

MELTON BOROUGH COUNCIL Forward Plan

FOR THE PERIOD November 2022 - February 2023

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?
<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 Housing and Landlord Services	Not before 28th Nov 2022	Yes	Portfolio Holder for Housing and Landlord Services Michelle Howard, Director for Housing and Communities (Deputy Chief Executive)	Open
<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 & 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>		Director for Housing and Communities	Not before 28th Nov 2022	Yes	Portfolio Holder for Corporate Governance, Finance and Resources Nick Sach, Revenues and Benefits Manager	Open

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<p><u>Omicron Grant Funding</u></p> <p>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.</p>		<p>Portfolio Holder for Growth and Prosperity</p>	<p>Not before 28th Nov 2022</p>	<p>Yes</p>	<p>Portfolio Holder for Growth and Prosperity</p> <p>Kevin Thomas, Senior Economic Recovery Officer</p>	<p>Open</p>
<p><u>Sale of Cattle Market North</u></p> <p>The sale of Council land at the North End of the Cattle market, which comprises an approximate area of 1.69acres, allocated for housing.</p>		<p>Director for Growth and Regeneration</p>	<p>Not before 28th Nov 2022</p>	<p>Yes</p>	<p>Portfolio Holder for Growth and Prosperity</p> <p>James Morris, Corporate Property and Asset Manager</p>	<p>Open</p>
<p><u>Contract Rates Uplift – Electrical Re-wires (Newey)</u></p> <p>To approve an uplift in the contract rates and amend the contract documents as required.</p>		<p>Portfolio Holder for Housing and Landlord Services</p>	<p>Not before 28th Nov 2022</p>	<p>Yes</p>	<p>Portfolio Holder for Housing and Landlord Services</p> <p>Christopher Flannery, Housing Asset Manager</p>	<p>Open</p>

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<p><u>Award of Contract - Learning Management System Project</u></p> <p>To award the contract and enter into any necessary documentation to effect the award.</p>		<p>Director for Corporate Services</p>	<p>Not before 28th Nov 2022</p>	<p>Yes</p>	<p>Portfolio Holder for Corporate Governance, Finance and Resources</p> <p>Sarah Jane O'Connor, Assistant Director, Organisational Development</p>	<p>Open</p>
<p><u>New Bin Stores to Council Flats Phase 2 - Contract Award</u></p>		<p>Portfolio Holder for Housing and Landlord Services</p>	<p>Not before 28th Nov 2022</p>	<p>Yes</p>	<p>Portfolio Holder for Housing and Landlord Services</p> <p>Christopher Flannery, Housing Asset Manager</p>	<p>Open</p>
<p><u>Contract Exemption – Dog Kennelling Services</u></p>		<p>Director for Corporate Services</p>	<p>Not before 28th Nov 2022</p>	<p>Yes</p>	<p>Portfolio Holder for Climate, Access and Engagement</p> <p>Victoria Clarke, Regulatory Services Manager</p>	<p>Fully exempt 4</p>

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<u>Collaboration Agreement</u> Collaboration Agreement for spending the Government allocation on energy projects (known as Sustainable Warmth Competition or LAD3 (Local Authority Delivery phase 3) & HUG (Home Upgrade Grant) initially but will extend to other similar projects.		Portfolio Holder for Climate, Access and Engagement	Not before 28th Nov 2022	Yes	Portfolio Holder for Climate, Access and Engagement Christopher Harrison, Climate Change Officer	Open
<u>Consideration of Strategic Partnership Business Case and Operating Agreement</u>		Cabinet	6 Dec 2022	Yes	Leader of the Council Chief Executive	Open
<u>CCTV Contractual Arrangements</u> To exercise a delegated authority to finalise and enter into associated contractual arrangements subject to Council approving the investment and agreeing to enter into a partnership arrangement		Director for Housing and Communities	7 Dec 2022	Yes	Portfolio Holder for People and Communities (Deputy Leader) Aysha Rahman, Assistant Director, Customers and Communities	Open

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<u>Fire Alarm Upgrade & Communal Area Re-wire at Sheltered Housing Scheme</u> To award a contract for fire alarm upgrade and communal area re-wire at a sheltered housing scheme		Portfolio Holder for Housing and Landlord Services	7 Dec 2022	Yes	Portfolio Holder for Housing and Landlord Services Christopher Flannery, Housing Asset Manager	Open
<u>Cost of Living Quarterly Update</u> To review the Cost of Living Quarterly Update		Cabinet	14 Dec 2022	No	Portfolio Holder for People and Communities (Deputy Leader) Michelle Howard, Director for Housing and Communities (Deputy Chief Executive)	Open

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<p><u>Corporate Performance and Progress Report for Quarter 2 2022-23</u></p> <p>To report corporate performance data and the current position with regard to delivery against the Council's priorities.</p>		Cabinet	14 Dec 2022	No	<p>Portfolio Holder for Corporate Governance, Finance and Resources</p> <p>Martin Guest, Senior Corporate Policy Officer</p>	Open
<p><u>Planning policy monitoring reports (IFS and AMR)</u></p> <p>Technical reports that need to be annually updated for noting. The AMR informs about Local Plan policies' performance, whilst the IFS summarises the developer contributions activity for the previous financial year.</p>		Cabinet	14 Dec 2022	No	<p>Portfolio Holder for Growth and Prosperity</p> <p>Jorge Fiz Alonso, Senior Planning Policy Officer</p>	Open

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<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	14 Dec 2022	No	Portfolio Holder for Corporate Governance, Finance and Resources Jo Lees, Health and Safety Officer	Open
<u>Acquisition of Eight Houses in Old Dalby</u>		Cabinet	14 Dec 2022	Yes	Portfolio Holder for Housing and Landlord Services Tahir Majid, Housing Development Manager	Open

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<u>Local Development Scheme (LDS)</u> Document outlining the timescales for the production of work relating to the Local Plan and its review.		Cabinet	14 Dec 2022	Yes	Portfolio Holder for Growth and Prosperity Sarah Legge, Local Plans Manager	Open
<u>Asset Management Plan - Housing Revenue Account (HRA)</u>		Cabinet Council	16 Nov 2022 20 Dec 2022	Yes	Portfolio Holder for Housing and Landlord Services Christopher Flannery, Housing Asset Manager	Open

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<p><u>Mid-Year Treasury Management Report 2022/23</u></p> <p>An update on Treasury Management performance for 2022/23.</p>		<p>Cabinet Council</p>	<p>16 Nov 2022 20 Dec 2022</p>	<p>No</p>	<p>Portfolio Holder for Corporate Governance, Finance and Resources</p> <p>David Scott, Assistant Director, Resources (Deputy s151 Officer)</p>	<p>Open</p>
<p><u>New leases for digital advertising hoardings</u></p> <p>To facilitate leases for digital advertising hoardings to a value of £160,000 over 16 years</p>		<p>Director for Growth and Regeneration</p>	<p>23 Dec 2022</p>	<p>Yes</p>	<p>Portfolio Holder for Growth and Prosperity</p> <p>Jiten Ravat, Corporate Property and Assets Manager</p>	<p>Open</p>

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<u>Fees and Charges 2023/24</u> To approve the revised fees and charges for 2023/24.		Director for Corporate Services	Not before 31st Dec 2022	Yes	Portfolio Holder for Corporate Governance, Finance and Resources David Scott, Assistant Director, Resources (Deputy s151 Officer)	Open
<u>Housing Management Policies</u> To approve updated housing management policies.		Cabinet	25 Jan 2023	Yes	Portfolio Holder for Housing and Landlord Services Christopher Flannery, Housing Asset Manager	Open
<u>Asset Development Plan (Corporate Assets)</u>		Cabinet	25 Jan 2023	Yes	Portfolio Holder for Growth and Prosperity Pranali Parikh, Director for Growth and Regeneration	Open

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<u>Waste Strategy</u> To consider proposals for the future Waste and Resourcing Strategy for Leicestershire.		Cabinet	25 Jan 2023	Yes	Portfolio Holder for Climate, Access and Engagement Michelle Howard, Director for Housing and Communities (Deputy Chief Executive)	Open
<u>Treasury Management Strategy 2023/24</u> 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 2023/24 to Council.		Cabinet Council	8 Feb 2023 23 Feb 2023	Yes	Portfolio Holder for Corporate Governance, Finance and Resources David Scott, Assistant Director, Resources (Deputy s151 Officer)	

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<p><u>General Fund Revenue Budget and Medium Term Financial Strategy 2023/24</u></p> <p>The Portfolio Holder for Corporate Finance and Resources to provide a report on the Revenue Budget for 2023/24, including the proposed level of council tax for borough council purposes and the Medium Term Financial Strategy 2025/26.</p>		<p>Cabinet Council</p>	<p>8 Feb 2023 23 Feb 2023</p>	<p>Yes</p>	<p>Portfolio Holder for Corporate Governance, Finance and Resources</p> <p>David Scott, Assistant Director, Resources (Deputy s151 Officer)</p>	
<p><u>Capital Programme and Capital Strategy 2023/24</u></p> <p>To recommend the approval the Council's Capital Programme for 2023/24 to Council.</p>		<p>Cabinet Council</p>	<p>8 Feb 2023 23 Feb 2023</p>	<p>Yes</p>	<p>Portfolio Holder for Corporate Governance, Finance and Resources</p> <p>David Scott, Assistant Director, Resources (Deputy s151 Officer)</p>	

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<p><u>Revenue Budget Proposals 2023/24 – Housing Revenue Account (HRA)</u></p> <p>To set the rents of Council dwellings, approve the HRA estimates for 2023/24 and set the working balance for 2023/24.</p>		<p>Cabinet Council</p>	<p>8 Feb 2023 23 Feb 2023</p>	<p>Yes</p>	<p>Portfolio Holder for Corporate Governance, Finance and Resources</p> <p>Carol King, Accountant (CK)</p>	
<p><u>Leisure Procurement</u></p>		<p>Cabinet</p>	<p>8 Feb 2023</p>	<p>Yes</p>	<p>Portfolio Holder for People and Communities (Deputy Leader)</p> <p>Lee Byrne, Regeneration Manager</p>	<p>Open</p>