

MELTON BOROUGH COUNCIL Forward Plan

FOR THE PERIOD March 2023 - June 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 3rd Mar 2023	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 3rd Mar 2023	Yes	Portfolio Holder for Corporate Governance, Finance and Resources Nick Sach, Revenues and Benefits 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><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>		Portfolio Holder for Growth and Prosperity	Not before 3rd Mar 2023	Yes	Portfolio Holder for Growth and Prosperity Pranali Parikh, Director for Growth and Regeneration	Open
<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>		Director for Growth and Regeneration	Not before 3rd Mar 2023	Yes	Portfolio Holder for Growth and Prosperity Jiten Ravat, Corporate Property and Assets Manager	Open
<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>		Portfolio Holder for Housing and Landlord Services	Not before 3rd Mar 2023	Yes	Portfolio Holder for Housing and Landlord Services Christopher Flannery, Housing Asset Manager	Open

<p align="center">Report Title 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>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 3rd Mar 2023</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>Contract Exemption – Dog Kennelling Services</u></p>		<p>Director for Corporate Services</p>	<p>Not before 3rd Mar 2023</p>	<p>Yes</p>	<p>Portfolio Holder for Climate, Access and Engagement</p> <p>Pranali Parikh, Director for Growth and Regeneration</p>	<p>Fully exempt 4</p>
<p><u>Fire Alarm Upgrade & Communal Area Re-wire at Sheltered Housing Scheme</u></p> <p>To award a contract for fire alarm upgrade and communal area re-wire at a sheltered housing scheme</p>		<p>Portfolio Holder for Housing and Landlord Services</p>	<p>Not before 3rd Mar 2023</p>	<p>Yes</p>	<p>Portfolio Holder for Housing and Landlord Services</p> <p>Christopher Flannery, Housing Asset 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>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>Not before 3rd Mar 2023</p>	<p>Yes</p>	<p>Portfolio Holder for Growth and Prosperity</p> <p>Jiten Ravat, Corporate Property and Assets Manager</p>	<p>Open</p>
<p><u>Fees and Charges 2023/24</u></p> <p>To approve the revised fees and charges for 2023/24.</p>		<p>Director for Corporate Services</p>	<p>Not before 3rd Mar 2023</p>	<p>Yes</p>	<p>Portfolio Holder for Corporate Governance, Finance and Resources</p> <p>David Scott, Assistant Director for Resources (Deputy s151 Officer)</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>Lease of Thorpe End Car Park to ARLA Foods</u></p> <p>To facilitate a lease for the use of Thorpe End Car Park to ARLA Foods</p>		<p>Director for Growth and Regeneration</p>	<p>Not before 3rd Mar 2023</p>	<p>Yes</p>	<p>Portfolio Holder for Growth and Prosperity</p> <p>Jiten Ravat, Corporate Property and Assets Manager</p>	<p>Open</p>
<p><u>Cost of Living Quarterly Update</u></p> <p>To review the Cost of Living Quarterly Update</p>		<p>Cabinet</p>	<p>8 Mar 2023</p>	<p>Yes</p>	<p>Portfolio Holder for People and Communities (Deputy Leader)</p> <p>Michelle Howard, Director for Housing and Communities (Deputy Chief Executive)</p>	<p>Open</p>
<p><u>Damp and Mould Policy</u></p> <p>The Damp and Mould Policy is to be presented to the Cabinet.</p>		<p>Cabinet</p>	<p>8 Mar 2023</p>	<p>No</p>	<p>Portfolio Holder for Housing and Landlord Services</p> <p>Christopher Flannery, Housing Asset Manager</p>	<p>Open</p>

<p align="center">Report Title 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>Service Leadership and Collaboration - Waste, Environmental Maintenance and Regulatory Services</u></p> <p>To consider leadership and collaboration for waste and environmental maintenance services</p>		Cabinet	8 Mar 2023	No	<p>Portfolio Holder for Climate, Access and Engagement</p> <p>Michelle Howard, Director for Housing and Communities (Deputy Chief Executive)</p>	Open
<p><u>Risk Management Update</u></p> <p>To consider the Risk Management Update report and any action that is deemed necessary.</p>		Cabinet	8 Mar 2023	No	<p>Portfolio Holder for Corporate Governance, Finance and Resources</p> <p>David Scott, Assistant Director for Resources (Deputy s151 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?
<u>Levelling Up Fund</u>		Cabinet Council	8 Mar 2023 23 Mar 2023	No	Portfolio Holder for Growth and Prosperity Lee Byrne, Regeneration Manager	Open
<u>Disposal of Cemetery Lodge</u>		Cabinet	8 Mar 2023	Yes	Portfolio Holder for Growth and Prosperity Jiten Ravat, Corporate Property and Assets Manager	Open
<u>Leisure Procurement</u>		Cabinet	8 Mar 2023	Yes	Portfolio Holder for People and Communities (Deputy Leader) Lee Byrne, Regeneration Manager	Part 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?
<u>Community Grants</u> To allocate community grant funding.		Cabinet	8 Mar 2023	Yes	Portfolio Holder for People and Communities (Deputy Leader) Aysha Rahman, Assistant Director, Customers and Communities	Open
<u>UK Shared Prosperity Fund</u>		Cabinet	8 Mar 2023	No	Portfolio Holder for Growth and Prosperity Lee Byrne, Regeneration Manager	Open

<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>Council Tax Support Policy</u></p>		<p>Portfolio Holder for Corporate Governance, Finance and Resources, Portfolio Holder for People and Communities (Deputy Leader)</p>	<p>9 Mar 2023</p>	<p>Yes</p>	<p>Portfolio Holder for Corporate Governance, Finance and Resources, Portfolio Holder for People and Communities (Deputy Leader)</p> <p>David Scott, Assistant Director for Resources (Deputy s151 Officer)</p>	<p>Open</p>
<p><u>Purchase of Ride on Mowers and Tipper</u></p> <p>Award of contract to procure ride on mowers and a tipper</p>		<p>Director for Housing and Communities</p>	<p>10 Mar 2023</p>	<p>Yes</p>	<p>Portfolio Holder for Climate, Access and Engagement</p> <p>Paul Evans, Interim Head of Neighbourhoods</p>	<p>Open</p>

<u>Report Title and Expected Decision</u>	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>Award of Contract - Cyclical Decoration Contract</u> To award a contract for a contractor to carry out external decoration of Council owned housing properties.		Portfolio Holder for Housing and Landlord Services	23 Mar 2023	Yes	Portfolio Holder for Housing and Landlord Services Christopher Flannery, Housing Asset Manager	Fully exempt 3
<u>Award of Contract - Upgrade and Annual Service of Digital TV Aerials</u> To award a contract to upgrade digital TV aerials at Council owned housing properties and carry out annual maintenance.		Portfolio Holder for Housing and Landlord Services	23 Mar 2023	Yes	Portfolio Holder for Housing and Landlord Services Christopher Flannery, Housing Asset Manager	Fully exempt 3
<u>Intensive Housing Management Service Review</u> To consider an Intensive Housing Management Service Review for approval		Cabinet	12 Apr 2023	No	Portfolio Holder for Housing and Landlord Services Alison Bennett, Assistant Director for Housing Management	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><u>Biannual Ombudsman Report</u></p> <p>A report will be provided to the Cabinet updating them on the outcomes of complaints submitted to the Local Government and Social Care Ombudsman (LGSCO) and the Housing Ombudsman (HO) up to 31 March 2023.</p>		Cabinet	12 Apr 2023	No	<p>Portfolio Holder for Corporate Governance, Finance and Resources</p> <p>Kieran Stockley, Assistant Director for Governance & Democracy</p>	Open
<p><u>Tenant and Leaseholder Engagement Annual Report</u></p> <p>To consider the Tenant and Leaseholder Engagement Annual Report.</p> <p>The report outlines a review of the engagement framework that was approved in 2020 off the back of the White Paper. The report will show the work the Council has carried out and continues to do to meet these challenges and provide assurances that we are focused on ensuring that our obligations for the regulations are met and that customers are put at the centre of what we do.</p>		Cabinet	12 Apr 2023	No	<p>Portfolio Holder for Housing and Landlord Services</p> <p>Doug Stother, Tenancy Services Manager</p>	Open

<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>Revenue and Capital Carry Forwards 2022/23</u></p> <p>A number of items from the General Fund, Housing Revenue Account and Special Expenses are being requested to be carried forward into the next financial year for specific projects and items.</p> <p>The Cabinet Scheme of Delegation Financial Procedure Rules allow for underspent budgets to be carried forward to the next financial year, subject to approval by the Portfolio Holder for Finance and Resources.</p>		<p>Portfolio Holder for Corporate Governance, Finance and Resources</p>	<p>Not before 12th Apr 2023</p>	<p>Yes</p>	<p>Portfolio Holder for Corporate Governance, Finance and Resources</p> <p>David Scott, Assistant Director for Resources (Deputy s151 Officer)</p>	<p>Open</p>
<p><u>Asset Development Plan (Corporate Assets)</u></p>		<p>Cabinet</p>	<p>7 Jun 2023</p>	<p>Yes</p>	<p>Portfolio Holder for Growth and Prosperity</p> <p>Pranali Parikh, Director for Growth and Regeneration</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>Asset Development Programme Update</u> An update on the proposals for Phoenix House.		Cabinet	7 Jun 2023	Yes	Portfolio Holder for Growth and Prosperity Pranali Parikh, Director for Growth and Regeneration	Part exempt 3
<u>Feasibility Study into the Melton Mowbray Cemetery</u> To consider the report from the CDS Group on the feasibility study into a proposed new cemetery for Melton Mowbray.		Cabinet	7 Jun 2023	Yes	Portfolio Holder for Climate, Access and Engagement Paul Evans, Interim Head of Neighbourhoods	Part exempt 3, 4
<u>Leisure Contract Update</u>		Cabinet	7 Jun 2023	No	Portfolio Holder for People and Communities (Deputy Leader) Aysha Rahman, Assistant Director, Customers and Communities	Open