

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
- 2nd November 2020
- 12th January 2021

Publication dates for 2021/22 Municipal Year are as follows:

- 18th May 2021
- 10th August 2021
- 12th October 2021
- 21st December 2021
- 11th January 2022

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':

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- 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.

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 Head of Legal (Monitoring Officer), Clare Birtwistle

- Legal Services
- Committee and Member Services
- Elections

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- Land Charges

Head of Finance (Section 151 Officer), Karen Spencer

- Finance & Audit
- Revenues and Benefits
- Risk Management & Procurement
- Asset Register
- Rossendale Leisure Trust (Accounting and Project Appraisals)

HR managed by the Head of People & Policy, 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

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- 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 or you may contact the Committee and Member Services Section on telephone number 01706 252422 or email 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
Corporate Priorities, Budget, Council Tax and the Medium Term Financial Strategy 2021/22 – yearly item	Overview & Scrutiny Cabinet Council	1 st February 2021 10 th February 2021 24 th February 2021	Resources	Report	Karen Spencer, Head of Finance 01706 252465 karens pencer@rossendalebc.gov.uk ,
Capital Strategy and Capital Programme 2021/22 to 2023/24 – yearly item	Overview & Scrutiny Cabinet Council	1 st February 2021 10 th February 2021 24 th February 2021	Resources	Report	Karen Spencer, Head of Finance 01706 252465 karens pencer@rossendalebc.gov.uk ,
Treasury Management Strategy & Treasury Management Practices (updates for 2021/22) – yearly item	Cabinet Council	10 th February 2021 24 th February 2021	Resources	Report	Karen Spencer, Head of Finance 01706 252465 karens pencer@rossendalebc.gov.uk ,
Play Strategy	Overview & Scrutiny Council	1 st February 2021 24 th February 2021	Environment	Report	Adam Allen, Director of Communities 01706 252428 adamallen@rossendalebc.gov.uk
Pay Policy Statement – yearly item	Council	24 th February 2021	Corporate Services	Report	Clare Law, HR Manager 01706 252457 clarelaw@rossendalebc.gov.uk

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Constitution Review	Council	24 th February 2021 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
Leisure Trust Update and transfer of CLAW and the Whitaker	Council	24 th February 2021	Health and Leisure	Report	Adam Allen, Director of Communities 01706 252428 adamallen@rossendalebc.gov.uk
Outdoor Rossendale Projects	Council	17 th March 2021	Leader of the Council & Portfolio Holder for Economic Development	Report	Guy Darragh, Economic Development Manager 01706 252568 guydarragh@rossendalebc.gov.uk
Corporate Plan	Council	21 st May 2021	Leader of the Council	Report	Neil Shaw, Chief Executive 01706 252447 neilshaw@rossendalebc.gov.uk
Annual Air Quality Report 2021 – yearly item	Cabinet	10 th November 2021	Communities	Report	Phil Morton, Public Protection Manager 01706 252442 philmorton@rossendalebc.gov.uk
Medium Term Financial Strategy Update – yearly item	Cabinet	10 th November 2021	Resources	Report	Karen Spencer, Head of Finance 01706 252465 karensperencer@rossendalebc.gov.uk ,

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Council Tax, Non-Domestic Rate & Housing Benefit Overpayment Write-offs - twice yearly item (February/March & September/October)	Cabinet	10 th November 2021	Communities	Report	Ian Walker, Service Assurance Team Leader 01706 252592 ianwalker@rossendalebc.gov.uk
Local Council Tax Support Scheme – yearly item	Council	8th December 2021	Communities	Report	Ian Walker, Service Assurance Team Leader 01706 252592 ianwalker@rossendalebc.gov.uk

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