

## 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:

- 9<sup>th</sup> June 2015
- 18<sup>th</sup> August 2015
- 22<sup>nd</sup> September 2015
- 27<sup>th</sup> October 2015
- 12<sup>th</sup> January 2016
- 9<sup>th</sup> 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.

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## **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.

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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	Expected Date of Decision	Relevant Portfolio Holder	Documents to be considered by the decision taker	Representations may be made to the following officer
Cosy Homes in Lancashire	Cabinet	November 2015	Customer Services and Health	Report	Steve Jackson, Head of Health, Housing and Regeneration, 01706 252402, <a href="mailto:stephenjackson@rossendalebc.gov.uk">stephenjackson@rossendalebc.gov.uk</a>
Asset Management Plan 2015	Cabinet	November 2015	Resources and Performance	Report	Mike Forster, Property Services Manager, 01706 252442, <a href="mailto:michaelforster@rossendalebc.gov.uk">michaelforster@rossendalebc.gov.uk</a>
Local Council Tax Support Scheme 2016/17 and 2017/18	Overview & Scrutiny Council	November 2015 December 2015	Customer Services and Health	Report	Andrew Buckle, Head of Customer Services and ICT <a href="mailto:andrewbuckle@rossendalebc.gov.uk">andrewbuckle@rossendalebc.gov.uk</a> , 01706 238606
Management Structure	Council	December 2015	Leader/Regeneration and Leisure	Report	Stuart Sugarman, Chief Executive, 01706 252447, <a href="mailto:stUARTSUGARMAN@rossendalebc.gov.uk">stUARTSUGARMAN@rossendalebc.gov.uk</a>
Local Plan	Council	December 2015	Operational Services and Development Control	Report	Stephen Stray, Planning Manager, 01706 252420, <a href="mailto:stephenstray@rossendalebc.gov.uk">stephenstray@rossendalebc.gov.uk</a>

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Combined Authority	Council	December 2015	Leader/ Regeneration and Leisure	Report	Stuart Sugarman, Chief Executive, 01706 252447, <a href="mailto:stUARTSUGARMAN@rossendalebc.gov.uk">stUARTSUGARMAN@rossendalebc.gov.uk</a>
Hackney Carriage Vehicle Intended Use Policy	Council	December 2015	Legal and Democratic Services	Report	Tracy Brzozowski, Licensing and Enforcement Manager, 01706 238602, <a href="mailto:tracybrzozowski@rossendalebc.gov.uk">tracybrzozowski@rossendalebc.gov.uk</a>
Licensing and Enforcement Delegations	Council	December 2015	Legal and Democratic Services	Report	Tracy Brzozowski, Licensing and Enforcement Manager, 01706 238602, <a href="mailto:tracybrzozowski@rossendalebc.gov.uk">tracybrzozowski@rossendalebc.gov.uk</a>
Constitution Review	Council	December 2015	Legal and Democratic Services	Report	Carolyn Sharples, Committee and Member Services Manager, 01706 252422, <a href="mailto:carolynsharples@rossendalebc.gov.uk">carolynsharples@rossendalebc.gov.uk</a>
2016/17 Corporate Priorities, Council Tax and the Medium Term Financial Strategy	Council Cabinet Overview & Scrutiny	February 2016 February 2016 February 2016	Resources and Performance	Report	Philip Seddon, Head of Finance, <a href="mailto:philseddon@rossendalebc.gov.uk">philseddon@rossendalebc.gov.uk</a> , 01706 252465
Capital Resources and Capital Programme 2016/17	Council Cabinet Overview & Scrutiny	February 2016 February 2016 February 2016	Resources and Performance	Report	Janice Crawford, Finance Manager, <a href="mailto:janicecrawford@rossendalebc.gov.uk">janicecrawford@rossendalebc.gov.uk</a> , 01706 252416

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Treasury Management Strategy & Treasury Management Practices (updates for 2016/17)	Council Cabinet	February 2016 February 2016	Resources and Performance	Report	Janice Crawford, Finance Manager, <a href="mailto:janicecrawford@rossendalebc.gov.uk">janicecrawford@rossendalebc.gov.uk</a> , 01706 252416
Potential Urgent Works – Waterside Mill	Cabinet	February 2016	Operational Services and Development control	Report	Stuart Sugarman, Chief Executive, 01706 252447, <a href="mailto:stuartsugarman@rossendalebc.gov.uk">stuartsugarman@rossendalebc.gov.uk</a>
Gambling Policy	Council	February 2016	Legal and Democratic Services	Report	Tracy Brzozowski, Licensing and Enforcement Manager, 01706 238602, <a href="mailto:tracybrzozowski@rossendalebc.gov.uk">tracybrzozowski@rossendalebc.gov.uk</a>
Conservation Strategy	Overview & Scrutiny Cabinet	February 2016 March 2016	Operational Services and Development Control	Report and Strategy	Stuart Sugarman, Chief Executive, 01706 252447, <a href="mailto:stuartsugarman@rossendalebc.gov.uk">stuartsugarman@rossendalebc.gov.uk</a>
Pay Policy Statement	Council	March 2016	Resources and Performance	Report	Stuart Sugarman, Chief Executive, 01706 252447, <a href="mailto:stuartsugarman@rossendalebc.gov.uk">stuartsugarman@rossendalebc.gov.uk</a>
Empty Homes Strategy and Policy	Overview and Scrutiny Cabinet	March 2016 March 2016	Leader of the Council & Regeneration & Leisure	Report	Steve Jackson, Head of Health, Housing and Regeneration, 01706 252404, <a href="mailto:stephenjackson@rossendalebc.gov.uk">stephenjackson@rossendalebc.gov.uk</a>

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