

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:

- 18th May 2021
- 14th September 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':
 - 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

Responsible Section/Team	Committee and Member Services	Page	1 of 7
Responsible Author	Committee & Member Services Officer	Version	Dec01
Date last published	21/12/2021	Next publication date	11/01/2022

- 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 – Vacant

- 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

Responsible Section/Team	Committee and Member Services	Page	2 of 7
Responsible Author	Committee & Member Services Officer	Version	Dec01
Date last published	21/12/2021	Next publication date	11/01/2022

- 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

- 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	Dec01
Date last published	21/12/2021	Next publication date	11/01/2022

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	Dec01
Date last published	21/12/2021	Next publication date	11/01/2022

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
Electoral services print contract	Cabinet	19 th January 2022	Corporate Services	Report	Linda Harling, Elections Manager 01706 252445 lindaharling@rossendalebc.gov.uk
Rawtenstall Market Sub-Metering and Electrical Works	Cabinet	19 th January 2022	Leader of the Council and Portfolio Holder Economic Development	Report	Guy Darragh, Head of Regeneration 01706 252568 guydarragh@rossendalebc.gov.uk
Lease Agreement – Confidential	Cabinet	19 th January 2022	Resources	Report	Guy Darragh, Head of Regeneration 01706 252568 guydarragh@rossendalebc.gov.uk
Supported Accommodation	Cabinet	19 th January 2022	Communities	Report	Ged Gallagher, Housing Manager 01706 252507 gedgallagher@rossendalebc.gov.uk
Corporate Priorities, Budget, Council Tax and the Medium Term Financial Strategy 2022/23 – yearly item	Overview & Scrutiny Cabinet Council	1 st February 2022 9 th February 2022 23 rd February 2022	Resources	Report	Karen Spencer, Head of Finance 01706 252465 kareenspencer@rossendalebc.gov.uk
Capital Strategy 2022/23 to 2024/25 and Capital Programme 2022/23 – yearly item	Overview & Scrutiny Cabinet Council	1 st February 2022 9 th February 2022 23 rd February 2022	Resources	Report	Karen Spencer, Head of Finance 01706 252465 kareenspencer@rossendalebc.gov.uk ,

Responsible Section/Team	Committee and Member Services	Page	5 of 7
Responsible Author	Committee & Member Services Officer	Version	Dec01
Date last published	21/12/2021	Next publication date	11/01/2022

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Treasury Management Strategy & Treasury Management Practices (updates for 2022/23) – yearly item	Cabinet Council	9 th February 2022 23 rd February 2022	Resources	Report	Karen Spencer, Head of Finance 01706 252465 karenspencer@rossendalebc.gov.uk ,
Council Tax, Non-Domestic Rate & Housing Benefit Overpayment Write-offs - twice yearly item (February/March & September/October)	Cabinet	9 th February 2022	Communities	Report	Ian Walker, Service Assurance Team Leader 01706 252592 ianwalker@rossendalebc.gov.uk
Pay Policy Statement – yearly item	Council	23 rd February 2022	Corporate Services	Report	Clare Law, HR Manager 01706 252457 clarelaw@rossendalebc.gov.uk
Delivering the Haslingden Vision – confidential	Council	23 rd February 2022	Leader of the Council and Portfolio Holder Economic Development	Report	Guy Darragh, Head of Regeneration 01706 252568 guydarragh@rossendalebc.gov.uk
Constitution Review	Council	23 rd February 2022 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
Annual Air Quality Report 2021 – yearly item	Cabinet	November 2022	Communities	Report	Phil Morton, Public Protection Manager 01706 252442 philmorton@rossendalebc.gov.uk

Responsible Section/Team	Committee and Member Services	Page	6 of 7
Responsible Author	Committee & Member Services Officer	Version	Dec01
Date last published	21/12/2021	Next publication date	11/01/2022

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Medium Term Financial Strategy Update – yearly item	Cabinet	November 2022	Resources	Report	Karen Spencer, Head of Finance 01706 252465 karens pencer@rossendalebc.gov.uk ,
Local Council Tax Support Scheme – <i>yearly item</i>	Council	December 2022	Communities	Report	Ian Walker, Service Assurance Team Leader 01706 252592 ianwalker@rossendalebc.gov.uk

Responsible Section/Team	Committee and Member Services	Page	7 of 7
Responsible Author	Committee & Member Services Officer	Version	Dec01
Date last published	21/12/2021	Next publication date	11/01/2022