FORWARD PLAN
November 2012 to February 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 November 2012 to February 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
NOVEMBER 2012						
Council Tax/Students- Redressing the imbalance (Ref 452)	To report back on the August Executive Notice of Motion		Executive 14 November 2012	5 November 2012	David Leech Cllr Mobbs	
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		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

Council Tax Support (Ref 440)	To approve new Council Tax Scheme		Executive 14 November 2012	5 November 2012	Andrea Wyatt Cllr Mobbs	
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 14 November 2012	5 November 2012	Chris Elliott Cllr Hammon	English Heritage Warwickshire County Council Heritage Lottery Fund Kenilworth Town Council
Duty to Co-operate- Sub Regional Strategic Development Agreement (Ref 448)	To consider a report on the how the Local Authorities within the sub-region are proposing to cooperate on strategic planning issues as part of the Duty to Cooperate		Executive 14 November 2012	5 November 2012	Dave Barber Cllr Caborn	Joint development of agreement. Other authorities in Coventry Solihull & Warwick sub region
Partnership working with Pump Room Gardens Conservation Group (Ref 450)	Working with Pump Room Gardens Conservation Group to maintain Pump Room Gardens		Executive 14 November 2012	5 November 2012	Ian Coker Cllr Shilton	Pump Room Conservation Group Town Council

Website Content Management System business case (Ref 427)	Update on Website Management System business case		Executive 14 November 2012	5 November 2012	Susie Drummond Cllr Mrs Grainger	
Transfer of Egyptian Mummy case lid to The University of Birmingham (Ref 457)	To review the evidence of an Eygptian Mummy case lid in the collections of Leamington Art Gallery & Museum and recommend the presentation to The University of Birmingham		Executive 14 November 2012	5 November 2012	Jeff Watkin Cllr Cross	Dr James Hamilton, Curator of The University of Birmingham Collections Collection Development Policy 2012 - 2017
Visitor Services Review (Ref 458)			Executive 14 November 2012	5 November 2012	Joe Baconnet Cllr Hammon	
Community Right to Bid (Ref 459)	Adoption of Policy and Procedures		Executive 14 November 2012	5 November 2012	Joe Baconnet Cllr Hammon	
Sale of Parking Spaces at New Street Car Park Warwick (Ref 460)	**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**		Executive 14 November 2012	5 November 2012	Joe Baconnet Cllr Hammon	

	information)					
DECEMBER 2012						
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	Executive 12 December 2012	03 December 2012	Chris Elliott Cllrs Hammon & Mrs Gallagher &	Warwickshire County Council Kenilworth Town Council

	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)	2012			Mrs Grainger	Talisman Theatre GP PCT SWGHFT
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~~	Executive 12 December 2012	03 December 2012	Chris Elliott Cllr Caborn	Leamington Town Council Warwickshire County 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 12 December 2012	03 December 2012	David Leach Cllr Mobbs	
Fetherston Court Development Options (Ref 433)	To approve the options for the redevelopment of this site (Moved from September 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**		~~Executive 12 September 2012~~ Executive 12 December 2012	03 December 2012	Satnam Kaur Lydia Wailoo Cllr Vincett	Council 22 September 2011

	holding that information)					
Fetherston Court Decant Policy (Ref 434)	To approve the decant policy to enable residents to be relocated (Moved from September 2012 - Reason 3)		Executive 12 December 2012	03 December 2012	Satnam Kaur Lydia Wailoo Cllr Vincett	Council 22 September 2011
Annual Monitoring Report and Local Development Scheme (Ref 451)	To consider a report on development activity during 2011/12 and to agree a revised Local Development Scheme		Executive 12 December 2012	03 December 2012	Dave Barber John Hammon	
Housing Capital Receipts (Ref 453)	To report back on the use of Capital receipts currently held in the Housing Investment Programme		Executive 12 December 2012	03 December 2012	Mark Smith Cllr Mobbs	
Strategic Masterplan Zone Policy (Ref 449)	To consider a report on a policy to encourage developers involved in large housing and mixed use development which are in close proximity to one another to work collaboratively to plan for infrastructure and a coordinated mix		Executive 12 December 2012	03 December 2012	Dave Barber Cllr Caborn	The Public Preferred Options Consultation

	of uses.					
Joint Working with Bowls England (Ref 456)	To confirm the decision re National Championships in Leamington Spa		Executive 12 December 2012	03 December 2012	Rose Winship Cllr Cross	Bowls England Residents Sports Turf Reasearch Institute
Warwickshire Tenancy Strategy (Ref 455)	To approve the strategy that sets out expectations for housing providers with stock within the district with regard to the type and length of tenancy they grant		Executive 12 December 2012	03 December 2012	Satnam Kaur Cllr Vincett	
January 2013						
Code of Financial Practice (Ref 420)	To propose amendments to the Code of Financial Practice		Executive 9 January 2013	28 December 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 9 January 2013	28 December 2012	Ian Coker Cllr Shilton	
February 2013						

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 forth coming year		Executive 13 February 2013	4 February 2013	Roger Wyton Cllr Mobbs	

Section 2 - Key decisions which are anticipated to be considered by the Council between March 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
March 2013						
April 2013						
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

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 9 May 2013	29 April 2013	Satnam Kaur Cllr Vincett	

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		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		(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 Warwickshire County Council * Reason 3 –	Susie Drummond Cllr Mrs Grainger			Executive. 26/01/11 = Customer Service Centre Performance & Co-location Review / Warwickshire County Council

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			
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 Reason 1 & 4 To be presented alongside the Local Plan options)	~~Executive 30 May 2012~~	Joe Baconnet Cllr Hammon			
Green Space Strategy (Ref 432)	To approve a further report and final draft of the Green Space Strategy for approval (Delayed reason 5)	~~Executive 18 April 2012~~ Minute no 152	David Anderson Cllr Shilton			

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
NOVEMBER 2012						
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	Andy Crump	Cllr Mobbs
2012/13 Portfolio Holder Statements & Fit For The Future Progress Report (Ref 337)	To report on progress in relation to the 2012/13 Portfolio Holder Statements and to approve updates to these as necessary		Executive 14 November 2012	05 November 2012	Karen Warren Cllr Caborn	Cllr Doody
JANUARY 2013						
Quality of Life (Ref 402)			Executive 9 January 2013	28 December 2012	Fiona Clarke	Cllr Cross
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

MARCH 2013						
April 2013						
Risk Register Review – Housing and Property (Ref 444)			Executive 17 April 2013	08 April 2013	Richard Barr Andrew Mobbs	

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