

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 website. 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
- 11th 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 Portfolio Holder for 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 Sean Serridge – Portfolio Holder for Corporate Services
- 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

- 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 |
|---|---|---|--|--|--|
| 2019/20 Corporate Priorities, Council Tax and the Medium Term Financial Strategy – yearly item | Overview & Scrutiny Cabinet Council | February 2019 February 2019 February 2019 | Resources | Report | Philip Seddon, Head of Finance 01706 252465 philseddon@rossendalebc.gov.uk , |
| Capital Strategy and Capital Programme 2019/20 to 2021/22 (formerly Capital Resources and Capital Programme 2019/20) – yearly item | Overview & Scrutiny Cabinet Council | February 2019 February 2019 February 2019 | Resources | Report | Janice Crawford, Finance Manager 01706 252416 janicecrawford@rossendalebc.gov.uk |
| Treasury Management Strategy & Treasury Management Practices (updates for 2019/20) – yearly item | Cabinet Council | February 2019 February 2019 | Resources | Report | Janice Crawford, Finance Manager 01706 252416 janicecrawford@rossendalebc.gov.uk |
| Customer and Digital Strategy | Overview & Scrutiny Cabinet | February 2019 March 2019 | Health, Housing, Communities and Customer Services | Report | Sam Plum, Director of Communities 01706 252428 samplum@rossendlaebc.gov.uk |
| Local Council Tax Support Scheme – yearly item | Council | February 2019 | Resources | Report | Ian Walker, Service Assurance Team Leader 01706 252592 ianwalker@rossendalebc.gov.uk |

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|---|-------------------------|--|---------------------------|--|---|
| Haslingden Town Centre – External Funding Bid | Council | February 2019 | Regeneration and Tourism | Report | Guy Darragh, Economic Development Manager 01706 252568 guydarragh@rossendalebc.gov.uk |
| Statement of Community Involvement | Council | February 2019 | Regulatory Services | Report | Anne Storah, Principal Planner 01706 252418 annestorah@rossendalebc.gov.uk |
| Constitution Review | Council | February 2019 To be taken to each meeting unless no changes identified. | Corporate Services | Report | Carolyn Sharples, Committee and Member Services Manager 01706 252422 carolynsharples@rossendalebc.gov.uk |
| Industrial building development update | Council | February 2019 | Regeneration and Tourism | Report | Cath Burns, Director of Economic Development 01706 252429 cathburns@rossendalebc.gov.uk |
| Pay Policy Statement – yearly item | Council | February 2019 | Corporate Services | Report | Clare Law, HR Manager 01706 252457 clarelaw@rossendalebc.gov.uk |
| Write-offs Council Tax, Non-Domestic Rate, Housing Benefit Overpayment and Sundry Debts – twice yearly item (February/March & September/October) | Cabinet | March 2019 | Resources | Report | Ian Walker, Service Assurance Team Leader 01706 252592 ianwalker@rossendalebc.gov.uk |

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| Adoption of a Temporary Accommodation Policy | Overview & Scrutiny Cabinet | March 2019 July 2019 | Health, Housing, Communities and Customer Services | Report and Policy | Mick Coogan, Strategic Housing Manager 01706 252507 michaelcoogan@rossendalebc.gov.uk |
| Approval of amended IT Policies | Overview & Scrutiny Cabinet | March 2019 July 2019 | Health, Housing, Communities and Customer Service | Report | Andrew Buckle, Head of ICT and Customer Services 01706 258606 andrewbuckle@rossendalebc.gov.uk |
| Pennine Lancashire Community Safety Plan | Overview & Scrutiny Cabinet | March 2019 July 2019 | Health, Housing, Communities and Customer Service | Report | Sam Plum, Director of Communities 01706 252428 samplum@rossendlaebc.gov.uk |
| Rawtenstall Market – Update Report – Confidential | Council | March 2019 | Regeneration and Tourism | Report | Guy Darragh, Economic Development Manager 01706 252568 guydarragh@rsossendalebc.gov.uk |
| Licensing Act Statement of Principles | Council | March 2019 | Operations | Report | Phil Morton, Public Protection Manager 01706 252442 philmorton@rossendalebc.gov.uk |
| Regeneration/Economic Development Update Report – <i>quarterly item</i> | Cabinet | July 2019 | Regeneration and Tourism | Report | Cath Burns, Director of Economic Development 01706 252429 cathburns@rossendalebc.gov.uk |

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|---|-------------------------|---------------------------|---------------------------|--|---|
| Future High Streets Fund | Council | July 2019 | Regeneration and Tourism | Report | Guy Darragh, Economic Development Manager 01706 252568 guydarragh@rossendalebc.gov.uk |
| Medium Term Financial Strategy Update – <i>yearly item</i> | Cabinet | October 2019 | Resources | Report | Philip Seddon, Head of Finance 01706 252465 philseddon@rossendalebc.gov.uk , |

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