



## FORWARD PLAN

March to June 2009

**COUNCILLOR MICHAEL DOODY**

**LEADER OF THE EXECUTIVE**

The Forward Plan is a list of all the Key Decisions which will be taken by the Council in the next four months. The Warwick District Council definition of a key decision is: - a decision which has a significant impact or effect on two or more wards and/or a budgetary effect of £50,000 or more.

If you would like to make representations or comments on any of the topics listed below, you can write to the contact officer, as shown below, at Riverside House, Milverton Hill, Royal Leamington Spa, Warwickshire, CV32 5HZ. Alternatively you can phone the contact officer on (01926) 450000. If your comments are to be referred to in the report to the Executive or Committee they will need to be with the officer 7 working days before the publication of the agenda. You can, however, make comments or representations up to the date of the meeting, which will be reported orally

The Forward Plan will be updated monthly and you should check to see the progress of the report you are interested in.

### **Section 1 – The Forward Plan March to June 2009**

Topic and Reference	Purpose of report	If requested by Executive, date, decision and minute number	Date of Executive, Committee or Council meeting	Publication Date of Agendas	Contact Officer & Portfolio Holder	External Consultees/ Consultation Method/ Background Papers
<b>MARCH 2009</b>						
Maintenance and Responsibility of Bus Shelters (Ref 129)	To consider and make a decision on Warwick District council's continuing responsibility for the maintenance of bus shelters within our District		Executive 04.02.09  Executive 18.03.09	09.03.09	Ian Bradbury  Cllr Kinson	

Sub National Review (Ref 145)	To update members on the latest changes to regional bodies and structures in response to the implementation of the sub national review		<del>Executive</del> 04.02.09 Executive 18.03.09	09.03.09	Bill Hunt Cllr Hammon	
Spencer Yard (Ref 147)	To update members on the progress of the project		Executive 18.03.09	09.03.09	Bill Hunt Cllrs Doody & Hammon	
Core Strategy – Preferred Options (Ref 141)	To approve the Core Strategy Preferred Options document for public consultation		<del>Executive</del> 04.02.09 Special Executive 30.03.09	17.03.09	John Archer Cllr Hammon	
Expansion of the Bio Mass Programme (Ref 150)	To report on the potential to reduce corporate building running costs and the Council's carbon footprint by converting heating systems to biomass technology		<del>Executive</del> 04.02.09 Executive 18.3.09	26.1.09	Bill Hunt Cllr Mrs Grainger	
Food Safety Enforcement Work Plan 2009-2010 (Ref 152)	Food Standards Agency Framework Agreement - 3.1 The Authority shall implement a service delivery plan. A performance review shall be carried out at least once a year submitted for appropriate member approval.		<del>Executive</del> 04.02.09 Executive 18.03.09	09.03.09	Rob Chapleo Cllr Kinson	SMEs in District Area/ Direct Mailing Website Link
Sustainable Planting in Town Centres (Ref 155)	To establish where and how more cost effective and sustainable methods of planting could be introduced without detriment to the quality of the District		Executive 18.03.09	09.03.09	Rose Winship/ Ian Coker Cllr White	Town Councils/ Meetings

Kenilworth Public Service Centre (Ref 161)			Executive <del>04.02.09</del> Executive 18.03.09	09.03.09	John McGowan	
Air Quality Management Areas Action Plan (Ref 139)	To agree the Air Quality Management Area Action Plan		Executive <del>04.02.09</del> Executive 18.03.09	09.03.09	Richard Hall Cllr Kinson	
Cleaning Contract for HRA Properties (Ref 121)	To provide details on how cleaning costs are included within rent costs		Executive <del>04.02.09</del> Executive 18.03.09	09.03.09	Dave Ward Cllr Mrs Grainger	
Budget and Improvement Programme – Planned Outcomes (Ref 130)	The report will set out the expected outcomes and proposed projects for the programme of work needed to deliver the budget reductions required along with service improvements in key areas. To seek approval to a programme approach to managing projects in the budget and improvement programme (BIP) of work		Executive <del>04.02.09</del> Executive 18.03.09	09.03.09	Dave Barber/Maxine Gregory Cllr Michael Doody/Caborn	Mouchel Appendices will include a draft of the programme.
Portfolio Holder Statement and Service Plan Summaries for 2009/10 (Ref 157)	The report will set out the key targets and plans for each portfolio along with the main targets/measures for each service area		Executive 18.03.09	09.03.09	Dave Barber Councillors Mrs Bunker, Caborn, Michael Doody, Mrs Grainger, Hammon, Kinson, Kirton, Shilton and White	
The Corporate Emergency Plan (Ref 158)	To formally agree the Councils Corporate Emergency Plan		Executive 18.03.09	09.03.09	Roger Jewsbury Cllr Michael Doody	

Scrutiny of Flooding: Clarification and development of new protocols in liaison with Severn Trent and British Waterways (Ref 159)	To report back to the Executive as requested at their September meeting, the development of new protocols in liaison with Severn Trent and British Waterways	Executive held on 3 September 2008, Minute number 392 (recommendation (11))	Executive 18.03.09	09.03.09	Roger Jewsbury Cllr Hammon	
Proposed changes to the council's discretionary assisted travel scheme (Ref 160)	To report on proposals from the working group investigating the councils discretionary assisted travel scheme		Executive 18.03.09	09.03.09	Andrew Jones Cllr Caborn	
Local Area Agreement Refresh Update (Ref 165)			Executive 18.03.09	09.03.09	Liz Young/Jenny Murray	
Gypsy and Traveller Sites (Ref 166)			Special Executive 30.03.09	7.03.09	Satnam Kaur	
Hill Close Gardens (Ref 167)	Review of Warwick District Council grant funding for the Hill Close Gardens, Warwick		Executive 18.03.09	09.03.09	Paul Pinkney Cllr Hammon	
Kenilworth Town Centre Action Plans (Ref 169)	Proposal to adopt the Kenilworth town centre action plans		Executive 18.03.09	09.03.09	Paul Pinkney Cllr Hammon	

Golf Working Party Update (Ref 170)	To update members on the progress of the Golf Working Party		Executive 18.03.09	09.03.09	Rose Winship Cllr White	
Land Charges Update (Ref 171)	To advise members of new regulations regarding procedures for personal searches, to agree amended charges for searches in the light of the new regulations, and to update members on progress with the digitisation project.		Executive 18.03.09	09.03.09	Peter Oliver Cllr Kirton	
Legal Services Update (Ref 172)	To advise members of progress on various matters including the Land Registration project and staffing issues		Executive 18.03.09	09.03.09	Peter Oliver Cllr Kirton	
Chandos Street Update (Ref 174)	to present a report on the development agreement with Wilson Bowden		Executive 18.03.09	09.03.09	John Archer Cllr Hammon	
Completion of the move to full digital recording of CCTV images in the CCTV control room (Ref 175)	The report sets out the actions to be taken and the costs involved in order to provide full digital recording of CCTV images in the existing CCTV control room		Executive 18.03.09	09.03.09	Ian Coker Cllr Kinson	
CCTV – Is the Service Delivering an Effective and Value for Money Service for the Community? (176)	A Task and Finish Group report approved by the Overview and Scrutiny Committee in February 2009		Executive 18.3.09	09.03.09	Theresa Goss/Cllr Illingworth Cllr Kinson	
Land Charges Claim	To consider a claim by WCC for additional land charges fees for the period 2004-2007		Executive 18.3.09	09.03.09	Peter Oliver Cllr Kirton	

(Ref 177)						
Golf Working Party Update (Ref 178)			Executive 18.3.09	09.03.09	Rose Winship	
Corporate Strategy and Portfolio Holder Statements (Ref 179)	To agree the priorities of each portfolio for 2009/10 to ensure the delivery of the Corporate Strategy		Executive 18.3.09	09.03.09	Dave Barber	
Corporate Property Repairs and Improvements Programme 2009/10 (Ref 183)	To agree the budget spend on repairs and improvements to the Corporate Property		Executive 18.3.09	09.03.09	Alison Simmons Cllr Mrs Grainger	
<b>JUNE 2009</b>						
Spencer Yard (Ref 147)	To update members on the progress of the project		Executive 10.6.09	01.06.09	Bill Hunt Cllrs Doody & Hammon	
The Councils Business Continuity Policy and Plan (Ref 134)	To formally agree the Councils Business Continuity Policy and Corporate Business Continuity Plan		<del>Executive 04.02.09</del> <del>Executive 18.03.09</del> Executive 10.6.09	01.06.09	Roger Jewsbury Cllr Michael Doody	

Neighbourhood Working (Ref 72)	To report back to the Executive a review of the basis for funding any monies via the Community Forums, in conjunction with Warwickshire County Council and other partners	Executive held on 15 October 2008, Minute number 527	<del>Executive 04.02.09</del> <del>Executive 18.03.09</del> Executive 10.6.09	01.06.09	Jenny Murray Cllr Mrs Bunker	
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**Section 2 - Key decisions which are anticipated to be considered by the Council between July 2009 to February 2010**

<b>Topic and Reference</b>	<b>Purpose of report</b>	<b>If requested by Executive, decision and minute number</b>	<b>Date of Executive, Committee, Council meeting</b>	<b>Publication Date of Agendas</b>	<b>Contact Officer &amp; Portfolio Holder</b>	<b>External Consultees/ Consultation Method/ Background Papers</b>
Final Accounts 2008/2009 (Ref C)	To report the final position of the Council's Revenue and Capital performance for the year		Executive 10.6.09  Council June 2009	June 2009	Marcus Miskinis  Cllr Michael Doody	
Statement of Accounts 2008/2009 (Ref D)	To formally agree the Council's accounts for 2008/09		Special Council June 2009	June 2009	Marcus Miskinis  Cllr Michael Doody	
Future of Newbold Comyn Golf Course (Ref W)	To inform on the companies invited to participate in the tender process  (P&C)		Executive 10.6.09	June 2009	Rose Winship  Cllr White	Executive 3 December 2008
Green Space Strategy (Ref Y)	Members to approve the strategy		<del>Executive June 2009</del>  Executive July 2009	July 2009	Mark Croston  Cllr White	
Financial Strategy and Budget Prospects (Ref E)	To report on the latest financial prospects		Executive July 2009	July 2009	Mary Hawkins/ Mike Snow  Cllr Michael Doody	



Introduction of Local Housing Allowance (Ref F)	The Executive receives an evaluation report in 12 months, following the introduction of the Local Housing Allowance, from the Culture and Social Policy Committee	Executive 23.07.07 Minute no 268	Executive July 2009	July 2009	Andrew Jones Cllr Caborn	
Leisure Centre Investment and Partnership (Ref X)	To inform members of the options available to enter into partnership with external organisation to secure capital investment in leisure centres		Executive July 2009	July 2009	Mark Croston Cllr White	
Warwick BID (Ref H1)	Update report on the progress of the Business Improvement District for Warwick Town Centre		Executive July 2009	July 2009	Paul Pinkney Cllr Hammon	
Core strategy - Publication version (Ref G)	To approve the final draft Core Strategy for publication and consultation		Executive September 2009	September 2009	John Archer/ Gary Stephens Cllr Hammon	
Future of Newbold Comyn Golf Course (Ref W)	To agree terms of new contract and authorise invitations to tender to be issued (P&C)		Executive September 2009	September 2009	Rose Winship Cllr White	Executive 3 December 2008 & 10 June 2009
Approval of Fees and Charges 2010/11 (Ref H)	To propose the level of Fees and Charges to be levied in 2010/11		Executive October 2009	October 2009	Marcus Miskinis Cllr Michael Doody	
Approval of General Fund Base Estimates Revised 2009/10 and Original 2010/11 (Ref I)	To report on the latest projections for the General Fund revenue estimates in respect of 2009/10 and 2010/11 based on the current levels of service		Executive December 2009	December 2009	Marcus Miskinis Cllr Michael Doody	

Approval of Housing Revenue Account Base Estimates Revised 2009/10 and Original 2010/11 (Ref J)	To report on the latest projections for the Housing Revenue Account revenue estimates in respect of 2009/10 and 2010/11 based on the current levels of service		Executive December 2009	December 2009	Alison Simmons/ Sandra Jones Cllr Mrs Grainger	
Future catering arrangements in Cultural Services (Ref Z)	To consider future ways of catering within cultural services		Executive December 2009	December 2009	Rose Winship Cllr White	
Review of Local Strategic Partnership (Ref M)			Executive TBC	TBC	Jenny Murray	
Supporting People Strategic Review (Ref O)	To report on the outcomes of the County Council's strategic review of Supporting People contracts and the potential implications for Warwick district		Executive TBC	TBC	Bill Hunt	
National Housing Revenue Account Review (Ref P)	To provide an update on the review of how Council housing is currently funded and how it will be in the future		Executive TBC	TBC	Alison Simmons	
Economic Development Strategy (Ref Q)	To present Executive with a Draft version of the strategy and seek adoption by WDC		Executive TBC	TBC	Paul Pinkney	

Review of Home Improvement Agencies (Ref S)	Review of current Home Improvement Agencies across the County to provide a standardised service offering value for money		Executive TBC	TBC	Satnam Kaur	
Review of procurement of disabled adaptations (Ref T)	Review of current procurement methods to ensure value for money and efficiencies are being realised		Executive TBC	TBC	Alison Simmons/ Satnam Kaur	
Kenilworth Mere (Ref U)	report back to the Executive with the result from the feasibility works		Executive TBC	TBC	Paul Pinkney	
Sub-regional Action Plan Update (Ref V)	to report on the revised sub-regional partnership arrangements		Executive TBC	TBC	Bill Hunt	
Housing Strategy (Ref A1)			Executive TBC	TBC	Satnam Kaur	
Private Sector Empty Homes Strategy (Ref B1)			Executive TBC	TBC	Satnam Kaur	
Climate Change (C1)			Executive TBC	TBC	Roger Jewsbury	
Asset Management Plan (Ref D1)	Proposal to adopt the annual asset management plan		Executive TBC	TBC	Paul Pinkney Cllr Hammon	
Asset Management Strategy (Ref E1)	Proposal to adopt a strategic approach to Warwick District Council's asset management		Executive TBC	TBC	Paul Pinkney Cllr Hammon	

Kenilworth Mere PID (Ref F1)	Proposal to adopt a Project Initiation Document (under Prince 2 project management principles) for the Kenilworth Mere project		Executive TBC	TBC	Paul Pinkney Cllr Hammon	
SWT Partnership (Ref G1)	Review of the South Warwickshire Tourism Partnership		Executive TBC	TBC	Paul Pinkney Cllr Hammon	
Potential regeneration projects in Old Town (Ref K1)	To advise Executive of the potential for the regeneration of certain sites within Leamington Old Town		Executive TBC	TBC	Bill Hunt Cllr Hammon	

**Section 3 - Items which are anticipated to be considered by this Council, between March 2009 and February 2010, but are NOT key decisions**

Topic	Purpose of report	Meeting	If requested by Executive, decision and minute number	Publication date	Contact Officer	Portfolio Holder
Allotment Land	To report back to the Executive on the deferred item regarding the future of this Councils Allotment Sites	<del>Executive 4 February 09</del> Executive March 2009	Minutes of 4 June 2008	22 August 2008	Chris Makasis	Cllr Kinson
Warwick District Sustainable Community Strategy	To sign off the Sustainable Community Strategy 2009 -2026 for Warwick District	<del>Executive 4 February 09</del> Executive 18 March 09	Minutes of 4 June 2008	22 August 2008	Liz Young	Cllr Michael Doody
Corporate Strategy Review	To report back the Executive on the responsibilities of the Portfolio Holders for Human Resources and Legal & Documentation, as was missed off previous report in October 2008	<del>Executive 4 February 09</del> <del>Executive March 09</del> June 2009	Minutes of 15 October 2008, Minute No. 525		Dave Barber	Councillors Mrs Bunker, Caborn, Michael Doody, Mrs Grainger, Hammon, Kinson, Kirton, Shilton and White
Review of Cemeteries Regulations	To provide an update report after the new regulations are implemented	Executive June 09	Minutes of 4 June 2008		Nigel Bishop/ Alan Tucker-Lee	Cllr Kinson
Financial Monitoring to 31 <sup>st</sup> May 2009	To advise members of any variations from approved budgets	Executive July 09			Mike Snow	Cllr Michael Doody
Financial Monitoring to 31 <sup>st</sup> August 2009	To advise members of any variations from approved budgets	Executive October 09			Mike Snow	Cllr Michael Doody

Details of all the Council's committees, councillors and agenda papers are available via our website  
[www.warwickdc.gov.uk/committees](http://www.warwickdc.gov.uk/committees)

The forward plan is available in large print on request, by telephoning (01926) 456005