

### 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 2018/19 Municipal Year are as follows:

- 5th June 2018
- 14th August 2018
- 11th September 2018
- 30th October 2018
- 15th January 2019
- 5th February 2019

#### 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 supporting Regeneration & Tourism
- Councillor Christine Lamb - Deputy Leader of the Council and Portfolio Holder for Regulatory Services
- Councillor Barbara Ashworth - Portfolio Holder for Health, Housing, Communities and Customer Service
- Councillor Andy MacNae - Portfolio Holder for Regeneration and Tourism
- Councillor Jackie Oakes - Portfolio Holder for Operations
- Councillor Andrew Walmsley - Portfolio Holder for Resources

### ***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
- Customer Services, ICT & Transformation
- Housing, Health & Communities
- Licensing

### ***Business Directorate managed by the Director of Economic Development – Cath Burns***

- 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 & Audit
- Revenues and Benefits
- Risk Management & Procurement
- Asset Register
- Rossendale Leisure Trust

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

- People and Policy
- Corporate Support
- Communications
- Emergency Planning/Health and Safety
- Customer Services

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 [https://www.rossendale.gov.uk/info/210159/about\\_the\\_council/10526/how\\_decisions\\_are\\_made](https://www.rossendale.gov.uk/info/210159/about_the_council/10526/how_decisions_are_made)

- 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
Corporate Strategy Annual Report	O&S	June 2018	Regulatory Services	Report	Clare Law, HR Manager 01706 252457 <a href="mailto:clarelaw@rossendalebc.gov.uk">clarelaw@rossendalebc.gov.uk</a>
Equality Policy	Cabinet	July 2018	Regulatory Services	Report	Clare Law, HR Manager 01706 252457 <a href="mailto:clarelaw@rossendalebc.gov.uk">clarelaw@rossendalebc.gov.uk</a>
Proposed Haslingden Conservation Area	Cabinet	July 2018	Regulatory Services	Report, supporting Conservation Area appraisal	Sebastian Pickles, Conservation Officer 01706 238642 <a href="mailto:sebastianpickles@rossendalebc.gov.uk">sebastianpickles@rossendalebc.gov.uk</a>
Constitution Review	Council	July 2018 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>
Whitaker HLF- delivery phase	Council	July 2018	Regeneration and Tourism	Report	Guy Darragh, Economic Development Manager 01706 252568 <a href="mailto:guydarragh@rossendalebc.gov.uk">guydarragh@rossendalebc.gov.uk</a>
Investment Property Purchase - <b>Confidential</b>	Council	July 2018	Resources	Report including Cashflow forecast and Market Research	Hugh Taylor, Commercial Asset Manager 01706 252483 <a href="mailto:hughtaylor@rossendalebc.gov.uk">hughtaylor@rossendalebc.gov.uk</a>

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Ombudsman Report	Council	July 2018	Regulatory Services	Report	Phil Morton, Public Protection Manager 01706 242442 <a href="mailto:philmorton@rossendalebc.gov.uk">philmorton@rossendalebc.gov.uk</a>
Pay Policy Statement	Council	July 2018	Regulatory Services	Report	Clare Law, HR Manager 01706 252457 <a href="mailto:clarelaw@rossendalebc.gov.uk">clarelaw@rossendalebc.gov.uk</a>
Local Plan Publication	Council	July 2018  December 2018/ January 2019	Regulatory Services	Report, Draft Plan, Supporting documentation, equalities Appraisal	Nicola Hopkins, Planning Manager 01706 252420 <a href="mailto:nicolahopkins@rossendalebc.gov.uk">nicolahopkins@rossendalebc.gov.uk</a>
RBC Enforced Sales Policy and Procedure	Overview & Scrutiny  Cabinet	July 2018  September 2018	Health, Housing, Communities and Customer Services	Report	Heather Mullins, Housing and Regeneration Project Officer 01706 252486 <a href="mailto:heathermullins@rossendalebc.gov.uk">heathermullins@rossendalebc.gov.uk</a>
Disabled Facilities Grant Policy 2018	Overview & Scrutiny  Cabinet	July 2018  September 2018	Health, Housing, Communities and Customer Services	Report	Mick Coogan, Strategic Housing Manager 01706 252507, <a href="mailto:michaelcoogan@rossendalebc.gov.uk">michaelcoogan@rossendalebc.gov.uk</a>
Economic Development Strategy	Overview & Scrutiny  Cabinet	July 2018  September 2018	Regeneration and Tourism	Report	Cath Burns, Director of Economic Development 01706 252443 <a href="mailto:cathburns@rossendalebc.gov.uk">cathburns@rossendalebc.gov.uk</a>

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The Prevention of Homelessness Strategy and Review 2018-23	Overview & Scrutiny  Cabinet	October 2018  November 2018	Health, Housing, Communities and Customer Services	Report	Mick Coogan, Strategic Housing Manager 01706 252507, <a href="mailto:michaelcoogan@rossendalebc.gov.uk">michaelcoogan@rossendalebc.gov.uk</a>
Regeneration/Economic Development Update Report – <b>quarterly item</b>	Cabinet	November 2018	Regeneration and Tourism	Report	Cath Burns, Director of Economic Development 01706 252443 <a href="mailto:cathburns@rossendalebc.gov.uk">cathburns@rossendalebc.gov.uk</a>
2019/20 Corporate Priorities, Council Tax and the Medium Term Financial Strategy – <b>yearly item</b>	Council  Cabinet  Overview & Scrutiny	February 2019  February 2019  February 2019	Resources	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 2019/20 – <b>yearly item</b>	Council  Cabinet  Overview & Scrutiny	February 2019  February 2019  February 2019	Resources	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 2019/20) – <b>yearly item</b>	Council  Cabinet	February 2019  February 2019	Resources	Report	Janice Crawford, Finance Manager 01706 252416 <a href="mailto:janicecrawford@rossendalebc.gov.uk">janicecrawford@rossendalebc.gov.uk</a>
Write-offs Council Tax, Non-Domestic Rate, Housing Benefit Overpayment and Sundry Debts – <b>yearly item</b>	Cabinet	February 2019	Resources	Report	Ian Walker, Service Assurance Team Leader 01706 252592 <a href="mailto:ianwalker@rossendalebc.gov.uk">ianwalker@rossendalebc.gov.uk</a>

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Pay Policy Statement – <i>yearly item</i>	Council	March 2019	Regulatory Services	Report	Clare Law, HR Manager 01706 252457 <a href="mailto:clarelaw@rossendalebc.gov.uk">clarelaw@rossendalebc.gov.uk</a>

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