



## Warwick District Council Forward Plan October 2019 to January 2020

**Councillor Andrew Day  
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.

**(1,072)**

**Section 1 – The Forward Plan October 2019 to January 2020**

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>3 October 2019</b>						
Charges for Lifeline services - new tenants of designated properties (Ref 967)	To seek approval to introduce charges for Lifeline services for new tenants of designated stock as a condition of the tenancy.		<del>9/1/2019</del> Reason: 5 <del>6/2/2019</del> Reason: 5 <del>6/3/2019</del> Reason: 5 <del>3/4/2019</del> Reason: 5 <del>10/07/2019</del> Reason: 5 <del>21/8/2019</del> Reason: 3 3/10/2019	<del>31/12/2018</del> <del>29/1/2019</del> <del>26/2/2019</del> <del>26/3/2019</del> <del>2/7/2019</del> <del>13/8/2019</del> 18/9/2019	Caroline Russell; Cllr Matecki	
Safeguarding Adults and Children Policy and Procedures (Ref 1,033)	To seek approval for the new safeguarding policy and procedures.		3/10/2019	18/9/2019	Lisa Barker; Cllr Falp	WCC safeguarding team, Legal Services and local district and borough councils' safeguarding teams

Regeneration of the Leper Hospital Site, Saltisford, Birmingham Road, Warwick (St Michael's Chapel and Master's House) (Ref 1,035)	The Executive agrees to support an affordable housing scheme that would regenerate the site. <b>It is anticipated that part or all of this item will be considered in private by virtue of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006 because it contains information relating to the financial or business affairs of any particular person (including the authority holding that information)</b>		3/10/2019	18/9/2019	Andrew Jones; Cllr Cooke	Historic England, Warwickshire County Council
Fees and Charges (Ref 1,046)	To propose the level of Fees and Charges to be levied from 2nd January 2020.		3/10/2019	18/9/2019	Andy Crump; Cllr Hales	
Canalside DPD – Draft Document (Ref 1,055)	To request permission to take the draft document to public consultation.		3/10/2019	18/9/2019	Lorna Hale; Cllr Cooke	

Request for additional budget for additional posts within HCP (Ref 1,017)	To request budget to cover additional posts within HCP subject to Employment Report. <b>It is anticipated that part or all of this item will be considered in private by virtue of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006 because it contains information which is likely to reveal the identity of an individual.</b>		10/7/2019 Reason: 3&4 21/8/2019 Reason: 5 3/10/2019	<del>2/7/2019</del> <del>13/8/2019</del> 18/9/2019	Marianne Rolfe; Cllr Falp	
Community Stadium and related projects update (Ref 1,014)	To update Members on progress on the development of the community stadium and related projects on the site to the north of Gallows Hill and elsewhere in the District. <b>It is anticipated that part or all of this item will be considered in private by virtue of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006 because it contains information relating to the financial or business affairs of any particular person (including the authority holding that information)</b>		21/8/2019 3/10/2019	<del>13/8/2019</del> 18/9/2019	Paddy Herlihy/ Chris Elliott; Cllr Matecki	

Warwick District Council Business Strategy (Ref 1,063)	To seek Member agreement of the Council's Business Strategy 2019-2023.		3/10/2019	18/9/2019	Andrew Jones; Cllr Day	
Affordable housing purchase (Ref 1,066)	To seek authority to purchase homes in Radford Semele. <b>It is anticipated that part or all of this item will be considered in private by virtue of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006 because it contains information relating to the financial or business affairs of any particular person (including the authority holding that information)</b>		3/10/2019	18/9/2019	Ken Bruno; Cllr Matecki	
Project Initiation Document (PID) for procuring and replacing various software systems (Ref 1,067)	To agree the Project Initiation Document (PID) for procuring and replacing the third-party software systems (Civica APP, IDOX, Acolaid & GGP and a range of bespoke in-house developed solutions) for Health & Community Protection, Neighbourhood Services, Private Sector Housing and Development Services		3/10/2019	18/9/2019	Andrew Jones; Cllrs Cooke, Falp, Matecki and Norris	

Future of the High Street Fund Expression of Interest (Ref 1,070)	To update members on the Future of the High Street Fund Expression of Interest and to seek agreement for arrangement to put in place resources to support the next stage of the bid process and beyond.		3/10/2019	18/9/2019	Dave Barber; Cllr Rhead	Expression of Interest was subject to engagement with a range of key partners and received a number of letters of support from those partners. The Expression of Interest built upon the Leamington Town Centre Vision and Strategy which was subject to extensive partnership working, engagement and consultation during 2016 and 2017
Catering and Events Concessions Contract – Royal Pump Rooms and Jephson Gardens Glasshouse – Update (Ref 1,071)	To update the Executive on actions taken to amend the Catering and Events Concessions contract.		3/10/2019	18/9/2019	David Guilding; Cllr Grainger	
<b>13 November 2019</b>						
Local council tax reduction - banded scheme (Ref 1,020)	Review working age local council tax reduction banded scheme.		13/11/2019	5/11/2019	Andrea Wyatt; Cllr Hales	
Regulation of Investigatory Powers (Ref 1,052)			13/11/2019	5/11/2019	Andrea Wyatt; Cllr Hales	

SPDs - Request to Consult (Ref 1,065)	To request permission to take to SPDs (Affordable Housing and Develop Contributions) to public consultation		13/11/2019	5/11/2019	David Butler / Tony Ward; Cllr Cooke	
Local Development Scheme (Ref 1,069)	To seek approval for revisions to the current Local Development Scheme.		13/11/2019	5/11/2019	David Butler; Cllr Cooke	
Discretionary Business Rates Relief as a tool for business growth and inward investment (Ref 991)	To report back to Executive on the results of a consultation exercise in relation to the draft policy, and take recommendations for next steps to adopt the policy formally.		<del>6/03/2019</del> Reason: 5 <del>10/7/2019</del> Reason: 4, 5 <del>3/10/2019</del> Reason: 5 13/11/2019	<del>26/02/2019</del> <del>2/7/2019</del> <del>18/9/2019</del> 5/11/2019	Martin O'Neill; Cllr Rhead	
Corporate Asset Management Strategy (Ref 641)	To propose an Asset Management Strategy for all the Council's buildings and land holdings.		Executive <del>29/6/2016</del> Reason 5 <del>1/9/16</del> Reasons 3 & 5 <del>5/1/2017</del> Reasons 3&5 <del>8/2/2017</del> Reasons 3&5 <del>26/07/2017</del> Reasons 3&5 <del>31/8/2017</del> Reason 3 <del>3/10/2019</del> Reason: 5 13/11/2019	<del>18/9/2019</del> 5/11/2019	Bill Hunt; Steve Partner; Cllrs Day, Rhead, Norris, Grainger & Hales	

Review of Final Accounts (Ref 1,047)	To report on the issues from the 2018/19 and proposed action plan.		<del>3/10/2019</del> Reason: 1 13/11/2019	<del>18/9/2019</del> 5/11/2019	Mike Snow; Cllr Hales	
HRA Business Plan Review 2019-20 (Ref 1,064)	To update the Housing Revenue Account Business Plan to reflect the most recent changes in performance, business assumptions, strategic decisions and policy changes.		<del>3/10/2019</del> Reason: 1 13/11/2019	<del>18/9/2019</del> 5/11/2019	Lisa Barker / Andrew Rollins; Cllr Matecki	
Relocation of Kenilworth Wardens (Ref 1,068)	To agree next steps for the relocation of Kenilworth Wardens		<del>3/10/2019</del> Reason: 1 13/11/2019	<del>18/9/2019</del> 5/11/2019	Andrew Jones; Cllr Cooke	
Warwick Castle Development Principles (Ref 1,023)	This report sets out the principles which should underpin future development proposals within Warwick Castle.		<del>10/7/2019</del> Reason: 3 <del>3/10/2019</del> Reason: 3 13/11/2019	<del>2/7/2019</del> <del>18/9/2019</del> 5/11/2019	Dave Barber; Cllr Cooke	Historic England; Warwick Town Council
Creative Quarter (Ref 1,038)	To agree any detailed matters still required from the Council's Regeneration Partner to enable the completion of the masterplan for the Creative Quarter.		<del>3/10/2019</del> Reason: 1 13/11/2019	<del>18/9/2019</del> 5/11/2019	Guy Collier / Philip Clarke; Cllr Rhead	The "Creative Quarter Big Picture" document which forms the basis of the masterplan was subject to public consultation during December 2018 and January 2019. The Council's Regeneration Partner also undertook extensive stakeholder engagement during



						2018.
Homeless Support Services Review (Ref 1,032)	To consider the merits of making the Direct Access Hostel for Rough sleepers permanent and provision of support and Move on accommodation in the event the MHCLG funding ceases on 31 March 2020.		3/10/2019 13/11/2019	18/9/2019 5/11/2019	Elaine Wallace; Cllr Matecki	Community Safety Team and Warwickshire Police
<b>18 December 2019</b>						
Replacement of rural street lighting bulbs with LED replacements (Ref 1,053)	To recommend the phased replacement of existing rural street lighting bulbs with energy efficient LED units.		18/12/2019	10/12/2019	Steve Partner; Cllr Matecki	

<b>Section 2 Key decisions which are anticipated to be considered by the Council between February 2020 and April 2020</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>

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
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.  <b>It is anticipated that part or all of this item will be considered in private by virtue of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006 because it contains information relating to the financial or business affairs of any particular person (including the authority holding that information)</b>	Executive 26/07/2017 Reason 3	Bill Hunt Cllrs Day, Hales, Cooke, Rhead, Norris	<del>28/11/2018</del> Reason: 1&3 <del>9/1/2019</del> Reason: 3 <del>6/2/2019</del> Reason: 3 <del>6/3/2019</del> Reasons: 1&4 <del>10/7/2019</del> Reason: 3		
Project management Resource for replacement of HCP, Development Services, Neighbourhood Services and Private Sector Housing back	To agree any detailed matters still required from the Council's Regeneration Partner to enable the completion of the masterplan for the Creative Quarter.		Marianne Rolfe; Cllrs Cooke, Falp, Matecki, Norris & Rhead			

office systems (Ref 1,040)						
District Network heating (Ref 1,041)	To update on findings of the feasibility study and seek permission to progress to the project further.		Marianne Rolfe; Cllrs Falp & Rhead			
Land East of Kenilworth Development Brief – Site Access Amendment (Ref 1,042)	The report seeks approval from Executive to undertake a public consultation specifically on an amendment to the Development Brief so that the document does not suggest or support the use of Thickthorn Close as a vehicular access, other than emergency access, to serve any new dwellings within the housing allocation, H06.		Andrew Cornfoot; Cllr Cooke	<del>21/8/2019</del> <del>13/8/2019</del> Reason: 1		

**Section 4 – Items which are anticipated to be considered by the Executive but are NOT key decisions**

<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>
Rural and Urban Initiatives Scheme (Ref 1,048)	Consider applications for Rural and Urban Initiative Grants.		3/10/2019	18/9/2019	Jon Dawson; Cllr Hales	
Review of Significant Business Risk Register (Ref 1,049)	To inform Members of the Significant Risks to the Council.		3/10/2019	18/9/2019	Richard Barr; Cllr Day	
Review of Significant Business Risk Register (Ref 1,050)	To inform Members of the Significant Risks to the Council.		12/2/2020	4/2/2020	Richard Barr; Cllr Day	
Review of Significant Business Risk Register (Ref 1,051)	To inform Members of the Significant Risks to the Council.		22/4/2020	14/4/2020	Richard Barr; Cllr Day	

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) 456114**