

## MELTON BOROUGH COUNCIL Forward Plan

### FOR THE PERIOD November 2021 - February 2022

#### 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
- Growth and Prosperity (and Deputy Leader)
- Corporate Governance, Finance and Resources
- Climate, Access and Engagement
- Council Homes and Landlord Services
- People and Communities

**What is the role of Scrutiny?**

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

**Who do I contact, and how?**

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

**Request to view Background Papers**

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

**Submission of Additional Documents**

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

**Confidential and Exempt Information**

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

Report Title	Background Papers	Decision Maker	Date of Decision	Key Decision?	Portfolio Holder/ Contact Officer	Decision to be taken in public or private session?
<p><u>Housing Improvement Plan Contractor - Electrical Works</u></p> <p>Authority to undertake a procurement exercise and appoint a contractor for Electrical Works required under the Housing Improvement Plan</p>		Portfolio Holder for Council Homes and Landlord Services	Not before 11th Nov 2021	Yes	Portfolio Holder for Council Homes and Landlord Services  Julie Martin, Housing Asset Manager	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 Council Homes and Landlord Services	Not before 11th Nov 2021	Yes	Portfolio Holder for Council Homes and Landlord Services  Michelle Howard, Director for Housing and Communities (Deputy Chief Executive)	Open

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

<p><u>Housing Benefit Assurance Process Contract Award</u></p> <p>The Council is required to procure a reporting accountant to undertake an audit of the subsidy claim made to the Department of Work &amp; Pensions (DWP) for Housing Benefit granted. This contract is for a reporting accountant to perform the audit in accordance with the Housing Benefit (subsidy) Assurance Process (HBAP) modules for our subsidy claim for 2020/21, 2021/22 and 2022/23, with an option for a further 12 month extension to cover the requirements of the HBAP modules for the subsidy claim for the 2023/2024 financial year.</p>		<p>Director for Housing and Communities</p>	<p>Not before 11th Nov 2021</p>	<p>Yes</p>	<p>Portfolio Holder for Corporate Governance, Finance and Resources</p> <p>Nick Sach, Revenues and Benefits Manager</p>	<p>Open</p>
<p><u>Award of Contract - Passive Fire Works</u></p> <p>To award the contract and enter into any necessary documentation in compliance with the contract procedure rules</p>		<p>Portfolio Holder for Council Homes and Landlord Services</p>	<p>Not before 11th Nov 2021</p>	<p>Yes</p>	<p>Portfolio Holder for Council Homes and Landlord Services</p> <p>Stephen Miller, Planned Maintenance Officer</p>	<p>Open</p>

<p align="center"><b><u>Report Title</u></b> <b>and Expected Decision</b></p>	<p align="center"><b>Background Papers</b></p>	<p align="center"><b>Decision Maker</b></p>	<p align="center"><b>Date of Decision</b></p>	<p align="center"><b>Key Decision?</b></p>	<p align="center"><b>Report Available/ Portfolio Holder/ Contact Officer</b></p>	<p align="center"><b>Decision to be taken in public or private session?</b></p>
<p><u>Storage Heater Project</u></p>		<p>Portfolio Holder for Council Homes and Landlord Services</p>	<p>Not before 11th Nov 2021</p>	<p>Yes</p>	<p>Portfolio Holder for Council Homes and Landlord Services</p> <p>Michelle Howard, Director for Housing and Communities (Deputy Chief Executive)</p>	<p>Open</p>
<p><u>Award of Contract - Insurance Services</u></p> <p>To award the contract and enter into any necessary documentation in compliance with the contract procedure rules.</p>		<p>Chief Executive</p>	<p>Not before 15th Nov 2021</p>	<p>Yes</p>	<p>Portfolio Holder for Corporate Governance, Finance and Resources</p> <p>David Scott, Corporate Services Manager</p>	<p>Open</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?
<u>Fusion 21 Gas and Electrical Safety Assurance</u>  To award a contract and enter into any necessary documentation in compliance with the contract procedure rules.		Chief Executive	Not before 18th Nov 2021	Yes	Portfolio Holder for Council Homes and Landlord Services  Christopher Flannery, Housing Asset Manager	Open
<u>Increase to Fees and Charges 2022/23</u>  To approve revised fees and charges for 2022/23		Director for Corporate Services	Not before 19th Nov 2021	Yes	Portfolio Holder for Corporate Governance, Finance and Resources  David Scott, Corporate Services Manager	Open
<u>Housing Revenue Account (HRA) Revenue and Capital Budget Monitoring - Quarter 2</u>  To inform on how the Council is performing against its revenue and capital budgets.		Cabinet	23 Nov 2021	No	Portfolio Holder for Corporate Governance, Finance and Resources  Carol King, Accountant (CK)	Open

<p align="center"><b>Report Title and Expected Decision</b></p>	<p align="center"><b>Background Papers</b></p>	<p align="center"><b>Decision Maker</b></p>	<p align="center"><b>Date of Decision</b></p>	<p align="center"><b>Key Decision?</b></p>	<p align="center"><b>Report Available/ Portfolio Holder/ Contact Officer</b></p>	<p align="center"><b>Decision to be taken in public or private session?</b></p>
<p><u>General Fund Revenue and Capital Budget Monitoring Report - Quarter 2</u></p> <p>To inform on how the Council is performing against its revenue and capital budgets.</p>		Cabinet	23 Nov 2021	No	<p>Portfolio Holder for Corporate Governance, Finance and Resources</p> <p>David Scott, Corporate Services Manager</p>	Open
<p><u>Ways of Working Project Update</u></p>		Cabinet	23 Nov 2021	No	<p>Portfolio Holder for Corporate Governance, Finance and Resources</p> <p>Sarah Jane O'Connor, HR &amp; Communications Manager</p>	Open

<p align="center"><b>Report Title and Expected Decision</b></p>	<p align="center"><b>Background Papers</b></p>	<p align="center"><b>Decision Maker</b></p>	<p align="center"><b>Date of Decision</b></p>	<p align="center"><b>Key Decision?</b></p>	<p align="center"><b>Report Available/ Portfolio Holder/ Contact Officer</b></p>	<p align="center"><b>Decision to be taken in public or private session?</b></p>
<p><u>Mid-Year Treasury Management Report</u></p> <p>An update on Treasury Management performance for 2021/22.</p>		<p>Cabinet</p> <p>Council</p>	<p>23 Nov 2021</p> <p>16 Dec 2021</p>	<p>No</p>	<p>Portfolio Holder for Corporate Governance, Finance and Resources</p> <p>David Scott, Corporate Services Manager</p>	<p>Open</p>
<p><u>Building Control – Proposals for a Delegated Service</u></p> <p>To consider proposals to develop the Leicestershire Building Control Partnership into a formal delegated service arrangement.</p>		<p>Cabinet</p> <p>Council</p>	<p>23 Nov 2021</p> <p>16 Dec 2021</p>	<p>No</p>	<p>Portfolio Holder for Growth and Prosperity</p> <p>Jim Worley, Assistant Director for Planning and Delivery</p>	<p>Open</p>



<p align="center"><b><u>Report Title</u></b> <b>and Expected Decision</b></p>	<p align="center"><b>Background Papers</b></p>	<p align="center"><b>Decision Maker</b></p>	<p align="center"><b>Date of Decision</b></p>	<p align="center"><b>Key Decision?</b></p>	<p align="center"><b>Report Available/ Portfolio Holder/ Contact Officer</b></p>	<p align="center"><b>Decision to be taken in public or private session?</b></p>
<p><u>Award of Contract - Scooter Pod/Temporary Structure Supply and Installation</u></p> <p>To award the contract and enter into any necessary documentation to effect the award.</p>		<p>Portfolio Holder for Council Homes and Landlord Services</p>	<p>Not before 23rd Nov 2021</p>	<p>Yes</p>	<p>Portfolio Holder for Council Homes and Landlord Services</p> <p>Michelle Howard, Director for Housing and Communities (Deputy Chief Executive)</p>	<p>Open</p>
<p><u>Performance Report Quarter 2 2020/21</u></p> <p>To report corporate performance data to the second quarter of 2020-21 and the current position with regard to delivery against the Council's priorities.</p>		<p>Cabinet</p>	<p>8 Dec 2021</p>	<p>No</p>	<p>Leader of the Council</p> <p>Martyn Bowen, Revenue Business Partner</p>	<p>Open</p>
<p><u>Adoption of Melton South Masterplan</u></p>		<p>Cabinet</p>	<p>8 Dec 2021</p>	<p>Yes</p>	<p>Portfolio Holder for Growth and Prosperity</p> <p>Jim Worley, Assistant Director for Planning and Delivery</p>	<p>Open</p>

<b><u>Report Title</u> and Expected Decision</b>	<b>Background Papers</b>	<b>Decision Maker</b>	<b>Date of Decision</b>	<b>Key Decision?</b>	<b>Report Available/ Portfolio Holder/ Contact Officer</b>	<b>Decision to be taken in public or private session?</b>
<u>Draft Leicestershire Waste Strategy for Consultation</u>		Cabinet	8 Dec 2021	Yes	Portfolio Holder for People and Communities (Deputy Leader)  Albert Wilson, Housing and Neighbourhoods Manager	Open
<u>Future Options for Melton Community Lottery</u>  Cabinet response to Scrutiny feedback		Cabinet	8 Dec 2021	No	Portfolio Holder for Climate, Access and Engagement  Aysha Rahman, Interim Assistant Director for Communities / People Manager	Open
<u>Housing Strategy 2021-2026</u>  Adoption of a strategic housing strategy for the Council for the next five years.		Cabinet  Council	8 Dec 2021  16 Dec 2021	Yes	Portfolio Holder for Council Homes and Landlord Services  Nicola Butcher, Strategic Housing Officer	Open

<p align="center"><b><u>Report Title</u></b> <b>and Expected Decision</b></p>	<p align="center"><b>Background Papers</b></p>	<p align="center"><b>Decision Maker</b></p>	<p align="center"><b>Date of Decision</b></p>	<p align="center"><b>Key Decision?</b></p>	<p align="center"><b>Report Available/ Portfolio Holder/ Contact Officer</b></p>	<p align="center"><b>Decision to be taken in public or private session?</b></p>
<p><u>Cattle Market Masterplan Works</u></p>		<p>Director for Growth and Regeneration</p>	<p>Not before 22nd Dec 2021</p>	<p>Yes</p>	<p>Portfolio Holder for Growth and Prosperity  Lee Byrne, Regeneration Manager</p>	<p>Open</p>
<p><u>Award of Contract - Fire Alarm Upgrades</u>  To award the contract and enter into any necessary documentation in compliance with the contract procedure rules</p>		<p>Portfolio Holder for Council Homes and Landlord Services</p>	<p>Not before 23rd Dec 2021</p>	<p>Yes</p>	<p>Portfolio Holder for Council Homes and Landlord Services  Christopher Flannery, Housing Asset Manager</p>	<p>Open</p>
<p><u>Lifeline Business Development Plan</u>  Towards Partnership working with Harborough District Council.</p>		<p>Cabinet</p>	<p>12 Jan 2022</p>	<p>Yes</p>	<p>Portfolio Holder for People and Communities (Deputy Leader)  Aysha Rahman, Interim Assistant Director for Communities / People Manager</p>	<p>Open</p>

<p align="center"><u>Report Title</u> 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>Tenant &amp; Leaseholder Engagement Framework</u></p> <p>The Tenant and Leaseholder Engagement Framework sets out how Melton Borough Council will engage meaningfully with, listen to and be accountable to tenants and leaseholders. This is critical to shape and improve future service delivery. The framework will be supported by a delivery plan and will enable the development of a new tenant engagement approach. It is a key part the Council's response to the Government White Paper 2020, 'The Charter for Social Housing Residents'.</p>		<p align="center">Cabinet</p>	<p align="center">12 Jan 2022</p>	<p align="center">No</p>	<p>Portfolio Holder for Council Homes and Landlord Services</p> <p>Lesley Armstrong, Tenant Engagement and Service Improvement Lead</p>	<p align="center">Open</p>
<p><u>Update on Housing Revenue Account Business Plan and Tenant Survey</u></p> <p>To receive an update on progress in the development of the HRA Business Plan and to agree the content of a survey to obtain tenant views on the priorities for the Council's landlord services.</p>		<p align="center">Cabinet</p>	<p align="center">12 Jan 2022</p>	<p align="center">Yes</p>	<p>Portfolio Holder for Council Homes and Landlord Services</p> <p>Craig Spence, Assistant Director for Housing Management</p>	<p align="center">Open</p>

<p align="center"><b>Report Title and Expected Decision</b></p>	<p align="center"><b>Background Papers</b></p>	<p align="center"><b>Decision Maker</b></p>	<p align="center"><b>Date of Decision</b></p>	<p align="center"><b>Key Decision?</b></p>	<p align="center"><b>Report Available/ Portfolio Holder/ Contact Officer</b></p>	<p align="center"><b>Decision to be taken in public or private session?</b></p>
<p><u>Future Provision of the Council's Leisure Services</u></p> <p>Cabinet to consider options for the future leisure offer to residents of the borough, in view of the impact of Covid-19 and the best use of the Council's assets.</p>		Cabinet	9 Feb 2022	Yes	<p>Portfolio Holder for Council Homes and Landlord Services</p> <p>Andrew Cotton, Director for Housing and Communities</p>	Open
<p><u>Treasury Management Strategy 2021/22</u></p> <p>To recommend the approval of the Treasury Management Strategy (Investment Strategy, Borrowing Strategy) which sets a framework for the Council's investment and borrowing activity for 2022/23 to Council.</p>		Cabinet Council	9 Feb 2022 24 Feb 2022	Yes	<p>Portfolio Holder for Corporate Governance, Finance and Resources</p> <p>David Scott, Corporate Services Manager</p>	Open

<b>Report Title and Expected Decision</b>	<b>Background Papers</b>	<b>Decision Maker</b>	<b>Date of Decision</b>	<b>Key Decision?</b>	<b>Report Available/ Portfolio Holder/ Contact Officer</b>	<b>Decision to be taken in public or private session?</b>
<p><u>Revenue Budget and Medium Term Financial Strategy (MTFS)</u></p> <p>To advise Members on the Revenue Budget for 2022/23, including the proposed level of council tax for borough council purposes and the Medium Term Financial Strategy 2025/26.</p>		<p>Cabinet</p> <p>Council</p>	<p>9 Feb 2022</p> <p>24 Feb 2022</p>	<p>Yes</p>	<p>Portfolio Holder for Corporate Governance, Finance and Resources</p> <p>Dawn Garton, Director for Corporate Services</p>	<p>Open</p>
<p><u>Capital Programme and Capital Strategy</u></p> <p>To recommend the approval the Council's Capital Programme for 2022/23 to Council.</p>		<p>Cabinet</p> <p>Council</p>	<p>9 Feb 2022</p> <p>24 Feb 2022</p>	<p>Yes</p>	<p>Portfolio Holder for Corporate Governance, Finance and Resources</p> <p>Jasvinder Bassan, Accountant (JB)</p>	<p>Open</p>
<p><u>Revenue Budget Proposals 2021/22 – Housing Revenue Account (HRA)</u></p> <p>To set the rents of Council dwellings, approve the HRA estimates for 2022/23 and set the working balance for 2022/23.</p>		<p>Cabinet</p> <p>Council</p>	<p>9 Feb 2022</p> <p>24 Feb 2022</p>	<p>Yes</p>	<p>Portfolio Holder for Corporate Governance, Finance and Resources</p> <p>Carol King, Accountant (CK)</p>	<p>Open</p>

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

---