Warwick District Council Forward Plan
June to September 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.

(881)

Section 1 – The Forward Plan June to September 2017						
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**
28 June 2017						
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 Grainger	
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~~ Reason 4 28/06/2017	20/06/2017a	Cllrs Quinney, Day, Mrs Cain, Mrs Stevens, Boad & Ashford P/H Cllr Grainger	BID Leamington, Warwick District Chambers of Trade, WCC Park & Ride and WCC On-street parking and liaison

Whitnash Community Hub Business Plan and Funding (Ref 870)	To agree the next steps for the funding of the community hub.		Executive 28/06/2017	20/06/2017	Andrew Jones Cllr Mobbs	
Land at The Holt, Leamington Spa (Ref 872)	To consider the potential disposal of WDC owned land.		Executive 28/06/2017	20/06/2017	Chris Makasis Cllr. Phillips	Ward Councillors
Revised Council Strategy (Ref 873)	To report back on the LGA Peer Review which was agreed in April and promised an updated Council Strategy.		Executive 28/06/2017	20/06/2017	Chris Elliott Cllr Mobbs	
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 ~~2/6/2016~~ ~~27/7/2016~~ Reason 3 ~~01/06/2017~~ Reason 3 28/06/2017	20/06/2017	Paul Garrison Cllr. Grainger	
Members' Allowances Scheme (Ref 853)	To consider the recommendations of the Independent Review Panel with regard to Warwick District Councillors Allowances.		Executive ~~4/4/2017~~ Reason 3 ~~01/06/2017~~ Reason 1 28/06/2017	20/06/2017	Graham Leach Cllr Mobbs	
Transforming our Workplace Budget Provision (Ref 880)	To request a budget allocation to support the change programme to agile working.		Executive 28/06/2017	20/06/2017	Bill Hunt Cllr Mobbs	

July 2017						
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 ~~29/6/2016~~ Reason 6 ~~1/9/16~~ Reasons 3 & 5 ~~5/1/2017~~ Reasons 3 & 5 ~~8/2/2017~~ Reasons 3 & 5	18/07/2016	Bill Hunt Cllrs Mobbs, Butler, Grainger, 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 Grainger	
Review of Significant Business Risk Register (Ref 875)	To inform Members of the Significant Risks to the Council.		Executive 26/07/2017	18/07/2017	Richard Barr Cllr Mobbs	
August 2017						
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 Grainger	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 ~~4/4/2017~~ Reason 2 31/08/2017	22/08/2017	Gary Charlton Cllr Grainger	
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 Grainger	Warwick District Chambers of Trade and BID Leamington.
Leamington Cemetery North Lodge (Ref 828)	To review the future use of Leamington Cemetery North Lodge.		Executive ~~4/4/2017~~ Reason 3 ~~28/06/2017~~ Reason 3 31/08/2017	22/08/2017	Rob Hoof Cllr Grainger	

September 2017						
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	

Section 2 Key decisions which are anticipated to be considered by the Council between October and December 2017						
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**
October 2017 – No scheduled Executive meetings at this time.						
1 November 2017						
Review of Significant Business Risk Register (Ref 876)	To inform Members of the Significant Risks to the Council.		Executive 01/11/2017	24/10/2017	Richard Barr Cllr Mobbs	
29 November 2017						
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	
Budget Review Quarter Two (Ref 874)	To report on the latest financial prospects for the current and future 5 years.		Executive 29/11/2017	21/11/2017	Andy Crump Cllr Whiting	

General Fund Base Budgets 2018/19 to include Budget Review for the current year (Ref 877)	To consider the following year revenue budgets for the General Fund and update Members on the latest Budgets for 2017/18.		Executive 29/11/2017	21/11/2017	Marcus Miskinis Cllr Whiting	
HRA Base Budgets 2018/19 (Ref 878)	To consider the following year revenue budgets for the HRA and update Members on the latest position for the current year.		Executive 29/11/2017	21/11/2017	Andrew Rollins Cllr Phillips	
December 2017 – No scheduled Executive meetings at this time.						

Section 3 Key decisions which are anticipated to be considered by the Council but the date for which is 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**
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 9/3/2016 2/6/2016~~ Reason 2 Reason 1 ~~29/6/2016~~ Reasons 1 & 2	Bill Hunt Cllr Phillips	Awaiting further information on the implications of the Housing & Planning Act.		

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 Rhead	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 ~~28/9/2016~~ Reason 5	Rose Winship Cllr Coker			
HRA Asset Management and Development Policy (Ref 829)			Bill Hunt Cllr Phillips			
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: **Meeting1** – Introduce highlights of survey and propose a 6 week consultation on recommended options outlined in the survey. **Meeting 2** – Update on the consultation & determine any change to policy, following the consultation.		Lorna Hudson Cllr Thompson	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 ~~2/11/2016~~ 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			
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~~ Reason 3	Bill Hunt Cllrs Mobbs, Whiting, Rhead, Butler, Grainger	Timing is dependent on the completion of the planning, marketing and procurement processes.		

Proposed Relocation of Kenilworth School (Ref 869)	To agree the Council's level of support in enabling the school to take its proposals forward.	Executive ~~28/06/2017~~ Reason 3	Andrew Jones Cllr Mobbs			
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 Reason 5	Nick Corbett Cllr Rhead			
Policy on Regulating the Private Rented Sector (Ref 880)	To adopt a revised policy on private rented sector regulation in light of new legislation and guidance.		Ken Bruno Cllr Phillips	Awaiting the publication of government guidance.		
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 ~~4/4/2017~~ Reason 3 ~~01/06/2017~~ Reason 3 ~~28/06/2017~~ Reason 5	Chris Elliott Cllr Butler			

Section 4 – Items which are anticipated to be considered by the Executive but are NOT key decisions						
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**
28 June 2017						
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	
Appointment of Assistant Conservation Officer	To approve the funding for the appointment of an Assistant Conservation Officer.		Executive 28/06/2017	20/06/2017	Nick Corbett Cllr Rhead	
July 2017 – No scheduled reports at this time.						
August 2017						
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	
September 2017						
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	
October 2017 – No scheduled Executive meetings at this time.						
1 November 2017 – No scheduled reports at this time.						

29 November 2017						
Rural Urban Community Initiative Scheme Applications	To consider applications for Rural and Urban Initiative Grants.		Executive 29/11/2017	21/11/2017	Jon Dawson Cllr Whiting	
Internal Audit Quarter 2 Progress Report	To review progress in achieving the Audit Plan.		Executive 29/11/2017	21/11/2017	Jon Dawson Cllr Whiting	
December 2017 – No scheduled Executive meetings 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

The forward plan is also available, on request, in large print on request, by telephoning (01926) 456114