

## 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:

- 20<sup>th</sup> June 2022
- 9<sup>th</sup> August 2022
- 8<sup>th</sup> November 2022
- 10<sup>th</sup> January 2023
- 14<sup>th</sup> 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 Lead Member for Economic Development
- Councillor Jackie Oakes - Deputy Leader of the Council and Lead Member for Planning, Licensing and Enforcement
- Councillor Steve Hughes – Lead Member for Housing and Customer Services
- Councillor Adrian Lythgoe – Lead Member for Environment and Corporate Services
- Councillor Barbara Ashworth – Lead Member for Communities, Health and Wellbeing
- Councillor Andrew Walmsley – Lead Member for Resources

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**Chief Executive Directorate managed by the Acting Chief Executive – Adam Allen**

- Executive Office
- Oversees the services listed below.

**Economic Development Directorate managed by the Director of Economic Development – David Smurthwaite**

- 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](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](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.

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Details of the decision to be taken	Decision to be taken by	Expected Date of Decision	Relevant Lead Member	Documents to be considered by the decision taker	Representations may be made to the following officer
Refresh of Housing Benefit Overpayment Policy	Overview & Scrutiny  Cabinet	13 <sup>th</sup> March 2023  15 <sup>th</sup> March 2023	Housing and Customer Services	Report	Angela Richmond, Service Assurance Officer 01706 252588 <a href="mailto:angelarichmond@rossendalebc.gov.uk">angelarichmond@rossendalebc.gov.uk</a>
Refresh of Housing Benefit Write-Off Policy - <b>Confidential</b>	Overview & Scrutiny  Cabinet	13 <sup>th</sup> March 2023  15 <sup>th</sup> March 2023	Housing and Customer Services	Report	Angela Richmond, Service Assurance Officer 01706 252588 <a href="mailto:angelarichmond@rossendalebc.gov.uk">angelarichmond@rossendalebc.gov.uk</a>
Housing Strategy	Council	22 <sup>nd</sup> March 2023	Housing and Customer Services	Report	David Moore, Interim Director of Economic Development, 01706 252429 <a href="mailto:davidmoore@rossendalebc.gov.uk">davidmoore@rossendalebc.gov.uk</a>
Armed Forces Covenant	Council	22 <sup>nd</sup> March 2023	Communities, Health and Wellbeing	Report	Adam Allen, Acting Chief Executive/Director of Communities 01706 252428 <a href="mailto:adamallen@rossendalebc.gov.uk">adamallen@rossendalebc.gov.uk</a>
Shared Prosperity Update	Council	22 <sup>nd</sup> March 2023	Economic Development	Report	David Smurthwaite, Director of Economic Development 01706 252429 <a href="mailto:davidsmurthwaite@rossendalebc.gov.uk">davidsmurthwaite@rossendalebc.gov.uk</a>
Constitution Review	Council	28 <sup>th</sup> June 2023 To be taken to each meeting unless no changes identified.	Environment and Corporate Services	Report	Carolyn Sharples, Committee and Member Services Manager 01706 252422 <a href="mailto:carolynsharples@rossendalebc.gov.uk">carolynsharples@rossendalebc.gov.uk</a>

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Food Standards Agency Annual Report - <b>yearly item</b>	Council	28 <sup>th</sup> June 2023	Planning, Licensing and Enforcement	Report	Phil Morton, Public Protection Manager 01706 252442 <a href="mailto:philmorton@rossendalebc.gov.uk">philmorton@rossendalebc.gov.uk</a>
Rossendale Works Employability project extension	Council	28 <sup>th</sup> June 2023	Economic Development	Report	Megan Eastwood, Head of Housing, Regeneration, Economic Development 01706 252568 <a href="mailto:meganeastwood@rossendalebc.gov.uk">meganeastwood@rossendalebc.gov.uk</a>
Approval of the Open Space Strategy and the Indoor Built Sports Strategy	Cabinet	19 <sup>th</sup> July 2023	Communities, Health and Wellbeing	Report	Anne Storah, Principal Planner (Forward Planning) 01706 252418 <a href="mailto:annestorah@rossendalebc.gov.uk">annestorah@rossendalebc.gov.uk</a>
Re-use of Employment and re-development of Land Supplementary Planning Document	Overview & Scrutiny Cabinet	6 <sup>th</sup> February 2023 19 <sup>th</sup> July 2023	Planning, Licensing and Enforcement	Report	Anne Storah, Principal Planner (Forward Planning) 01706 252418 <a href="mailto:annestorah@rossendalebc.gov.uk">annestorah@rossendalebc.gov.uk</a>
Council Tax, Non-Domestic Rate & Housing Benefit Overpayment Write-offs - <b>yearly item</b>	Cabinet	19 <sup>th</sup> July 2023	Housing and Customer Services	Report	Ian Walker, Service Assurance Team Leader 01706 252592 <a href="mailto:ianwalker@rossendalebc.gov.uk">ianwalker@rossendalebc.gov.uk</a>
Climate Change Strategy Update - <b>yearly item</b>	Council Overview & Scrutiny	13 <sup>th</sup> September 2023 25 <sup>th</sup> September 2023	Environment and Corporate Services	Report	Phil Morton, Public Protection Manager 01706 252442 <a href="mailto:philmorton@rossendalebc.gov.uk">philmorton@rossendalebc.gov.uk</a>

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Local Council Tax Support Scheme – <b>yearly item</b>	Overview & Scrutiny  Council	25 <sup>th</sup> September 2023  15 <sup>th</sup> November 2023	Housing and Customer Services	Report	Ian Walker, Service Assurance Team Leader 01706 252592 <a href="mailto:ianwalker@rossendalebc.gov.uk">ianwalker@rossendalebc.gov.uk</a>
Medium Term Financial Strategy (MTFS) Update – <b>yearly item</b>	Cabinet	6 <sup>th</sup> December 2023	Resources	Report	Karen Spencer, S151 Officer 01706 252465 <a href="mailto:karens pencer@rossendalebc.gov.uk">karens pencer@rossendalebc.gov.uk</a> ,
Annual Air Quality Report – <b>yearly item</b>	Cabinet	6 <sup>th</sup> December 2023	Planning, Licensing and Enforcement	Report	Phil Morton, Public Protection Manager 01706 252442 <a href="mailto:philmorton@rossendalebc.gov.uk">philmorton@rossendalebc.gov.uk</a>
Corporate Priorities, Budget, Council Tax and the Medium Term Financial Strategy – <b>yearly item</b>	Overview & Scrutiny  Cabinet  Council	5 <sup>th</sup> February 2024  7 <sup>th</sup> February 2024  28 <sup>th</sup> February 2024	Resources	Report	Karen Spencer, S151 Officer 01706 252465 <a href="mailto:karens pencer@rossendalebc.gov.uk">karens pencer@rossendalebc.gov.uk</a>
Capital Strategy and Capital Programme – <b>yearly item</b>	Overview & Scrutiny  Cabinet  Council	5 <sup>th</sup> February 2024  7 <sup>th</sup> February 2024  28 <sup>th</sup> February 2024	Resources	Report	Karen Spencer, S151 Officer 01706 252465 <a href="mailto:karens pencer@rossendalebc.gov.uk">karens pencer@rossendalebc.gov.uk</a> ,
Treasury Management Strategy & Treasury Management Practises – <b>yearly item</b>	Cabinet  Council	7 <sup>th</sup> February 2024  28 <sup>th</sup> February 2024	Resources	Report	Karen Spencer, S151 Officer 01706 252465 <a href="mailto:karens pencer@rossendalebc.gov.uk">karens pencer@rossendalebc.gov.uk</a> ,

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Pay Policy Statement – <i>yearly item</i>	Council	28 <sup>th</sup> February 2024	Environment and Corporate Services	Report	Clare Law, Head of People and Policy 01706 252457 <a href="mailto:clarelaw@rossendalebc.gov.uk">clarelaw@rossendalebc.gov.uk</a>

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