

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

Cabinet Membership will be confirmed after Annual Council on 19th May 2011.

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

- Operations
- Communities
- Customer Services and ICT
- Executive Office

Business Directorate managed by Director of Business – Stuart Sugarman

- Regeneration (includes strategic housing)
- Legal
- Committee and Member Services
- Elections
- Planning
- Land Charges
- Building Control
- Environmental Health including Public Protection

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

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- 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
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
Recommendation from Bacup Neighbourhood Forum on the allocation of funding from the sale of Bacup Leisure Hall: 'Big Ideas for Bacup'	Cabinet	Communities & Neighbourhoods	June 2011	Bacup Neighbourhood Forum and Residents of Bacup	Bacup Neighbourhood Forum has consulted with residents through meetings and requests for Big Ideas	Report	Alison Wilkins Area Manager Communities Team 01706 252593 alisonwilkins@rossendalebc.gov.uk
Use of CPO Powers	Cabinet	Regeneration	June 2011	Cabinet, EMT	Documents, emails	Report	Stuart Sugarman, Director of Business, Tel: 01706 252447 Email: stUARTSUGARMAN@rossendale.bc.gov.uk
Interim Policy Statement: Hot Food Takeaways - updated	Cabinet	Regeneration	June 2011	Cabinet, EMT	Meetings and report	Report	Stephen Stray Planning Services Manager Tel: 01706252420 Email: stephenstray@rossendalebc.gov.uk

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Conservation Area Appraisal and Boundary Review: Whitworth Square / Rawtenstall/ Goodshawfold/ Loveclough Fold	Cabinet Full Council	Regeneration	June 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
Conservation Area Appraisal and Boundary Review: Bacup	Cabinet Full Council	Regeneration	June 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
Allocation of Rossendale Borough Council Grants 2011/12	Cabinet	Communities	June 2011	Grants Advisory Panel	Meetings	Report	Mike Riley Communities Manager 01706 252412 michaelriley@rossendalebc.gov.uk
Purchase/Lease/Rental of Council Land	Cabinet	Finance and Resources	June 2011	Chief Officers Ward Councillors	Emails	Report	Phil Seddon, Head of Finance, 01706 252465, philseddon@rossendalebc.gov.uk
Street Trading Policy	Council	Environmental Services	July 2011	Taxi trade, Public, Legal Services, Audit Commission, Chambers of Commerce, Rossendale	Website, letters, meeting and discussions	Report and Policy Documents including Feedback from Consultation	Tracy Brzozowski, Licensing & Planning Enforcement Manager, Tel: 01706 238602, Email:

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				Transport, East Lancashire Railway, LCC Highways & Environment Directorate, Police, Licensing Committee			tracybrzozowski@rossendalebc.gov.uk
Private Sector Housing Strategy (including Decent Homes Assistance Loans)	Policy Scrutiny Council	Regeneration	August 2011 September 2011	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: rebeccalawlor@rossendalebc.gov.uk
Food Standards Enforcement Policy	Policy Scrutiny Council	Environmental Services	August 2011 September 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@rossendalebc.gov.uk
Polling District Review	Council	Finance & Resources	September 2011	Elected Members Officers	Meetings, consultations, report	Report	Joanne Smith, Elections Manager, Tel: 01706 252445, joannesmith@rossendalebc.gov.uk

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