

MELTON BOROUGH COUNCIL Forward Plan

FOR THE PERIOD May 2024 - August 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, Leisure and Landlord Services
- Governance, Environment and Regulatory Services (and Deputy Leader)
- Communities, Health and Well-being
- 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 23rd May 2024 | 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 23rd May 2024 | Yes | Portfolio Holder for Corporate Finance, Property & Resources Jiten Ravat, Corporate Property and Assets Manager | Open |

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| <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 | | Director for Growth and Regeneration | Not before 23rd May 2024 | Yes | <p>Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader)</p> <p>Sarah Legge, Assistant Director for Planning</p> | 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 23rd May 2024</p> | <p>Yes</p> | <p>Portfolio Holder for Corporate Finance, Property & Resources</p> <p>Jiten Ravat, Corporate Property and Assets Manager</p> | <p>Fully exempt 3</p> |
| <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 23rd May 2024</p> | <p>Yes</p> | <p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery</p> | <p>Open</p> |

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|--|--|---|---|--|---|---|
| <p><u>Award of Contract for the Stockyard Operation</u></p> <p>To appoint a contractor in relation to the Stockyard operation.</p> | | <p>Director for Growth and Regeneration</p> | <p>Not before 23rd May 2024</p> | <p>Yes</p> | <p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</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 23rd May 2024</p> | <p>Yes</p> | <p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</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 23rd May 2024</p> | <p>Yes</p> | <p>Councillor Pip Allnatt</p> <p>Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery</p> | <p>Open</p> |
| <p><u>Lightbulb Partnership</u></p> | | <p>Director for Housing and Communities</p> | <p>Not before 23rd May 2024</p> | <p>Yes</p> | <p>Portfolio Holder for Communities, Health & Well-being</p> <p>Michelle Howard, Director for Housing and Communities (Deputy Chief Executive)</p> | <p>Open</p> |

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|--|--|---|---|--|--|---|
| <p><u>Revenue & Capital Carry Forwards 2023-24</u></p> <p>To approve the revenue carry forwards for the General Fund, Special Expenses and Housing Revenue Account and to approve the capital carry forwards for the General Fund, and Housing Revenue Account.</p> | | <p>Portfolio Holder for Corporate Finance, Property & Resources</p> | <p>Not before 23rd May 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> |
| <p><u>In-Year Increase in a HRA Capital Budget</u></p> <p>Authority to increase a HRA Capital Budget</p> | | <p>Director for Housing and Communities</p> | <p>Not before 23rd May 2024</p> | <p>Yes</p> | <p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Christopher Flannery, Housing Asset Manager</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>New licence for Ground Floor, Parkside to DWP Jobcentre Plus</u> To issue a new licence | | Director for Growth and Regeneration | Not before 23rd May 2024 | Yes | Portfolio Holder for Corporate Finance, Property & Resources Rebecca Woolley, Senior Estates Surveyor | Fully exempt 3 |
| <u>Leisure Improvement works Capital Programme Update</u> To update the Capital Programme with Leisure Improvement works costs | | Director for Corporate Services | Not before 23rd May 2024 | Yes | Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services David Scott, Assistant Director for Resources (Deputy s151 Officer) | Open |

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| <p><u>Award of Contract - Void Refurbishment</u> Major refurbishment of a void property</p> | | <p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> | <p>Not before 23rd May 2024</p> | <p>Yes</p> | <p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services Christopher Flannery, Housing Asset Manager</p> | <p>Open</p> |
| <p><u>Housing Management Policies</u> Various policies relating to the management of the housing stock</p> | | <p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> | <p>Not before 23rd May 2024</p> | <p>Yes</p> | <p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services Christopher Flannery, Housing Asset Manager</p> | <p>Open</p> |

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|--|--|---|---|--|---|---|
| <p><u>Extension of CRM system</u> To extend the contract for the CRM system</p> | | <p>Portfolio Holder for Communities, Health & Well- being</p> | <p>Not before 23rd May 2024</p> | <p>Yes</p> | <p>Portfolio Holder for Communities, Health & Well- being Aysha Rahman, Assistant Director, Customers and Communities</p> | <p>Open</p> |
| <p><u>Change of Establishment: UKSPF Funded Roles 24/25</u> Decision to create 2 new roles from UKSPF funding in FY24/25.</p> | | <p>Chief Executive</p> | <p>Not before 23rd May 2024</p> | <p>Yes</p> | <p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery, Gordon Watts, Senior Projects Delivery Officer</p> | <p>Open</p> |

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| <u>Climate Change Strategy</u> | | Cabinet | 12 Jun 2024 | No | Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader) | |
| <u>Complaints Self Assessment</u> An annual submission on complaints to the Housing Ombudsman 2024. | | Cabinet | 12 Jun 2024 | No | Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader) | |

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| <u>Temporary Planning Consultant</u> | | Assistant Director for Planning | Not before 17th Jun 2024 | Yes | Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader) Louise Parker, Planning Development Manager | Open |
| <u>LUF Funding Reprofiting</u> | | Director for Growth and Regeneration | Not before 19th Jun 2024 | Yes | Portfolio Holder for Town Centre, Growth & Prosperity Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery | Open |

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| <u>Treasury Management and Actual Prudential Indicators 2023/24</u> That the Treasury Management Annual Report for 2023/24 be approved and that the actual position on Prudential Indicators for 2023/24 be noted. | | Cabinet | 9 Jul 2024 | No | Portfolio Holder for Corporate Finance, Property & Resources | |
| <u>Gretton Court - Resilience (Catering)</u> This is a review of the service provided to our tenants at Gretton which is looking to build resilience to the risks that are currently identified. | | Cabinet | 9 Jul 2024 | No | Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services Doug Stother, Tenancy Services Manager | Fully exempt 3 |
| <u>Corporate Performance and Progress Report for Quarter 4 2023/24</u> To note the contents of the report and provide any observations or actions to the relevant Officers accordingly. | | Cabinet | 9 Jul 2024 | Yes | Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services | |

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|--|--|---|---|--|--|---|
| <p><u>Housing Revenue Account Revenue and Capital Budget 2023/34 Provisional Year End</u></p> <p>Notes the provisional year end position variations to the 2023/24 approved year end position and the resultant effect on the Council's balances and reserves for the Housing Revenue Account as set out in the papers for both revenue and capital.</p> | | Cabinet | 9 Jul 2024 | Yes | Portfolio Holder for Corporate Finance, Property & Resources | |
| <p><u>UK Shared Prosperity Fund Update</u></p> | | Cabinet | 9 Jul 2024 | No | Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services | |
| <p><u>Productivity Plan</u></p> <p>Update on the Council's approach to developing and approving a productivity plan for submission to the Government.</p> | | Cabinet | 9 Jul 2024 | No | Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services | |

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|--|--------------------------|-----------------------|-------------------------|----------------------|---|---|
| <u>Customer Journey Framework</u> Approval of the framework and principles for the Customer Journey Review. | | Cabinet | 9 Jul 2024 | No | Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader) Aysha Rahman, Assistant Director, Customers and Communities | Open |
| <u>Performance Reporting 2023/24</u> An update on performance including complaints data. | | Cabinet | 9 Jul 2024 | No | Councillor Margaret Glancy Martin Guest, Senior Corporate Policy Officer | Open |
| <u>Tenant and Leasehold Engagement Annual Report</u> | | Cabinet | 9 Jul 2024 | No | Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services Doug Stother, Tenancy Services Manager | Open |

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|---|---|--------------------------------------|--|-------------------------------------|--|--|
| <p><u>General Fund Revenue and Capital Budget 2023/24 Provisional Year End</u></p> <p>Notes the provisional year end position, variations to the 2023/24 approved budget and the resultant effect on the Council's balances and reserves for the General Fund and Special Expenses as set out in the appendices for both revenue and capital.</p> | | <p align="center">Cabinet</p> | <p align="center">9 Jul 2024</p> | <p align="center">Yes</p> | <p>Portfolio Holder for Corporate Finance, Property & Resources</p> | |
| <p><u>Acquisition of Affordable Homes to spend Right to Buy receipts 2024-25</u></p> <p>To provide oversight on homes to be delivered in 2024-25 with delegated authority in accordance with the budget for right to buy receipts</p> | | <p align="center">Cabinet</p> | <p align="center">9 Jul 2024</p> | <p align="center">Yes</p> | <p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Tahir Majid, Housing Development Manager</p> | <p>Fully exempt 3</p> |

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|--|--------------------------|-----------------------|-------------------------|----------------------|--|---|
| <u>Asset Development Programme Update</u> An update on the proposals for Phoenix House. | | Cabinet | 11 Sep 2024 | Yes | Portfolio Holder for Town Centre, Growth & Prosperity Pranali Parikh, Director for Growth and Regeneration | Part exempt 3 |