

### 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 and HR

<b>Responsible Section/Team</b>	Committee and Member Services	<b>Page</b>	1 of 6
<b>Responsible Author</b>	Committee & Member Services Officer	<b>Version</b>	September02
<b>Date last published</b>	29/09/2017	<b>Next publication date</b>	31/10/2017

- 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 Customer Services
- 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

<b>Responsible Section/Team</b>	Committee and Member Services	<b>Page</b>	2 of 6
<b>Responsible Author</b>	Committee & Member Services Officer	<b>Version</b>	September02
<b>Date last published</b>	29/09/2017	<b>Next publication date</b>	31/10/2017

- 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.

<b>Responsible Section/Team</b>	Committee and Member Services	<b>Page</b>	3 of 6
<b>Responsible Author</b>	Committee & Member Services Officer	<b>Version</b>	September02
<b>Date last published</b>	29/09/2017	<b>Next publication date</b>	31/10/2017

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
Fairness and Equality Strategy	O&S Cabinet	October 2017 November 2017	Leader of the Council	Report	Clare Law, HR Manager, 01706 252457, <a href="mailto:clarelaw@rossendalebc.gov.uk">clarelaw@rossendalebc.gov.uk</a>
Constitution Review	Council	October 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>
Kerbside Collection Service for Garden Waste	Council	October 2017	Operations	Report	Paul McHenry, 01706 252519 <a href="mailto:paulmchenry@rossendalebc.gov.uk">paulmchenry@rossendalebc.gov.uk</a>
Review of Council Tax and Council Tax Support Penalty and Prosecution Policy	O&S Council	November 2017 December 2017	Resources and Customers	Report	Andy McGhee, Fraud and Compliance Officer 01706 252582, <a href="mailto:andrewmcghee@rossendalebc.gov.uk">andrewmcghee@rossendalebc.gov.uk</a>
Rossendale Lottery	Cabinet	November 2017	Regeneration, Leisure and Tourism	Report	Guy Darragh, Economic Development Manager, 01706 252568, <a href="mailto:guydarragh@rossendalebc.gov.uk">guydarragh@rossendalebc.gov.uk</a>
Local Plan Update	Cabinet Council	November 2017 December 2017	Regulatory Services	Report	Adrian Smith, Principal Planner – Forward Planning, 01706 252419 <a href="mailto:adriansmith@rossendalebc.gov.uk">adriansmith@rossendalebc.gov.uk</a>

<b>Responsible Section/Team</b>	Committee and Member Services	<b>Page</b>	4 of 6
<b>Responsible Author</b>	Committee & Member Services Officer	<b>Version</b>	September02
<b>Date last published</b>	29/09/2017	<b>Next publication date</b>	31/10/2017

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
Local Council Tax Support Scheme 2018-19	Council	December 2017	Resources and Customer Services	Report	Ian Walker, Service Assurance Team Leader 01706 252592 <a href="mailto:ianwalker@rossendalebc.gov.uk">ianwalker@rossendalebc.gov.uk</a>
Food Law Enforcement Service plan	Council	December 2017	Operations/ Health and Housing	Report	Denise Andrews, Environmental Health, 01706 252557 <a href="mailto:deniseandrews@rossendalebc.gov.uk">deniseandrews@rossendalebc.gov.uk</a>
Write-offs Council Tax, Non-Domestic Rate, Housing Benefit Overpayment and Sundry Debts – yearly item	Cabinet	February 2018	Resources and Customer Services	Report	Ian Walker, Service Assurance Team Leader 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	February 2018	Resources and Customer Services	Report	Philip Seddon, Head of Finance, 01706 252465 <a href="mailto:philseddon@rossendalebc.gov.uk">philseddon@rossendalebc.gov.uk</a> ,
	Cabinet	February 2018			
	Overview & Scrutiny	February 2018			
Capital Resources and Capital Programme 2018/19 – yearly item	Council	February 2018	Resources and Customer Services	Report	Janice Crawford, Finance Manager 01706 252416 <a href="mailto:janicecrawford@rossendalebc.gov.uk">janicecrawford@rossendalebc.gov.uk</a>
	Cabinet	February 2018			
	Overview & Scrutiny	February 2018			
Treasury Management Strategy & Treasury Management Practices (updates for 2018/19) – yearly item	Council	February 2018	Resources and Customer Services	Report	Janice Crawford, Finance Manager 01706 252416 <a href="mailto:janicecrawford@rossendalebc.gov.uk">janicecrawford@rossendalebc.gov.uk</a>
	Cabinet	February 2018			

<b>Responsible Section/Team</b>	Committee and Member Services	<b>Page</b>	5 of 6
<b>Responsible Author</b>	Committee & Member Services Officer	<b>Version</b>	September02
<b>Date last published</b>	29/09/2017	<b>Next publication date</b>	31/10/2017

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
Pay Policy Statement – yearly item	Council	March 2018	Leader of the Council/ Performance and HR	Report	Clare Law, HR Manager, 01706 252457 <a href="mailto:clarelaw@rossendalebc.gov.uk">clarelaw@rossendalebc.gov.uk</a>
Corporate Strategy Annual Report	Cabinet	July 2018	Leader of the Council/ Performance and HR	Report	Clare Law, HR Manager, 01706 252457 <a href="mailto:clarelaw@rossendalebc.gov.uk">clarelaw@rossendalebc.gov.uk</a>

<b>Responsible Section/Team</b>	Committee and Member Services	<b>Page</b>	6 of 6
<b>Responsible Author</b>	Committee & Member Services Officer	<b>Version</b>	September02
<b>Date last published</b>	29/09/2017	<b>Next publication date</b>	31/10/2017