



FORWARD PLAN

DECEMBER 2025 – MARCH 2026

DECEMBER 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
12/25 GI01	Town Centre Regeneration Update	N	Public	Cabinet – 1 December 2025 Council – 10 December 2025	Finance and Performance, Town Centre Working Group, Leadership Team	Ella Casey, Principal Planning Officer Ella.casey@rugby.gov.uk	Deferred from Cabinet 4 November and Council 19 November 2025
12/25 DC01	Supporting the Customer journey - Improving the Accessibility of Web Pages and Digital Online Content at Rugby Borough Council	N	Public	Cabinet – 1 December 2025	Portfolio Holder – Digital and Communications	Dr Thomas Griffiths, Chief Officer – Digital and Communications Thomas.griffiths@rugby.gov.uk	
12/25 DC 02	Technical Skill Development and Upskilling of Rugby Borough Council Officers	N	Public	Cabinet – 1 December 2025	Portfolio Holder – Digital and Communications	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, 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

REF.	SUBJECT	KEY DECISION (Y/N)	PUBLIC/ PRIVATE REPORT	MEETING AND DATE DECISION TO BE TAKEN	CONSULTATION PROCESS AND CONSULTEES	CONTACT OFFICER	NOTES
12/25 CH01	Proposals for supporting 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 2025
12/25 RS01	Licensing Act 2003	N	Public	Council – 10 December 2025		John McTernan, Licensing Officer John.mcternan@rugby.gov.uk	Deferred from Council 24 September 2025

4. FINANCE AND PERFORMANCE, LEGAL AND GOVERNANCE PORTFOLIO

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

John Murphy, Chief Officer for Legal and Governance, john.murphy@rugby.gov.uk

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12/25 FP01	Finance Quarter Two 2025/26 General Fund Revenue and Capital Monitoring	N	Public	Cabinet – 1 December 2025 Council – 10 December 2025	Leadership Team	Gemma Lister, Lead Accountant Gemma.lister@rugby.gov.uk	
12/25 FP02	Finance Quarter Two 2025/26 Housing Revenue Account and Capital Monitoring	N	Public	Cabinet – 1 December 2025 Council – 10 December 2025	Leadership Team	Faiyaz Latif, Lead Accountant Faiyaz.latif@rugby.gov.uk	
12/25 FP03	Performance Report 2025/26 Quarter Two	N	Public	Cabinet – 1 December 2025 Council – 10 December 2025	Leadership Team	Jean Stevenson, Technical Accountant Jean.stevenson@rugby.gov.uk	
12/25 FP04	Local Council Tax Reduction Scheme	N	Private	Cabinet – 1 December 2025		Richard Moore, Revenues and Benefits Manager Richard.moore@rugby.gov.uk	

12/25 FP05	Revenues and Benefits – Additional Apprentice Post	N	Private	Cabinet – 1 December 2025		Richard Moore, Revenues and Benefits Manager Richard.moore@rugby.gov.uk	
12/25 FP06	Council Tax – Empty Property Charges	N	Private	Cabinet – 1 December 2025		Richard Moore, Revenues and Benefits Manager Richard.moore@rugby.gov.uk	
12/25 LG01	Calendar of Meetings 2026/27	N	Public	Cabinet – 1 December 2025	Leadership Team, key council officers	Linn Ashmore, Democratic Services Officer linn.ashmore@rugby.gov.uk	

5. ORGANISATIONAL CHANGE PORTFOLIO

Dan Green, 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, 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
12/25 OT01	Food Waste Service – Staffing and Resources	Y	Public	Cabinet – 1 December 2025 Council – 10 December 2025		Andy Kelly, Project Manager – Food Waste Andy.kelly@rugby.gov.uk	
12/25 OT02	INFO Only – Work Services, Traffic Commissioner Update	N	Private	Cabinet – 1 December 2025		Rachael Savage, Waste Services Team Manager Rachael.savage@rugby.gov.uk	
12/25 OT03	Rugby Borough Council Waste Strategy	N	Public	Cabinet – 1 December 2025	Portfolio Holder, Chief Officer – Operations and Traded Services	Rachael Savage, Waste Services Team Manager Rachael.savage@rugby.gov.uk	

JANUARY 2026

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01/26 GI01	Local Plan Regulation 19 consultation	Y	Public	Cabinet – 6 January 2026 Council – January 2026	Leadership Team Portfolio Holder and Liberal Democrat Shadow	Neil Holly, Development Strategy Manager Neil.holly@rugby.gov.uk	

2. PARTNERSHIPS AND WELLBEING PORTFOLIO

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

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No decisions to be taken.

3. COMMUNITIES AND HOMES, REGULATION AND SAFETY PORTFOLIO

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01/26 CH01	Transformation of Property Repairs and Assets – updates	N	Public	Cabinet – 6 January 2026	Leadership Team; Portfolio Holder and Liberal Democrat Spokesperson; Tenant Panel	Rob Foster, Property Repairs Manager Rob.foster@rugby.gov.uk Peter Nicholas, Asset Maintenance Manager Peter.nicholas@rugby.gov.uk	

4. FINANCE AND PERFORMANCE, LEGAL AND GOVERNANCE PORTFOLIO

Jon Illingworth, Chief Officer for Finance and Performance, jon.illingworth@rugby.gov.uk
John Murphy, Chief Officer for Legal and Governance, john.murphy@rugby.gov.uk

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01/26 FP01	Changes to Write Off Policy	N	Private	Cabinet – 6 January 2025		Richard Moore, Revenues and Benefits Manager Richard.moore@rugby.gov.uk	

01/26 FP01	Revenues and Benefits Resourcing	Y	Private	Cabinet – 6 January 2025	-	Richard Moore, Revenues and Benefits Manager Richard.moore@rugby.gov.uk	Deferred from Cabinet 4 November 2025
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5. ORGANISATIONAL CHANGE PORTFOLIO

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No decisions to be taken.

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01/26 OT01	Restructure Phase 2 – Waste Services	Y	Private	Cabinet – 6 January 2026 Council - TBC	Leadership Team, Unions, Staff, Portfolio Holder, Liberal Democrat Spokesperson	Rachael Savage, Waste Services Team Manager Rachael.savage@rugby.gov.uk	

FEBRUARY 2026

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No decisions to be taken.

MARCH 2026

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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.

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.

If any member of the public has any concerns with a report which is due to be considered in private, please contact John Murphy, the Council's Monitoring Officer, by e-mailing john.murphy@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 emailing democraticservices@rugby.gov.uk.