

MELTON BOROUGH COUNCIL Forward Plan

FOR THE PERIOD September 2022 - November 2022

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
- People and Communities (and Deputy Leader)
- Corporate Governance, Finance and Resources
- Climate, Access and Engagement
- Housing and Landlord Services
- Growth and Prosperity

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 Housing and Landlord Services	Not before 15th Sep 2022	Yes	Portfolio Holder for Housing and Landlord Services Michelle Howard, Director for Housing and Communities (Deputy Chief Executive)	Open
<p><u>Housing Benefit Assurance Process Contract Award</u></p> <p>The Council is required to procure a reporting accountant to undertake an audit of the subsidy claim made to the Department of Work & Pensions (DWP) for Housing Benefit granted. This contract is for a reporting accountant to perform the audit in accordance with the Housing Benefit (subsidy) Assurance Process (HBAP) modules for our subsidy claim for 2020/21, 2021/22 and 2022/23, with an option for a further 12-month extension to cover the requirements of the HBAP modules for the subsidy claim for the 2023/2024 financial year.</p>		Director for Housing and Communities	Not before 15th Sep 2022	Yes	Portfolio Holder for Corporate Governance, Finance and Resources Nick Sach, Revenues and Benefits Manager	Open

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<p><u>Omicron Grant Funding</u></p> <p>To approve diverting residual ARG Funding from the ARG Growth Fund to support businesses affected by “Plan B” Restrictions and the Omicron variant and to approve the amended ARG top-up Grant Policy.</p>		<p>Portfolio Holder for Growth and Prosperity</p>	<p>Not before 15th Sep 2022</p>	<p>Yes</p>	<p>Portfolio Holder for Growth and Prosperity</p> <p>Kevin Thomas, Senior Economic Recovery Officer</p>	<p>Open</p>
<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>		<p>Director for Growth and Regeneration</p>	<p>Not before 15th Sep 2022</p>	<p>Yes</p>	<p>Portfolio Holder for Growth and Prosperity</p> <p>James Morris, Corporate Property and Asset Manager</p>	<p>Open</p>
<p><u>Contract Rates Uplift – Electrical Re-wires (Newey)</u></p> <p>To approve an uplift in the contract rates and amend the contract documents as required.</p>		<p>Portfolio Holder for Housing and Landlord Services</p>	<p>Not before 15th Sep 2022</p>	<p>Yes</p>	<p>Portfolio Holder for Housing and Landlord Services</p> <p>Christopher Flannery, Housing Asset Manager</p>	<p>Open</p>

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<u>Award of Contract - Learning Management System Project</u> To award the contract and enter into any necessary documentation to affect the award.		Director for Corporate Services	Not before 15th Sep 2022	Yes	Portfolio Holder for Corporate Governance, Finance and Resources Sarah Jane O'Connor, HR & Communications Manager	Open
<u>New Bin Stores to Council Flats Phase 2 - Contract Award</u>		Portfolio Holder for Housing and Landlord Services	Not before 15th Sep 2022	Yes	Portfolio Holder for Housing and Landlord Services Christopher Flannery, Housing Asset Manager	Open

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<p><u>Discretionary Council Tax Energy Rebate Scheme</u></p> <p>The Government has announced a £150 Council Tax rebate (payment) for households in Council tax bands A-D to help with rising energy and heating costs. For those who do not qualify for the main scheme, there will be a discretionary scheme. The Council has received £73,050 to support vulnerable households through the discretionary scheme (this includes those who also live in bands A-D). Although Government has not specified how this money should be distributed, they have suggested the areas of the community where Councils could use their discretion on how this money will be allocated.</p>		<p>Portfolio Holder for Corporate Governance, Finance and Resources</p>	<p>Not before 15th Sep 2022</p>	<p>Yes</p>	<p>Portfolio Holder for Corporate Governance, Finance and Resources</p> <p>Nick Sach, Revenues and Benefits Manager</p>	<p>Open</p>
<p><u>Contract Exemption – Dog Kennelling Services</u></p>		<p>Director for Corporate Services</p>	<p>Not before 15th Sep 2022</p>	<p>Yes</p>	<p>Portfolio Holder for Climate, Access, and Engagement</p> <p>Victoria Clarke, Regulatory Services Manager</p>	<p>Fully exempt 4</p>

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<p><u>Public Spaces Protection Order Next Steps</u></p>		<p>Portfolio Holder for Climate, Access, and Engagement</p>	<p>Not before 15th Sep 2022</p>	<p>Yes</p>	<p>Portfolio Holder for Climate, Access, and Engagement David Walker, Community Safety Lead</p>	<p>Open</p>
<p><u>Housing Revenue Account (HRA) Revenue and Capital Budget Monitoring - Quarter 1 2022/23</u></p> <p>To inform on how the Council is performing against its revenue and capital budgets.</p>		<p>Cabinet</p>	<p>12 Oct 2022</p>	<p>No</p>	<p>Portfolio Holder for Corporate Governance, Finance and Resources Carol King, Accountant (CK)</p>	<p>Open</p>
<p><u>General Fund Revenue and Capital Budget Monitoring - Quarter 1 2022/23</u></p> <p>To inform on how the Council is performing against its revenue and capital budgets.</p>		<p>Cabinet</p>	<p>12 Oct 2022</p>	<p>No</p>	<p>Portfolio Holder for Corporate Governance, Finance and Resources</p>	<p>Open</p>

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<p><u>Digital Switchover</u></p> <p>To seek cabinet approval for a revised Lifeline offer</p>		Cabinet	12 Oct 2022	No	<p>Portfolio Holder for People and Communities (Deputy Leader)</p> <p>Aysha Rahman, Interim Assistant Director for Communities / People Manager</p>	Open
<p><u>Annual Complaints Report: Local Government and Social Care Ombudsman Letter, Housing Ombudsman & Corporate Complaints 2021/22</u></p> <p>To inform Cabinet of the contents of the Local Government and Social Care Ombudsman's Annual Report Letter and provide a summary of the complaints received by Melton Borough Council.</p>		Cabinet	12 Oct 2022	No	<p>Leader of the Council</p> <p>Kieran Stockley, Assistant Director for Governance & Democracy</p>	Open

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<p><u>Domestic Abuse</u></p> <p>To provide an overview of the Council's commitment and response to Domestic Abuse and to seek support for working to secure accreditation via the Domestic Abuse Housing Alliance.</p>		Cabinet	Not before 15th Sep 2022	No	Portfolio Holder for People and Communities (Deputy Leader) Aysha Rahman, Interim Assistant Director for Communities / People Manager	Open
<p><u>Tenancy Management Policy</u></p> <p>This is a wide-reaching policy, which covers areas such as successions, tenancy amendments, pets and other issues raised in the tenancy to provide clarity and understanding for customers and staff.</p>		Cabinet	12 Oct 2022	Yes	Portfolio Holder for Housing and Landlord Services Doug Stother, Tenancy Services Manager	Open
<p><u>Mutual Policy</u></p> <p>This policy is for staff and customers and is built around the regulatory and legislative framework, which guides the Council on how it manages the mutual exchanges within the Tenancy Services Team to ensure compliance.</p>		Cabinet	12 Oct 2022	Yes	Portfolio Holder for Housing and Landlord Services Doug Stother, Tenancy Services Manager	Open

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<u>Decant Policy</u> This policy informs staff and customers on why and how the Council may need to move someone from their home, in the event of an emergency (temporary or permanent basis), due to needing to complete works to the property (i.e., in the event of a fire at a property).		Cabinet	12 Oct 2022	Yes	Portfolio Holder for Housing and Landlord Services Doug Stother, Tenancy Services Manager	Open
<u>Health and Safety Update</u> To provide an update to Cabinet with respect to the Council's Health and Safety activities. This is in relation to current performance and planned actions and activities, as an employer, commercial and residential landlord and a public body, delivering a wide range of services. This report aims to provide assurance to Cabinet that risk continues to be actively and appropriately managed.		Cabinet	12 Oct 2022	No	Portfolio Holder for Corporate Governance, Finance and Resources Jo Lees, Health and Safety Officer	Open

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<u>Waste Strategy</u> To consider proposals for the future Waste and Resourcing Strategy for Leicestershire.		Cabinet	12 Oct 2022	Yes	Portfolio Holder for Climate, Access and Engagement Michelle Howard, Director for Housing and Communities (Deputy Chief Executive)	Open
<u>Acquisition of Eight Houses in Old Dalby</u>		Cabinet	12 Oct 2022	Yes	Portfolio Holder for Housing and Landlord Services Tahir Majid, Housing Development Manager	Open

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<u>Risk Management Update</u>		Cabinet	12 Oct 2022	No	Portfolio Holder for Corporate Governance, Finance and Resources David Scott, Corporate Services Manager	Open
<u>Residents' Survey 2022</u> A report which represents the findings of the residents' survey which was conducted on behalf of the Council during June/July 2022. The purpose of the residents' survey was to gauge satisfaction with the Council and its services and the area where residents live, as well as asking about preferred methods of communication and engagement from and with the Council.		Cabinet	16 Nov 2022	No	Portfolio Holder for Climate, Access and Engagement Martin Guest, Senior Corporate Policy Officer, Sarah Jane O'Connor, HR & Communications Manager	Open

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<u>Housing Revenue Account (HRA) Revenue and Capital Budget Monitoring - Quarter 2 2022/23</u>		Cabinet	16 Nov 2022	No	Portfolio Holder for Corporate Governance, Finance and Resources Carol King, Accountant (CK)	Open
<u>General Fund Revenue and Capital Budget Monitoring - Quarter 2 2022/23</u>		Cabinet	16 Nov 2022	No	Portfolio Holder for Corporate Governance, Finance and Resources Natasha Allsopp, Senior Accountant (NA)	Open
<u>Mid-Year Treasury Management Report 2022/23</u> An update on Treasury Management performance for 2022/23.		Cabinet Council	16 Nov 2022 15 Dec 2022	No	Portfolio Holder for Corporate Governance, Finance and Resources David Scott, Corporate Services Manager	Open

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<u>Asset Management Plan - Housing Revenue Account (HRA)</u>		Cabinet Council	16 Nov 2022 15 Dec 2022	Yes	Portfolio Holder for Housing and Landlord Services Christopher Flannery, Housing Asset Manager	Open
<u>Melton CCTV Proposal</u>		Cabinet	16 Nov 2022	No	Portfolio Holder for People and Communities (Deputy Leader) Aysha Rahman, Interim Assistant Director for Communities / People Manager	Open
<u>Local Development Scheme (LDS)</u> Document outlining the timescales for the production of work relating to the Local Plan and its review.		Cabinet	16 Nov 2022	Yes	Portfolio Holder for Growth and Prosperity Sarah Legge, Local Plans Manager	Open

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<u>Feasibility Study into the Melton Mowbray Cemetery</u> To consider the report from the CDS Group on the feasibility study into a proposed new cemetery for Melton Mowbray.		Cabinet	16 Nov 2022	Yes	Portfolio Holder for Climate, Access and Engagement Paul Evans, Interim Head of Neighbourhoods	Open