

## 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 2017/18 Municipal Year are as follows:

- 6th June 2017
- 15th August 2017
- 12th September 2017
- 31st October 2017
- 23rd January 2018
- 13th February 2018

### 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.

### Cabinet Membership

- Councillor Alyson Barnes - Leader of the Council and Portfolio Holder for Performance

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- 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***

- Operations and Environmental Health
- ICT
- Community Services
- Licensing

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

- Planning and Building Control
- Economic Development/ Business Development
- Property Services/Surveying/Building and Asset Maintenance
- Tourism

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

- Legal Services
- Committee and Member Services
- Elections
- Land Charges

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

- Finance
- Revenues and Benefits
- Rosso
- Rossendale Leisure Trust

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

- People and Policy
- Customer Services
- Health and Safety

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- 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	12 <sup>th</sup> July 2017 To be taken to each meeting unless no changes identified.	Regulatory Services	Report	Carolyn Sharples, Committee and Member Services Manager, 01706 252422 <a href="mailto:carolynsharples@rossendalebc.gov.uk">carolynsharples@rossendalebc.gov.uk</a>
Corporate Strategy 2017-2021 (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 <a href="mailto:clarelaw@rossendalebc.gov.uk">clarelaw@rossendalebc.gov.uk</a>
Spinning Point Development	Cabinet	July 2017	Regeneration, Leisure and Tourism	Report	Paul Walker, 01706 252443 <a href="mailto:paulwalker@rossendalebc.gov.uk">paulwalker@rossendalebc.gov.uk</a>
Pre-Application Advice Charging Scheme and Post Application Service	Cabinet	July 2017	Regulatory Services	Report	Nicola Hopkins, Planning Manager, 01706 252420 <a href="mailto:nicolahopkins@rossendalebc.gov.uk">nicolahopkins@rossendalebc.gov.uk</a>
Discretionary NNDR Relief	Council	July 2017	Resources and Customers	Report	Ian Walker, Service Assurance Team Leader 01706 252592 <a href="mailto:ianwalker@rossendalebc.gov.uk">ianwalker@rossendalebc.gov.uk</a>
Lancashire County Council (LCC) Property Strategy	Cabinet	September 2017	Leader of the Council	Report	Paul Walker, 01706 252443 <a href="mailto:paulwalker@rossendalebc.gov.uk">paulwalker@rossendalebc.gov.uk</a>

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Equalities Strategy	O&S Cabinet	September 2017 October 2017	Leader of the Council	Report	Clare Law, HR Manager, 01706 252457, <a href="mailto:clarelaw@rossendalebc.gov.uk">clarelaw@rossendalebc.gov.uk</a>
Re-housing Report – <b>Confidential</b>	Cabinet	September 2017	Health & Housing	Report	Heather Mullins, Housing and Regeneration Officer, 01706 252 486 <a href="mailto:heathermullins@rossendalebc.gov.uk">heathermullins@rossendalebc.gov.uk</a>
Write-offs Council Tax, Non-Domestic Rate, Housing Benefit Overpayment and Sundry Debts – yearly item	Cabinet	February 2018	Resources and Customers	Report	Ian Walker, 01706 252592 <a href="mailto:ianwalker@rossendalebc.gov.uk">ianwalker@rossendalebc.gov.uk</a>
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 Customers	Report	Philip Seddon, Head of Finance, 01706 252465 <a href="mailto:philseddon@rossendalebc.gov.uk">philseddon@rossendalebc.gov.uk</a> ,
Capital Resources and Capital Programme 2018/19 – yearly item	Council Cabinet Overview & Scrutiny	February 2018 February 2018 February 2018	Resources and Customers	Report	Janice Crawford, Finance Manager 01706 252416 <a href="mailto:janicecrawford@rossendalebc.gov.uk">janicecrawford@rossendalebc.gov.uk</a>
Treasury Management Strategy & Treasury Management Practices (updates for 2018/19) – yearly item	Council Cabinet	February 2018 February 2018	Resources and Customers	Report	Janice Crawford, Finance Manager 01706 252416 <a href="mailto:janicecrawford@rossendalebc.gov.uk">janicecrawford@rossendalebc.gov.uk</a>

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Pay Policy Statement – yearly item	Council	March 2018	Resources and Customers	Report	Clare Law, HR Manager, 01706 252457 <a href="mailto:clarelaw@rossendalebc.gov.uk">clarelaw@rossendalebc.gov.uk</a>

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