

# Decision Schedule

<b>Meeting name</b>	<b>Cabinet</b>
<b>Meeting date</b>	<b>Wednesday, 22 January 2020</b>
<b>Date decisions published</b>	<b>Thursday 23 January 2020</b>

<b>Item no.</b>	<b>Agenda item</b>	<b>Contact Officer</b>	<b>Decision</b>	<b>*Key/ Non Key</b>	<b>**Last date for call in</b>
2	MINUTES			Non-Key	
5	FINAL REPORT OF THE SCRUTINY TASK AND FINISH GROUP - HOUSING VOIDS MANAGEMENT AND TEMPORARY ACCOMMODATION	Natasha Taylor	<p>Cabinet <b>APPROVED</b> the recommendations of the Task and Finish Group – housing Voids Management and Temporary Accommodation, subject to some minor amendments as detailed below.</p> <p>Cabinet <b>APPROVED</b>:</p> <ol style="list-style-type: none"> <li>1) A review of the voids module within the Northgate Housing Management System is undertaken and recommendations proposed to Senior Leadership Team as to how an improved system can be implemented along with revenue expenditure required.</li> <li>2) To consult tenants in relation to the implementation of a Golden Goodbye scheme that incentivises tenants to return their home in a</li> </ol>	Key	28 January 2020

			<p>good standard that in turn reduces void time and void costs to Melton Borough Council.</p> <p>Subject to the outcomes of this consultation, to introduce the Golden Goodbye Scheme on a temporary basis for one year after which time continuation of the scheme to depend on the evaluation of outcomes and success factors.</p> <p>3) The development of a framework that includes TFEC in the monthly monitoring of voids and includes a written protocol from both parties so as to clarify expectations.</p> <p>4) To reduce, with the aim of eliminating, use of private Bed and Breakfasts by introducing alternatives with options developed by officers for consideration by Cabinet by the end of July 2020.</p> <p>5) To review contract arrangements with contractors to ensure sufficient quality and control and explore the potential to move to a single trusted contractor to manage all aspects of voids work.</p> <p>6) A review of the Allocations Policy by July 2020.</p> <p>7) The development and implementation of a new Voids Policy by July 2020.</p>		
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			<p>8) The implementation of new Tenant visits on occupation and again after 6 weeks.</p> <p>9) To provide an interim report to Scrutiny Committee in July 2020 detailing progress against recommendations and a full report in January 2021 to evidence the impact of improvements.</p> <p><b><u>Reason for the decision</u></b>  <i>Following careful evaluation of the evidence, the Task and Finish Group believe that the recommendations contained within the final report will ensure that alternative, more cost effective options for Temporary Accommodation are explored and void times are significantly reduced. The Group are confident that if these recommendations are accepted and implemented they will lead to better outcomes for tenants and prospective tenants and also have a positive impact on the Council's financial position.</i></p> <p><i>At their meeting on 7 January 2020 the Scrutiny Committee approved that the report and the recommendations should be forwarded to Cabinet for approval.</i></p>		
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			<i>Cabinet agreed with the outcomes of the Task and Finish Group Report subject to some minor amendments to the proposed recommendations in light of the management response provided at Appendix B of the report.</i>		
6	PERFORMANCE REPORTING FOR QUARTER 2 2019/20	Dawn Garton	<p>Cabinet <b>NOTED</b> the Council's performance for the second quarter of the financial year 2019/20 as shown at Appendix One of the report.</p> <p><b><u>Reason for decision</u></b>  <i>The performance information for the second quarter of 2019-20 in the Performance Dashboard and the current position with regard to delivery against the Council's priorities is used to help inform the Cabinet, and assist Members and Officers with regard to the formation of policy and oversight of the Council priorities.</i></p>	Non-Key	
7	REVIEW OF CAR PARKING CHARGES CONSULTATION	Pranali Parikh	<ol style="list-style-type: none"> <li>1) Cabinet <b>APPROVED</b> the draft Melton Borough Council (Off Street Parking Places) Order 2020 as shown at Appendix 1 and the commencement of statutory consultation;</li> <li>2) Cabinet <b>DELEGATED</b> authority to the Portfolio Holder for Growth and Prosperity to consider</li> </ol>	Key	28 January 2020

			<p>and address any objections and amend the proposed Order if necessary following statutory consultation;</p> <p>3) Cabinet <b>NOTED</b> that any additional income received from the two additional chargeable parking bays at St Marys Way shall be used to fund initiatives in support of the Council's declaration of a Climate Emergency.</p> <p><b><u>Reason for decisions</u></b></p> <p>i. <i>To ensure the order and charging schedule is reasonable and proportionate for residents and visitors to Melton Borough.</i></p> <p>ii. <i>To ensure the content of the parking order enables proper enforcement within MBC owned car parks.</i></p> <p>iii. <i>To cover the increasing costs of car parks to the Council following the freeze in prices over the last 4 years.</i></p> <p>iv. <i>To enable the introduction of cashless payment systems throughout Council owned car parks increasing choice for residents and visitors.</i></p>		
8	FIRE SAFETY	Pranali	1) Cabinet <b>NOTED</b> the	Key	28

	UPDATE	Parikh	<p>progress that has been made so far in managing fire risk in housing assets and the ongoing management approach to continuous improvement on fire safety management.</p> <p>2) Cabinet <b>APPROVED</b> the portfolio approach to the prioritisation of work and the implementation of the capital spend as identified in Section 6 albeit being subject to change over the 3 year life time of the programme.</p> <p><b><u>Reason for decisions</u></b></p> <p>i. <i>The Housing Improvement Plan (HIP), adopted in November 2019, focussed on compliance across all areas of property safety including fire safety. The HIP noted that while the Council has undertaken fire risk assessments over the years, there has been previously no overall plan on how fire precautions will be improved across the purpose built flats.</i></p> <p>ii. <i>This proposed plan sets out a 'direction of travel' over three years to ensure compliance with the Regulatory Reform (Fire Safety Order) 2005.</i></p>		January 2020
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			<i>This plan also demonstrates the Council's commitment to deliver significant change to how fire precautions are managed and improved and to be able to communicate this commitment to key stakeholders and regulatory bodies.</i>		
9	INTERIM HOUSING REVENUE ACCOUNT BUSINESS PLAN	Pranali Parikh	<p>1) Cabinet <b>RECOMMENDED TO COUNCIL</b> approval of the Interim HRA Business Plan as set out in Section 6 of this report.</p> <p>2) Cabinet <b>RECOMMENDED TO COUNCIL</b> approval of the proposed Capital programme as proposed in Appendix A of this report.</p> <p><b><u>Reason for the decision</u></b>  <i>The interim plan will allow the Council to complete the projects and actions identified and approved in the HIP over the next 3 years. It will also allow for the stock condition survey to complete which is key for the next iteration of the full and detailed long term business plan.</i></p>	Key	28 January 2020
10	WRITE-OFF IRRECOVERABLE DEBTS	Keith Aubrey	<p>Cabinet <b>APPROVED</b> the write off of debts shown in the Exempt Appendices.</p> <p><b><u>Reason for decision</u></b>  <i>i. All recovery methods had</i></p>	Key	28 January 2020

			<p><i>been considered and where appropriate pursued, before making the decision to write off.</i></p> <p><i>ii. Officer time can be maximised on greater returns, at the same time as ensuring robust procedures for debt management are in place across all revenues streams.</i></p>		
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## **Call in**

### **\*What is a Key Decision?**

A Key Decision is an [executive decision](#) likely to result in the Council:

- Incurring expenditure of £50,000 or more, or;
- Making savings or generate income of £50,000 or more, and/or
- Has a significant impact on two or more wards in the Borough and on communities living or working in those areas.

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

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

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

Copies of the notice of decision shall be published;

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

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

### **How can scrutiny members call in a Key Decision?**

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