

MELTON BOROUGH COUNCIL Forward Plan

FOR THE PERIOD June 2024 - September 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 20th Jun 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 1.69acres, allocated for housing.</p>		Director for Growth and Regeneration	Not before 20th Jun 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 		<p>Director for Growth and Regeneration</p>	<p>Not before 20th Jun 2024</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>
<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 20th Jun 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>

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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 20th Jun 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>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 20th Jun 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>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 20th Jun 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>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 20th Jun 2024</p>	<p>Yes</p>	<p>Councillor Pip Allnatt</p> <p>Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery</p>	<p>Open</p>

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<p><u>Lightbulb Partnership</u></p>		<p>Director for Housing and Communities</p>	<p>Not before 20th Jun 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>
<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 20th Jun 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>

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<p><u>New licence for Ground Floor, Parkside to DWP Jobcentre Plus</u></p> <p>To issue a new licence</p>		<p>Director for Growth and Regeneration</p>	<p>Not before 20th Jun 2024</p>	<p>Yes</p>	<p>Portfolio Holder for Corporate Finance, Property & Resources</p> <p>Rebecca Woolley, Senior Estates Surveyor</p>	<p>Fully exempt 3</p>
<p><u>Leisure Improvement Works Capital Programme Update</u></p> <p>To update the Capital Programme with Leisure Improvement works costs</p>		<p>Director for Corporate Services</p>	<p>Not before 20th Jun 2024</p>	<p>Yes</p>	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>David Scott, Assistant Director for Resources (Deputy s151 Officer)</p>	<p>Open</p>

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<p><u>Housing Management Policies</u></p> <p>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 20th Jun 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>
<p><u>Change of Establishment: UKSPF Funded Roles 24/25</u></p> <p>Decision to create 2 new roles from UKSPF funding in FY24/25.</p>		<p>Chief Executive</p>	<p>Not before 20th Jun 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, Gordon Watts, Senior Projects Delivery Officer</p>	<p>Open</p>

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<u>Temporary Planning Consultant</u>		Assistant Director for Planning	Not before 20th 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 20th Jun 2024	Yes	Portfolio Holder for Town Centre, Growth & Prosperity Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery	Open

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<p><u>Contract Exemption – Maintenance of Housing Revenue Account Lifelines</u></p> <p>Contract exemption for maintenance of HRA Lifelines</p>		Director for Housing and Communities	Not before 21st Jun 2024	Yes	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Doug Stother, Tenancy Services Manager</p>	Open
<p><u>Appointment of Interim Director (CEX456)</u></p> <p>To appoint an Interim Director for the Council's Growth and Regeneration directorate</p>		Chief Executive	Not before 25th Jun 2024	No	Sarah Jane O'Connor, Assistant Director, Organisational Development	Open
<p><u>Purchase of Performance and Risk Software</u></p>		Director for Corporate Services	Not before 26th Jun 2024	Yes	<p>Portfolio Holder for Corporate Finance, Property & Resources</p> <p>Martin Guest, Senior Corporate Policy Officer</p>	Open

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<p><u>CEX452 - Change of Establishment - Void and Response Repairs Officer</u></p> <p>To approve the recruitment of an additional Void and Response Repairs Officer with a fixed term contract of 18 months.</p>		<p>Director for Housing and Communities</p>	<p>Not before 27th Jun 2024</p>	<p>No</p>	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Christopher Flannery, Housing Asset Manager</p>	<p>Open</p>
<p><u>Modern.Gov Hosted Server Solution</u></p> <p>To enter into a contract for the Council's Modern.Gov data to be hosted on the supplier's server.</p>		<p>Assistant Director for Governance and Democracy</p>	<p>Not before 1st Jul 2024</p>	<p>Yes</p>	<p>Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader)</p> <p>Adam Green, Senior Democratic Services and Scrutiny Officer, Clive Tobin, Assistant Director for Governance and Democracy (Monitoring Officer)</p>	<p>Open</p>

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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	Open
<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	Open
<u>Housing Revenue Account Revenue and Capital Budget 2023/34 Provisional Year End</u> 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.		Cabinet	9 Jul 2024	Yes	Portfolio Holder for Corporate Finance, Property & Resources	Open

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<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	Open
<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	Open
<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>		Cabinet	9 Jul 2024	Yes	Portfolio Holder for Corporate Finance, Property & Resources	Open

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<p><u>Write off of irrecoverable Debts</u></p> <p>To seek approval to write off debts over the value of £5,000 where there is little or no prospect of recovering them</p>		Cabinet	9 Jul 2024	Yes	<p>Portfolio Holder for Corporate Finance, Property & Resources</p> <p>Nick Sach, Revenues and Benefits Manager</p>	Fully exempt 1,3
<p><u>Housing Enforcement Policy</u></p> <p>The Council's Housing Enforcement Policy</p>		Cabinet	11 Sep 2024	No	<p>Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader)</p> <p>Pranali Parikh, Director for Growth and Regeneration</p>	Open

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<p><u>Housing Financial Penalties Policy</u></p> <p>The Council's Housing Financial Penalties Policy</p>		Cabinet	11 Sep 2024	No	<p>Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader)</p> <p>Pranali Parikh, Director for Growth and Regeneration</p>	Open
<p><u>Gretton Court - Resilience (Catering)</u></p> <p>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.</p>		Cabinet	11 Sep 2024	No	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Doug Stother, Tenancy Services Manager</p>	Fully exempt 3

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<p><u>Housing Revenue Account Revenue and Capital Budget Monitoring Report 2024-25 - Quarter 1</u></p> <p>A report providing information on actual expenditure and income incurred on the Housing Revenue Account (HRA) compared to the latest approved budget for the period 1 April 2024 to 30 June 2024 for revenue and capital budgets.</p>		Cabinet	11 Sep 2024	No	Portfolio Holder for Corporate Finance, Property & Resources Carol King, Accountant (CK)	Open
<p><u>General Fund Revenue and Capital Budget Monitoring Report 2024-25 - Quarter 1</u></p> <p>A report forecasting budget holders position against their 2024/25 revenue budgets.</p>		Cabinet	11 Sep 2024	No	Portfolio Holder for Corporate Finance, Property & Resources Dawn Garton, Director for Corporate Services	Open

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<p><u>Annual Complaints Report - Local Government and Social Care Ombudsman Letter, Housing Ombudsman & Corporate Complaints 2023/24</u></p> <p>To provide an update on Ombudsman complaints and Corporate Complaints.</p>		Cabinet	11 Sep 2024	No	<p>Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader)</p> <p>Clive Tobin, Assistant Director for Governance and Democracy (Monitoring Officer)</p>	Open
<p><u>Risk Management</u></p> <p>A report providing an update on the Council's risk management arrangements.</p>		Cabinet	11 Sep 2024	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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<u>Corporate Strategy Report - Quarter 1</u> Report on the Council's Corporate Strategy for Quarter 1		Cabinet	11 Sep 2024	No	Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services Martin Guest, Senior Corporate Policy Officer	Open
<u>Annual Health and Safety Report</u> The Council's annual report on health and safety		Cabinet	11 Sep 2024	No	Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services Jo Lees, Health and Safety Officer	Open

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<p><u>Customer Journey Framework</u></p> <p>Approval of the framework and principles for the Customer Journey Review.</p>		Cabinet	11 Sep 2024	No	<p>Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader)</p> <p>Aysha Rahman, Assistant Director, Customers and Communities</p>	Open
<p><u>Housing Inspection Update and Action Plan</u></p> <p>Cabinet to receive and confirm any action plan requiring approval, following publication of the Council's housing inspection judgement.</p>		Cabinet	11 Sep 2024	No	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Michelle Howard, Director for Housing and Communities (Deputy Chief Executive)</p>	Open

Report Title 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>Tenant and Leasehold Engagement Annual Report</u>		Cabinet	11 Sep 2024	No	Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services Doug Stother, Tenancy Services Manager	Open
<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
<u>Extension of CRM Contract</u> To extend the contract for the CRM system		Cabinet	11th Sep 2024	Yes		Open

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<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>		Cabinet	11 Sep 2024	Yes	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Tahir Majid, Housing Development Manager</p>	Fully exempt 3
<p><u>Digital Lifeline Switchover - Sheltered Schemes</u></p> <p>This is a review and proposal for switching the analogue lifelines systems over to a digital service solution that meets the future requirements for digital roll out to be completed by 2027. The four schemes are Gretton Court, Granby House, Bradgate Flats and bungalows and Wilton Court</p>		Cabinet	11 Sep 2024	Yes	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Doug Stother, Tenancy Services Manager</p>	Open