



FORWARD PLAN

MAY 2026 – AUGUST 2026

MAY 2026

1. GROWTH AND INVESTMENT, DIGITAL AND COMMUNICATIONS PORTFOLIO

Nicola Smith, Strategic Director for Place, nicola.smith@rugby.gov.uk

Andrew Grant, Strategic Director for Operations and Transformation, andrew.grant@rugby.gov.uk

No decisions to be taken.

2. PARTNERSHIPS AND WELLBEING PORTFOLIO

Leisure and Wellbeing – Nicola Smith, Strategic Director for Place, nicola.smith@rugby.gov.uk

Equality and Diversity and 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, Strategic Director for Communities and Homes, michelle.dickson@rugby.gov.uk

No decisions to be taken.

4. FINANCE AND PERFORMANCE, LEGAL AND GOVERNANCE PORTFOLIO

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
05/26 LG01	Appointments to Outside Bodies – Miscellaneous and by Virtue of Office	N	Public	Annual Council – 21 May 2026	-	Claire Waleczek, Democratic and Support Services Manager claire.waleczek@rugby.gov.uk	
05/26 LG02	Election of Mayor and Appointment of Deputy Mayor 2026/27	N	Public	Annual Council – 21 May 2026	Group Leaders, Cabinet – 6 January 2026, Council – 27 January 2026	Claire Waleczek, Democratic and Support Services Manager claire.waleczek@rugby.gov.uk	
05/26 LG03	Constitutional Arrangements and Allocation of Seats to Party Groups – 2026/27	N	Public	Annual Council – 21 May 2026	Group Leaders	Claire Waleczek, Democratic and Support Services Manager claire.waleczek@rugby.gov.uk	
05/26 LG04	Report of the Returning Officer – Election Results	N	Public	Annual Council – 21 May 2026	-	Dan Green, Chief Executive and Returning Officer dan.green@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 – Andrew Grant, Strategic Director for Operations and Transformation, andrew.grant@rugby.gov.uk
Climate Change - Dan Green, Chief Executive, dan.green@rugby.gov.uk

No decisions to be taken.

JUNE 2026

1. GROWTH AND INVESTMENT, DIGITAL AND COMMUNICATIONS PORTFOLIO

Nicola Smith, Strategic Director for Place, nicola.smith@rugby.gov.uk

Andrew Grant, Strategic Director for Operations and Transformation, andrew.grant@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
06/26 DC01	Improving Translation and Accessibility Services at RBC	N	Public	Cabinet – 2 June 2026	Leadership Team, Portfolio Holder, Equality and Diversity Working Group, AI Ethics Board	Dr Thomas Griffiths, Assistant Director – Digital and Communications thomas.griffiths@rugby.gov.uk	
06/26 DC02	Extending Existing Strategic Communications Support at RBC	N	Private	Cabinet – 2 June 2026 Council – 17 June 2026	Portfolio Holder	Dr Thomas Griffiths, Assistant Director – Digital and Communications thomas.griffiths@rugby.gov.uk	
06/26 GI01	Town Centre Wayfinding	Y	Public	Council – 17 June 2026	Town Centre Regeneration Working Group, Finance and Performance, Leadership Team	Ella Casey, Principal Planning Officer ella.casey@rugby.gov.uk	
06/26 GI02	Clifton upon Dunsmore Neighbourhood Plan – adoption	N	Public	Council – 17 June 2026		Hayley Smith, Principal Planning Officer, Development Strategy hayley.smith@rugby.gov.uk	

06/26 GI03	Cycling Prohibition Byelaw – Update	N	Public	Council – 17 June 2026	Town Centre Regeneration Working Group, Finance and Performance, Leadership Team	Ella Casey, Principal Planning Officer Ella.Casey@rugby.gov. uk	
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2. PARTNERSHIPS AND WELLBEING PORTFOLIO

Leisure and Wellbeing – Nicola Smith, Strategic Director for Place, nicola.smith@rugby.gov.uk
Equality and Diversity and Human Resources - Dan Green, Chief Executive, dan.green@rugby.gov.uk

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06/26 PW01	Investing in Leisure – Section 106 Allocations	N	Public	Cabinet – 2 June 2026	Portfolio Holder, Local sporting facilities	Tom Kittendorf, Assistant Director – 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

REF.	SUBJECT	KEY DECISION (Y/N)	PUBLIC/ PRIVATE REPORT	MEETING AND DATE DECISION TO BE TAKEN	CONSULTATION PROCESS AND CONSULTEES	CONTACT OFFICER	NOTES
06/26 CH01	Albert Street (Victoria House) – Enabling Works, Procurement Strategy and BLRF Alignment	Y	Private	Cabinet – 2 June 2026 Council – 17 June 2026	Chief Officer – Growth and Investment, Chief Officer – Finance and Performance, Chief Officer – Communities and Homes, Chief Officer – Legal and Governance, Portfolio Holder and Liberal Democrat Spokesperson for Communities and Homes.	Richard Kiernan, Senior Project Manager richard.kiernan@rugby.gov.uk	
06/26 CH02	How Support for People Diagnosed with MND is being progressed through the Heart Partnership, including any identified gaps or opportunities for improvement	N	Public	Cabinet – 2 June 2026	Cllr Garcia, the Heart Partnership, RBC Officers Group	Mary Jane Gunn, Communities and Projects Manager maryjane.gunn@rugby.gov.uk	

06/26 CH03	Additional Disabilities Facilities Grant Funding 2025/26	Y	Public	Cabinet – 29 June 2026	The Heart Partnership, RBC Officers Group	Mary Jane Gunn, Communities and Projects Manger maryjane.gunn@rugby.gov.uk	
06/26 RS01	Cashless Parking Solution	N	Public	Cabinet – 29 June 2026		Zulfeqar Rahman, Licensing and Parking Manager zulfeqar.rahman@rugby.gov.uk	
06/26 RS02	Town Centre Public Space Surveillance – System and Connectivity Upgrade	Y	Private	Cabinet – 2 June 2026 Council – 17 June 2026	Leadership Team	Paul Pritchett, Environmental Health and Community Safety Manager paul.pritchett@rugby.gov.uk	Andrew Grant, Strategic Director for Operations and Transformation andrew.grant@rugby.gov.uk

4. FINANCE AND PERFORMANCE, LEGAL AND GOVERNANCE PORTFOLIO

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
06/26 FP01	Write Off Policy Update	N	Public	Cabinet – 2 June 2026		Richard Moore, Revenues and Benefits Manager richard.moore@rugby.gov.uk	Deferred from Cabinet 13 April 2026
06/26 FP02	Finance 2025/26 Outturn Position General Fund Revenue & Capital Monitoring	N	Public	Cabinet – 2 June 2026 Council – 17 June 2026	Leadership Team	Gemma Lister, Lead Accountant gemma.lister@rugby.gov.uk	

06/26 FP03	Finance 2025/26 Outturn Position Housing Revenue Account & Capital Monitoring	N	Public	Cabinet – 2 June 2026 Council – 17 June 2026	Leadership Team	Faiyaz Latif, Lead Accountant faiyaz.latif@rugby.gov.uk	
06/26 FP04	Performance Report 2025/26 Quarter Four	N	Public	Cabinet – 2 June 2026 Council – 17 June 2026	Leadership Team	Gemma Lister, Lead Accountant gemma.lister@rugby.gov.uk	
06/26 FP05	Councillors' Allowances 2025/26	Y	Public	Cabinet – 29 June 2026	-	Gemma Lister, Lead Accountant gemma.lister@rugby.gov.uk	
06/26 LG01	Appointment of Working Groups 2026/27	N	Public	Cabinet – 2 June 2026	Group Leaders	Claire Waleczek, Democratic and Support Services Manager claire.waleczek@rugby.gov.uk	
06/26 LG02	Annual Report of Urgent Decisions	N	Public	Council – 17 June 2026	-	Claire Waleczek, Democratic and Support Services Manager claire.waleczek@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 – Andrew Grant, Strategic Director for Operations and Transformation, andrew.grant@rugby.gov.uk
Climate Change - Dan Green, Chief Executive, dan.green@rugby.gov.uk

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06/26 OT01	Capital Funding for the Purchase of Council Fleet	Y	Public	Cabinet – 2 June 2026 Council – 17 June 2026	Leadership Team, Finance Team	Clare Hope, Transport Manager clare.hope@rugby.gov.uk	Deferred from Cabinet 13 April and Council 22 April 2026

JULY 2026

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07/26 RS01	Cashless Parking Solution	N	Public	Council – 15 July 2026	Cabinet – 29 June 2026	Zulfeqar Rahman, Licensing and Parking Manager zulfeqar.rahman@rugby.gov.uk	

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No decisions to be taken.

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No decisions to be taken.

AUGUST 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.

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 £75,000 for any revenue matter or £150,000 for any capital matter (£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.