

## ROSSENDALE BOROUGH COUNCIL FORWARD PLAN

The Forward Plan sets out the details of the key decisions which the Cabinet or Officers expect to take. The Plan is updated 28 days prior to each Cabinet meeting and is available on the web site. All items will be for publication, unless otherwise stated.

Publication dates for 2013/2014 Municipal Year are as follows:

- 30th April 2013
- 7th August 2013
- 12th September 2013
- 17th October 2013
- 2nd January 2014
- 23rd January 2014

### 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 Development Control

## **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, or obtain copies of the documents listed (subject to disclosure restrictions), 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
- 28 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 Offices or accessed from the Council's website [http://www.rossendale.gov.uk/downloads/100004/council\\_and\\_democracy](http://www.rossendale.gov.uk/downloads/100004/council_and_democracy)

- 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 Committee and Member 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	Documents to be considered by the decision taker	Representations may be made to the following officer
Scout Moor Windfarm Extension	Council	Operational Services and Planning	July 2013 September 2013 December 2013	Report	Adrian Smith, Principal Planner – Forward Planning, 01706 252419, <a href="mailto:adriansmith@rossendalebc.gov.uk">adriansmith@rossendalebc.gov.uk</a>
Sale of Land, Bacup (Confidential Item)	Cabinet	Finance and Resources	October 2013	Report	Michael Forster, Property Services Manager, 01706 252442, <a href="mailto:michaelforster@rossendalebc.gov.uk">michaelforster@rossendalebc.gov.uk</a>
Grants Review (Rossendale Forum and Neighbourhood Forum Grants)	Cabinet	Leader of the Council and Communities and Partnerships	October 2013	Report	Fiona Meechan, Director of Customers and Communities, 01706 252440, <a href="mailto:fiomameechan@rossendalebc.gov.uk">fiomameechan@rossendalebc.gov.uk</a>
Community Right to Bid	Corporate O&S Cabinet	Regeneration, Tourism and Leisure/Finance and Resource	September 2013 October 2013	Report & Policy	Stuart Sugarman, Director of Business, 01706 252447, <a href="mailto:stUARTSUGARMAN@rossendalebc.gov.uk">stUARTSUGARMAN@rossendalebc.gov.uk</a> Emma Hussain Principal Policy Officer 01706 25 2451 <a href="mailto:emmahussain@rossendalebc.gov.uk">emmahussain@rossendalebc.gov.uk</a>
Grants 2014/15	Cabinet	Leader of the Council and Communities and Partnerships	November 2013	Report	Fiona Meechan, Director of Customers and Communities, 01706 252440, <a href="mailto:fiomameechan@rossendalebc.gov.uk">fiomameechan@rossendalebc.gov.uk</a>

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Revised Statement of Licensing Policy – 7 <sup>th</sup> January 2014 to 6 <sup>th</sup> January 2019	Licensing Corporate O&S Council	Customers, Legal and Licensing	November 2013 November 2013 December 2013	Report and Policy	Tracy Brzozowski, Licensing and Enforcement Manager, 01706 238602, <a href="mailto:tracybrzozowski@rossendale.bc.gov.uk">tracybrzozowski@rossendale.bc.gov.uk</a>
Revised Policy Statement on Guidelines to Convictions including Statement of Policy about relevant Convictions	Licensing Corporate O&S Council	Customers, Legal and Licensing	November 2013 November 2013 December 2013	Report and Policy	Tracy Brzozowski, Licensing and Enforcement Manager, 01706 238602, <a href="mailto:tracybrzozowski@rossendale.bc.gov.uk">tracybrzozowski@rossendale.bc.gov.uk</a>
Scrap Metal Dealer's Licensing	Council	Customers Legal and Licensing	December 2013	Report	Rebecca Lawlor, Health and Housing Manager, 01706 252402 <a href="mailto:rebeccalawlor@rossendalebc.gov.uk">rebeccalawlor@rossendalebc.gov.uk</a> Tracy Brzozowski, Licensing and Enforcement Manager, 01706 238602, <a href="mailto:tracybrzozowski@rossendale.bc.gov.uk">tracybrzozowski@rossendale.bc.gov.uk</a>
Polling District Review	Council	Customers, Legal and Licensing	December 2013	Report	Joanne Smith, Elections Manager, 01706 252445, <a href="mailto:joannesmith@rossendalebc.gov.uk">joannesmith@rossendalebc.gov.uk</a>
Constitution Review	Council	Customers, Legal and Licensing	December 2013	Report	Carolyn Sharples, Committee and Member Services Manager, 01706 252422, <a href="mailto:carolynsharples@rossendalebc.gov.uk">carolynsharples@rossendalebc.gov.uk</a>
2013/14 Revenue Budget and Council Tax Setting and the Medium Term Financial Strategy	Cabinet Council	Finance and Resources	February 2014 February 2014	Report	Phil Seddon, Head of Finance, 01706 252465, <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 2014/15)	Council	Finance and Resources	February 2014	Report	Phil Seddon, Head of Finance, 01706 252465, <a href="mailto:philseddon@rossendalebc.gov.uk">philseddon@rossendalebc.gov.uk</a>
Capital Resources 2013-2016 and Capital Programme 2014/15	Council	Finance and Resources	February 2014	Report	Phil Seddon, Head of Finance, 01706 252465, <a href="mailto:philseddon@rossendalebc.gov.uk">philseddon@rossendalebc.gov.uk</a>
Grants – Outcome of Review Process	Cabinet	Leader of the Council and Communities and Partnerships	February 2014	Report	Fiona Meechan, Director of Customers and Communities, 01706 252440, <a href="mailto:fiomameechan@rossendalebc.gov.uk">fiomameechan@rossendalebc.gov.uk</a>
Tree Policy	Cabinet	Operational Services and Development Control	February 2014	Report and Policy	Fiona Meechan, Director of Customers and Communities, 01706 252440, <a href="mailto:fiomameechan@rossendalebc.gov.uk">fiomameechan@rossendalebc.gov.uk</a>
Missed Bins Policy	Cabinet	Operational Services and Development Control	February 2014	Report and Policy	Fiona Meechan, Director of Customers and Communities, 01706 252440, <a href="mailto:fiomameechan@rossendalebc.gov.uk">fiomameechan@rossendalebc.gov.uk</a>
Anti-Social Behaviour Policy	Cabinet	Leader of the Council and Communities and Partnerships	February 2014	Report and Policy	Fiona Meechan, Director of Customers and Communities, 01706 252440, <a href="mailto:fiomameechan@rossendalebc.gov.uk">fiomameechan@rossendalebc.gov.uk</a>

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Environmental Enforcement Policy	Cabinet	Leader of the Council and Communities and Partnerships	February 2013	Report and Policy	Fiona Meechan, Director of Customers and Communities, 01706 252440, <a href="mailto:fionameechan@rossendalebc.gov.uk">fionameechan@rossendalebc.gov.uk</a>
Allotments	Cabinet	Leader of the Council and Communities and Partnerships	February 2013	Report	Fiona
Intended use Policy for the Licensing of Hackney Carriages	Corporate O&S Licensing Council	Customers, Legal and Licensing	February 2014 March 2014 March 2014	Report and Policy	Tracy Brzozowski, Licensing and Enforcement Manager, 01706 238602, <a href="mailto:tracybrzozowski@rossendale.bc.gov.uk">tracybrzozowski@rossendale.bc.gov.uk</a>
Neighbourhood Forums – changes from April 2014	Council	Leader of the Council/Communities and Partnerships	March 2014	Report and Policy	Fiona Meechan, Director of Customers and Communities, 01706 252440, <a href="mailto:fionameechan@rossendalebc.gov.uk">fionameechan@rossendalebc.gov.uk</a>

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