

MELTON BOROUGH COUNCIL Forward Plan

FOR THE PERIOD January 2023 - April 2023

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 6th Jan 2023	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 6th Jan 2023	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 6th Jan 2023</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 6th Jan 2023</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 6th Jan 2023</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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<p><u>Award of Contract - Learning Management System Project</u></p> <p>To award the contract and enter into any necessary documentation to effect the award.</p>		<p>Director for Corporate Services</p>	<p>Not before 6th Jan 2023</p>	<p>Yes</p>	<p>Portfolio Holder for Corporate Governance, Finance and Resources</p> <p>Sarah Jane O'Connor, Assistant Director, Organisational Development</p>	<p>Open</p>
<p><u>New Bin Stores to Council Flats Phase 2 - Contract Award</u></p>		<p>Portfolio Holder for Housing and Landlord Services</p>	<p>Not before 6th Jan 2023</p>	<p>Yes</p>	<p>Portfolio Holder for Housing and Landlord Services</p> <p>Christopher Flannery, Housing Asset Manager</p>	<p>Open</p>
<p><u>Contract Exemption – Dog Kennelling Services</u></p>		<p>Director for Corporate Services</p>	<p>Not before 6th Jan 2023</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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<u>Fire Alarm Upgrade & Communal Area Re-wire at Sheltered Housing Scheme</u> To award a contract for fire alarm upgrade and communal area re-wire at a sheltered housing scheme		Portfolio Holder for Housing and Landlord Services	Not before 6th Jan 2023	Yes	Portfolio Holder for Housing and Landlord Services Christopher Flannery, Housing Asset Manager	Open
<u>New leases for digital advertising hoardings</u> To facilitate leases for digital advertising hoardings to a value of £160,000 over 16 years		Director for Growth and Regeneration	6 Jan 2023	Yes	Portfolio Holder for Growth and Prosperity Jiten Ravat, Corporate Property and Assets Manager	Open
<u>Fees and Charges 2023/24</u> To approve the revised fees and charges for 2023/24.		Director for Corporate Services	Not before 6th Jan 2023	Yes	Portfolio Holder for Corporate Governance, Finance and Resources David Scott, Assistant Director for Resources (Deputy s151 Officer)	Open

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<p><u>Corporate Charging Policy</u></p> <p>To approve the updated Corporate Charging Policy</p>		<p>Portfolio Holder for Corporate Governance, Finance and Resources</p>	<p>11 Jan 2023</p>	<p>Yes</p>	<p>Portfolio Holder for Corporate Governance, Finance and Resources</p> <p>David Scott, Assistant Director for Resources (Deputy s151 Officer)</p>	<p>Open</p>
<p><u>Lease of Thorpe End Car Park to ARLA Foods</u></p> <p>To facilitate a lease for the use of Thorpe End Car Park to ARLA Foods</p>		<p>Director for Growth and Regeneration</p>	<p>23 Jan 2023</p>	<p>Yes</p>	<p>Portfolio Holder for Growth and Prosperity</p> <p>Jiten Ravat, Corporate Property and Assets Manager</p>	<p>Open</p>

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<p><u>Cost of Living Quarterly Update</u></p> <p>To review the Cost of Living Quarterly Update</p>		Cabinet	25 Jan 2023	No	<p>Portfolio Holder for People and Communities (Deputy Leader)</p> <p>Michelle Howard, Director for Housing and Communities (Deputy Chief Executive)</p>	Open
<p><u>Health and Safety Update</u></p> <p>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.</p>		Cabinet	25 Jan 2023	No	<p>Portfolio Holder for Corporate Governance, Finance and Resources</p> <p>Jo Lees, Health and Safety Officer</p>	Open

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<u>Waste Strategy</u> To consider proposals for the future Waste and Resourcing Strategy for Leicestershire.		Cabinet	25 Jan 2023	Yes	Portfolio Holder for Climate, Access and Engagement Michelle Howard, Director for Housing and Communities (Deputy Chief Executive)	Open
<u>Corporate Debt Write Offs</u> To approve corporate debt write offs		Cabinet	8 Feb 2023	No	Portfolio Holder for Corporate Governance, Finance and Resources David Scott, Assistant Director for Resources (Deputy s151 Officer)	Open

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<p><u>Treasury Management Strategy 2023/24</u></p> <p>To recommend the approval of the Treasury Management Strategy (Investment Strategy, Borrowing Strategy) which sets a framework for the Council's investment and borrowing activity for 2023/24 to Council.</p>		<p>Cabinet</p> <p>Council</p>	<p>8 Feb 2023</p> <p>23 Feb 2023</p>	<p>Yes</p>	<p>Portfolio Holder for Corporate Governance, Finance and Resources</p> <p>David Scott, Assistant Director for Resources (Deputy s151 Officer)</p>	<p>Open</p>
<p><u>General Fund Revenue Budget and Medium Term Financial Strategy 2023/24</u></p> <p>The Portfolio Holder for Corporate Finance and Resources to provide a report on the Revenue Budget for 2023/24, including the proposed level of council tax for borough council purposes and the Medium Term Financial Strategy 2025/26.</p>		<p>Cabinet</p> <p>Council</p>	<p>8 Feb 2023</p> <p>23 Feb 2023</p>	<p>Yes</p>	<p>Portfolio Holder for Corporate Governance, Finance and Resources</p> <p>David Scott, Assistant Director for Resources (Deputy s151 Officer)</p>	<p>Open</p>

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<p><u>Capital Programme and Capital Strategy 2023/24</u></p> <p>To recommend the approval the Council's Capital Programme for 2023/24 to Council.</p>		<p>Cabinet Council</p>	<p>8 Feb 2023 23 Feb 2023</p>	<p align="center">Yes</p>	<p>Portfolio Holder for Corporate Governance, Finance and Resources</p> <p>David Scott, Assistant Director for Resources (Deputy s151 Officer)</p>	<p align="center">Open</p>
<p><u>Revenue Budget Proposals 2023/24 – Housing Revenue Account (HRA)</u></p> <p>To set the rents of Council dwellings, approve the HRA estimates for 2023/24 and set the working balance for 2023/24.</p>		<p>Cabinet Council</p>	<p>8 Feb 2023 23 Feb 2023</p>	<p align="center">Yes</p>	<p>Portfolio Holder for Corporate Governance, Finance and Resources</p> <p>Carol King, Accountant (CK)</p>	<p align="center">Open</p>

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<u>Leisure Procurement</u>		Cabinet	8 Feb 2023	Yes	Portfolio Holder for People and Communities (Deputy Leader) Lee Byrne, Regeneration Manager	Open
<u>Asset Development Programme Update</u>		Cabinet	8 Feb 2023	Yes	Portfolio Holder for Growth and Prosperity Pranali Parikh, Director for Growth and Regeneration	Part Exempt (Para 3 & 4)
<u>Tenant and Leaseholder Engagement Annual Report</u>		Cabinet	8 Mar 2023	No	Portfolio Holder for Housing and Landlord Services Doug Stother, Tenancy Services Manager	Open

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<u>Asset Development Plan (Corporate Assets)</u>		Cabinet	8 Mar 2023	Yes	Portfolio Holder for Growth and Prosperity Pranali Parikh, Director for Growth and Regeneration	Open
<u>Intensive Housing Management Service Review</u> To consider an Intensive Housing Management Service Review for approval		Cabinet	12 Apr 2023	No	Portfolio Holder for Housing and Landlord Services Alison Bennett, Assistant Director for Housing Management	Open
<u>Biannual Ombudsman Report</u> A report will be provided to the Cabinet updating them on the outcomes of complaints submitted to the Local Government and Social Care Ombudsman (LGSCO) and the Housing Ombudsman (HO) up to 31 March 2023.		Cabinet	12 Apr 2023	No	Portfolio Holder for Corporate Governance, Finance and Resources Kieran Stockley, Assistant Director for Governance & Democracy	Open

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<u>Risk Management Update</u>		Cabinet	12 Apr 2023	No	Portfolio Holder for Corporate Governance, Finance and Resources David Scott, Assistant Director for Resources (Deputy s151 Officer)	Open
<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	12 Apr 2023	Yes	Portfolio Holder for Climate, Access and Engagement Paul Evans, Interim Head of Neighbourhoods	Open

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<p><u>Revenue and Capital Carry Forwards 2022/23</u></p> <p>A number of items from the General Fund, Housing Revenue Account and Special Expenses are being requested to be carried forward into the next financial year for specific projects and items.</p> <p>The Cabinet Scheme of Delegation Financial Procedure Rules allow for underspent budgets to be carried forward to the next financial year, subject to approval by the Portfolio Holder for Finance and Resources.</p>		<p>Portfolio Holder for Corporate Governance, Finance and Resources</p>	<p>Not before 12th Apr 2023</p>	<p>Yes</p>	<p>Portfolio Holder for Corporate Governance, Finance and Resources</p> <p>David Scott, Assistant Director for Resources (Deputy s151 Officer)</p>	<p>Open</p>