

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 2023/24 Municipal Year are as follows:

- 20th June 2023
- 19th September 2023
- 7th November 2023
- 9th January 2024
- 13th February 2024

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 Resources
- Councillor Barbara Ashworth – Lead Member for Communities, Health and Wellbeing
- Councillor Steve Hughes – Lead Member for Housing and Customer Services
- Councillor Adrian Lythgoe – Lead Member for Environment and Corporate Services
- Councillor Liz McInnes – Lead Member for Planning, Licensing and Enforcement

Chief Executive Directorate managed by the Chief Executive – Rob Huntington

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

Legal Services managed by the Head of Legal (Monitoring Officer), Clare Birtwistle

- Legal Services
- Committee and Member Services
- Elections
- Land Charges

Chief Finance Officer (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

Responsible Section/Team	Committee and Member Services	Page	2 of 6
Responsible Author	Committee & Member Services Officer	Version	Aug 02
Date last published	23/08/2023	Next publication date	19/09/2023

- 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.

Responsible Section/Team	Committee and Member Services	Page	3 of 6
Responsible Author	Committee & Member Services Officer	Version	Aug 02
Date last published	23/08/2023	Next publication date	19/09/2023

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
Marl Pits Pool Filtration System	Council	13 th September 2023	Resources	Report	Clare Law, Head of People and Policy 01706 252457 clarelaw@rossendalebc.gov.uk
Climate Change Strategy Update – <i>yearly item</i>	Council Overview & Scrutiny	13 th September 2023 25 th September 2023	Environment and Corporate Services	Report	Phil Morton, Public Protection Manager 01706 252442 philmorton@rossendalebc.gov.uk
Haslingden External Funding Update	Council	13 th September 2023	Economic Development	Report	Megan Eastwood, Head of Housing, Regeneration, Economic Development 01706 252568 meganeastwood@rossendalebc.gov.uk
Repairs to Hareholme Viaduct	Council	13 th September 2023	Resources	Report	Clare Law, Head of People and Policy 01706 252457 clarelaw@rossendalebc.gov.uk
Insurance Tender	Council	13 th September 2023	Resources	Report	Karen Spencer, S151 Officer 01706 252465 kareenspencer@rossendalebc.gov.uk ,
Establishment of a Development Officer	Cabinet	18 th October 2023	Economic Development	Report	Megan Eastwood, Head of Housing, Regeneration, Economic Development 01706 252568 meganeastwood@rossendalebc.gov.uk

Responsible Section/Team	Committee and Member Services	Page	4 of 6
Responsible Author	Committee & Member Services Officer	Version	Aug 02
Date last published	23/08/2023	Next publication date	19/09/2023

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Local Council Tax Support Scheme – yearly item	Overview & Scrutiny Council	25 th September 2023 15 th November 2023	Housing and Customer Services	Report	Ian Walker, Service Assurance Team Leader 01706 252592 ianwalker@rossendalebc.gov.uk
Constitution Review	Council	15 th November 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 carolynsharples@rossendalebc.gov.uk
Local Authority Housing Fund Report	Council	15 th November 2023	Resources	Report	Megan Eastwood, Head of Housing, Regeneration, Economic Development 01706 252568 meganeastwood@rossendalebc.gov.uk
Medium Term Financial Strategy (MTFS) Update – yearly item	Cabinet	6 th December 2023	Resources	Report	Karen Spencer, S151 Officer 01706 252465 karens pencer@rossendalebc.gov.uk ,
Annual Air Quality Report – yearly item	Cabinet	6 th December 2023	Planning, Licensing and Enforcement	Report	Phil Morton, Public Protection Manager 01706 252442 philmorton@rossendalebc.gov.uk
Approval of the Open Space Strategy and the Indoor Built Sports Strategy	Overview & Scrutiny Cabinet	13 th November 2023 6 th December 2023	Communities, Health and Wellbeing	Report	Anne Storah, Principal Planner (Forward Planning) 01706 252418 annestorah@rossendalebc.gov.uk

Responsible Section/Team	Committee and Member Services	Page	5 of 6
Responsible Author	Committee & Member Services Officer	Version	Aug 02
Date last published	23/08/2023	Next publication date	19/09/2023

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Corporate Priorities, Budget, Council Tax and the Medium Term Financial Strategy – yearly item	Overview & Scrutiny Cabinet Council	5 th February 2024 7 th February 2024 28 th February 2024	Resources	Report	Karen Spencer, S151 Officer 01706 252465 karenspencer@rossendalebc.gov.uk
Capital Strategy and Capital Programme – yearly item	Overview & Scrutiny Cabinet Council	5 th February 2024 7 th February 2024 28 th February 2024	Resources	Report	Karen Spencer, S151 Officer 01706 252465 karenspencer@rossendalebc.gov.uk ,
Treasury Management Strategy & Treasury Management Practises – yearly item	Cabinet Council	7 th February 2024 28 th February 2024	Resources	Report	Karen Spencer, S151 Officer 01706 252465 karenspencer@rossendalebc.gov.uk ,
Pay Policy Statement – yearly item	Council	28 th February 2024	Environment and Corporate Services	Report	Clare Law, Head of People and Policy 01706 252457 clarelaw@rossendalebc.gov.uk
Food Law Service Plan 2023/24 (Food Standards Agency Annual Report) - yearly item	Council	June 2024	Planning, Licensing and Enforcement	Report	Phil Morton, Public Protection Manager 01706 252442 philmorton@rossendalebc.gov.uk
Council Tax, Non-Domestic Rate & Housing Benefit Overpayment Write-offs – yearly item	Cabinet	July 2024	Housing and Customer Services	Report	Ian Walker, Service Assurance Team Leader 01706 252592 ianwalker@rossendalebc.gov.uk

Responsible Section/Team	Committee and Member Services	Page	6 of 6
Responsible Author	Committee & Member Services Officer	Version	Aug 02
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