FORWARD PLAN
January 2013 to April 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 January 2013 to April 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
January 2013						
Service Level Agreement (2013 – 2017) with Warwickshire County Council for Legal Services (Ref 462)	To recommend a further Legal Services Service Level Agreement with Warwickshire County Council for a period of four years		Executive 9 January 2013	28 December 2012	Andrew Jones Cllr Doody	
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 (Moved from December12 reason 4)		~~Executive 12 December 2012~~ Executive 9 January 2013	28 December 2012	Dave Barber Cllr Hammon	
Spencer Yard Former United Reform Church (Ref 472)	To seek permission to appoint architects to undertake a feasibility study of the future options of the former United Reform Church		Executive 9 January 2013	28 December 2012	Ray Smith Cllr Hammon	

	forSpencer Street					
Housing Capital Receipts (Ref 453)	To report back on the use of Capital receipts currently held in the Housing Investment Programme		Executive 9 January 2013	28 December 2012	Mark Smith Cllr Mobbs	
Introduction of Linear charging to Warwick (Ref 476)	To seek approval for the introduction of linear charging to Warwick		Executive 9 January 2013	28 December 2012	Ian Coker Cllr Shilton	
Whitnash Neighbourhood Plan area Designation (Ref 480)	To designate the physical areas to allow for future development of neighbourhood plans		Executive 9 January 2013	28 December 2012	Stephen Hay Cllr Shilton	
Old Milverton and Blackdown Neighbourhood Plan Area Designation (Ref 481)	To designate the physical areas to allow for future development of neighbourhood plans		Executive 9 January 2013	28 December 2012	Stephen Hay Cllr Shilton	
Land at Priory Park (Ref 482)	To report on the acquisition transfer from Warwickshire Police Constabulary **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**		Executive 9 January 2013	28 December 2012	Chris Makasis Cllr Vincett	

	authority holding that information					
Transfer of Land off Albert Street (Ref 483)	To report on the transfer and development of land **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 January 2013	28 December 2012	Chris Makasis Cllr Vincett	
Land at 10-12 Chapel Street Warwick (Ref 484)	To report on transfer and disposal of land and property **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 January 2013	28 December 2012	Chris Makasis Cllr Vincett	
Use of Delegated Powers (Ref 485)	To inform members of the use of delegated powers in relation to a staffing matter **It is intended that this report will be Confidential by virtue of the Information relating to an Individual**		Executive 9 January 2013	28 December 2012	Jameel Malik Cllr Vincett	
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		Council 20 February 2013		Mike Snow Cllr Mobbs	
Local list of locally important listed buildings (Ref 470)	To request authorisation to undertake public consultation on criteria for a local list		Executive 13 February 2013	4 February 2013	Alan Mayes Cllr Hammon	

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	
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	4 February 2013	Chris Elliott Cllr Caborn	Leamington Town Council Warwickshire County Council Report to Executive generally on Neighbourhood Plans in July 2012
March 2013						
Kites Nest Lane Beausale (Ref 466)	To provide an update for members on progress with enforcing against the unauthorised traveller site		Executive 13 March 2013	4 March 2013	Gary Fisher Cllr Hammon	
Local Enforcement Plan (Ref 467)	To adopt a Local Enforcement Plan		Executive 13 March 2013	4 March 2013	Gary Fisher Cllr Hammon	

Article 4 Direction for Royal Leamington Spa Conservation Area (Ref 468)	To request authorisation to undertake public consultation on an Article 4 Direction removing permitted development rights in Royal Leamington Spa Conservation Area		Executive 13 March 2013	4 March 2013	Alan Mayes Cllr Hammon	
Historic Buildings Grants Allocations (Ref 469)	To approve allocations for 2013/2014		Executive 13 March 2013	4 March 2013	Alan Mayes Cllr Hammon	
Pre Application Charging (Ref 465)	To consider a report on charging for pre application advice		Executive 13 March 2013	4 March 2013	Gary Stephens Cllr Hammon	
Code of Financial Practice (Ref 420)	To propose amendments to the Code of Financial Practice (Moved from January13 reason 5)		Executive 13 March 2013	4 March 2013	Mike Snow Cllr Mobbs	
April 2013						

Section 2 - Key decisions which are anticipated to be considered by the Council between May 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
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	
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 9 May 2013	29 April 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 9 May 2013	29 April 2013	Chris Elliott Cllr Hammon	English Heritage Warwickshire County Council Heritage Lottery Fund Kenilworth Town Council
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 9 May 2013		Chris Elliott Cllr Caborn	Kenilworth Town Council Warwickshire County Council Report to Executive generally on Neighbourhood 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 **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**	Executive 18 April 2012 Executive 11 July 2012	~~Executive 12 December 2012~~ ~~Executive 9 January 2013~~ Executive 9 May 2013		Chris Elliott Cllrs Hammon & Mrs Gallagher & Mrs Grainger	Warwickshire County Council Kenilworth Town Council Talisman Theatre GP PCT SWGHFT

	authority holding that information					
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	
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 19 June 2013	3 June 2013	Ian Coker Cllr Shilton	
July 2013						
Review of Significant Business Risk Register (Ref 474)	To inform Members of the significant risks to the Council		Executive 10 July 2013	1 July 2013	Richard Barr Cllr Mobbs	
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	
September 2013						
October 2013						
November 2013						

December 2013						

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	To update on the Draft Customer Service Centre Service Level Agreement	Moved from September – needs review & agreement by	Susie Drummond Cllr Mrs Grainger			Executive. 26/01/11 = Customer Service Centre

(Ref 354)		Warwickshire County Council * Reason 3 –				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			

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
JANUARY 2013						
Quality of Life (Ref 402)			Executive 9 January 2013	28 December 2012	Fiona Clarke	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
Local Listings of Historic Buildings (Ref 479)			Executive 9 January 2013	28 December 2012	Alan Mayes	Cllr Hammon
MARCH 2013						
April 2013						
Risk Register Review – Housing and Property			Executive 17 April 2013	08 April 2013	Richard Barr Andrew	

(Ref 444)					Mobbs	
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		Executive 19 June 2013		Karen Warren Cllr Caborn Cllr Doody	
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		Executive 13 November 2013		Karen Warren Cllr Caborn Cllr Doody	

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