

## ROSSENDALE BOROUGH COUNCIL FORWARD PLAN FOR THE FOUR MONTH PERIOD 1<sup>st</sup> March 2010 TO 30<sup>th</sup> June 2010

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

### 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**

The current members of the Cabinet are:

<a href="#">Councillor Tony Swain</a>	Leader of the Council
<a href="#">Councillor William Challinor</a>	Deputy Leader and Portfolio Holder for Regeneration
<a href="#">Councillor Peter Steen</a>	Portfolio Holder for Environmental Services
<a href="#">Councillor Brian Essex</a>	Portfolio Holder for Finance and Resources
<a href="#">Councillor Janet Graham</a>	Portfolio Holder for Communities and Neighbourhoods
<a href="#">Councillor Darryl Smith</a>	Portfolio Holder for Customer Services
<a href="#">Councillor Jason Gledhill</a>	Portfolio Holder for Leisure

## **Council's Executive Directorate**

The Council's Executive Directorate comprises of:

### ***Chief Executive Directorate managed by Chief Executive – Helen Lockwood***

- Finance and Property
- People and Policy (includes Policy & Performance, Communications, People and Organisational Development)

### ***Place Directorate managed by Chief Executive – Helen Lockwood***

- Regeneration (includes strategic housing)
- Street Scene
- Communities
- Customer Services and ICT
- Executive Office

### ***Business Directorate managed by Director of Business – Stuart Sugarman***

- Legal
- Committee and Member Services

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- Elections
- Planning
- Land Charges
- Building Control
- Environmental Health including Licensing

Anyone wishing to make representations about any of the matters listed in the Forward Plan 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
- 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/meetings](http://www.rossendale.gov.uk/meetings) or you may contact the Democratic 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	Relevant Portfolio Holder	Expected Date of Decision	Proposed Consultees	Method(s) of Consultation	Documents to be considered by the decision taker	Representations may be made to the following officer
Leisure	Council	Leisure	February 2010	Meetings Elected Members Report	Meetings Elected Members Report	Report	Mike Riley, Head of Communities Tel: 01706 252412 Email: <a href="mailto:michaelriley@rossendalebc.gov.uk">michaelriley@rossendalebc.gov.uk</a>
Rosendale Gateway	Cabinet	Regeneration	February 2010	Meetings Elected Members Report	Meetings Elected Members Report	Report	Steve Jackson, Head of Regeneration, Tel: 01706 252404, Email: <a href="mailto:stephenjackson@rossendalebc.gov.uk">stephenjackson@rossendalebc.gov.uk</a>
Local Development Scheme	Cabinet Council	Regeneration	February 2010 March 2010	Government Office Customers Stakeholders Elected Members	Consultation, Email, Meetings, Report	Report and copy of revised LDS	Stephen Stray Planning Services Manager Tel: 01706252420 Email: <a href="mailto:stephenstray@rossendalebc.gov.uk">stephenstray@rossendalebc.gov.uk</a>
Conservation Strategy	The Cabinet	Regeneration	February 2010	The draft Conservation Strategy will be deposited for public consultation	Consultation will be in accordance with the Statement of Community Involvement	Conservation Strategy	Stephen Stray Planning Services Manager Tel: 01706 252420 email: <a href="mailto:stephenstray@rossendalebc.gov.uk">stephenstray@rossendalebc.gov.uk</a>
Medium Term Financial Strategy	Cabinet recommendation to Full Council	Finance and Resources	February 2010	Public & local businesses	Neighbourhood Forums Local Businesses	Report	Phil Seddon, Head of Finance Tel: 01706252465 Email: <a href="mailto:philseddon@rossendalebc.gov.uk">philseddon@rossendalebc.gov.uk</a>

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Capital Programme	Cabinet recommendation to Full Council	Finance and Resources	February 2010	Public & local businesses	Neighbourhood Forums Local Businesses	Report	Phil Seddon, Head of Finance Tel: 01706252465 Email: <a href="mailto:philseddon@rossendalebc.gov.uk">philseddon@rossendalebc.gov.uk</a>
Revenue Budget and Council Tax Setting	Cabinet recommendation to Full Council	Finance and Resources	February 2010	Overview and Scrutiny Management Committee Public Consultation	Neighbourhood Forums Lancashire Local Partners Select Local Businesses	Report	Phil Seddon, Head of Finance Tel: 01706252465 Email: <a href="mailto:philseddon@rossendalebc.gov.uk">philseddon@rossendalebc.gov.uk</a>
CPO of a Property in Haslingden	Cabinet	Regeneration	February 2010	Portfolio Holder, Ward Councillors, Director of Business	Meetings	Empty Homes Property Files, Valuation Reports	Rebecca Lawlor, Regeneration Delivery Manager, Tel: 01706 252402, <a href="mailto:rebeccalawlor@rossendalebc.gov.uk">rebeccalawlor@rossendalebc.gov.uk</a>
Bacup Conservation Area Appraisal	Cabinet	Forward Planning	March 2010	The appraisal will lead to future consultation in respect of the review of the conservation area boundary	Consultation will be in accordance with the Statement of Community Involvement and the relevant Town and Country Planning Regulations.	Report	Stephen Stray Planning Services Manager Tel: 01706252420 Email: <a href="mailto:stephenstray@rossendalebc.gov.uk">stephenstray@rossendalebc.gov.uk</a>
Approval of the Pennine Lancashire Stock Condition Survey and Rossendale Stock Condition Survey	The Cabinet	Regeneration	March 2010	Executive Management Team, Scrutiny Committee PLLACE	Report	Pennine Lancashire Stock Condition Survey  Rossendale Stock Condition Survey	Rebecca Lawlor Regeneration Delivery Manager Tel: 01706 252402 Email: <a href="mailto:rebeccalawlor@rossendalebc.gov.uk">rebeccalawlor@rossendalebc.gov.uk</a>

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Public Realm Integration Project	Cabinet	Environmental Services	March 2010	All Members, Officers, Staff, Unions	Meetings, bulletins	Report	Jason Foster, Operations Manager, Tel: 01706 878660, Email: <a href="mailto:jasonfoster@rossendalebc.gov.uk">jasonfoster@rossendalebc.gov.uk</a>
Grass Cutting	Cabinet	Environmental Services	March 2010	Executive Management Team	Cabinet report, background report and previous health and safety report.	Report	Tamzin Percival, Assistant Operations Manager, Tel: 01706 252518, <a href="mailto:tamzinpercival@rossendalebc.gov.uk">tamzinpercival@rossendalebc.gov.uk</a>
Management Guidelines/Policy for Ashes Plots within Cemeteries	Cabinet	Environmental Services	March 2010	Executive Management Team	Report	Ashes plot management guidelines, ashes plot development highlight report.	Tamzin Percival, Assistant Operations Manager, Tel: 01706 252518, <a href="mailto:tamzinpercival@rossendalebc.gov.uk">tamzinpercival@rossendalebc.gov.uk</a>
Memorials Policy	Cabinet	Environmental Services	March 2010	Executive Management Team	Report	Memorials (not located on a grave) policy and community impact assessment	Tamzin Percival, Assistant Operations Manager, Tel: 01706 252518, <a href="mailto:tamzinpercival@rossendalebc.gov.uk">tamzinpercival@rossendalebc.gov.uk</a>
Customer Access Strategy	The Cabinet	Customer Services	March 2010	Customers Stakeholders Elected Members	Consultation, Meetings, Report	Report	Andrew Buckle, Head of Customer Services, Tel: 238606, Email: <a href="mailto:andrewbuckle@rossendalebc.gov.uk">andrewbuckle@rossendalebc.gov.uk</a>

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Drinking Water Strategy	The Cabinet	Communities and Neighbourhoods	March 2010	Community and private water supply owners and consumers	Meetings and mailshot	Report only	Philip Mepham Environmental Health Manager Tel: 01706 252566 Email: <a href="mailto:philipmepham@rosse.ndalebc.gov.uk">philipmepham@rosse.ndalebc.gov.uk</a>
Re-use of Buildings in the Countryside Supplementary Planning Document (SPD)	Full Council	Regeneration	March 2010	The draft SPD will be deposited for public consultation	Consultation will be in accordance with the Statement of Community Involvement	Re-use of Buildings in the Countryside Interim Policy	Stephen Stray Planning Services Manager Tel: 01706 252420 email: <a href="mailto:stephenstray@rosse.ndalebc.gov.uk">stephenstray@rosse.ndalebc.gov.uk</a>
Core Strategy	Full Council	Regeneration	March 2010	A report will be presented to cabinet which summarises the findings of the Core Strategy Consultation held during November and December  Cabinet  Policy Overview and Scrutiny	Publication and submission stages for the Core Strategy will be in accordance with the Statement of Community Involvement and the relevant Town and Country Planning Regulations.	Core Strategy DPD	Stephen Stray Planning Services Manager Tel: 01706 252420 email: <a href="mailto:stephenstray@rosse.ndalebc.gov.uk">stephenstray@rosse.ndalebc.gov.uk</a>

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Statement of Community Involvement	Council	Regeneration	March 2010	Members Internal Consultees	Email Telephone	Report and copy of revised SCI	Stephen Stray, Planning Services Manager, 01706 252420, <a href="mailto:stephenstray@rosse.ndalebc.gov.uk">stephenstray@rosse.ndalebc.gov.uk</a>
Allocation of Performance Reward Grant	Cabinet recommendation to Full Council	Communities & Neighbourhoods	March 2010	LSP Executive, LSP Theme Group Members, Small sub-group of LSP Executive	Meeting Report	Report	Mike Riley Communities Manager 01706 252412 <a href="mailto:michaelriley@rossendalebc.gov.uk">michaelriley@rossendalebc.gov.uk</a>
Community Grant Allocation – to approve allocation of grants for 2010/11	Cabinet	Communities and Neighbourhoods	March 2010	Grants Advisory Panel	Meeting	Report	Mike Riley Communities Manager 01706 252412 <a href="mailto:michaelriley@rossendalebc.gov.uk">michaelriley@rossendalebc.gov.uk</a>
Food and Health Strategy	The Cabinet	Communities and Neighbourhoods	March 2010	Rosendale Food Forum	Consultation process Meeting	Report with Action Plan	Philip Mepham, Environmental Health Manager Tel: 01706 252566 Email: <a href="mailto:philipmepham@rosse.ndalebc.gov.uk">philipmepham@rosse.ndalebc.gov.uk</a>

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Equalities Policy, Strategy and Scheme.	Council	Finance and Resources	March 2010	EMT, Management Team, Portfolio Holder, Policy O&S	Meeting and feedback from documents.	Report, Policy and Strategy Document	Liz Murphy, Head of People and Policy, Tel: 01706 252452, <a href="mailto:lizmurphy@rossendal.ebc.gov.uk">lizmurphy@rossendal.ebc.gov.uk</a>
Harassment and Bullying Policy	Council	Finance and Resources	March 2010	EMT, Management Team, Portfolio Holder, Policy O&S	Meeting and feedback from documents.	Report, Policy and Strategy Document	Liz Murphy, Head of People and Policy, Tel: 01706 252452, <a href="mailto:lizmurphy@rossendal.ebc.gov.uk">lizmurphy@rossendal.ebc.gov.uk</a>
Community Cohesion Policy Statement	Council	Finance and Resources and Communities and Neighbourhoods	March 2010	EMT, Management Team, Portfolio Holder, Policy O&S	Meeting and feedback from documents.	Report and Policy Statement	Liz Murphy, Head of People and Policy, Tel: 01706 252452, <a href="mailto:lizmurphy@rossendal.ebc.gov.uk">lizmurphy@rossendal.ebc.gov.uk</a>
Grievance Policy	Council	Finance and Resources	March 2010	EMT, Management Team, Portfolio Holder, JCC, Policy O&S	Meeting and feedback from policy document	Report with Policy Document	Liz Murphy, Head of People and Policy, Tel: 01706 252452, <a href="mailto:lizmurphy@rossendal.ebc.gov.uk">lizmurphy@rossendal.ebc.gov.uk</a>

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Redundancy Policy	Council	Finance and Resources	March 2010	EMT, Management Team, Portfolio Holder, JCC, Policy O&S	Meeting and feedback from policy document	Report with Policy Document	Liz Murphy, Head of People and Policy, Tel: 01706 252452, <a href="mailto:lizmurphy@rossendal.etc.gov.uk">lizmurphy@rossendal.etc.gov.uk</a>
Vacant Property Strategy	The Cabinet	Regeneration	March 2010	Internal Departments Members External Public Bodies such as CLG and Elevate	Meetings Telephone and face-to-face Interviews Documents Peer review of other Local Authorities	Vacant Property Strategy	Rebecca Lawlor, Regeneration Delivery Manager, Tel: 01706 252402, Email: <a href="mailto:rebeccalawlor@rosse.ndalebc.gov.uk">rebeccalawlor@rosse.ndalebc.gov.uk</a>
Housing Market Renewal Programme 2010 - 2011	Cabinet	Regeneration	March 2010	Ward Members Internal Departments Regenerate Pennine Lancashire	Consultation, Meetings, Report	Report	Rebecca Lawlor, Regeneration Delivery Manager, Tel: 01706 252402, Email: <a href="mailto:rebeccalawlor@rosse.ndalebc.gov.uk">rebeccalawlor@rosse.ndalebc.gov.uk</a>
Annual Review of the Constitution	Annual Council/Full Council	Finance and Resources	May 2010	All Members and Senior Officers Relevant partner organisations	Documents Meetings	Report	Stuart Sugarman, Director of Business, Tel: 01706 252447 Email: <a href="mailto:stUARTSUGARMAN@ROSENDAL.BC.GOV.UK">stUARTSUGARMAN@ROSENDAL.BC.GOV.UK</a>

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Green Travel Plan & Policy Statement	Cabinet – for information  Council	Finance and Resources	June 2010  July 2010	Management Team, Corporate Policy Steering Group, Portfolio Holder, Policy O&S, JCC	Meeting and feedback from Plan and Policy Statement documents	Report with Plan and Policy Statement Document	Liz Murphy, Head of People and Policy, Tel: 01706 252452, <a href="mailto:lizmurphy@rossendalebc.gov.uk">lizmurphy@rossendalebc.gov.uk</a>
Decent Homes Assistance Loans	The Cabinet	Regeneration	June 2010	Finance Portfolio Holder Providers	Meetings	Report with recommendations for new scheme	Rebecca Lawlor, Regeneration Delivery Manager, Tel: 01706 252402, Email: <a href="mailto:rebeccalawlor@rossendalebc.gov.uk">rebeccalawlor@rossendalebc.gov.uk</a>
Private Sector Housing Strategy	The Cabinet	Regeneration	June 2010	Service Users Private Landlords Forum Peer Agencies Internal Departments Members External Public Bodies such as CLG	Meetings Focus Group Sessions Telephone and face-to-face interviews Documents Peer Reviews of other authorities	Private Sector Housing Strategy	Rebecca Lawlor, Regeneration Delivery Manager, Tel: 01706 252402, Email: <a href="mailto:rebeccalawlor@rossendalebc.gov.uk">rebeccalawlor@rossendalebc.gov.uk</a>
Tourism Strategy	Cabinet	Regeneration	June 2010	Elected Members Stakeholders and businesses The Tourism Study will also be deposited for public consultation	Consultation will be in accordance with the Statement of Community Involvement	Tourism Strategy	Michelle Gray Town Centres and Tourism Officer Tel: 01706 252411 Email: <a href="mailto:michellegray@rossendalebc.gov.uk">michellegray@rossendalebc.gov.uk</a>

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Homelessness Options Review – outcome of market testing	The Cabinet	Regeneration	July 2010	Internal Departments	Meetings	Report	Cathy Lord, Strategic Housing and Partnerships Manager, Tel: 01706 252406, Email: <a href="mailto:cathylord@rossendalebc.gov.uk">cathylord@rossendalebc.gov.uk</a>
Approval of the Core Strategy Development Plan Document (DPD) for publication	Full Council	Regeneration	July 2010	The Publication document will be deposited for public consultation	Consultation will be in accordance with the Statement of Community Involvement and the relevant Town and Country Planning Regulations.	Core Strategy DPD	Stephen Stray Planning Services Manager Tel: 01706252420 Email: <a href="mailto:stephenstray@rossendalebc.gov.uk">stephenstray@rossendalebc.gov.uk</a>
Rawtenstall, Bacup, Haslingden and Whitworth Neighbourhood Plans	Council	Communities and Neighbourhoods	October 2010	Neighbourhood Forum Members and local residents	Neighbourhood Forum Meetings, consultation events, website	Report and 4 neighbourhood plans	Alison Wilkins, Area Manager, 01706 252593, <a href="mailto:alisonwilkins@rossendalebc.gov.uk">alisonwilkins@rossendalebc.gov.uk</a>



Councillor Tony Swain  
Leader of the Council

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