

MELTON BOROUGH COUNCIL Forward Plan

FOR THE PERIOD December 2024 - March 2025

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 12th Dec 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>		Interim Director for Growth and Regeneration	Not before 12th Dec 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>Interim Director for Growth and Regeneration</p>	<p>Not before 12th Dec 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>Interim Director for Growth and Regeneration</p>	<p>Not before 12th Dec 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>Interim Director for Growth and Regeneration</p>	<p>Not before 12th Dec 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>Interim Director for Growth and Regeneration</p>	<p>Not before 12th Dec 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>Interim Director for Growth and Regeneration</p>	<p>Not before 12th Dec 2024</p>	<p>Yes</p>	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Caroline Bruce, Interim Director for Growth and Regeneration</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>Interim Director for Growth and Regeneration</p>	<p>Not before 12th Dec 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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<u>Lightbulb Partnership</u>		Director for Housing and Communities	Not before 12th Dec 2024	Yes	Portfolio Holder for Communities, Health & Well- being Michelle Howard, Director for Housing and Communities (Deputy Chief Executive)	Open
<u>New licence for Ground Floor, Parkside to DWP Jobcentre Plus</u> To issue a new licence		Interim Director for Growth and Regeneration	Not before 12th Dec 2024	Yes	Portfolio Holder for Corporate Finance, Property & Resources Rebecca Woolley, Senior Estates Surveyor	Fully exempt 3

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<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 12th Dec 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>
<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 12th Dec 2024</p>	<p>Yes</p>	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Christopher Flannery, Assistant Director for Housing Quality, Development and Landlord Services</p>	<p>Open</p>

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<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 12th Dec 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>
<p><u>Temporary Planning Consultant</u></p>		<p>Assistant Director for Planning</p>	<p>Not before 12th Dec 2024</p>	<p>Yes</p>	<p>Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader)</p> <p>Louise Parker, Planning Development Manager</p>	<p>Open</p>

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<p><u>LUF Funding Reprofitting</u></p>		<p>Interim Director for Growth and Regeneration</p>	<p>Not before 12th Dec 2024</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>Contract Exemption – Maintenance of Housing Revenue Account Lifelines</u></p> <p>Contract exemption for maintenance of HRA Lifelines</p>		<p>Director for Housing and Communities</p>	<p>Not before 12th Dec 2024</p>	<p>Yes</p>	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Doug Stother, Tenancy Services Manager</p>	<p>Open</p>

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<p><u>CEX465 - Design Works Relating to the Stockyard Trader Hall</u></p> <p>Design works relating to the stockyard trader hall and funding arrangements</p>		<p>Chief Executive</p>	<p>Not before 12th Dec 2024</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>CEX467 - UKSPF Appraisal for Town Centre Design Guide</u></p>		<p>Assistant Director for Regeneration and UKSPF</p>	<p>Not before 12th Dec 2024</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>Addition to the Capital Programme the capital proportion of UKSPF for 2024/25</u></p> <p>Authority to add UKSPF and REPF capital allocations to the Council's capital programme.</p>		<p>Assistant Director for Regeneration and UKSPF</p>	<p>Not before 12th Dec 2024</p>	<p>Yes</p>	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Gordon Watts, Senior Projects Delivery Officer</p>	<p>Open</p>
<p><u>Housing Management Policies (Aug 2024)</u></p> <p>Approval of Housing Management Policies including the garage policy (August 2024)</p>		<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p>	<p>Not before 12th Dec 2024</p>	<p>Yes</p>	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Jazz Gallocker, Compliance Officer</p>	<p>Open</p>

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<p><u>In-Year Increase in a HRA Capital Budget</u> Authority to increase a HRA Capital Budget</p>		<p>Director for Housing and Communities</p>	<p>Not before 12th Dec 2024</p>	<p>Yes</p>	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services Christopher Flannery, Assistant Director for Housing Quality, Development and Landlord Services</p>	<p>Open</p>
<p><u>CEX476 - Support of Planning app for LUF increase</u> Award of Contract - Increase to the Pre- Construction Services Agreement (PCSA) with GF Tomlinson for the Stockyard project</p>		<p>Chief Executive</p>	<p>Not before 12th Dec 2024</p>	<p>Yes</p>	<p>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</p>	<p>Open</p>

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<p><u>Procurement of food waste caddies</u></p> <p>To approve the award of contract for supplying food waste caddies to the winning bid in line with officer recommendation.</p>		<p>Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader)</p>	<p>Not before 12th Dec 2024</p>	<p>Yes</p>	<p>Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader)</p> <p>Ryan Finnegan, Waste and Environmental Services Manager</p>	<p>Fully exempt 3</p>
<p><u>Procurement of food waste collection vehicles</u></p> <p>To approve the award of contract for supplying food waste collection vehicles to the supplier in line with officer recommendation.</p>		<p>Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader)</p>	<p>Not before 12th Dec 2024</p>	<p>Yes</p>	<p>Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader)</p> <p>Ryan Finnegan, Waste and Environmental Services Manager</p>	<p>Fully exempt 3</p>

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<p><u>CEX486 - Contract Exemption - Lifeline Monitoring</u></p> <p>To use a contract exemption to award a contract for lifeline monitoring.</p>		Assistant Director for Customers and Communities	Not before 12th Dec 2024	Yes	Portfolio Holder for Communities, Health & Well-being Aysha Rahman, Assistant Director, Customers and Communities	Open
<p><u>PH116 - Contract Award - Tenant Satisfaction Measures</u></p> <p>To award a contract to deliver tenant satisfaction measures</p>		Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services	20 Dec 2024	Yes	Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services Doug Stother, Tenancy Services Manager	Open
<p><u>CEX490 - Award of Contract - Asset Valuations Contract</u></p> <p>To award a contract for asset valuations</p>		Interim Director for Growth and Regeneration	25 Dec 2024	Yes	Portfolio Holder for Corporate Finance, Property & Resources Gordon Watts, Senior Projects Delivery Officer	Fully exempt 3

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<p><u>CEX493 - Continuation of Professional Services for the LUF Programme</u></p> <p>To award a contract for continuation of Professional Services for the LUF Programme</p>		Chief Executive	31 Dec 2024	Yes	Portfolio Holder for Town Centre, Growth & Prosperity Phil Norwell, Capital Project Manager	Open
<p><u>CEX496 - Replacement of Council owned car park ticketing machines</u></p> <p>To procure replacement of Council owned car park ticketing machines</p>		Interim Director for Growth and Regeneration	3 Jan 2025	Yes	Portfolio Holder for Corporate Finance, Property & Resources Gordon Watts, Senior Projects Delivery Officer	Fully exempt 3
<p><u>PH 117 - Contract Award - Doors and Windows</u></p> <p>To award the contract and to enter into any necessary legal documentation to effect the award.</p>		Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services	9 Jan 2025	Yes	Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services Jack Beddall, Project Surveyor	Open

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<p><u>UKSPF Business & Community Grants</u> To award UKSPF Business and Community Grants</p>		<p>Interim Director for Growth and Regeneration</p>	<p>Not before 15th Jan 2025</p>	<p>Yes</p>	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services Maria Ramshaw, Economic Development Officer & Manufacturing Zone Project Manager</p>	<p>Open</p>
<p><u>Customer Journey Framework</u> Approval of the framework and principles for the Customer Journey Review.</p>		<p>Cabinet</p>	<p>15 Jan 2025</p>	<p>No</p>	<p>Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader) Aysha Rahman, Assistant Director, Customers and Communities</p>	<p>Open</p>

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<p><u>UK Shared Prosperity Fund Update</u></p>		Cabinet	15 Jan 2025	No	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery</p>	Open
<p><u>Food Waste Preparatory Requirements</u></p> <p>To consider requirements linked to implementation of a food waste collection service from April 2026.</p>		Cabinet	15 Jan 2025	Yes	<p>Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader)</p> <p>Ryan Finnegan, Waste and Environmental Services Manager, Michelle Howard, Director for Housing and Communities (Deputy Chief Executive)</p>	Part exempt 3

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<p><u>Award of CRM Contract</u></p> <p>To award the CRM contract and enter into any necessary legal documentation to effect the award.</p>		Cabinet	15 Jan 2025	Yes	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Aysha Rahman, Assistant Director, Customers and Communities</p>	Fully exempt 3
<p><u>Disposal linked with Cattle Market/Stockyard site</u></p> <p>Decide upon a disposal linked with the Cattle Market/Stockyard site.</p>		Cabinet	15 Jan 2025	Yes	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery</p>	Fully exempt 3

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<u>Treasury Management Strategy 2025/26</u>		Cabinet Council	6 Feb 2025 12 Feb 2025	No	Portfolio Holder for Corporate Finance, Property & Resources David Scott, Assistant Director for Resources (Deputy s151 Officer)	Open
<u>General Fund Revenue Budget and Medium Term Financial Strategy 2025 - 26</u> Report on the year end forecast and financial position for the General Fund and Special Expenses for 2024/25.		Cabinet Council	6 Feb 2025 12 Feb 2025	No	Portfolio Holder for Corporate Finance, Property & Resources David Scott, Assistant Director for Resources (Deputy s151 Officer)	Open

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<p><u>Capital Programme and Capital Strategy 2025-26</u></p> <p>A report providing information on the forecast outturn position for 2024/25 for General Fund Capital schemes for both General and Special Expenses and also setting out the proposed General Fund Capital Programme based on a review of spending in the current year's Programme and new and existing schemes included in the Programme for later years.</p>		Cabinet Council	6 Feb 2025 12 Feb 2025	No	Portfolio Holder for Corporate Finance, Property & Resources David Scott, Assistant Director for Resources (Deputy s151 Officer)	Open
<p><u>Housing Revenue Account Revenue Budget Proposals 2025-26</u></p> <p>A report updating on the financial position of the Housing Revenue Account (HRA) and in line with the parameters set by government, to set the rents of the Council dwellings, approve the HRA budget estimates for 2025-26 and continue to set the working balance for 2025-26</p>		Cabinet Council	6 Feb 2025 12 Feb 2025	No	Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services, Portfolio Holder for Corporate Finance, Property & Resources Carol King, Accountant (CK)	Open

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<p><u>Corporate Debt Write-offs</u></p> <p>A report seeking approval to write off debts, over the value of £5,000, where there is little or no prospect of recovering them.</p>		Cabinet	6 Feb 2025	Yes	<p>Portfolio Holder for Corporate Finance, Property & Resources</p> <p>Nick Sach, Revenues and Benefits Manager</p>	Open
<p><u>Asset Development Programme</u></p> <p>An update report to Members.</p>		Cabinet	6 Feb 2025	Yes	<p>Portfolio Holder for Town Centre, Growth & Prosperity</p> <p>Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery</p>	Part exempt 3

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<p><u>Phoenix House</u></p> <p>To consider a report on Phoenix House.</p>		Cabinet	6 Feb 2025	Yes	<p>Portfolio Holder for Corporate Finance, Property & Resources</p> <p>Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery</p>	Fully exempt 3
<p><u>Procurement of Lifeline Equipment and Monitoring Service</u></p> <p>To award a contract for procuring lifeline equipment and monitoring service</p>		Cabinet	6 Feb 2025	Yes	<p>Portfolio Holder for Communities, Health & Well-being</p> <p>Aysha Rahman, Assistant Director, Customers and Communities</p>	Open

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<p><u>Risk Management Update</u></p> <p>A report providing an update on the risk management arrangements and outlining the current significant risks that have been captured on the recent review of the Council's strategic risk register by the Senior Leadership Team.</p>		Cabinet	12 Mar 2025	No	<p>Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader)</p> <p>David Scott, Assistant Director for Resources (Deputy s151 Officer)</p>	Open
<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	12 Mar 2025	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

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<u>Quarter 3 Corporate Performance and Progress Report 2023/24</u>		Cabinet	12 Mar 2025	No	Portfolio Holder for Corporate Finance, Property & Resources David Scott, Assistant Director for Resources (Deputy s151 Officer)	Open