

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 2024/25 Municipal Year are as follows:

- 7th May 2024
- 17th June 2024
- 20th August 2024
- 17th September 2024
- 22nd October 2024
- 14th January 2025
- 18th February 2025

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 Lead Member for Planning
- Councillor Andrew Walmsley – Deputy Leader of the Council and Lead Member for Resources
- Councillor Nick Harris – Lead Member for Economic Development
- Councillor Adrian Lythgoe – Lead Member for Environment and Corporate Services
- Councillor Liz McInnes – Lead Member for Communities, Housing, Health & Wellbeing

Chief Executive Directorate managed by the Chief Executive – Rob Huntington

- Executive Office
- Housing, Health & Communities
- Public Protection Unit
- ICT, SAT & Customer Services
- Operations
- Rossendale Leisure Trust
- Oversees the services listed below.

Economic Development Directorate managed by the Director of Economic Development – David Smurthwaite

- Planning and Building Control
- Economic Development
- Business Development
- Tourism
- Property Services/Surveying (Estates)
- Strategic Housing
- Housing Options
- Private Sector Housing

Director of Resources (Section 151 Officer), Chris Warren

- Finance & Audit
- Revenues and Benefits
- Risk Management & Procurement
- Asset Register
- Rossendale Leisure Trust (Accounting and Project Appraisals)

Legal Services managed by the Head of Legal (Monitoring Officer), Clare Birtwistle

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

HR managed by the Head of People & Policy, Clare Law

- People and Policy
- Corporate Support

Responsible Section/Team	Committee and Member Services	Page	2 of 7
Responsible Author	Committee & Member Services Officer	Version	Nov03
Date last published	20/11/2024	Next publication date	14/01/2025

- Communications
- Safeguarding
- Emergency Planning/Health and Safety
- Facilities Management

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.

Responsible Section/Team	Committee and Member Services	Page	3 of 7
Responsible Author	Committee & Member Services Officer	Version	Nov03
Date last published	20/11/2024	Next publication date	14/01/2025

Details of the decision to be taken	Decision to be taken by	Expected Date of Decision	Relevant Lead Member	Documents to be considered by the decision taker	Representations may be made to the following officer
Affordable Housing Supplementary Planning Document	Overview & Scrutiny Cabinet	9 th September 2024 20 th November 2024	Planning	Report	Anne Storah, Principal Planner (Forward Planning) 01706 252418 annestorah@rossendalebc.gov.uk
Open Space and Outdoor Sports Supplementary Planning Document	Overview & Scrutiny Cabinet	9 th September 2024 20 th November 2024	Planning	Report	Anne Storah, Principal Planner (Forward Planning) 01706 252418 annestorah@rossendalebc.gov.uk
Authority Monitoring Report for 2023 to 2024 – yearly item	Cabinet	20 th November 2024	Planning	Report	Anne Storah, Principal Planner (Forward Planning) 01706 252418 annestorah@rossendalebc.gov.uk
Annual Air Quality Report – yearly item	Cabinet	20 th November 2024	Environment and Corporate Services	Report	Andy Taylor, Head of Environmental Services 01706 252519 andrewtaylor@rossendalebc.gov.uk
Rossendale Connected - Sport and Physical Activity Strategy	Cabinet	20 th November 2024	Communities, Housing, Health & Wellbeing	Report	Natalie Atkinson, Programme Manager – Physical Activity natalieatkinson@rossendalebc.gov.uk
Constitution Review - Dispensations	Council	11 th December 2024 To be taken to each meeting unless no changes identified.	Environment and Corporate Services	Report	Clare Birtwistle Head of Legal (Monitoring Officer) 01706 252438 clarebirtwistle@rossendalebc.gov.uk

Responsible Section/Team	Committee and Member Services	Page	4 of 7
Responsible Author	Committee & Member Services Officer	Version	Nov03
Date last published	20/11/2024	Next publication date	14/01/2025

Details of the decision to be taken	Decision to be taken by	Expected Date of Decision	Relevant Lead Member	Documents to be considered by the decision taker	Representations may be made to the following officer
Climate Change Strategy Update – yearly item	Council	11 th December 2024	Environment and Corporate Services	Report	David Smurthwaite, Director of Economic Development 01706 252429 davidsmurthwaite@rossendalebc.gov.uk
Edenfield Neighbourhood Plan referendum	Council	11 th December 2024	Planning	Report	David Smurthwaite, Director of Economic Development 01706 252429 davidsmurthwaite@rossendalebc.gov.uk
Review of Public Space Protection Orders for Alcohol, Nitrous Oxide and Off Road Bikes	Council	11 th December 2024	Environment and Corporate Services	Report	Susan Chadwick, Public Protection Manager 01706 238648 susanchadwick@rossendalebc.gov.uk
Adoption of Statutory Accounts in line with back stop arrangements	Council	11 th December 2024	Resources	Report	Chris Warren, Director of Resources and s151 Officer chriswarren@rossendalebc.gov.uk
Medium Term Financial Strategy (MTFS) Update – yearly item	Cabinet	12 th February 2025	Resources	Report	Chris Warren, Director of Resources and s151 Officer chriswarren@rossendalebc.gov.uk
Corporate Priorities, Budget, Council Tax and the Medium Term Financial Strategy – yearly item	Overview & Scrutiny Cabinet Council	10 th February 2025 12 th February 2025 5 th March 2025	Resources	Report	Chris Warren, Director of Resources and s151 Officer chriswarren@rossendalebc.gov.uk

Responsible Section/Team	Committee and Member Services	Page	5 of 7
Responsible Author	Committee & Member Services Officer	Version	Nov03
Date last published	20/11/2024	Next publication date	14/01/2025

Details of the decision to be taken	Decision to be taken by	Expected Date of Decision	Relevant Lead Member	Documents to be considered by the decision taker	Representations may be made to the following officer
Capital Strategy and Capital Programme – yearly item	Overview & Scrutiny Cabinet Council	10 th February 2025 12 th February 2025 5 th March 2025	Resources	Report	Chris Warren, Director of Resources and s151 Officer chriswarren@rossendalebc.gov.uk
Treasury Management Strategy & Treasury Management Practises – yearly item	Cabinet Council	12 th February 2025 5 th March 2025	Resources	Report	Chris Warren, Director of Resources and s151 Officer chriswarren@rossendalebc.gov.uk
Risk Management Strategy	Audit & Accounts Cabinet	27 th November 2024 12 th February 2025	Resources	Report	Chris Warren, Director of Resources and s151 Officer chriswarren@rossendalebc.gov.uk
UK SPF update	Council	5 th March 2025	Economic Development	Report	Megan Eastwood Head of Housing and Regeneration 01706 252480 meganeastwood@rossendalebc.gov.uk
Pay Policy Statement – yearly item	Council	5 th March 2025	Environment and Corporate Services	Report	Clare Law, Head of People and Policy 01706 252457 clarelaw@rossendalebc.gov.uk
Council Tax Support Scheme 2025/26 – yearly item	Council	5 th March 2025	Resources	Report	Ian Walker, Service Assurance Team Leader 01706 252592 ianwalker@rossendalebc.gov.uk

Responsible Section/Team	Committee and Member Services	Page	6 of 7
Responsible Author	Committee & Member Services Officer	Version	Nov03
Date last published	20/11/2024	Next publication date	14/01/2025

Details of the decision to be taken	Decision to be taken by	Expected Date of Decision	Relevant Lead Member	Documents to be considered by the decision taker	Representations may be made to the following officer
Town Board Investment Plan	Cabinet	19 th March 2025	Economic Development	Report	Megan Eastwood Head of Housing and Regeneration 01706 252480 meganeastwood@rossendalebc.gov.uk
Food Law Service Plan 2023/24 (Food Standards Agency Annual Report) - yearly item	Council	2 nd April 2025	Environment and Corporate Services	Report	Andy Taylor, Head of Environmental Services 01706 252519 andrewtaylor@rossendalebc.gov.uk
Productivity Plan 2025/26 – yearly item	Cabinet	July 2025	Economic Development	Report	David Smurthwaite Director of Economic Development 01706 252429 davidsmurthwaite@rossendalebc.gov.uk
Council Tax, Non-Domestic Rate & Housing Benefit Overpayment Write-offs – yearly item	Cabinet	October 2025	Resources	Report	Ian Walker, Service Assurance Team Leader 01706 252592 ianwalker@rossendalebc.gov.uk

Responsible Section/Team	Committee and Member Services	Page	7 of 7
Responsible Author	Committee & Member Services Officer	Version	Nov03
Date last published	20/11/2024	Next publication date	14/01/2025