



**FORWARD PLAN  
February 2013 to May 2013**

**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 February 2013 to May 2013**

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>February 2013</b>						
General Fund 2013 – 2014 Budgets & Council Tax (Ref 424)	To update members on the overall financial position of the Council, and consider the General Fund Revenue and Capital Budgets for the following financial year, proposing the Council Tax for the following year		Executive 13 February 2013	4 February 2013	Mike Snow Cllr Mobbs	
Housing Revenue Account Rent Setting (Ref 425)	To report on the proposed level of housing rents for the following year and the proposed budget		Executive 13 February 2013	4 February 2013	Sandra Jones Cllr Vincett	
Housing Revenue Account Service Charges (Ref 426)	To propose the levels of service charge accountancy for housing properties in the following year		Executive 13 February 2013	4 February 2013	Sandra Jones Cllr Vincett	
Council Tax (Ref 442)	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		Council 20 February 2013	4 February 2013	Mike Snow Cllr Mobbs	

Local list of locally important listed buildings (Ref 470)	To request authorisation to undertake public consultation on criteria for a local list		Executive 13 February 2013	4 February 2013	Alan Mayes Cllr Hammon	
Treasury Management Strategy (Ref 443)	To seek member approval of the Treasury Management Strategy and Investment Strategy for the forthcoming year		Executive 13 February 2013	4 February 2013	Roger Wyton Cllr Mobbs	
Retail Development in Royal Leamington Spa Further Update (Ref 496)	To update members on the progress on finalising the revisions to the Development Agreement with Wilson Bowden  <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 February 2013	Executive 13 February 2013	Phillip Clarke Cllr Hammon	
Ongoing Support on Housing and Employment Issues including work to examine the impact of the Coventry and Warwickshire Gateway Proposal (Ref 497)	To approve an exception to the Code of Procurement Practice to enable the services of G L Hearn to be procured to provide evidence on the following:-  a) Housing and employment issues to support the preparation of the Local Plan. Specifically, to provide an update to the Employment Land Review and ongoing support where necessary, leading up to		Executive 13 February 2013	Executive 13 February 2013	Dave Barber Cllr Hammon	

	<p>and during the Local Plan examination.</p> <p>b) A further independent report on economic and employment issues to support the ongoing consideration by the council of the Gateway planning application</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>					
--	---	--	--	--	--	--

## March 2013

Kites Nest Lane Beausale (Ref 466)	To provide an update for members on progress with enforcing against the unauthorised traveller site		Executive 13 March 2013	4 March 2013	Gary Fisher Cllr Hammon	
Local Enforcement Plan (Ref 467)	To adopt a Local Enforcement Plan		Executive 13 March 2013	4 March 2013	Gary Fisher Cllr Hammon	
Article 4 Direction for Royal Leamington Spa Conservation Area	To request authorisation to undertake public consultation on an Article 4 Direction removing permitted development rights in Royal Leamington Spa Conservation Area		Executive 13 March 2013	4 March 2013	Alan Mayes Cllr Hammon	

(Ref 468)						
Historic Buildings Grants Allocations (Ref 469)	To approve allocations for 2013/2014		Executive 13 March 2013	4 March 2013	Alan Mayes Cllr Hammon	
Pre Application Charging (Ref 465)	To consider a report on charging for pre application advice		Executive 13 March 2013	4 March 2013	Gary Stephens Cllr Hammon	
Code of Financial Practice (Ref 420)	To propose amendments to the Code of Financial Practice (Moved from January13 reason 5)		Executive 13 March 2013	4 March 2013	Mike Snow Cllr Mobbs	
Communications Strategy (Ref 488)	To propose amendments to the Communications Strategy		Executive 13 March 2013	4 March 2013	Ema Townsend Cllr Mrs Grainger	
<b>April 2013</b>						

Impact of potential changes to on street parking charges (Ref 486)	To report on the impact of potential changes to on street parking charges		Executive 17 April 2013	8 April 2013	Ian Coker Cllr Shilton	
<b>May 2013</b>						
Events Experiment (Ref 454)	To report on the outcomes of the Events Experiment		Executive 9 May 2013	29 April 2013	Chris Charman Cllr Cross	Executive report June 2012  Employment report – June 2012
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)	<del>Executive 10 October 2012</del>	Executive 9 May 2013	29 April 2013	Satnam Kaur Cllr Vincett	
Warwick District Green Ride (Ref 441)	To seek funding to implement a District wide rural tourism cycle network  (Moved from December 12 reason 3)		<del>Executive 12 December 2012</del>  Executive 9 May 2013	29 April 2013	Chris Elliott Cllr Hammon	Sustrans  Warwickshire County Council  Report to Executive in April 2012

<p>Feasibility Study on the Mere at Kenilworth (Ref 435)</p>	<p>To seek funding to conduct a feasibility study on the re-establishment of the Mere at Kenilworth Castle  (Moved from November 12 reason 2) (Moved from December 12 reason 3)</p>		<p><del>Executive 14 November 2012</del> <del>Executive 12 December 2012</del> Executive 9 May 2013</p>	<p>29 April 2013</p>	<p>Chris Elliott Cllr Hammon</p>	<p>English Heritage  Warwickshire County Council  Heritage Lottery Fund Kenilworth Town Council</p>
<p>Kenilworth Area Action/ Neighbourhood Plan (Ref 438)</p>	<p>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</p>		<p><del>Executive 14 November 2012</del> <del>Executive 9 January 2013</del> Executive 9 May 2013</p>		<p>Chris Elliott Cllr Caborn</p>	<p>Kenilworth Town Council  Warwickshire County Council  Report to Executive generally on Neighbourhood Plans in July 2012</p>
<p>Kenilworth Public Service Centre (Ref 436)</p>	<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  Moved from December 2012 reason 3  <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>Executive 18 April 2012  Executive 11 July 2012</p>	<p><del>Executive 12 December 2012</del> <del>Executive 9 January 2013</del> Executive 9 May 2013</p>		<p>Chris Elliott Cllrs Hammon &amp; Mrs Gallagher &amp; Mrs Grainger</p>	<p>Warwickshire County Council  Kenilworth Town Council  Talisman Theatre  GP PCT SWGHT</p>

<p>Lillington Area Action/ Neighbourhood Plan (Ref 439)</p>	<p>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)</p>	<p><del>Executive 14</del> November 2012  Report to Executive generally on Neighbourhood Plans in July 2012</p>	<p><del>Executive 12</del> December 2012  Executive 13 February 2013</p>	<p>4 February 2013</p>	<p>Chris Elliott Cllr Caborn</p>	<p>Leamington Town Council  Warwickshire County Council  Report to Executive generally on Neighbourhood Plans in July 2012</p>
---	---	---	--	------------------------	--------------------------------------	--



**Section 2 - Key decisions which are anticipated to be considered by the Council between June 2013 and December 2013**

<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>June 2013</b>						
Final Accounts (Ref 473)	To report on the Council’s outturn position for both revenue and capital		Executive 19 June 2013	3 June 2013	Marcus Miskinis Cllr Mobbs	
Car Park Action Plan 2012-2017 (Ref 386)	(Moved from May 2012 Reason 5 - More information required from the Review of Warwick County Council)		Executive 19 June 2013	3 June 2013	Ian Coker Cllr Shilton	
<b>July 2013</b>						
Review of Significant Business Risk Register (Ref 474)	To inform Members of the significant risks to the Council		Executive 10 July 2013	1 July 2013	Richard Barr Cllr Mobbs	
<b>August 2013</b>						

Budget Review to include Financial Projections (Ref 475)	To report on the latest financial prospects		Executive 7 August 2013	29 July 2013	Andy Crump Cllr Mobbs	
<b>September 2013</b>						
Finance Restructure/ Review (Ref 489)	To seek funding from the Transformation Reserve to support the review		Executive 11 September 2013	2 September 2013	Mike Snow Cllr Mobbs	
Statement of Accounts 2012 - 2013 (Ref 490)	To formally approve the Council's statutory accounts 2011/2012		Executive 11 September 2013	2 September 2013	Marcus Miskinis Cllr Mobbs	
<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	
<b>November 2013</b>						

			Executive 13 November 2013	4 November 2013		
<b>December 2013</b>						
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	

## 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
Customer Access in Leamington Spa (Ref 283)	Business case for One Stop Shop in Royal Pump Rooms (moved from November 2010 – Reason 3)	TBC *Reason 3	Susie Drummond  Cllr Mrs Grainger	Moved from February 2011 – waiting for further information from another body		External consultee Warwickshire County Council
Local Authority Mortgage Guarantee Scheme (Ref 259)	To report initial details of a proposed mortgage guarantee scheme to assist the local housing market	TBC		(Previously in June 2011 - This was not a service plan issue and has been taken over by other competing priorities)	Mike Snow  Cllr Mobbs	
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			Executive. 26/01/11 = Customer Service Centre Performance & Co-location Review / Warwickshire County Council
Review of Locality Working (Ref 367)	Update on the review of locality working and impact of changes made.	TBC	Susie Drummond  Cllr Mrs Grainger			

Review of Community Development Working (Ref 368)	Review of the Community Development Work in the Community Partnership Team	TBC	Susie Drummond Cllr Mrs Grainger			
Constitution (Ref 364)	Revision to the existing WDC Constitution	TBC	Graham Leach Cllr Doody			
Evening Economy (Ref 362)	Action Plan 2012-2015	TBC	Pam Dunsdon /Joe Baconnet Cllr Hammon			
Climate Change Programme (Ref 413)	Moved from May 2012 awaiting further work on business case	TBC	Richard Hall Cllr Coker			
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			
Job Skills & Economic Development Strategy (Ref 361)	(Moved from March 2012 Reason 1 & 4 To be presented alongside the Local Plan options)	<del>Executive 30 May 2012</del>	Joe Baconnet Cllr Hammon			

Review of Arts and Heritage service (Ref 487)		TBC	Jeff Watkin Cllr Cross			
--	--	-----	---------------------------	--	--	--

**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>February 2013</b>						
<b>March 2013</b>						
<b>April 2013</b>						
Risk Register Review – Housing and Property (Ref 444)				08 April 2013	Richard Barr Andrew Mobbs	
<b>June 2013</b>						
June 2013/14 Portfolio Holder Statements & Fit For The Future Progress Report (Ref 477)	To report on progress in relation to the 2013/14 Portfolio Holder Statements and to approve updates to these as necessary				Karen Warren Cllr Caborn Cllr Doody	
<b>October 2013</b>						

Review of Significant Business risk Register (Ref 492)	To inform members of the significant risks to the Council					
<b>November 2013</b>						
November 2013/14 Portfolio Holder Statements & Fit For The Future Progress Report (Ref 478)	To report on progress in relation to the 2013/14 Portfolio Holder Statements and to approve updates to these as necessary				Karen Warren Cllr Caborn Cllr Doody	
Budget Review (Ref493)	To advise members of any variations from approved budgets				Andy Crump Cllr Mobbs	
<b>December 2013</b>						



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**