



FORWARD PLAN

DECEMBER 2024 – MARCH 2025

DECEMBER 2024

1. GROWTH AND INVESTMENT, DIGITAL AND COMMUNICATIONS PORTFOLIO

Nicola Smith, Chief Officer for Growth and Investment, nicola.smith@rugby.gov.uk

Thomas Griffiths, Chief Officer for Digital and Communications, thomas.griffiths@rugby.gov.uk

REF.	SUBJECT	KEY DECISION (Y/N)	PUBLIC/ PRIVATE REPORT	MEETING AND DATE DECISION TO BE TAKEN	CONSULTATION PROCESS AND CONSULTEES	CONTACT OFFICER	NOTES
12/24 GI01	Statement of Community Involvement	Y	Public	Cabinet – 2 December 2024 Council – 11 December 2024	-	Hayley Smith, Principal Planning Officer (Development Strategy) hayley.smith@rugby.gov.uk	
12/24 GI02	South West Rugby Masterplan SPD Appendix K update - Adoption	Y	Public	Cabinet – 2 December 2024 Council – 11 December 2024	Leadership Team	Neil Holly, Development Strategy Manager, neil.holly@rugby.gov.uk	Deferred from Cabinet 16 September and Council 25 September 2024
12/24 GI03	UK Shared Prosperity – Year 3 Spend	Y	Public	Cabinet – 2 December 2024 Council – 11 December 2024	Finance and Performance, Leadership Team, Local Partnership Group	Helen Nightingale, Major Projects and Economic Development Manager helen.nightingale@rugby.gov.uk	Deferred from Council on 20 November 2024

2. PARTNERSHIPS AND WELLBEING PORTFOLIO

Leisure and Wellbeing - Tom Kittendorf, Chief Officer for Leisure and Wellbeing, tom.kittendorf@rugby.gov.uk

Equality and Diversity - Aftab Razzaq, Chief Officer for Legal and Governance, aftab.razzaq@rugby.gov.uk

Human Resources - Mannie Ketley, Chief Executive, mannie.ketley@rugby.gov.uk

No decisions to be taken.

3. COMMUNITIES AND HOMES, REGULATION AND SAFETY PORTFOLIO

Michelle Dickson, Chief Officer for Communities and Homes, michelle.dickson@rugby.gov.uk

David Burrows, Chief Officer for Regulation and Safety, david.burrows@rugby.gov.uk

REF.	SUBJECT	KEY DECISION (Y/N)	PUBLIC/ PRIVATE REPORT	MEETING AND DATE DECISION TO BE TAKEN	CONSULTATION PROCESS AND CONSULTEES	CONTACT OFFICER	NOTES
12/24 RS01	Statutory Review of Gambling Policy – Statement of Principles	N	Public	Council – 11 December 2024	Licensing and Safety Committee 5 November 2024, statutory public consultation	Kim Burford, Enforcement Support Officer kim.burford@rugby.gov.uk	
12/24 CH01	Council Tax Reduction Scheme	Y	Public	Cabinet – 2 December 2024 Council – 11 December 2024	Portfolio Holder, Spokesperson, Shadow Portfolio Holder, key council officers	Daniel Khan, Housing Advice and Benefits Manager daniel.khan@rugby.gov.uk	
12/24 CH02	Support of the Voluntary and Community Sector 2025/26	Y	Public	Cabinet – 2 December 2024	Warwickshire Community and Voluntary Action, Rugby Foodbank, local community associations	Mary Jane Gunn, Communities and Projects Manager maryjane.gunn@rugby.gov.uk	
12/24 CH03	Rugby Borough Council Housing Service Annual Complaints Performance and Service Improvement Report 2023/24	Y	Public	Cabinet – 2 December 2024	-	Mary Jane Gunn, Communities and Projects Manager maryjane.gunn@rugby.gov.uk	

12/24 CH04	Expediting the remainder of the Stock Condition Survey	Y	Public	Council – 11 December 2024	Cabinet, Leadership Team, Liberal Democrat Party Representatives	Michelle Dickson, Chief Officer – Communities and Homes michelle.dickson@rugby.gov.uk	
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4. FINANCE AND PERFORMANCE, LEGAL AND GOVERNANCE PORTFOLIO

Jon Illingworth, Chief Officer for Finance and Performance, jon.illingworth@rugby.gov.uk

Aftab Razzaq, Chief Officer for Legal and Governance, aftab.razzaq@rugby.gov.uk

REF.	SUBJECT	KEY DECISION (Y/N)	PUBLIC/ PRIVATE REPORT	MEETING AND DATE DECISION TO BE TAKEN	CONSULTATION PROCESS AND CONSULTEES	CONTACT OFFICER	NOTES
12/24 FP01	Finance and Performance Quarter Two Update	N	Public	Cabinet – 2 December 2024	-	Paul Conway, Finance Manager paul.conway@rugby.gov.uk	
12/24 FP02	Treasury Management – Mid Year Update	N	Public	Cabinet – 2 December 2024	-	Chris Raymakers, Lead Accountant chris.raymakers@rugby.gov.uk	

5. ORGANISATIONAL CHANGE PORTFOLIO

Mannie Ketley, Chief Executive, mannie.ketley@rugby.gov.uk

No decisions to be taken.

6. OPERATIONS AND TRADED SERVICES PORTFOLIO

Operations and Traded Services - Claire Owen, Chief Officer for Operations and Traded Services, claire.owen@rugby.gov.uk
Climate Change - Dan Green, Deputy Chief Executive, dan.green@rugby.gov.uk

REF.	SUBJECT	KEY DECISION (Y/N)	PUBLIC/ PRIVATE REPORT	MEETING AND DATE DECISION TO BE TAKEN	CONSULTATION PROCESS AND CONSULTEES	CONTACT OFFICER	NOTES
12/24 OT1	Climate Change Adaptation Plan for Rugby Borough	Y	Public	Cabinet – 2 December 2024	Climate Emergency Working Group, various stakeholders engaged in drafting the plan	Dan Green, Deputy Chief Executive dan.green@rugby.gov.uk	
12/24 OT2	New Food Waste Collections Service	Y	Public	Cabinet – 2 December 2024 Council – 11 December 2024	All Councillors, Leadership Team, Budget Working Group	Andy Kelly, Project Manager – Food Waste andy.kelly@rugby.gov.uk	

JANUARY 2025

1. GROWTH AND INVESTMENT, DIGITAL AND COMMUNICATIONS PORTFOLIO

Nicola Smith, Chief Officer for Growth and Investment, nicola.smith@rugby.gov.uk
 Thomas Griffiths, Chief Officer for Digital and Communications, thomas.griffiths@rugby.gov.uk

REF.	SUBJECT	KEY DECISION (Y/N)	PUBLIC/ PRIVATE REPORT	MEETING AND DATE DECISION TO BE TAKEN	CONSULTATION PROCESS AND CONSULTEES	CONTACT OFFICER	NOTES
01/25 DC01	Customer Engagement and Communications Strategy	Y	Public	Cabinet – 20 January 2025 Special Council – 4 February 2025	Leadership Team, key council officers	Dr Thomas D Griffiths, Chief Officer – Digital and Communications thomas.griffiths@rugby.gov.uk	Deferred from Cabinet 16 September and Council 25 September 2024
01/25 GI01	South West Rugby Design Code	Y	Public	Cabinet – 20 January 2025 Special Council – 4 February 2025	-	Abigail Murphy, Senior Design Officer abigail.murphy@rugby.gov.uk Hayley Smith, Principal Planning Officer (Development Strategy) hayley.smith@rugby.gov.uk	

2. PARTNERSHIPS AND WELLBEING PORTFOLIO

Leisure and Wellbeing - Tom Kittendorf, Chief Officer for Leisure and Wellbeing, tom.kittendorf@rugby.gov.uk
Equality and Diversity - Aftab Razzaq, Chief Officer for Legal and Governance, aftab.razzaq@rugby.gov.uk
Human Resources - Mannie Ketley, Chief Executive, mannie.ketley@rugby.gov.uk

No decisions to be taken.

3. COMMUNITIES AND HOMES, REGULATION AND SAFETY PORTFOLIO

Michelle Dickson, Chief Officer for Communities and Homes, michelle.dickson@rugby.gov.uk

David Burrows, Chief Officer for Regulation and Safety, david.burrows@rugby.gov.uk

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01/25 CH01	Homelessness Strategy	Y	Public	Cabinet – 20 January 2025 Special Council – 4 February 2025	Ward Councillors, Portfolio Holder, Spokesperson, Shadow Portfolio Holder, key stakeholders, partners across Rugby	Daniel Khan, Housing Advice and Benefits Manager daniel.khan@rugby.gov.uk	

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01/25 LG01	Election of Mayor and Appointment of Deputy Mayor 2025/26	N	Private	Cabinet – 20 January 2025	All Group Leaders	Claire Waleczek, Democratic and Support Services Manager claire.waleczek@rugby.gov.uk	
01/25 FP01	Draft Housing Revenue Account Capital and Revenue Budgets 2025/26 and Medium-Term Financial Plan 2025 - 2029	Y	Public	Cabinet – 20 January 2025	All Group Leaders, Leadership Team	Jon Illingworth, Chief Officer – Finance and Performance jon.illingworth@rugby.gov.uk Michelle Dickson, Chief Officer – Communities and Homes michelle.dickson@rugby.gov.uk	

5. ORGANISATIONAL CHANGE PORTFOLIO

Mannie Ketley, Chief Executive, mannie.ketley@rugby.gov.uk

No decisions to be taken.

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Climate Change - Dan Green, Deputy Chief Executive, dan.green@rugby.gov.uk

No decisions to be taken.

FEBRUARY 2025

1. GROWTH AND INVESTMENT, DIGITAL AND COMMUNICATIONS PORTFOLIO

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Thomas Griffiths, Chief Officer for Digital and Communications, thomas.griffiths@rugby.gov.uk

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02/25 DC01	Customer Engagement and Communications Strategy	Y	Public	Special Council – 4 February 2025	Cabinet 20 January 2025, Leadership Team, key council officers	Dr Thomas D Griffiths, Chief Officer – Digital and Communications thomas.griffiths@rugby.gov.uk	Deferred from Cabinet 16 September and Council 25 September 2024
02/25 GI01	South West Rugby Design Code	Y	Public	Special Council – 4 February 2025	Cabinet 20 January 2025	Abigail Murphy, Senior Design Officer abigail.murphy@rugby.gov.uk Hayley Smith, Principal Planning Officer (Development Strategy) hayley.smith@rugby.gov.uk	

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02/25 LG01	Election of Mayor and Appointment of Deputy Mayor 2025/26	N	Private	Special Council – 4 February 2025	Cabinet 20 January 2025, All Group Leaders	Claire Waleczek, Democratic and Support Services Manager claire.waleczek@rugby.gov.uk	
02/25 FP01	Draft Housing Revenue Account Capital and Revenue Budgets 2025/26 and Medium-Term Financial Plan 2025 - 2029	Y	Public	Special Council – 4 February 2025	Cabinet 20 January 2025, All Group Leaders, Leadership Team	Jon Illingworth, Chief Officer – Finance and Performance jon.illingworth@rugby.gov.uk Michelle Dickson, Chief Officer – Communities and Homes michelle.dickson@rugby.gov.uk	

5. ORGANISATIONAL CHANGE PORTFOLIO

Mannie Ketley, Chief Executive, mannie.ketley@rugby.gov.uk

No decisions to be taken.

6. OPERATIONS AND TRADED SERVICES PORTFOLIO

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Climate Change - Dan Green, Deputy Chief Executive, dan.green@rugby.gov.uk

No decisions to be taken.

MARCH 2025

1. GROWTH AND INVESTMENT, DIGITAL AND COMMUNICATIONS PORTFOLIO

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Thomas Griffiths, Chief Officer for Digital and Communications, thomas.griffiths@rugby.gov.uk

REF.	SUBJECT	KEY DECISION (Y/N)	PUBLIC/ PRIVATE REPORT	MEETING AND DATE DECISION TO BE TAKEN	CONSULTATION PROCESS AND CONSULTEES	CONTACT OFFICER	NOTES
03/25 GI01	Local Plan preferred option consultation	Y	Public	Cabinet – 3 March 2025 Council – 19 March 2025	Planning Services Working Group, Leadership Team	Neil Holly, Development Strategy Manager neil.holly@rugby.gov.uk	

2. PARTNERSHIPS AND WELLBEING PORTFOLIO

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No decisions to be taken.

4. FINANCE AND PERFORMANCE, LEGAL AND GOVERNANCE PORTFOLIO

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Aftab Razzaq, Chief Officer for Legal and Governance, aftab.razzaq@rugby.gov.uk

No decision to be taken.

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No decisions to be taken.

LIST OF DECISION MAKERS

Members of the public can make representations about a decision which is due to be taken before it is made by contacting the named decision taker (details listed below).

CABINET

Leader:

Cllr M Moran

Deputy Leader/Finance and Performance, Legal and Governance Portfolio Holder:

Cllr I Mistry

Portfolio Holders:

Organisational Change:

Cllr B Brown

Communities and Homes, Regulation and Safety:

Cllr C Edwards

Operations and Traded Services:

Cllr A Livesey

Partnerships and Wellbeing:

Cllr M O'Rourke

Growth and Investment, Digital and Communications

Cllr L Robinson

Members of the Cabinet can be contacted by emailing them on their Council email addresses (available on the Council website) or by writing to them individually at Rugby Borough Council, Town Hall, Evreux Way, Rugby CV21 2RR.

Contact details for all Councillors can be obtained from the Council website <https://www.rugby.gov.uk/Councillors> or by contacting Democratic Services democraticservices@rugby.gov.uk.

CHIEF EXECUTIVE

Mannie Ketley

Rugby Borough Council

mannie.ketley@rugby.gov.uk

DEPUTY CHIEF EXECUTIVE

Dan Green

Rugby Borough Council

dan.green@rugby.gov.uk

NOTES

The Forward Plan contains matters which the Council has reason to believe will be subject of a Key Decision (see below) to be taken by Cabinet, officers or under joint arrangements in the course of the discharge of an executive function during the period covered by the plan. Rugby Borough Council also includes in its Forward Plan brief details of all matters which it expects to be discussed at Cabinet and Council meetings during the plan period, regardless of whether they are key decisions.

Each Forward Plan will cover a period of four months, beginning with the first day of any month. It will be prepared on a monthly basis and subsequent plans will cover a period beginning with the first day of the second month covered in the preceding plan. Each Forward Plan will be published at least 14 days before the start of the period covered.

A Key Decision is made in the exercise of an executive function and meets one or more of the following conditions:

1. The decision is likely to result in the Council incurring expenditure or the making of savings more than £75,000 (£20,000 in the case of a decision taken by an officer). Excluded from this are all loans to banks or other financial institutions made in accordance with the Treasury Management Strategy.
2. The decision is likely to be significant in terms of its effects on communities living or working in any ward in the borough.
3. The consideration by Cabinet of any matters which involve proposals or decisions:
 - (a) to change any plan or strategy included in the Policy Framework; or
 - (b) to develop any major new plan or strategy; or
 - (c) for the annual budget; or
 - (d) which would otherwise be contrary to or not in accordance with the policy framework or budget.

If any member of the public has any concerns with a report which is due to be considered in private, please contact Aftab Razzaq, the Council's Monitoring Officer, by telephoning 01788 533521 or by emailing aftab.razzaq@rugby.gov.uk.

Copies of the current Forward Plan can be viewed on the Council's website. Further details and copies of the Forward Plan can be obtained from Democratic Services by emailing democraticservices@rugby.gov.uk.