

## **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 2024/25 Municipal Year are as follows:

- 7<sup>th</sup> May 2024
- 17<sup>th</sup> June 2024
- 20<sup>th</sup> August 2024
- 17<sup>th</sup> September 2024
- 22<sup>nd</sup> October 2024
- 14<sup>th</sup> January 2025
- 18<sup>th</sup> February 2025

### **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 Michelle Smith – Deputy Leader of the Council and Lead Member for Planning, Licensing and Enforcement
- Councillor Adrian Lythgoe – Lead Member for Environment and Corporate Services
- Councillor Liz McInnes – Lead Member for Communities, Housing and Health
- Councillor Andrew Walmsley – Lead Member for Resources

**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

**Interim Director of Resources (Section 151 Officer), Damon Lawrenson**

- 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
Local Housing Allowance Safeguarding Policy	Overview & Scrutiny  Cabinet	9 <sup>th</sup> September 2024  16 <sup>th</sup> October 2024	Resources	Report	Angela Richmond, Service Assurance Officer – Benefits Lead 01706 252588 <a href="mailto:angelarichmond@rossendalebc.gov.uk">angelarichmond@rossendalebc.gov.uk</a>
Affordable Housing Supplementary Planning Document	Overview & Scrutiny  Cabinet	9 <sup>th</sup> September 2024  20 <sup>th</sup> November 2024	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>
Open Space and Outdoor Sports Supplementary Planning Document	Overview & Scrutiny  Cabinet	9 <sup>th</sup> September 2024  20 <sup>th</sup> November 2024	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>
Funding contribution for Woodhill viaduct	Cabinet	18 <sup>th</sup> September 2024	Economic Development	Report	David Smurthwaite Director of Economic Development 01706 252429 <a href="mailto:davidsmurthwaite@rossendalebc.gov.uk">davidsmurthwaite@rossendalebc.gov.uk</a>
Improvements to Victoria Park Wheeled Sports facilities	Cabinet	18 <sup>th</sup> September 2024	Environment and Corporate Services	Report	David McChesney, Service Manager – Green Spaces 01706 252584 <a href="mailto:davidmcchesney@rossendalebc.gov.uk">davidmcchesney@rossendalebc.gov.uk</a>
Masterplan/Phasing & Implementation Strategy/Design Codes for Site Allocation reference H66 of the Adopted Rossendale Local Plan	Cabinet	18 <sup>th</sup> September 2024	Planning, Licensing and Enforcement	Report	Michael Atherton, Head of Planning 01706 252420 <a href="mailto:michaelatherton@rossendalebc.gov.uk">michaelatherton@rossendalebc.gov.uk</a>

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Approval of updated Validation Checklist document for use when validating applications	Cabinet	18 <sup>th</sup> September 2024	Planning, Licensing and Enforcement	Report	Michael Atherton, Head of Planning 01706 252420 <a href="mailto:michaelatherton@rossendalebc.gov.uk">michaelatherton@rossendalebc.gov.uk</a>
Swimming Pool Support Fund and Marl Pits Air Handling Unit (Marl Pits Air Handling Unit)	Cabinet	18 <sup>th</sup> September 2024	Resources	Report	Kwabena Poku, Climate Change Officer 01706 2525 <a href="mailto:kwabenapoku@rossendalebc.gov.uk">kwabenapoku@rossendalebc.gov.uk</a>
Climate Change Strategy Update – <b>yearly item</b>	Council	2 <sup>nd</sup> October 2024	Environment and Corporate Services	Report	David Smurthwaite, Director of Economic Development 01706 252429 <a href="mailto:davidsmurthwaite@rossendalebc.gov.uk">davidsmurthwaite@rossendalebc.gov.uk</a>
Town Board Investment Plan	Cabinet	16 <sup>th</sup> October 2024	Economic Development	Report	Megan Eastwood Head of Housing and Regeneration 01706 252480 <a href="mailto:meganeastwood@rossendalebc.gov.uk">meganeastwood@rossendalebc.gov.uk</a>
Council Tax, Non-Domestic Rate & Housing Benefit Overpayment Write-offs – <b>yearly item</b>	Cabinet	16 <sup>th</sup> October 2024	Resources	Report	Ian Walker, Service Assurance Team Leader 01706 252592 <a href="mailto:ianwalker@rossendalebc.gov.uk">ianwalker@rossendalebc.gov.uk</a>
Annual Air Quality Report – <b>yearly item</b>	Cabinet	20 <sup>th</sup> November 2024	Planning, Licensing and Enforcement	Report	Andy Taylor, Head of Environmental Services 01706 252519 <a href="mailto:andrewtaylor@rossendalebc.gov.uk">andrewtaylor@rossendalebc.gov.uk</a>

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Medium Term Financial Strategy (MTFS) Update – <b>yearly item</b>	Cabinet	20 <sup>th</sup> November 2024	Resources	Report	Damon Lawrenson, Interim S151 Officer <a href="mailto:damonlawrenson@rossendalebc.gov.uk">damonlawrenson@rossendalebc.gov.uk</a>
Authority Monitoring Report for 2023 to 2024 – <b>yearly item</b>	Cabinet	20 <sup>th</sup> November 2024	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>
Constitution Review	Council	4 <sup>th</sup> December 2024 To be taken to each meeting unless no changes identified.	Environment and Corporate Services	Report	Clare Birtwistle Head of Legal (Monitoring Officer) 01706 252438 <a href="mailto:clarebirtwistle@rossendalebc.gov.uk">clarebirtwistle@rossendalebc.gov.uk</a>
Review of Public Space Protection Orders for Alcohol, Nitrous Oxide and Off Road Bikes	Council	4 <sup>th</sup> December 2024	Environment and Corporate Services	Report	Susan Chadwick, Public Protection Manager 01706 238648 <a href="mailto:susanchadwick@rossendalebc.gov.uk">susanchadwick@rossendalebc.gov.uk</a>
Corporate Priorities, Budget, Council Tax and the Medium Term Financial Strategy – <b>yearly item</b>	Overview & Scrutiny Cabinet Council	10 <sup>th</sup> February 2025 12 <sup>th</sup> February 2025 5 <sup>th</sup> March 2025	Resources	Report	Damon Lawrenson, Interim S151 Officer <a href="mailto:damonlawrenson@rossendalebc.gov.uk">damonlawrenson@rossendalebc.gov.uk</a>
Capital Strategy and Capital Programme – <b>yearly item</b>	Overview & Scrutiny Cabinet Council	10 <sup>th</sup> February 2025 12 <sup>th</sup> February 2025 5 <sup>th</sup> March 2025	Resources	Report	Damon Lawrenson, Interim S151 Officer <a href="mailto:damonlawrenson@rossendalebc.gov.uk">damonlawrenson@rossendalebc.gov.uk</a>

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Treasury Management Strategy & Treasury Management Practises – <b>yearly item</b>	Cabinet Council	12 <sup>th</sup> February 2025 5 <sup>th</sup> March 2025	Resources	Report	Damon Lawrenson, Interim S151 Officer <a href="mailto:damonlawrenson@rossendalebc.gov.uk">damonlawrenson@rossendalebc.gov.uk</a>
Pay Policy Statement – <b>yearly item</b>	Council	5 <sup>th</sup> March 2025	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>
Council Tax Support Scheme 2025/26 – <b>yearly item</b>	Council	5 <sup>th</sup> March 2025	Resources	Report	Ian Walker, Service Assurance Team Leader 01706 252592 <a href="mailto:ianwalker@rossendalebc.gov.uk">ianwalker@rossendalebc.gov.uk</a>
Food Law Service Plan 2023/24 (Food Standards Agency Annual Report) - <b>yearly item</b>	Council	2 <sup>nd</sup> April 2025	Planning, Licensing and Enforcement	Report	Andy Taylor, Head of Environmental Services 01706 252519 <a href="mailto:andrewtaylor@rossendalebc.gov.uk">andrewtaylor@rossendalebc.gov.uk</a>
Productivity Plan 2025/26 – <b>yearly item</b>	Cabinet	July 2025	Economic Development	Report	David Smurthwaite Director of Economic Development 01706 252429 <a href="mailto:davidsmurthwaite@rossendalebc.gov.uk">davidsmurthwaite@rossendalebc.gov.uk</a>

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