

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

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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 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
- 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

- 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 or you may contact the Committee and Member Services Section on telephone number 01706 252422 or email 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	February 2018 To be taken to each meeting unless no changes identified.	Regulatory Services	Report	Carolyn Sharples, Committee and Member Services Manager, 01706 252422 carolynsharples@rossendalebc.gov.uk
Adoption of policies in relation to housing standards:- <ul style="list-style-type: none"> - Statement of Principles for determining financial penalties for The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 - Policy on Civil Penalties as an alternative to prosecution under the Housing and Planning Act 2016 - Amendments to the Rossendale Illegal Eviction and Harassment Policy - Amendments to the Rossendale Borough Council Housing Enforcement Policy 	O&S Cabinet	December 2017 February 2018	Health & Housing	Report	Denise Andrews, Principal Environmental Health Officer, 01706 252557 deniseandrews@rossendalebc.gov.uk
Equality Strategy	O&S Cabinet	January 2018 February 2018	Leader of the Council	Report	Clare Law, HR Manager, 01706 252457, clarelaw@rossendalebc.gov.uk

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Investment Property Purchase - Confidential	Cabinet	February 2018	Resources and Customer Services	Report including Cashflow forecast and Market Research	Hugh Taylor, Commercial Asset Manager, 01706 252483 hughtaylor@rossendalebc.gov.uk
Key amendments to the PLR disposal system	Cabinet	February 2018	Resources and Customer Services	Report	Hugh Taylor, Commercial Asset Manager, 01706 252483 hughtaylor@rossendalebc.gov.uk
Proposed Edenfield Neighbourhood Forum and Neighbourhood Planning Area	Cabinet	February 2018	Regulatory Services	Report, map and supporting documentation	Adrian Smith, Principal Planner-Forward Planning, 01706 252419 adriansmith@rossendalebc.gov.uk
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 philseddon@rossendalebc.gov.uk ,
	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 janicecrawford@rossendalebc.gov.uk
	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 janicecrawford@rossendalebc.gov.uk
	Cabinet	February 2018			

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Review of Neighbourhood Forums and Neighbourhood Forum Grants	Cabinet	March 2018	Regeneration, Leisure and Tourism	Report	Alison Wilkins, 01706 252593 alisonwilkins@rossendalebc.gov.uk
Haslingden- External Funding Bid	Cabinet	March 2018	Regeneration, Leisure and Tourism	Report	Guy Darragh, Economic Development Manager 01706 252568 guydarragh@rossendalebc.gov.uk
Regeneration/ Economic Development Update Report	Cabinet	March 2018	Regeneration, Leisure and Tourism	Report	Guy Darragh, Economic Development Manager 01706 252568 guydarragh@rossendalebc.gov.uk
Inward investment and business expansion NNDR relief policy	Cabinet	March 2018	Regeneration, Leisure and Tourism	Report	Guy Darragh, Economic Development Manager 01706 252568 guydarragh@rossendalebc.gov.uk
Community Right to Bid Policy and Guidance Review	Overview and Scrutiny Cabinet	February 2018 March 2018	Regulatory Services	Report and Policy	Carolyn Sharples, Committee and Member Services Manager 01706 252422 carolynsharples@rossendalebc.gov.uk
Pay Policy Statement – <i>yearly item</i>	Council	March 2018	Leader of the Council/ Performance and HR	Report	Clare Law, HR Manager, 01706 252457 clarelaw@rossendalebc.gov.uk

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Corporate Strategy Annual Report	Cabinet	July 2018	Leader of the Council/ Performance and HR	Report	Clare Law, HR Manager, 01706 252457 clarelaw@rossendalebc.gov.uk
Write-offs Council Tax, Non-Domestic Rate, Housing Benefit Overpayment and Sundry Debts – yearly item	Cabinet	February 2019	Resources and Customer Services	Report	Ian Walker, Service Assurance Team Leader 01706 252592 ianwalker@rossendalebc.gov.uk

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