

## 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, <u>http://www.melton.gov.uk</u>.

#### 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, <u>democracy@melton.gov.uk</u> 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?
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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 19th 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 19th Sep 2024	Yes	Portfolio Holder for Corporate Finance, Property & Resources Jiten Ravat, Corporate Property and Assets Manager	Open

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Procurement of Evidence Base for the Local Plan ReviewThe 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 (and Habitats Regulations Assessment) - Green Infrastructure Strategy - Integrated Water Management Study	Director for Growth and Regeneration	Not before 19th Sep 2024	Yes	Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader) Sarah Legge, Assistant Director for Planning	Open
- Integrated Water Management Study					

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Lesse Renewal at 66/68 Snow Hill Melton		Director for	Not before	Ves	Portfolio Holder for	Fully

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 19th Sep 2024	Yes	Portfolio Holder for Corporate Finance, Property & Resources Jiten Ravat, Corporate Property and Assets Manager	Fully exempt 3
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 19th Sep 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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Award of Contract for the Stockyard   Operation   To appoint a contractor in relation to the   Stockyard operation.	Director for Growth and Regeneration	Not before 19th Sep 2024	Yes	Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery	Open
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 19th Sep 2024	Yes	Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services Caroline Bruce, Interim Director for Growth and Regeneration	Open

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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 19th Sep 2024	Yes	Councillor Pip Allnatt Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery	Open
Lightbulb Partnership	Director for Housing and Communities	Not before 19th Sep 2024	Yes	Portfolio Holder for Communities, Health & Well- being Michelle Howard, Director for Housing and Communities (Deputy Chief	Open

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New licence for Ground Floor, Parkside to DWP Jobcentre Plus To issue a new licence	Director for Growth and Regeneration	Not before 19th Sep 2024	Yes	Portfolio Holder for Corporate Finance, Property & Resources Rebecca Woolley, Senior Estates Surveyor	Fully exempt 3
Leisure Improvement Works Capital Programme Update To update the Capital Programme with Leisure Improvement works costs	Director for Corporate Services	Not before 19th Sep 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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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 19th Sep 2024	Yes	Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services Christopher Flannery, Housing Asset Manager	Open
Change of Establishment: UKSPF Funded Roles 24/25 Decision to create 2 new roles from UKSPF funding in FY24/25.		Chief Executive	Not before 19th 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

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

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Contract Exemption – Maintenance of		Director for	Not before	Yes	Leader of the	Open

Contract Exemption – Maintenance of Housing Revenue Account Lifelines Contract exemption for maintenance of HRA Lifelines	Director for Housing and Communities	Not before 19th Sep 2024	Yes	Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services Doug Stother, Tenancy Services Manager	Open
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 19th 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

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CEX465 - Design Works Relating to the   Stockyard Trader Hall   Design works relating to the stockyard   trader hall and funding arrangements	Chief Executive	Not before 19th Sep 2024	Yes	Portfolio Holder for Town Centre, Growth & Prosperity Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery	Open
CEX467 - UKSPF Appraisal for Town Centre Design Guide	Assistant Director for Regeneration and UKSPF	Not before 19th Sep 2024	Yes	Portfolio Holder for Town Centre, Growth & Prosperity Gordon Watts, Senior Projects Delivery Officer	Open

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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	Not before 19th Sep 2024	Yes	Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services Gordon Watts, Senior Projects Delivery Officer	Open
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	Not before 19th 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 19th Sep 2024	Yes	Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services Christopher Flannery, Housing Asset Manager	Open

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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	Not before 30th 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
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

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Procurement of CRM Contract To award the CRM contract and enter into any necessary legal documentation to effect the award.	Cat	vinet	13 Nov 2024	Yes	Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services Aysha Rahman, Assistant Director, Customers and Communities	Fully exempt 3
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	Cat	pinet	13 Nov 2024	Yes	Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services Tahir Majid, Housing Development Manager	Fully exempt 3

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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
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

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Mid Year Treasury Management Report 2024/25 An update on Treasury Management performance for 2024/25.	Cat	binet	13 Nov 2024	No	Portfolio Holder for Corporate Finance, Property & Resources David Scott, Assistant Director for Resources (Deputy s151 Officer)	Open
Customer Journey Framework Approval of the framework and principles for the Customer Journey Review.	Cat	binet	13 Nov 2024	No	Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader) Aysha Rahman, Assistant Director, Customers and Communities	Open

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Car Parking Charges To include a recommendation on revenue management	Cabinet	13 Nov 2024	No	Portfolio Holder for Corporate Finance, Property & Resources Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery	Open
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

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Asset Development Programme Update An update on the proposals for Phoenix House.	Cal	binet	13 Nov 2024	Yes	Portfolio Holder for Town Centre, Growth & Prosperity Pranali Parikh, Director for Growth and Regeneration	Part exempt 3
Award of JCT for Stockyard Development To award the JCT for the Stockyard Development.	Cal	binet	13 Nov 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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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
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

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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
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

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Tenant and Leasehold Engagement Annual ReportCabinet to consider an annual update on Tenant Engagement activity and plans to further enhance tenant engagement and scrutiny opportunities.	C	Cabinet	11 Dec 2024	No	Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services Doug Stother, Tenancy Services Manager	Open
<u>Gretton Court - Resilience (Catering)</u> Cabinet to consider options to support future resilience for catering arrangements.	C	Cabinet	11 Dec 2024	Yes	Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services Doug Stother, Tenancy Services Manager	Fully exempt 3

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Digital Lifeline Switchover - Sheltered SchemesCabinet 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	11 Dec 2024	Yes	Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services Doug Stother, Tenancy Services Manager	Open
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