

## ROSSENDALE BOROUGH COUNCIL FORWARD PLAN FOR THE FOUR MONTH PERIOD 1<sup>ST</sup> JANUARY TO 30<sup>TH</sup> APRIL 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](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
Changes to Democratic Process - Mayoral Review	Civic Matters Working Group Council	Customers, Legal and Licensing	November 2012 February 2013	Civic Matters Working Group, Citizens panel, elected members, civic matters working group	Meetings, report, questionnaire.	Report	Stuart Sugarman, Director of Business, <a href="mailto:stuart.sugarman@rossendalebc.gov.uk">stuart.sugarman@rossendalebc.gov.uk</a> 01706 252447
Commissioning	Policy O&S Cabinet Council	Leader of the Council	January 2013 February 2013 February 2013	Public, partners, community representatives, Stakeholders	Meetings, the web, update reports and consultation events	Report	Fiona Meechan, Director of Customers and Communities, Tel: 01706 252429, <a href="mailto:fionameechan@rossendalebc.gov.uk">fionameechan@rossendalebc.gov.uk</a> & Mike Riley Communities Manager Tel:01706 252412 <a href="mailto:michaelriley@rossendalebc.gov.uk">michaelriley@rossendalebc.gov.uk</a>
Planning Charges Policy	Policy O&S Cabinet	Operational Services and Development Control	Jan 2013 February 2013	Service users, elected members	Emails	Report	Stephen Stray, Planning Manager, 01706 252420, <a href="mailto:stephenstray@rossendalebc.gov.uk">stephenstray@rossendalebc.gov.uk</a>
Corporate Priorities	O & S Management Council	Finance and Resources	February 2013	Management Team, Councillors	Meetings, online consultation, questionnaire	Report	Liz Sandiford, Head of People and Policy, 01706 252452, <a href="mailto:lizsandiford@rossendalebc.gov.uk">lizsandiford@rossendalebc.gov.uk</a>

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Recommendation from Bacup Neighbourhood Forum on the Allocation of funding from the sale of Bacup Leisure Hall	Cabinet	Leader of the Council	February 2013	Bacup Neighbourhood Form	Meeting	Report	Alison Wilkins, Locality Manager, 01706 252593 <a href="mailto:alisonwilkins@rossendalebc.gov.uk">alisonwilkins@rossendalebc.gov.uk</a>
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, <a href="mailto:dannydobson@rossendalebc.gov.uk">dannydobson@rossendalebc.gov.uk</a>
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, <a href="mailto:lizsandiford@rossendalebc.gov.uk">lizsandiford@rossendalebc.gov.uk</a>
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, <a href="mailto:carolynsharples@rossendalebc.gov.uk">carolynsharples@rossendalebc.gov.uk</a> (01706) 252422
2013/14 Revenue Budget and Council Tax Setting and Medium Term Financial Strategy	O & S Management 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@rossendalebc.gov.uk">philseddon@rossendalebc.gov.uk</a>

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Treasury Management Strategy and Treasury Management Practices (Updates for 2013/14)	O & S Management 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@rossendalebc.gov.uk">philseddon@rossendalebc.gov.uk</a>
2013/14 Capital Budget and Resources	O & S Management 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 Dalgleish, Enforcement Officer – Planning Lead, Licensing and Enforcement, 01706 238643, <a href="mailto:jamesdalgliesh@rossendalebc.gov.uk">jamesdalgliesh@rossendalebc.gov.uk</a>
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: <a href="mailto:rebeccalawlor@rossendalebc.gov.uk">rebeccalawlor@rossendalebc.gov.uk</a>
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, <a href="mailto:stephenjackson@rossendalebc.gov.uk">stephenjackson@rossendalebc.gov.uk</a> 01706 252404

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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@rosseendalebc.gov.uk">lizsandiford@rosseendalebc.gov.uk</a>
Rosendale Retirement Village	Cabinet	Housing and Environmental Health	March 2013	Portfolio Holders, internal council teams, wider public.	Emails, meetings.	Report	Steve Jackson, Head of Health, Housing and Regeneration, <a href="mailto:stephenjackson@rosseendalebc.gov.uk">stephenjackson@rosseendalebc.gov.uk</a> 01706 252404
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: <a href="mailto:rebeccalawlor@rosseendalebc.gov.uk">rebeccalawlor@rosseendalebc.gov.uk</a>
Scout Moor Windfarm Extension	Council	Operational Services and Planning	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, <a href="mailto:adriansmith@rosseendalebc.gov.uk">adriansmith@rosseendalebc.gov.uk</a> 01706 252419

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