

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 2015/16 Municipal Year are as follows:

- 9th June 2015
- 18th August 2015
- 22nd September 2015
- 27th October 2015
- 12th January 2016
- 9th February 2016

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.

Responsible Section/Team	Committee and Member Services	Page	1 of 5
Responsible Author	Committee Officer	Version	Jun003
Date last published	09/06/15 updated 09/07/15	Due for review	August 2015

Cabinet Membership

- Councillor Alyson Barnes - Leader of the Council and Portfolio Holder for Regeneration and Leisure
- Councillor Christine Lamb - Deputy Leader of the Council and Portfolio Holder for Operational Services and Development Control
- Councillor Sean Serridge - Portfolio Holder for Legal and Democratic Services
- Councillor Patrick Marriott - Portfolio Holder for Resources and Performance
- Councillor Barbara Ashworth - Portfolio Holder for Customer Services and Health

Council's Executive Directorate

The Council's Executive Directorate comprises of:

Chief Executive Directorate managed by the Chief Executive – Stuart Sugarman

- Finance and Property
- People and Policy (includes Policy & Performance, Communications, People and Organisational Development)

Place Directorate managed by the Chief Executive – Stuart Sugarman

- Operations
- Communities
- Customer Services and ICT
- Executive Office

Business Directorate managed by Chief Executive – Stuart Sugarman

- Regeneration (includes strategic housing)
- Legal
- Committee and Member Services
- Elections
- Planning
- Land Charges
- Building Control
- Environmental Health including Public Protection

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.

Responsible Section/Team	Committee and Member Services	Page	2 of 5
Responsible Author	Committee Officer	Version	Jun003
Date last published	09/06/15 updated 09/07/15	Due for review	August 2015

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

- 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 Committee and Member Services Section on telephone number 01706 252422 or email democracy@rossendalebc.gov.uk for further details.

Responsible Section/Team	Committee and Member Services	Page	3 of 5
Responsible Author	Committee Officer	Version	Jun003
Date last published	09/06/15 updated 09/07/15	Due for review	August 2015

Details of the decision to be taken	Decision to be taken by	Expected Date of Decision	Relevant Portfolio Holder	Documents to be considered by the decision taker	Representations may be made to the following officer
Revenues, Benefits, One Stop Shop and Customer Contact – options for post September 2016	Overview & Scrutiny	June 2015	Customer Services and Health	Report	Andrew Buckle, Head of Customer Services and ICT, 01706 238606, andrewbuckle@rossendalebc.gov.uk
	Cabinet	July 2015			
	Council	July 2015			
Business Rates Retention Scheme with Lancashire	Cabinet	July 2015	Resources and Performance	Report	Phil Seddon, Head of Finance and Property Services, 01706 252465, philseddon@rossendalebc.gov.uk
	Council	July 2015			
Amendment to Treasury Management Strategy 2015/16	Council	July 2015	Finance and Resources	Report	Phil Seddon, Head of Finance and Property Services, 01706 252465, philseddon@rossendalebc.gov.uk
Local Plan Part 2 – “Lives and Landscapes” Consultation	Council	July 2015	Operational Services and Development Control	Draft Plan for Consultation and accompanying documentation such as Sustainability Appraisal and SHMA	Adrian Smith/Anne Storah: adriansmith@rossendalebc.gov.uk / annestorah@rossendalebc.gov.uk 2419/2418
Constitution Review	Council	July 2015	Legal and Democratic Services	Report	Carolyn Sharples, Committee and Member Services Manager, 01706 252422, carolynsharples@rossendalebc.gov.uk

Responsible Section/Team	Committee and Member Services	Page	4 of 5
Responsible Author	Committee Officer	Version	Jun003
Date last published	09/06/15 updated 09/07/15	Due for review	August 2015

Details of the decision to be taken	Decision to be taken by	Expected Date of Decision	Relevant Portfolio Holder	Documents to be considered by the decision taker	Representations may be made to the following officer
Together Housing Group Governance Review	Council	July 2015	Leader/Regeneration and Leisure	Report	Steve Jackson, Head of Health, Housing and Regeneration, 01706 252404, stephenjackson@rossendalebc.gov.uk
Hackney Carriage Vehicle Intended Use Policy	Council	September 2015	Legal and Democratic Services	Report	Tracy Brzozowski, Licensing and Enforcement Manager, 01706 238602, tracybrzozowski@rossendalebc.gov.uk
Licensing and Enforcement Delegations	Council	September 2015	Legal and Democratic Services	Report	Tracy Brzozowski, Licensing and Enforcement Manager, 01706 238602, tracybrzozowski@rossendalebc.gov.uk
Potential Urgent Works – Waterside Mill	Cabinet	September 2015	Operational Services and Development control	Report	Stuart Sugarman, Chief Executive, 01706 252447, stUARTsugarman@rossendalebc.gov.uk
Albert Mill – CPO	Cabinet	September 2015	Legal and Democratic Services	Report	Steve Jackson, Head of Health, Housing and Regeneration, 01706 252404, stephenjackson@rossendalebc.gov.uk
Conservation Strategy	Cabinet	September 2015	Operational Services and Development Control	Report and Strategy	Stuart Sugarman, Chief Executive, 01706 252447, stUARTsugarman@rossendalebc.gov.uk

Responsible Section/Team	Committee and Member Services	Page	5 of 5
Responsible Author	Committee Officer	Version	Jun003
Date last published	09/06/15 updated 09/07/15	Due for review	August 2015