

MELTON BOROUGH COUNCIL Forward Plan

FOR THE PERIOD August 2022 - October 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
- People and Communities (and Deputy Leader)
- Corporate Governance, Finance and Resources
- Climate, Access and Engagement
- Housing and Landlord Services
- Growth and Prosperity

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?
<u>Award of Contract – Lift Refurbishment at Granby House</u> To award a contract for the passenger lift refurbishment at Granby House.		Portfolio Holder for Housing and Landlord Services	Not before 5th Aug 2022	Yes	Portfolio Holder for Housing and Landlord Services Michelle Howard, Director for Housing and Communities (Deputy Chief Executive)	Open
<u>Housing Benefit Assurance Process Contract Award</u> The Council is required to procure a reporting accountant to undertake an audit of the subsidy claim made to the Department of Work & 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.		Director for Housing and Communities	Not before 5th Aug 2022	Yes	Portfolio Holder for Corporate Governance, Finance and Resources Nick Sach, Revenues and Benefits Manager	Open

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<u>Omicron Grant Funding</u> To approve diverting residual ARG Funding from the ARG Growth Fund to support businesses affected by “Plan B” Restrictions and the Omicron variant and to approve the amended ARG top-up Grant Policy.		Portfolio Holder for Growth and Prosperity	Not before 5th Aug 2022	Yes	Portfolio Holder for Growth and Prosperity Kevin Thomas, Senior Economic Recovery Officer	Open
<u>Sale of Cattle Market North</u> 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.		Director for Growth and Regeneration	Not before 5th Aug 2022	Yes	Portfolio Holder for Growth and Prosperity James Morris, Corporate Property and Asset Manager	Open
<u>Contract Rates Uplift – Electrical Re-wires (Newey)</u> To approve an uplift in the contract rates and amend the contract documents as required.		Portfolio Holder for Housing and Landlord Services	Not before 5th Aug 2022	Yes	Portfolio Holder for Housing and Landlord Services Christopher Flannery, Housing Asset Manager	Open

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<u>Award of Contract - Learning Management System Project</u> To award the contract and enter into any necessary documentation to effect the award.		Director for Corporate Services	Not before 5th Aug 2022	Yes	Portfolio Holder for Corporate Governance, Finance and Resources Sarah Jane O'Connor, HR & Communications Manager	Open
<u>New Bin Stores to Council Flats Phase 2 - Contract Award</u>		Portfolio Holder for Housing and Landlord Services	Not before 5th Aug 2022	Yes	Portfolio Holder for Housing and Landlord Services Christopher Flannery, Housing Asset Manager	Open

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<u>Discretionary Council Tax Energy Rebate Scheme</u> The Government has announced a £150 Council Tax rebate (payment) for households in Council tax bands A-D to help with rising energy and heating costs. For those who do not qualify for the main scheme, there will be a discretionary scheme. The Council has received £73,050 to support vulnerable households through the discretionary scheme (this includes those who also live in bands A-D). Although Government has not specified how this money should be distributed, they have suggested the areas of the community where Councils could use their discretion on how this money will be allocated.		Portfolio Holder for Corporate Governance, Finance and Resources	Not before 5th Aug 2022	Yes	Portfolio Holder for Corporate Governance, Finance and Resources Nick Sach, Revenues and Benefits Manager	Open
<u>Contract Exemption – Dog Kennelling Services</u>		Director for Corporate Services	Not before 5th Aug 2022	Yes	Portfolio Holder for Climate, Access and Engagement Victoria Clarke, Regulatory Services Manager	Fully exempt 4

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<u>Lake Terrace Waste Depot - Drainage Works Contract</u>		Director for Growth and Regeneration	Not before 5th Aug 2022	Yes	Portfolio Holder for Growth and Prosperity Jiten Ravat, Corporate Property and Assets Manager	
<u>Waterfield Leisure Centre – Fees & Charges Update</u>		Director for Corporate Services	Not before 6th Sep 2022	Yes	Portfolio Holder for Corporate Governance, Finance and Resources Jake Betts, Leisure and Culture Manager	Open
<u>Public Spaces Protection Order Next Steps</u>		Portfolio Holder for Climate, Access and Engagement	Not before 13th Sep 2022	Yes	Portfolio Holder for Climate, Access and Engagement David Walker, Community Safety Lead	Open

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<u>Housing Revenue Account (HRA) Revenue and Capital Budget Monitoring - Quarter 1 2022/23</u> To inform on how the Council is performing against its revenue and capital budgets.		Cabinet	14 Sep 2022	No	Portfolio Holder for Corporate Governance, Finance and Resources Carol King, Accountant (CK)	
<u>General Fund Revenue and Capital Budget Monitoring - Quarter 1 2022/23</u> To inform on how the Council is performing against its revenue and capital budgets.		Cabinet	14 Sep 2022	No	Portfolio Holder for Corporate Governance, Finance and Resources	
<u>Digital Switchover</u> To seek cabinet approval for a revised lifeline offer		Cabinet	14 Sep 2022	No	Portfolio Holder for People and Communities (Deputy Leader) Aysha Rahman, Interim Assistant Director for Communities / People Manager	Open

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<u>Melton CCTV Proposal</u>		Cabinet	14 Sep 2022	No	Portfolio Holder for People and Communities (Deputy Leader) Aysha Rahman, Interim Assistant Director for Communities / People Manager	Open
<u>Annual Complaints Report: Local Government and Social Care Ombudsman Letter, Housing Ombudsman & Corporate Complaints 2021/22</u> To inform Cabinet of the contents of the Local Government and Social Care Ombudsman's Annual Report Letter and provide a summary of the complaints received by Melton Borough Council.		Cabinet	14 Sep 2022	No	Leader of the Council Kieran Stockley, Assistant Director for Governance & Democracy	Open

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<u>Domestic Abuse</u> To provide an overview of the Council's commitment and response to Domestic Abuse and to seek support for working to secure accreditation via the Domestic Abuse Housing Alliance.		Cabinet	14 Sep 2022	No	Portfolio Holder for People and Communities (Deputy Leader) Aysha Rahman, Interim Assistant Director for Communities / People Manager	Open
<u>Acquisition of Eight Houses in Old Dalby</u>		Cabinet	14 Sep 2022	Yes	Portfolio Holder for Housing and Landlord Services Tahir Majid, Housing Development Manager	Open
<u>Tenancy Management Policy</u> This is a wide-reaching policy, which covers areas such as successions, tenancy amendments, pets and other issues raised in the tenancy to provide clarity and understanding for customers and staff.		Cabinet	14 Sep 2022	Yes	Portfolio Holder for Housing and Landlord Services Doug Stother, Tenancy Services Manager	Open

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<u>Mutual Policy</u> This policy is for staff and customers and is built around the regulatory and legislative framework, which guides the Council on how it manages the mutual exchanges within the Tenancy Services Team to ensure compliance.		Cabinet	14 Sep 2022	Yes	Portfolio Holder for Housing and Landlord Services Doug Stother, Tenancy Services Manager	Open
<u>Decant Policy</u> This policy informs staff and customers on why and how the Council may need to move someone from their home, in the event of an emergency (temporary or permanent basis), due to needing to complete works to the property (i.e. in the event of a fire at a property).		Cabinet	14 Sep 2022	Yes	Portfolio Holder for Housing and Landlord Services Doug Stother, Tenancy Services Manager	Open
<u>Health and Safety Update</u> To provide an update to Cabinet with respect to the Council's Health and Safety activities. This is in relation to current performance and planned actions and activities, as an employer, commercial and residential landlord and a public body, delivering a wide range of services. This report aims to provide assurance to Cabinet that risk continues to be actively and appropriately managed.		Cabinet	12 Oct 2022	No	Portfolio Holder for Corporate Governance, Finance and Resources Jo Lees, Health and Safety Officer	Open

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<u>Waste Strategy</u> To consider proposals for the future Waste and Resourcing Strategy for Leicestershire.		Cabinet	12 Oct 2022	Yes	Portfolio Holder for Climate, Access and Engagement Michelle Howard, Director for Housing and Communities (Deputy Chief Executive)	Open
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