



## **FORWARD PLAN**

**March 2012 to June 2012**

**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.

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) 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. 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 March 2012 to June 2012**

<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>MARCH 2012</b>						
Housing Revenue Account Draft Business Plan (Ref 359)	To approve The Business Plan		Executive 6 March 2012	27 February 2012	Jameel Malik  Cllr Vincett	
<b>MARCH 2012</b>						
Tourism & Visitor Economy (Ref 360)	Action Plan 2012		Executive 14 March 2012	5 March 2012	Joe Baconnet Ian Kirkwood Cllr Hammon	
Evening Economy (Ref 362)	Action Plan 2012-2015		Executive 14 March 2012	5 March 2012	Pam Dunsdon Cllr Hammon	
Request for transfer of funds from Planning Appeals Reserve (Ref 388)			Executive 14 March 2012	5 March 2012	Gary Stephens Cllr Hammon	

Chase Meadow Community Centre (Ref 377)			Executive 14 March 2012	5 March 2012	Tony Ward Cllr Mrs Grainger	
Leamington Assets Feasibility Study (Ref 389)			Executive 14 March 2012	5 March 2012	Bill Hunt Cllr Doody	
C&CS Review – Team Structure, ICT Strategy & Channel Strategy. (Ref 390)			Executive 14 March 2012	5 March 2012	Susie Drummond  Cllr Mrs Grainger	Staff Consultation
Clarendon Arcade Development Agreement Update Report (Ref 356)	To update members on the development. NB Report will be confidential		Executive 14 March 2012	5 March 2012	Bill Hunt Cllr Hammon	
Kenilworth Public Service Centre (Ref 392)			Executive 14 March 2012	5 March 2012	Fiona Clarke Cllr Doody	
Health & Wellbeing Improvements in Warwick West (Ref 395)	To agree an approach to improving health and wellbeing in Warwick West		Executive 14 March 2012	5 March 2012	Andrew Jones Cllr Mrs Gallagher	

Oakley Wood Crematorium Improvements (Ref 350)		Moved from September 2011 & Dec 2011 * Reason 5	Executive 14 March 2012	5 March 2012	Richard Hall Cllr Coker	
<b>APRIL 2012</b>						
Green Space Strategy (Ref 186)	To approve approach for action plans ( <del>Executive — June 2009 Executive 15.07.09 Executive 26.08.09</del> *Reason 1 TBC)  Reschedule report to allow more time to engage with elected members and to assess the implications of the Core Strategy		Executive 18 April 2012	5 April 2012	Dave Anderson Cllr Shillton	
Fit for the Future Programme (375)	To update the Executive on progress with Fit for the Future Programme and to seek approval for the 2012/2013 Service Area Plans and Portfolio Holder Statements.  (Delayed Reason 1)	Report frequency agreed at Feb 2011 Executive	Executive 18 April 2012	5 April 2012	Steve Webb, Improvement & Performance  Cllr Doody	Senior Management Team (Programme Board)
Review of Warwick District Conservation Area Advisory Forum (Ref 374)	To consider a review of the Warwick District Conservation Area Advisory Forum		Executive 18 April 2012	5 April 2012	Gary Stephens Cllr Hammon	

Millbank Green Space Improvements (Ref 396)	To approve funding for green space		Executive 18 April 2012	5 April 2012	Dave Anderson Cllr Shillton	
Warwick Heritage Improvement Programme (Saltisford) (Ref 397)	To approve a programme of work in Warwick West		Executive 18 April 2012	5 April 2012	Andrew Jones Cllr Mrs Gallagher	
Chapel Street Disposal (Ref 376)			Executive 18 April 2012	5 April 2012	Joe Baconnet Cllr Hammon	
Dog Control Orders. (Ref 391)	To report on areas for further controls requested by Town and Parish Councils		Executive 18 April 2012	5 April 2012	Graham Helm Cllr Coker	Letters Town and Parish Councils
Asset Management Plan (Ref 352)	Moved from September 2011 Reason 1		Executive 14 March 2012	5 March 2012	Joseph Baconnet Cllr Hammon	

**MAY 2012**

Car Park Strategy 2012-2017 (Ref 386)			Executive 30 May 2012	18 May 2012	Ian Coker Cllr Shillton	
Warwick Town Centre Area Action Plan (Ref 394 A)	To agree the Council's preferred options for public consultation.		Executive 30 May 2012	18 May 2012	Andrew Jones Cllr Hammon	
Economic Development Strategy (Ref 361)	Moved from March Reason 1 & 4 To be presented alongside the Local Plan options		Executive 14 March 2012	5 March 2012	Joe Baconnet Cllr Hammon	
<b>JUNE 2012</b>						
Final Accounts 2011/12 (Ref 379)	To report on the Council's outturn position for both revenue and capital		Executive 20 June 2012	11 June 2012	Marcus Miskinis Cllr Mobbs	

**Section 2 - Key decisions which are anticipated to be considered by the Council between July 2012 and December 2012**

<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>JULY 2012</b>						
Financial Projections and Budget Prospects (Ref 380)	To Report on the latest financial prospects		Executive 11 July 2012	02 July 2012	Mike Snow Cllr Mobbs	
<b>SEPTEMBER 2012</b>						
Statement of Accounts 2011/12 (Ref 381)	To formally approve the Council's statutory accounts 2011/12		Council September 2012	03 September 2012	Marcus Miskinis Cllr Mobbs	
Grounds Maintenance Contract re let (Ref 387)			Executive 12 September 2012	03 September 2012	Robert Hoof Cllr Shilton	

**OCTOBER 2012**

Approval of Fees and Charges 2013/14 (Ref 382)	To propose the level of fees and Charges to be levied in 2013/14		Executive 10 October 2012	01 October 2012	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		Executive 10 October 2012	01 October 2012	Satnam Kaur Cllr Vincett	

**DECEMBER 2012**

Budgets revised and original GF (Ref 393)	To updates member on the overall financial position of the Council, consider the General Fund Revenue and Capital Budgets for the following financial Year		Executive 12 December 2012	03 December 2012	Marcus Miskinis Cllr Mobbs	
Budgets revised and original HRA (Ref 394)	To Consider the following year revenue budgets for the HRA.		Executive 12 December 2012	03 December 2012	Sandra Jones Cllr Vincett	



## 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
Review of procurement of disabled adaptations (Ref T)	Review of current procurement methods to ensure value for money and efficiencies are being realised	<del>Executive</del> <del>17.03.2010</del> TBC * Reason 3	Jameel Malik/ Satnam Kaur Cllr Vincett	A new contract for aids and adaptations was tendered and procured by Property Services in April 2010		
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	<del>Executive</del> <del>17.03.2010</del> TBC * Reason 5	Satnam Kaur / Jameel Malik Cllr Vincett	The Reviews have been developed by Warwickshire County Council and overseen by the Supported Housing Partnership which consists of representatives of Districts and Boroughs including the Portfolio Holder for Housing and Property Services and the Head of Service.  The impact and findings of the		

				Reviews will be re-evaluated/updated following the Government's recent funding announcements. Following these updated a decision will be taken whether they need to be presented for Executive approval.		
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 WCC
Refurbishment of the CCTV Control Room (Ref 298)	The report will ask the Executive to allocate £255,000 of capital funding for the refurbishment and upgrading of the CCTV control room and equipment because it is currently starting to fail, due to its age and general deterioration, with it being some 10 years old.	<del>Executive 22.12.10 deferred</del> <del>Executive 26.1.11 deferred</del> TBC *Reason 3	Roger Jewsbury  Cllr Coker	Awaiting outcome of feasibility report on the Town Hall as part of a wider Corporate Asset review.  Looking at potentials for shared services with SDC/Police		
Local Authority Mortgage Guarantee Scheme (259)	To report initial details of a proposed mortgage guarantee scheme to assist the local housing market  (Previously in June 2011 - This was not a service plan issue and				Mike Snow  Cllr Mobbs	

	has been taken over by other competing priorities)					
Draft Customer Service Centre SLA (Ref 354)		Moved from September – needs review & agreement by WCC * Reason 3 –	Susie Drummond Cllr Mrs Grainger			Exec. 26/01/11 = Customer Service Centre Performance & Co-location Review / WCC
Review of Locality Working (Ref 367)	Update on the review of locality working and impact of changes made.		Susie Drummond Cllr Mrs Grainger			
Review of Community Development Working (Ref 368)	Review of the Community Development Work in the Community Partnership Team		Susie Drummond Cllr Mrs Grainger			
Constitution (Ref 364)	Revision to the existing WDC Constitution		Graham Leach Cllr Doody			

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

<b>Topic</b>	<b>Purpose of report</b>	<b>Meeting</b>	<b>If requested by Executive, decision and minute number</b>	<b>Publication date</b>	<b>Contact Officer</b>	<b>Portfolio Holder</b>
<b>APRIL 2012</b>						
Significant Business Risk Register (Ref 398)	To review Corporate and Strategic Risk Review		Executive 18 April 2012	5 April 2012	Richard Barr  Cllr Doody Cllr Mobbs	
<b>JULY 2012</b>						
Financial Monitoring To 31 May 2012 (Ref 399)	To advise members of any variations from approved budgets		Executive 11 July 2012	2 July 2012	Mike Snow Cllr Mobbs	
Significant Business Risk Register (Ref 398/1)			Executive 11 July 2012	2 July 2012	Richard Barr  Cllr Doody Cllr Mobbs	
<b>AUGUST 2012</b>						
Budget Monitoring Risk Management Annual Report (Ref 400)	To advise members of any variations from approved budgets		Executive 08 August 2012	30 July 2012	Andy Crump  Andrew Mobbs	

**SEPTEMBER 2012**

2012/13 Portfolio holder Statements Progress Report (Ref 337)	To report on progress in relation to the 2012/13 Portfolio Holder Statement and to approve updates to these as necessary		Executive 12 September 2012	3 September 2012	Susie Drummon d or Steve Webb  Cllr Doody	
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**OCTOBER 2012**

Significant Business Risk Register (Ref 398/2)			Executive 10 October 2012	01 October 2012	Richard Barr  Cllr Doody Cllr Mobbs	
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**NOVEMBER 2012**

Financial Monitoring To 30 September 2012 (Ref 401)	To advise members of any variations from approved budgets		Executive 14 November 2012	05 November 2012	Mike Snow  Cllr Mobbs	
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**JANUARY 2013**

Quality of Life (Ref 402)			Executive 8 January 2013	28 December 2012	Jane Davenport  Cllr Mrs Grainger	
Significant Business Risk Register (Ref 398/3)			Executive 8 January 2013	28 December 2012	Richard Barr  Cllr Doody Cllr Mobbs	

## MARCH 2013

2011/12 Portfolio holder Statements Progress report (Ref 337)	To report on progress in relation to the 2011/12 Portfolio Holder Statement and to approve updates to these as necessary		Executive 13 March 2013	04 March 2013	Susie Drummon d or Steve Webb  Cllr Doody	
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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 available in large print on request, by telephoning (01926) 412656