

## ROSSENDALE BOROUGH COUNCIL FORWARD PLAN FOR THE FOUR MONTH PERIOD 1<sup>st</sup> August 2010 TO 30<sup>th</sup> November 2010

The Forward Plan sets out the details of the key decisions which the Cabinet or Officers expect to take during the next four month period and beyond where possible. The Plan is updated every month and is available to the public 14 days before the beginning of each month.

### 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.

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## **Cabinet Membership (any changes will come into force at Annual Council on 19<sup>th</sup> May 2010)**

The current members of the Cabinet are:

<a href="#"><u>Councillor Tony Swain</u></a>	Leader of the Council and Portfolio Holder for Communities and Neighbourhoods
<a href="#"><u>Councillor William Challinor</u></a>	Deputy Leader and Portfolio Holder for Regeneration
<a href="#"><u>Councillor Peter Steen</u></a>	Portfolio Holder for Environmental Services
<a href="#"><u>Councillor Brian Essex</u></a>	Portfolio Holder for Finance and Resources
<a href="#"><u>Councillor Darryl Smith</u></a>	Portfolio Holder for Customer Services
<a href="#"><u>Councillor Jason Gledhill</u></a>	Portfolio Holder for Leisure

### **Council's Executive Directorate**

The Council's Executive Directorate comprises of:

#### ***Chief Executive Directorate managed by Chief Executive – Helen Lockwood***

- Finance and Property
- People and Policy (includes Policy & Performance, Communications, People and Organisational Development)

#### ***Place Directorate managed by Director of Customers and Communities – Fiona Meechan***

- Regeneration (includes strategic housing)
- Street Scene
- Communities
- Customer Services and ICT
- Executive Office

#### ***Business Directorate managed by Director of Business – Stuart Sugarman***

- Legal
- Committee and Member Services
- Elections
- Planning

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- Land Charges
- Building Control
- Environmental Health including Licensing

Anyone wishing to make representations about any of the matters listed in the Forward Plan 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
- 5 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 One Stop Shop, Town Centre Offices, Lord Street, Rawtenstall, Rossendale, Lancashire, BB4 7LZ or accessed from the Council's website [www.rossendale.gov.uk](http://www.rossendale.gov.uk)

- 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 Democratic 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	Relevant Portfolio Holder	Expected Date of Decision	Proposed Consultees	Method(s) of Consultation	Documents to be considered by the decision taker	Representations may be made to the following officer
Management Guidelines/Policy for Ashes Plots within Cemeteries	Policy Overview and Scrutiny  Cabinet	Environmental Services	June 2010  July 2010	Executive Management Team, Policy Overview and Scrutiny	Report	Ashes plot management guidelines, ashes plot development highlight report.	Fiona Meechan, Director of Customers and Communities, Tel: 01706 252491, Email: <a href="mailto:fionameechan@rossendalebc.gov.uk">fionameechan@rossendalebc.gov.uk</a>
Policy for Memorials not on Graves	Policy Overview and Scrutiny  Cabinet	Environmental Services	June 2010  July 2010	Executive Management Team, Policy Overview and Scrutiny	Report	Guidelines and report	Fiona Meechan, Director of Customers and Communities, Tel: 01706 252491, Email: <a href="mailto:fionameechan@rossendalebc.gov.uk">fionameechan@rossendalebc.gov.uk</a>
Restrictions for Council Car Parks	Cabinet	Regeneration	July 2010	Neighbourhood Forums	Meetings	Report	Stephen Jackson, Regeneration Manager, Tel: 01706 252404, <a href="mailto:stephenjackson@rossendalebc.gov.uk">stephenjackson@rossendalebc.gov.uk</a>
Roaming One Stop Shop (ROSS) – Update for Members on the Urgent Cabinet Decision taken in March 2010	Cabinet	Customer Services	July 2010	Executive Management Team, Portfolio Holder, Staff	Meetings, Highlight Reports and PID	Report	Andrew Buckle, Head of Customer Services and ICT, Tel: 01706 238606, Email: <a href="mailto:andrewbuckle@rossendalebc.gov.uk">andrewbuckle@rossendalebc.gov.uk</a>

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Homelessness Options Review – outcome of market testing	Cabinet	Regeneration	July 2010	Internal Departments	Meetings	Report	Cathy Lord, Strategic Housing and Partnerships Manager, Tel: 01706 252406, Email: <a href="mailto:cathylord@rossendalebc.gov.uk">cathylord@rossendalebc.gov.uk</a>
Response to Overview and Scrutiny Recommendations	Cabinet	All/Any of the Portfolio Holders	September 2010	Overview and Scrutiny	Meetings and report	Report	Pat Couch, Scrutiny Support Officer, Tel: 01706 252426, Email: <a href="mailto:patriciacouch@rossendalebc.gov.uk">patriciacouch@rossendalebc.gov.uk</a>
Policy for Memorials on Graves	Policy Overview and Scrutiny  Cabinet	Environmental Services	September 2010	Executive Management Team, Policy Overview and Scrutiny	Report	Guidelines and report	Fiona Meechan, Director of Customers and Communities, Tel: 01706 252491, Email: <a href="mailto:fionameechan@rossendalebc.gov.uk">fionameechan@rossendalebc.gov.uk</a>
Climate Change and Energy Efficiency	Cabinet	Environmental Services	September 2010	Regeneration, other Members of Council's Corporate Green Team.	Meetings and email	Report and supporting documentation	Adrian Smith, Principal Planner – Forward Planning, Tel: 01706 252419, Email: <a href="mailto:adriansmith@rossendalebc.gov.uk">adriansmith@rossendalebc.gov.uk</a>
Tourism Strategy	Cabinet	Regeneration	September 2010	Elected Members Stakeholders and businesses The Tourism Study will also be deposited for public consultation	Consultation will be in accordance with the Statement of Community Involvement	Tourism Strategy	Michelle Gray Town Centres and Tourism Officer Tel: 01706 252411 Email: <a href="mailto:michellegray@rossendalebc.gov.uk">michellegray@rossendalebc.gov.uk</a>

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Budget and Service Update	Cabinet	Leader of the Council	September 2010	EMT, Unions, Managers, Members	Meetings, documents	Report	Helen Lockwood, Chief Executive, Tel: 01706 252428 <a href="mailto:helenlockwood@rossendalebc.gov.uk">helenlockwood@rossendalebc.gov.uk</a>
Harassment and Bullying Policy	Council	Finance and Resources	September 2010	EMT, Management Team, Portfolio Holder, Policy O&S	Meeting and feedback from documents.	Report, Policy and Strategy Document	Liz Sandiford, Head of People and Policy, Tel: 01706 252452, <a href="mailto:lizsandiford@rossendalebc.gov.uk">lizsandiford@rossendalebc.gov.uk</a>
Vacant Property Strategy	Cabinet	Regeneration	September 2010	Internal Departments Members External Public Bodies such as CLG and Elevate	Meetings Telephone and face-to-face Interviews Documents Peer review of other Local Authorities	Vacant Property Strategy	Rebecca Lawlor Health and Housing Manager Tel: 01706 252402, Email: <a href="mailto:rebeccalawlor@rossendalebc.gov.uk">rebeccalawlor@rossendalebc.gov.uk</a>
Private Sector Housing Strategy (including Decent Homes Assistance Loans)	Cabinet	Regeneration	September 2010	Service Users Private Landlords Forum, Finance, Peer Agencies Internal Departments Members and Portfolio Holders External Public Bodies e.g. CLG	Meetings Focus Group Sessions Telephone and face-to-face interviews Documents Peer Reviews of other authorities	Private Sector Housing Strategy and report	Rebecca Lawlor Health and Housing Manager Tel: 01706 252402, Email: <a href="mailto:rebeccalawlor@rossendalebc.gov.uk">rebeccalawlor@rossendalebc.gov.uk</a>

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Approval of Animal Boarding Establishments Policy Review and model licensing conditions	Full Council	Regeneration	September 2010	Members of Public Animal Boarding Establishments Vets Licensing Committee, Policy O&S, Internal Departments and Members External Bodies	Online Consultation Committee Meetings Report	Policy Report with Model Conditions	Rebecca Lawlor Health and Housing Manager Tel: 01706 252402, Email: <a href="mailto:rebeccalawlor@rossendalebc.gov.uk">rebeccalawlor@rossendalebc.gov.uk</a>
Approval of the Core Strategy Development Plan Document (DPD) for publication	Full Council	Regeneration	September 2010	The Publication document will be deposited for public consultation	Consultation will be in accordance with the Statement of Community Involvement and the relevant Town and Country Planning Regulations.	Core Strategy DPD	Stephen Stray Planning Services Manager Tel: 01706252420 Email: <a href="mailto:stephenstray@rossendalebc.gov.uk">stephenstray@rossendalebc.gov.uk</a>
Customer Access Strategy	Cabinet	Customer Services	September 2010	Customers Stakeholders Elected Members	Consultation, Meetings, Report	Report	Andrew Buckle, Head of Customer Services, Tel: 238606, Email: <a href="mailto:andrewbuckle@rossendalebc.gov.uk">andrewbuckle@rossendalebc.gov.uk</a>
Communications Strategy	Cabinet	Finance and Resources	September 2010	Residents Council Managers Elected Members	Consultation, Meetings, Report	Relevant consultation and research reports e.g. Place Survey	Nick Molyneux, Communications Manager, Tel: 01706 238604, Email: <a href="mailto:nickmolyneux@rossendalebc.gov.uk">nickmolyneux@rossendalebc.gov.uk</a>

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Bacup Conservation Area Appraisal	Cabinet	Forward Planning	September 2010	The appraisal will lead to future consultation in respect of the review of the conservation area boundary	Consultation will be in accordance with the Statement of Community Involvement and the relevant Town and Country Planning Regulations.	Report	Stephen Stray Planning Services Manager Tel: 01706252420 Email: <a href="mailto:stephenstray@rossendalebc.gov.uk">stephenstray@rossendalebc.gov.uk</a>
Leisure Update	Cabinet	Leisure	September 2010	Panel Meetings	Meetings	Report	Fiona Meechan, Director of Customers and Communities, Tel: 01706 252491, Email: <a href="mailto:fionameechan@rossendalebc.gov.uk">fionameechan@rossendalebc.gov.uk</a>
Grass Cutting	Cabinet	Environmental Services	September 2010	Executive Management Team	Cabinet report, background report and previous health and safety report.	Report	Tamzin Percival, Assistant Operations Manager, Tel: 01706 252518, <a href="mailto:tamzinpercival@rossendalebc.gov.uk">tamzinpercival@rossendalebc.gov.uk</a>
Green Travel Plan Policy Statement	Council	Finance and Resources / Environmental Services	October 2010	Management Team, Corporate Policy Steering Group, Portfolio Holder, Policy O&S, JCC	Meeting and feedback from Plan and Policy Statement documents	Report with Plan and Policy Statement Document	Liz Sandiford, Head of People and Policy, Tel: 01706 252452, <a href="mailto:lizsandiford@rossendalebc.gov.uk">lizsandiford@rossendalebc.gov.uk</a>
Rawtenstall, Bacup, Haslingden and Whitworth Neighbourhood Plans	Council	Communities and Neighbourhoods	October 2010	Neighbourhood Forum Members and local residents	Neighbourhood Forum Meetings, consultation events, website	Report and four neighbourhood plans	Alison Wilkins, Area Manager, 01706 252593, <a href="mailto:alisonwilkins@rossendalebc.gov.uk">alisonwilkins@rossendalebc.gov.uk</a>

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Drinking Water Strategy	Policy Scrutiny Cabinet	Environmental Services	September 2010 November 2010	Consultees Members Policy Scrutiny	Meetings, report	Report	Rebecca Lawlor Health and Housing Manager Tel: 01706 252402, Email: <a href="mailto:rebeccalawlor@rossendalebc.gov.uk">rebeccalawlor@rossendalebc.gov.uk</a>
Governance Model Consultation	Policy O&S Council	Finance and Resources	November 2010 December 2010	Public, Cabinet, Portfolio Holder, Policy Scrutiny, Executive Officers	Website, paper based response forms, report, meetings	Report and consultation responses.	Carolyn Sharples, Committee & Member Services Manager, Tel: 01706 252422, Email: <a href="mailto:carolynsharples@rossendalebc.gov.uk">carolynsharples@rossendalebc.gov.uk</a>
Medium Term Financial Strategy Update	Cabinet Council	Finance and Resources	November 2010 December 2010	Consultees Members	Meetings, Report	Report	Phil Seddon, Head of Finance Tel: 01706252465 Email: <a href="mailto:philseddon@rossendalebc.gov.uk">philseddon@rossendalebc.gov.uk</a>
Core Strategy – Approval of Submission to Secretary of State	Council	Regeneration	December 2010	Consultees Members	Consultation will be in accordance with the Statement of Community Involvement and the relevant Town and Country Planning Regulations.	Core Strategy DPD	Stephen Stray Planning Services Manager Tel: 01706252420 Email: <a href="mailto:stephenstray@rossendalebc.gov.uk">stephenstray@rossendalebc.gov.uk</a>
Medium Term Financial Strategy	Council	Finance and Resources	February 2011	Public & local businesses	Neighbourhood Forums Local Businesses	Report	Phil Seddon, Head of Finance Tel: 01706252465 Email: <a href="mailto:philseddon@rossendalebc.gov.uk">philseddon@rossendalebc.gov.uk</a>

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Capital Programme	Council	Finance and Resources	February 2011	Public & local businesses	Neighbourhood Forums Local Businesses	Report	Phil Seddon, Head of Finance Tel: 01706252465 Email: <a href="mailto:philseddon@rosseendalebc.gov.uk">philseddon@rosseendalebc.gov.uk</a>
Revenue Budget and Council Tax Setting	Council	Finance and Resources	February 2011	Overview and Scrutiny Management Committee Public Consultation	Neighbourhood Forums Lancashire Local Partners Select Local Businesses	Report	Phil Seddon, Head of Finance Tel: 01706252465 Email: <a href="mailto:philseddon@rosseendalebc.gov.uk">philseddon@rosseendalebc.gov.uk</a>
Community Grant Allocation – to approve allocation of grants for 2011/12	Cabinet	Communities and Neighbourhoods	March 2011	Grants Advisory Panel	Meeting	Report	Mike Riley Communities Manager 01706 252412 <a href="mailto:michaelriley@rossendalebc.gov.uk">michaelriley@rossendalebc.gov.uk</a>
Annual Review of the Constitution	Annual Council/Full Council	Finance and Resources	May 2011	All Members and Senior Officers Relevant partner organisations	Documents Meetings	Report	Stuart Sugarman, Director of Business, Tel: 01706 252447 Email: <a href="mailto:stUARTSUGARMAN@rossendale.bc.gov.uk">stUARTSUGARMAN@rossendale.bc.gov.uk</a>



Councillor Tony Swain  
Leader of the Council

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