

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:

- 7th June 2016
- 16th August 2016
- 20th September 2016
- 1st November 2016
- 17th January 2017
- 7th 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.

| | | | |
|---------------------------------|-------------------------------------|------------------------------|------------|
| Responsible Section/Team | Committee and Member Services | Page | 1 of 7 |
| Responsible Author | Committee & Member Services Officer | Version | June01 |
| Date last published | 06/06/2017 | Next publication date | 16/08/2017 |

Cabinet Membership

- Councillor Alyson Barnes - Leader of the Council and Portfolio Holder for Performance
- Councillor Christine Lamb - Deputy Leader of the Council and Portfolio Holder for Regulatory Services
- Councillor Jackie Oakes - Portfolio Holder for Operations
- Councillor Andrew Walmsley - Portfolio Holder for Resources and Customers
- Councillor Barbara Ashworth - Portfolio Holder for Health and Housing
- Councillor Andy MacNae - Portfolio Holder for Regeneration, Leisure and Tourism

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

| | | | |
|---------------------------------|-------------------------------------|------------------------------|------------|
| Responsible Section/Team | Committee and Member Services | Page | 2 of 7 |
| Responsible Author | Committee & Member Services Officer | Version | June01 |
| Date last published | 06/06/2017 | Next publication date | 16/08/2017 |

HR managed by the HR Manager, Clare Law

- People and Policy
- 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

- 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.

| | | | |
|---------------------------------|-------------------------------------|------------------------------|------------|
| Responsible Section/Team | Committee and Member Services | Page | 3 of 7 |
| Responsible Author | Committee & Member Services Officer | Version | June01 |
| Date last published | 06/06/2017 | Next publication date | 16/08/2017 |

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 | 4 of 7 |
| Responsible Author | Committee & Member Services Officer | Version | June01 |
| Date last published | 06/06/2017 | Next publication date | 16/08/2017 |

| 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 | 12 th July 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 carolynsharples@rossendalebc.gov.uk |
| Lancashire Combined Authority | Council | July 2017 | Leader of the Council | Report | Stuart Sugarman, Chief Executive, 01706 252447 stUARTsugarman@rossendalebc.gov.uk |
| Corporate Plan 2017-2021/Service Area Business Plan Report | Cabinet Council | July 2017 July 2017 | Leader of the Council | Report | Clare Law, HR Manager, 01706 252457 clarelaw@rossendalebc.gov.uk |
| Spinning Point Development | Cabinet | July 2017 | Regeneration, Leisure and Tourism | Report | Paul Walker, 01706 252443 paulwalker@rossendalebc.gov.uk |
| Pre-Application Advice Charging Scheme and Post Application Service | Cabinet | July 2017 | Regulatory Services | Report | Nicola Hopkins, Planning Manager, 01706 252420 nicolahopkins@rossendalebc.gov.uk |

| | | | |
|---------------------------------|-------------------------------------|------------------------------|------------|
| Responsible Section/Team | Committee and Member Services | Page | 5 of 7 |
| Responsible Author | Committee & Member Services Officer | Version | June01 |
| Date last published | 06/06/2017 | Next publication date | 16/08/2017 |

| 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 |
|---|---|---|---------------------------|--|--|
| Discretionary NNDR Relief | Cabinet Council | July 2017 July 2017 | Resources and Customers | Report | Ian Walker, Service Assurance Team Leader 01706 252592 ianwalker@rossendalebc.gov.uk |
| Lancashire County Council (LCC) Property Strategy | Cabinet | September 2017 | Leader of the Council | Report | Paul Walker, 01706 252443 paulwalker@rossendalebc.gov.uk |
| Write-offs Council Tax, Non-Domestic Rate, Housing Benefit Overpayment and Sundry Debts – yearly item | Cabinet | February 2018 | Resources and Performance | Report | Ian Walker, 01706 252592 ianwalker@rossendalebc.gov.uk |
| 2018/19 Corporate Priorities, Council Tax and the Medium Term Financial Strategy – yearly item | Council Cabinet Overview & Scrutiny | February 2018 February 2018 February 2018 | Resources and Performance | Report | Philip Seddon, Head of Finance, 01706 252465 philseddon@rossendalebc.gov.uk , |
| Capital Resources and Capital Programme 2018/19 – yearly item | Council Cabinet Overview & Scrutiny | February 2018 February 2018 February 2018 | Resources and Performance | Report | Janice Crawford, Finance Manager 01706 252416 janicecrawford@rossendalebc.gov.uk |

| | | | |
|---------------------------------|-------------------------------------|------------------------------|------------|
| Responsible Section/Team | Committee and Member Services | Page | 6 of 7 |
| Responsible Author | Committee & Member Services Officer | Version | June01 |
| Date last published | 06/06/2017 | Next publication date | 16/08/2017 |

| 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 |
|--|--------------------------------|----------------------------------|----------------------------------|---|--|
| Treasury Management Strategy & Treasury Management Practices (updates for 2018/19) – yearly item | Council Cabinet | February 2018 February 2018 | Resources and Performance | Report | Janice Crawford, Finance Manager 01706 252416 janicecrawford@rossendalebc.gov.uk |
| Pay Policy Statement – yearly item | Council | March 2018 | Resources and Performance | Report | Clare Law, HR Manager, 01706 252457 clarelaw@rossendalebc.gov.uk |

| | | | |
|---------------------------------|-------------------------------------|------------------------------|------------|
| Responsible Section/Team | Committee and Member Services | Page | 7 of 7 |
| Responsible Author | Committee & Member Services Officer | Version | June01 |
| Date last published | 06/06/2017 | Next publication date | 16/08/2017 |