

MELTON BOROUGH COUNCIL Forward Plan

FOR THE PERIOD December 2023 - March 2024

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 8th Dec 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 1.69acres, allocated for housing.</p>		Director for Growth and Regeneration	Not before 8th Dec 2023	Yes	Portfolio Holder for Town Centre, Growth & Prosperity Jiten Ravat, Corporate Property and Assets Manager	Open

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<u>Procurement of Evidence Base for the Local Plan Review</u> The evidence that will be procured is as follows: - 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		Director for Growth and Regeneration	Not before 8th Dec 2023	Yes	Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader) Sarah Legge, Assistant Director for Planning	Open
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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 8th Dec 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 8th Dec 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> Procurement process for a wood chipper and two vans</p>		<p>Director for Housing and Communities</p>	<p>Not before 8th Dec 2023</p>	<p>Yes</p>	<p>Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader) Paul Evans, Interim Head of Neighbourhoods</p>	<p>Open</p>
<p><u>Award of Contract for the Stockyard Operation</u> To appoint a contractor in relation to the Stockyard operation.</p>		<p>Director for Growth and Regeneration</p>	<p>Not before 8th Dec 2023</p>	<p>Yes</p>	<p>Portfolio Holder for Town Centre, Growth & Prosperity Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery</p>	<p>Open</p>

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<p><u>Award of Contract for the Construction of the Stockyard Development</u></p> <p>To appoint a contractor for the construction of the Stockyard development.</p>		<p>Director for Growth and Regeneration</p>	<p>Not before 8th Dec 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>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 8th Dec 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>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 8th Dec 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>Service Level Agreement for Grant Funding to the Business Improvement District</u></p> <p>To award the Business Improvement District capital and 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 8th Dec 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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<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 8th Dec 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>Housing Consumer Regulation - Consultation Response</u></p> <p>The Regulator for Social Housing (RSH) has launched a 12 week consultation period regarding proposed new Housing Consumer Regulation Standards and an associated Code of Practice.</p>		<p>Leader of the Council & Portfolio Holder for Housing & Landlord Services</p>	<p>Not before 8th Dec 2023</p>	<p>Yes</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>Refugee Resettlement Arrangements</u>		Director for Housing and Communities	Not before 8th Dec 2023	Yes	Portfolio Holder for Customers, Communities & Neighbourhoods Rachel Chubb, Strategic Lead for Housing Options and Homelessness	Open
<u>Bradgate Flats - vary the utility supply contract</u> To vary the current utility supply contract at Bradgate Flats		Leader of the Council & Portfolio Holder for Housing & Landlord Services	Not before 8th Dec 2023	Yes	Leader of the Council & Portfolio Holder for Housing & Landlord Services Christopher Flannery, Housing Asset Manager	Open
<u>Proposed new lease of Unit 54 Snow Hill, Melton Mowbray</u> To draft and complete the necessary legal paperwork to be able to enter into a new lease of Unit 54, Snow Hill Industrial Estate pursuant to the terms agreed		Director for Growth and Regeneration	8 Dec 2023	Yes	Portfolio Holder for Corporate Finance, Property & Resources Rebecca Woolley, Senior Estates Surveyor	Fully exempt 3

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<p><u>Update on the 2036 Vision and Framework for the Corporate Strategy</u></p> <p>An update on the progress of developing and then publishing the Council's 2036 Vision and Framework for the Corporate Strategy, to help the Council to deliver against these.</p>		Cabinet	13 Dec 2023	No	<p>Leader of the Council & Portfolio Holder for Housing & Landlord Services</p> <p>Martin Guest, Senior Corporate Policy Officer</p>	Open
<p><u>Licensing Enforcement Policy</u></p> <p>Approval of the Licensing Enforcement Policy.</p>		Cabinet	13 Dec 2023	Yes	<p>Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader)</p> <p>Joanne Belcher, Senior Environmental Health Officer</p>	Open

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<p><u>Quarter 2 Corporate Performance and Progress Report 2023/24</u></p> <p>To report corporate performance data and the current position with regard to delivery against the Council's priorities.</p>		Cabinet	13 Dec 2023	No	<p>Leader of the Council & Portfolio Holder for Housing & Landlord Services</p> <p>Martin Guest, Senior Corporate Policy Officer</p>	Open
<p><u>Complaints Annual Self-Assessment</u></p> <p>The Council's self assessment, in response to the Local Government and Social Care Ombudsman and the Housing Ombudsman will contain the volume of complaints and how the Council comply with the Complaints Handling Code. The self assessment needs to be considered by Cabinet and then published annually prior to the 31 December each year.</p>		Cabinet	13 Dec 2023	No	<p>Portfolio Holder for Customers, Communities & Neighbourhoods, Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader)</p> <p>Martin Guest, Senior Corporate Policy Officer</p>	Open

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<u>Award of Contract - Lone Working Devices</u>		Director for Housing and Communities	Not before 19th Dec 2023	Yes	Portfolio Holder for Customers, Communities & Neighbourhoods Jo Lees, Health and Safety Officer	Open
<u>Purchase of Plot 18 Station Lane, Asfordby</u> Purchase to be in accordance with right to buy receipts		Director for Housing and Communities	Not before 3 Jan 2024	Yes	Leader of the Council & Portfolio Holder for Housing & Landlord Services Tahir Majid, Housing Development Manager	Fully exempt 3

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<p><u>Purchase 28 Wren Close, 1 Staveley Road and 84 Princess Drive, Melton Mowbray</u></p> <p>Purchases to be in accordance with the Local Authority Housing Fund grant</p>		<p>Director for Housing and Communities</p>	<p>Not before 3 Jan 2024</p>	<p>Yes</p>	<p>Leader of the Council & Portfolio Holder for Housing & Landlord Services</p> <p>Tahir Majid, Housing Development Manager</p>	<p>Fully exempt 3</p>
<p><u>Increase of Fees and Charges 2024/25</u></p>		<p>Director for Corporate Services</p>	<p>Not before 6th Jan 2024</p>	<p>Yes</p>	<p>Portfolio Holder for Corporate Finance, Property & Resources</p> <p>David Scott, Assistant Director for Resources (Deputy s151 Officer)</p>	<p>Open</p>

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<u>Payment of Community Grants</u>		Leader of the Council & Portfolio Holder for Housing & Landlord Services	Not before 6th Jan 2024	Yes	Leader of the Council & Portfolio Holder for Housing & Landlord Services Ryan Ebdale, Community Policy Officer	Open
<u>Intensive Housing Management Service Review Part 2</u> Further to the decision by Cabinet in October, the second stage of consultation with tenants has commenced, offering choices for the service in the future. A further round of open meetings has been scheduled for tenants and the process has been agreed for the removal of the charge in November for those tenants who wish to leave the service.		Cabinet	17 Jan 2024	No	Leader of the Council & Portfolio Holder for Housing & Landlord Services Alison Bennett, Assistant Director for Housing Management	Open

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<u>Housing Regulatory Update</u>		Cabinet	17 Jan 2024	No	<p>Leader of the Council & Portfolio Holder for Housing & Landlord Services</p> <p>Michelle Howard, Director for Housing and Communities (Deputy Chief Executive)</p>	Open
<u>UK Shared Prosperity Fund Update</u>		Cabinet	17 Jan 2024	No	<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>Housing Asset Management Plan (Annual Refresh)</u></p> <p>To provide a clear, updated delivery plan and to set a five-year capital programme for the Council's housing stock.</p>		Cabinet	17 Jan 2024	Yes	<p>Leader of the Council & Portfolio Holder for Housing & Landlord Services</p> <p>Christopher Flannery, Housing Asset Manager</p>	Open
<p><u>Communications and Engagement Strategy 2024/28</u></p>		Cabinet	7 Feb 2024	No	<p>Leader of the Council & Portfolio Holder for Housing & Landlord Services</p> <p>Martin Guest, Senior Corporate Policy Officer</p>	Open

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<p><u>Corporate Performance and Risk Management Framework</u></p>		<p align="center">Cabinet</p>	<p align="center">7 Feb 2024</p>	<p align="center">No</p>	<p>Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader)</p> <p>Martin Guest, Senior Corporate Policy Officer</p>	<p align="center">Open</p>
<p><u>Treasury Management Strategy 2024/25</u></p> <p>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 2024/25 to Council.</p>		<p align="center">Cabinet</p>	<p align="center">7 Feb 2024</p>	<p align="center">Yes</p>	<p>Portfolio Holder for Corporate Finance, Property & Resources</p> <p>Dawn Garton, Director for Corporate Services, David Scott, Assistant Director for Resources (Deputy s151 Officer)</p>	<p align="center">Open</p>

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<p><u>General Fund Revenue Budget and Medium Term Financial Strategy 2024/25</u></p> <p>The Portfolio Holder for Corporate Finance, Property and Resources to provide a report on the Revenue Budget for 2024/25, including the proposed level of council tax for borough council purposes and the Medium Term Financial Strategy 2026/27.</p>		Cabinet	7 Feb 2024	Yes	<p>Portfolio Holder for Corporate Finance, Property & Resources</p> <p>David Scott, Assistant Director for Resources (Deputy s151 Officer)</p>	Open
<p><u>Capital Programme and Capital Strategy 2024/25</u></p> <p>To recommend the approval the Council's Capital Programme for 2024/25 to Council.</p>		Cabinet	7 Feb 2024	Yes	<p>Portfolio Holder for Corporate Finance, Property & Resources</p> <p>David Scott, Assistant Director for Resources (Deputy s151 Officer)</p>	Open

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<p><u>Revenue Budget Proposals 2024/25 – Housing Revenue Account (HRA)</u></p>		<p align="center">Cabinet</p>	<p align="center">7 Feb 2024</p>	<p align="center">Yes</p>	<p>Leader of the Council & Portfolio Holder for Housing & Landlord Services, Portfolio Holder for Corporate Finance, Property & Resources</p> <p>Carol King, Accountant (CK)</p>	<p align="center">Open</p>
<p><u>Write Off of Irrecoverable Debts</u></p> <p>To seek approval to write off debts over the value of £2,500, where there is little or no prospect of recovering them.</p>		<p align="center">Cabinet</p>	<p align="center">7 Feb 2024</p>	<p align="center">Yes</p>	<p>Portfolio Holder for Corporate Finance, Property & Resources</p> <p>Nick Sach, Revenues and Benefits Manager</p>	<p align="center">Open</p>

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<p><u>Corporate Strategy 2024/28</u></p>		Cabinet	7 Feb 2024	Yes	<p>Leader of the Council & Portfolio Holder for Housing & Landlord Services</p> <p>Michelle Howard, Director for Housing and Communities (Deputy Chief Executive)</p>	Open
<p><u>Asset Management 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	7 Feb 2024	Yes	<p>Portfolio Holder for Town Centre, Growth & Prosperity</p> <p>Pranali Parikh, Director for Growth and Regeneration</p>	Open

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<u>Tenant and Leasehold Engagement Annual Report</u>		Cabinet	6 Mar 2024	No	Leader of the Council & Portfolio Holder for Housing & Landlord Services Doug Stother, Tenancy Services Manager	Open
<u>Quarter 3 Corporate Performance and Progress Report 2023/24</u>		Cabinet	6 Mar 2024	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	6 Mar 2024	Yes	Portfolio Holder for Town Centre, Growth & Prosperity Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery	Open
<u>Levelling Up Fund Update</u>		Cabinet	6 Mar 2024	Yes	Portfolio Holder for Town Centre, Growth & Prosperity Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery	Open

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<p><u>Asset Development Programme Update</u></p> <p>An update on the proposals for Phoenix House.</p>		Cabinet	6 Mar 2024	Yes	<p>Portfolio Holder for Town Centre, Growth & Prosperity</p> <p>Pranali Parikh, Director for Growth and Regeneration</p>	Part exempt 3
<p><u>Annual Complaints Report - Local government and Social Care Ombudsman Letter, Housing Ombudsman & Corporate Complaints 2022/23</u></p>		Cabinet	6 Mar 2024	No	<p>Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader)</p> <p>Alison McKane, Interim Assistant Director for Governance & Democracy</p>	Open