

ROSSENDALE BOROUGH COUNCIL FORWARD PLAN FOR THE FOUR MONTH PERIOD 1ST JULY 2012 TO 31ST OCTOBER 2012

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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Date last amended	14/06/2012	Due for review	July 2012

Cabinet Membership (subject to formal approval at Annual Council on 25th May 2012)

Councillor Alyson Barnes	Leader and Portfolio Holder for Communities and Partnerships
Councillor Sean Serridge	Deputy Leader and Portfolio Holder for Customers, Legal and Licensing
Councillor Andrew MacNae	Portfolio Holder for Regeneration, Tourism and Leisure
Councillor Patrick Marriott	Portfolio Holder for Finance and Resources
Councillor Helen Jackson	Portfolio Holder for Housing and Environmental Health
Councillor Christine Lamb	Portfolio Holder for Operational Services and Planning

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

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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/forwardplan

- 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
High Street Innovation Fund – to approve options for delivery of this initiative	Cabinet	Regeneration, Tourism & Leisure	June 2012	Management Team, Cabinet	Meeting	Report	Steve Jackson, Head of Health, Housing and Regeneration, stephenjackson@rossendalebc.gov.uk 01706 252404
Bacup Townscape Heritage Initiative – to update members on the outcome of the bid and agree a governance structure for the project	Cabinet	Regeneration, Tourism & Leisure	June 2012	Management Team, Cabinet	Meeting	Report	Steve Jackson, Head of Health, Housing and Regeneration, stephenjackson@rossendalebc.gov.uk 01706 252404
Mytholme House – to approve the commencement of a project to redevelop the Mytholme House site	Cabinet	Housing and Environmental Health	June 2012	Management Team, Cabinet	Meeting	Report	Steve Jackson, Head of Health, Housing and Regeneration, stephenjackson@rossendalebc.gov.uk 01706 252404
Abolition of Council Tax Benefit and replacement with a Local scheme	Cabinet Policy O&S Cabinet Council	Customers, Legal and Licensing/ Finance and Resources	June 2012 September 2012 September 2012 October 2012	Members, existing customers, wider public, representative bodies, LCC, other agencies	Council meetings, website, direct letters and email.	Report	Fiona Meechan, Director of Customers and Communities, Tel: 01706 252429, fionameechan@rossendalebc.gov.uk & Phil Seddon, Head of Finance, Tel: 01706 252465.

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Update Reports on the Scout Moor Windfarm Extension Final report	Council	Operational Services and Planning	July 2012 September 2012 December 2012	Members of the public and Full Council	Meetings, the web, update reports and consultation events	Report	Adrian Smith, Principal Planning Officer – Forward Planning, adriansmith@rosseendalebc.gov.uk 01706 252419
Annual Monitoring Report (Local Development) 2011-12	Council	Operational Services and Planning	July 2012	Members of the public and Full Council	Meetings, the web	Report	Anne Stora, Principal Planner (Forward Planning) annestorah@rosseendalebc.gov.uk 01706 252418
People and Policy Report: Redundancy and Redeployment Policy, Council Pay Policy, Retirement Policy, Volunteering Policy, Organisational Development Plan, Equality Objectives	Council	Finance and Resources	July 2012	Cabinet Members, Trade Union, Staff Forum, Management	Meetings	Report	Liz Sandiford, Head of People and Policy, lizsandiford@rosseendalebc.gov.uk 01706 252452
Petitions Scheme Review	Policy Scrutiny Cabinet	Customers, Licensing and Legal	July 2012 September 2012	Management Team, Policy Overview and Scrutiny	Meetings.	Report	Carolyn Sharples, Committee and Member Services Manager, carolynsharples@rossendalebc.gov.uk 01706 252422

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Community Engagement Strategy	Policy Scrutiny Council	Communities and Partnerships	July 2012 September 2012	Portfolio Holders, Neighbourhood Forum Members, Internal Council Teams.	Exercises around levels of engagement and feedback on depth required for size of issues.	Documents and Report	Fiona Meechan, Director of Customers and Communities, Tel: 01706 252429, fionameechan@rosendalebc.gov.uk
Lives and Landscapes – Proposed Changes to the Green Belt and Urban Boundary	Council	Operational Services and Planning	September 2012	LDF Steering Group, Forums, members of the public, developers, agents, land owners, businesses	Neighbourhood Forums, LDF Forums, meetings, roadshows, libraries, website	Report and Map	Anne Storah, Principal Planner (Forward Planning) Tel: 01706 252418 annestorah@rosendalebc.gov.uk
Business Rates Retention (Central Government Changes to the distribution of Business Rates)	Cabinet	Finance and Resources	September 2012	Public, LCC, DCLG, Other Local Authorities	Meetings, letter.	Report	Phil Seddon, Head of Finance Tel: 01706252465 Email: philseddon@rosendalebc.gov.uk
Commercial Enforcement Policy	Policy Scrutiny Council	Housing and Environmental Health	September 2012 September 2012	Consultees, food providers, Members, Policy Scrutiny	Meetings, consultation and report	Report and Policy	Rebecca Lawlor, Health and Housing Manager, Tel: 01706 252402, Email: rebeccalawlor@rosendalebc.gov.uk
Parks Home Enforcement and Licensing Policy	Policy O&S Cabinet	Regeneration, Tourism and Leisure	September 2012 September 2012	Consultees, Park Home providers, Members, Policy Scrutiny	Meetings,	Report	Bill Mercer Regeneration Projects Officer, Tel: 01706 252421 billmercer@rosendalebc.gov.uk

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Declaration of Air Quality Management Areas	Cabinet	Regeneration, Tourism and Leisure	September 2012	Portfolio Holders, Neighbourhood Forum Members, Internal Council Teams, wider public, representative bodies, LCC, other agencies	Meetings	Report	Steve Jackson, Head of Health, Housing and Regeneration, stephenjackson@rossendalebc.gov.uk 01706 252404
Member Allowances Review	Cabinet Council	Finance and Resources	February 2013 February 2013	Neighbouring authorities, elected members, officers	Reports, meetings, questionnaires and interviews	Report	Carolyn Sharples, Committee and Member Services Manager, carolynsharples@rossendalebc.gov.uk (01706) 252422
Revenue Budget and Council Tax Setting and Medium Term Financial Strategy	Cabinet Council	Finance and Resources	February 2013 February 2013	Public & local businesses, Treasury Management Advisors	Neighbourhood Forums Local Businesses, Meetings, Report	Report	Phil Seddon, Head of Finance Tel: 01706252465 Email: philseddon@rossendalebc.gov.uk
Treasury Management Strategy and Treasury Management Practices (Updates for 2013/14)	Cabinet Council	Finance and Resources	February 2013 February 2013	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@rossendalebc.gov.uk
Capital Programme	Cabinet Council	Finance and Resources	February 2013 February 2013	Public & local businesses	Neighbourhood Forums Local Businesses	Report	Phil Seddon, Head of Finance Tel: 01706 252465 Email: philseddon@rossendalebc.gov.uk

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