

ROSSENDALE BOROUGH COUNCIL FORWARD PLAN FOR THE FOUR MONTH PERIOD 1st January 2011 TO 30th April 2011

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

The current members of the Cabinet are:

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

- 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 Democratic 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	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
Neighbourhood Plans and Neighbourhood Forum Update: One Year On	Council	Communities and Neighbourhoods	December 2010	Neighbourhood Forum Members and local residents	Neighbourhood Forum Meetings, consultation events, Cabinet, website	Report and four neighbourhood plans	Alison Wilkins, Area Manager, 01706 252593, alisonwilkins@rossendalebc.gov.uk
Home Boarding of Dogs Model Conditions	Full Council	Regeneration	December 2010	Members, Public, Stakeholders, Internal Departments, O&S Policy Committee, Cabinet	Team and Member Brief, Public Consultation Exercise	Report	Rebecca Lawlor Health and Housing Manager Tel: 01706 252402, Email: rebeccalawlor@rossendalebc.gov.uk
Governance Model Consultation	Council	Finance and Resources	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: carolynsharples@rossendalebc.gov.uk
Communications Strategy	Council	Finance and Resources	December 2010	Residents Council Managers Elected Members, Policy Scrutiny	Consultation, Meetings, Report	Relevant consultation and research reports e.g. Place Survey	Nick Molyneux, Communications Manager, Tel: 01706 238604, Email: nickmolyneux@rossendalebc.gov.uk

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Green Travel Plan	Council	Finance and Resources / Environmental Services	December 2010	Management Team, Corporate Policy Steering Group, Staff Matters Group Portfolio Holders, Policy O&S, JCC	Meeting and feedback from Plan and Policy Statement documents	Report with Green Travel Plan Document	Liz Sandiford, Head of People and Policy, Tel: 01706 252452, lizsandiford@rossendalebc.gov.uk
Statement of Licensing Policy	Council	Environmental Services	December 2010	All relevant trade members, businesses, etc.	Website, letters, meetings, discussions	Report, Policy Documents and Feedback from Consultation	Tracy Brzozowski, Licensing & Planning Enforcement Manager, Tel: 01706 238602, Email: tracybrzozowski@rossendalebc.gov.uk
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: stephenstray@rossendalebc.gov.uk
Medium Term Financial Strategy Update	Cabinet	Finance and Resources	January 2011	Consultees Members	Meetings, Report	Report	Phil Seddon, Head of Finance Tel: 01706252465 Email: philseddon@rossendalebc.gov.uk

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Medium Term Financial Strategy and Treasury Management Strategy & Practices	Cabinet Council	Finance and Resources	February 2011 February 2011	Public & local businesses Treasury Management Advisors	Neighbourhood Forums Local Businesses, Meetings, Report	Report	Phil Seddon, Head of Finance Tel: 01706252465 Email: philseddon@rosseendalebc.gov.uk
Capital Programme	Cabinet Council	Finance and Resources	February 2011 February 2011	Public & local businesses	Neighbourhood Forums Local Businesses	Report	Phil Seddon, Head of Finance Tel: 01706252465 Email: philseddon@rosseendalebc.gov.uk
Revenue Budget and Council Tax Setting	Cabinet Council	Finance and Resources	February 2011 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: philseddon@rosseendalebc.gov.uk
Private Water Supplies Regulations 2009 Policy and Fees	Cabinet	Environmental Services	February 2011	Consultees Members Policy Scrutiny	Meetings, report	Report	Rebecca Lawlor Health and Housing Manager Tel: 01706 252402, Email: rebeccalawlor@rosendalebc.gov.uk
Response to Overview and Scrutiny Recommendations	Cabinet	All/Any of the Portfolio Holders	February 2011	Overview and Scrutiny	Meetings and report	Report	Pat Couch, Scrutiny Support Officer, Tel: 01706 252426, patriciacouch@rosendalebc.gov.uk

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Policy for the Licensing of Hackney Carriage Vehicles and Drivers and Private Hire Operators, Vehicles and Drivers	Council	Environmental Services	February 2011	Taxi trade, Public, Legal Services, Audit Commission, Chambers of Commerce, Rossendale Transport, East Lancashire Railway, LCC Highways & Environment Directorate, Police	Website, letters, meeting and discussions	Report and Policy Documents including Feedback from Consultation	Tracy Brzozowski, Licensing & Planning Enforcement Manager, Tel: 01706 238602, Email: tracybrzozowski@rossendalebc.gov.uk
Enforcement Policy: Hackney Carriage and Private Hire Drivers	Council	Environmental Services	February 2011	Taxi trade, Public, Legal Services, Audit Commission, Chambers of Commerce, Rossendale Transport, East Lancashire Railway, LCC Highways & Environment Directorate, Police	Website, letters, meeting and discussions	Report and Policy Documents including Feedback from Consultation	Tracy Brzozowski, Licensing & Planning Enforcement Manager, Tel: 01706 238602, Email: tracybrzozowski@rossendalebc.gov.uk
Street Trading Policy	Council	Environmental Services	February 2011	Taxi trade, Public, Legal Services, Audit Commission, Chambers of Commerce, Rossendale Transport, East Lancashire Railway, LCC Highways &	Website, letters, meeting and discussions	Report and Policy Documents including Feedback from Consultation	Tracy Brzozowski, Licensing & Planning Enforcement Manager, Tel: 01706 238602, Email: tracybrzozowski@rossendalebc.gov.uk

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				Environment Directorate, Police			
Conservation Area Appraisal and Boundary Review: Whitworth Square / Rawtenstall/ Goodshawfold/ Loveclough Fold/ Bacup	Cabinet Full Council	Regeneration	February 2011	Members, Public, Stakeholders, Internal Departments	Public exhibition and drop-in, letters, website, libraries.	Report and Appraisal Document	Stephen Stray Planning Services Manager Tel: 01706252420 Email: stephenstray@rossendalebc.gov.uk
Business Plans 2011/12	Cabinet Council	Finance & Resources	February 2011 March 2011	Management Team, Corporate Policy Steering Group, Managers, Portfolio Holders	Discussions and input to Business Plan Development	Report and 3 x Directorate Business Plans	Liz Sandiford, Head of People and Policy, Tel: 01706 252452, Email: lizsandiford@rossendalebc.gov.uk
Rosendale Forum – Changes and Transition for the Local Partnership	Cabinet Council	Leader/Finance & Resources	February 2011 March 2011	LSP Executive & Theme Groups, Management Team	Feedback from presentation, discussion and briefing paper	Cover report, transition and changes paper.	Michael Riley, Communities Manager, Tel: 01706 252412, Email: michaelriley@rossendalebc.gov.uk
Tourism Strategy	Cabinet	Regeneration	March 2011	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: michellegray@rossendalebc.gov.uk
Private Sector	Policy Scrutiny	Regeneration	March	Service Users	Meetings	Private Sector	Rebecca Lawlor

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Housing Strategy (including Decent Homes Assistance Loans and Housing Enforcement Policy)	Cabinet		2011	Private Landlords Forum, Finance, Peer Agencies Internal Departments Members and Portfolio Holders External Public Bodies e.g. CLG	Focus Group Sessions Telephone and face-to-face interviews Documents Peer Reviews of other authorities	Housing Strategy and report	Health and Housing Manager Tel: 01706 252402, Email: rebeccalawlor@ros.sendalebc.gov.uk
Food Standards Enforcement Policy	Policy O&S Cabinet	Environmental Services	March 2011 April 2011	Consultees, food providers, Members, Policy Scrutiny	Meetings, consultation and report	Report and Policy	Rebecca Lawlor, Health and Housing Manager, Tel: 01706 252402, Email: rebeccalawlor@ros.sendalebc.gov.uk
Cemetery Strategy	Cabinet	Environmental Services	March 2011	Executive Management Team, Policy Overview and Scrutiny, Fieldfare Trust, Internal staff	Meetings and discussions, staff training.	Cemetery Rules and regulations. Memorials on Graves Policy. Memorials Not on graves policy.	Tamzin Percival Assistant Operations manager. 01706 252518 tamzinpercival@ros.sendalebc.gov.uk
Memorials on Graves Policy	Policy O&S Cabinet	Environment	March 2011	Executive Management Team, Policy Overview and Scrutiny, Fieldfare Trust, Internal staff.	Meetings and discussions, staff training.	Cemetery Strategy	Tamzin Percival Assistant Operations manager. 01706 252518 tamzinpercival@ros.sendalebc.gov.uk
Memorials Safety Testing Policy	Policy O&S Cabinet	Environment	March 2011	Executive Management Team, Policy Overview and Scrutiny, Fieldfare Trust, Internal staff.	Meetings and discussions, staff training.	Cemetery Strategy	Tamzin Percival Assistant Operations manager. 01706 252518 tamzinpercival@ros.sendalebc.gov.uk

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Community Grant Funding Procedure and Terms of Reference	Cabinet	Communities and Neighbourhoods	March 2011	Grants Advisory Panel, Policy Scrutiny	Meeting	Report, Terms of Reference and Procedures	Mike Riley Communities Manager 01706 252412 michaelriley@rossendalebc.gov.uk
Illegal Eviction and Harassment Policy	Policy O&S Cabinet	Regeneration	March 2011	Internal departments, Members, external public bodies such as Shelter, Policy O&S	Meetings, consultation returns, documents, peer review of other Local Authorities.	Report and Policy	Rebecca Lawlor, Health and Housing Manager, Tel: 01706 252402, Email: rebeccalawlor@rossendalebc.gov.uk
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: stUARTSUGARMAN@ROSSENDALE.BC.GOV.UK
Community Grant Funding 2011/12	Cabinet	Communities	June 2011	Grants Advisory Panel	Meetings	Report	Mike Riley Communities Manager 01706 252412 michaelriley@rossendalebc.gov.uk
Performance Management Review	Cabinet	Finance and Resources	June 2011	Management Team, Corporate Policy Steering Group, All Managers, O&S Performance, Portfolio Holders	Responses to Consultation Document	Report and Consultation, Position and Options Paper.	Liz Sandiford, Head of People and Policy, Tel: 01706 252452, lizsandiford@rossendalebc.gov.uk

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Councillor Tony Swain
Leader of the Council

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