



# **FORWARD PLAN**

**JULY 2024 – OCTOBER 2024**

## JULY 2024

### 1. GROWTH AND INVESTMENT, DIGITAL AND COMMUNICATIONS PORTFOLIO

Nicola Smith, Chief Officer for Growth and Investment, [nicola.smith@rugby.gov.uk](mailto:nicola.smith@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
07/24 GI01	UKSPF Year 1-3 Update and Year 3 Potential Spend	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>	
07/25 GI02	Natural Capital Investment Strategy	Y	Public	Cabinet – 1 July 2024  Council – 10 July 2024	Climate Emergency Working Group	Nicola Smith, Chief Officer – Growth and Investment <a href="mailto:Nicola.smith@rugby.gov.uk">Nicola.smith@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>	

07/24 DC01	Customer Service Centre, Direct Debit Digitisation Programme	Y	Public	Cabinet – 1 July 2024  Council – 10 July 2024	Leadership Team and Key Council Officers	Dr. Thomas D Griffiths, Chief Officer - Digital and Communications <a href="mailto:thomas.griffiths@rugby.gov.uk">thomas.griffiths@rugby.gov.uk</a>	
07/24 DC02	Rugby Borough Council Artificial Intelligence Principles	Y	Public	Cabinet – 22 July 2024	Leadership Team, Information Governance Group and Key Council Officers	Dr. Thomas D Griffiths, Chief Officer - Digital and Communications <a href="mailto:thomas.griffiths@rugby.gov.uk">thomas.griffiths@rugby.gov.uk</a>	

## 2. PARTNERSHIPS 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 PW01	Rugby Art Gallery and Museum Forward Plan and Policies 2024-2028	N	Public	Cabinet – 22 July 2024	Peers and stakeholders	Saly Godden, Rugby Art Gallery and Museum Manager <a href="mailto:sally.godden@rugby.gov.uk">sally.godden@rugby.gov.uk</a>	
07/24 PW02	Rugby Art Gallery and Museum Collections Policies	N	Public	Cabinet – 22 July 2024	Peers and stakeholders	Saly Godden, Rugby Art Gallery and Museum Manager <a href="mailto:sally.godden@rugby.gov.uk">sally.godden@rugby.gov.uk</a>	

### 3. COMMUNITIES AND HOMES, REGULATION AND SAFETY PORTFOLIO

Michelle Dickson, Chief Officer for Communities and Homes, [michelle.dickson@rugby.gov.uk](mailto:michelle.dickson@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
07/24 CH01	The impact of the Voluntary and Community Sector organisations funded by the council in 2023/24	N	Public	Cabinet – 22 July 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>	
07/24 CH02	Regulatory Framework for Social Housing	N	Public	Cabinet – 22 July 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>	
07/24 CH03	Support for Council Tenants in Paying their Rent	N	Public	Cabinet – 22 July 2024	-	Marie Barlow, Housing Services Manager <a href="mailto:marie.barlow@rugby.gov.uk">marie.barlow@rugby.gov.uk</a>	
07/24 CH04	Renaming of Biart Place	Y	Public	Cabinet – 1 July 2024	Political group representatives, the Senior Spatial Data Officer (Street Naming and Numbering Officer) the Senior Project Manager (Construction)	Mary Jane Gunn, Communities and Projects Manager <a href="mailto:maryjane.gunn@rugby.gov.uk">maryjane.gunn@rugby.gov.uk</a>	

07/24 CH05	Low Carbon Skills Fund Proposals	N	Public	Cabinet – 22 July 2024	Group Leaders	Dominic Urmston, Decarbonisation Projects Officer <a href="mailto:dominic.urmston@rugby.gov.uk">dominic.urmston@rugby.gov.uk</a>	Deferred from Cabinet 1 July.
07/24 RS01	Parking improvements – new ticket machines, RingGo extension and trials	N	Public	Cabinet – 1 July 2024  Council – 10 July 2024	-	Zulfegar Rahman, Licensing and Parking Manager <a href="mailto:zulfegar.rahman@rugby.gov.uk">zulfegar.rahman@rugby.gov.uk</a>	
07/24 RS02	Designation of Streets	N	Public	Council – 10 July 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>	
07/24 RS03	Bereavement Services Cemetery and Crematorium Regulations Review	N	Public	Cabinet – 1 July 2024	Funeral directors	Lorraine Marley, Bereavement Services Manager <a href="mailto:Lorraine.marley@rugby.gov.uk">Lorraine.marley@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
07/24 FL01	Regulatory of Investigatory Powers Act 2000 (RIPA) Policy	N	Public	Cabinet – 22 July 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>	
07/24 FL02	Appointments to Working Groups 2024/25	N	Public	Cabinet – 22 July 2024	Group Leaders	Claire Waleczek, Democratic and Support Services Manager <a href="mailto:claire.waleczek@rugby.gov.uk">claire.waleczek@rugby.gov.uk</a>	
07/24 FL03	Councillors' Allowances 2023/24	Y	Public	Cabinet – 1 July 2024	-	Lisa Marshall, Finance Business Partner <a href="mailto:lisa.marshall@rugby.gov.uk">lisa.marshall@rugby.gov.uk</a>	
07/24 FL04	Finance and Performance Monitoring 2023/24 - Year-End	N	Public	Cabinet – 1 July 2024	-	Paul Conway, Finance Manager <a href="mailto:paul.conway@rugby.gov.uk">paul.conway@rugby.gov.uk</a>	
07/24 FL05	Urgent Decisions – Annual Report	N	Public	Council – 10 July 2024	-	Claire Waleczek, Democratic and Support Services Manager <a href="mailto:claire.waleczek@rugby.gov.uk">claire.waleczek@rugby.gov.uk</a>	
07/24 FL06	Urgent Decision – Armed Forces Covenant	N	Public	Council – 10 July 2024	-	Claire Waleczek, Democratic and Support Services Manager <a href="mailto:claire.waleczek@rugby.gov.uk">claire.waleczek@rugby.gov.uk</a>	

07/24 FL07	Treasury Management 2023-24 – Annual Report	N	Public	Cabinet – 22 July 2024	-	Chris Raymakers, Lead Accountant <a href="mailto:chris.raymakers@rugby.gov.uk">chris.raymakers@rugby.gov.uk</a>	
07/24 FL08	Appointments to Working Groups 2024/25 – key working groups	N	Public	Cabinet – 1 July 2024	Group Leaders	Claire Waleczek, Democratic and Support Services Manager <a href="mailto:claire.waleczek@rugby.gov.uk">claire.waleczek@rugby.gov.uk</a>	
07/24 FL09	Productivity Plan	N	Public	Cabinet – 22 July 2024	Leadership Team and Cabinet	Jon Illingworth, Chief Officer – Finance and Performance <a href="mailto:jon.illingworth@rugby.gov.uk">jon.illingworth@rugby.gov.uk</a>	



## 5. ORGANISATIONAL CHANGE PORTFOLIO

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

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 Post	Y	Public	Cabinet – 1 July 2024 Council – 10 July 2024	Group Leaders, Leadership Team, Finance and Human Resources	Claire Preston, Chief Officer - Operations and Traded Services <a href="mailto:claire.preston@rugby.gov.uk">claire.preston@rugby.gov.uk</a>	

## **AUGUST 2024**

### **1. GROWTH AND INVESTMENT, DIGITAL AND COMMUNICATIONS PORTFOLIO**

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

### **2. PARTNERSHIPS 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 AND HOMES, REGULATION AND SAFETY PORTFOLIO**

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

### **3. 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.

### **4. ORGANISATIONAL CHANGE PORTFOLIO**

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

No decisions to be taken.

### **5. 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.

## SEPTEMBER 2024

### 1. GROWTH AND INVESTMENT, DIGITAL AND COMMUNICATIONS PORTFOLIO

Nicola Smith, Chief Officer for Growth and Investment, [nicola.smith@rugby.gov.uk](mailto:nicola.smith@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
09/24 GI01	Development Management Service Review Update	N	Public	Cabinet – 16 September 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>	
09/24 GI02	Town Centre Regeneration Update Report	N	Public	Cabinet – 16 September 2024  Council – 25 September 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>	
09/24 GI03	Top Road, Barnacle – Update and Review	Y	Private	Cabinet – 16 September 2024  Council – 25 September 2024	Key Council Officers	Chris Davies, Principal Planning Officer <a href="mailto:chris.davies@rugby.gov.uk">chris.davies@rugby.gov.uk</a>  Richard Holt, Development and Enforcement Manager <a href="mailto:richard.holt@rugby.gov.uk">richard.holt@rugby.gov.uk</a>	

09/24 GI04	South West Rugby Masterplan SPD Appendix K update - adoption	Y	Public	Cabinet – 16 September 2024  Council – 25 September 2024	Leadership Team	Neil Holly, Development Strategy Manager, <a href="mailto:neil.holly@rugby.gov.uk">neil.holly@rugby.gov.uk</a>	
09/24 DC01	Artificial Intelligence Tooling Usage Policy	N	Public	Cabinet – 16 September 2024  Council – 25 September 2024	Leadership Team, Information Governance Group and Key Council Officers	Dr. Thomas D Griffiths, Chief Officer - Digital and Communications <a href="mailto:thomas.griffiths@rugby.gov.uk">thomas.griffiths@rugby.gov.uk</a>	
09/24 DC02	Customer Engagement and Communications Strategy	Y	Public	Cabinet – 16 September 2024  Council – 25 September 2024	Leadership Team and Key Council Officers	Dr. Thomas D Griffiths, Chief Officer - Digital and Communications <a href="mailto:thomas.griffiths@rugby.gov.uk">thomas.griffiths@rugby.gov.uk</a>	
07/24 DC03	Rugby Borough Council Artificial Intelligence Principles	Y	Public	Council – 25 September 2024	Leadership Team, Information Governance Group and Key Council Officers  Cabinet 22 July 2024	Dr. Thomas D Griffiths, Chief Officer - Digital and Communications <a href="mailto:thomas.griffiths@rugby.gov.uk">thomas.griffiths@rugby.gov.uk</a>	

## **2. PARTNERSHIPS 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 AND HOMES, REGULATION AND SAFETY PORTFOLIO**

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

## **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. ORGANISATIONAL CHANGE PORTFOLIO**

Mannie Ketley, Chief Executive, [mannie.ketley@rugby.gov.uk](mailto:mannie.ketley@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:** Cllr M Moran  
**Deputy Leader/Finance, Performance Legal and Governance Portfolio Holder:** Cllr I Mistry

## **Portfolio Holders:**

<b>Organisational Change:</b>	Cllr B Brown
<b>Communities and Homes, Regulation and Safety:</b>	Cllr C Edwards
<b>Operations and Traded Services:</b>	Cllr A Livesey
<b>Partnerships and Wellbeing:</b>	Cllr M O'Rourke
<b>Growth and Investment, Digital and Communications</b>	Cllr L Robinson

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).