

## **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 2025/26 Municipal Year are as follows:

- 15th April 2025
- 3rd June 2025
- 19th August 2025
- 23rd September 2025
- 4th November 2025
- 13th January 2026
- 17th February 2026

### **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
- Operations & Public Protection Unit
- 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
- Health & Communities

***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
- Communications

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- 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.

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| 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   |
|---|---|---|--|--|--|
| Council Budget and the Medium-Term Financial Strategy 2026/27<br>– <b>yearly item</b>                     | Overview & Scrutiny<br><br>Cabinet<br><br>Council | 9 <sup>th</sup> February 2026<br><br>11 <sup>th</sup> February 2026<br><br>4 <sup>th</sup> March 2026 | Resources                                | Report   | Chris Warren, Director of Resources and s151 Officer<br>01706 252428<br><a href="mailto:chriswarren@rossendalebc.gov.uk">chriswarren@rossendalebc.gov.uk</a>   |
| Capital Programme 2026/27 – 2027/28 and Capital Strategy 2026/27<br>– <b>yearly item</b>                  | Overview & Scrutiny<br><br>Cabinet<br><br>Council | 9 <sup>th</sup> February 2026<br><br>11 <sup>th</sup> February 2026<br><br>4 <sup>th</sup> March 2026 | Resources                                | Report   | Chris Warren, Director of Resources and s151 Officer<br>01706 252428<br><a href="mailto:chriswarren@rossendalebc.gov.uk">chriswarren@rossendalebc.gov.uk</a>   |
| Treasury Management Strategy and Treasury Management Policy and Practices 2026/27<br>– <b>yearly item</b> | Cabinet<br><br>Council                            | 11 <sup>th</sup> February 2026<br><br>4 <sup>th</sup> March 2026                                      | Resources                                | Report   | Chris Warren, Director of Resources and s151 Officer<br>01706 252428<br><a href="mailto:chriswarren@rossendalebc.gov.uk">chriswarren@rossendalebc.gov.uk</a>   |
| Better Lives Rossendale Anti-Poverty Strategy   | Cabinet   | 11 <sup>th</sup> February 2026  | Communities, Housing, Health & Wellbeing | Report   | Jackie Flynn/Stephanie Thornton<br>Community Projects and Partnership team<br><a href="mailto:jackieflynn@rossendalebc.gov.uk">jackieflynn@rossendalebc.gov.uk</a><br><a href="mailto:stephaniethorton@rossendalebc.gov.uk">stephaniethorton@rossendalebc.gov.uk</a> |
| <b>Confidential:</b> Sundry Debt Management Policy  | Cabinet   | 11 <sup>th</sup> February 2026  | Resources                                | Report   | Chris Warren, Director of Resources and s151 Officer<br>01706 252428<br><a href="mailto:chriswarren@rossendalebc.gov.uk">chriswarren@rossendalebc.gov.uk</a>   |

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| <b>Confidential:</b> Council Tax and Non-Domestic Rate Debt Management Policy          | Cabinet                 | 11 <sup>th</sup> February 2026  | Resources                          | Report   | Chris Warren, Director of Resources and s151 Officer<br>01706 252428<br><a href="mailto:chriswarren@rossendalebc.gov.uk">chriswarren@rossendalebc.gov.uk</a>                   |
| Adoption of Supplementary Planning Guidance Document for Houses in Multiple Occupation | Cabinet                 | 11 <sup>th</sup> February 2026  | Planning                           | Report   | Anne Storah, Principal Planner (Forward Planning)<br>01706 252418<br><a href="mailto:annestorah@rossendalebc.gov.uk">annestorah@rossendalebc.gov.uk</a>                        |
| Improvements to Whitaker Park Toddler play facilities                                  | Cabinet                 | 11 <sup>th</sup> February 2026  | Environment and Corporate Services | Report   | David McChesney, Service Manager – Green Spaces and Street Scene<br>01706 252584<br><a href="mailto:davidmcchesney@rossendalebc.gov.uk">davidmcchesney@rossendalebc.gov.uk</a> |
| Local Plan Implementation Funding  | Cabinet                 | 11 <sup>th</sup> February 2026  | Planning                           | Report   | Anne Storah, Principal Planner (Forward Planning)<br>01706 252418<br><a href="mailto:annestorah@rossendalebc.gov.uk">annestorah@rossendalebc.gov.uk</a>                        |
| Acceptance and deployment of the Holiday Activities and Food Programme funding         | Cabinet                 | 11 <sup>th</sup> February 2026  | Resources                          | Report   | Chris Warren, Director of Resources and s151 Officer<br>01706 252428<br><a href="mailto:chriswarren@rossendalebc.gov.uk">chriswarren@rossendalebc.gov.uk</a>                   |
| Constitution Review  | Council                 | 4 <sup>th</sup> March 2026<br>To be taken to each meeting unless no changes identified. | Environment and Corporate Services | Report   | Clare Birtwistle<br>Head of Legal (Monitoring Officer)<br>01706 252438<br><a href="mailto:clarebirtwistle@rossendalebc.gov.uk">clarebirtwistle@rossendalebc.gov.uk</a>         |

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| Climate Change Strategy Update<br>– <b>yearly item</b>   | Council                 | 4 <sup>th</sup> March 2026  | Environment and Corporate Services | Report   | David Smurthwaite, Director of Economic Development<br>01706 252429<br><a href="mailto:davidsmurthwaite@rossendalebc.gov.uk">davidsmurthwaite@rossendalebc.gov.uk</a> |
| Pay Policy Statement<br>– <b>yearly item</b>   | Council                 | 4 <sup>th</sup> March 2026  | Environment and Corporate Services | Report   | Clare Law, Head of People and Policy<br>01706 252457<br><a href="mailto:clarelaw@rossendalebc.gov.uk">clarelaw@rossendalebc.gov.uk</a>                                |
| Council Tax Support Scheme 2025/26<br>– <b>yearly item</b>   | Council                 | 4 <sup>th</sup> March 2026  | Resources                          | Report   | Ian Walker, Service Assurance Team Leader<br>01706 252592<br><a href="mailto:ianwalker@rossendalebc.gov.uk">ianwalker@rossendalebc.gov.uk</a>                         |
| Acceptance of housing related grants   | Council                 | 4 <sup>th</sup> March 2026  | Resources                          | Report   | Megan Eastwood, Head of Housing and Regeneration<br>01706 252568<br><a href="mailto:meganeastwood@rossendalebc.gov.uk">meganeastwood@rossendalebc.gov.uk</a>          |
| Council Tax, Non-Domestic Rate & Housing Benefit Overpayment Write-offs -<br><b>Confidential</b><br>– <b>yearly item</b> | Cabinet                 | 18 <sup>th</sup> March 2026 | Resources                          | Report   | Ian Walker, Service Assurance Team Leader<br>01706 252592<br><a href="mailto:ianwalker@rossendalebc.gov.uk">ianwalker@rossendalebc.gov.uk</a>                         |
| Adoption of local list of non-designated heritage assets   | Cabinet                 | 18 <sup>th</sup> March 2026 | Planning                           | Report   | Anne Storah, Principal Planner (Forward Planning)<br>01706 252418<br><a href="mailto:annestorah@rossendalebc.gov.uk">annestorah@rossendalebc.gov.uk</a>               |

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| Housing Benefit Overpayment Policy   | Cabinet                            | 18 <sup>th</sup> March 2026                                  | Resources                          | Report   | Angela Richmond, Service Assurance Officer – Benefits Lead<br><a href="mailto:angelarichmond@rossendalebc.gov.uk">angelarichmond@rossendalebc.gov.uk</a> |
| Housing Benefit Write Off Policy   | Cabinet                            | 18 <sup>th</sup> March 2026                                  | Resources                          | Report   | Angela Richmond, Service Assurance Officer – Benefits Lead<br><a href="mailto:angelarichmond@rossendalebc.gov.uk">angelarichmond@rossendalebc.gov.uk</a> |
| Annual Air Quality Report – <i>yearly item</i>   | Cabinet                            | 18 <sup>th</sup> March 2026                                  | Environment and Corporate Services | Report   | Andy Taylor, Head of Environmental Services<br>01706 252519<br><a href="mailto:andrewtaylor@rossendalebc.gov.uk">andrewtaylor@rossendalebc.gov.uk</a>    |
| Approve Conservation Area for Waterfoot  | Cabinet                            | 18 <sup>th</sup> March 2026                                  | Planning                           | Report   | Anne Storah, Principal Planner (Forward Planning)<br>01706 252418<br><a href="mailto:annestorah@rossendalebc.gov.uk">annestorah@rossendalebc.gov.uk</a>  |
| Electric Vehicle Charging Infrastructure Strategy  | Overview & Scrutiny<br><br>Cabinet | 30 <sup>th</sup> March 2026<br><br>13 <sup>th</sup> May 2026 | Environment and Corporate Services | Report   | Kwabena Poku, Climate Change Officer<br>01706 252551<br><a href="mailto:kwabenapoku@rossendalebc.gov.uk">kwabenapoku@rossendalebc.gov.uk</a>             |
| Alterations and Extensions to Residential Properties Draft Supplementary Planning Document | Cabinet                            | 13 <sup>th</sup> May 2026                                    | Planning                           | Report   | Anne Storah, Principal Planner (Forward Planning)<br>01706 252418<br><a href="mailto:annestorah@rossendalebc.gov.uk">annestorah@rossendalebc.gov.uk</a>  |

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| Medium Term Financial Strategy Update – <b>yearly item</b> | Cabinet                 | 2 <sup>nd</sup> December 2026 | Resources            | Report   | Chris Warren, Director of Resources and s151 Officer<br>01706 252428<br><a href="mailto:chriswarren@rossendalebc.gov.uk">chriswarren@rossendalebc.gov.uk</a> |

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