



## **FORWARD PLAN September 2012 to December 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 September 2012 to 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>SEPTEMBER 2012</b>						
Asset Management Plan (Ref 352)	Moved from September 2011 Moved from May 2012 Reason 1		Executive <del>30 May</del> 2012 Executive 12 September 2012	03 September 2012	Joe Baconnet Cllr Hammon	
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			03 September 2012	Robert Hoof Cllr Shilton	

Fetherston Court Development Options (Ref 433)	To approve the options for the redevelopment of this site		Executive 12 September 2012	03 September 2012	Satnam Kaur Lydia Wailoo Cllr Vincett	Council 22 September 2011
Fetherston Court Decant Policy (Ref 434)	To approve the decant policy to enable residents to be relocated		Executive 12 September 2012	03 September 2012	Satnam Kaur Lydia Wailoo Cllr Vincett	Council 22 September 2011
Finance Restructure/ review (Ref 445)	To seek funding from the Transformation Reserve to support the Review		Executive 12 September 2012	03 September 2012	Mike Snow Cllr Mobbs	
<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	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	
Green Space Strategy (Ref 432)	To approve a further report and final draft of the Green Space Strategy for approval.	Executive 18 April 2012 Minute no 152	Executive 10 October 2012	1 October 2012	David Anderson Cllr Shilton	

Feasibility Study on the Mere at Kenilworth (Ref 435)	To seek funding to conduct a feasibility study on the re-establishment of the Mere at Kenilworth Castle	Executive 18 April 2012	Executive 10 October 2012	1 October 2012	Chris Elliott Cllr Hammon	English Heritage Warwickshire County Council  Heritage Lottery Fund  Kenilworth Town Council
Review of the Planning Committee (Ref 437)	To seek agreement to the review of the Planning Committee	Council 7 March 2012	Executive 10 October 2012	1 October 2012	Chris Elliott Cllr Hammon	
<b>NOVEMBER 2012</b>						
Code of Financial Practice (Ref 420)	To propose amendments to the Code of Financial Practice		Executive 14 November 2012	5 November 2012	Mike Snow Cllr Mobbs	
Car Park Action Plan 2012-2017 (Ref 386)	Moved from May 2012 Reason 5 More Information required from the Review of WDC		Executive 14 November 2012	5 November 2012	Ian Coker Cllr Shilton	
Kenilworth Area Action/ Neighbourhood Plan (Ref438)	To consider the request from Kenilworth Town Council to set in train work to develop an Area Action Plan for the town		Executive 14 November 2012	5 November 2012	Chris Elliott Cllr Caborn	Kenilworth Town Council  Warwickshire County Council  Report to Executive generally on

						Neighbourhood Plans in July 2012
Lillington Area Action/ Neighbourhood Plan (Ref 439)	To set in train work to develop an Area Action Plan for this part of Leamington as part of the Neighbourhood Community Budget pilot being trialled in Lillington		Executive 14 November 2012	5 November 2012	Chris Elliott Cllr Caborn	Leamington Town Council  Warwickshire Town Council  Report to Executive generally on Neighbourhood Plans in July 2012
Business Rates Retention (Ref 423)	To brief members on the Business Rate Revenues & Benefits Retention Scheme		Executive 14 November 2012	5 November 2012	David Leach Cllr Mobbs	
Council Tax Support (Ref 440)			Executive 14 November 2012	5 November 2012	Andrea Wyatt Cllr	
<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	
Warwick District Green Ride (Ref 441)	To seek funding to implement a district wide rural tourism cycle network		Executive 12 December 2012	03 December 2012	Chris Elliott Cllr Hammon	Sustrans  Warwickshire County council  Report to Executive in April 2012
Kenilworth Public Service Centre (Ref 436)	To receive and approve the business case for the second stage of the Kenilworth Public Service Centre and to agree funding to go through to completion	Executive 18 April 2012  Executive 11 July 2012	Executive 10 October 2012	1 October 2012	Chris Elliott Cllrs Hammon Mrs Gallagher & Mrs Grainger	Warwickshire County Council  Kenilworth Town Council  Talisman Theatre  GP PCT SWGHT

**Section 2 - Key decisions which are anticipated to be considered by the Council in 2013**

<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>FEBRUARY 2013</b>						
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	

Council Tax (Ref 442)	To approve the recommendations of the Executive in respect of the following years budget and the Council Tax for all precepting authorities in the District		Executive 13 February 2013	4 February 2013	Mike Snow Cllr Mobbs	
Treasury Management Strategy (Ref 443)	To seek member approval of the Treasury Management Strategy and Investment Strategy for the forthcoming year		Executive 13 February 2013	4 February 2013	Roger Wyton Cllr Mobbs	



## 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
Local Authority Mortgage Guarantee Scheme (259)	To report initial details of a proposed mortgage guarantee scheme to assist the local housing market	TBC		(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 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.	TBC	Susie Drummond  Cllr Mrs Grainger			

Review of Community Development Working (Ref 368)	Review of the Community Development Work in the Community Partnership Team	TBC	Susie Drummond Cllr Mrs Grainger			
Constitution (Ref 364)	Revision to the existing WDC Constitution	TBC	Graham Leach Cllr Doody			
Evening Economy (Ref 362)	Action Plan 2012-2015	TBC	Pam Dunsdon /Joe Baconnet Cllr Hammon			
Climate Change Programme (Ref 413)	Moved from May 2012 awaiting further work on business case	TBC	Richard Hall Cllr Coker			
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			

Job Skills & Economic Development Strategy (Ref 361)	Moved from March 2012 To be presented alongside the Local Plan options	Executive <del>30 May</del> 2012 Reason 1 & 4	Joe Baconnet Cllr Hammon			
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**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>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	Karen Warren Cllr Doody	
<b>OCTOBER 2012</b>						
Significant Business Risk Register (Ref 398/2)	To inform members of the significant risks to the Council		Executive 10 October 2012	01 October 2012	Richard Barr Cllrs Doody & Mobbs	
<b>NOVEMBER 2012</b>						
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	
<b>JANUARY 2013</b>						
Quality of Life (Ref 402)			Executive 9 January	28 December 2012	Fiona Clarke	

			2013		Cllr Mrs Grainger	
Significant Business Risk Register (Ref 398/3)	To advise members of corporate business risks		Executive 9 January 2013	28 December 2012	Richard Barr  Cllrs Doody & Mobbs	
<b>MARCH 2013</b>						
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	
<b>April 2013</b>						
Risk Register Review – Housing and Property (Ref 444)			Executive 17 April 2013	08 April 2013	Richard Barr  Andrew Mobbs	

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