



FORWARD PLAN

SEPTEMBER - DECEMBER 2025

SEPTEMBER 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
09/25 GI01	Economic Strategy Action Plan	Y	Public	Cabinet - 15 September 2025	Portfolio Holder and Shadow Liberal Democrat Spokesperson, selected business community stakeholders	Matthew Fletcher, Economic Development Manager matthew.fletcher@rugby.gov.uk	
09/25 GI02	High Street Rental Auction	N	Public	Cabinet – 15 September 2025	Cabinet – 24 June 2025, Town Centre Working Group, Town Centre Programme Board, Town Centre Project Board	Amy Cavendish, Estates Officer Amy.cavendish@rugby.gov.uk	
09/25 GI03	Public Realm Priority Projects	N	Public	Cabinet – 15 September 2025 Council – 24 September 2025	Finance and Performance, Town Centre Working Group, Leadership Team	Ella Casey, Principal Planning Officer Ella.casey@rugby.gov.uk	

09/25 GI04	St Andrews Church Public Realm Project	N	Public	Cabinet – 15 September 2025 Council – 24 September 2025	Finance and Performance, Town Centre Working Group, Leadership Team	Ella Casey, Principal Planning Officer Ella.casey@rugby.gov.uk	
09/25 DC01	Establishment of a New Data, Insights and Reporting Team	Y	Public	Cabinet – 15 September 2025 Council – 24 September 2025	Portfolio Holder – Digital and Communications, Leadership Team	Dr Thomas Griffiths, Chief Officer – Digital and Communications Thomas.griffiths@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 - Tom Kittendorf, Chief Officer for Leisure and Wellbeing, tom.kittendorf@rugby.gov.uk

Human Resources - Dan Green, Acting 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
09/25 PW01	Capital Programme 2025/26 – The Queen’s Diamond Jubilee Centre and Section 106	Yes	Public	Cabinet – 15 September 2025	GLL, Portfolio Holder – Partnerships and Wellbeing, Liberal Democrat Spokesperson – Partnerships and Wellbeing	Tom Kittendorf, Chief Officer – Leisure and Wellbeing Tom.kittendorf@rugby.gov.uk	

09/25 PW02	Health Improvement in Rugby	Yes	Public	Cabinet – 15 September 2025	Portfolio Holder – Partnerships and Wellbeing, Liberal Democrat Spokesperson – Partnerships and Wellbeing, Think Active	Tom Kittendorf, Chief Officer – Leisure and Wellbeing Tom.kittendorf@rugby.gov.uk	
09/25 PW03	Centenary Park Allotment	Yes	Public	Cabinet – 15 September 2025 Council – 24 September 2025	Section 106 Officer, Portfolio Holder and Liberal Democrats Spokesperson	Tom Kittendorf, Chief Officer – Leisure and Wellbeing Tom.kittendorf@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
09/25 CH01	Impact of the VCS 2024/25	Y	Public	Cabinet – 15 September 2025	Chief Officer – Communities and Homes, Portfolio Holder and Liberal Democrat Spokesperson for Communities and Homes, RBC Officers Group, Warwickshire Community and Voluntary Action (WCAVA), Rugby Foodbank, Bedworth, Rugby and Nuneaton Citizens Advice Bureau, Newbold upon Avon Community Partnership, the Benn Partnership, New Bilton Community Association. Long Lawford Community Association, Brownsover Community Association, Overslade Community Association.	Mary Jane Gunn, Communities and Projects Manager Maryjane.gunn@rugby.gov.uk	
09/25 CH02	Housing Strategy	N	Public	Cabinet – 15 September 2025	All Councillors, Communities and Homes Portfolio Holder, Leadership Team, key council officers, key stakeholders, cross party member workshop	Daniel Khan, Housing Advice and Benefits Manager daniel.khan@rugby.gov.uk	Deferred from Cabinet 24 June

09/25 CH03	Warm Homes: Local Grant	N	Public	Council – 24 September 2025	Communities and Homes Portfolio Holder, Chief Officer – Communities and Homes, Key Council Officers.	Peter Nicholas, Asset Maintenance Team Manager Peter.nicholas@rugby.gov.uk	
09/25 CH04	Garage Management Plan	N	Public with private appendices or if this cannot be done then private for both	Cabinet – 15 September 2025	Town Centre Working Group, Town Centre Programme Board, Town Centre Project Board, Internal Consultation	David Collins, Programme Lead David.collins@rugby.gov.uk	
09/25 CH05	Transfer of Control Centre Services	Y	Private	Cabinet – 15 September 2025	Portfolio Holder and Shadow, Leadership Team Budget Working Group	Marie Barlow, Housing and Services Manager marie.barlow@rugby.gov.uk	
09/25 CH06	Woodside Park Consultation	Y	Private	Cabinet – 15 September 2025	Informal Consultation with residents of Woodside Park	Amy Cavendish, Estates Officer Amy.cavendish@rugby.gov.uk	
09/25 RS01	Animal Welfare Fees	N	Public	Council – 24 September 2025	-	John McTernan, Licensing Officer John.mcternan@rugby.gov.uk	
09/25 RS02	Taxi Fare Review	N	Public	Council – 24 September 2025	Licensing and Safety Committee – 8 July 2025	Emma Payne, Licensing Officer Emma.payne@rugby.gov.uk	
09/25 RS03	Licensing Act 2003	N	Public	Council – 24 September 2025	-	John McTernan, Licensing Officer John.mcternan@rugby.gov.uk	

4. FINANCE AND PERFORMANCE, LEGAL AND GOVERNANCE PORTFOLIO

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

Dan Green, Acting 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
09/25 LG01	Equality and Diversity Strategy	Y	Public	Cabinet – 15 September 2025	Internal consultation, key external partners (Equip)	Rebecca Ewers, Corporate Equality and Diversity Officer rebecca.ewers@rugby.gov.uk	Deferred from Cabinet 24 June 2025
09/25 LG02	Membership of Scrutiny Committee	N	Public	Council – 24 September 2025	-	Claire Waleczek, Democratic & Support Services Manager Claire.waleczek@rugby.gov.uk	
09/25 FP01	Finance and Performance Monitoring – Quarter 1 2025/26	N	Public	Cabinet – 15 September 2025	-	Tom Rowland, Interim Finance Manager Tom.rowland@rugby.gov.uk	
09/25 FP02	Civica Revenues and Benefits Contract	Y	Private	Cabinet – 15 September 2025	Acting Chief Executive, Deputy Chief Executive, Chief Officer – Finance and Performance, Chief Officer – Digital and Communication, Revenues and Benefits Manager, Interim Finance Manager	Stuart Mewes, IT & Digital Services Manager Stuart.mewes@rugby.gov.uk	

09/25 FP03	Council Tax support consultation request	Y	Private	Cabinet – 15 September 2025	Chief Officer – Finance and Performance, Revenues and Benefits Manager, Interim Finance Manager	Richard Moore, Revenues and Benefits Manager Richard.moore@rugby.gov.uk	
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5. ORGANISATIONAL CHANGE PORTFOLIO

Dan Green, Acting Chief Executive, dan.green@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, Acting Chief Executive, dan.green@rugby.gov.uk

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09/25 OT01	Climate Emergency Working Group Annual Report	N	Public	Cabinet – 15 September 2025	Climate Emergency Working Group	Dan Green, Acting Chief Executive dan.green@rugby.gov.uk	Deferred from Cabinet 24 June 2025

OCTOBER 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
10/25 GI01	UK Shared Prosperity Fund – Evaluation Report	N	Public	Cabinet – 7 October 2025 Council – 22 October 2025	Finance and Performance, Leadership Team	Helen Nightingale, Major Projects and Regeneration Manager Helen.nightingale@rugby.gov.uk	Deferred from Cabinet 15 September and Council 24 September

2. PARTNERSHIPS AND WELLBEING PORTFOLIO

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

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

Human Resources - Dan Green, Acting Chief Executive, dan.green@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 AND PERFORMANCE, LEGAL AND GOVERNANCE PORTFOLIO

Jon Illingworth, Chief Officer for Finance and Performance, jon.illingworth@rugby.gov.uk
Dan Green, Acting Chief Executive, dan.green@rugby.gov.uk

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10/25 LG01	Overview and Scrutiny Annual Report 2024/25	N	Public	Council – 22 October 2025	Scrutiny Committee	Linn Ashmore, Democratic Services Officer linn.ashmore@rugby.gov.uk	
10/25 FP01	Write Offs	N	Private	Cabinet – 7 October 2025	None	Richard Moore, Revenues and Benefits Manager Richard.moore@rugby.gov.uk	

5. ORGANISATIONAL CHANGE PORTFOLIO

Dan Green, Acting Chief Executive, dan.green@rugby.gov.uk

No decisions to be taken.

6. OPERATIONS AND TRADED SERVICES PORTFOLIO

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

No decisions to be taken.

NOVEMBER 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

No decisions to be taken.

2. PARTNERSHIPS AND WELLBEING PORTFOLIO

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No decisions to be taken.

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No decisions to be taken.

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Dan Green, Acting Chief Executive, dan.green@rugby.gov.uk

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11/25 FP01	Revenues and Benefits Resourcing	Y	Private	Cabinet – 4 November 2025	-	Richard Moore, Revenues Manager Richard.moore@rugby.gov.uk	Deferred from Cabinet 7 October 2025

5. ORGANISATIONAL CHANGE PORTFOLIO

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No decisions to be taken.

6. OPERATIONS AND TRADED SERVICES PORTFOLIO

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

No decisions to be taken.

DECEMBER 2025

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No decisions to be taken.

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12/25 CH01	Proposals for how the Council Commissions the Support the Voluntary and Community Sector 2026/27	Y	Public	Cabinet – 1 December 2025	Chief Officer – Communities and Homes, Portfolio Holder and Liberal Democrat Spokesperson – Communities and Homes, RBC Officers Group, Warwickshire Community and Voluntary Action (WCAVA)	Mary Jane Gunn, Communities and Projects Manager Maryjane.gunn@rugby.gov.uk	Deferred from Cabinet 15 September

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No decisions to be taken.

5. ORGANISATIONAL CHANGE PORTFOLIO

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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

Vacancy

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 at 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.

ACTING 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 £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 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.

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.