

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 2020/21 Municipal Year are as follows:

- 28th April 2020
- 2nd June 2020
- 11th August 2020
- 8th September 2020
- 27th October 2020
- 12th January 2021

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.

Responsible Section/Team	Committee and Member Services	Page	1 of 7
Responsible Author	Committee & Member Services Officer	Version	August03
Date last published	27/08/2020	Next publication date	08/09/2020

Cabinet Membership

- Councillor Alyson Barnes - Leader of the Council and Portfolio Holder Economic Development
- Councillor Jackie Oakes – Deputy Leader of the Council and Portfolio Holder for Health and Leisure
- Councillor Steve Hughes - Portfolio Holder for Communities
- Councillor Adrian Lythgoe - Portfolio Holder for Environment
- Councillor Sean Serridge – Portfolio Holder for Corporate Services
- Councillor Andrew Walmsley - Portfolio Holder for Resources

Chief Executive Directorate managed by the Chief Executive – Neil Shaw

- 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
- Property Services/Surveying (Estates)
- Rossendale Leisure Trust

Communities Directorate managed by the Director of Communities – Adam Allen

- Housing, Health & Communities
- Public Protection Unit
- ICT, SAT & Customer Services
- Operations

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

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

Head of Finance (Section 151 Officer), Karen Spencer

- Finance & Audit
- Revenues and Benefits
- Risk Management & Procurement

Responsible Section/Team	Committee and Member Services	Page	2 of 7
Responsible Author	Committee & Member Services Officer	Version	August03
Date last published	27/08/2020	Next publication date	08/09/2020

- Asset Register
- Rossendale Leisure Trust (Accounting and Project Appraisals)

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

- 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.

Responsible Section/Team	Committee and Member Services	Page	3 of 7
Responsible Author	Committee & Member Services Officer	Version	August03
Date last published	27/08/2020	Next publication date	08/09/2020

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 or you may contact the Committee and Member Services Section on telephone number 01706 252422 or email democracy@rossendalebc.gov.uk for further details.

Responsible Section/Team	Committee and Member Services	Page	4 of 7
Responsible Author	Committee & Member Services Officer	Version	August03
Date last published	27/08/2020	Next publication date	08/09/2020

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
Permission to Tender for Disabled Facilities Grant Lifting Equipment	Council	23 rd September 2020	Communities	Report	Mick Coogan, Strategic Housing Manager 01706 252507 michaelcoogan@rossendalebc.gov.uk
Constitution Review	Council	23 rd September 2020 To be taken to each meeting unless no changes identified.	Corporate Services	Report	Carolyn Sharples, Committee and Member Services Manager 01706 252422 carolynsharples@rossendalebc.gov.uk
Community Leisure Association Whitworth	Cabinet	7 th October 2020	Health and Leisure	Report	Adam Allen, Director of Communities 01706 252428 adamallen@rossendalebc.gov.uk
Health and Wellbeing Update	Cabinet	7 th October 2020	Health and Leisure	Report	Adam Allen, Director of Communities 01706 252428 adamallen@rossendalebc.gov.uk
Empty Property Council Tax Premiums	Cabinet	7 th October 2020	Communities	Report	Mick Coogan, Strategic Housing Manager 01706 252507 michaelcoogan@rossendalebc.gov.uk
Green Flag – Action Plan	Cabinet	7 th October 2020	Environment	Report	Adam Allen, Director of Communities 01706 252428 adamallen@rossendalebc.gov.uk

Responsible Section/Team	Committee and Member Services	Page	5 of 7
Responsible Author	Committee & Member Services Officer	Version	August03
Date last published	27/08/2020	Next publication date	08/09/2020

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Council Tax, Non-Domestic Rate & Housing Benefit Overpayment Write-offs - twice yearly item (February/March & September/October)	Cabinet	25 th November 2020	Communities	Report	Ian Walker, Service Assurance Team Leader 01706 252592 ianwalker@rossendalebc.gov.uk
Play Strategy	Overview & Scrutiny Cabinet	2 nd November 2020 25 th November 2020	Environment	Report	Adam Allen, Director of Communities 01706 252428 adamallen@rossendalebc.gov.uk
Medium Term Financial Strategy Update – yearly item	Cabinet	25 th November 2020	Resources	Report	Karen Spencer, Head of Finance 01706 252465 karens pencer@rossendalebc.gov.uk ,
Annual Air Quality Report 2020 – yearly item	Cabinet	25 th November 2020	Communities	Report	Phil Morton, Public Protection Manager 01706 252442 philmorton@rossendalebc.gov.uk
Enforcement Contract Review	Cabinet	25 th November 2020	Communities	Report	Adam Allen, Director of Communities 01706 252428 adamallen@rossendalebc.gov.uk
Local Council Tax Support Scheme – yearly item	Council	9 th December 2020	Communities	Report	Ian Walker, Service Assurance Team Leader 01706 252592 ianwalker@rossendalebc.gov.uk

Responsible Section/Team	Committee and Member Services	Page	6 of 7
Responsible Author	Committee & Member Services Officer	Version	August03
Date last published	27/08/2020	Next publication date	08/09/2020

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Haslingden 2040 Vision/ Masterplan and National Lottery Heritage Fund Bid	Council	9 th December 2020	Leader of the Council & Portfolio Holder for Economic Development	Report	Guy Darragh, Economic Development Manager 01706 252568 guydarragh@rossendalebc.gov.uk
2021/22 Corporate Priorities, Budget, Council Tax and the Medium Term Financial Strategy – yearly item	Overview & Scrutiny	1 st February 2021	Resources	Report	Karen Spencer, Head of Finance 01706 252465 karens pencer@rossendalebc.gov.uk ,
	Cabinet	10 th February 2021			
	Council	24 th February 2021			
Capital Strategy and Capital Programme 2021/22 to 2023/24 – yearly item	Overview & Scrutiny	1 st February 2021	Resources	Report	Karen Spencer, Head of Finance 01706 252465 karens pencer@rossendalebc.gov.uk ,
	Cabinet	10 th February 2021			
	Council	24 th February 2021			
Treasury Management Strategy & Treasury Management Practices (updates for 2021/22) – yearly item	Cabinet	10 th February 2021	Resources	Report	Karen Spencer, Head of Finance 01706 252465 karens pencer@rossendalebc.gov.uk ,
	Council	24 th February 2021			
Pay Policy Statement – yearly item	Council	24 th February 2021	Corporate Services	Report	Clare Law, HR Manager 01706 252457 clarelaw@rossendalebc.gov.uk

Responsible Section/Team	Committee and Member Services	Page	7 of 7
Responsible Author	Committee & Member Services Officer	Version	August03
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