

## 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 2021/22 Municipal Year are as follows:

- 18<sup>th</sup> May 2021
- 10<sup>th</sup> August 2021
- 12<sup>th</sup> October 2021
- 21<sup>st</sup> December 2021
- 11<sup>th</sup> 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':
  - 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 Sean Serridge – Deputy Leader and Portfolio Holder for Corporate Services

<b>Responsible Section/Team</b>	Committee and Member Services	<b>Page</b>	1 of 7
<b>Responsible Author</b>	Committee & Member Services Officer	<b>Version</b>	June 03
<b>Date last published</b>	28/06/2021	<b>Next publication date</b>	10/08/2021

- Councillor Steve Hughes - Portfolio Holder for Communities
- Councillor Adrian Lythgoe - Portfolio Holder for Environment
- Councillor Barbara Ashworth –Portfolio Holder for Health and Leisure
- 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)
- Strategic Housing
- Private Sector Housing

***Communities Directorate managed by the Director of Communities – Adam Allen***

- Housing, Health & Communities
- Public Protection Unit
- ICT, SAT & Customer Services
- Housing Options
- Operations
- Rossendale Leisure Trust

***Legal Services managed by the Head of Legal (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

<b>Responsible Section/Team</b>	Committee and Member Services	<b>Page</b>	2 of 7
<b>Responsible Author</b>	Committee & Member Services Officer	<b>Version</b>	June 03
<b>Date last published</b>	28/06/2021	<b>Next publication date</b>	10/08/2021

- 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
- Safeguarding
- Emergency Planning/Health and Safety
- 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.

<b>Responsible Section/Team</b>	Committee and Member Services	<b>Page</b>	3 of 7
<b>Responsible Author</b>	Committee & Member Services Officer	<b>Version</b>	June 03
<b>Date last published</b>	28/06/2021	<b>Next publication date</b>	10/08/2021

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.

<b>Responsible Section/Team</b>	Committee and Member Services	<b>Page</b>	4 of 7
<b>Responsible Author</b>	Committee & Member Services Officer	<b>Version</b>	June 03
<b>Date last published</b>	28/06/2021	<b>Next publication date</b>	10/08/2021

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
Digital Strategy	O&S Council	7 <sup>th</sup> June 2021 7 <sup>th</sup> July 2021	Communities	Report	Adam Allen, Director of Communities 01706 252428 <a href="mailto:adamallen@rossendalebc.gov.uk">adamallen@rossendalebc.gov.uk</a>
Climate Change Update	Council	7 <sup>th</sup> July 2021	Environment	Report	Adam Allen, Director of Communities 01706 252428 <a href="mailto:adamallen@rossendalebc.gov.uk">adamallen@rossendalebc.gov.uk</a>
Rossendale Works update	Cabinet	8 <sup>th</sup> September 2021	Leader of the Council & Portfolio Holder for Economic Development	Report	Guy Darragh, Economic Development Manager 01706 252568 <a href="mailto:guydarragh@rossendalebc.gov.uk">guydarragh@rossendalebc.gov.uk</a>
Prosecution Policy	Cabinet	8 <sup>th</sup> September 2021	Communities	Report	Carol Walker, Fraud and Compliance Officer 01706 252582 <a href="mailto:carolwalker@rossendalebc.gov.uk">carolwalker@rossendalebc.gov.uk</a>
Constitution Review	Council	6 <sup>th</sup> October 2021 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>
Waste and Recycling	Council	6 <sup>th</sup> October 2021	Environment	Report	Adam Allen, Director of Communities 01706 252428 <a href="mailto:adamallen@rossendalebc.gov.uk">adamallen@rossendalebc.gov.uk</a>

<b>Responsible Section/Team</b>	Committee and Member Services	<b>Page</b>	5 of 7
<b>Responsible Author</b>	Committee & Member Services Officer	<b>Version</b>	June 03
<b>Date last published</b>	28/06/2021	<b>Next publication date</b>	10/08/2021

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
Play Strategy	O&S Council	13 <sup>th</sup> September 2021 6 <sup>th</sup> October 2021	Environment	Report	Adam Allen, Director of Communities 01706 252428 <a href="mailto:adamallen@rossendalebc.gov.uk">adamallen@rossendalebc.gov.uk</a>
Corporate Plan	Overview & Scrutiny Council	12 <sup>th</sup> July 2021 6 <sup>th</sup> October 2021	Leader of the Council	Report	Neil Shaw, Chief Executive 01706 252447 <a href="mailto:neilshaw@rossendalebc.gov.uk">neilshaw@rossendalebc.gov.uk</a>
Outdoor Rossendale Projects	Council	6 <sup>th</sup> October 2021	Leader of the Council & Portfolio Holder for Economic Development	Report	Guy Darragh, Economic Development Manager 01706 252568 <a href="mailto:guydarragh@rossendalebc.gov.uk">guydarragh@rossendalebc.gov.uk</a>
Annual Air Quality Report 2021 – <b>yearly item</b>	Cabinet	10 <sup>th</sup> November 2021	Communities	Report	Phil Morton, Public Protection Manager 01706 252442 <a href="mailto:philmorton@rossendalebc.gov.uk">philmorton@rossendalebc.gov.uk</a>
Medium Term Financial Strategy Update – <b>yearly item</b>	Cabinet	10 <sup>th</sup> November 2021	Resources	Report	Karen Spencer, Head of Finance 01706 252465 <a href="mailto:karenspencer@rossendalebc.gov.uk">karenspencer@rossendalebc.gov.uk</a> ,
Council Tax, Non-Domestic Rate & Housing Benefit Overpayment Write-offs - <b>twice yearly item (February/March &amp; September/October)</b>	Cabinet	10 <sup>th</sup> November 2021	Communities	Report	Ian Walker, Service Assurance Team Leader 01706 252592 <a href="mailto:ianwalker@rossendalebc.gov.uk">ianwalker@rossendalebc.gov.uk</a>

<b>Responsible Section/Team</b>	Committee and Member Services	<b>Page</b>	6 of 7
<b>Responsible Author</b>	Committee & Member Services Officer	<b>Version</b>	June 03
<b>Date last published</b>	28/06/2021	<b>Next publication date</b>	10/08/2021

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
Local Council Tax Support Scheme – <b>yearly item</b>	Council	8 <sup>th</sup> December 2021	Communities	Report	Ian Walker, Service Assurance Team Leader 01706 252592 <a href="mailto:ianwalker@rossendalebc.gov.uk">ianwalker@rossendalebc.gov.uk</a>
Corporate Priorities, Budget, Council Tax and the Medium Term Financial Strategy 2022/23 – <b>yearly item</b>	Overview & Scrutiny Cabinet Council	1 <sup>st</sup> February 2022 9 <sup>th</sup> February 2022 23 <sup>rd</sup> February 2022	Resources	Report	Karen Spencer, Head of Finance 01706 252465 <a href="mailto:karens pencer@rossendalebc.gov.uk">karens pencer@rossendalebc.gov.uk</a> ,
Capital Strategy 2022/23 to 2024/25 and Capital Programme 2022/23 – <b>yearly item</b>	Overview & Scrutiny Cabinet Council	1 <sup>st</sup> February 2022 9 <sup>th</sup> February 2022 23 <sup>rd</sup> February 2022	Resources	Report	Karen Spencer, Head of Finance 01706 252465 <a href="mailto:karens pencer@rossendalebc.gov.uk">karens pencer@rossendalebc.gov.uk</a> ,
Treasury Management Strategy & Treasury Management Practices (updates for 2022/23) – <b>yearly item</b>	Cabinet Council	9 <sup>th</sup> February 2022 23 <sup>rd</sup> February 2022	Resources	Report	Karen Spencer, Head of Finance 01706 252465 <a href="mailto:karens pencer@rossendalebc.gov.uk">karens pencer@rossendalebc.gov.uk</a> ,
Pay Policy Statement – <b>yearly item</b>	Council	23 <sup>rd</sup> February 2022	Corporate Services	Report	Clare Law, HR Manager 01706 252457 <a href="mailto:clarelaw@rossendalebc.gov.uk">clarelaw@rossendalebc.gov.uk</a>

<b>Responsible Section/Team</b>	Committee and Member Services	<b>Page</b>	7 of 7
<b>Responsible Author</b>	Committee & Member Services Officer	<b>Version</b>	June 03
<b>Date last published</b>	28/06/2021	<b>Next publication date</b>	10/08/2021