



# **FORWARD PLAN**

**OCTOBER 2024 – JANUARY 2025**

## **OCTOBER 2024**

### **1. GROWTH AND INVESTMENT, DIGITAL AND COMMUNICATIONS PORTFOLIO**

Nicola Smith, Chief Officer for Growth and Investment, [nicola.smith@rugby.gov.uk](mailto:nicola.smith@rugby.gov.uk)

Thomas Griffiths, Chief Officer for Digital and Communications [thomas.griffiths@rugby.gov.uk](mailto: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
10/24 GI01	Creation of a new establishment post for an Economic Development Manager	Y	Public	Cabinet – 7 October 2024  Council – 16 October 2024	-	Nicola Smith, Chief Officer – Growth and Investment <a href="mailto:nicola.smith@rugby.gov.uk">nicola.smith@rugby.gov.uk</a>	
10/24 GI02	Local Development Scheme Update	Y	Public	Cabinet – 7 October 2024  Council – 16 October 2024	Planning Services Working Group, Leadership Team	Neil Holly, Development Strategy Manager, <a href="mailto:neil.holly@rugby.gov.uk">neil.holly@rugby.gov.uk</a>	

## 2. PARTNERSHIPS AND WELLBEING PORTFOLIO

**Leisure and Wellbeing** - Tom Kittendorf, Chief Officer for Leisure and Wellbeing, [tom.kittendorf@rugby.gov.uk](mailto:tom.kittendorf@rugby.gov.uk)

**Equality and Diversity** - Aftab Razzaq, Chief Officer for Legal and Governance, [aftab.razzaq@rugby.gov.uk](mailto:aftab.razzaq@rugby.gov.uk)

**Human Resources** - Mannie Ketley, Chief Executive, [mannie.ketley@rugby.gov.uk](mailto:mannie.ketley@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
10/24 PW01	People Strategy 2023-2026	N	Public	Cabinet – 7 October 2024  Council – 16 October 2024	Legal Services, JUCG, Management Team	Judith Hicks, Human Resources Manager <a href="mailto:judith.hicks@rugby.gov.uk">judith.hicks@rugby.gov.uk</a>	

### 3. COMMUNITIES AND HOMES, REGULATION AND SAFETY PORTFOLIO

Michelle Dickson, Chief Officer for Communities and Homes, [michelle.dickson@rugby.gov.uk](mailto:michelle.dickson@rugby.gov.uk)

David Burrows, Chief Officer for Regulation and Safety, [david.burrows@rugby.gov.uk](mailto: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
10/24 RS01	IT improvements between Regulation and Safety and Customer Services IT systems	N	Public	Cabinet – 7 October 2024  Council – 16 October 2024	Leadership Team and Key Council Officers	David Burrows, Chief Officer – Regulation and Safety <a href="mailto:david.burrows@rugby.gov.uk">david.burrows@rugby.gov.uk</a>  Henry Biddington, Environmental Health and Community Safety Manager <a href="mailto:henry.biddington@rugby.gov.uk">henry.biddington@rugby.gov.uk</a>	
10/24 RS02	Food Service Plan 24/25 and minor changes to Food Enforcement Policy	N	Public	Cabinet – 7 October 2024  Council – 16 October 2024	Leadership Team and Key Council Officers	David Burrows, Chief Officer – Regulation and Safety <a href="mailto:david.burrows@rugby.gov.uk">david.burrows@rugby.gov.uk</a>  Henry Biddington, Environmental Health and Community Safety Manager <a href="mailto:henry.biddington@rugby.gov.uk">henry.biddington@rugby.gov.uk</a>	

#### 4. FINANCE, PERFORMANCE, LEGAL AND GOVERNANCE PORTFOLIO

Jon Illingworth, Chief Officer for Finance and Performance, [jon.illingworth@rugby.gov.uk](mailto:jon.illingworth@rugby.gov.uk)

Aftab Razzaq, Chief Officer for Legal and Governance, [aftab.razzaq@rugby.gov.uk](mailto: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
10/24 FP01	Write Offs	N	Private	Cabinet – 7 October 2024	-	Richard Moore, Revenues Manager <a href="mailto:richard.moore@rugby.gov.uk">richard.moore@rugby.gov.uk</a>	

#### 5. ORGANISATIONAL CHANGE PORTFOLIO

Mannie Ketley, Chief Executive, [mannie.ketley@rugby.gov.uk](mailto:mannie.ketley@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
10/24 OC01	Corporate Strategy	N	Public	Cabinet – 7 October 2024  Council – 16 October 2024	-	Mannie Ketley, Chief Executive <a href="mailto:mannie.ketley@rugby.gov.uk">mannie.ketley@rugby.gov.uk</a>  Dan Green, Deputy Chief Executive <a href="mailto:dan.green@rugby.gov.uk">dan.green@rugby.gov.uk</a>	

## 6. OPERATIONS AND TRADED SERVICES PORTFOLIO

**Operations and Traded Services** - Claire Preston, Chief Officer for Operations and Traded Services, [claire.preston@rugby.gov.uk](mailto:claire.preston@rugby.gov.uk)  
**Climate Change** – Dan Green, Deputy Executive Director [dan.green@rugby.gov.uk](mailto: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
10/24 OT01	Waste Services Reorganisation	Y	Private	Cabinet - 7 October 2024  Council - 16 October 2024	Leadership Team, Unions, Employees and Members	Claire Preston, Chief Officer for Operations and Traded Services, <a href="mailto:claire.preston@rugby.gov.uk">claire.preston@rugby.gov.uk</a>	
10/24 OT02	Vehicle Workshop and Grounds Maintenance Asset Management Software	Y	Private	Cabinet - 7 October 2024	Budget Working Group, Members	Dan Hone, Senior Digital Projects Officer, <a href="mailto:dan.hone@rugby.gov.uk">dan.hone@rugby.gov.uk</a>	

## **NOVEMBER 2024**

### **1. GROWTH AND INVESTMENT, DIGITAL AND COMMUNICATIONS PORTFOLIO**

Nicola Smith, Chief Officer for Growth and Investment, [nicola.smith@rugby.gov.uk](mailto:nicola.smith@rugby.gov.uk)

Thomas Griffiths, Chief Officer for Digital and Communications [thomas.griffiths@rugby.gov.uk](mailto: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
11/24 GI01	Update – Gypsy and Traveller Sites	Y	Private	Cabinet – 4 November 2024  Council – 20 November 2024	Key Council Officers	Chris Davies, Principal Planning Officer <a href="mailto:chris.davies@rugby.gov.uk">chris.davies@rugby.gov.uk</a>  Richard Holt, Development and Enforcement Manager <a href="mailto:richard.holt@rugby.gov.uk">richard.holt@rugby.gov.uk</a>	Deferred from Cabinet 16 September and Council 25 September 2024.
11/24 GI02	South West Rugby Masterplan SPD Appendix K update - adoption	Y	Public	Cabinet – 4 November 2024  Council – 20 November 2024	Leadership Team	Neil Holly, Development Strategy Manager, <a href="mailto:neil.holly@rugby.gov.uk">neil.holly@rugby.gov.uk</a>	Deferred from Cabinet 16 September and Council 25 September 2024.

### **2. PARTNERSHIPS AND WELLBEING PORTFOLIO**

**Leisure and Wellbeing** - Tom Kittendorf, Chief Officer for Leisure and Wellbeing, [tom.kittendorf@rugby.gov.uk](mailto:tom.kittendorf@rugby.gov.uk)

**Equality and Diversity** - Aftab Razzaq, Chief Officer for Legal and Governance, [aftab.razzaq@rugby.gov.uk](mailto:aftab.razzaq@rugby.gov.uk)

**Human Resources** - Mannie Ketley, Chief Executive, [mannie.ketley@rugby.gov.uk](mailto: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](mailto:michelle.dickson@rugby.gov.uk)  
David Burrows, Chief Officer for Regulation and Safety, [david.burrows@rugby.gov.uk](mailto:david.burrows@rugby.gov.uk)

No decisions to be taken.

### **4. FINANCE, PERFORMANCE, LEGAL AND GOVERNANCE PORTFOLIO**

Jon Illingworth, Chief Officer for Finance and Performance, [jon.illingworth@rugby.gov.uk](mailto:jon.illingworth@rugby.gov.uk)  
Aftab Razzaq, Chief Officer for Legal and Governance, [aftab.razzaq@rugby.gov.uk](mailto:aftab.razzaq@rugby.gov.uk)

No decisions to be taken.

### **5. ORGANISATIONAL CHANGE PORTFOLIO**

Mannie Ketley, Chief Executive, [mannie.ketley@rugby.gov.uk](mailto:mannie.ketley@rugby.gov.uk)

No decisions to be taken.

### **6. OPERATIONS AND TRADED SERVICES PORTFOLIO**

**Operations and Traded Services** - Claire Preston, Chief Officer for Operations and Traded Services, [claire.preston@rugby.gov.uk](mailto:claire.preston@rugby.gov.uk)  
**Climate Change** – Dan Green, Deputy Executive Director [dan.green@rugby.gov.uk](mailto:dan.green@rugby.gov.uk)

No decisions to be taken.



## **DECEMBER 2024**

### **1. GROWTH AND INVESTMENT, DIGITAL AND COMMUNICATIONS PORTFOLIO**

Nicola Smith, Chief Officer for Growth and Investment, [nicola.smith@rugby.gov.uk](mailto:nicola.smith@rugby.gov.uk)

Thomas Griffiths, Chief Officer for Digital and Communications [thomas.griffiths@rugby.gov.uk](mailto: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 DC01	Customer Engagement and Communications Strategy	Y	Public	Cabinet – 2 December 2024  Council – 11 December 2024	Leadership Team and Key Council Officers	Dr. Thomas D Griffiths, Chief Officer - Digital and Communications <a href="mailto:thomas.griffiths@rugby.gov.uk">thomas.griffiths@rugby.gov. uk</a>	Deferred from Cabinet 16 September and Council 25 September 2024.

### **2. PARTNERSHIPS AND WELLBEING PORTFOLIO**

**Leisure and Wellbeing** - Tom Kittendorf, Chief Officer for Leisure and Wellbeing, [tom.kittendorf@rugby.gov.uk](mailto:tom.kittendorf@rugby.gov.uk)

**Equality and Diversity** - Aftab Razzaq, Chief Officer for Legal and Governance, [aftab.razzaq@rugby.gov.uk](mailto:aftab.razzaq@rugby.gov.uk)

**Human Resources** - Mannie Ketley, Chief Executive, [mannie.ketley@rugby.gov.uk](mailto: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](mailto:michelle.dickson@rugby.gov.uk)

David Burrows, Chief Officer for Regulation and Safety, [david.burrows@rugby.gov.uk](mailto: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	Statutory public consultation  Licensing and Safety Committee 16 July 2024	Kim Burford, Enforcement Support Officer <a href="mailto:kim.burford@rugby.gov.uk">kim.burford@rugby.gov.uk</a>	

### 4. FINANCE, PERFORMANCE, LEGAL AND GOVERNANCE PORTFOLIO

Jon Illingworth, Chief Officer for Finance and Performance, [jon.illingworth@rugby.gov.uk](mailto:jon.illingworth@rugby.gov.uk)

Aftab Razzaq, Chief Officer for Legal and Governance, [aftab.razzaq@rugby.gov.uk](mailto: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 LG01	Calendar of Meetings 2025/26	Y	Public	Cabinet - 2 December 2024	Leadership Team, Key council officers	Claire Waleczek, Democratic and Support Services Manager <a href="mailto:claire.waleczek@rugby.gov.uk">claire.waleczek@rugby.gov.uk</a>	

### 5. ORGANISATIONAL CHANGE PORTFOLIO

Mannie Ketley, Chief Executive, [mannie.ketley@rugby.gov.uk](mailto:mannie.ketley@rugby.gov.uk)

No decisions to be taken.

## 6. OPERATIONS AND TRADED SERVICES PORTFOLIO

**Operations and Traded Services** - Claire Preston, Chief Officer for Operations and Traded Services, [claire.preston@rugby.gov.uk](mailto:claire.preston@rugby.gov.uk)

**Climate Change** – Dan Green, Deputy Executive Director [dan.green@rugby.gov.uk](mailto: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	Various stakeholders engaged in drafting the plan; Climate Emergency Working Group	Dan Green, Deputy Chief Executive <a href="mailto:dan.green@rugby.gov.uk">dan.green@rugby.gov.uk</a>	

## **JANUARY 2025**

### **1. GROWTH AND INVESTMENT, DIGITAL AND COMMUNICATIONS PORTFOLIO**

Nicola Smith, Chief Officer for Growth and Investment, [nicola.smith@rugby.gov.uk](mailto:nicola.smith@rugby.gov.uk)

Thomas Griffiths, Chief Officer for Digital and Communications [thomas.griffiths@rugby.gov.uk](mailto:thomas.griffiths@rugby.gov.uk)

No decisions to be taken.

### **2. PARTNERSHIPS AND WELLBEING PORTFOLIO**

**Leisure and Wellbeing** - Tom Kittendorf, Chief Officer for Leisure and Wellbeing, [tom.kittendorf@rugby.gov.uk](mailto:tom.kittendorf@rugby.gov.uk)

**Equality and Diversity** - Aftab Razzaq, Chief Officer for Legal and Governance, [aftab.razzaq@rugby.gov.uk](mailto:aftab.razzaq@rugby.gov.uk)

**Human Resources** - Mannie Ketley, Chief Executive, [mannie.ketley@rugby.gov.uk](mailto: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](mailto:michelle.dickson@rugby.gov.uk)

David Burrows, Chief Officer for Regulation and Safety, [david.burrows@rugby.gov.uk](mailto:david.burrows@rugby.gov.uk)

No decisions to be taken.

#### 4. FINANCE, PERFORMANCE, LEGAL AND GOVERNANCE PORTFOLIO

Jon Illingworth, Chief Officer for Finance and Performance, [jon.illingworth@rugby.gov.uk](mailto:jon.illingworth@rugby.gov.uk)

Aftab Razzaq, Chief Officer for Legal and Governance, [aftab.razzaq@rugby.gov.uk](mailto: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
01/25 LG01	Election of Mayor and Appointment of Deputy Mayor 2024/25	N	Private	Cabinet – 20 January 2025	All Group Leaders	Claire Waleczek, Democratic and Support Services Manager <a href="mailto:claire.waleczek@rugby.gov.uk">claire.waleczek@rugby.gov.uk</a>	

#### 5. ORGANISATIONAL CHANGE PORTFOLIO

Mannie Ketley, Chief Executive, [mannie.ketley@rugby.gov.uk](mailto:mannie.ketley@rugby.gov.uk)

No decisions to be taken.

#### 6. OPERATIONS AND TRADED SERVICES PORTFOLIO

**Operations and Traded Services** - Claire Preston, Chief Officer for Operations and Traded Services, [claire.preston@rugby.gov.uk](mailto:claire.preston@rugby.gov.uk)

**Climate Change** – Dan Green, Deputy Executive Director [dan.green@rugby.gov.uk](mailto:dan.green@rugby.gov.uk)

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, 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](mailto:democraticservices@rugby.gov.uk).

## **CHIEF EXECUTIVE**

Mannie Ketley

Rugby Borough Council

[mannie.ketley@rugby.gov.uk](mailto:mannie.ketley@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 the 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 £50,000 (£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 the 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 e-mailing [aftab.razzaq@rugby.gov.uk](mailto: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 telephoning 01788 533591 or emailing [democraticservices@rugby.gov.uk](mailto:democraticservices@rugby.gov.uk).