



## **FORWARD PLAN**

### **Forward Plan December 2014 to April 2015**

#### **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 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) 353362. 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 December 2014 to April 2015

| <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>December 2014</b>                                   |   |   |  |                                    |   |  |
| General Fund Budgets 2015 - 2016<br>(Ref 586)          | To consider the following year revenue budgets for the general fund   |   | Executive 3 December 2014                              | 24 November 2014                   | Marcus Miskinis<br>Cllr Mobbs                 |  |
| Housing Revenue Account Budgets 2015-2016<br>(Ref 590) | To consider the following year revenue budgets for the Housing Revenue Account  |   | Executive 3 December 2014                              | 24 November 2014                   | Mark Smith<br>Cllr Mobbs                      |  |
| Climate Change/ Sustainability<br>(Ref 617)            | To seek agreement for the strategic approach to climate/sustainability  |   | Executive 3 December 2014                              | 24 November 2014                   | Susan Smith<br>Cllr Coker                     |  |
| Member Code of Conduct Review<br>(Ref 593/a)           | To consider revisions to the Council's Member Code of Conduct and associated papers   |   | Executive 3 December 2014                              | 24 November 2014                   | Graham Leach<br>Cllr Mobbs                    | Written correspondence<br>Asking for their views                   |
| Council Procedure Rules<br>(Ref 594)                   | To consider revisions to the Council procedure rules from the Constitution Working Party<br><br>(Moved from July 2014 Reason 3) |   | Executive 3 December 2014                              | 22 August 2014                     | Graham Leach<br>Cllr Mobbs                    |  |

|  |   |  |  |                     |   |                             |
|--|---|--|--|---------------------|---|-----------------------------|
| Options for Payroll Service<br>(Ref 645)   |   |  | Executive 3<br>December<br>2014                                  | 24 November<br>2014 | Chris<br>Burrows<br>Cllr Cross                                  |                             |
| W2 Revised Agreement<br>(Ref 646)  |   |  | Executive 3<br>December<br>2014                                  | 24 November<br>2014 | Andrew<br>Thompson<br>Cllr<br>Vincett                           |                             |
| Riverside House Relocation Project Update<br>(Ref 647)                               | To update members on a potential short list of relocation site options  |  | Executive 3<br>December<br>2014                                  | 24 November<br>2014 | Duncan<br>Elliott/Bill<br>Hunt<br>Cllrs.<br>Mobbs and<br>Hammon |                             |
| Options for the future use of the Royal Pump Rooms and surrounding area<br>(Ref 648) | To feedback on the outcome of the soft market testing of options for the Royal Pump Rooms   |  | Executive 3<br>December<br>2014                                  | 24 November<br>2014 | Duncan<br>Elliott/Bill<br>Hunt<br>Cllr<br>Hammon                |                             |
| Review of Affordable Rent policy<br>(Ref 650)  |   |  | Executive 3<br>December<br>2014                                  | 24 November<br>2014 | Ken Bruno<br>Cllr<br>Vincett                                    | Housing Strategy<br>2014-17 |
| Service Area Plan/FFF 6 Monthly Update<br>(Ref 640)                                  | A review of progress made over the last 6 months on the FFF programme of work<br>Moved from November – Reason 3 - Waiting for further information from another body |  | Executive<br><del>5 November</del><br>2014<br>3 December<br>2014 | 24 November<br>2014 | Andrew<br>Jones<br>Cllr Mobbs                                   |                             |

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|--|---|--|--|------------------|--|--|
| Compliance with revised Waste Framework Directive 2008 (Ref 651) |   |  | Executive 3 December 2014  | 24 November 2014 | Graham Folkes-Skinner.<br>Cllr Shilton |  |
| Pre Application charging regime (Ref 635)                        | Moved from October – as agreed by CMT (Bill Hunt) |  | <del>Executive 1 October 2014</del><br>Executive 3 December 2014 | 24 November 2014 | Gary Fisher<br>Cllr Hammon             |  |

## January 2015

|  |  |  |   |                |  |   |
|--|--|--|---|----------------|--|---|
| Bowls (Ref 652)  | National Championships Review  |  | Executive – 14 <sup>th</sup> Jan 2015                             | 5 January 2015 | Rose Winship<br><br>Cllr Gallagher           | Park users<br>Residents<br>FoVP<br>Bowls club<br>VP Tennis<br>Café owners |
| Report on changes to HARP & scheme of Delegation. (Ref 629)            | To consider the revised remit of Housing appeal review Panels and amended procedure<br><br>(Moved Reason 6 Seeking further clarification on implications of report)  |  | <del>Executive 1 October 2014</del><br>Executive – 14th Jan 2015  | 5 January 2015 | Amy Carnall<br>Jacky Oughton<br>Cllr Vincett |   |
| Disposal of WDC owned land at Station Approach in Leamington (Ref 636) | To seek support for the principle of the council disposing of this land<br><br><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><br><br>(Moved from December 2015 - Reason 4) |  | <del>Executive 3 December 2014</del><br>Executive – 14th Jan 2015 | 5 January 2015 | Bill Hunt<br>Philip Clarke<br>Cllr Hammond   |   |

|  |   |  |  |                |                             |  |
|--|---|--|--|----------------|-----------------------------|--|
| Asset Management Strategy<br>(Ref 641) | To propose an Asset Management Strategy for all the Council's buildings and land holdings.<br><br>(Moved Reason 6 Seeking further clarification on implications of report)        |  | <del>5 November 2014</del><br>Executive –<br>14th Jan 2015 | 5 January 2015 | Bill Hunt<br>Cllr<br>Hammon |  |
| Asset Management Plan<br>(Ref 642)     | To report on the activities planned for the current financial year to deliver the asset strategy.<br><br>(Moved Reason 6 Seeking further clarification on implications of report) |  | <del>5 November 2014</del><br>Executive –<br>14th Jan 2015 | 5 January 2015 | Bill Hunt<br>Cllr<br>Hammon |  |

## February 2015

|  |   |  |  |                 |                                 |  |
|--|---|--|--|-----------------|---------------------------------|--|
| 5 year Action plan for Warwick's Town Centre Management Group<br>(Ref 653) | To consider a 5 year action plan for Warwick Town |  | Executive –<br>11 <sup>th</sup> Feb 2015 | 2 February 2015 | Nicki Curwood<br>Cllr<br>Hammon | Warwick businesses<br><br>Town Council<br><br>Town Centre Management Group |
|  |   |  |  |                 |                                 |  |

## March 2015

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**April 2015**

|                                      |   |  |   |   |                              |                              |
|--------------------------------------|---|--|---|---|------------------------------|------------------------------|
| Housing Allocations Policy (Ref 607) | To approve a new housing allocations policy<br>(Reason 1 Portfolio Holder has deferred the consideration of the report) |  | Executive<br><del>5 November 2014</del><br>Executive 9 April 2014 | <del>27 October 2014</del><br>27 March 2015 | Ken Bruno<br>Cllr<br>Vincett | Housing Strategy 2014 - 2017 |
|                                      |   |  |   |   |                              |                              |

**Section 2 Key decisions which are anticipated to be considered by the Council between April 2015 and August 2015**

**May 2015**

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**June 2015**

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**July 2015**

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**August 2015**

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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 |
|---|--|---|------------------------------------|------------------------------------|---|-------------------------------------|
| Corporate Debt Policy<br>(Ref 516)                      | To approve the Corporate Debt Policy   | TBC   | Jon Dawson<br>Cllr Mobbs           |                                    |   |                                     |
| Health Strategy<br>(Ref 576)                            | To update members on the formulation of the Council's Health Strategy, following the return of Public Health to local authorities<br><br>(Moved from March 2014 Reason 3)  | <del>Executive 12</del><br><del>March 2014</del><br>TBC | Rob Chapleo<br>Cllr Coker          |                                    |   |                                     |
| Code of Procurement Practice<br>(Ref 611)               | To seek approval of the updated Procurement Code of Practice   | TBC   | Susan Simmonds<br>Cllr Mobbs       |                                    |   |                                     |
| Kenilworth Area Action/ Neighbourhood Plan<br>(Ref 438) | To consider the request from Kenilworth Town Council to set in train work to develop an Area Action Plan for the town<br><br>Moved from November 2012 reason 2<br><br>(Moved from June 2013 Reason 3)<br><br>(Moved from August 2013 reason 3) | TBC   | Chris Elliott<br>Cllr Caborn       |                                    | Kenilworth Town Council Warwickshire C/ Council Report to Executive generally on Neighbourhood Plans in July 2012 |                                     |



|  |   |     |                             |   |                              |  |
|--|---|-----|-----------------------------|---|------------------------------|--|
| Tenant Involvement Strategy<br>(Ref 615) | To approve the Housing & Property Services Tenant Involvement Strategy        | TBC | Abigail Hay<br>Cllr Vincett |   |                              |  |
| Sustainability Report<br>(Ref 551)       | To seek agreement for the strategic approach to climate change/sustainability | TBC | Richard Hall<br>Cllr Coker  |   |                              |  |
| Housing Buy To Flip Policy<br>(Ref 608)  | To approve a "Buy To Flip" policy for housing                                 | TBC | Abigail Hay<br>Cllr Vincett | Reason 5<br>Seeking further clarification on implications of report | Housing Strategy 2014 - 2017 |  |

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

| <b>December 2014</b>                                      |   |  |  |                                    |   |  |
|---|---|--|--|------------------------------------|---|--|
| <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> |
| Review of Significant Business Risk Register<br>(Ref 587) | To inform members of the significant risks to the Council   |  | Executive 3 December 2014                              | 24 November 2014                   | Richard Barr<br>Cllr Mobbs                    |  |
| Future use of HRA Garage Site<br>(Ref 654)                | To agree on the potential usage of garage site.<br><br><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 3 December 2014                              | 24 November 2014                   | Andy Thompson<br>Cllr Vincett                 |  |
| <b>January 2015</b>                                       |   |  |  |                                    |   |  |
|   |   |  |  |                                    |   |  |
| <b>February 2015</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:

2. Portfolio Holder has deferred the consideration of the report
3. Waiting for further information from a Government Agency
4. Waiting for further information from another body
5. New information received requires revision to report
6. 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) 353362**