



FORWARD PLAN

JUNE – SEPTEMBER 2025

JUNE 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
06/25 GI01	St Andrew's Church Public Realm Project	N	Public	Cabinet 2 June 2025 Council 11 June 2025	Town Centre Working Group. Leadership Team, Finance and Performance	Ella Casey, Principal Planning Officer Ella.Casey@rugby.gov.uk	Deferred from Cabinet 8 April and Council 23 April 2025
06/25 GI02	Cycling Prohibition Byelaw Amendment	N	Public	Cabinet 24 June 2025	Finance and Performance, Town Centre Regeneration Working Group, Leadership Team	Ella Casey, Principal Planning Officer Ella.Casey@rugby.gov.uk	
06/25 GI03	Adoption of the South West Rugby Design Code	Y	Public	Cabinet – 2 June 2025 Council – 24 June 2025	Cabinet 3 February 2025	Abigail Murphy, Senior Design Officer abigail.murphy@rugby.gov.uk Hayley Smith, Principal Planning Officer (Development Strategy), hayley.smith@rugby.gov.uk	Deferred from Cabinet 8 April and Council 23 April 2025

06/25 DC01	Communication and Engagement Strategy	N	Public	Cabinet – 2 June 2025	Leadership Team, Scrutiny Committee 7 May 2025	Matthew Deaves, Communication, Consultation and Information Manager Matthew.Deaves@rugby.gov.uk	
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2. PARTNERSHIPS AND WELLBEING PORTFOLIO

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

Equality and Diversity - Aftab Razzaq, Chief Officer for Legal and Governance, aftab.razzaq@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
06/25 PW01	People Strategy	N	Public	Cabinet – 24 June 2025	Legal Services, JUCG, Management Team, Scrutiny Committee	Judith Hicks, Human Resources Manager judith.hicks@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
06/25 CH01	Asylum Seeker Support for Warwickshire County Council	Y	Public	Cabinet – 2 June 2025	RBC Officers Group, Chief Officer – Communities and Homes, Liberal Democrat Spokesperson – Communities and Homes. Portfolio Holder – Partnerships and Wellbeing	Mary Jane Gunn, Communities and Projects Manager Maryjane.gunn@rugby.gov.uk	
06/25 CH02	Housing Strategy	N	Public	Cabinet – 24 June 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	

06/25 CH03	Complaints Performance and Survey Improvement Report 2024/25	Y	Public	Cabinet – 24 June 2025	Complaints Working Group, Portfolio Holder, Liberal Democrat Spokesperson and Shadow Portfolio Holder – Communities and Homes, Chief Officer – Communities and Homes, Communications, Consultation and Information Manager, RBC Officers Group	Mary Jane Gunn, Communities and Projects Manager Maryjane.gunn@rugby.gov.uk	
06/25 RS01	RingGo Contract Extension	N	Public	Cabinet – 24 June 2025	-	Kim Burford, Licensing Officer Kim.Burford@rugby.gov.uk	Deferred from Cabinet 2 June 2025

4. FINANCE AND PERFORMANCE, LEGAL AND GOVERNANCE PORTFOLIO

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

REF.	SUBJECT	KEY DECISION (Y/N)	PUBLIC/ PRIVATE REPORT	MEETING AND DATE DECISION TO BE TAKEN	CONSULTATION PROCESS AND CONSULTEES	CONTACT OFFICER	NOTES
06/25 LG01	Equality and Diversity Strategy	Y	Public	Cabinet – 24 June 2025	Internal consultation, key external partners (Equip)	Rebecca Ewers, Corporate Equality and Diversity Officer rebecca.ewers@rugby.gov.uk	
06/25 LG02	Appointment of Working Groups 2025/26	N	Public	Cabinet – 2 June 2025	-	Claire Waleczek, Democratic and Support Services Manager 01788 533524 or claire.waleczek@rugby.gov.uk	
06/25 LG03	Annual report of Urgent Decisions	N	Public	Council - 11 June 2025	-	Claire Waleczek, Democratic and Support Services Manager 01788 533524 or claire.waleczek@rugby.gov.uk	
06/25 FP01	Councillors' Allowances 2024/25	Y	Public	Cabinet – 24 June 2025	-	Lisa Marshall, Finance Business Partner 01788 533 331 or lisa.marshall@rugby.gov.uk	Jon Illingworth, Chief Officer – Finance and Performance 01788 533410 or jon.illingworth@rugby.gov.uk
06/25 FP02	Write Offs	N	Private	Cabinet – 24 June 2025	-	Richard Moore, Revenues Manager Richard.Moore@rugby.gov.uk	Jon Illingworth, Chief Officer – Finance and Performance 01788 533410 or jon.illingworth@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

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

REF.	SUBJECT	KEY DECISION (Y/N)	PUBLIC/ PRIVATE REPORT	MEETING AND DATE DECISION TO BE TAKEN	CONSULTATION PROCESS AND CONSULTEES	CONTACT OFFICER	NOTES
06/25 OT01	Food Waste Communications Plan and Route Options	Y	Public	Cabinet – 2 June 2025 Council – 11 June 2025	Operations and Traded Services Portfolio Holder, Operations and Shadow Portfolio Holder, Budget Working Group, Finance, Human Resources, “Three Weekly Collections” presentation offered to all Councillors, Liberal Democrat Group and Labour Group.	Andy Kelly, Project Manger, Food Waste Andy.kelly@rugby.gov.uk Matthew Deaves, Communication, Consultation and Information Manager Matthew.Deaves@rugby.gov.uk	

06/25 OT02	Work Services Unit – Yard Reconfiguration for Household Food Waste Collection	Y	Private	Cabinet – 2 June 2025 Council – 11 June 2025	Operations and Traded Services Portfolio Holder, Operations and Traded Services Shadow Portfolio Holder, Budget Working Group, Finance, Human Resources, “Three Weekly Collections” presentation offered to all Councillors, Liberal Democrat Group and Labour Group.	Paul Rimen, Senior Project Manager Paul.Rimen@rugby.gov.uk	
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JULY 2025

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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

07/25 GI01	Cycling Prohibition Byelaw Amendment	N	Public	Council 9 July 2025	Cabinet 24 June 2025, Finance and Performance, Town Centre Regeneration Working Group, Leadership Team	Ella Casey, Principal Planning Officer Ella.Casey@rugby.gov. uk	
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Leisure and Wellbeing - Tom Kittendorf, Chief Officer for Leisure and Wellbeing, tom.kittendorf@rugby.gov.uk

Equality and Diversity - Aftab Razzaq, Chief Officer for Legal and Governance, aftab.razzaq@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

Chief Officer for Legal and Governance

No decisions to be taken.

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

No decisions to be taken.

AUGUST 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

No decisions to be taken.

2. PARTNERSHIPS AND WELLBEING PORTFOLIO

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

Equality and Diversity - Aftab Razzaq, Chief Officer for Legal and Governance, aftab.razzaq@rugby.gov.uk

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

No decisions to be taken.

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No decisions to be taken.

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Chief Officer for Legal and Governance

No decisions to be taken.

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No decisions to be taken.

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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

No decisions to be taken.

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	

2. PARTNERSHIPS AND WELLBEING PORTFOLIO

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

Equality and Diversity - Chief Officer for Legal and Governance

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

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	Proposals for how the Council Commissions the Support of the Voluntary and Community Sector 2026/27	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)	Mary Jane Gunn, Communities and Projects Manager Maryjane.gunn@rugby.gov.uk	

09/25 CH02	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 RS01	Animal Welfare Fees	N	Public	Council – 24 September	N/A	John McTernan, Licensing Officer John.mcternan@rugby.gov.uk	
09/25 RS02	Taxi Fare Review	N	Public	Council – 24 September	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	N/A	John McTernan, Licensing Officer John.mcternan@rugby.gov.uk	

4. FINANCE AND PERFORMANCE, LEGAL AND GOVERNANCE PORTFOLIO

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Chief Officer for Legal and Governance

No decisions to be taken.

5. ORGANISATIONAL CHANGE PORTFOLIO

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

No decisions to be taken.

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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

Cllr B Brown

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.