

## MELTON BOROUGH COUNCIL Forward Plan

### FOR THE PERIOD April 2024 - July 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](mailto: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 11th Apr 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>		Director for Growth and Regeneration	Not before 11th Apr 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"> <li>- Retail Study</li> <li>- Employment Study</li> <li>- Strategic Flood Risk Assessment (Stages 1 and 2)</li> <li>- Climate Change Study</li> <li>- Open Space Assessment Report</li> <li>- Local Housing, Economics and Affordable Housing Need Assessments (these could be 2 studies)</li> <li>- Gypsy and Traveller &amp; Travelling Showpeople Assessment</li> <li>- Sustainability Assessment (and Habitats Regulations Assessment)</li> <li>- Green Infrastructure Strategy</li> <li>- Integrated Water Management Study</li> </ul>		Director for Growth and Regeneration	Not before 11th Apr 2024	Yes	Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader)  Sarah Legge, Assistant Director for Planning	Open
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<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>Director for Growth and Regeneration</p>	<p>Not before 11th Apr 2024</p>	<p>Yes</p>	<p>Portfolio Holder for Corporate Finance, Property &amp; Resources</p> <p>Jiten Ravat, Corporate Property and Assets Manager</p>	<p>Fully exempt 3</p>
<p><u>Housing Management Policies</u></p> <p>To approve the following operational housing management policies:</p> <ol style="list-style-type: none"> <li>1. Garages Allocations &amp; Arrears Policy</li> <li>2. Scooter Pod Allocations &amp; Arrears Policy</li> <li>3. Recharge Policy</li> </ol>		<p>Leader of the Council &amp; Portfolio Holder for Housing, Leisure &amp; Landlord Services</p>	<p>Not before 11th Apr 2024</p>	<p>Yes</p>	<p>Leader of the Council &amp; Portfolio Holder for Housing, Leisure &amp; Landlord Services</p> <p>Doug Stother, Tenancy Services Manager</p>	<p>Open</p>

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<p><u>Purchase of Wood Chipper and Two Vans</u></p> <p>Procurement process for a wood chipper and two vans</p>		<p>Director for Housing and Communities</p>	<p>Not before 11th Apr 2024</p>	<p>Yes</p>	<p>Portfolio Holder for Governance, Environment &amp; Regulatory Services (&amp; Deputy Leader)</p> <p>Paul Evans, Interim Head of Neighbourhoods</p>	<p>Open</p>
<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>Director for Growth and Regeneration</p>	<p>Not before 11th Apr 2024</p>	<p>Yes</p>	<p>Leader of the Council &amp; Portfolio Holder for Housing, Leisure &amp; Landlord Services</p> <p>Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery</p>	<p>Open</p>

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<p><u>Award of Contract for the Stockyard Operation</u></p> <p>To appoint a contractor in relation to the Stockyard operation.</p>		<p>Director for Growth and Regeneration</p>	<p>Not before 11th Apr 2024</p>	<p>Yes</p>	<p>Leader of the Council &amp; Portfolio Holder for Housing, Leisure &amp; Landlord Services</p> <p>Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery</p>	<p>Open</p>
<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>Director for Growth and Regeneration</p>	<p>Not before 11th Apr 2024</p>	<p>Yes</p>	<p>Leader of the Council &amp; Portfolio Holder for Housing, Leisure &amp; Landlord Services</p> <p>Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery</p>	<p>Open</p>

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<p><b><u>Change of Establishment - Levelling Up Project Manager for 2 Year Fixed Term</u></b></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>		Director for Growth and Regeneration	Not before 11th Apr 2024	Yes	Councillor Pip Allnatt  Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery	Open
<p><b><u>Service Level Agreement for Grant Funding to the Business Improvement District</u></b></p> <p>To award the Business Improvement District capital and revenue from the United Kingdom Shared Prosperity Fund over the period 2023/24 and 2024/25.</p> <p>To provide direct support to retail through a Business Improvement Grant scheme to enable pop-up shops and increase occupancy.</p>		Director for Growth and Regeneration	Not before 11th Apr 2024	Yes	Portfolio Holder for Town Centre, Growth & Prosperity  Gordon Watts, Senior Projects Delivery Officer	Open



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<p><u>Award of Contract - Aids and Adaptations Property Extensions</u></p> <p>To award a contract for Aids and Adaptations Property Extensions</p>		<p>Leader of the Council &amp; Portfolio Holder for Housing, Leisure &amp; Landlord Services</p>	<p>Not before 11th Apr 2024</p>	<p>Yes</p>	<p>Leader of the Council &amp; Portfolio Holder for Housing, Leisure &amp; Landlord Services</p> <p>Christopher Flannery, Housing Asset Manager</p>	<p>Open</p>
<p><u>Housing Consumer Regulation - Consultation Response</u></p> <p>The Regulator for Social Housing (RSH) has launched a 12 week consultation period regarding proposed new Housing Consumer Regulation Standards and an associated Code of Practice.</p>		<p>Leader of the Council &amp; Portfolio Holder for Housing, Leisure &amp; Landlord Services</p>	<p>Not before 11th Apr 2024</p>	<p>Yes</p>	<p>Leader of the Council &amp; Portfolio Holder for Housing, Leisure &amp; Landlord Services</p> <p>Alison Bennett, Assistant Director for Housing Management</p>	<p>Open</p>

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<u>Refugee Resettlement Arrangements</u>		Director for Housing and Communities	Not before 11th Apr 2024	Yes	Portfolio Holder for Communities, Health & Well- being  Rachel Chubb, Strategic Lead for Housing Options and Homelessness	Open
<u>Payment of Community Grants</u>		Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services	Not before 11th Apr 2024	Yes	Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services  Ryan Ebdale, Community Policy Officer	Open

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<p><u>Lightbulb Partnership</u></p>		<p>Director for Housing and Communities</p>	<p>Not before 11th Apr 2024</p>	<p>Yes</p>	<p>Portfolio Holder for Communities, Health &amp; Well- being  Michelle Howard, Director for Housing and Communities (Deputy Chief Executive)</p>	<p>Open</p>
<p><u>Revenue &amp; Capital Carry Forwards 2023-24</u></p> <p>To approve the revenue carry forwards for the General Fund, Special Expenses and Housing Revenue Account and to approve the capital carry forwards for the General Fund, and Housing Revenue Account.</p>		<p>Portfolio Holder for Corporate Finance, Property &amp; Resources</p>	<p>Not before 11th Apr 2024</p>	<p>Yes</p>	<p>Portfolio Holder for Corporate Finance, Property &amp; Resources  David Scott, Assistant Director for Resources (Deputy s151 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 11th Apr 2024</p>	<p>Yes</p>	<p>Leader of the Council &amp; Portfolio Holder for Housing, Leisure &amp; Landlord Services  Christopher Flannery, Housing Asset Manager</p>	<p>Open</p>
<p><u>Procurement Framework to contract for Solar PV Panels &amp; Swimming Pool Covers at Waterfield Leisure Centre</u>  To go through a Procurement Framework to contract 120k for Solar PV Panels &amp; Swimming Pool Covers at Waterfield Leisure Centre</p>		<p>Director for Housing and Communities</p>	<p>Not before 11th Apr 2024</p>	<p>Yes</p>	<p>Leader of the Council &amp; Portfolio Holder for Housing, Leisure &amp; Landlord Services  Jake Betts, Leisure and Culture Manager</p>	<p>Open</p>
<p><u>New licence for Ground Floor, Parkside to DWP Job Centre Plus</u>  To issue a new licence</p>		<p>Director for Growth and Regeneration</p>	<p>11 Apr 2024</p>	<p>Yes</p>	<p>Portfolio Holder for Corporate Finance, Property &amp; Resources  Rebecca Woolley, Senior Estates Surveyor</p>	<p>Fully exempt 3</p>

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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>11 Apr 2024</p>	<p>Yes</p>	<p>Leader of the Council &amp; Portfolio Holder for Housing, Leisure &amp; Landlord Services</p> <p>David Scott, Assistant Director for Resources (Deputy s151 Officer)</p>	<p>Open</p>
<p><u>Award of contract - Void refurbishment</u></p> <p>Major refurbishment of a void property</p>		<p>Leader of the Council &amp; Portfolio Holder for Housing, Leisure &amp; Landlord Services</p>	<p>Not before 11th Apr 2024</p>	<p>Yes</p>	<p>Leader of the Council &amp; Portfolio Holder for Housing, Leisure &amp; Landlord Services</p> <p>Christopher Flannery, Housing Asset Manager</p>	<p>Open</p>

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<p><u>Appointment of experts to defend Planning Appeal Inquiry</u></p> <p>To appoint experts to defend a decision of the Planning Committee at a Planning Appeal Inquiry.</p>		<p>Assistant Director for Planning</p>	<p>Not before 11th Apr 2024</p>	<p>Yes</p>	<p>Portfolio Holder for Governance, Environment &amp; Regulatory Services (&amp; Deputy Leader)</p> <p>Adam Green, Senior Democratic Services &amp; Scrutiny Officer, Sarah Legge, Assistant Director for Planning</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 &amp; Portfolio Holder for Housing, Leisure &amp; Landlord Services</p>	<p>Not before 11th Apr 2024</p>	<p>Yes</p>	<p>Leader of the Council &amp; Portfolio Holder for Housing, Leisure &amp; Landlord Services</p> <p>Christopher Flannery, Housing Asset Manager</p>	<p>Open</p>

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<p><u>CCTV maintenance and monitoring</u></p> <p>In April 2023 MBC outsourced the maintenance and monitoring service to Harborough District Council (HDC) for our CCTV system. However, HDC are now unable to provide this service and we are having to explore alternative maintenance and monitoring options.</p> <p>Since April 2023 we have increased our CCTV offer through funding from Safer Melton Partnership (SMP). This funding allowed us to install a permanent camera at Play Close and repurposed the WCCTV by redeploying on Norman Way with a Help point. This took our camera numbers to 11 permanent, 4 WCCTV and 1 Help Point. In December 2023 we received funding through Safer Streets 5 (SS5) which allowed us to increase our CCTV further with an additional 3 permanent cameras at Beckmill Court and 1 WCCTV camera and 1 Help point at Wilton Terrace.</p> <p>Enquiries have been made with other local authorities to explore alternative options to ensure best service delivery and value for money. We engaged with several authorities including Leicester City Council, South Kesteven District Council and West Northampton Council.</p>		<p>Assistant Director for Customers and Communities</p>	<p>16 Apr 2024</p>	<p>Yes</p>	<p>Portfolio Holder for Town Centre, Growth &amp; Prosperity</p> <p>David Walker, Community Safety Lead</p>	<p>Open</p>
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<u>UK Shared Prosperity Fund Update</u>		Cabinet	17 Apr 2024	No	<p>Leader of the Council &amp; Portfolio Holder for Housing, Leisure &amp; Landlord Services</p> <p>Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery</p>	Open
<u>Levelling Up Fund Update</u>		Cabinet	17 Apr 2024	Yes	<p>Leader of the Council &amp; Portfolio Holder for Housing, Leisure &amp; Landlord Services</p> <p>Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery</p>	Open



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<p><u>Homeless Strategy 2024-2029</u></p> <p>Homeless strategy outlining our key priorities to resolve homeless across the borough between 2024 and 2029</p>		<p>Cabinet</p>	<p>17 Apr 2024</p>	<p>Yes</p>	<p>Portfolio Holder for Communities, Health &amp; Well-being</p> <p>Rachel Chubb, Strategic Lead for Housing Options and Homelessness</p>	<p>Open</p>
<p><u>Extension of CRM system</u></p> <p>To extend the contract for the CRM system</p>		<p>Portfolio Holder for Communities, Health &amp; Well-being</p>	<p>23 Apr 2024</p>	<p>Yes</p>	<p>Portfolio Holder for Communities, Health &amp; Well-being</p> <p>Aysha Rahman, Assistant Director, Customers and Communities</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 25th Apr 2024</p>	<p>Yes</p>	<p>Leader of the Council &amp; Portfolio Holder for Housing, Leisure &amp; Landlord Services</p> <p>Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery, Gordon Watts, Senior Projects Delivery Officer</p>	<p>Open</p>
<p><u>Gretton Court - Resilience (Catering)</u></p> <p>This is a review of the service provided to our tenants at Gretton which is looking to build resilience to the risks that are currently identified.</p>		<p>Cabinet</p>	<p>12 Jun 2024</p>	<p>No</p>	<p>Leader of the Council &amp; Portfolio Holder for Housing, Leisure &amp; Landlord Services</p> <p>Doug Stother, Tenancy Services Manager</p>	<p>Fully exempt 3</p>

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<p><u>Tenant and Leasehold Engagement Annual Report</u></p>		Cabinet	Not before 12th Jun 2024	No	<p>Leader of the Council &amp; Portfolio Holder for Housing, Leisure &amp; Landlord Services</p> <p>Doug Stother, Tenancy Services Manager</p>	Open
<p><u>Acquisition of Affordable Homes to spend Right to Buy receipts 2024-25</u></p> <p>To provide oversight on homes to be delivered in 2024-25 with delegated authority in accordance with the budget for right to buy receipts</p>		Cabinet	12 Jun 2024	Yes	<p>Leader of the Council &amp; Portfolio Holder for Housing, Leisure &amp; Landlord Services</p> <p>Tahir Majid, Housing Development Manager</p>	Fully exempt 3

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<p><u>Asset Development Programme Update</u></p> <p>An update on the proposals for Phoenix House.</p>		Cabinet	12 Jun 2024	Yes	<p>Portfolio Holder for Town Centre, Growth &amp; Prosperity</p> <p>Pranali Parikh, Director for Growth and Regeneration</p>	Part exempt 3
<p><u>Treasury Management and Actual Prudential Indicators 2023/24</u></p> <p>That the Treasury Management Annual Report for 2023/24 be approved and that the actual position on Prudential Indicators for 2023/24 be noted.</p>		Cabinet	9 Jul 2024	No	<p>Portfolio Holder for Corporate Finance, Property &amp; Resources</p> <p>Dawn Garton, Director for Corporate Services</p>	

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<u>Climate Change Strategy</u>		Cabinet	9 Jul 2024	No	Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader)  Pranali Parikh, Director for Growth and Regeneration	
<u>Corporate Performance and Progress Report for Quarter 4 2023/24</u>  To note the contents of the report and provide any observations or actions to the relevant Officers accordingly.		Cabinet	9 Jul 2024	Yes	Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services  Dawn Garton, Director for Corporate Services	

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<u>Housing Revenue Account Revenue and Capital Budget 2023/34 Provisional Year End</u>  Notes the provisional year end position variations to the 2023/24 approved year end position and the resultant effect on the Council's balances and reserves for the Housing Revenue Account as set out in the papers for both revenue and capital.		Cabinet	9 Jul 2024	Yes	Portfolio Holder for Corporate Finance, Property & Resources  Dawn Garton, Director for Corporate Services	
<u>UK Shared Prosperity Fund Update</u>		Cabinet	9 Jul 2024	No	Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services  Pranali Parikh, Director for Growth and Regeneration	

<b><u>Report Title</u> and Expected Decision</b>	<b>Background Papers</b>	<b>Decision Maker</b>	<b>Date of Decision</b>	<b>Key Decision?</b>	<b>Report Available/ Portfolio Holder/ Contact Officer</b>	<b>Decision to be taken in public or private session?</b>
<p><u>Productivity Plan</u></p> <p>Update on the Council's approach to developing and approving a productivity plan for submission to the Government.</p>		Cabinet	9 Jul 2024	No	<p>Leader of the Council &amp; Portfolio Holder for Housing, Leisure &amp; Landlord Services</p> <p>Dawn Garton, Director for Corporate Services</p>	
<p><u>General Fund Revenue and Capital Budget 2023/24 Provisional Year End</u></p> <p>Notes the provisional year end position, variations to the 2023/24 approved budget and the resultant effect on the Council's balances and reserves for the General Fund and Special Expenses as set out in the appendices for both revenue and capital.</p>		Cabinet	9 Jul 2024	Yes	<p>Portfolio Holder for Corporate Finance, Property &amp; Resources</p> <p>Dawn Garton, Director for Corporate Services</p>	