

MELTON BOROUGH COUNCIL Forward Plan

FOR THE PERIOD September 2024 - December 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?
Award of Contract – Lift Refurbishment at Granby House To award a contract for the passenger lift refurbishment at Granby House.		Portfolio Holder for Corporate Finance, Property & Resources	Not before 6th Sep 2024	Yes	Portfolio Holder for Corporate Finance, Property & Resources Michelle Howard, Director for Housing and Communities (Deputy Chief Executive)	Open
Sale of Cattle Market North The sale of Council land at the North End of the Cattle market, which comprises an approximate area of 1.69acres, allocated for housing.		Director for Growth and Regeneration	Not before 6th Sep 2024	Yes	Portfolio Holder for Corporate Finance, Property & Resources Jiten Ravat, Corporate Property and Assets Manager	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?
Procurement of Evidence Base for the Local Plan Review 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 6th Sep 2024	Yes	Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader) Sarah Legge, Assistant Director for Planning	Open
Lease Renewal at 66/68 Snow Hill, Melton Mowbray To arrange a lease renewal at 66/68 Snow Hill, Melton Mowbray		Director for Growth and Regeneration	Not before 6th Sep 2024	Yes	Portfolio Holder for Corporate Finance, Property & Resources Jiten Ravat, Corporate Property and Assets Manager	Fully exempt 3

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?
Award of Contract for the Construction of the Stockyard Development To appoint a contractor for the construction of the Stockyard development.		Director for Growth and Regeneration	Not before 6th Sep 2024	Yes	Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery	Open
Award of Contract for the Stockyard Operation To appoint a contractor in relation to the Stockyard operation.		Director for Growth and Regeneration	Not before 6th Sep 2024	Yes	Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery	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?
Approval of UKSPF Grants Approval of grants in line with grants guidance note and UKSPF guidelines and criteria for the financial year 2023/24.		Director for Growth and Regeneration	Not before 6th Sep 2024	Yes	Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services Caroline Bruce, Interim Director for Growth and Regeneration	Open
Change of Establishment - Levelling Up Project Manager for 2 Year Fixed Term To recruit a fixed term position to support delivery of the Levelling Up Fund and other capital programmes on behalf of Melton Borough Council.		Director for Growth and Regeneration	Not before 6th Sep 2024	Yes	Councillor Pip Allnatt Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery	Open

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Lightbulb Partnership		Director for Housing and Communities	Not before 6th Sep 2024	Yes	Portfolio Holder for Communities, Health & Well- being Michelle Howard, Director for Housing and Communities (Deputy Chief Executive)	Open
New licence for Ground Floor, Parkside to DWP Jobcentre Plus To issue a new licence		Director for Growth and Regeneration	Not before 6th Sep 2024	Yes	Portfolio Holder for Corporate Finance, Property & Resources Rebecca Woolley, Senior Estates Surveyor	Fully exempt 3

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?
Leisure Improvement Works Capital Programme Update To update the Capital Programme with Leisure Improvement works costs		Director for Corporate Services	Not before 6th Sep 2024	Yes	Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services David Scott, Assistant Director for Resources (Deputy s151 Officer)	Open
Housing Management Policies Various policies relating to the management of the housing stock		Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services	Not before 6th Sep 2024	Yes	Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services Christopher Flannery, Housing Asset Manager	Open

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Change of Establishment: UKSPF Funded Roles 24/25 Decision to create 2 new roles from UKSPF funding in FY24/25.		Chief Executive	Not before 6th Sep 2024	Yes	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	Open
Temporary Planning Consultant		Assistant Director for Planning	Not before 6th Sep 2024	Yes	Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader) Louise Parker, Planning Development Manager	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?
LUF Funding Reprofiling		Director for Growth and Regeneration	Not before 6th Sep 2024	Yes	Portfolio Holder for Town Centre, Growth & Prosperity Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery	Open
Contract Exemption – Maintenance of Housing Revenue Account Lifelines Contract exemption for maintenance of HRA Lifelines		Director for Housing and Communities	Not before 6th Sep 2024	Yes	Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services Doug Stother, Tenancy Services Manager	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?
Modern.Gov Hosted Server Solution To enter into a contract for the Council's Modern.Gov data to be hosted on the supplier's server.		Assistant Director for Governance and Democracy	Not before 6th Sep 2024	Yes	Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader) Adam Green, Senior Democratic Services and Scrutiny Officer, Clive Tobin, Assistant Director for Governance and Democracy (Monitoring Officer)	Open
CEX465 - Design Works Relating to the Stockyard Trader Hall Design works relating to the stockyard trader hall and funding arrangements		Chief Executive	Not before 6th Sep 2024	Yes	Portfolio Holder for Town Centre, Growth & Prosperity Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery	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?
CEX467 - UKSPF Appraisal for Town Centre Design Guide		Assistant Director for Regeneration and UKSPF	Not before 6th Sep 2024	Yes	Portfolio Holder for Town Centre, Growth & Prosperity Gordon Watts, Senior Projects Delivery Officer	Open
Addition to the Capital Programme the capital proportion of UKSPF for 2024/25 Authority to add UKSPF and REPF capital allocations to the Council's capital programme.		Assistant Director for Regeneration and UKSPF	6 Sep 2024	Yes	Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services Gordon Watts, Senior Projects Delivery Officer	Open
Housing Revenue Account Revenue and Capital Budget Monitoring Report 2024-25 - Quarter 1 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.		Cabinet	11 Sep 2024	No	Portfolio Holder for Corporate Finance, Property & Resources Carol King, Accountant (CK)	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?
General Fund Revenue and Capital Budget Monitoring Report 2024-25 - Quarter 1 A report forecasting budget holders position against their 2024/25 revenue budgets.		Cabinet	11 Sep 2024	No	Portfolio Holder for Corporate Finance, Property & Resources Dawn Garton, Director for Corporate Services	Open
Quarter 1 Treasury Management Report 2024-25		Cabinet	11 Sep 2024	No	David Scott, Assistant Director for Resources (Deputy s151 Officer)	

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Risk Management A report providing an update on the Council's risk management arrangements.		Cabinet	11 Sep 2024	No	Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader) David Scott, Assistant Director for Resources (Deputy s151 Officer)	Open
Corporate Strategy Report - Quarter 1 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

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?
Annual Health and Safety Report To seek approval of a Housing Asset Disposal Proposal.		Cabinet	11 Sep 2024	No	Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services Jo Lees, Health and Safety Officer	Open
Housing Inspection Update and Action Plan Cabinet to receive and confirm any action plan requiring approval, following publication of the Council's housing inspection judgement.		Cabinet	11 Sep 2024	No	Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services Michelle Howard, Director for Housing and Communities (Deputy Chief Executive)	Open

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Compensation and Reimbursement Policy Cabinet to consider a housing compensation and reimbursement policy.		Cabinet	11 Sep 2024	Yes	Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services Christopher Flannery, Housing Asset Manager	Open
Asset Disposal Proposal To seek approval of a Housing Asset Disposal Proposal.		Cabinet	11 Sep 2024	Yes	Tahir Majid, Housing Development Manager	Fully exempt 3
Housing Revenue Account Asset Disposal Policy To review the Housing Revenue Account Asset Disposal Policy.		Cabinet	11 Sep 2024	Yes	Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services Tahir Majid, Housing Development Manager	Open

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Housing Management Policies (Aug 2024) Approval of Housing Management Policies including the garage policy (August 2024)		Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services	17 Sep 2024	Yes	Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services Jazz Gallocker, Compliance Officer	Open
In-Year Increase in a HRA Capital Budget Authority to increase a HRA Capital Budget		Director for Housing and Communities	Not before 18th Sep 2024	Yes	Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services Christopher Flannery, Housing Asset Manager	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?
CEX476 - Support of Planning app for LUF increase Award of Contract - Increase to the Pre-Construction Services Agreement (PCSA) with GF Tomlinson for the Stockyard project		Chief Executive	30 Sep 2024	Yes	Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services, Portfolio Holder for Town Centre, Growth & Prosperity Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery	Open
Tenant and Leasehold Engagement Annual Report Cabinet to consider an annual update on Tenant Engagement activity and plans to further enhance tenant engagement and scrutiny opportunities.		Cabinet	9 Oct 2024	No	Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services Doug Stother, Tenancy Services Manager	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?
Customer Journey Framework Approval of the framework and principles for the Customer Journey Review.		Cabinet	9 Oct 2024	No	Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader) Aysha Rahman, Assistant Director, Customers and Communities	Open
Car Parking Charges To include a recommendation on revenue management		Cabinet	9 Oct 2024	No	Portfolio Holder for Corporate Finance, Property & Resources Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery	Open

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Asset Development Programme Update An update on the proposals for Phoenix House.		Cabinet	9 Oct 2024	Yes	Portfolio Holder for Town Centre, Growth & Prosperity Pranali Parikh, Director for Growth and Regeneration	Part exempt 3
Procurement of CRM Contract To award the CRM contract and enter into any necessary legal documentation to effect the award.		Cabinet	9 Oct 2024	Yes	Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services Aysha Rahman, Assistant Director, Customers and Communities	Fully exempt 3

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?
Acquisition of Affordable Homes to spend Right to Buy receipts 2024-25 To provide oversight on homes to be delivered in 2024-25 with delegated authority in accordance with the budget for right to buy receipts		Cabinet	9 Oct 2024	Yes	Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services Tahir Majid, Housing Development Manager	Fully exempt 3
Gretton Court - Resilience (Catering) Cabinet to consider options to support future resilience for catering arrangements.		Cabinet	9 Oct 2024	No	Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services Doug Stother, Tenancy Services Manager	Fully exempt 3

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?
Digital Lifeline Switchover - Sheltered Schemes Cabinet to review a proposal to ensure digitally enabled Lifeline Services within the Council's Extra care and Sheltered Housing Schemes (Gretton Court, Granby House, Bradgate Flats and bungalows and Wilton Court).		Cabinet	9 Oct 2024	Yes	Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services Doug Stother, Tenancy Services Manager	Open
Award of JCT for Stockyard Development To award the JCT for the Stockyard Development.		Cabinet	9 Oct 2024	Yes	Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery	Open

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PH112 - Finance System Contract Extension To extend the contract for the Council's Finance System and to enter into any necessary legal documentation to effect the extension.		Portfolio Holder for Corporate Finance, Property & Resources	Not before 9th Oct 2024	Yes	Portfolio Holder for Corporate Finance, Property & Resources David Scott, Assistant Director for Resources (Deputy s151 Officer)	Open
Housing Revenue Account (HRA) and Capital Budget Monitoring Report - Quarter 2 2024/25 To inform on how the Council is performing against its revenue and capital budgets.		Cabinet	13 Nov 2024	No	Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services, Portfolio Holder for Corporate Finance, Property & Resources Carol King, Accountant (CK)	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?
General Fund Revenue and Capital Budget Monitoring Report - Quarter 2 2024/25 To inform on how the Council is performing against its revenue and capital budgets.		Cabinet	13 Nov 2024	No	Portfolio Holder for Corporate Finance, Property & Resources Natasha Allsopp, Senior Accountant (NA)	Open
Mid Year Treasury Management Report 2024/25 An update on Treasury Management performance for 2024/25.		Cabinet	13 Nov 2024	No	Portfolio Holder for Corporate Finance, Property & Resources David Scott, Assistant Director for Resources (Deputy s151 Officer)	Open

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Fees and Charges To approve the revised fees and charges for 2024/25		Cabinet	13 Nov 2024	Yes	Portfolio Holder for Corporate Finance, Property & Resources David Scott, Assistant Director for Resources (Deputy s151 Officer)	Open
Review and Refresh of Housing Allocations Policy To provide a clear, updated delivery plan and to set a five-year capital programme for the Council's housing stock.		Cabinet	11 Dec 2024	No	Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services Aysha Rahman, Assistant Director, Customers and Communities	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?
Corporate Performance and Progress Report for Quarter 2 2024-25 To report corporate performance data and the current position with regard to delivery against the Council's priorities.		Cabinet	11 Dec 2024	No	Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader) Martin Guest, Senior Corporate Policy Officer	Open
Annual Refresh HRA Asset Management Plan To consider and approve an annual refresh of the Housing Revenue Account Asset Management Plan		Cabinet	11 Dec 2024	No	Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services Christopher Flannery, Housing Asset Manager	Open

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Quarter 2 Corporate Strategy Report To provide an update on the Council's Corporate Strategy		Cabinet	11 Dec 2024	No	Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services Michelle Howard, Director for Housing and Communities (Deputy Chief Executive)	Open