



## **FORWARD PLAN October 2013 to January 2014**

**COUNCILLOR MICHAEL DOODY  
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 October 2013 to January 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
<b>October 2013</b>						
Fees and Charges Income Max (Ref 491)	To propose the level of fees and charges to be levied in 2013/2014		Executive 9 October 2013	30 September 2013	Andy Crump Cllr Mobbs	
Warwick 1100 Celebrations (Ref 532)	Report detailing the work being undertaken and considered for the Warwick 1100 celebrations and requests one-off funding to ensure the continuation of this work maximising the opportunities of the year.		Executive 9 October 2013	30 September 2013	Nicki Curwood Cllr Hammon	
Sports & Leisure Strategy (Ref 527)	To seek approval for vision and principles underpinning the merging strategy		Executive 9 October 2013	30 September 2013	Chris Charman Cllr Cross	
Building Control Shared Service (Ref 519)	Consideration of combining Warwick DC's Building Control Services with Coventry City Council's service  <b>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)</b>		Executive 9 October 2013	30 September 2013	Tracy Darke Cllr Hammon	Coventry City Council  Staff  Unions

Local Enforcement Plan (Ref 467)	To adopt a Local Enforcement Plan Moved from March 2013 Moved from July 2013 Moved from September 2013 (Reason 5)		<del>Executive 13 March 2013</del> <del>Executive 10 July 2013</del> <del>Executive 11 September 2013</del> Executive 9 October 2013	30 September 2013	Gary Fisher Cllr Hammon	
Task & Finish Dog Control Orders (Ref 533)	To receive a report from Overview & Scrutiny with recommendations following a Task & Finish project		Executive 9 October 2013	30 September 2013		
<b>November 2013</b>						
Riverside House offices - relocation options (Ref 528)	To present relocation options <b>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)</b>		Executive 13 November 2013	4 November 2013	Duncan Elliott Cllr Hammon	
Local Council Tax Reduction Scheme (Ref 517)	To seek member approval of the 2014-15 Scheme		Executive 13 November 2013	4 November 2013	Andrea Wyatt Cllr Mobbs	

Budget Review (Ref 493)	To advise members of any variations from approved budgets		Executive 13 November 2013	4 November 2013	Andy Crump Cllr Mobbs	
Housing Strategy (Ref A1)	To set out the Council's medium to long term housing goals across all tenures to meet the housing needs of the District  (Delayed for Reason 5)		Executive 13 November 2013	4 November 2013	Ken Bruno Cllr Vincett	
Local Plan Various Topics:  Joint Strategic Housing Market Assessment and update to WDC housing requirement  Updated Timetable for Local Development Scheme  Preferred Options for Village Housing Allocations  (Ref 542)	To update on various Local Plan topics		Executive 13 November 2013	4 November 2013	Dave Barber Cllr Caborn	Local plan Revised Development Strategy  Parish Councils

Neighbourhood Plan Area Designations Ashow & Stoneleigh and Burton Green (Ref 543)	To update on Neighbourhood Plan Area Designations		Executive 13 November 2013	4 November 2013	Stephen Hay Cllr Caborn	Applications for Neighbourhood Plan designation for Ashow & Stoneleigh and Burton Green
Neighbourhood Plan Area Designation Leek Wootton (Ref 544)	To update on Neighbourhood Plan Area Designations		Executive 13 November 2013	4 November 2013	Stephen Hay Cllr Caborn	Applications for Neighbourhood Plan designation for Leek Wootton
Asset Review (Ref 545)	To advise Members of the outcome of a review of the Council's physical asset base and the financial implications		Executive 13 November 2013	4 November 2013	Bill Hunt Cllr Hammon	
City Deal Governance (Ref 546)	To seek Member approval of the City Deal governance arrangements		Executive 13 November 2013	4 November 2013	Bill Hunt Cllr Hammon	
A Refreshed Sustainable Community Strategy and Updated Fit For the Future Programme (Ref 547)	To seek Member approval of a refreshed Sustainable Community Strategy and updated Fit For the Future programme		Executive 13 November 2013	4 November 2013	Andrew Jones Cllrs Shilton & Vincett	
Alternative use of part of West Rock car park (Ref 548)	To seek Member approval for the use of part of West Rock car park for housing		Executive 13 November 2013	4 November 2013	Andrew Jones Cllrs Shilton & Vincett	

## December 2013

General Fund Budgets 2014 - 2015 (Ref 494)	To consider the following year revenue budgets for the general fund		Executive 11 December 2013	2 December 2013	Marcus Miskinus Cllr Mobbs	
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  (Moved from December 12 reason 3) (Moved from June 13 reason 3) (Moved from September 13 reason 3) (Moved from November 13 reason 3)	<del>Executive 14 November 2012</del>  Report to Executive generally on Neighbourhood Plans in July 2012	<del>Executive 12 December 2012</del> <del>Executive 13 February 2013</del> <del>Executive 19 June 2013</del> <del>Executive 11 September 2013</del> <del>Executive 13 November 2013</del>  Executive 11 December 2013	2 December 2013	Chris Elliott Jameel Malik Cllr Caborn	Leamington Town Council  Warwickshire County Council  Report to Executive generally on Neighbourhood Plans in July 2012
Housing Revenue Account Budgets 2014-2015 (Ref 500)	To consider the following year revenue budgets for the Housing Revenue Account		Executive 11 December 2013	2 December 2013	Mark Smith Cllr Mobbs	

Car Park Action Plan 2012-2017 (Ref 386)	More information required from the Review of Warwick County Council)  (Moved from July 2012 Reason 5)		<del>Executive 11 September 2013</del>  Executive 11 December 2013	2 December 2013	Ian Coker Cllr Shilton	
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)		<del>Executive 17 April 2013</del>  <del>Executive 11 September 2013</del>  Executive 11 December 2013	2 December 2013	Ian Coker Cllr Shilton	
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	2 December 2013	Jameel Malik Cllr Vincett	Report to Executive 6 <sup>th</sup> March 2012, recommendation number 6.  Report for Finance and Audit Scrutiny Committee 11 <sup>th</sup> December 2012  Report for Finance and Audit Scrutiny Committee 18 <sup>th</sup> June 2013.
Review of Security of Open Spaces within Warwick District Council	Review of security measures at open spaces across district to prevent illegal encampment		Executive 11 December 2013	2 December 2013	Ian Coker Cllr Shilton	

(Ref 529)						
Kenilworth Area Action/ Neighbourhood Plan (Ref 438)	<p>To consider the request from Kenilworth Town Council to set in train work to develop an Area Action Plan for the town</p> <p>Moved from November 2012 reason 2 (Moved from June 2013 Reason 3) (Moved from August 2013 reason 3)</p>		<p><del>Executive 14 November 2012</del></p> <p><del>Executive 9 January 2013</del></p> <p><del>Executive 11 September 2013</del></p> <p>Executive 11 December 2013</p>	2 December 2013	Chris Elliott Cllr Caborn	<p>Kenilworth Town Council</p> <p>Warwickshire County Council</p> <p>Report to Executive generally on Neighbourhood Plans in July 2012</p>
Peer Challenge update (Ref 526)	<p>To update Members of progress against the Peer Challenge Improvement Plan</p> <p>Moved from November 2013 reason 4</p>		<p><del>Executive 13 November 2013</del></p> <p>Executive 11 December 2013</p>	2 December 2013	Andrew Jones Cllr Doody	
Kenilworth Public Service Centre (Ref 436)	<p>To receive and approve the business case for the second stage of the Kenilworth Public Service Centre and to agree funding to go through to completion</p> <p>Moved from December 2012 reason 3</p> <p><b>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)</b></p>		<p><del>Executive 18 April 2012</del></p> <p><del>Executive 11 July 2012</del></p> <p><del>Executive 12 December 2012</del></p> <p><del>Executive 9 January 2013</del></p> <p><del>Executive 19</del></p>	2 December 2013	Chris Elliott Cllrs Hammon & Mrs Grainger	<p>Warwickshire County Council</p> <p>Kenilworth Town Council</p> <p>Talisman Theatre GP PCT SWGHT</p>



			June 2013			
			Executive 11 December 2013			
January 2014						

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

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	

**March 2014**

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## 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
Draft Customer Service Centre Service Level Agreement (Ref 354)	To update on the Draft Customer Service Centre Service Level Agreement	Moved from September – needs review & agreement by Warwickshire County Council * Reason 3 –	Susie Drummond Cllr Mrs Grainger	A number of changes within the Customer Services function of WCC are planned. These will impact the content of the SLA, so we are waiting for finalisation.		Executive. 26/01/11 = Customer Service Centre Performance & Co-location Review / Warwickshire County Council
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	<del>Executive 11 September 2013</del>	Graham Leach Cllr Doody	Reason 3		
Evening Economy (Ref 362)	Action Plan 2012-2015	<del>Executive 11 September 2013</del>	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**

Topic	Purpose of report	Meeting	If requested by Executive, decision and minute number	Publication date	Contact Officer	Portfolio Holder
<b>September 2013</b>						
Statement of Accounts 2012 - 2013 (Ref 490)	To formally approve the Council's statutory accounts 2011/2012				Marcus Miskinis Cllr Mobbs	
<b>October 2013</b>						
Review of Significant Business risk Register (Ref 492)	To inform members of the significant risks to the Council				Richard Barr Cllr Mobbs	
<b>November 2013</b>						
<b>December 2013</b>						
<b>January 2014</b>						
Significant Business risk Register (Ref 535)9	To advise members of Corporate Business Risks				Mike snow Cllr Mobbs	

February 2014						
March 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](http://www.warwickdc.gov.uk/committees)**

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