



FORWARD PLAN

September to December 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.

Delayed reports:

If a report is late, officers should use the reason code below to establish the reason(s) for the delay:

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.

Section 1 – The Forward Plan September to December 2009

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
SEPTEMBER 2009						
* External Auditor Governance Report (Ref 225)			Executive 29.09.09	17.09.09	Mike Snow Cllr Michael Doocy and Mobbs	
Chandos Street Update (Ref 174)	to present a report on the development agreement with Wilson Bowden		Executive 18.03.09 Executive 10.6.09 Executive 15.07.09 *Reason 1 Executive 29.09.09	17.09.09	John Archer Gary Stephens Cllr Hammon	
Warwick BID (Ref 190)	Update report on the progress of the Business Improvement District for Warwick Town Centre		Executive 15.07.09 Executive 26.08.09 *Reason 3 Executive 29.09.09	17.09.09	Paul Pinkney Cllr Hammon	
Spencer Yard (Ref 147)	To update members on the progress of the project		Executive 29.09.09	17.09.09	Bill Hunt Cllrs Doody & Hammon	
Business case for shared legal service	To report on the business case for a shared legal service with Warwickshire County Council		Executive 29.09.09	17.09.09	Peter Oliver Cllr Michael	Warwickshire County Council

(Ref 220)					Doody	
Review of Budget & Improvement Programme (BIP) (Ref 221)	To update the Executive on progress with the BIP		Executive 29.09.09	17.09.09	Susie Drummond Cllr Caborn	Report to Exec 10 June 09
Consultation on Extension to Warwick Conservation Area (Ref 226)	To review by consultation an extension to the Warwick Conservation Area		Executive 29.09.09	17.09.09	Gary Stephens Cllr Hammon	
OCTOBER 2009						
Royal Spa Centre Report (Ref 210)	Report from the Royal Spa Centre Task and Finish Group		Executive 21.10.09	12.10.09	Theresa Goss Cllr Mrs Gallagher	
The Councils Business Continuity Policy and Plan (Ref 134)	To formally agree the Councils Business Continuity Policy and Corporate Business Continuity Plan		Executive 04.02.09 Executive 18.03.09 Executive 10.6.09 Executive 21.10.09	12.10.09	Roger Jewsbury Cllr Kirton	
Approval of Fees and Charges 2010/11 (Ref 206)	To propose the level of Fees and Charges to be levied in 2010/11		Executive 21.10.09	12.10.09	Marcus Miskinis Cllr Mobbs	
Article 4 Directions in Milverton and Wroxall (Ref 207)	To consider Article 4 Directions in Milverton and Wroxall		Executive 21.10.09	12.10.09	Alan Mayes Cllr Hammon	

Concurrent Services Review (Ref 170)	To report back on the further consultation and analysis undertaken as recommended by the June Executive		Executive 21.10.09	12.10.09	Jenny Clayton Cllrs Caborn and Michael Doody	
Service & Maintenance Contracts (Ref 219)	Report to request Outline Planning Permission to Re-tender Problematic Service and Maintenance Contracts		Executive 21.10.09	12.10.09	Matt Jones, Mark Perkins & Tony White Cllr Mrs Grainger	
Green Space Strategy (Ref 186)	Members to approve the strategy		Executive June 2009 Executive 15.07.09 Executive 26.08.09 *Reason 1 Executive 21.10.09	12.10.09	Rose Winship Cllr Mrs Gallagher	Reschedule report to October Executive to allow more time to engage with elected members and to assess the implications of the Core Strategy
Management of Oakley Wood (Ref 203)	To outline future management options and resource implications for this woodland owned by WDC		Executive 26.08.09 *Reason 4 Executive 21.10.09	12.10.09	Rose Winship/ Chris Hastie Cllr Mrs Gallagher	
Building on Excellence – Final Review Report (Ref 222)	To review progress on Building on Excellence and to recommend that BoE is drawn to a close and any outstanding actions are dealt with through alternative channels		Executive 21.10.09	12.10.09	Dave Barber Cllr Michael Doody	Building on Excellence
Corporate Business Plan and Portfolio Holder Statements (Ref 223)	To agree the new Corporate Business Plan (replacing the existing Corporate Strategy), including the 9 portfolio holder statements which will be redrafted to align with new portfolio responsibilities		Executive 21.10.09	12.10.09	Dave Barber Cllr Michael Doody (plus all portfolio holders)	Wide range of people and groups have been consulted in drawing up PH Statements. Lead by each service area (variety

						of methods) with corporate involvement through the Citizens Panel and Place Survey Corporate Strategy 2008-2011 & Current Portfolio holder Statement for 2009/10
Warwick Town Centre Area Action Plan Issues Paper (Ref 224)	To approve the Warwick Town Centre Area Action Plan Issues Paper for the purposes of public consultation.		Executive 21.10.09	12.10.09	Gary Stephens Cllr Hammon	Warwick 2026 Steering Group
NOVEMBER 2009						
Review of Agreement with Immediate Solutions of Sponsorship of Roundabouts (Ref 154)	To confirm the agreement between Immediate Solutions and WDC regarding sponsorship of specific highway areas controlled by WCC		Executive 18.03.09 Executive 10.6.09 Executive 15.07.09 Executive 26.08.09 *Reason 3 Executive 11.11.09	02.11.09	Ian Coker Cllr Shilton	WCC/ Meetings
Gypsy and Traveller Sites (Ref 166)			Special Exec 30.03.09 Executive 10.6.09 Executive 26.08.09 Executive 11.11.09	02.11.09	Satnam Kaur	

Homelessness Strategy (Ref 168)			Executive 18.03.09 Executive 10.6.09 Executive 26.08.09 Executive 11.11.09	02.11.09	Satnam Kaur Cllr Mrs Grainger	
DECEMBER 2009						
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		Executive 04.02.09 Executive 18.03.09 Executive 10.6.09 Executive 21.10.09 *Reason4 Executive 02.12.09	23.11.09	Bill Hunt/Mark Perkins Cllr Mrs Grainger	
Future of Newbold Comyn Golf Course (Ref 185)	To inform on the companies invited to participate in the tender process (P&C)		Executive 02.12.09	23.11.09	Rose Winship Cllr Mrs Gallagher	Executive 3 Dec 08 & 10 Jun 09
Approval of General Fund Base Estimates Revised 2009/10 and Original 2010/11 (Ref 211)	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 02.12.09	23.11.09	Marcus Miskinis Cllr Mobbs	
Approval of Housing Revenue Account Base Estimates Revised 2009/10 and	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		Executive 02.12.09	23.11.09	Alison Simmons/ Sandra Jones Cllr Mrs	

Original 2010/11 (Ref 212)	service				Grainger	
Future catering arrangements in Cultural Services (Ref 213)	To consider future ways of catering within cultural services		Executive 02.12.09	23.11.09	Rose Winship Cllr Mrs Gallagher	
Climate Change (Ref 214)	To report on the Councils Climate Change adaptation action plan		Executive 02.12.09	23.11.09	Roger Jewsbury Cllrs Mrs Bunker and Hammon	
Local list of historic buildings (Ref 215)	To approve the local list of historic buildings for the rural area		Executive 02.12.09	23.11.09	Alan Mayes Cllr Hammon	
Annual Monitoring Report/Review of Local Development Scheme (Ref 216)	To consider the Annual Monitoring Report and approve amendments to the Local Development Scheme		Executive 02.12.09	23.11.09	Gary Stephens Cllr Hammon	
Play Area Action Plan (Ref 217)	To report the outcome of the Play are audit		Executive 02.12.09	23.11.09	Rose Winship Cllr Mrs Gallagher	Executive Dec 2008
Maintenance of WDC Trees Task & Finish Group report (Ref 218)	To report on the findings and outcomes of the task and finish group with regards to the Maintenance of Warwick District Council Trees		Executive 02.12.09	23.11.09	Theresa Goss and Lucy Elrick Cllr Shilton	
Review of Budget & Improvement Programme (BIP) (Ref 221)	To update the Executive on progress with the BIP		Executive 02.12.09	23.11.09	Susie Drummond Cllr Caborn	Report to Exec 10 June & 29 September 09

Section 2 - Key decisions which are anticipated to be considered by the Council between January 2010 to August 2010

Topic and Reference	Purpose of report	If requested by Executive, decision and minute number	Date of Executive, Committee, Council meeting	Publication Date of Agendas	Contact Officer & Portfolio Holder	External Consultees/ Consultation Method/ Background Papers
FEBRUARY 2010						
Core strategy - Publication version (Ref G)	To approve the final draft Core Strategy for publication and consultation		Executive 21.10.09 Executive 02.12.09 Executive 03.02.2010	25.01.10	Gary Stephens Cllr Hammon	
Treasury Management Strategy Plan (Ref L1)	To approve the Council's Treasury Management Strategy for 2010/11 and to recommend to Council the Council's 2010/11 Annual Investment Strategy and Minimum Revenue Provision Policy		Executive 03.02.2010 Council 03.03.2010	25.01.10	Roger Wyton Cllr Mobbs	
Future of Newbold Comyn Golf Course (Ref 185)	To inform on the companies invited to participate in the tender process (P&C)		Executive 03.02.2010	25.01.10	Rose Winship Cllr Mrs Gallagher	Executive 3 December 2008/10 June 2009/August 2009/Dec 2009
Budget 2010/11 and Council Tax and Capital (Ref M1)	To finalise the General Fund Revenue and Capital Budgets for 2010/11 and set the appropriate level of council tax		Executive 03.02.2010 Council 24.02.2010	25.01.10	Mike Snow Cllr Michael Doody	
Housing Rents and Housing Revenue Account 2010/11 (Ref N1)	To finalise the Housing Revenue Account Budgets for 2010/11 and set the level of Housing Rents		Executive 03.02.2010 Council 24.02.2010	25.01.10	Alison Simmons/Sandra Jones Cllr Mrs Grainger	

Heating, Lighting and Water Charges 2010/11 – Council Tenants (Ref O1)	To agree service charges for the recovery of the cost of provision of communal services		Executive 03.02.2010 Council 24.02.2010	25.01.10	Alison Simmons/Sandra Jones Cllr Mrs Grainger	
Bereavement Services Strategy (Ref P1)	To agree a strategy for the service into the future		Executive 03.02.2010 Council 24.02.2010	25.01.10	Pam Chilvers Cllr Mrs Bunker	
MARCH 2010						
Area Based Grant for Climate Change (Ref S1)	To approve the allocation of the Area Based Grant for 2010/2011		Executive 17.03.2010		Gary Stephens Cllr Hammon	
Historic Building Grant Allocations (Ref T1)	To approve the allocation of the Historic Building Grants for 2010/2011		Executive 17.03.2010		Alan Mayes Cllr Hammon	
JUNE 2010						
Final Accounts 2009/10 (Ref U1)	To report on the outturn position for the Council's revenue and capital budgets		Executive June 2010		Marcus Miskinis Cllr Mobbs	
Statement of Accounts 2009/10 (Ref V1)	To formally approved the Council's accounts for 2009/10		COUNCIL June 2010		Marcus Miskinis Cllr Mobbs	

DATES TO BE CONFIRMED

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	
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	
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 September 2009 and August 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
Efficiencies	To update the Executive on the Council's progress in meeting the Efficiency Agenda	Executive 29 Sept 09	Minutes of 18 March 2009	17.09.09	Jenny Clayton	Cllr Mobbs
Scheme of Delegation		Executive 29 Sept 09		17.09.09	Dave Ward	Cllr Mrs Grainger
Warwick District Council revised Complaints Policy and role out programme for the policy	To update the Executive on the new complaints policy and role out programme	Executive 29 Sept 09		17.09.09	Graham Leach	Cllr Michael Doody
Housing Appeals Review Panel Procedures	To formally agree the procedures for Housing Appeals Review Panels (HARP)	Executive 29 Sept 09		17.09.09	Graham Leach	Cllr Mrs Grainger
Review of Cemeteries Regulations	To provide an update report after the new regulations are implemented	Executive 21 Oct 09	Minutes of 4 June 2008	12.10.09	Nigel Bishop/ Alan Tucker-Lee	Cllr Mrs Bunker
Financial Monitoring to 31 st August 2009	To advise members of any variations from approved budgets	Executive 21 Oct 09		12.10.09	Mike Snow	Cllr Mobbs
Efficiencies	To update the Executive on the Council's progress in meeting the Efficiency Agenda	Executive 17 Mar 2010		08.03.10	Jenny Clayton	Cllr Mobbs
Financial Monitoring to 31 May 2010	To advise members of any variations from approved budgets	Executive July 2010			Mike Snow Cllr Caborn	
Rural Initiatives Grant Application	To consider an application for a grant	Executive August 2010			Roger Wyton Cllr Caborn	

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 available in large print on request, by telephoning (01926) 456005