



FORWARD PLAN JANUARY to APRIL 2014

COUNCILLOR ANDREW MOBBS LEADER OF THE EXECUTIVE

The Forward Plan is a list of all the Key Decisions which will be taken by the Executive or its Committees 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.

Whilst the majority of the Executive's business at the meetings listed in this Forward Plan will be open to the public and media organisations to attend, there will inevitably be some business to be considered that contains, for example, confidential, commercially sensitive or personal information.

This is formal notice under the Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012 that part of the Executive meeting listed in this Forward Plan will be held in private. This is because the agenda and reports for the meeting will contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it. Those items which are proposed to be considered in private are marked as such along with the reason for the exclusion in the list below.

If you would like to make representations or comments on any of the topics listed below, including the confidentiality of any document, 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) 412656. 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 at the meeting. 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 January to April 2014

| Topic and Reference | Purpose of report | If requested by Executive –date, decision & minute no. | Date of Executive, Committee or Council meeting | Publication Date of Agendas | Contact Officer & Portfolio Holder | External Consultees/ Consultation Method/ Background Papers |
|--|--|--|---|--|------------------------------------|--|
| January 2014 | | | | | | |
| Neighbourhood Plan Area Designation Leek Wootton (Ref 544) | To update on Neighbourhood Plan Area Designations (Moved from November Reason 5) | | Executive 13 November 2013 Executive 8 January 2014 | 4 November 2013 27 December 2013 | Stephen Hay Cllr Caborn | Applications for Neighbourhood Plan designation for Leek Wootton |
| Neighbourhood Plan Area Designations Ashow & Stoneleigh and Burton Green (Ref 543) | To update on Neighbourhood Plan Area Designations (Moved from November Reason 5) | | Executive 13 November 2013 Executive 8 January 2014 | 4 November 2013 27 December 2013 | Stephen Hay Cllr Caborn | Applications for Neighbourhood Plan designation for Ashow & Stonleigh and Burton Green |
| Riverside House offices - relocation options (Ref 528) | To present relocation options It is intended that this report will be Confidential by virtue of the information relating to the financial or business affairs of any particular person (including the authority holding that information | | Executive 8 January 2014 | 27 December 2013 | Duncan Elliott Cllr Hammon | |

| | | | | | | |
|---|---|---|---|------------------|---|---|
| Compulsory Purchase in Leamington (Ref 563) | To seek support for the principle of the council pursuing a Compulsory Purchase Order on land within Leamington It is intended that this report will be Confidential by virtue of the information relating to the financial or business affairs of any particular person (including the authority holding that information) | | Executive 8 January 2014 | 27 December 2013 | Bill Hunt/Philip Clarke Cllrs Mobbs & Hammon | |
| City Deal Update (Ref 571) | To update members on City Deal | | Executive 8 January 2014 | 27 December 2013 | Bill Hunt/Mike Snow Cllr Mobbs | |
| Fetherston Court Land Acquisition Update (Ref 572) | To update members on land acquisition at Fetherston Court It is intended that this report will be Confidential by virtue of the information relating to the financial or business affairs of any particular person (including the authority holding that information) | | Executive 8 January 2014 | 27 December 2013 | Matt Jones Cllr Vincett | |
| February 2014 | | | | | | |
| Lillington Area Action/ Neighbourhood Plan (Ref 439) | To set in train work to develop an Area Action Plan for this part of Leamington as part of the Neighbourhood Community Budget pilot being trialled in Lillington | Executive 14 November 2012 Report to | Executive 12 December 2012 Executive 13 February 2013 Executive 19 | 3 February 2014 | Chris Elliott Jameel Malik Cllr Caborn | Leamington Town Council Warwickshire County Council Report to |

| | | | | | | |
|---|--|---|---|-----------------|----------------------------|--|
| | (Moved from December 12 reason 3) (Moved from June 13 reason 3) (Moved from September 13 reason 3) (Moved from November 13 reason 3) | Executive generally on Neighbourhood Plans in July 2012 | June 2013 Executive 11 September 2013 Executive 13 November 2013 Executive 11 December 2013 Executive 12 February 2014 | | | Executive generally on Neighbourhood Plans in July 2012 |
| Car Parking for National Bowls Championships (Ref 564) | To agree car parking for National Bowls Championship | | Executive 12 February 2014 | 3 February 2014 | Rose Winship Cllr Cross | Local Residents Friends of Victoria Park |
| Local Air Quality Management (Ref 562) | To seek member approval for new air quality planning guidance and an extension to the Leamington Air Quality Management Area | | Executive 12 February 2014 | 3 February 2014 | Grahame Helm Cllr Coker | DEFRA WCC Leamington Town Council Chamber of Commerce Local Developers |
| General Fund 2014-15 Budgets & Council Tax (Ref 536) | To update members on the overall financial position of the Council To consider The General Fund Revenue and Capital Budgets for the following financial year and propose the Council Tax for the following year | | Executive 12 February 2014 | 3 February 2014 | Mike Snow Cllr Mobbs | |

| | | | | | | |
|---|---|--|---|-----------------|------------------------------|--|
| Housing Revenue Account Rent Setting (Ref 537) | To report on the proposed level of Housing Rents for the following year and the proposed budget | | Executive 12 February 2014 | 3 February 2014 | Mark Smith Cllr Vincett | |
| Housing Revenue Account Service Charges (Ref 538) | To propose the levels of service charge for Housing properties in the following year | | Executive 12 February 2014 | 3 February 2014 | Mark Smith Cllr Vincett | |
| Council Tax (Ref 539) | To approve the recommendations of the Executive in respect of the following years budget and the Council Tax for all precepting authorities in the District | | Executive 12 February 2014 | 3 February 2014 | Mike Snow Cllr Mobbs | |
| Treasury Management Strategy (Ref 541) | To seek member approval of the Treasury Management Strategy and Investment Strategy for the forthcoming year | | Executive 12 February 2014 | 3 February 2014 | Roger Wyton Cllr Mobbs | |
| Sustainability Report (Ref 551) | | | Executive 12 February 2014 | 3 February 2014 | Richard Hall Cllr Coker | |
| Housing & Property Services Advisory Services Review (Ref 524) | To present various options for the service to (i) improve value for money of existing services and (ii) accelerate and maximise new affordable housing through the HRA Business Plan. | | Executive 11 December 2013 Executive 12 February 2014 | 3 February 2014 | Jameel Malik Cllr Vincett | Report to Executive 6th March 2012, recommendation number 6. Report for Finance and Audit Scrutiny Committee 11th December 2012 |

| | | | | | | |
|---|--|--|---|-----------------|------------------------------|---|
| | | | | | | Report for Finance and Audit Scrutiny Committee 18th June 2013. |
| Peer Challenge update (Ref 526) | To update Members of progress against the Peer Challenge Improvement Plan Moved from November & December 2013 reason 4 | | Executive 13 November 2013 Executive 11 December 2013 Executive 12 February 2014 | 3 February 2014 | Andrew Jones Cllr Mobbs | |
| Impact of potential changes to on street parking charges (Ref 486) | To report on the impact of potential changes to on street parking charges (Moved from July 2013 reason 3) | | Executive 17 April 2013 Executive 11 September 2013 Executive 11 December 2013 Executive 12 February 2014 | 3 February 2014 | Ian Coker Cllr Shilton | |
| Kenilworth Area Action/ Neighbourhood Plan (Ref 438) | To consider the request from Kenilworth Town Council to set in train work to develop an Area Action Plan for the town Moved from November 2012 reason 2 | | Executive 14 November 2012 Executive 9 January 2013 Executive 11 | 3 February 2014 | Chris Elliott Cllr Caborn | Kenilworth Town Council Warwickshire County Council Report to Executive |

| | | | | | | |
|--|--|--|--|--------------------|---|--|
| | (Moved from June 2013 Reason 3) (Moved from August 2013 reason 3) | | September 2013 Executive 12 February 2014 | | | generally on Neighbourhood Plans in July 2012 |
| 2 nd Warwick Sea Scouts – New Facilities (Ref 566) | To seek landlord's approval for new HQ building and re-development of current sites within St Nicholas Park and Myton Fields. | | Executive 12 February 2014 | 3 February 2014 | Tim Hepworth & Andy Jones Cllr Cross | 2nd Warwick Sea Scouts. Warwick skate park users. Warwick BMX track users. Friends of St Nicholas Park. General public consultation as part of 2WSS planning application Face to face briefings. Planning Notices |
| March 2014 | | | | | | |
| Housing Strategy Plan (Ref 565) | To agree a plan to deliver The Housing Strategy as agreed by Executive in November 2013 and going to Council December 2014 | | Executive 12 March 2014 | 3 March 2014 | Ken Bruno Cllr Vincett | Housing strategy 2014 – 2017 Executive Report |
| April 2014 | | | | | | |

| | | | | | | |
|--|--|--|--|--|--|--|
| | | | | | | |
|--|--|--|--|--|--|--|

Section 2 - Key decisions which are anticipated to be considered by the Council between May 2014 and December 2014**May 2014**

| | | | | | | |
|--|--|--|--|--|--|--|
| | | | | | | |
|--|--|--|--|--|--|--|

June 2014

| | | | | | | |
|-----------------------------|--|--|--|--|--|--|
| Final Accounts (Ref 553) | To report on the Council's outturn position for both revenue and capital | | | | | |
|-----------------------------|--|--|--|--|--|--|

July 2014

| | | | | | | |
|--|--|--|--|--|--|--|
| | | | | | | |
|--|--|--|--|--|--|--|

August 2014

| | | | | | | |
|---|--|--|--|--|--|--|
| Budget Review to include Financial Projections (Ref 567) | To report on the latest financial prospects for the current and future 5 years | | | | | |
|---|--|--|--|--|--|--|

September 2014

| | | | | | | |
|---------------------------------|--|--|----------------------------|--|-------------------------------|--|
| Statement of Accounts 2013-2014 | To formally approve the Council's statutory accounts 2013/2014 | | Executive 3 September 2014 | | Marcus Miskinis Cllr Mobbs | |
|---------------------------------|--|--|----------------------------|--|-------------------------------|--|

| | | | | | | |
|--|--|--|---------------------------|--|--------------------------|--|
| (Ref 568) | | | | | | |
| October 2014 | | | | | | |
| Fees and Charges Income Max (Ref 569) | To propose the level of fees and charges to be levied in 2013/14 | | Executive 1 October 2014 | | Andy Crump Cllr Mobbs | |
| November 2014 | | | | | | |
| Budget Review (Ref 571) | To advise members of any variations from approved budgets | | Executive 5 November 2014 | | Andy Crump Cllr Mobbs | |
| December 2014 | | | | | | |
| | | | | | | |

| TO BE CONFIRMED | | | | | | |
|--|---|---|---|--|--|--|
| Topic and Reference | Purpose of report | History of Committee Dates & Reason code for deferment | Contact Officer & Portfolio Holder | Expansion on Reasons for Deferment | External Consultees/ Consultation Method/ Background Papers | Request for attendance by Committee |
| New Customer Relationship Management System for Customer Services (Ref 428) | Update on Customer Relationship Management System for Customer Services | TBC | Susie Drummond Cllr Mrs Grainger | The CRM procurement is in progress. A decision will be made by June 2013, with a report coming after this. | | |
| Constitution (Ref 364) | Revision to the existing WDC Constitution | Executive 11 September 2013 | Graham Leach Cllr Doody | Reason 3 | | |
| Evening Economy (Ref 362) | Action Plan 2012-2015 | Executive 11 September 2013 | Joe Baconnet Cllr Hammon | Moved from September 2013 Reason 1 & 4 | | |
| Corporate Debt Policy (Ref 516) | To approve the Corporate Debt Policy | TBC | Jon Dawson Cllr Mobbs | | | |

Section 3 - Items which are anticipated to be considered by the Executive but are NOT key decisions

| January 2014 | | | | | | |
|---|---|--|--|--|-------------------------|--|
| Significant Business risk Register (Ref 535) | To advise members of Corporate Business Risks | | | | Mike Snow Cllr Mobbs | |
| February 2014 | | | | | | |
| | | | | | | |
| March 2014 | | | | | | |
| | | | | | | |
| April 2014 | | | | | | |
| | | | | | | |
| May 2014 | | | | | | |
| | | | | | | |
| June 2014 | | | | | | |
| | | | | | | |
| July 2014 | | | | | | |
| Significant Business risk Register (Ref 553) | To advise members of Corporate Business Risks | | | | Mike Snow Cllr Mobbs | |

| | | | | | | |
|--|---|--|--|--|----------------------------|--|
| Review of Business Rates Pooling Arrangements (Ref 554) | To inform members of the outcome of the first year's Pooling Arrangements | | | | Richard Barr Cllr Mobbs | |
| August 2014 | | | | | | |
| | | | | | | |
| September 2014 | | | | | | |
| | | | | | | |
| October 2014 | | | | | | |
| Review of Significant Business Risk Register (Ref 570) | To inform members of the significant risks to the Council | | | | Richard Barr Cllr Mobbs | |
| | | | | | | |
| November 2014 | | | | | | |

| | | | | | | |
|----------------------|--|--|--|--|--|--|
| | | | | | | |
| | | | | | | |
| December 2014 | | | | | | |
| | | | | | | |

Delayed reports:

If a report is late, officers will establish the reason(s) for the delay from the list below and these will be included within the plan above:

1. Portfolio Holder has deferred the consideration of the report
2. Waiting for further information from a Government Agency
3. Waiting for further information from another body
4. New information received requires revision to report
5. Seeking further clarification on implications of report.

Details of all the Council's committees, Councillors and agenda papers are available via our website www.warwickdc.gov.uk/committees

The forward plan is also available, on request, in large print on request, by telephoning (01926) 412656