

## ROSSENDALE BOROUGH COUNCIL FORWARD PLAN FOR THE FOUR MONTH PERIOD 1<sup>st</sup> NOVEMBER 2006 TO 28<sup>th</sup> FEBRUARY 2007

The Forward Plan set out the details of the key decisions which the Cabinet or Officers expect to take during the next four month period. The Plan is updated every month and is available to the public 14 days before the beginning of each month.

A Key Decision is defined as one that either:

- a) is, in value worth more than £100,000, or
- b) has a **significant impact** because (for example) it either:
  - (i) affects individuals or organisations outside the Borough;
  - or
  - (ii) will have a long term (more than 5 years) or permanent effect on the council or the borough.

The current members of the Cabinet are:

Councillor Duncan Ruddick	Leader of the Council <i>Specific responsibility for legal issues facing the Council, Constitutional issues, coordinating the activities of the various portfolio holders and Chairing the Cabinet.</i>
Councillor William Challinor	Deputy Leader and Portfolio Holder for Regeneration <i>The portfolio covers the Spatial Development and Economic Regeneration and Strategic Housing Service Units.</i>
Councillor Judith Driver	Portfolio Holder for Street Scene and Liveability <i>The portfolio covers the Street Scene and Liveability Service Unit.</i>
Councillor Brian Essex	Portfolio Holder for Policy and Performance <i>The portfolio covers the Policy and Change Management Service Unit.</i>

Councillor Janet Farquharson	Portfolio Holder for Customer Services <i>The portfolio covers the Customer Services and e-Government Service Unit.</i>
Councillor Janet Graham	Portfolio Holder for Human Resources and Member Development <i>The portfolio covers the Human Resources Service Unit and the Democratic Services function.</i>
Councillor Michael Ormerod	Portfolio Holder for Finance and Risk Management <i>The portfolio covers the Financial Services Service Unit, the Legal and Property Services functions, which on a temporary basis also includes licensing.</i>
Councillor Darryl Smith	Portfolio Holder for Community and Partnerships <i>The portfolio covers the Community and Partnerships Service Unit.</i>

N.B. The Portfolios of the Leader of the Council, Customer Services, Policy and Performance and Community and Partnerships are subject to agreement by the Cabinet on 19 October 2006

The Council's Management Team comprises:

Carolyn Wilkins	Chief Executive
Helen Lockwood	Deputy Chief Executive
George Graham	Executive Director of Resources
Linda Fisher	Head of Legal and Democratic Services
Phil Seddon	Head of Financial Services
Liz Murphy	Head of Human Resources
Carole Todd	Head of Street Scene and Liveability
Ilona Snow-Miller	Head of Community and Partnerships
Lesley Noble	Head of Policy and Change Management
Jon Sharples	Head of Economic Regeneration and Strategic Housing
Andrew Buckle	Interim Head of Customer Services and E-Government

Anyone wishing to make representations about any of the matters listed below may do so by contacting the relevant officer listed against each key decision, within the time period indicated.

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
- 5 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 One Stop Shop, Town Centre Offices, Lord Street, Rawtenstall, Rossendale, Lancashire, BB4 7LZ or accessed from the Council's website [www.rossendale.gov.uk](http://www.rossendale.gov.uk)

- 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](http://www.rossendale.gov.uk) or you may contact the Democratic Services Section on telephone number 01706 252423 or email Heather Moore, Committee Services Manager at [heathermoore@rossendalebc.gov.uk](mailto:heathermoore@rossendalebc.gov.uk) for further details.

<b>Details of the decision to be taken</b>	<b>Decision to be taken by</b>	<b>Relevant Portfolio Holder</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultees</b>	<b>Method(s) of Consultation</b>	<b>Documents to be considered by the decision taker</b>	<b>Representations may be made to the following officer</b>
Anti Fraud and Corruption Strategy	The Cabinet	Portfolio Holder Finance and Risk Management	November 2006	Trade Unions via the Joint Consultative Committee	Meetings	Report	George Graham, Executive Director of Resources Tel: 01706 252428 Email: <a href="mailto:georgegraham@rossendalebc.gov.uk">georgegraham@rossendalebc.gov.uk</a>
Former Whitworth Neighbourhood Office	The Cabinet	Portfolio Holder for Finance and Risk Management	November 2006	Property offered for sale on open market by way of sealed tender bid	Local paper/Manchester Evening News/Council's Web Site and signs erected on each of the buildings	Report	Michael Forster, Property Services Manager Tel: 01706 252442 Email: <a href="mailto:michaelforster@rossendalebc.gov.uk">michaelforster@rossendalebc.gov.uk</a>
Workforce Planning	The Cabinet	Portfolio Holder for Human Resources and Member Development	November 2006	Trade Unions and Management Team	Meetings	Report	Liz Murphy, Head of Human Resources Tel: 01706 252452 Email: <a href="mailto:lizmurphy@rossendalebc.gov.uk">lizmurphy@rossendalebc.gov.uk</a>
Car Parking Options	The Cabinet	Portfolio Holder for Street Scene and Liveability	November 2006	Overview & Scrutiny	Meetings	Report	Linda Fisher, Head of Legal and Democratic Services Tel: 01706 252447 Email <a href="mailto:lindafisher@rossendalebc.gov.uk">lindafisher@rossendalebc.gov.uk</a>
Housing Position Statement	The Cabinet	Portfolio Holder for Regeneration	November 2006	Public Consultation	Website, Letters, One Stop Shop, Libraries	Report	Anne Storah Senior Planning Officer Tel: 01706 252418 Email: <a href="mailto:annestorah@rossendalebc.gov.uk">annestorah@rossendalebc.gov.uk</a>

Empty Properties Policy Statement and Action Plan to be issued for consultation	The Cabinet	Portfolio Holder for Regeneration	November 2006	Internally affected officers	Correspondence	Report	Gary Parsons, Housing Research and Strategy Officer Tel: 01706 252402 Email: <a href="mailto:garyparsons@rossendalebc.gov.uk">garyparsons@rossendalebc.gov.uk</a>
Land at Eastgate Whitworth adjoining 126 and 128 Westgate Application (plr 1143) to purchase the land	The Cabinet	Portfolio Finance and Risk Management	November 2006	Consultation already undertaken with owners/occupiers of 126 and 128 Westgate Heads of Service Councillors	Local paper	Previous Council resolutions to dispose of land on terms to be agreed. October 1996 – minute 557 February 1997 – Minute 1027	Michael Forster, Property Services Manager Tel: 01706 252442 Email: <a href="mailto:michaelforster@rossendalebc.gov.uk">michaelforster@rossendalebc.gov.uk</a>
Asset Management Plan	Cabinet recommendation to Full Council	Portfolio Holder for Finance and Risk Management	November 2006	Overview & Scrutiny, Rossendale Leisure Trust, Government Office North West	Meetings	Report, Draft Asset Management Plan	Phil Seddon, Head of Financial Services, Tel: 01706 252465 Email <a href="mailto:philseddon@rossendalebc.gov.uk">philseddon@rossendalebc.gov.uk</a>
To approve the Self Assessment for the Strategic Housing Service prior to submission to the Audit Commission	The Cabinet	Portfolio Holder for Regeneration	November 2006	Management Team, other related service providers.	Meetings	Audit Commission guidance notes	Steve Jackson Housing Market Renewal Manager 01706 252401 Email <a href="mailto:stephenjackson@rossendalebc.gov.uk">stephenjackson@rossendalebc.gov.uk</a>
Local Development Scheme	Cabinet recommendation to Full Council	Portfolio Holder for Regeneration	November 2006	Senior Management Team	Meetings	Report	Anne Storah Senior Planning Officer Tel: 01706 252418 Email: <a href="mailto:annestorah@rossendalebc.gov.uk">annestorah@rossendalebc.gov.uk</a>
Employment Land Study	The Cabinet	Portfolio Holder for Regeneration	November 2006	Lancashire County Development s Ltd	Meetings	Report	Anne Storah Senior Planning Officer Tel: 01706252418 Email: <a href="mailto:annestorah@rossendalebc.gov.uk">annestorah@rossendalebc.gov.uk</a>

Gambling Policy/Update Licensing Policy	Cabinet Recommendation to Full Council	Leader of the Council	November 2006	Portfolio Holder, Police, Fire Brigade, Environmental Health, Social Services, Licensing Trade	Meetings	Report	Linda Fisher, Head of Legal and Democratic Services Tel: 01706 252447 Email: <a href="mailto:lindafisher@rossendalebc.gov.uk">lindafisher@rossendalebc.gov.uk</a>
Community and Involvement Engagement Strategy	Full Council	Portfolio Holder for Community and Partnerships	November 2006	Communities of Rossendale through the Community Network, elected members and Management Team	Consultation workshops throughout the Borough in June, July and August  Meetings	Report	Ilona Snow Miller, Head of Community and Partnerships Tel: 01706 252412 Email: <a href="mailto:ilonasnow-miller@rossendalebc.gov.uk">ilonasnow-miller@rossendalebc.gov.uk</a>
Environment Inspection	The Cabinet	Portfolio Holder for Street Scene and Liveability	November 2006	Portfolio Holder  Audit Commission	Meetings	Report and Strategy	Carole Todd, Head of Street Scene and Liveability 01706 252555 Email: <a href="mailto:caroletodd@rossendalebc.gov.uk">caroletodd@rossendalebc.gov.uk</a>
Working in Partnership – Policy Statement	The Cabinet	Portfolio Holder for Community and Partnerships	November 2006	Portfolio Holder	Meetings	Report	Carolyn Wilkins, Chief Executive Tel: 01706 252428 Email: <a href="mailto:carolynwilkins@rossendalebc.gov.uk">carolynwilkins@rossendalebc.gov.uk</a>
Development Control Service Way Forward	The Cabinet	Portfolio Holder for Regeneration	November 2006	Development Control Team and other Local Authorities Portfolio Holder for Regeneration	Meetings	Report	Helen Lockwood, Deputy Chief Executive Tel: 01706 252428 Email: <a href="mailto:helenlockwood@rossendalebc.gov.uk">helenlockwood@rossendalebc.gov.uk</a>

Enforcement Strategy	The Cabinet	Portfolio Holder for Street Scene and Liveability	November / December 2006	Overview and Scrutiny	Meetings	Report and Strategy	Carole Todd, Head of Street Scene and Liveability 01706 252555 Email: <a href="mailto:caroletodd@rossendalebc.gov.uk">caroletodd@rossendalebc.gov.uk</a>
Affordable Housing Strategy	The Cabinet	Portfolio Holder for Regeneration	December 2006	All RSL's, all private developers, NHBF, Housing Corp, all officers, LSP, LSP Hsg Theme Group	E-mail strategy to consultees that have expressed prior interest in strategy. Website, meetings	Report & Strategy	Gary Parsons, Housing Research & Strategy Officer Tel: 01706252402 E-mail: <a href="mailto:garyparsons@rossendalebc.gov.uk">garyparsons@rossendalebc.gov.uk</a>
Environment Strategy	The Cabinet	Portfolio Holder for Streetscene and Liveability	December 2006	Public Consultation	Meetings Website	Report and Strategy	Carole Todd, Head of Street Scene and Liveability 01706 252555 Email: <a href="mailto:caroletodd@rossendalebc.gov.uk">caroletodd@rossendalebc.gov.uk</a>
Community Leadership Action Plan	The Cabinet	Portfolio Holder for Human Resources and Member Development	December 2006	Improvement and Development Agency (IDeA)	Meetings	Report	Linda Fisher, Head of Legal and Democratic Services Tel: 01706 252447 Email: <a href="mailto:lindafisher@rossendalebc.gov.uk">lindafisher@rossendalebc.gov.uk</a>
To approve the 'preferred option' report for the Bacup, Stacksteads & Britannia Area Action Plan (AAP)	The Cabinet	Portfolio Holder for Regeneration	December 2006	The Preferred option documents will be deposited for public consultation	Consultation in accordance with Regulations 27 & 28 of the TCPA (Local Development) (England) Regulations 2004. Various methods will be used in accordance with the Statement of Community Involvement.	Bacup, Stacksteads & Britannia Preferred Option Report and Sustainability Appraisal	Steve Jackson Housing Market Renewal Manager Tel: 01706 252401 Email: <a href="mailto:stephenjackson@rossendalebc.gov.uk">stephenjackson@rossendalebc.gov.uk</a>

Statement of Community Involvement	The Cabinet	Portfolio Holder for Regeneration	December 2006	Consultees identified in Forward Planning consultation database and in accordance with PPS12 and regulatory requirements	Website, circulated to consultees that have expressed prior interest in document, statutory consultees	Website and report	Anne Stora Senior Planning Officer Tel: 01706 252418 Email: <a href="mailto:annestorah@rossendalebc.gov.uk">annestorah@rossendalebc.gov.uk</a>
Submission of Core Strategy	Full Council	Portfolio Holder for Regeneration	January 2007	Consultees identified in Forward Planning consultation database and in accordance with PPS12 and regulatory requirements.	Consultation in accordance with Regulations 27& 28 of the TCPA (Local Development) (England) Regulations 2004 for the submission of the document to the Secretary of State and examination by Planning Inspectorate.	Core Strategy, Final Sustainability Appraisal and Statement of Communication.	Anne Stora Senior Planning Officer Tel: 01706252418 Email: <a href="mailto:annestorah@rossendalebc.gov.uk">annestorah@rossendalebc.gov.uk</a>
Submission of Rawtenstall Area Action Plan (AAP)	Full Council	Portfolio Holder for Regeneration	January 2007	Consultees identified in Forward Planning consultation database and in accordance with PPS12 and regulatory requirements.	Consultation in accordance with Regulations 27& 28 of the TCPA (Local Development) (England) Regulations 2004 for the submission of the document to the Secretary of State and examination by Planning Inspectorate.	Rawtenstall AAP, Final Sustainability Appraisal and Statement of Communication.	Anne Stora Senior Planning Officer Tel: 01706252418 Email: <a href="mailto:annestorah@rossendalebc.gov.uk">annestorah@rossendalebc.gov.uk</a>
Reward Strategy	The Cabinet	Portfolio Holder for Human Resources and Member Development	January 2007	Trade Unions, employees and Management Team	Meetings	Report	Liz Murphy, Head of Human Resources Tel: 01706 252452 Email: <a href="mailto:lizmurphy@rossendalebc.gov.uk">lizmurphy@rossendalebc.gov.uk</a>

Approval of the Allocation Development Plan Document (DPD) for consultation	The Cabinet	Portfolio Holder for Regeneration	February 2007	The issues and options documents will be deposited for public consultation	Consultation in accordance with Regulation 25 of the TCPA (Local Development) (England) Regulations 2004. Consultation will also be in accordance with the 2 <sup>nd</sup> Draft Statement of Community Involvement	Allocation DPD	Anne Storah Senior Planning Officer Tel: 01706252418 Email: <a href="mailto:annestorah@rossendalebc.gov.uk">annestorah@rossendalebc.gov.uk</a>
Play Strategy	The Cabinet	Portfolio Holder for Street Scene and Liveability	February 2007	Public Consultation	Meetings Website One Stop Shop	Report and Strategy	Carole Todd, Head of Street Scene and Liveability 01706 252555 Email: <a href="mailto:caroletodd@rossendalebc.gov.uk">caroletodd@rossendalebc.gov.uk</a>
Approval of the Proposals Map for consultation	The Cabinet	Portfolio Holder for Regeneration	February 2007	The issues and Options documents will be deposited for public consultation	Consultation in accordance with Regulation 25 of the TCPA (Local Development) (England) Regulations 2004. Consultation will also be in accordance with the 2 <sup>nd</sup> Draft Statement of Community Involvement	Proposals Map	Anne Storah Senior Planning Officer Tel: 01706 252418 Email: <a href="mailto:annestorah@rossendalebc.gov.uk">annestorah@rossendalebc.gov.uk</a>
Open Spaces Strategy	The Cabinet	Portfolio Holder for Street Scene and Liveability	February 2007	Public Consultation	Meetings Website One Stop Shop	Report and Strategy	Carole Todd, Head of Street Scene and Liveability 01706 252555 Email: <a href="mailto:caroletodd@rossendalebc.gov.uk">caroletodd@rossendalebc.gov.uk</a>
Smoke Free Rossendale	The Cabinet	Portfolio Holder for Streetscene and Liveability	February 2007	Public Consultation	Meetings Website	Report	Carole Todd, Head of Street Scene and Liveability 01706 252555 Email: <a href="mailto:caroletodd@rossendalebc.gov.uk">caroletodd@rossendalebc.gov.uk</a>



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