



**FORWARD PLAN  
DECEMBER 2013 to MARCH 2014**

**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.

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) 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 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 2013 to March 2014**

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>December 2013</b>						
Housing & Property Services Report Update (Ref 549)	To update on the Housing & Property Partnership Report  <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>  (Moved from November13 reason 3)		<del>Executive 13 November 2013</del> Executive 11 December 2013	2 December 2013	Jameel Malik Cllr Vincett	
Housing & Property Services Business Plan (Ref 559)			Executive 11 December 2013	2 December 2013	Abigail Hay Cllr Vincett	
CCTV & Lighting in St Nicholas Park (Ref 561)			Executive 11 December 2013	2 December 2013	Pete Cutts Cllr Coker	
Parish Plans (Ref 560)	Endorsement of Parish Plans		Executive 11 December 2013	2 December 2013	Berni Allen Cllr Caborn	

Enforcement Policy (Ref 556)			Executive 11 December 2013	2 December 2013	Rajinder Lalli Cllr Hammon	Planning Committee
Neighbourhood Plan Area Designation Leek Wootton (Ref 544)	To update on Neighbourhood Plan Area Designations  (Moved from November Reason 5)		<del>Executive 13 November 2013</del>  Executive 11 December 2013	<del>4 November 2013</del>  2 December 2013	Stephen Hay Cllr Caborn	Applications for Neighbourhood Plan designation for Leek Wootton
Neighbourhood Plan Area Designations  Ashow & Stoneleigh and Burton Green (Ref 543)	To update on Neighbourhood Plan Area Designations  (Moved from November Reason 5)		<del>Executive 13 November 2013</del>  Executive 11 December 2013	<del>4 November 2013</del>  2 December 2013	Stephen Hay Cllr Caborn	Applications for Neighbourhood Plan designation for Ashow & Stonleigh and Burton Green
A Refreshed Sustainable Community Strategy and Updated Fit For the Future Programme (Ref 547)	To seek Member approval of a refreshed Sustainable Community Strategy and updated Fit For the Future programme		Executive 11 December 2013		Andrew Jones  Cllrs Shilton & Vincett	
Asset Review (Ref 545)	To advise Members of the outcome of a review of the Council's physical asset base and the financial implications		Executive 11 December 2013		Bill Hunt Cllr Hammon	

Riverside House offices - relocation options (Ref 528)	To present relocation options <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 11 December 2013		Duncan Elliott Cllr Hammon	
General Fund Budgets 2014 - 2015 (Ref 494)	To consider the following year revenue budgets for the general fund		Executive 11 December 2013	2 December 2013	Marcus Miskinus Cllr Mobbs	
Housing Revenue Account Budgets 2014-2015 (Ref 500)	To consider the following year revenue budgets for the Housing Revenue Account		Executive 11 December 2013	2 December 2013	Mark Smith Cllr Mobbs	
Review of Security of Open Spaces within Warwick District Council (Ref 529)	Review of security measures at open spaces across district to prevent illegal encampment		Executive 11 December 2013	2 December 2013	Ian Coker Cllr Shilton	
Kenilworth Area Action/ Neighbourhood Plan (Ref 438)	To consider the request from Kenilworth Town Council to set in train work to develop an Area Action Plan for the town  Moved from November 2012 reason 2 (Moved from June 2013 Reason 3) (Moved from August 2013 reason 3)		<del>Executive 14 November 2012</del> <del>Executive 9 January 2013</del> <del>Executive 11 September 2013</del>	2 December 2013	Chris Elliott Cllr Caborn	Kenilworth Town Council  Warwickshire County Council  Report to Executive generally on Neighbourhood

			Executive 11 December 2013			Plans in July 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  Moved from December 2012 reason 3  <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>		<del>Executive 18 April 2012</del>  <del>Executive 11 July 2012</del>  <del>Executive 12 December 2012</del>  <del>Executive 9 January 2013</del>  <del>Executive 19 June 2013</del>  Executive 11 December 2013	2 December 2013	Chris Elliott Cllrs Hammon & Mrs Grainger	Warwickshire County Council  Kenilworth Town Council  Talisman Theatre GP PCT SWGHT
<b>January 2014</b>						
<b>February 2014</b>						
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  Report to Executive	<del>Executive 12 December 2012</del>  <del>Executive 13 February 2013</del>  <del>Executive 19</del>	3 February 2014	Chris Elliott Jameel Malik Cllr Caborn	Leamington Town Council  Warwickshire County Council  Report to Executive

	(Moved from December 12 reason 3) (Moved from June 13 reason 3) (Moved from September 13 reason 3) (Moved from November 13 reason 3)	generally on Neighbourhood Plans in July 2012	June 2013 <del>Executive 11 September 2013</del> <del>Executive 13 November 2013</del> <del>Executive 11 December 2013</del> Executive 12 February 2014			generally on Neighbourhood Plans in July 2012
Compulsory Purchase in Leamington (Ref 563)	To seek support for the principle of the council pursuing a Compulsory Purchase Order on land within Leamington  <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 12 February 2014	3 February 2014	Bill Hunt/Philip Clarke  Cllrs Mobbs & Hammon	
Local Air Quality Management (Ref 562)	To seek member approval for new air quality planning guidance and an extension to the Leamington Air Quality Management Area		Executive 12 February 2014	3 February 2014	Grahame Helm  Cllr Coker	DEFRA WCC Leamington Town Council Chamber of Commerce Local Developers
General Fund 2014-15 Budgets & Council Tax (Ref 536)	To update members on the overall financial position of the Council  To consider The General Fund Revenue and Capital Budgets for the following financial year and propose		Executive 12 February 2014	3 February 2014	Mike Snow  Cllr Mobbs	

	the Council Tax for the following year					
Housing Revenue Account Rent Setting (Ref 537)	To report on the proposed level of Housing Rents for the following year and the proposed budget		Executive 12 February 2014	3 February 2014	Mark Smith Cllr Vincett	
Housing Revenue Account Service Charges (Ref 538)	To propose the levels of service charge for Housing properties in the following year		Executive 12 February 2014	3 February 2014	Mark Smith Cllr Vincett	
Council Tax (Ref 539)	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 12 February 2014	3 February 2014	Mike Snow Cllr Mobbs	
Treasury Management Strategy (Ref 541)	To seek member approval of the Treasury Management Strategy and Investment Strategy for the forthcoming year		Executive 12 February 2014	3 February 2014	Roger Wyton Cllr Mobbs	
Sustainability Report (Ref 551)			Executive 12 February 2014	3 February 2014	Richard Hall Cllr Coker	
Housing & Property Services Advisory Services Review (Ref 524)	To present various options for the service to (i) improve value for money of existing services and (ii) accelerate and maximise new affordable housing through the HRA Business Plan.		<del>Executive 11 December 2013</del> Executive 12 February 2014	3 February 2014	Jameel Malik Cllr Vincett	Report to Executive 6th March 2012, recommendation number 6.  Report for Finance and Audit Scrutiny Committee 11th

						December 2012  Report for Finance and Audit Scrutiny Committee 18th June 2013.
Peer Challenge update (Ref 526)	To update Members of progress against the Peer Challenge Improvement Plan  Moved from November & December 2013 reason 4		<del>Executive 13 November 2013</del> <del>Executive 11 December 2013</del> Executive 12 February 2014	3 February 2014	Andrew Jones Cllr Doody	
Impact of potential changes to on street parking charges (Ref 486)	To report on the impact of potential changes to on street parking charges (Moved from July 2013 reason 3)		<del>Executive 17 April 2013</del> <del>Executive 11 September 2013</del>  <del>Executive 11 December 2013</del> Executive 12 February 2014	3 February 2014	Ian Coker Cllr Shilton	
<b>March 2014</b>						



**Section 2 - Key decisions which are anticipated to be considered by the Council between April 2014 and December 2014**

**April 2014**

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**May 2014**

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**June 2014**

Final Accounts (Ref 553)	To report on the Council's outturn position for both revenue and capital					
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**July 2014**

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**August 2014**

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**September 2014**

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<b>October 2014</b>						
<b>November 2014</b>						
<b>December 2014</b>						

**TO BE CONFIRMED**

<b>Topic and Reference</b>	<b>Purpose of report</b>	<b>History of Committee Dates &amp; Reason code for deferment</b>	<b>Contact Officer &amp; Portfolio Holder</b>	<b>Expansion on Reasons for Deferment</b>	<b>External Consultees/ Consultation Method/ Background Papers</b>	<b>Request for attendance by Committee</b>
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	The CRM procurement is in progress. A decision will be made by June 2013, with a report coming after this.		
Constitution (Ref 364)	Revision to the existing WDC Constitution	<del>Executive 11 September 2013</del>	Graham Leach Cllr Doody	Reason 3		
Evening Economy (Ref 362)	Action Plan 2012-2015	<del>Executive 11 September 2013</del>	Joe Baconnet Cllr Hammon	Moved from September 2013 Reason 1 & 4		
Corporate Debt Policy (Ref 516)	To approve the Corporate Debt Policy	TBC	Jon Dawson Cllr Mobbs			

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

<b>January 2014</b>						
Significant Business risk Register (Ref 535)	To advise members of Corporate Business Risks				Mike Snow Cllr Mobbs	
<b>February 2014</b>						
<b>March 2014</b>						
<b>April 2014</b>						
<b>May 2014</b>						
<b>June 2014</b>						
<b>July 2014</b>						
Significant Business risk Register (Ref 553)	To advise members of Corporate Business Risks				Mike Snow Cllr Mobbs	
Review of Business Rates Pooling Arrangements (Ref 554)						
<b>August 2014</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:

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) 412656**