

## 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:

- 7<sup>th</sup> May 2024
- 17<sup>th</sup> June 2024
- 20<sup>th</sup> August 2024
- 17<sup>th</sup> September 2024
- 22<sup>nd</sup> October 2024
- 14<sup>th</sup> January 2025
- 18<sup>th</sup> 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
- 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
- ICT, SAT & Customer Services
- 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

<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>	Feb01
<b>Date last published</b>	18/02/2025	<b>Next publication date</b>	15/04/2025

- 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](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.

<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>	Feb01
<b>Date last published</b>	18/02/2025	<b>Next publication date</b>	15/04/2025

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
Corporate Priorities, Budget, Council Tax and the Medium-Term Financial Strategy – <b>yearly item</b>	Overview & Scrutiny  Cabinet  Council	10 <sup>th</sup> February 2025  12 <sup>th</sup> February 2025  5 <sup>th</sup> March 2025	Resources	Report	Chris Warren, Director of Resources and s151 Officer 01706 252428 <a href="mailto:chriswarren@rossendalebc.gov.uk">chriswarren@rossendalebc.gov.uk</a>
Capital Strategy and Capital Programme – <b>yearly item</b>	Overview & Scrutiny  Cabinet  Council	10 <sup>th</sup> February 2025  12 <sup>th</sup> February 2025  5 <sup>th</sup> March 2025	Resources	Report	Chris Warren, Director of Resources and s151 Officer 01706 252428 <a href="mailto:chriswarren@rossendalebc.gov.uk">chriswarren@rossendalebc.gov.uk</a>
Treasury Management Strategy & Treasury Management Practises – <b>yearly item</b>	Cabinet  Council	12 <sup>th</sup> February 2025  5 <sup>th</sup> March 2025	Resources	Report	Chris Warren, Director of Resources and s151 Officer 01706 252428 <a href="mailto:chriswarren@rossendalebc.gov.uk">chriswarren@rossendalebc.gov.uk</a>
Risk Management Strategy	Audit & Accounts  Cabinet	24 <sup>th</sup> February 2025  19 <sup>th</sup> March 2025	Resources	Report	Chris Warren, Director of Resources and s151 Officer 01706 252428 <a href="mailto:chriswarren@rossendalebc.gov.uk">chriswarren@rossendalebc.gov.uk</a>
Climate Change Strategy Update – <b>yearly item</b>	Council	5 <sup>th</sup> March 2025	Environment and Corporate Services	Report	David Smurthwaite, Director of Economic Development 01706 252429 <a href="mailto:davidsmurthwaite@rossendalebc.gov.uk">davidsmurthwaite@rossendalebc.gov.uk</a>
UK Shared Prosperity Fund review and acceptance	Council	5 <sup>th</sup> March 2025	Economic Development	Report	Megan Eastwood Head of Housing and Regeneration 01706 252480 <a href="mailto:meganeastwood@rossendalebc.gov.uk">meganeastwood@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>	Feb01
<b>Date last published</b>	18/02/2025	<b>Next publication date</b>	15/04/2025

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
Pay Policy Statement – <b>yearly item</b>	Council	5 <sup>th</sup> March 2025	Environment and Corporate Services	Report	Clare Law, Head of People and Policy 01706 252457 <a href="mailto:clarelaw@rossendalebc.gov.uk">clarelaw@rossendalebc.gov.uk</a>
Council Tax Support Scheme 2025/26 – <b>yearly item</b>	Council	5 <sup>th</sup> March 2025	Resources	Report	Ian Walker, Service Assurance Team Leader 01706 252592 <a href="mailto:ianwalker@rossendalebc.gov.uk">ianwalker@rossendalebc.gov.uk</a>
Temporary Accommodation Business Case	Council	5 <sup>th</sup> March 2025	Communities, Housing, Health & Wellbeing	Report	Megan Eastwood Head of Housing and Regeneration 01706 252480 <a href="mailto:meganeastwood@rossendalebc.gov.uk">meganeastwood@rossendalebc.gov.uk</a>
Constitution Review	Council	5 <sup>th</sup> March 2025 To be taken to each meeting unless no changes identified.	Environment and Corporate Services	Report	Clare Birtwistle Head of Legal (Monitoring Officer) 01706 252438 <a href="mailto:clarebirtwistle@rossendalebc.gov.uk">clarebirtwistle@rossendalebc.gov.uk</a>
Council Tax, Non-Domestic Rate & Housing Benefit Overpayment Write-offs – <b>yearly item</b>	Cabinet	19 <sup>th</sup> March 2025	Resources	Report	Ian Walker, Service Assurance Team Leader 01706 252592 <a href="mailto:ianwalker@rossendalebc.gov.uk">ianwalker@rossendalebc.gov.uk</a>
Disabled Facilities Grant underspend and update	Cabinet	19 <sup>th</sup> March 2025	Communities, Housing, Health & Wellbeing	Report	Megan Eastwood Head of Housing and Regeneration 01706 252480 <a href="mailto:meganeastwood@rossendalebc.gov.uk">meganeastwood@rossendalebc.gov.uk</a>

<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>	Feb01
<b>Date last published</b>	18/02/2025	<b>Next publication date</b>	15/04/2025

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
Adoption of local list of non-designated heritage assets	Overview & Scrutiny  Cabinet	13 <sup>th</sup> January 2025  14 <sup>th</sup> May 2025	Planning	Report	Anne Storah, Principal Planner (Forward Planning) 01706 252418 <a href="mailto:annestorah@rossendalebc.gov.uk">annestorah@rossendalebc.gov.uk</a>
Dog Control Public Space Protection Orders	Cabinet	14 <sup>th</sup> May 2025	Environment and Corporate Services	Report	Andy Taylor, Head of Environmental Services 01706 252519 <a href="mailto:andrewtaylor@rossendalebc.gov.uk">andrewtaylor@rossendalebc.gov.uk</a>
Town Board Investment Plan	Cabinet	14 <sup>th</sup> May 2025	Economic Development	Report	Megan Eastwood Head of Housing and Regeneration 01706 252480 <a href="mailto:meganeastwood@rossendalebc.gov.uk">meganeastwood@rossendalebc.gov.uk</a>
Productivity Plan 2025/26 – <b>yearly item</b>	Cabinet	2 <sup>nd</sup> July 2025	Economic Development	Report	David Smurthwaite Director of Economic Development 01706 252429 <a href="mailto:davidsmurthwaite@rossendalebc.gov.uk">davidsmurthwaite@rossendalebc.gov.uk</a>
Annual Air Quality Report – <b>yearly item</b>	Cabinet	22 <sup>nd</sup> October 2025	Environment and Corporate Services	Report	Andy Taylor, Head of Environmental Services 01706 252519 <a href="mailto:andrewtaylor@rossendalebc.gov.uk">andrewtaylor@rossendalebc.gov.uk</a>
Authority Monitoring Report for 2023 to 2024 – <b>yearly item</b>	Cabinet	22 <sup>nd</sup> October 2025	Planning	Report	Anne Storah, Principal Planner (Forward Planning) 01706 252418 <a href="mailto:annestorah@rossendalebc.gov.uk">annestorah@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>	Feb01
<b>Date last published</b>	18/02/2025	<b>Next publication date</b>	15/04/2025