



**FORWARD PLAN  
June 2012 to September 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 May 2012 to August 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
<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 Council 27 June 2012	11 June 2012	Marcus Miskinis Cllr Mobbs	
Leek Wooton Community Woodlands (Ref 407)	Moved from May 2012 Reason 3		Executive <del>30 May 2012</del> Executive 20 June 2012	11 June 2012	Bill Hunt Cllr Hammon Cllr Shilton	Awaiting clarification from the police on the timing of a potential sale of the woodland
Expansion of Biomass Heating Programme (Ref 410)	To Report on the Expansion of Biomass Heating Programme		Executive 23 October 2006	11 June 2012	Jameel Malik/Mark Perkins Cllr Vincett	

Economic Development Strategy (Ref 361)	Moved from March 2012 Reason 1 & 4 To be presented alongside the Local Plan options		Executive <del>30 May</del> 2012  Executive 20 June 2012	11 June 2012	Joe Baconnet Cllr Hammon	
Asset Management Plan (Ref 352)	Moved from September 2011 Moved from May 2012 Reason 1		Executive <del>30 May</del> 2012  Executive 20 June 2012	11 June 2012	Joseph Baconnet Cllr Hammon	
Events Experiment (Ref 408)	To obtain approval for a 12 month experiment on how we deliver events in the district		Executive 20 June 2012	11 June 2012	Rose Winship Joe Baconnet Cllr Hammon Cllr Gallagher	
Appointment of a Business Growth Officer (Ref 409)	To seek approval to fund the appointment of a Business Growth Officer on a 2 year fixed term contract in order to deliver business growth projects which were contained in the Housing & Property Services 2012 -13 Service Area Plan and Fit for the Future change programme		Executive 20 June 2012	11 June 2012	Jameel Malik /Abigail Hay Councillor Norman Vincett	

Corporate Property Repair and Improvement Programme 2012 – 13 (Ref 411)			Executive 20 June 2012	11 June 2012	Matt Jones Cllr Norman Vincett	
<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	
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 <del>30 May</del> 2012  Executive 11 July 2012	11 June 2012	Andrew Jones Cllr Hammon	
Service Area Plan Performance 2011 - 2012 (Ref 415)			Executive 11 July 2012		Karen Warren Mike Doody / Les Caborn	
<b>AUGUST 2012</b>						
<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	

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

**Section 2 - Key decisions which are anticipated to be considered by the Council between September 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>OCTOBER 2012</b>						
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	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	
<b>DECEMBER 2012</b>						
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	
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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	<del>Executive</del> <del>17.03.2010</del> * 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> * 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 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.	<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 has been taken over by other competing priorities)				Mike Snow  Cllr Mobbs	

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			
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			

**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>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	
<b>SEPTEMBER 2012</b>						
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 Drummond or Steve Webb Cllr Doody	

**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