



# **FORWARD PLAN**

**MAY 2024 – AUGUST 2024**

## **MAY 2024**

### **1. GROWTH AND INVESTMENT PORTFOLIO**

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

#### 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
05/24 FL01	Appointments to Outside Bodies – Miscellaneous and by Virtue of Office	N	Public	Annual Council – 16 May 2024	-	Claire Waleczek, Democratic and Support Services Manager <a href="mailto:claire.waleczek@rugby.gov.uk">claire.waleczek@rugby.gov.uk</a>	
05/24 FL02	Election of Mayor and Appointment of Deputy Mayor 2024/25	N	Public	Annual Council – 16 May 2024	Group Leaders, Cabinet 6 February, Special Council 7 February	Claire Waleczek, Democratic and Support Services Manager <a href="mailto:claire.waleczek@rugby.gov.uk">claire.waleczek@rugby.gov.uk</a>	
05/24 FL03	Constitutional Arrangements and Allocation of Seats to Party Groups – 2024/25	N	Public	Annual Council – 16 May 2024	Group Leaders	Claire Waleczek, Democratic and Support Services Manager <a href="mailto:claire.waleczek@rugby.gov.uk">claire.waleczek@rugby.gov.uk</a>	
05/24 FL04	Report of the Returning Officer – Election Results	N	Public	Annual Council – 16 May 2024	-	Aftab Razzaq, Chief Officer – Legal and Governance <a href="mailto:aftab.razzaq@rugby.gov.uk">aftab.razzaq@rugby.gov.uk</a>	

#### 5. CHANGE, TRANSFORMATION, REGULATION AND SAFETY PORTFOLIO

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

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

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

No decisions to be taken.

## **JUNE 2024**

### **1. GROWTH AND INVESTMENT PORTFOLIO**

Nicola Smith, Chief Officer for Growth and Investment, [nicola.smith@rugby.gov.uk](mailto: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 – 3 June 2024	Leadership Team and Key Council Officers	Nicola Smith, Chief Officer – Growth and Investment <a href="mailto:nicola.smith@rugby.gov.uk">nicola.smith@rugby.gov.uk</a>  Richard Holt, Development and Enforcement Manager <a href="mailto:richard.holt@rugby.gov.uk">richard.holt@rugby.gov.uk</a>	
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 <a href="mailto:helen.nightingale@rugby.gov.uk">helen.nightingale@rugby.gov.uk</a>	
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 <a href="mailto:ella.casey@rugby.gov.uk">ella.casey@rugby.gov.uk</a>	

### **2. LEISURE AND WELLBEING PORTFOLIO**

Tom Kittendorf, Chief Officer for Leisure and Wellbeing, [tom.kittendorf@rugby.gov.uk](mailto: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](mailto:michelle.dickson@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
06/24 CD01	VCS Impact Summary 2023/2024	N	Public	Cabinet – 3 June 2024	Party representatives and group leaders. VCS groups funded by RBC during 2023/24. WCAVA	Mary Jane Gunn, Communities and Projects Manager <a href="mailto:maryjane.gunn@rugby.gov.uk">maryjane.gunn@rugby.gov.uk</a>	
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 <a href="mailto:maryjane.gunn@rugby.gov.uk">maryjane.gunn@rugby.gov.uk</a>	
06/24 CD03	Support for Council Tenants in Paying their Rent	N	Public	Cabinet – 3 June 2024	-	Marie Barlow, Housing Services Manager <a href="mailto:marie.barlow@rugby.gov.uk">marie.barlow@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
06/24 FL01	Regulatory of Investigatory Powers Act 2000 (RIPA) Policy	N	Public	Cabinet – 3 June 2024	Key Council Officers	Aftab Razzaq, Chief Officer – Legal and Governance <a href="mailto:aftab.razzaq@rugby.gov.uk">aftab.razzaq@rugby.gov.uk</a>	
06/24 FL02	Appointment of Working Parties 2024/25	N	Public	Cabinet – 3 June 2024	Group Leaders	Claire Waleczek, Democratic and Support Services Manager <a href="mailto:claire.waleczek@rugby.gov.uk">claire.waleczek@rugby.gov.uk</a>	
06/24 FL03	Councillors' Allowances 2023/24	Y	Public	Cabinet – 24 June 2024	-	Lisa Marshall, Finance Business Partner <a href="mailto:lisa.marshall@rugby.gov.uk">lisa.marshall@rugby.gov.uk</a>	
06/24 FL04	Finance and Performance Outturn 2023-2024	N	Public	Cabinet – 24 June 2024	-	Paul Conway, Finance Manager <a href="mailto:paul.conway@rugby.gov.uk">paul.conway@rugby.gov.uk</a>	
06/24 FL05	Urgent Decisions – Annual Report	N	Public	Council – 12 June 2024	-	Claire Waleczek, Democratic and Support Services Manager <a href="mailto:claire.waleczek@rugby.gov.uk">claire.waleczek@rugby.gov.uk</a>	

## 5. CHANGE, TRANSFORMATION, REGULATION AND SAFETY PORTFOLIO

Mannie Ketley, Chief Executive, [mannie.ketley@rugby.gov.uk](mailto:mannie.ketley@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
06/24 RS01	Ringo	N	Public	Cabinet – 3 June 2024  Council – 12 June 2024	-	Zulfeqar Rahman, Licensing and Parking Manager <a href="mailto:zulfeqar.rahman@rugby.gov.uk">zulfeqar.rahman@rugby.gov.uk</a>	
06/24 RS02	Designation of Streets	N	Public	Council – 12 June 2024	Licensing and Safety Committee, public consultation	Emma Payne, Licensing Officer <a href="mailto:emma.payne@rugby.gov.uk">emma.payne@rugby.gov.uk</a>	

## 6. OPERATIONS AND TRADED SERVICES PORTFOLIO

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

No decisions to be taken.



## 7. NO SPECIFIC PORTFOLIO

REF.	SUBJECT	KEY DECISION (Y/N)	PUBLIC/ PRIVATE REPORT	MEETING AND DATE DECISION TO BE TAKEN	CONSULTATION PROCESS AND CONSULTEES	CONTACT OFFICER	NOTES
04/24 NS01	People Strategy	N	Public	Cabinet – 3 June 2024  Council – 12 June 2024	Employee Focus Groups, Trade Unions, Key Council Officers	Judith Hicks, Human Resources Manager <a href="mailto:judith.hicks@rugby.gov.uk">judith.hicks@rugby.gov.uk</a>	

## **JULY 2024**

### **1. GROWTH AND INVESTMENT PORTFOLIO**

Nicola Smith, Chief Officer for Growth and Investment, [nicola.smith@rugby.gov.uk](mailto: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 <a href="mailto:helen.nightingale@rugby.gov.uk">helen.nightingale@rugby.gov.uk</a>	
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 <a href="mailto:ella.casey@rugby.gov.uk">ella.casey@rugby.gov.uk</a>	
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 <a href="mailto:abigail.murphy@rugby.gov.uk">abigail.murphy@rugby.gov.uk</a>	

## 2. LEISURE AND WELLBEING PORTFOLIO

Tom Kittendorf, Chief Officer for Leisure and Wellbeing, [tom.kittendorf@rugby.gov.uk](mailto: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 <a href="mailto:sally.godden@rugby.gov.uk">sally.godden@rugby.gov.uk</a>	
07/24 LW02	Culture and Heritage Strategy	N	Public	Cabinet – 22 July 2024	Peers and stakeholders	Sally Godden, Rugby Art Gallery and Museum Manager <a href="mailto:sally.godden@rugby.gov.uk">sally.godden@rugby.gov.uk</a>	

## 3. COMMUNITIES, HOMES, DIGITAL AND COMMUNICATIONS PORTFOLIO

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

#### **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. CHANGE, TRANSFORMATION, REGULATION AND SAFETY PORTFOLIO**

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

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

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

No decisions to be taken.

## **AUGUST 2024**

### **1. GROWTH AND INVESTMENT PORTFOLIO**

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

### **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. CHANGE, TRANSFORMATION, REGULATION AND SAFETY PORTFOLIO**

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

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

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

<b>Leisure and Wellbeing:</b>	Cllr A Daly
<b>Communities, Homes, Digital and Communications:</b>	Cllr T Willis
<b>Finance, Procurement, Legal and Governance:</b>	Cllr Ms C Robbins
<b>Operations and Traded Services:</b>	Cllr Ms C Watson-Merret

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).