

## ROSSENDALE BOROUGH COUNCIL FORWARD PLAN

The Forward Plan sets out the details of the key decisions which the Cabinet or Officers expect to take. The Plan is updated 28 days prior to each Cabinet meeting and is available on the website. All items will be for publication, unless otherwise stated.

Publication dates for 2019/20 Municipal Year are as follows:

- 4th June 2019
- 13th August 2019
- 10th September 2019
- 29th October 2019
- 14th January 2020
- 4th February 2020

### Definition of a Key Decision

1. A Key Decision means an executive decision which is likely:
  - a) to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the budget for the service or function to which the decision relates, or
  - b) to be significant in terms of its effects on communities living or working in an area comprising of two or more Wards in the Borough.
  
2. For the avoidance of doubt, the Council would regard any of the following as 'significant':
  - Any decision by the Cabinet in the course of developing proposals to the full Council to amend the policy framework.
  - Any single item of in-budget expenditure or savings in excess of £100,000.
  - Any decision which is likely to have a permanent or long term (more than 5 years) effect on the Council and the Borough.

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## **Cabinet Membership**

- Councillor Alyson Barnes - Leader of the Council and Portfolio Holder for Leisure & Tourism
- Councillor Jackie Oakes – Deputy Leader of the Council and Portfolio Holder for Regeneration and Economic Development
- Councillor Steve Hughes - Portfolio Holder for Communities and Customers
- Councillor Adrian Lythgoe - Portfolio Holder for Operations and Development Control
- Councillor Sean Serridge – Portfolio Holder for Corporate Services
- Councillor Andrew Walmsley - Portfolio Holder for Resources

### ***Chief Executive Directorate managed by the Chief Executive – Stuart Sugarman***

- Executive Office
- Oversees the services listed below.

### ***Economic Development Directorate managed by the Director of Economic Development – Cath Burns***

- Planning and Building Control
- Economic Development
- Business Development
- Tourism
- Housing, Health & Communities
- Public Protection Unit
- Property Services/Surveying (Estates)
- Rossendale Leisure Trust

### ***Legal Services managed by the Legal Services Manager (Monitoring Officer), Clare Birtwistle***

- Legal Services
- Committee and Member Services
- Elections
- Land Charges

### ***Finance and Property managed by the Head of Finance (Section 151 Officer), Phil Seddon***

- Finance & Audit
- Revenues and Benefits
- Risk Management & Procurement
- Asset Register
- Operations
- ICT, SAT & Customer Services
- Rossendale Leisure Trust (Accounting and Project Appraisals)

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### ***HR managed by the HR Manager, Clare Law***

- People and Policy
- Corporate Support
- Communications
- Emergency Planning/Health and Safety
- Customer Services
- Building and Asset Maintenance (Facilities Management)

Anyone wishing to make representations about any of the matters listed in the Forward Plan, or obtain copies of the documents listed (subject to disclosure restrictions), may do so by contacting the relevant officer listed against each key decision.

Under the Access to Information Procedure rules set out in the Council's Constitution, a key decision may not be taken, unless:

- It is published in the Forward Plan
- 28 clear days have lapsed since the publication of the Forward Plan; and
- if the decision is to be taken at a meeting of the Cabinet, 5 clear days' notice of the meeting has been given

The law and the Council's Constitution provide an exception that allows urgent key decisions to be made, even though they have not been included in the Forward Plan. This is provided for in Rule 15 (General Exception) and Rule 16 (Special Urgency) of the Access to Information Procedure Rules.

The Forward Plan also contains details of significant decisions which will be considered by the Cabinet with recommendations to Full Council.

Copies of the following documents may be inspected at the Rossendale Borough Council Offices or accessed from the Council's website [https://www.rossendale.gov.uk/info/210159/about\\_the\\_council/10526/how\\_decisions\\_are\\_made](https://www.rossendale.gov.uk/info/210159/about_the_council/10526/how_decisions_are_made)

- The Council's Constitution
- The Forward Plan
- Reports on the key decisions to be taken
- The minutes or decision notice for each key decision, which will normally be published 4 working days after having been made.

Members of the public are welcome to attend meetings of the Cabinet and the dates and times of the meetings are published on the Council's website [www.rossendale.gov.uk/meetings](http://www.rossendale.gov.uk/meetings) or you may contact the Committee and Member Services Section on telephone number 01706 252422 or email [democracy@rossendalebc.gov.uk](mailto:democracy@rossendalebc.gov.uk) for further details.

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Details of the decision to be taken	Decision to be taken by	Expected Date of Decision	Relevant Portfolio Holder	Documents to be considered by the decision taker	Representations may be made to the following officer
Write-offs Council Tax, Non-Domestic Rate, Housing Benefit Overpayment and Sundry Debts	Cabinet	September 2019	Communities and Customers	Report	Ian Walker, Service Assurance Team Leader 01706 252592 <a href="mailto:ianwalker@rossendalebc.gov.uk">ianwalker@rossendalebc.gov.uk</a>
Regeneration/Economic Development Update Report	Cabinet	September 2019	Regeneration and Economic Development	Report	Cath Burns, Director of Economic Development 01706 252429 <a href="mailto:cathburns@rossendalebc.gov.uk">cathburns@rossendalebc.gov.uk</a>
Constitution Review	Council	September 2019 To be taken to each meeting unless no changes identified.	Corporate Services	Report	Carolyn Sharples, Committee and Member Services Manager 01706 252422 <a href="mailto:carolynsharples@rossendalebc.gov.uk">carolynsharples@rossendalebc.gov.uk</a>
Future High Streets Fund/ Heritage Action Zone	Council	September 2019	Regeneration and Economic Development	Report	Guy Darragh, Economic Development Manager 01706 252568 <a href="mailto:guydarragh@rossendalebc.gov.uk">guydarragh@rossendalebc.gov.uk</a>
Temporary Accommodation Project	Council	September 2019	Communities and Customers	Report	Mick Coogan, Strategic Housing Manager 01706 252507 <a href="mailto:michaelcoogan@rossendalebc.gov.uk">michaelcoogan@rossendalebc.gov.uk</a>
Health and Safety Service Plan 2019-20	Council	September 2019	Communities and Customers	Report and Service Plan document	Phil Morton, Public Protection Manager 01706 252442 <a href="mailto:philmorton@rossendalebc.gov.uk">philmorton@rossendalebc.gov.uk</a>

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Medium Term Financial Strategy Update	Cabinet	October 2019	Resources	Report	Philip Seddon, Head of Finance 01706 252465 <a href="mailto:philseddon@rossendalebc.gov.uk">philseddon@rossendalebc.gov.uk</a> ,
Debt Management Policy	Overview & Scrutiny  Cabinet	November 2019  November 2019	Resources	Report	Janice Crawford, Finance Manager 01706 252416 <a href="mailto:janicecrawford@rossendalebc.gov.uk">janicecrawford@rossendalebc.gov.uk</a>
HMO Standards	Cabinet	November 2019	Communities and Customers	Report	Phil Morton, Public Protection Manager 01706 252442 <a href="mailto:philmorton@rossendalebc.gov.uk">philmorton@rossendalebc.gov.uk</a>
Local Council Tax Support Scheme	Council	December 2019	Communities and Customers	Report	Ian Walker, Service Assurance Team Leader 01706 252592 <a href="mailto:ianwalker@rossendalebc.gov.uk">ianwalker@rossendalebc.gov.uk</a>
Bacup Town Centre, 2040 Vision, Masterplan and external funding update	Council	December 2019	Deputy Leader of the Council & Regeneration & Economic Development	Report	Guy Darragh, Economic Development & Property Services Manager, 01706 252568, <a href="mailto:guydarragh@rossendalebc.gov.uk">guydarragh@rossendalebc.gov.uk</a>
Haslingden Town Centre, 2040 Vision, Masterplan and external funding update	Council	December 2019	Leader of the Council & Leisure & Tourism	Report	Guy Darragh, Economic Development & Property Services Manager, 01706 252568, <a href="mailto:guydarragh@rossendalebc.gov.uk">guydarragh@rossendalebc.gov.uk</a>

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2020/21 Corporate Priorities, Council Tax and the Medium Term Financial Strategy	Overview & Scrutiny	February 2020	Resources	Report	Philip Seddon, Head of Finance 01706 252465 <a href="mailto:philiseddon@rossendalebc.gov.uk">philiseddon@rossendalebc.gov.uk</a> ,
	Cabinet	February 2020			
	Council	February 2020			
Capital Strategy and Capital Programme 2020/21 to 2022/23	Overview & Scrutiny	February 2020	Resources	Report	Janice Crawford, Finance Manager 01706 252416 <a href="mailto:janicecrawford@rossendalebc.gov.uk">janicecrawford@rossendalebc.gov.uk</a>
	Cabinet	February 2020			
	Council	February 2020			
Treasury Management Strategy & Treasury Management Practices (updates for 2020/21)	Cabinet	February 2020	Resources	Report	Janice Crawford, Finance Manager 01706 252416 <a href="mailto:janicecrawford@rossendalebc.gov.uk">janicecrawford@rossendalebc.gov.uk</a>
	Council	February 2020			
Pay Policy Statement	Council	February 2020	Corporate Services	Report	Clare Law, HR Manager 01706 252457 <a href="mailto:clarelaw@rossendalebc.gov.uk">clarelaw@rossendalebc.gov.uk</a>
Rawtenstall Market Progress Report	Council	March 2020	Regeneration and Economic Development	Report	Cath Burns, Director of Economic Development 01706 252429 <a href="mailto:cathburns@rossendalebc.gov.uk">cathburns@rossendalebc.gov.uk</a>

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