Warwick District Council Forward Plan
September 2016 to November 2016

Councillor Andrew Mobbs
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) 456114. 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.

(826)

Section 1 – The Forward Plan September 2016 to November 2016						
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**
28 September 2016						
Fees and Charges (Ref 770)	To propose the level of fees and Charges to be levied from 2nd January 2016		Executive 28/9/2016	20/9/2016	Andy Crump Cllr Whiting	
Code of Procurement Practice (Ref 805)	To consider and recommend to Council and updated Code of Procurement Practice		Executive 28/9/2016	20/9/2016	John Roberts Cllr Whiting	
Employment Land Memorandum of Understanding (Ref 820)	To endorse the Coventry and Warwickshire Employment Land Memorandum of Understanding which was supported by all Councils at the Coventry and Warwickshire Joint Committee on 21 July 2016		Executive 28/9/2016	20/9/16	Dave Barber Cllr Cross	Submitted Local Plan (January 2015) Local Plan Modifications (February 2016)
Street Trading Policy Review (Ref 811)	To consider a revised Street Trading Policy following public consultation		Executive 28/9/2016	20/9/2016	Kathleen Rose Cllr Grainger	Public Consultation -internet, letters to stake and licence holders
St Mary's Lands (Ref 821)	To report back on the public consultation undertaken this summer and to agree the next steps		Executive 28/9/2016	20/9/2016	Chris Elliott Cllr Butler	Range of events with local community and groups

Maintenance of Pay on Foot Equipment in Covent Garden and St Peter's Car parks (Ref 824)	To request an exemption from the Code of Procurement Practice to enable the continued maintenance of the pay on foot equipment in Covent Garden and St Peter's car parks.		Executive 28/9/2016	20/09/2016	Becky Davies Cllr Shilton	

2 November 2016						
Budget review Quarter 2 (Ref 779)	To report expenditure for current year and update financial projections		Executive 2/11/2016	25/10/2016	Andy Crump Cllr Whiting	
Visitor Information Review (Ref 816)	Review of the provision of visitor information services within the District		Executive 2/11/2016	25/10/2016	David Butler Cllr Butler	Item 7 Executive 2 June 2016
WDC Enterprise – New Trading Arm (Ref 817)	To seek approval to establish a Local Authority Trading Company, to expand support provision whilst capitalising on existing skills to maximise income		Executive 2/11/2016	25/10/2016	Gayle Spencer Cllr Butler	
Revised Call-in Procedure for Warwick District Council (Ref 823)	To recommend to Council a revised call-in procedure of Executive decisions for Warwick District Council		Executive 2/11/2016	25/10/2016	Graham Leach Cllr Mobbs	Councillors Barrott, Boad, Mrs Falp and Mobbs (Group Leaders), Overview & Scrutiny Committee (27/9/16)

30 November 2016						
Rural Urban Community Initiative Scheme applications (Ref 778)	Consider applications for Rural and Urban Initiative Grants		Executive 30/11/2016	22/11/2016	Jon Dawson Cllr Whiting	
HRA Budgets 2016/17 (Ref 780)	To Consider the following year revenue budgets for the HRA.		Executive 30/11/2016	22/11/2016	Mike Snow Peter Phillips	

New Rent Arrears Policy (Ref 748)	To seek approval of new rent arrears policy for WDC Council Tenants		Executive 30/11/2016	22/11/2016	Jacky Oughton Cllr Phillips	

Section 2 Key decisions which are anticipated to be considered by the Council between December 2016 and May 2017						
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**

There is no planned meeting of the Executive in December 2016.

5 January 2017.						
Local Council Tax Reduction Scheme (Ref 806)	Final approval of Scheme after consultation		Executive 5/1/2017	22/12/2016	Andrea Wyatt Cllr Whiting	
Recommendations from One Stop Shop Review (Ref 812)	The report will formally ask for the recommendations from the review to be agreed		Executive 5/1/2017	22/12/2016	Graham Folkes-Skinner Cllr Shilton	Warwickshire County Council
The Rental Exchange Project (Ref 825)	Final approval to join the Rental Exchange project following completion of Stage 1		Executive 5/1/2017	22/12/2016	John Gallagher Cllr Phillips	

8 February 2017						
General Fund 2017/18 Budgets & Council Tax (Ref 807)	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 8/2/2017	31/1/2017	Mike Snow Cllr Whiting	

HRA Rent Setting 2017/18 (Ref 808)	To report on the proposed level of Housing Rents for the following year and the proposed budget		Executive 8/2/2017	31/1/2017	Mike Snow Cllr Phillips	

Heating, Lighting and Water Charges 2017/18 – Council Tenants (Ref 809)	To propose the level of recharges to council housing tenants to recover the costs of communal heating, lighting and water supply.		Executive 8/2/2017	31/1/2017	Mike Snow Cllr Phillips	
Treasury Management Strategy (Ref 810)	To seek member approval of the Treasury Management Strategy and Investment Strategy for the forthcoming year		Executive 8/2/2017	31/1/2017	Mike Snow Cllr Whiting	
Housing Related Support Services (Ref 777)	To propose new Housing Related Support services for tenants of the Council		Executive 8/2/2017	31/1/2017	Jacky Oughton Cllr Phillips	

8 March 2017 – No scheduled reports at this time.						
Housing Futures – Revised Housing Revenue Account Business Plan (Ref 775)	To propose a revised Housing Revenue Account Business Plan		Executive 8/3/2017	28/02/2017	Andy Thompson Cllr Phillips	
Housing Futures – Housing and Homelessness Strategy 2017 (Ref 822)	To propose a new Housing and Homelessness Strategy for Warwick District		Executive 8/3/2017	28/02/2017	Andy Thompson Cllr Phillips	

5 April 2017 – No scheduled reports at this time.

Section 3 Key decisions which are anticipated to be considered by the Council but the date for which is 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**
Council Housing Development Programme (Ref 813)	To request approval for a development programme for new council-owned homes	~~Executive 27/7/2016~~ Reasons: 4 (Replaces report on Acorn Close development proposal)	Andy Thompson Cllr Phillips	Awaiting: i) outcome of feasibility studies (e.g. financial, planning , technical) on a number of sites to allow for long term programme to be proposed; ii) outcome of Housing Futures – Review of Housing Revenue Account Business Plan which will provide the information necessary to determine the financial capacity of the Council to invest in a new homes programme.		
Council Housing Asset Management Policy (Ref 774)	To request approval of the 'Council Housing Asset Management Policy – Disposal of Property'	~~Executive 6/4/2016~~ Reasons: 2, 4, 5	Andy Thompson Cllr Phillips	Awaiting outcome of Housing & Planning Bill which may influence the design and implementation of property disposals		

Private sector housing grants policy (Ref 658)	To propose a revised policy for the allocation of grant funding for private residents		Abigail Hay Cllr Phillips	This will come forward in due course once the Future of Housing Adaptations Service has been determined		TBC
HQ Relocation Project – outcome of phase 1 work (Ref 801)	To consider the outcomes of the phase 1 work and, if appropriate, seek approval for commencement of the phase 2 delivery works		Bill Hunt Cllrs. Mobbs, Whiting, Cross, Shilton			
Council Development Company (Ref 727)	To consider a report on establishing a Council Development Company	~~Executive 9/3/2016 2/6/2016 Reason 2 Reason 1 29/6/2016~~	Andy Thompson Cllr Phillips			
Asset Management Strategy (Ref 641)	To propose an Asset Management Strategy for all the Council's buildings and land holdings.	~~(Moved Reason 6) 29/6/2016~~ Moved Reasons 3 & 5 – 01.09.16	Bill Hunt Cllrs Mobbs, Cross, Shilton, Coker & Whiting			
New Rent Arrears Policy (Ref 748)	To seek approval of new rent arrears policy for WDC Council Tenants	~~Executive 6/4/2016 02/06/16 Reason 1 29/6/2016 Reason: 4,5~~	Jacky Oughton Cllr Phillips			
Council Housing Development Programme (Ref 798)	To request approval for a development of new council-owned homes in Stoneleigh and Warwick	~~Executive 29/6/2016 27/7/2016 Reason 4~~	Matt Jones Cllr Phillips			

Strategic Opportunity Proposal (Ref 712)	To update Members on the current position. It is anticipated that this report will be, in part, Confidential by virtue of the information relating to the financial or business affairs of any particular person (including the authority holding that information)	Executive ~~03/09/15~~ ~~30/09/15~~ ~~02/12/2015~~ ~~6/4/2016~~ ~~2/6/2016~~	Chris Elliott Cllrs Mobbs, Coker, Phillips, Whiting & Cross	The Local Plan proposals have been subject to a number of public consultations and planning applications involved have also been subject to public consultation. The proposal has been the subject of discussion privately and confidentially with a number of agencies but especially with the County Council. Submission version of Local Plan; Planning Application (W/14/1076); Planning Application (W/14/0967); Report		
Car Parking strategy (Ref 790)	To consider the future off-street car parking needs of Leamington, Warwick and Kenilworth and how these should be addressed	Executive ~~2/6/16~~ ~~27/7/2016~~ Reason 3	Rob Hoof Cllr. Shilton			
69 Willes Road (Ref 815)	To request approval for the sale of 69 Willes Road	Executive ~~1/9/16~~ Reason 5	Matt Jones Cllr Phillips			

HS2 (Ref 818)	To request revisions to the Constitution/Delegation Agreement		Debbie Prince Cllr Cross	This will come forward once appropriate details have been received from HS2 in conjunction with legal advice received.		
Revisions to the Constitution/ Delegation Agreement (Ref 819)	To request revisions to the Constitution/ Delegation Agreement with regard to the determination of Planning Applications		Tracy Darke/Gary Fisher Cllr Cross	This is the subject of on-going discussion with key members.		
Aids and Adaptations Services (Ref 776)	To propose a new approach to providing aids and adaptations services for the residents of Warwick District	Executive ~~28/9/2016~~ Reason: 4	Abigail Hay Cllr Phillips	The financial assessment of the comparative costs of the options for the delivery of this service is still under review.		
Leisure Development – Phase II (Kenilworth) (Ref 803)		Executive ~~28/9/2016~~ Reason: 5	Rose Winship Cllr Coker			

Section 4 – Items which are anticipated to be considered by the Executive but are NOT key decisions						
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**
Flag Flying Policy for the Town Hall	To consider a policy for flying flags at the Town Hall.		Executive 28/9/16	20/9/16	David Guilding Cllr Coker	
Review of Significant Business Risk Register	To inform Members of the Significant Risks to the Council.		Executive 28/9/2016	20/9/2016	Richard Barr Cllr Whiting	
Recording and Broadcasting of public meetings	To inform members of the research into the potential to record and broadcast all Council meetings as per the Notice of Motion to Council.	Council 29/6/2016	Executive 28/9/2016	20/9/2016	Graham Leach Cllr Mobbs	
Councillors IT	To report back on the work of the Councillor IT Working Party.		Executive 02/11/2016		Graham Leach Cllr Mobbs	
Rural Urban Community Initiative Scheme applications	Consider applications for Rural and Urban Initiative Grants.		Executive 28/9/2016	20/9/2016	Jon Dawson Cllr Whiting	
Rural Urban Community Initiative Scheme applications	Consider applications for Rural and Urban Initiative Grants.		Executive 2/11/2016		Jon Dawson Cllr Whiting	
Rural Urban Community Initiative Scheme applications	Consider applications for Rural and Urban Initiative Grants.		Executive 30/11/2016		Jon Dawson Cllr Whiting	

Review of Significant Business Risk Register	To inform Members of the Significant Risks to the Council.		Executive 5/1/2017		Richard Barr Cllr Mobbs	
Rural Urban Community Initiative Scheme applications	Consider applications for Rural and Urban Initiative Grants.		Executive 5/1/2017		Jon Dawson Cllr Whiting	
Rural Urban Community Initiative Scheme applications	Consider applications for Rural and Urban Initiative Grants.		Executive 8/2/2017		Jon Dawson Cllr Whiting	
Nomination of Chair	To nominate to Council the Chair and Vice-Chairman of the Council for 2017/18.		Executive 8/2/2017		Graham Leach Cllr Mobbs	
Rural Urban Community Initiative Scheme applications	Consider applications for Rural and Urban Initiative Grants.		Executive 5/4/2017		Jon Dawson Cllr Whiting	

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) 456114