

## 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 2016/17 Municipal Year are as follows:

- 7<sup>th</sup> June 2016
- 16<sup>th</sup> August 2016
- 20<sup>th</sup> September 2016
- 1<sup>st</sup> November 2016
- 17<sup>th</sup> January 2017
- 7<sup>th</sup> February 2017

### 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 Jackie Oakes - 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

### ***Chief Executive Directorate managed by the Chief Executive – Stuart Sugarman***

- Executive Office
- Oversees the services listed below.

### ***Communities Directorate managed by the Director of Communities – Sam Plum***

- Environmental Health
- Operations
- ICT
- Community Services

### ***Business Directorate managed by the Director of Business***

- Planning and Building Control
- Economic Development
- Housing

### ***Legal Services managed by the Legal Services Manager (Monitoring Officer), Clare Birtwistle***

- Legal Services
- Committee and Member Services
- Elections
- Land Charges
- Licensing and Enforcement Unit

### ***Finance and Property managed by the Head of Finance (Section 151 Officer), Phil Seddon***

- Finance
- Property Services

### ***HR managed by the HR Manager, Clare Law***

- People and Policy

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- Corporate Support
- Health and Safety
- Emergency planning

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	Expected Date of Decision	Relevant Portfolio Holder	Documents to be considered by the decision taker	Representations may be made to the following officer
Constitution Review	Council	1 <sup>st</sup> March 2017 To be taken to each meeting unless no changes identified.	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>
2017/18 Corporate Priorities, Council Tax and the Medium Term Financial Strategy	Council	1 <sup>st</sup> March 2017	Resources and Performance	Report	Philip Seddon, Head of Finance, <a href="mailto:philseddon@rossendalebc.gov.uk">philseddon@rossendalebc.gov.uk</a> , 01706 252465
	Cabinet	February 2017			
	Overview & Scrutiny	February 2017			
Capital Resources and Capital Programme 2017/18	Council	1 <sup>st</sup> March 2017	Resources and Performance	Report	Janice Crawford, Finance Manager, <a href="mailto:janicecrawford@rossendalebc.gov.uk">janicecrawford@rossendalebc.gov.uk</a> , 01706 252416
	Cabinet	February 2017			
	Overview & Scrutiny	February 2017			
Treasury Management Strategy & Treasury Management Practices (updates for 2017/18)	Council	1 <sup>st</sup> March 2017	Resources and Performance	Report	Janice Crawford, Finance Manager, <a href="mailto:janicecrawford@rossendalebc.gov.uk">janicecrawford@rossendalebc.gov.uk</a> , 01706 252416
	Cabinet	February 2017			
Lancashire County Council (LCC) Property Strategy	Cabinet	February 2017	Leader of the Council	Report	Paul Walker, <a href="mailto:paulwalker@rossendalebc.gov.uk">paulwalker@rossendalebc.gov.uk</a> 01706 252443

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Community Partnership Projects - Joint Working Policy	Overview & Scrutiny Cabinet	December 2016 February 2017	Resources and Performance	Report and policy	Janice Crawford, Finance Manager, <a href="mailto:janicecrawford@rossendalebc.gov.uk">janicecrawford@rossendalebc.gov.uk</a> , 01706 252416 / Alison Wilkins, Locality Manager, 01706 252593, <a href="mailto:alisonwilkins@rossendalebc.gov.uk">alisonwilkins@rossendalebc.gov.uk</a>
Response to Resident Survey – Informing the Council’s Corporate Strategy	Cabinet Council	February 2017 1 <sup>st</sup> March 2017	Resources and Performance	Report	Katie Gee, Media and Engagement Officer, 01706 252454, <a href="mailto:katiegee@rossendalebc.gov.uk">katiegee@rossendalebc.gov.uk</a>
Lancashire Combined Authority Update Lancashire Combined Authority	Cabinet Council	February 2017 1 <sup>st</sup> March 2017	Leader of the Council	Report	Stuart Sugarman, Chief Executive, 01706 252447, <a href="mailto:stUARTSUGARMAN@rossendalebc.gov.uk">stUARTSUGARMAN@rossendalebc.gov.uk</a>
Corporate Plan 2017-2020/Council’s Corporate Strategy	Cabinet Council	March 2017 22 <sup>nd</sup> March 2017	Leader of the Council	Report	Katie Gee, Media and Engagement Officer, 01706 252454, <a href="mailto:katiegee@rossendalebc.gov.uk">katiegee@rossendalebc.gov.uk</a>
HR Policies	Cabinet	February 2017	Resources and Performance	Report and Policies	Clare Law, HR Manager, 01706 252457, <a href="mailto:clarelaw@rossendalebc.gov.uk">clarelaw@rossendalebc.gov.uk</a>

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