



FORWARD PLAN

NOVEMBER 2024 – FEBRUARY 2025

NOVEMBER 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
11/24 GI01	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, neil.holly@rugby.gov.uk	Deferred from Cabinet 16 September and Council 25 September 2024.
11/24 GI02	UK Shared Prosperity – Year 3 Spend	Y	Public	Council – 20 November 2024	Finance and Performance, Leadership Team and the Local Partnership Group	Helen Nightingale, Major Projects and Economic Development helen.nightingale@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

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 PW01	Review of Access to Emergency Healthcare Provision	N	Public	Cabinet – 4 November 2024	Scrutiny Committee 19 September 2024	Tom Kittendorf, Chief Officer – Leisure and Wellbeing tom.kittendorf@rugby.gov.uk	
11/24 PW02	Rugby Art Gallery and Museum 25 year anniversary	N	Public	Cabinet - 4 November 2024	-	Sally Godden, Rugby Art Gallery and Museum Manager Sally.godden@rugby.gov.uk	

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
11/24 CH01	Support of the Voluntary and Community Sector 2025/26	Y	Public	Cabinet – 4 November 2024	Warwickshire Community and Voluntary Action (WCAVA), local Community Associations, Rugby Foodbank.	Mary Jane Gunn, Communities & Projects Manager maryjane.gunn@rugby.gov.uk	

4. FINANCE, 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
11/24 FP01	Financial Management System Upgrade	Y	Public	Cabinet – 4 November 2024 Council – 20 November 2024	-	Paul Conway, Finance Manager paul.conway@rugby.gov.uk	

11/24 LG01	Warwickshire Local Councils' Charter	N	Public	Cabinet – 4 November 2024	-	Aftab Razzaq, Chief Officer – Legal and Governance aftab.razzaq@rugby.gov.uk	Deferred from Cabinet on 16 September 2024
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5. ORGANISATIONAL CHANGE PORTFOLIO

Mannie Ketley, Chief Executive, 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
11/24 OC01	Corporate Strategy	N	Public	Cabinet – 4 November 2024 Council – 20 November 2024	-	Mannie Ketley, Chief Executive mannie.ketley@rugby.gov.uk Dan Green, Deputy Chief Executive dan.green@rugby.gov.uk	Deferred from Cabinet 7 October and Council 16 October 2024
11/24 OC02	People Strategy 2023-2026	N	Public	Cabinet – 4 November 2024	Legal Services, JUCG, Management Team	Judith Hicks, Human Resources Manager judith.hicks@rugby.gov.uk	Deferred from Cabinet 7 October and Council 16 October 2024

6. OPERATIONS AND TRADED SERVICES PORTFOLIO

Operations and Traded Services - Claire Preston, Chief Officer for Operations and Traded Services, claire.preston@rugby.gov.uk

Climate Change – Dan Green, Deputy Chief Executive 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

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	

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	Statutory public consultation Licensing and Safety Committee 16 July 2024	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 and shadow Portfolio Holder, key council officers	Daniel Khan, Housing Advice and Benefits Manager daniel.khan@rugby.gov.uk	
12/24 CH02	Homelessness Strategy	Y	Public	Cabinet – 2 December 2024 Council – 11 December 2024	Ward Councillors, Portfolio Holder, Spokesperson and shadow Portfolio Holder, key stakeholders and partners across rugby.	Daniel Khan, Housing Advice and Benefits Manager daniel.khan@rugby.gov.uk	

4. FINANCE, 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 LG01	Calendar of Meetings 2025/26	Y	Public	Cabinet - 2 December 2024	Leadership Team, Key council officers	Claire Waleczek, Democratic and Support Services Manager claire.waleczek@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 Preston, Chief Officer for Operations and Traded Services, claire.preston@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	Various stakeholders engaged in drafting the plan; Climate Emergency Working Group	Dan Green, Deputy Chief Executive dan.green@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
12/24 DC01	Customer Engagement and Communications Strategy	Y	Public	Cabinet - 20 January 2025 Council – 4 February 2025	Leadership Team and 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.
12/24 GI01	South West Rugby Design Code	Y	Public	Cabinet - 20 January 2025 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

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
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
01/25 LG01	Election of Mayor and Appointment of Deputy Mayor 2024/25	N	Private	Cabinet – 20 January 2025 Council – 4 February 2025	All Group Leaders	Claire Waleczek, Democratic and Support Services Manager claire.waleczek@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 Preston, Chief Officer for Operations and Traded Services, claire.preston@rugby.gov.uk
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

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

No decisions to be taken.

2. PARTNERSHIPS AND WELLBEING PORTFOLIO

Tom Kittendorf, Chief Officer for Leisure and Wellbeing, tom.kittendorf@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

No decisions to be taken.

3. FINANCE, 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

No decisions to be taken.

4. ORGANISATIONAL CHANGE PORTFOLIO

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

No decisions to be taken.

5. OPERATIONS AND TRADED SERVICES PORTFOLIO

Claire Preston, Chief Officer for Operations and Traded Services, claire.preston@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.

CHIEF EXECUTIVE

Mannie Ketley

Rugby Borough Council

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.

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.