

ROSSENDALE BOROUGH COUNCIL FORWARD PLAN FOR THE FOUR MONTH PERIOD 1ST DECEMBER 2012 TO 31ST MARCH 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. All items will be for publication, unless otherwise stated.

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

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
Localisation of Council Tax Support	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, fiomameechan@rossendalebc.gov.uk & Phil Seddon, Head of Finance, Tel: 01706 252465.
Declaration of Air Quality Management Areas	Cabinet	Housing and Environmental Health	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, stephenjackson@rossendalebc.gov.uk 01706 252404
Changes to Democratic Process - Mayoral Review	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, stuartsugarman@rossendalebc.gov.uk 01706 252447
Adoption of 2008 Model Standards for Park Homes	Cabinet	Housing and Environmental Health	November 2012	Management Team, Lancashire Fire and Rescue, Site Operators, Residents	Meetings, consultation	Report	Rebecca Lawlor, Health and Housing Manager, Tel: 01706 252402, Email: rebeccalawlor@rossendalebc.gov.uk

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Waste Management Cost Sharing Agreement	Cabinet	Operational Services and Development Control	November 2012	Executive Management Team, Elected Members	Meetings, report	Report	Fiona Meechan, Director of Customers and Communities, Tel: 01706 252429, fiomameechan@rosendalebc.gov.uk
Relocation of One Stop Shop (Accommodation Options)	Policy O&S Cabinet Council	Finance and Resources	October 2012 November 2012 December 2012	Public, partners, community representatives, Stakeholders	Letters, notices, website	Reports	Fiona Meechan, Director of Customers and Communities, Tel: 01706 252429, fiomameechan@rosendalebc.gov.uk & Phil Seddon, Head of Finance, Tel: 01706 252465.
Gambling Act 2005 – Statement of Principles 2013 to 2016	Policy O&S Council	Customers, Legal and Licensing	November 2012 December 2012	Relevant trade, elected members, executive management team	Meetings, consultation	Report and Policy	Brian Taylor, Licensing and Enforcement Officer, briantaylor@rossendalebc.gov.uk 01706 238644
Scout Moor Windfarm Extension	Council	Operational Services and Planning	December 2012 March 2013 July 2013	Members of the public and Full Council	Meetings, the web, update reports and consultation events	Report	Adrian Smith, Principal Planning Officer – Forward Planning, adriansmith@rosendalebc.gov.uk 01706 252419
One Stop Shop	Council	Finance and Resources	December 2012	Public, partners, community representatives, Stakeholders	Letters, notices, website	Reports	Fiona Meechan, Director of Customers and Communities, Tel: 01706 252429, fiomameechan@rosendalebc.gov.uk &

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							Phil Seddon, Head of Finance, Tel: 01706 252465.
Corporate Priorities	Council	Finance and Resources	December 2012	Management Team, Councillors	Meetings, online consultation, questionnaire	Report	Liz Sandiford, Head of People and Policy, 01706 252452, lizsandiford@rosseendalebc.gov.uk
Planning Charges Policy	Cabinet	Operational Services and Development Control	February 2013	Service users, elected members	Emails	Report	Stephen Stray, Planning Manager, 01706 252420, stephenstray@rossendalebc.gov.uk
Sexual Entertainment Venue Policy	Policy O&S Licensing Council	Customers, Legal and Licensing	February 2013 March 2013 March 2013	Public, Police, Fire Brigade, PCT, relevant trade associations, Members, Management Team	Consultation, meetings	Report and Policy	Danny Dobson, Public Protection Officer, 01706 238649, dannydobson@rossendalebc.gov.uk
Corporate Plan	Council	Finance and Resources	February 2013	Management Team, Councillors, public, public sector partners	Meetings, consultation	Report and documents	Liz Sandiford, Head of People and Policy, 01706 252452, lizsandiford@rosseendalebc.gov.uk
Independent Remuneration Panel Report – Review of Member Allowances Scheme	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

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							(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@rosse-ndalebc.gov.uk
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: philseddon@rosse-ndalebc.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@rosse-ndalebc.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@rosse-ndalebc.gov.uk

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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, jamesdalglish@rossendalebc.gov.uk
Commercial Enforcement Policy	Policy O&S Council	Housing and Environmental Health	February 2013 March 2013	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
Rossendale Tenancy Strategy	Policy O&S Cabinet Council	Housing and Environmental Health	February 2013 February 2013 March 2013	Portfolio Holders, internal council teams, wider public. Housing Associations operating within Rossendale. Other interested groups	Meetings, consultation and report	Report and Policy	Steve Jackson, Head of Health, Housing and Regeneration, stephenjackson@rossendalebc.gov.uk 01706 252404
Pay Policy Statement	Council	Finance and Resources	March 2013	Management Team	Meetings	Report	Liz Sandiford, Head of People and Policy, 01706 252452, lizsandiford@rossendalebc.gov.uk
Rossendale Retirement Village	Policy O&S Cabinet	Housing and Environmental Health	January 2013 March 2013	Portfolio Holders, internal council teams, wider public.	Emails, meetings.	Report	Steve Jackson, Head of Health, Housing and Regeneration, stephenjackson@rossendalebc.gov.uk 01706 252404

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Lease/sale/transfer of land adjoining Mytholme House, Waterfoot	Cabinet Council	Housing and Environmental Health	March 2013 March 2013	Executive Management Team, Cabinet Members, Elected Members, Community Representatives, Members of the Public	Meetings, consultation	Report	Rebecca Lawlor, Health and Housing Manager, Tel: 01706 252402, Email: rebeccalawlor@ros.sendalebc.gov.uk

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