



FORWARD PLAN July 2012 to October 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 July 2012 to October 2012

| 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 |
|--|---|---|--|------------------------------------|--|--|
| JULY 2012 | | | | | | |
| Scheme of Delegation for Council Owned Land (Ref 412) | To amend the scheme of delegation when buying/selling council owned land | | Executive 11 July 2012 | 02 July 2012 | Satnam Kaur/Lydia Wailoo Cllr Vincett | |
| Street Pastors (Ref 414) | To get support for a Street Pastor Scheme and for revenue funding to come from the existing community safety budget | | Executive 11 July 2012 | 02 July 2012 | Pete Cutts Cllr Coker | |
| Warwick Town Centre Area Action Plan (Ref 394 A) | To agree the Council's preferred options for public consultation. Moved from May Reason 1 | | Executive 30 May 2012 Executive 11 July 2012 | 02 July 2012 | Andrew Jones Cllr Hammon | |
| Service Area Plan Performance 2011 – 2012 (Ref 415) | To update on Service Area Plan Performance 2011 - 2012 | | Executive 11 July 2012 | 02 July 2012 | Karen Warren Cllrs Doody & Caborn | |

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| Economic Development Strategy (Ref 361) | Moved from March 2012 Reason 1 & 4 To be presented alongside the Local Plan options | | Executive 30 May 2012 Executive 20 June 2012 Executive 11 July 2012 | 02 July 2012 | Joe Baconnet Cllr Hammon | |
| Asset Management Plan (Ref 352) | Moved from September 2011 Moved from May 2012 Reason 1 | | Executive 30 May 2012 Executive 20 June 2012 Executive 11 July 2012 | 02 July 2012 | Joe Baconnet Cllr Hammon | |
| A Neighbourhood Plan for Whitnash (Ref 416) | To report on a neighbourhood plan for Whitnash | | Executive 11 July 2012 | 02 July 2012 | Andrew Jones Cllrs Caborn & Hammon | Whitnash Town Council |
| Permission not to let vacant properties pending the redevelopment of Fetherstone Court (Ref 418) | Request permission not to let vacant properties pending the redevelopment of Fetherstone Court | | Executive 11 July 2012 | 02 July 2012 | Dave Ward Cllr Vincett | |

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| Council Tax Rebates (Ref 419) | To advise Members of the new legislation and the need for introduction of a new local scheme | | Executive 11 July 2012 | 02 July 2012 | Andrea Wyatt Cllr Mobbs | |
| Code of Financial Practice (Ref 420) | To propose amendments to the Code of Financial Practice | | Executive 11 July 2012 | 02 July 2012 | Mike Snow Cllr Mobbs | |
| Annual Risk Management Report Business Rates Retention (Ref 421) | To brief members on the Business Rate Revenues & Benefits Retention Scheme | | Executive 11 July 2012 | 02 July 2012 | David Leach Cllr Mobbs | |
| AUGUST 2012 | | | | | | |
| Budget Review (Ref 422) | To report on the latest financial prospects for the current and future 5 years | | Executive 8 August 2012 | 30 July 2012 | Andy Crump Cllr Mobbs | |
| Financial Projections and Budget Prospects (Ref 380) | To report on the latest financial prospects | | Executive 8 August 2012 | 30 July 2012 | Mike Snow Cllr Mobbs | |
| Working with Bowls England (Ref 417) | A new report on working with Bowls England | | Executive 8 August 2012 | 30 July 2012 | Rose Winship Cllr Mrs Gallagher | |

SEPTEMBER 2012

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| 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 | |
| Integrated Waste, Grounds Maintenance and Building Cleaning Contract re let (Ref 387) | To update members on the outcome of the re let of Contracts | | Executive 12 September 2012 | 03 September 2012 | Robert Hoof Cllr Shilton | |
| Car Park Strategy 2012-2017 (Ref 386) | Moved from May 2012 Reason 5 More Information required from the Review of WDC | | Executive 12 September 2012 | 03 September 2012 | Ian Coker Cllr Shilton | |

OCTOBER 2012

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| 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 Council 24 October 2012 | 1 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 | 1 October 2012 | Satnam Kaur Cllr Vincett | |

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| Business Rates Retention (Ref 423) | To brief members on the Business Rate Revenues & Benefits Retention Scheme | | Executive 10 October 2012 | 1 October 2012 | David Leach Cllr Mobbs | |
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Section 2 - Key decisions which are anticipated to be considered by the Council between November 2012 and December 2012

| 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 |
|--|--|---|--|------------------------------------|---|--|
| NOVEMBER 2012 | | | | | | |
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| DECEMBER 2012 | | | | | | |
| Budgets revised and original General Fund (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 Council 23 January 2012 | 03 December 2012 | Marcus Miskinis Cllr Mobbs | |
| Budgets revised and original Housing Revenue Account (Ref 394) | To consider the following year revenue budgets for the Housing Revenue Account | | Executive 12 December 2012 | 03 December 2012 | Sandra Jones Cllr Vincett | |

FEBRUARY 2013

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| 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 | |
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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 | Executive 17.03.2010 * 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 | Executive 17.03.2010 * 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 | | |

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| | | | | Government's recent funding announcements. Following these updates a decision will be taken as to 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. | Executive 22.12.10 deferred Executive 26.1.11 deferred 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 has been taken over by other competing priorities) | | | | Mike Snow Cllr Mobbs | |

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| 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 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 | | | |
| Evening Economy (Ref 362) | Action Plan 2012-2015 | | Pam Dunsdon /Joe Baconnet Cllr Hammon | | | |
| Climate Change Programme (Ref 413) | Moved from May 2012 awaiting further work on business case | | Richard Hall Cllr Coker | | | |

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| Website Content Management System business case (Ref 427) | Update on Website Management System business case | TBC | Susie Drummond Cllr Mrs Grainger | | | |
| 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 | | | |

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 |
|--|--|----------------|--|-------------------------|-------------------------------------|-------------------------|
| JULY 2012 | | | | | | |
| 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) | To advise members of corporate business risks | | Executive 11 July 2012 | 2 July 2012 | Richard Barr Cllrs Doody & Mobbs | |
| AUGUST 2012 | | | | | | |
| 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 Cllr 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 | Karen Warren Cllr Doody | |

OCTOBER 2012

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|---|---|--|---------------------------------|--------------------|---|--|
| Significant Business Risk Register (Ref 398/2) | To advise members of corporate business risks | | Executive 10 October 2012 | 01 October 2012 | Richard Barr Cllrs Doody & Mobbs | |
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NOVEMBER 2012

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|--|---|--|----------------------------------|---------------------|-----------------------------|--|
| Budget review 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

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|---|---|--|--------------------------------|---------------------|---|--|
| Quality of Life (Ref 402) | | | Executive 8 January 2013 | 28 December 2012 | Fiona Clarke Cllr Mrs Grainger | |
| Significant Business Risk Register (Ref 398/3) | To advise members of corporate business risks | | Executive 8 January 2013 | 28 December 2012 | Richard Barr Cllrs Doody & Mobbs | |

MARCH 2013

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|---|---|--|-------------------------------|------------------|-------------------------------|--|
| 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 | Karen Warren 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

The forward plan is available in large print on request, by telephoning (01926) 412656