

MELTON BOROUGH COUNCIL Forward Plan

FOR THE PERIOD August 2023 - November 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 18th Aug 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 18th Aug 2023 | Yes | Portfolio Holder for Town Centre, Growth & Prosperity Jiten Ravat, Corporate Property and Assets 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>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 18th Aug 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 18th Aug 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 18th Aug 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 operational housing management policies:</p> <ol style="list-style-type: none"> 1. Garages Allocations & Arrears Policy 2. Scooter Pod Allocations & Arrears Policy 3. Recharge Policy | | <p>Leader of the Council & Portfolio Holder for Housing & Landlord Services</p> | <p>Not before 18th Aug 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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|---|--|---|---|--|---|---|
| <p><u>Purchase of wood chipper and two vans</u></p> <p>Procurement process for a wood chipper and two vans</p> | | <p>Director for Housing and Communities</p> | <p>Not before 18th Aug 2023</p> | <p>Yes</p> | <p>Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader)</p> <p>Paul Evans, Interim Head of Neighbourhoods</p> | <p>Open</p> |
| <p><u>Award of contract - Domestic and commercial heating servicing, maintenance and replacement</u></p> <p>To appoint a contractor to undertake gas safety checks, servicing and new installation of a range of heating types.</p> | | <p>Leader of the Council & Portfolio Holder for Housing & Landlord Services</p> | <p>Not before 18th 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> |

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| <u>Award of Contract for the Stockyard Operation</u> | | Director for Growth and Regeneration | Not before 18th Aug 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 | Not before 18th Aug 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>Not before 18th Aug 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>To recruit a fixed term position to support delivery of the Levelling Up Fund and other capital programmes on behalf of Melton Borough Council.</p> | | <p>Director for Growth and Regeneration</p> | <p>Not before 18th Aug 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> |

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|---|--|---|---|--|--|---|
| <p><u>Service Level Agreement for grant funding to the Business Improvement District</u></p> <p>To award the Business Improvement District £4,000 capital and £82,370 revenue from the United Kingdom Shared Prosperity Fund over the period 2023/24 and 2024/25.</p> <p>To provide direct support to retail through a Business Improvement Grant scheme to enable pop-up shops and increase occupancy.</p> | | <p>Director for Growth and Regeneration</p> | <p>Not before 18th 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> |
| <p><u>Award of Contract - Aids and adaptations property extensions</u></p> <p>To award a contract for Aids and Adaptations Property Extensions</p> | | <p>Leader of the Council & Portfolio Holder for Housing & Landlord Services</p> | <p>Not before 18th 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> |

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| <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 | Not before 18th Aug 2023 | Yes | Leader of the Council & Portfolio Holder for Housing & Landlord Services Christopher Flannery, Housing Asset Manager | Open |
| <u>Award of contract for Structural survey of non traditional properties</u> 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 | | Leader of the Council & Portfolio Holder for Housing & Landlord Services | 22 Aug 2023 | Yes | Leader of the Council & Portfolio Holder for Housing & Landlord Services Christopher Flannery, Housing Asset Manager | Open |

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|--|----------------------|----------------|---------------------|------------------|--|--|
| <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 |
| <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 |

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|--|--------------------------|-----------------------|-------------------------|----------------------|--|---|
| <p><u>Planning Enforcement Policies</u></p> <p>A policy how the Council deal with planning enforcement complaints.</p> | | Cabinet | 13 Sep 2023 | No | Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader) Sarah Legge, Assistant Director for Planning | Open |
| <p><u>Quarter 1 Housing Revenue Account Revenue and Capital Budget Monitoring Report 2023/24</u></p> <p>To provide information on actual expenditure and income incurred on the Housing Revenue Account (HRA), compared to the latest approved budget for the period 1 April 2023 to 30 June 2023 for revenue and capital budgets.</p> | | Cabinet | 13 Sep 2023 | No | Leader of the Council & Portfolio Holder for Housing & Landlord Services Christopher Flannery, Housing Asset Manager | Open |

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|--|--|---|---|--|--|---|
| <p><u>Quarter 1 General Fund Revenue and Capital Budget Monitoring Report 2023/24</u></p> <p>To inform on how the Council is performing against its revenue and capital budgets.</p> | | Cabinet | 13 Sep 2023 | No | <p>Portfolio Holder for Corporate Finance, Property & Resources</p> <p>David Scott, Assistant Director for Resources (Deputy s151 Officer)</p> | Open |
| <p><u>Risk Management</u></p> <p>To consider the Risk Management Update report and any action that is deemed necessary.</p> | | Cabinet | 13 Sep 2023 | No | <p>Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader)</p> <p>David Scott, Assistant Director for Resources (Deputy s151 Officer)</p> | Open |

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|--|--|---|---|--|--|---|
| <p><u>Quarter 1 Treasury Management Update</u></p> <p>To provide a quarterly update on treasury management activities for 2023/24 in line with the treasury management code.</p> | | Cabinet | 13 Sep 2023 | No | <p>Portfolio Holder for Corporate Finance, Property & Resources</p> <p>David Scott, Assistant Director for Resources (Deputy s151 Officer)</p> | Open |
| <p><u>UK Shared Prosperity Fund (UKSPF)</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 |

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|---|--|---|---|--|---|---|
| <p><u>Asset Development Plan (Corporate Assets)</u></p> <p>The report provides an update and requests that Cabinet provides a steer for the next steps of the plan.</p> | | Cabinet | 13 Sep 2023 | Yes | <p>Portfolio Holder for Town Centre, Growth & Prosperity</p> <p>Pranali Parikh, Director for Growth and Regeneration</p> | Open |
| <p><u>Community Health and Well-being Plan (Melton Borough)</u></p> <p>To endorse the Melton Community Health and Wellbeing Plan.</p> | | Cabinet | 13 Sep 2023 | Yes | <p>Portfolio Holder for Customers, Communities & Neighbourhoods</p> <p>Michelle Howard, Director for Housing and Communities (Deputy Chief Executive)</p> | Open |

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| <u>Levelling Up Fund Update</u> | | Cabinet | 13 Sep 2023 | Yes | Portfolio Holder for Town Centre, Growth & Prosperity Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery | 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 | 13 Sep 2023 | Yes | Portfolio Holder for Town Centre, Growth & Prosperity Sarah Legge, Assistant Director for Planning | Open |

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|---|--|---|---|--|--|---|
| <p><u>Licensing Enforcement Policy</u></p> | | <p>Cabinet</p> | <p>11 Oct 2023</p> | <p>No</p> | <p>Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader)</p> <p>Joanne Belcher, Senior Environmental Health Officer</p> | <p>Open</p> |
| <p><u>Intensive Housing Management Service Review</u></p> | | <p>Cabinet</p> | <p>11 Oct 2023</p> | <p>No</p> | <p>Leader of the Council & Portfolio Holder for Housing & Landlord Services</p> <p>Alison Bennett, Assistant Director for Housing Management</p> | <p>Open</p> |

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|---|----------------------|----------------|---------------------|------------------|--|--|
| <u>Housing Consumer Regulation - consultation response</u> | | Cabinet | 11 Oct 2023 | Yes | Leader of the Council & Portfolio Holder for Housing & Landlord Services Alison Bennett, Assistant Director for Housing Management | Open |
| <u>Asset Development Programme Update</u> An update on the proposals for Phoenix House. | | Cabinet | 11 Oct 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 | 11 Oct 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>Refugee Resettlement Arrangements</u></p> | | Cabinet | 11 Oct 2023 | Yes | <p>Portfolio Holder for Customers, Communities & Neighbourhoods</p> <p>Rachel Chubb, Strategic Lead for Housing Options and Homelessness</p> | Open |
| <p><u>Quarter 2 Housing Revenue Account Revenue and Capital Budget Monitoring Report 2023/24</u></p> | | Cabinet | 15 Nov 2023 | No | <p>Portfolio Holder for Corporate Finance, Property & Resources</p> <p>Carol King, Accountant (CK)</p> | Open |

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|---|--|---|---|--|---|---|
| <p><u>Quarter 2 General Fund Revenue and Capital Budget Monitoring Report 2023/24</u></p> | | Cabinet | 15 Nov 2023 | No | Portfolio Holder for Corporate Finance, Property & Resources Natasha Allsopp, Senior Accountant (NA) | Open |
| <p><u>Mid-Year Treasury Management Report 2023/24</u></p> | | Cabinet | 15 Nov 2023 | No | Portfolio Holder for Corporate Finance, Property & Resources David Scott, Assistant Director for Resources (Deputy s151 Officer) | Open |

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| <u>Leisure Contract Update</u> | | Cabinet | 15 Nov 2023 | No | Portfolio Holder for People and Communities (Deputy Leader) Aysha Rahman, Assistant Director, Customers and Communities | Open |
| <u>Housing Revenue Account Asset Management Plan Review</u> | | Cabinet | 15 Nov 2023 | Yes | Leader of the Council & Portfolio Holder for Housing & Landlord Services Christopher Flannery, Housing Asset Manager | Open |