



## Warwick District Council Forward Plan April to July 2017

**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 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) 456114. 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.

**(867)**

**Section 1 – The Forward Plan April to July 2017**

<b>Topic and Reference</b>	<b>Purpose of report</b>	<b>If requested by Executive – date, decision &amp; minute no.</b>	<b>Date of Executive, Committee or Council meeting</b>	<b>Publication Date of Agendas</b>	<b>Contact Officer &amp; Portfolio Holder</b>	<b>External Consultees/ Consultation Method/ Background Papers</b>
<b>April 2017</b>						
Service Area Plans for 2017/18 & Annual Performance Reports for 2016/17 (Ref 837)	To approve the Council's Service Area Plans for 2017/18 and report on performance against Service Area Plans for 2016/17.		Executive 4/4/2017	27/03/2017	Andrew Jones Cllr Mobbs	
Code of Procurement Practice (Ref 805)	To consider and recommend to Council an updated Code of Procurement Practice.		Executive Reason 5 <del>28/9/2016</del> <del>30/11/2016</del> 5/1/2017 8/2/2017 4/4/2017	27/03/2017	John Roberts Cllr Whiting	
Corporate Property Planned Preventative Maintenance Programme (Ref 850)	To provide the rationale for the proposed allocation of works against the budget for the Corporate Repairs and Maintenance Programme.		Executive 4/4/2017	27/03/2017	Russell Marsden Cllr Phillips	
Housing Futures – Revised Housing Revenue Account Business Plan (Ref 775)	To propose a revised Housing Revenue Account Business Plan.		Executive <del>8/3/2017</del> Reason 5 4/4/2017	27/03/2017	Bill Hunt Cllr Phillips	
Leamington Creative Quarter (Ref 866)	To delegate authority to agree the boundary of the Creative Quarter during the procurement process – confidential report.		Executive 04/04/2017	27/03/2017	Bill Hunt / Phil Clarke Cllrs Mobbs, Cross & Coker	

**May 2017** – there are no scheduled Executive meetings at this time.

**1 June 2017**

Car Parking Strategy (Ref 790)	To consider the future off-street car parking needs of Leamington, Warwick and Kenilworth and how these should be addressed.		Executive <del>2/6/16</del> <del>27/7/2016</del> Reason 3 01/06/2017	23/05/2017	Paul Garrison  Cllr. Shilton	
Task & Finish Group – Houses in Multiple Occupation (Ref 865)	To consider the report and recommendations from the HMO Task & Finish group.		Executive 01/06/2017	23/05/2017	Cllrs Naimo, Mrs Cain Quinney, Davison, Thompson, Mrs Knight & Miss Grainger  Cllrs Cross & Phillips	Residents Associations (various), Warwick University, Landlords Forum, WCC Councillors, Parish & Town Councils.
Members' Allowances Scheme (Ref 853)	To consider the recommendations of the Independent Review Panel with regard to Warwick District Councillors Allowances.		Executive <del>4/4/2017</del> Reason 3 01/06/2017	23/05/2017	Graham Leach Cllr Mobbs	
St Mary's Lands Warwick Golf Centre (Ref 843)	To consider the business case for an investment proposal. (Private and Confidential by virtue of paragraph 3 of Local Government Act 1972 - Schedule 12A following the Local Government (Access to Information) (Variation) Order 2006)		Executive <del>4/4/2017</del> Reason 3 01/06/2017	23/05/2017	Chris Elliott Cllr Butler	
Task & Finish Group – Off-street car parking charges review (Ref 864)	To consider the report and recommendations from the Off-street car parking Task & Finish group.		Executive 01/06/2017	23/05/2017a	Cllrs Quinney, Day, Mrs Cain, Mrs Stevens,	BID Leamington, Warwick District Chambers of Trade, WCC Park & Ride and WCC On-street

					Boad & Ashford P/H Cllr Shilton	parking and liaison
<b>28 June 2017</b>						
Fit For the Future Change Programme (Ref 839)	To update the Council's Fit For the Future Change Programme.		Executive 28/06/2017	20/06/2017	Andrew Jones Cllr Mobbs	
Risk Based Verification (Ref 846)	To seek approval for using Risk Based Verification for Benefit Claims		Executive 28/06/2017	20/06/2017	Andrea Wyatt Cllr Whiting	
St Mary's Lands Master Plan and Delivery Plan Implementation Update (Ref 842)	To consider the masterplan for adoption as the policy for the area and further decisions on its implementation.		Executive 28/06/2017	20/06/2017	Chris Elliott Cllr Butler	
Housing Related Support (Ref 854)	To approve new budgetary arrangements following a restructure of Housing Support Services.		Executive 28/06/2017	20/06/2017	Simon Brooke Cllr Phillips	
Linen Street Car Park (Ref 861)	To consider recommendations for redevelopment for the Linen Street Car Park facility		Executive 28/06/2017	20/06/2017	Paul Garrison Cllr Shilton	
Leamington Cemetery North Lodge (Ref 828)	To review the future use of Leamington Cemetery North Lodge.		Executive <del>4/4/2017</del> Reason 3 28/06/2017	20/06/2017	Rob Hoof Cllr Shilton	
<b>July 2017</b>						
HQ Relocation Project – outcome of phase 1 work (Ref 801)	To consider the outcomes of the phase 1 work and, if appropriate, seek approval for commencement of the phase 2 delivery works.		Executive 26/07/2017	18/07/2016	Bill Hunt Cllrs Mobbs, Whiting, Cross,	

					Shilton	
Final Accounts 2016/17 (Ref 847)	To report on the Council's outturn position for both revenue and capital.		Executive 26/07/2017	18/07/2016	Marcus Miskinis Cllr Whiting	
Corporate Asset Management Strategy (Ref 641)	To propose an Asset Management Strategy for all the Council's buildings and land holdings.		Executive <del>29/6/2016</del> Reason 6 <del>1/9/16</del> Reasons 3 & 5 <del>5/1/2017</del> Reasons 3 & 5 <del>8/2/2017</del> Reasons 3 & 5	18/07/2016	Bill Hunt Cllrs Mobbs, Cross, Shilton, Coker & Whiting	
Abbey Fields, Parks for People Bid (Ref 863)	To consider bringing forward a tender to scope and consult on a Heritage Lottery funding bid for Abbey Fields		Executive 26/07/2017	18/07/2016	Richard Lunwood Cllr Shilton	

**Section 2 Key decisions which are anticipated to be considered by the Council between August and November 2017**

<b>Topic and Reference</b>	<b>Purpose of report</b>	<b>If requested by Executive – date, decision &amp; minute no.</b>	<b>Date of Executive, Committee or Council meeting</b>	<b>Publication Date of Agendas</b>	<b>Contact Officer &amp; Portfolio Holder</b>	<b>External Consultees/ Consultation Method/ Background Papers</b>
<b>August 2017</b>						
Budget Review Quarter One to include Financial Projections (Ref 848)	To report on the latest financial prospects for the current and future 5 years.		Executive 31/08/2017	22/08/2017	Andy Crump Cllr Whiting	
12 Month Review of Waste Container Charging Policy (Ref 857)	To review the waste container charging policy after 12 months of it being in effect.		Executive 31/08/2017	22/08/2017	Becky Davies Cllr Shilton	Waste container charging paper: Executive meeting – 10 February 2016 - Agenda item no.3 and Council – 24 February 2016  8 month review of waste container charges:  Finance and Audit Scrutiny Committee – 7 Feb 2017 Agenda item no.9 and Overview and Scrutiny Committee – 7 Feb 2017 Agenda item no.7

Leamington Spa Car Parking Displacement Plan (Ref 844)	To set out the options available should vehicles be displaced from Covent Garden car park and to consider alternative parking options within Leamington Town Centre.		Executive <del>4/4/2017</del> Reason 2 31/08/2017	22/08/2017	Gary Charlton Cllr Shilton	
Car Park Fees and Charges (Ref 862)	To consider the recommendations for changes to car park fees and charges.		Executive 31/08/2017	22/08/2017	Paul Garrison Cllr Shilton	Warwick District Chambers of Trade and BID Leamington.
<b>September 2017</b>						
Fees and Charges (Ref 849)	To propose the level of fees and charges to be levied from 2 January 2018.		Executive 27/09/2017	19/09/2017	Andy Crump Cllr Whiting	
Article 4 Direction for Royal Leamington Spa Conservation Area (Ref 859)	To authorise the creation of an Article 4 Direction for Royal Leamington Spa Conservation Area, to restrict those permitted development rights that are potentially harmful to the appearance of the Conservation Area.		Executive 27/09/2017	19/09/2017	Nick Corbett Cllr Cross	
<b>October 2017</b> – No scheduled reports at this time.						
<b>November 2017</b>						
12 Month Review of New Housing Allocations Policy (Ref 858)	To review the working of the new Housing Allocations Policy.		Executive 29/11/2017	21/11/2017	Ken Bruno Cllr Phillips	

**Section 3 Key decisions which are anticipated to be considered by the Council but the date for which is to be confirmed**

<b>Topic and Reference</b>	<b>Purpose of report</b>	<b>History of Committee Dates &amp; Reason code for deferment</b>	<b>Contact Officer &amp; Portfolio Holder</b>	<b>Expansion on Reasons for Deferment</b>	<b>External Consultees/ Consultation Method/ Background Papers</b>	<b>Request for attendance by Committee</b>
Private Sector Housing Grants Policy (Ref 658)	To propose a revised policy for the allocation of grant funding for private residents.		Ken Bruno Cllr Phillips	This will come forward in due course once the Future of Housing Adaptations Service has been determined		TBC
Council Development Company (Ref 727)	To consider a report on establishing a Council Development Company.	Executive <del>9/3/2016</del> <del>2/6/2016</del> Reason 2 <del>Reason 1</del> <del>29/6/2016</del>	Bill Hunt Cllr Phillips			
Revisions to the Constitution/ Delegation Agreement (Ref 819)	To request revisions to the Constitution/ Delegation Agreement with regard to the determination of Planning Applications.		Tracy Darke/Gary Fisher  Cllr Cross	This is the subject of on-going discussion with key members		
Leisure Development – Phase II (Kenilworth) (Ref 803)	To agree the scope of Phase II.	Executive <del>28/9/2016</del> Reason 5	Rose Winship  Cllr Coker			
HRA Asset Management and Development Policy (Ref 829)		Executive	Bill Hunt Cllr Phillips			



Strategic Opportunity Proposal (Ref 712)	To update Members on the current position. It is anticipated that this report will be, in part, Confidential by virtue of the information relating to the financial or business affairs of any particular person (including the authority holding that information).	Executive/ Council 03/09/15 30/09/15 02/12/2015 6/4/2016 2/6/2016 30/11/2016 Reason 3 5/1/2017 Reason 3 & 5	Chris Elliott Cllr Phillips	This item will be brought to Council on 22 February 2017, however it is not yet clear if Executive approval will be required for some aspects of the report.		
Recording and Broadcasting of Public Meetings (Ref 840)	To inform members of the research into the potential to record and broadcast all Council meetings as per the Notice of Motion to Council.	Council 29/6/2016 Executive 5/1/2017 8/2/2017 Reason 3	Graham Leach Cllr Mobbs	Currently being investigated in tandem with Council Chamber PA issues.		
Councillors IT (Ref 841)	To report back on the work of the Councillor IT Working Party.	Executive 5/1/2017 8/2/2017 Reason 3	Graham Leach Cllr Mobbs	Awaiting the outcome of Members' Allowances Review.		
Consideration of a Hackney Carriage Vehicle Limitation Policy (Ref 851)	To update members on the results of the WDC Hackney Carriage Unmet Demand Survey and: <b>Meeting 1</b> – Introduce highlights of survey and propose a 6 week consultation on recommended options outlined in the survey. <b>Meeting 2</b> – Update on the consultation & determine any change to policy, following the consultation.		Lorna Hudson Cllr Grainger	This report will go to Licensing & Regulatory Committee on 20/02/17 & 30/05/17 prior to being brought to Executive.	Taxi trade, local business, safer communities, disability, equality and other local group representatives, Town Councils, Police.	

					Questionnaire on website/email. CTS Traffic & Transportation Final Report - July 2016.	
WDC Enterprise – New Trading Arm (Ref 817)	To seek approval to establish a Local Authority Trading Company, to expand support provision whilst capitalising on existing skills to maximise income.	Executive <del>2/11/2016</del> Reason5 5/1/2017 Reason5 8/2/2017 Reason 5	Gayle Spencer Cllr Butler			
Events Review (Ref 832)	To review the provision and support of events in the District.	Executive 8/3/2017 Reason 4	Stuart Poole Cllr Butler			

**Section 4 – Items which are anticipated to be considered by the Executive but are NOT key decisions**

<b>Topic and Reference</b>	<b>Purpose of report</b>	<b>If requested by Executive – date, decision &amp; minute no.</b>	<b>Date of Executive, Committee or Council meeting</b>	<b>Publication Date of Agendas</b>	<b>Contact Officer &amp; Portfolio Holder</b>	<b>External Consultees/ Consultation Method/ Background Papers</b>
<b>April 2017</b>						
Rural Urban Community Initiative Scheme Applications	To consider applications for Rural and Urban Initiative Grants.		Executive 5/4/2017	27/03/2017	Jon Dawson Cllr Whiting	
Review of Significant Business Risk Register	To inform Members of the Significant Risks to the Council.		Executive 5/4/2017	27/03/2017	Richard Barr Cllr Mobbs	
Local List of Historic Buildings	To authorise the creation of a Warwick District Local List of Heritage Assets, to protect those heritage assets that don't meet the national criteria for listing but which are worthy of protection due to their local heritage significance.		Executive 5/4/2017	27/03/2017	Nick Corbett Cllr Cross	
Housing Appeals and Review Panels (Ref 860)	To seek approval for streamlined processes for undertaking reviews of decisions undertaken in Housing Services and a move to officer led reviews to replace Councillor constituted Housing Advice and Review Panels undertaking these reviews		Executive 4/4/2017	27/03/2017	Simon Brooke Cllrs Mobbs & Phillips	

**May 2017 – No scheduled Executive meetings at this time.**

<b>June 2017</b>						
Rural Urban Community Initiative Scheme Applications	To consider applications for Rural and Urban Initiative Grants.		Executive 28/06/2017	20/06/2017	Jon Dawson Cllr Whiting	
<b>July 2017</b> – No scheduled reports at this time.						
<b>August 2017</b>						
Rural Urban Community Initiative Scheme Applications	To consider applications for Rural and Urban Initiative Grants.		Executive 31/08/2017	22/08/2017	Jon Dawson Cllr Whiting	
Contracts Register Review	To review the Service Area's Contract Register		Executive 31/08/2017	22/08/2017	John Roberts Cllr Whiting	
<b>September 2017</b>						
Review of Significant Business Risk Register	To inform Members of the Significant Risks to the Council.		Executive 27/09/2017	19/09/2017	Richard Barr Cllr Mobbs	
Rural Urban Community Initiative Scheme Applications	To consider applications for Rural and Urban Initiative Grants.		Executive 27/09/2017	19/09/2017	Jon Dawson Cllr Whiting	
<b>October 2017</b> – No scheduled reports at this time.						
<b>November 2017</b> – No scheduled reports at this time.						

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) 456114**