

MELTON BOROUGH COUNCIL Forward Plan

FOR THE PERIOD July 2023 - October 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, Housing and Landlord Services
- Governance, Environment and Regulatory Services (and Deputy Leader)
- Customers, Communities and Neighbourhoods
- Town Centre, Growth and Prosperity
- Corporate Finance, Property and Resources

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 Corporate Finance, Property & Resources	Not before 25th Jul 2023	Yes	Portfolio Holder for Corporate Finance, Property & Resources Michelle Howard, Director for Housing and Communities (Deputy Chief Executive)	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 1.69 acres, allocated for housing.</p>		Director for Growth and Regeneration	Not before 25th Jul 2023	Yes	Portfolio Holder for Town Centre, Growth & Prosperity Jiten Ravat, Corporate Property and Assets Manager	Open

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<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 Corporate Finance, Property & Resources</p>	<p>Not before 25th Jul 2023</p>	<p>Yes</p>	<p>Portfolio Holder for Corporate Finance, Property & Resources</p> <p>Christopher Flannery, Housing Asset Manager</p>	<p>Open</p>
<p><u>Procurement of evidence base for the Local Plan Review</u></p> <p>The evidence that will be procured is as follows:</p> <ul style="list-style-type: none"> - Retail Study - Employment Study - Strategic Flood Risk Assessment (Stages 1 and 2) - Climate Change Study - Open Space Assessment Report - Local Housing, Economics and Affordable Housing Need Assessments (these could be 2 studies) - Gypsy and Traveller & Travelling Showpeople Assessment - Sustainability Assessment (and Habitats Regulations Assessment) - Green Infrastructure Strategy - Integrated Water Management Study 		<p>Director for Growth and Regeneration</p>	<p>Not before 25th Jul 2023</p>	<p>Yes</p>	<p>Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader)</p> <p>Sarah Legge, Assistant Director for Planning</p>	<p>Open</p>

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<p><u>Lease Renewal at 66/68 Snow Hill, Melton Mowbray</u></p> <p>To arrange a lease renewal at 66/68 Snow Hill, Melton Mowbray</p>		<p>Director for Growth and Regeneration</p>	<p>Not before 25th Jul 2023</p>	<p>Yes</p>	<p>Portfolio Holder for Town Centre, Growth & Prosperity</p> <p>Jiten Ravat, Corporate Property and Assets Manager</p>	<p>Fully exempt 3</p>
<p><u>Housing Management Policies</u></p> <p>To approve the following policies:</p> <ol style="list-style-type: none"> 1. Anti-social Behaviour Policy 2. Garages Allocations & Arrears Policy 3. Scooter Pod Allocations & Arrears Policy 4. Recharge Policy 		<p>Leader of the Council & Portfolio Holder for Housing & Landlord Services</p>	<p>Not before 25th Jul 2023</p>	<p>Yes</p>	<p>Leader of the Council & Portfolio Holder for Housing & Landlord Services</p> <p>Doug Stother, Tenancy Services Manager</p>	<p>Open</p>

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<u>Purchase of wood chipper and two vans</u> Procurement process for a wood chipper and two vans		Director for Housing and Communities	Not before 25th Jul 2023	Yes	Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader) Paul Evans, Interim Head of Neighbourhoods	Open
<u>Contract Exemption - Procurement of Temporary Accommodation</u>		Director for Corporate Services	Not before 25th Jul 2023	Yes	Portfolio Holder for Customers, Communities & Neighbourhoods Rachel Chubb, Strategic Lead for Housing Options and Homelessness	Open

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<p><u>Award of Contract - Provision of Business Support Services in Melton</u></p> <p>To award a contract for the provision of business support services in Melton.</p>		<p>Director for Growth and Regeneration</p>	<p>Not before 25th Jul 2023</p>	<p>Yes</p>	<p>Portfolio Holder for Town Centre, Growth & Prosperity</p> <p>Maria Ramshaw, Economic Development Officer & Manufacturing Zone Project Manager</p>	<p>Open</p>
<p><u>Award of Contract for securing external expertise to support the delivery of a planning application for the levelling up fund</u></p>		<p>Chief Executive</p>	<p>Not before 25th Jul 2023</p>	<p>Yes</p>	<p>Portfolio Holder for Town Centre, Growth & Prosperity</p> <p>Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery</p>	<p>Part exempt 3</p>

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<p><u>Award of contract - Domestic and commercial heating servicing, maintenance and replacement</u></p>		<p>Leader of the Council & Portfolio Holder for Housing & Landlord Services</p>	<p>Not before 25th Jul 2023</p>	<p>Yes</p>	<p>Leader of the Council & Portfolio Holder for Housing & Landlord Services Christopher Flannery, Housing Asset Manager</p>	<p>Open</p>
<p><u>Fixed Term Income and Tenancy Sustainment Officer</u> To appoint an additional Income and Tenancy Sustainment Officer for 1 year</p>		<p>Assistant Director for Housing Management</p>	<p>Not before 25th Jul 2023</p>	<p>Yes</p>	<p>Leader of the Council & Portfolio Holder for Housing & Landlord Services Alison Bennett, Assistant Director for Housing Management</p>	<p>Open</p>

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<u>Award of Contract for the Stockyard Operation</u>		Director for Growth and Regeneration	27 Jul 2023	Yes	Portfolio Holder for Town Centre, Growth & Prosperity Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery	Open
<u>Award of Contract for the Construction of the Stockyard Development</u>		Director for Growth and Regeneration	27 Jul 2023	Yes	Portfolio Holder for Town Centre, Growth & Prosperity Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery	Open

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<p><u>Approval of UKSPF Grants</u></p> <p>Approval of grants in line with grants guidance note and UKSPF guidelines and criteria for the financial year 2023/24.</p>		<p>Director for Growth and Regeneration</p>	<p>27 Jul 2023</p>	<p>Yes</p>	<p>Portfolio Holder for Town Centre, Growth & Prosperity</p> <p>Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery</p>	<p>Open</p>
<p><u>Change of Establishment - Levelling up Project Manager for 2 year fixed term</u></p>		<p>Director for Growth and Regeneration</p>	<p>27 Jul 2023</p>	<p>Yes</p>	<p>Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery</p>	<p>Open</p>
<p><u>Service Level Agreement for grant funding to the Business Improvement District</u></p>		<p>Director for Growth and Regeneration</p>	<p>Not before 2nd Aug 2023</p>	<p>Yes</p>	<p>Portfolio Holder for Town Centre, Growth & Prosperity</p> <p>Gordon Watts, Senior Projects Delivery Officer</p>	<p>Open</p>

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<u>Award of Contract to support the cost of living intervention</u>		Director for Growth and Regeneration	Not before 2nd Aug 2023	Yes	Portfolio Holder for Town Centre, Growth & Prosperity Gordon Watts, Senior Projects Delivery Officer	Open
<u>Award of Contract - Aids and adaptations property extensions</u> To award a contract for Aids and Adaptations Property Extensions		Leader of the Council & Portfolio Holder for Housing & Landlord Services	15 Aug 2023	Yes	Leader of the Council & Portfolio Holder for Housing & Landlord Services Christopher Flannery, Housing Asset Manager	Open
<u>Contract rates uplift - Planned Maintenance</u> To agree a variation to the contract to allow for the rates to be increased in line with inflationary increases		Leader of the Council & Portfolio Holder for Housing & Landlord Services	15 Aug 2023	Yes	Leader of the Council & Portfolio Holder for Housing & Landlord Services Christopher Flannery, Housing Asset Manager	Open

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<p><u>Award of contract for Structural survey of non traditional properties</u></p> <p>The contract is for the engagement of a consultant surveyor to undertake a structural survey of our non traditional properties to find out what condition they are in and what investment they will need for the future</p>		<p>Leader of the Council & Portfolio Holder for Housing & Landlord Services</p>	<p>22 Aug 2023</p>	<p>Yes</p>	<p>Leader of the Council & Portfolio Holder for Housing & Landlord Services</p> <p>Christopher Flannery, Housing Asset Manager</p>	<p>Open</p>
<p><u>Planning Enforcement Policy</u></p>		<p>Cabinet</p>	<p>23 Aug 2023</p>	<p>No</p>	<p>Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader)</p> <p>Sarah Legge, Assistant Director for Planning</p>	<p>Open</p>

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<u>Intensive Housing Management Service Review</u>		Cabinet	23 Aug 2023	No	Leader of the Council & Portfolio Holder for Housing & Landlord Services Alison Bennett, Assistant Director for Housing Management	Open
<u>Leicestershire Housing Protocols for Care Leavers and 16 & 17 year olds</u>		Cabinet	23 Aug 2023	No	Portfolio Holder for Customers, Communities & Neighbourhoods Aysha Rahman, Assistant Director, Customers and Communities	Open

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<u>Local Authority Housing Fund</u>		Cabinet	23 Aug 2023	Yes	Leader of the Council & Portfolio Holder for Housing & Landlord Services Michelle Howard, Director for Housing and Communities (Deputy Chief Executive)	Open
<u>Supporting delivery of the MMDR South</u> To reaffirm the Council's commitment to the existing agreement with Leicestershire County Council and commit to working with them in delivering the MMDR South.		Cabinet	23 Aug 2023	Yes	Portfolio Holder for Town Centre, Growth & Prosperity Sarah Legge, Assistant Director for Planning	Open

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<u>Licensing Enforcement Policy</u>		Cabinet	13 Sep 2023	No	Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader) Joanne Belcher, Senior Environmental Health Officer	Open
<u>Annual Ombudsman Report</u>		Cabinet	13 Sep 2023	No	Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader) Alison McKane, Interim Assistant Director for Governance & Democracy	Open

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<p><u>Quarter 1 Housing Revenue Account Revenue and Capital Budget Monitoring Report 2023/24</u></p>		<p align="center">Cabinet</p>	<p align="center">13 Sep 2023</p>	<p align="center">No</p>	<p>Leader of the Council & Portfolio Holder for Housing & Landlord Services</p> <p>Christopher Flannery, Housing Asset Manager</p>	<p align="center">Open</p>
<p><u>Quarter 1 General Fund Revenue and Capital Budget Monitoring Report 2023/24</u></p>		<p align="center">Cabinet</p>	<p align="center">13 Sep 2023</p>	<p align="center">No</p>	<p>Portfolio Holder for Corporate Finance, Property & Resources</p> <p>David Scott, Assistant Director for Resources (Deputy s151 Officer)</p>	<p align="center">Open</p>

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<u>Annual Complaints Report - Local government and Social Care Ombudsman Letter, Housing Ombudsman & Corporate Complaints 2022/23</u>		Cabinet	13 Sep 2023	No	Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader) Alison McKane, Interim Assistant Director for Governance & Democracy	Open
<u>Risk Management</u>		Cabinet	13 Sep 2023	No	Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader) David Scott, Assistant Director for Resources (Deputy s151 Officer)	Open

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<u>Leisure Contract Update</u>		Cabinet	13 Sep 2023	No	Portfolio Holder for People and Communities (Deputy Leader) Aysha Rahman, Assistant Director, Customers and Communities	Open
<u>Quarter 1 Treasury Management Update</u>		Cabinet	13 Sep 2023	No	Portfolio Holder for Corporate Finance, Property & Resources David Scott, Assistant Director for Resources (Deputy s151 Officer)	Open

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<u>UK Shared Prosperity Fund (UKSPF)</u>		Cabinet	13 Sep 2023	Yes	Portfolio Holder for Town Centre, Growth & Prosperity Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery	Open
<u>Asset Development Plan (Corporate Assets)</u> The report provides an update and requests that Cabinet provides a steer for the next steps of the plan.		Cabinet	13 Sep 2023	Yes	Portfolio Holder for Town Centre, Growth & Prosperity Pranali Parikh, Director for Growth and Regeneration	Open
<u>Asset Development Programme Update</u> An update on the proposals for Phoenix House.		Cabinet	13 Sep 2023	Yes	Portfolio Holder for Town Centre, Growth & Prosperity Pranali Parikh, Director for Growth and Regeneration	Part exempt 3

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<p><u>Feasibility Study into the Melton Mowbray Cemetery</u></p> <p>To consider the report from the CDS Group on the feasibility study into a proposed new cemetery for Melton Mowbray.</p>		Cabinet	13 Sep 2023	Yes	<p>Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader)</p> <p>Paul Evans, Interim Head of Neighbourhoods</p>	Part exempt 3, 4
<p><u>Levelling Up Fund Update</u></p>		Cabinet	13 Sep 2023	Yes	<p>Portfolio Holder for Town Centre, Growth & Prosperity</p> <p>Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery</p>	Open