



FORWARD PLAN

JUNE 2024 – SEPTEMBER 2024

JUNE 2024

1. GROWTH AND INVESTMENT PORTFOLIO

Nicola Smith, Chief Officer for Growth and Investment, nicola.smith@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
06/24 GI01	Development Management Service Review	N	Public	Cabinet – 24 June 2024	Leadership Team and Key Council Officers	Nicola Smith, Chief Officer – Growth and Investment nicola.smith@rugby.gov.uk Richard Holt, Development and Enforcement Manager richard.holt@rugby.gov.uk	
06/24 GI02	UKSPF Update Report	Y	Public	Cabinet – 24 June 2024	Finance and Performance, Leadership Team and the Local Partnership Group	Helen Nightingale, Major Projects and Economic Development Manager helen.nightingale@rugby.gov.uk	
06/24 GI03	Town Centre Regeneration Update Report	N	Public	Cabinet – 24 June 2024	Finance and Performance, Town Centre Working Group, Leadership Team	Ella Casey, Principal Planning Officer ella.casey@rugby.gov.uk	
06/24 GI04	Nature Capital Investment Strategy	N	Public	Cabinet – 24 June 2024	Climate Emergency Working Group	Nicola Smith, Chief Officer – Growth and Investment Nicola.smith@rugby.gov.uk	

06/24 GI05	Top Road, Barnacle – Update and Review	Y	Private	Cabinet – 24 June 2024	Key Council Officers	Chris Davies, Principal Planning Officer chris.davies@rugby.gov.uk Richard Holt, Development and Enforcement Manager richard.holt@rugby.gov.uk	
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2. LEISURE AND WELLBEING PORTFOLIO

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

No decisions to be taken.

3. COMMUNITIES, HOMES, DIGITAL AND COMMUNICATIONS PORTFOLIO

Michelle Dickson, Chief Officer for Communities and Homes, michelle.dickson@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
06/24 CD01	The impact of the Voluntary and Community Sector organisations funded by the council in 2023/24	N	Public	Cabinet – 24 June 2024	Party representatives and group leaders. VCS groups funded by RBC during 2023/24. WCAVA	Mary Jane Gunn, Communities and Projects Manager maryjane.gunn@rugby.gov.uk	

06/24 CD02	Regulator for Social Housing - regulatory requirements	N	Public	Cabinet – 24 June 2024	Party representatives and group leaders.	Mary Jane Gunn, Communities and Projects Manager maryjane.gunn@rugby.gov.uk	
06/24 CD03	Support for Council Tenants in Paying their Rent	N	Public	Cabinet – 24 June 2024	-	Marie Barlow, Housing Services Manager marie.barlow@rugby.gov.uk	
06/24 CD04	Customer Service Centre, Direct Debit Digitisation	Y	Public	Cabinet – 24 June 2024	Leadership Team and Key Council Officers	Dr. Thomas D Griffiths, Chief Officer - Digital and Communications thomas.griffiths@rugby.gov.uk	
06/24 CD05	Artificial Intelligence Tooling Usage Policy	N	Public	Cabinet - 24 June 2024	Leadership Team, Information Governance Group and Key Council Officers	Dr. Thomas D Griffiths, Chief Officer - Digital and Communications thomas.griffiths@rugby.gov.uk	
06/24 CD06	Artificial Intelligence Adoption Strategy	Y	Public	Cabinet - 24 June 2024	Leadership Team, Information Governance Group and Key Council Officers	Dr. Thomas D Griffiths, Chief Officer - Digital and Communications thomas.griffiths@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
06/24 FL01	Regulatory of Investigatory Powers Act 2000 (RIPA) Policy	N	Public	Cabinet – 24 June 2024	Key Council Officers	Aftab Razzaq, Chief Officer – Legal and Governance aftab.razzaq@rugby.gov.uk	
06/24 FL02	Appointment of Working Parties 2024/25	N	Public	Cabinet – 24 June 2024	Group Leaders	Claire Waleczek, Democratic and Support Services Manager claire.waleczek@rugby.gov.uk	
06/24 FL03	Councillors' Allowances 2023/24	Y	Public	Cabinet – 24 June 2024	-	Lisa Marshall, Finance Business Partner lisa.marshall@rugby.gov.uk	
06/24 FL04	Finance and Performance Outturn 2023-2024	N	Public	Cabinet – 24 June 2024	-	Paul Conway, Finance Manager paul.conway@rugby.gov.uk	
06/24 FL05	Urgent Decisions – Annual Report	N	Public	Council – 12 June 2024	-	Claire Waleczek, Democratic and Support Services Manager claire.waleczek@rugby.gov.uk	
06/24 FL06	Treasury Management Outturn 2023-24	N	Public	Cabinet – 24 June 2024	-	Chris Raymakers, Lead Accountant chris.raymakers@rugby.gov.uk	

5. CHANGE, TRANSFORMATION, REGULATION AND SAFETY PORTFOLIO

Mannie Ketley, Chief Executive, mannie.ketley@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
06/24 CR01	Ringo	N	Public	Cabinet – 24 June 2024	-	Zulfeqar Rahman, Licensing and Parking Manager zulfeqar.rahman@rugby.gov.uk	
06/24 CR02	Designation of Streets	N	Public	Council – 12 June 2024	Licensing and Safety Committee, public consultation	Emma Payne, Licensing Officer, emma.payne@rugby.gov.uk	
06/24 CR03	People Strategy	N	Public	Cabinet – 24 June 2024	Employee Focus Groups, Trade Unions, Key Council Officers	Judith Hicks, Human Resources Manager judith.hicks@rugby.gov.uk	
06/24 CR04	Cemetery and Rainsbrook Rules and Regulations	N	Private	Cabinet – 24 June 2024	-	Lorraine Marley, Bereavement Services Manager Lorraine.marley@rugby.gov.uk	

6. OPERATIONS AND TRADED SERVICES PORTFOLIO

Claire Preston, Chief Officer for Operations and Traded Services, claire.preston@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
06/24 OT01	Creation of Grounds Maintenance Service Manager	Y	Public	Cabinet – 24 June 2024	Group Leaders, Leadership Team, Finance and Human Resources	Claire Preston, Chief Officer - Operations and Traded Services claire.preston@rugby.gov.uk	
06/24 OT02	Capital Funding for the purchase of council fleet	Y	Public	Cabinet – 24 June 2024	Group Leaders, Leadership Team, Finance	Andy Walsh, Senior Contracts Officer andy.walsh@rugby.gov.uk	

JULY 2024

1. GROWTH AND INVESTMENT PORTFOLIO

Nicola Smith, Chief Officer for Growth and Investment, nicola.smith@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
07/24 GI01	UKSPF Update Report	Y	Public	Council – 10 July 2024	Finance and Performance, Leadership Team and the Local Partnership Group	Helen Nightingale, Major Projects and Economic Development Manager helen.nightingale@rugby.gov.uk	
07/24 GI02	Town Centre Regeneration Update Report	N	Public	Council – 10 July 2024	Finance and Performance, Town Centre Working group, Leadership Team	Ella Casey, Principal Planning Officer ella.casey@rugby.gov.uk	
07/24 GI03	Adoption of the Shopfront Design Guide Supplementary Planning Document	Y	Public	Council – 10 July 2024	Leadership Team and Key Council Officers	Abigail Murphy, Senior Planning Officer abigail.murphy@rugby.gov.uk	
07/24 GI04	Nature Capital Investment Strategy	N	Public	Council – 10 July 2024	Climate Emergency Working Group	Nicola Smith, Chief Officer – Growth and Investment nicola.smith@rugby.gov.uk	

07/24 GI05	Top Road, Barnacle – Update and Review	Y	Private	Council – 10 July 2024	Key Council Officers	Chris Davies, Principal Planning Officer chris.davies@rugby.gov.uk Richard Holt, Development and Enforcement Manager richard.holt@rugby.gov.uk	
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2. LEISURE AND WELLBEING PORTFOLIO

Tom Kittendorf, Chief Officer for Leisure and Wellbeing, tom.kittendorf@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
07/24 LW01	Rugby Art Gallery and Museum Forward Plan and Associated Policies	N	Public	Cabinet – 22 July 2024	Peers and stakeholders	Sally Godden, Rugby Art Gallery and Museum Manager sally.godden@rugby.gov.uk	
07/24 LW02	Culture and Heritage Strategy	N	Public	Cabinet – 22 July 2024	Peers and stakeholders	Sally Godden, Rugby Art Gallery and Museum Manager sally.godden@rugby.gov.uk	

3. COMMUNITIES, HOMES, DIGITAL AND COMMUNICATIONS PORTFOLIO

Michelle Dickson, Chief Officer for Communities and Homes, michelle.dickson@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
07/24 CD01	Artificial Intelligence Adoption Strategy	Y	Public	Council - 10 July 2024	Leadership Team, Information Governance Group and Key Council Officers	Dr. Thomas D Griffiths, Chief Officer - Digital and Communications thomas.griffiths@rugby.gov.uk	
07/24 CD02	Customer Engagement and Communications Strategy	Y	Public	Cabinet - 22 July 2024	Leadership Team and Key Council Officers	Dr. Thomas D Griffiths, Chief Officer - Digital and Communications thomas.griffiths@rugby.gov.uk	
07/24 CD03	Customer Service Centre, Direct Debit Digitisation	Y	Public	Council – 10 July 2024	Leadership Team and Key Council Officers, Cabinet 24 June 2024	Dr. Thomas D Griffiths, Chief Officer - Digital and Communications thomas.griffiths@rugby.gov.uk	
07/24 CD04	Artificial Intelligence Tooling Usage Policy	N	Public	Council – 10 July 2024	Leadership Team, Information Governance Group and Key Council Officers, Cabinet 24 June 2024	Dr. Thomas D Griffiths, Chief Officer - Digital and Communications thomas.griffiths@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

No decisions to be taken.

5. CHANGE, TRANSFORMATION, REGULATION AND SAFETY PORTFOLIO

Mannie Ketley, Chief Executive, mannie.ketley@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
07/24 CR01	Ringo	N	Public	Council – 10 July 2024	Cabinet 24 June 2024	Zulfeqar Rahman, Licensing and Parking Manager zulfeqar.rahman@rugby.gov.uk	
07/24 CR02	People Strategy	N	Public	Council – 10 July 2024	Employee Focus Groups, Trade Unions, Key Council Officers, Cabinet 24 June 2024	Judith Hicks, Human Resources Manager judith.hicks@rugby.gov.uk	

6. OPERATIONS AND TRADED SERVICES PORTFOLIO

Claire Preston, Chief Officer for Operations and Traded Services, claire.preston@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
07/24 OT01	Creation of Grounds Maintenance Service Manager	Y	Public	Council – 10 July 2024	Group Leaders, Leadership Team, Finance and Human Resources, Cabinet 24 June 2024	Claire Preston, Chief Officer - Operations and Traded Services claire.preston@rugby.gov.uk	
07/24 OT02	Capital Funding for the purchase of council fleet	Y	Public	Council – 10 July 2024	Group Leaders, Leadership Team, Finance, Cabinet 24 June 2024	Andy Walsh, Senior Contracts Officer andy.walsh@rugby.gov.uk	

AUGUST 2024

1. GROWTH AND INVESTMENT PORTFOLIO

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

No decisions to be taken.

2. LEISURE AND WELLBEING PORTFOLIO

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

No decisions to be taken.

3. COMMUNITIES, HOMES, DIGITAL AND COMMUNICATIONS PORTFOLIO

Michelle Dickson, Chief Officer for Communities and Homes, michelle.dickson@rugby.gov.uk
Thomas Griffiths, Chief Officer for Digital and Communications thomas.griffiths@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

No decisions to be taken.

5. CHANGE, TRANSFORMATION, REGULATION AND SAFETY PORTFOLIO

Mannie Ketley, Chief Executive, mannie.ketley@rugby.gov.uk
David Burrows, Chief Officer for Regulation and Safety, david.burrows@rugby.gov.uk

No decisions to be taken.

6. OPERATIONS AND TRADED SERVICES PORTFOLIO

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

No decisions to be taken.

SEPTEMBER 2024

1. GROWTH AND INVESTMENT PORTFOLIO

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

No decisions to be taken.

2. LEISURE AND WELLBEING PORTFOLIO

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

No decisions to be taken.

3. COMMUNITIES, HOMES, DIGITAL AND COMMUNICATIONS PORTFOLIO

Michelle Dickson, Chief Officer for Communities and Homes, michelle.dickson@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
07/24 CD02	Customer Engagement and Communications Strategy	Y	Public	Council – 25 September 2024	Leadership Team and Key Council Officers, Cabinet 22 July 2024	Dr. Thomas D Griffiths, Chief Officer - Digital and Communications thomas.griffiths@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

No decisions to be taken.

5. CHANGE, TRANSFORMATION, REGULATION AND SAFETY PORTFOLIO

Mannie Ketley, Chief Executive, mannie.ketley@rugby.gov.uk
David Burrows, Chief Officer for Regulation and Safety, david.burrows@rugby.gov.uk

No decisions to be taken.

6. 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/Change, Transformation, Regulation and Safety Portfolio Holder: Cllr D Poole
Deputy Leader/Growth and Investment Portfolio Holder: Cllr I Picker

Portfolio Holders:

Leisure and Wellbeing:	Cllr A Daly
Communities, Homes, Digital and Communications:	Cllr T Willis
Finance, Procurement, Legal and Governance:	Vacancy
Operations and Traded Services:	Vacancy

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.