meeting name	Scrutiny Committee
Date	Thursday, 20 March 2025
Start time	6.30 pm
Venue	Parkside, Station Approach, Burton Street, Melton Mowbray, Leicestershire. LE13 1GH

Present

Chair Councillor M. Brown (Chair)

Councillors

A. Thwaites (Vice-Chair)	S. Atherton
R. Child	H. Cliff
M. Gordon	S. Lumley
R. Sharp	

In Attendance

Landlord Assurance Board Tenant Representative – Brian Ellis
 Landlord Assurance Board Tenant Representative – Jenna Evans
 Landlord Assurance Board Tenant Representative – Haris Saleem

Officers

Director for Housing and Communities (Deputy Chief Executive)
 Assistant Director for Housing Quality, Development and Landlord Services
 Senior Democratic Services and Scrutiny Officer

Minute No.	Minute
41	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies for absence were received from Councillors Chubb and Pritchett.</p>
42	<p>MINUTES</p> <p>The Minutes of the meeting held on 23 January 2025 were confirmed.</p>
43	<p>DECLARATIONS OF INTEREST</p> <p>Councillor Gordon declared an other registerable interest in relation to Minute Numbers 46 and 47 as she is a tenant of a Council owned property. She was advised that as no decision would be taken, she can remain in the meeting and participate.</p>
44	<p>REVIEW OF THE FORWARD PLAN</p> <p>The Chair introduced the Cabinet Forward Plan and invited Members to comment.</p> <p>A query was raised regarding preventative maintenance programme, in response it was confirmed that the Director for Place and Prosperity would be asked to provide a response.</p> <p>A query was raised regarding the Forward Plan document. In response, the Senior Democratic Services and Scrutiny Officer stated that the Forward Plan is a statutory document and there are elements that must be displayed on the document. The document lists all key decisions scheduled to be taken in the next four months, as well as non-key decisions due to be taken by the Cabinet. The document only lists decisions due to be taken and decisions that have been taken are listed on the website and on the decision register, a copy of which is attached to the Members' Bulletin.</p>
45	<p>REVIEW OF THE SCRUTINY WORK PROGRAMME 2024/25</p> <p>The Chair introduced the Scrutiny Work Programme 2024/25 and updated the Committee on the alterations. He stated that the changes were necessitated by Officer workloads and the resources required for the local government reorganisation interim proposal.</p> <p>The Chair of the Youth Strategy Task and Finish Group, Councillor Cliff, provided an update of the work carried out by the task and finish group. She recognised that there had not been as much progress as had hoped but that there would be an interim report in June, with a full report in November.</p> <p>A couple of queries were raised about what could be done for the youth of the Borough, however Councillor Cliff stated that the aim of the task and finish group was to provide a steer on what could go into a youth strategy and not to write the youth strategy, therefore the group would not advance specific initiatives at this stage.</p>

	<p>A request was made to add a particular customer service issue on to the work programme. The Chair responded by stating that no new items would be added this Municipal Year, however the issue can be raised for consideration at the Scrutiny Work Programme Workshop in June. Members were reminded that Scrutiny would not look into individual circumstances but would look at systemic issues.</p>
46	<p>REGULATORY COMPLIANCE IN HOUSING</p> <p>The Director for Housing and Communities (Deputy Chief Executive) introduced the report on regulatory compliance in housing.</p> <p>A Member commented that the tenant satisfaction rate of 63% is lower than expected, although it was noted that the national average is 68%. However, it was recognised that the service has been on a journey in relation and that improvements have been made.</p> <p>Concern was raised regarding the property that has not had an asbestos survey. In response it was noted that for certain checks, i.e. gas safety, the Council can get a court warrant to gain entry but for asbestos it can't. It was noted that if the Council does gain access for checks, then it will be used as an opportunity to assess whether other checks can be carried out at the same time.</p> <p>A comment was raised as to whether it was worth completing asbestos surveys every five years because if it isn't disturbed then it is isn't a problem. In response, it was explained the reason for testing every five years is to check on the condition and ensure that there isn't any damage.</p> <p>A Member queried the length of time it takes for repairs to be undertaken, in response it was clarified that the contractor has 28 days to complete the repair from when it is reported. It was also confirmed that that the cost to the Council of carrying out 10 repairs in one day is the same as carrying out 10 repairs across 10 days and therefore it is in the contractor's interest to carry out multiple repairs in the same call.</p> <p>When questioned, Officers clarified that the aim is to get every property to meet the decent homes standard by 2028. A query was then raised as to why it would take until 2028 to get 100% of the properties to a decent homes standard. It was clarified that that this is down to budgets and to ensure that there is sufficient capacity and resources throughout period.</p> <p>Following a query about the 100 homes not up to standard, assurance was given that there are a number of reasons why homes fall out of the decent homes standard including an aging kitchen. It is not the case that the homes are in a very bad state.</p> <p>The Committee were assured that when surveyors find hazards, the Council and its contractors would sort them out. The serious hazards are done more urgently and the less serious ones done when possible.</p>

A comment was raised about the tenant satisfaction survey and the participation rate. In response it was clarified that the aim is to have a sample size of 20% and that this year the target was exceeded. Although, it was noted that the Council will aim to engage with all tenants.

Following a comment regarding benchmarking, Officers clarified that there is a lot of sharing with Councils across the country. Also, the Local Authority Inspection Outcomes shows that Melton Borough Council's stock is good and the housing service is performing well when compared with similar Councils.

RESOLVED

The Scrutiny Committee:

- 1) Noted the progress and position update; and**
- 2) Provided comments and feedback for consideration by Cabinet.**

47

LANDLORD ASSURANCE BOARD ANNUAL REPORT 2024/25

The Assistant Director for Housing Quality, Development and Landlord Services, Chris Flannery, presented the report. Also in attendance were tenant representatives from the Landlord Assurance Board: Brian Ellis, Jenna Evans and Haris Saleem.

It was explained that originally the intention was to co-opt three tenant representatives, however after expressions of interest it was decided to co-opt four tenants instead. There is a split of representation between the town and the villages.

The tenant representatives were asked why they had joined the Landlord Assurance Board and the following reasons were listed:

- To make a difference and make change, e.g. language of the letters to tenants and make the newsletters brighter.
- To ensure contractors all have the same expectations.
- To breakdown the "us" versus "them" dynamic.
- Find out the reason why something happens.
- Explain to neighbours what is going on and why.
- Bring forward a different perspective and the challenges that they face.
- Make a positive impact.
- Come together and find solutions together.

In questioning the tenant representatives, the Committee were informed that what the Council needs to do in order to encourage more tenants to get involved is to keep doing what it is currently doing, go out to communities and speak to people. The Council also needs to listen to tenants and that includes contractors for the Council.

Members were also informed that there needs to be more people in the your voice your choice group. It was noted that a lot of tenants don't know they have the opportunity to join. It was suggested that there needs to be incentives and tenants need to be asked what the barriers are for them to get involved.

A comment was raised that tenants do not always feel believed and listened to and that culturally, Officers and contractors need to listen to tenants and to what they are saying. It was recognised that a change in this direction has been taking place already.

A suggestion was made that the Council should have an open day for tenants. At the open day, tenants can feedback various issues affecting them including the upcoming benefits changes.

The tenants commented that when repairs are happening the replacement product is sometimes of poorer quality and needs repairing sooner than expected. Officers need to be inspecting the work and ensure that issues like this are being brought up with contractors.

The importance of the new Code of Conduct was raised. It was commented that tenants feel that the code assists them in receiving the best service possible and being treated with respect. It was explained that the Code of Conduct outlines the time frames for responses and repairs and sets expectations for both the tenants and the contractors.

It was noted that planned maintenance is information that is known and can be shared with tenants. Including the timescales for urgent and non-urgent repairs.

It was recognised that the Council needs to promote itself a bit better. There are a lot of complainers who are "keyboard warriors" and there are some people won't contact the Council and will only speak to people who they know. That is why the introduction of tenant representatives has been so important. From an Officer perspective, the voice and insight of the representative has been incredible.

It was noted that as a landlord, the Council has legal obligations that a person owning their own house doesn't have in terms of health and safety. They may appear onerous to an observer but they are legal obligations that the Council has to adhere to.

A concern was raised that the Council does not get in contact with tenants who don't get in contact with the Council. In response it was noted that Officers are introducing an annual contact with tenants, with a focus on the tenants who don't report repairs. It was recognised that there needs to be better data on tenants' preferences and needs.

The comment was made that an issue that is raised at the Board meeting and then actioned is a key metric that Officers should be making a note of.

	<p>A Member commented that essentially there are 1700 households and in order to engage with them, the best way is to go to them and not getting them to the Council. It was commented that if there is a resource issue then the resource needs to be provided as it would be a good use of time and resource to engage with tenants.</p> <p>The Committee thanked the tenant representative for their attendance at the meeting and their input.</p> <p>RESOLVED</p> <p>The Scrutiny Committee:</p> <ol style="list-style-type: none"> 1) Noted the progress made since development and implementation of the Landlord Assurance Board in 2024; and 2) Provided feedback and recommendations to Cabinet to support continued progress and impact of the Landlord Assurance Board. <p>At 8:01pm, during the consideration of this item, Councillor Child left the meeting and did not return.</p>
48	<p>URGENT BUSINESS</p> <p>There was no urgent business.</p>

The meeting closed at: 8.29 pm

Chair

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
20/03/2025	Review of the Forward Plan	Councillor Lumley asked for an update in respect to CEX510, Preventive Maintenance Programme.	<p>The Director for Place and Prosperity, Lydia Rusling, provided the following response:</p> <p>“The Preventative Maintenance Programme is managed by the Corporate Property and Assets team, within the Place and Prosperity Directorate. It is a key area of focus within the Asset Management Plan, which was adopted by the Council in February 2024.</p> <p>The procurement for this programme of work is underway and currently being finalised in</p>	

Agenda Item 3

			<p>conjunction with Procurement colleagues. A decision notice is in place to enable officers to award the contract. The team is also working with the contractor and finance colleagues to confirm a costed programme of works.</p> <p>A programme of regular meetings are taking place with the Portfolio Holder for Corporate Property and Assets and the Section 151 Officer, ensuring the Preventative Maintenance Programme is a priority and regular updates on progress, risk and finances are documented and addressed. Governance and oversight of the Corporate Property and Assets work programme is being strengthened through the establishment of a new Property and Assets Programme Board, ensuring a comprehensive approach to managing Council-owned property and assets. Concurrently, a new Corporate Property and Assets Service Improvement Plan has been drafted to support the delivery of the Asset Management Plan, which was adopted by the Council in February 2024. The service improvement plan has identified and supported the recruitment of a new permanent role which will strengthen resources within the team.”</p>	
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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 April 2025 - July 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?
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<p>Award of Contract – Lift Refurbishment at Granby House</p> <p>To award a contract for the passenger lift refurbishment at Granby House.</p> <p>Added 14 July 2021</p>		Portfolio Holder for Corporate Finance, Property & Resources	Not before 17th Apr 2025	Yes	<p>Portfolio Holder for Corporate Finance, Property & Resources</p> <p>Michelle Howard, Director for Housing and Communities (Deputy Chief Executive)</p>	Open
<p>Sale of Cattle Market North</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>Added 22 December 2021</p>		Director for Place and Prosperity	Not before 17th Apr 2025	Yes	<p>Portfolio Holder for Corporate Finance, Property & Resources</p> <p>Jiten Ravat, Corporate Property and Assets Manager</p>	Open

<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?
<p>Procurement of Evidence Base for the Local Plan Review</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>Added 8 March 2023</p>		Director for Place and Prosperity	Not before 17th Apr 2025	Yes	<p>Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader)</p> <p>Sarah Legge, Assistant Director for Planning</p>	Open

<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?
<p>Lease Renewal at 66/68 Snow Hill, Melton Mowbray</p> <p>To arrange a lease renewal at 66/68 Snow Hill, Melton Mowbray</p> <p>Added 9 March 2023</p>		Director for Place and Prosperity	Not before 17th Apr 2025	Yes	<p>Portfolio Holder for Corporate Finance, Property & Resources</p> <p>Jiten Ravat, Corporate Property and Assets Manager</p>	Fully exempt 3
<p>Approval of UKSPF Grants</p> <p>Approval of grants in line with grants guidance note and UKSPF guidelines and criteria for the financial year 2023/24.</p> <p>Added 28 June 2023</p>		Director for Place and Prosperity	Not before 17th Apr 2025	Yes	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Caroline Bruce, Interim Director for Growth and Regeneration</p>	Open

<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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Lightbulb Partnership Added 1 February 2024		Director for Housing and Communities	Not before 17th Apr 2025	Yes	Portfolio Holder for Communities, Health & Well- being Michelle Howard, Director for Housing and Communities (Deputy Chief Executive)	Open
New licence for Ground Floor, Parkside to DWP Jobcentre Plus To issue a new licence Added 29 February 2024		Director for Place and Prosperity	Not before 17th Apr 2025	Yes	Portfolio Holder for Corporate Finance, Property & Resources Rebecca Woolley, Senior Estates Surveyor	Fully exempt 3

<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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Housing Management Policies Various policies relating to the management of the housing stock Added 14 March 2024		Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services	Not before 17th Apr 2025	Yes	Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services Christopher Flannery, Assistant Director for Housing Quality, Development and Landlord Services	Open
Contract Exemption – Maintenance of Housing Revenue Account Lifelines Contract exemption for maintenance of HRA Lifelines Added 23 May 2024		Director for Housing and Communities	Not before 17th Apr 2025	Yes	Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services Doug Stother, Tenancy Services Manager	Open

<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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CEX465 - Design Works Relating to the Stockyard Trader Hall Design works relating to the stockyard trader hall and funding arrangements. Added 29 July 2024		Chief Executive	Not before 17th Apr 2025	Yes	Portfolio Holder for Town Centre, Growth & Prosperity Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery	Open
CEX467 - UKSPF Appraisal for Town Centre Design Guide Added 1 August 2024		Assistant Director for Regeneration and UKSPF	Not before 17th Apr 2025	Yes	Portfolio Holder for Town Centre, Growth & Prosperity Gordon Watts, Senior Projects Delivery Officer	Open

<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?
<p>Addition to the Capital Programme the capital proportion of UKSPF for 2024/25</p> <p>Authority to add UKSPF and REPF capital allocations to the Council's capital programme.</p> <p>Added 1 August 2024</p>		Assistant Director for Regeneration and UKSPF	Not before 17th Apr 2025	Yes	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Gordon Watts, Senior Projects Delivery Officer</p>	Open
<p>EX476 - Support of Planning app for LUF increase</p> <p>Award of Contract - Increase to the Pre-Construction Services Agreement (PCSA) with GF Tomlinson for the Stockyard project.</p> <p>Added 2 September 2024</p>		Chief Executive	Not before 17th Apr 2025	Yes	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services, Portfolio Holder for Town Centre, Growth & Prosperity</p> <p>Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery</p>	Open

<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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Procurement of food waste collection vehicles To approve the award of contract for supplying food waste collection vehicles to the supplier in line with officer recommendation. Added 18 October 2024		Director for Housing and Communities	Not before 17th Apr 2025	Yes	Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader) Ryan Finnegan, Waste and Environmental Services Manager	Fully exempt 3
SH116 - Contract Award - Tenant Satisfaction Measures To award a contract to deliver tenant satisfaction measures. Added 21 November 2024		Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services	Not before 17th Apr 2025	Yes	Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services Doug Stother, Tenancy Services Manager	Open

<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?
<p>CEX490 - Award of Contract - Asset Valuations Contract</p> <p>To award a contract for asset valuations.</p> <p>Added 26 November 2024</p>		Director for Place and Prosperity	Not before 17th Apr 2025	Yes	<p>Portfolio Holder for Corporate Finance, Property & Resources</p> <p>Gordon Watts, Senior Projects Delivery Officer</p>	Fully exempt 3
<p>PH117 - Contract Award - Doors and Windows</p> <p>To award the contract and to enter into any necessary legal documentation to effect the award.</p> <p>Added 11 December 2024</p>		Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services	Not before 17th Apr 2025	Yes	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Jack Beddall, Project Surveyor</p>	Open
<p>CEX505 - Further increase - Support of Planning application for levelling up fund</p> <p>Further Increase to the Pre-Construction Services Agreement (PCSA) with GF Tomlinson for the Stockyard project.</p> <p>Added 14 January 2025</p>		Chief Executive	Not before 17th Apr 2025	Yes	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Phil Norwell, Capital Project Manager</p>	Open

<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?
PH119 - Closed Churchyard Repair Added 21 January 2025 Page 24		Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader)	Not before 17th Apr 2025	Yes	Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader) Michelle Howard, Director for Housing and Communities (Deputy Chief Executive)	Open
CEX510 - Preventative Maintenance Programme To put in place a planned preventative property maintenance programme. Added 4 February 2025		Director for Place and Prosperity	Not before 17th Apr 2025	Yes	Portfolio Holder for Corporate Finance, Property & Resources Ruth Clater, Senior Building Surveyor	Open

<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?
<p>PH120 - Contract Award – Adaptation Project</p> <p>Contract award for adaptation project at 1 Beaconsfield Road, Melton Mowbray.</p> <p>Added 17 February 2025</p>		<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p>	<p>Not before 17th Apr 2025</p>	<p>Yes</p>	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Stewart Bailey, Housing Asset Manager</p>	<p>Open</p>
<p>EX523 - Grant of Access Rights - Randall Close, Barsby</p> <p>Grant of access over Randall Close, Barsby which is a private road owned by the Council.</p> <p>Added 3 March 2025</p>		<p>Assistant Director for Governance and Democracy</p>	<p>Not before 17th Apr 2025</p>	<p>Yes</p>	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Tahir Majid, Housing Development Manager</p>	<p>Fully exempt 3</p>

<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?
PH118 - AOC, Lifeline Monitoring & Equipment Added 5 March 2025		Portfolio Holder for Communities, Health & Well-being	Not before 17th Apr 2025	Yes	Portfolio Holder for Communities, Health & Well-being Aysha Rahman, Assistant Director, Customers and Communities	Open
CEX524 - Asbestos Mitigation Do award a contract for asbestos mitigation, management and removal. Added 6 March 2025		Director for Housing and Communities	Not before 17th Apr 2025	Yes	Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services Jazz Gallocker, Compliance Officer	Open
CEX527 - Contract for Asset Valuations 2024/25 – 2028/29 Procurement of a service for statutory asset valuations. Added 18 March 2025		Director for Place and Prosperity	Not before 17th Apr 2025	Yes	Portfolio Holder for Corporate Finance, Property & Resources Jiten Ravat, Corporate Property and Assets Manager	Open

<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>CEX528 - Contract Extension - Council Insurance Renewal</p> <p>The Council is renewing its insurance policies for 2025/26. The contract can be extended for a two year period & the Council is taking advantage of this facility.</p> <p>Added 20 March 2025</p>		Director for Corporate Services	18 Apr 2025	Yes	<p>Portfolio Holder for Corporate Finance, Property & Resources</p> <p>Clive Howey, Assistant Director for Resources</p>	Open
<p>Award of CRM Contract</p> <p>To award the CRM contract and enter into any necessary legal documentation to effect the award.</p> <p>Added 15 August 2024</p>		Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader)	22 Apr 2025	Yes	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Aysha Rahman, Assistant Director, Customers and Communities</p>	Fully exempt 3

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?
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<p>LUF Project</p> <p>Added 17 April 2025</p> <p>Page 28</p>		Cabinet	7 May 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
		Cabinet	10 Jun 2025	No	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Martin Guest, Senior Corporate Policy Officer</p>	Open

<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?
<p>Asset Development Programme Update, June 2025</p> <p>To consider a report on Phoenix House.</p> <p>Added 14 November 2024</p>		Cabinet	10 Jun 2025	Yes	<p>Portfolio Holder for Corporate Finance, Property & Resources</p> <p>Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery</p>	Fully exempt 3
<p>Safer Melton Partnership Strategic Plan</p> <p>To consider the Safer Melton Partnership Strategic Plan.</p> <p>Added 9 January 2025</p>		Cabinet	10 Jun 2025	No	<p>Portfolio Holder for Corporate Finance, Property & Resources</p> <p>Michelle Howard, Director for Housing and Communities (Deputy Chief Executive), Aysha Rahman, Assistant Director, Customers and Communities</p>	Open

<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?
<p>Annual Complaints Report 2024/25</p> <p>To received the Local Government and Social Care Ombudsman Letter, Housing Ombudsman & Corporate Complaints 2024/25.</p> <p>Added 6 March 2025</p>		Cabinet	10 Jun 2025	No	<p>Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader)</p> <p>Clive Tobin, Assistant Director for Governance and Democracy (Monitoring Officer)</p>	Open
<p>Customer Journey Framework</p> <p>Approval of the framework and principles for the Customer Journey Review.</p> <p>Added 3 April 2025</p>		Cabinet	10 Jun 2025	No	<p>Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader)</p> <p>Aysha Rahman, Assistant Director, Customers and Communities</p>	Open

<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?
<p>Affordable Housing Delivery Programme 2025-2028</p> <p>To consider a delivery programme for the acquisition of affordable homes</p> <p>Added 20 March 2025</p>		Cabinet	10 Jun 2025	Yes	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Tahir Majid, Housing Development Manager</p>	Fully exempt 3
<p>The Stockyard Redevelopment Project - Update</p> <p>To produce a procurement strategy for an operator to run the Stockyard.</p> <p>Added 6 March 2025</p>		Cabinet	10 Jun 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>	Open

<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?
<p>Treasury Management and Actual Prudential Indicators 2024/25</p> <p>To consider the treasury management and actual prudential indicators 2024/25.</p> <p>Added 3 April 2025</p>		Cabinet	9 Jul 2025	No	<p>Portfolio Holder for Corporate Finance, Property & Resources</p> <p>Dawn Garton, Director for Corporate Services</p>	Open
<p>Housing Revenue Account Revenue and Capital Budget Provisional Year End for 2024/25</p> <p>To consider the Housing Revenue Account Revenue and Capital Budget Provisional Year End for 2024/25.</p> <p>Added 3 April 2025</p>		Cabinet	9 Jul 2025	No	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Dawn Garton, Director for Corporate Services, Michelle Howard, Director for Housing and Communities (Deputy Chief Executive)</p>	Open

<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?
<p>General Fund Revenue and Capital Budget Provisional Year End 2024/25</p> <p>To consider the General Fund Revenue and Capital Budget Provisional Year End for 2024/25.</p> <p>Added 3 April 2025</p>		Cabinet	9 Jul 2025	No	<p>Portfolio Holder for Corporate Finance, Property & Resources</p> <p>Dawn Garton, Director for Corporate Services</p>	Open
<p>Write-off of Irrecoverable Debts</p> <p>To consider a report on the write-off of irrecoverable debts.</p> <p>Added 3 April 2025</p>		Cabinet	9 Jul 2025	Yes	<p>Portfolio Holder for Corporate Finance, Property & Resources</p> <p>Nick Sach, Revenues and Benefits Manager</p>	Part exempt 1,2

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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. This workshop has taken place.	Scrutiny Work Programme Workshop, 10 June 2024	Yes
Developing a Youth Strategy	Director for Housing and Communities	17 September 2024 (Workshop) November 2024 – November 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
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	-
Developing a Cyber Security Strategy	Director for Corporate Services	7 May 2025	A workshop covering the options for the development of a Cyber Security Strategy.	Scrutiny Committee, Mid-Year Review, 28 November 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) Scrutiny 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
(2) Homelessness and Temporary Accommodation Pressures	One-off	Portfolio Holder for Housing and Landlord Services Director for Housing and Communities	29 April 2025	The committee will be presented with an overview of a risk for the council and wider sector linked to homelessness demand and the need for, use and associated financial implications of temporary accommodation. The committee will have opportunity to scrutinise how risks are being mitigated and managed in real time, and also to consider the options for the future to ensure appropriate and affordable provision of temporary accommodation and options to move people on and to discharge homelessness duties into suitable and appropriate long-term accommodation.	Scrutiny Committee, Mid-Year Review, 28 November 2024	-
(3) 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. This topic has been moved to the Scrutiny Committee meeting scheduled for 26 June 2025.	Scrutiny Work Programme Workshop, 10 June 2024	

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 & Communities and Director for Growth & Regeneration	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) Supporting an aging population	Director for Housing and Communities	2025/26	Workshop session proposed.	Scrutiny Work Programme Workshop, 15 June 2023 (Date revised at Scrutiny Work Programme Workshop, 10 June 2024)
(3) 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)
(4) Future Leisure Provision	Director for Growth and Regeneration	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)
(5) Health and Well-being Outcomes	Director for Housing and Communities	2025/26	Health and Well-being outcomes of the Borough's residents will be scrutinised.	Scrutiny Work Programme Workshop, 10 June 2024
(6) Food Waste Collection Requirements (Implementation)	Director for Housing and Communities	TBC	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. <i>Awaiting for more information from government.</i>	Scrutiny Work Programme Workshop, 10 June 2024
(7) Waste Strategy and Contract Delivery	Portfolio Holder for Governance, Environment and Regulatory Services Director for Housing and Communities	TBC	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. <i>Awaiting for more information from government.</i>	Scrutiny Committee, 23 November 2023

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.