FORWARD PLAN
May 2013 to August 2013

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 May 2013 to August 2013

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
9 May 2013						
Events Experiment (Ref 454)	To report on the outcomes of the Events Experiment		Executive 9 May 2013	29 April 2013	Chris Charman Cllr Cross	Executive report June 2012 Employment report – June 2012
Pre Application Charging (Ref 465)	To consider a report on charging for pre application advice (Moved from March reason 5)		~~Executive 13 March 2013~~ ~~Executive 17 April 2013~~ Executive 9 May 2013	29 April 2013	Gary Fisher Cllr Hammon	

Potential strategic land acquisition in Royal Leamington Spa (Ref 502)	To update on the Potential strategic land acquisition in Royal Leamington Spa **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**		Executive 9 May 2013	29 April 2013	Philip Clarke Cllrs Hammon & Mobbs	
30 May 2013						
June 2013						
Final Accounts (Ref 473)	To report on the Council's outturn position for both revenue and capital		Executive 19 June 2013	3 June 2013	Marcus Miskinis Cllr Mobbs	

Warwick District Green Ride (Ref 441)	To seek funding to implement a District wide rural tourism cycle network (Moved from December 12 reason 3)		~~Executive 12 December 2012~~ Executive 19 June 2013	3 June 2013	Chris Elliott Cllr Hammon	Sustrans Warwickshire County Council Report to Executive in April 2012
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 (Moved from November 12 reason 2) (Moved from December 12 reason 3)		~~Executive 14 November 2012~~ ~~Executive 12 December 2012~~ Executive 19 June 2013	3 June 2013	Chris Elliott Cllr Hammon	English Heritage Warwickshire County Council Heritage Lottery Fund Kenilworth Town Council
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 **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**	~~Executive 18 April 2012~~ Executive 11 July 2012	~~Executive 12 December 2012~~ ~~Executive 9 January 2013~~ Executive 19 June 2013	3 June 2013	Chris Elliott Cllrs Hammon & Mrs Grainger	Warwickshire County Council Kenilworth Town Council Talisman Theatre GP PCT SWGHFT

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		~~Executive 14 November 2012~~ ~~Executive 9 January 2013~~ Executive 19 June 2013	3 June 2013	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 (Moved from December 12 reason 3)	~~Executive 14 November 2012~~ Report to Executive generally on Neighbourhood Plans in July 2012	~~Executive 12 December 2012~~ ~~Executive 13 February 2013~~ Executive 19 June 2013	3 June 2013	Chris Elliott Cllr Caborn	Leamington Town Council Warwickshire County Council Report to Executive generally on Neighbourhood Plans in July 2012

Communications Strategy (Ref 488)	To propose amendments to the Communications Strategy (Moved from April reason 5)		~~Executive 17 April 2013~~ Executive 19 June 2013	3 June 2013	Ema Townsend Cllr Mrs Grainger	
July 2013						
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 April reason 3)		~~Executive 17 April 2013~~ Executive 10 July 2013	1 July 2013	Ian Coker Cllr Shilton	
Car Park Action Plan 2012-2017 (Ref 386)	(Moved from May 2012 Reason 5 - More information required from the Review of Warwick County Council)		Executive 10 July 2013	1 July 2013	Ian Coker Cllr Shilton	

Local Enforcement Plan (Ref 467)	To adopt a Local Enforcement Plan		~~Executive 13 March 2013~~ Moved from March 2013 (Reason 5) Executive 10 July 2013	1 July 2013	Gary Fisher Cllr Hammon	
August 2013						
Budget Review to include Financial Projections (Ref 475)	To report on the latest financial prospects		Executive 7 August 2013	29 July 2013	Andy Crump Cllr Mobbs	

Section 2 - Key decisions which are anticipated to be considered by the Council between September 2013 and December2013

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
September 2013						
Statement of Accounts 2012 - 2013 (Ref 490)	To formally approve the Council's statutory accounts 2011/2012		Executive 11 September 2013	2 September 2013	Marcus Miskinis Cllr Mobbs	
Review of Community Development Working (Ref 368)	Review of the Community Development Work in the Community Partnership Team		Executive 11 September 2013	2 September 2013	Susie Drummond Cllr Mrs Grainger	WCC structure changes took significantly longer than expected, only completing in March 2013. The review has been on hold as the team manager post was unfilled. The review has now started and a report will be delivered in September 2013.

Constitution (Ref 364)	Revision to the existing WDC Constitution		Executive 11 September 2013	2 September 2013	Graham Leach Cllr Doody	
Job Skills & Economic Development Strategy (Ref 361)	(Moved from March 2012) Reason 1 & 4 to be presented alongside the Local Plan options)		~~Executive 30 May 2012~~ Executive 11 September 2013	2 September 2013	Joe Baconnet Cllr Hammon	
Evening Economy (Ref 362)	Action Plan 2012-2015		Executive 11 September 2013	2 September 2013	Joe Baconnet Cllr Hammon	
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 (Delayed for Reason 5)	~~Executive 10 October 2012~~	Executive 11 September 2013	2 September 2013	Satnam Kaur Cllr Vincett	
October 2013						
Fees and Charges Income Max (Ref 491)	To propose the level of fees and charges to be levied in 2013/2014		Executive 9 October 2013	30 September 2013	Andy Crump Cllr Mobbs	

November 2013						
Review of Locality Working (Ref 367)	Update on the review of locality working and impact of changes made.		Executive 13 November 2013	4 November 2013	Susie Drummond Cllr Mrs Grainger	WCC structure changes took significantly longer than expected, only completing in March 2013. WDC is doing a pilot of the new structure to see what impact it will have on the work of the team. The report will be done after this pilot, likely November 2013
December 2013						
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	

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
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 Project Coordinator working with PSP to decide on the most effective siting for the OSS. This decision is prioritised & is hoped to be made by June 2013. Until this decision is made, we cannot plan the detail of the OSS or create a business case.		External Consultee Warwickshire County Council

Local Authority Mortgage Guarantee Scheme (Ref 259)	To report initial details of a proposed mortgage guarantee scheme to assist the local housing market	TBC	Mike Snow Cllr Mobbs	(Previously in June 2011 - This was not a service plan issue and has been taken over by other competing priorities) To be considered initially as part of the Housing Development Strategy		
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 Warwickshire County Council * Reason 3 –	Susie Drummond Cllr Mrs Grainger	A number of changes within the Customer Services function of WCC are planned. These will impact the content of the SLA, so we are waiting for finalisation.		Executive. 26/01/11 = Customer Service Centre Performance & Co-location Review / Warwickshire County Council
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.		

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

Topic	Purpose of report	Meeting	If requested by Executive, decision and minute number	Publication date	Contact Officer	Portfolio Holder
June 2013						
June 2013/14 Portfolio Holder Statements & Fit For The Future Progress Report (Ref 477)	To report on progress in relation to the 2013/14 Portfolio Holder Statements and to approve updates to these as necessary				Karen Warren Cllr Caborn Cllr Doody	
July 2013						
Review of Significant Business risk Register (Ref 474)	To inform members of the significant risks to the Council			1 July 2013	Richard Barr Andrew Mobbs	
October 2013						
Review of Significant Business risk Register (Ref 492)	To inform members of the significant risks to the Council			30 September 2013	Richard Barr Andrew Mobbs	

November 2013						
November 2013/14 Portfolio Holder Statements & Fit For The Future Progress Report (Ref 478)	To report on progress in relation to the 2013/14 Portfolio Holder Statements and to approve updates to these as necessary				Karen Warren Cllr Caborn Cllr Doody	
Budget Review (Ref 493)	To advise members of any variations from approved budgets				Andy Crump Cllr Mobbs	
December 2013						
Housing Revenue Account Budgets 2014-2015 (Ref 500)	To consider the following year revenue budgets for the Housing Revenue Account					

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

The forward plan is also available, on request, in large print on request, by telephoning (01926) 412656