

## ROSSENDALE BOROUGH COUNCIL FORWARD PLAN FOR THE FOUR MONTH PERIOD 1<sup>ST</sup> OCTOBER 2012 TO 31<sup>ST</sup> January 2013

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.

Publication Date: 14<sup>th</sup> September 2012

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## **Cabinet Membership**

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](http://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](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
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, <a href="mailto:fionameechan@rossendalebc.gov.uk">fionameechan@rossendalebc.gov.uk</a>
Update Reports on the Scout Moor Windfarm Extension  Final report	Council	Operational Services and Planning	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, <a href="mailto:adriansmith@rossendalebc.gov.uk">adriansmith@rossendalebc.gov.uk</a> 01706 252419
Petitions Scheme Review	Policy Scrutiny  Cabinet	Customers, Licensing and Legal	September 2012 October 2012	Management Team, Policy Overview and Scrutiny	Meetings.	Report	Carolyn Sharples, Committee and Member Services Manager, <a href="mailto:carolynsharples@rossendalebc.gov.uk">carolynsharples@rossendalebc.gov.uk</a> 01706 252422
Preferred Regeneration Development Partner	Council	Regeneration, Tourism and Leisure	September 2012	Portfolio Holders, OJEU process	OJEU process, meetings, report.	Report and documents	Steve Jackson, Head of Health, Housing and Regeneration, <a href="mailto:stephenjackson@rossendalebc.gov.uk">stephenjackson@rossendalebc.gov.uk</a> 01706 252404
Council Land – Landgate, Whitworth	Council	Finance and Resources	September 2012	TBC	TBC	TBC	Phil Seddon, Head of Finance Tel: 01706252465 Email: <a href="mailto:philseddon@rossendalebc.gov.uk">philseddon@rossendalebc.gov.uk</a>

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Lives and Landscapes – Proposed Changes to the Green Belt and Urban Boundary	Council	Operational Services and Development Control	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 <a href="mailto:annestorah@rossendalebc.gov.uk">annestorah@rossendalebc.gov.uk</a>
Abolition of Council Tax Benefit and replacement with a Local scheme	Policy O&S Cabinet Council	Customers, Legal and Licensing/ Finance and Resources	November 2012 November 2012 December 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, <a href="mailto:fionameechan@rossendalebc.gov.uk">fionameechan@rossendalebc.gov.uk</a> & Phil Seddon, Head of Finance, Tel: 01706 252465.
Declaration of Air Quality Management Areas	Cabinet	Regeneration, Tourism and Leisure	November 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, <a href="mailto:stephenjackson@rossendalebc.gov.uk">stephenjackson@rossendalebc.gov.uk</a> 01706 252404
Mayoral Review – Changes to Democratic Process	Civic Matters Working Group Council	Customers, Legal and Licensing	November 2012 December 2012	Citizens panel, elected members, civic matters working group	Meetings, report, questionnaire.	Report	Stuart Sugarman, Director of Business, <a href="mailto:stUARTSUGARMAN@rossendalebc.gov.uk">stUARTSUGARMAN@rossendalebc.gov.uk</a> 01706 252447

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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, <a href="mailto:carolynsharples@ossendalebc.gov.uk">carolynsharples@ossendalebc.gov.uk</a> (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: <a href="mailto:philseddon@rosseendalebc.gov.uk">philseddon@rosseendalebc.gov.uk</a>
Medium Term Financial Strategy	Cabinet Council	Finance and Resources	February 2013 February 2013	Public consultation, organisations, equality groups, portfolio holders, senior management team, staff, unions and all consultees as listed in the individual reports	Reports, meetings, questionnaires	Reports	Phil Seddon, Head of Finance Tel: 01706252465 Email: <a href="mailto:philseddon@rosseendalebc.gov.uk">philseddon@rosseendalebc.gov.uk</a>
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: <a href="mailto:philseddon@rosseendalebc.gov.uk">philseddon@rosseendalebc.gov.uk</a>

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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: <a href="mailto:philseddon@rossendalebc.gov.uk">philseddon@rossendalebc.gov.uk</a>
Planning Enforcement Policy	Policy O&S  DC Committee  Cabinet	Operational Services and Development Control	February 2013  February 2013  March 2013	Management Team, internal council teams, wider public, representative bodies, LCC, other agencies	Council website, meetings press notice	Report	James Dalglish, Enforcement Officer – Planning Lead, Licensing and Enforcement, 01706 238643, <a href="mailto:jamesdalglish@rossendalebc.gov.uk">jamesdalglish@rossendalebc.gov.uk</a>
Commercial Enforcement Policy	Policy Scrutiny  Council	Housing and Environmental Health	March 2012	Consultees, food providers, Members, Policy Scrutiny	Meetings, consultation and report	Report and Policy	Rebecca Lawlor, Health and Housing Manager, Tel: 01706 252402, Email: <a href="mailto:rebeccalawlor@rossendalebc.gov.uk">rebeccalawlor@rossendalebc.gov.uk</a>
Pay Policy Statement	Council	Finance and Resources	March 2013	Management Team	Meetings	Report	Liz Sandiford, Head of People and Policy, 01706 252452, <a href="mailto:lizsandiford@rossendalebc.gov.uk">lizsandiford@rossendalebc.gov.uk</a>
Rosendale Retirement Village	Cabinet	Regeneration, Tourism and Leisure	March 2013	Policy Scrutiny Portfolio Holders, internal council teams, wider public.	Emails, meetings.	Report	Steve Jackson, Head of Health, Housing and Regeneration, <a href="mailto:stephenjackson@rossendalebc.gov.uk">stephenjackson@rossendalebc.gov.uk</a> 01706 252404

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