

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 2022/23 Municipal Year are as follows:

- 20th June 2022
- 9th August 2022
- 8th November 2022
- 10th January 2023
- 14th February 2023

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 Jackie Oakes - Deputy Leader of the Council and Portfolio Holder for Housing, Planning, Licensing and Enforcement
- Councillor Sean Serridge - Portfolio Holder for Corporate Services
- Councillor Steve Hughes - Portfolio Holder for Communities and Digital
- Councillor Adrian Lythgoe - Portfolio Holder for Operations and Climate Change
- Councillor Barbara Ashworth - Portfolio Holder for Health and Well-being
- Councillor Andrew Walmsley - Portfolio Holder for Resources

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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 – Mandy Lewis

- 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
- 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

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- 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.

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
Council Tax, Non-Domestic Rate & Housing Benefit Overpayment Write-offs – yearly item	Cabinet	19 th July 2022	Communities and Digital	Report	Ian Walker, Service Assurance Team Leader 01706 252592 ianwalker@rossendalebc.gov.uk
Customer Services Improvement Plan and Website development	Cabinet	19 th July 2022	Communities and Digital	Report	Adam Allen, Director of Communities 01706 252428 adamallen@rossendalebc.gov.uk
Waste, recycling and street cleansing – Continual Improvement Plan	Cabinet	19 th July 2022	Operations and Climate Change	Report	Patrick Killeen, Head of Operations 01706 217777 patrickkilleen@rossendalebc.gov.uk
Henrietta Street modifications	Cabinet	19 th July 2022	Operations and Climate Change	Report	Patrick Killeen, Head of Operations 01706 217777 patrickkilleen@rossendalebc.gov.uk
Annual Christmas Lighting Works Tender	Cabinet	19 th July 2022	Resources	Report	Lee Childs, Facilities Manager 01706 252527 leechilds@rossendalebc.gov.uk
Annual Building Capital Repairs Contract 2022/23	Cabinet	19 th July 2022	Resources	Report	Lee Childs, Facilities Manager 01706 252527 leechilds@rossendalebc.gov.uk

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Disposal of Land	Council	25 th July 2022	Resources	Report	Lucie Greenwood, Senior Property Officer 01706 252521 luciegreenwood@rossendalebc.gov.uk
Levelling Up Fund Bid	Council	25 th July 2022	Leader of the Council and Portfolio Holder Economic Development	Report	Guy Darragh, Head of Regeneration 01706 252568 guydarragh@rossendalebc.gov.uk
Environmental Enforcement Contract	Council	25 th July 2022	Housing, Planning, Licensing and Enforcement	Report	Phil Morton, Public Protection Manager 01706 252442 philmorton@rossendalebc.gov.uk
Whole Council Elections	Council	25 th July 2022	Corporate Services	Report	Clare Birtwistle, Head of Legal 01706 252438 clarebirtwistle@rossendalebc.gov.uk
Climate Change Strategy Update – <i>yearly item</i>	Council	5 th October 2022	Operations and Climate Change	Report	Phil Morton, Public Protection Manager 01706 252442 philmorton@rossendalebc.gov.uk
Constitution Review	Council	5 th October 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

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Leisure Facilities	Council	5 th October 2022	Health and Well-being	Report	Adam Allen, Director of Communities 01706 252428 adamallen@rossendalebc.gov.uk
Local Council Tax Support Scheme – yearly item	Overview & Scrutiny Council	12 th September 2022 16 th November 2022	Communities and Digital	Report	Ian Walker, Service Assurance Team Leader 01706 252592 ianwalker@rossendalebc.gov.uk
Annual Air Quality Report – yearly item	Cabinet	7 th December 2022	Housing, Planning, Licensing and Enforcement	Report	Phil Morton, Public Protection Manager 01706 252442 philmorton@rossendalebc.gov.uk
Medium Term Financial Strategy Update – yearly item	Cabinet	7 th December 2022	Resources	Report	Karen Spencer, Head of Finance 01706 252465 karenspencer@rossendalebc.gov.uk ,
Community Grants	Cabinet	7 th December 2022	Communities and Digital	Report	Adam Allen, Director of Communities 01706 252428 adamallen@rossendalebc.gov.uk
Corporate Priorities, Budget, Council Tax and the Medium Term Financial Strategy – yearly item	Overview & Scrutiny Cabinet Council	6 th February 2023 8 th February 2023 28 th February 2023	Resources	Report	Karen Spencer, Head of Finance 01706 252465 karenspencer@rossendalebc.gov.uk

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Capital Strategy 2022/23 to 2024/25 and Capital Programme 2022/23 – yearly item	Overview & Scrutiny Cabinet Council	6 th February 2023 8 th February 2023 28 th February 2023	Resources	Report	Karen Spencer, Head of Finance 01706 252465 karens pencer@rossendalebc.gov.uk ,
Treasury Management Strategy & Treasury Management Practises (updates for 2022/23) – yearly item	Cabinet Council	6 th February 2023 28 th February 2023	Resources	Report	Karen Spencer, Head of Finance 01706 252465 karens pencer@rossendalebc.gov.uk ,
Pay Policy Statement – yearly item	Council	22 nd March 2023	Corporate Services	Report	Clare Law, HR Manager 01706 252457 clarelaw@rossendalebc.gov.uk
Food Standards Agency Annual Report - yearly item	Council	21 st June 2023	Housing, Planning, Licensing and Enforcement	Report	Phil Morton, Public Protection Manager 01706 252442 philmorton@rossendalebc.gov.uk

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