

ROSSENDALE BOROUGH COUNCIL FORWARD PLAN FOR THE FOUR MONTH PERIOD 1st November 2010 TO 28th February 2011

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:

Councillor Tony Swain	Leader of the Council and Portfolio Holder for Communities and Neighbourhoods
Councillor William Challinor	Deputy Leader and Portfolio Holder for Regeneration
Councillor Peter Steen	Portfolio Holder for Environmental Services
Councillor Brian Essex	Portfolio Holder for Finance and Resources
Councillor Darryl Smith	Portfolio Holder for Customer Services
Councillor Jason Gledhill	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 Director of Customers and Communities – Fiona Meechan

- 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
- Elections
- Planning

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- 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

- 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 Democratic Services Section on telephone number 01706 252422 or email 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
Core Strategy Publication including the Revised Statement of Community Involvement	Full Council	Regeneration	Taken as an Urgent Decision in September 2010	Internal departments and according to Statement of Community Involvement.	Letters, website, libraries	Report	Adrian Smith, Principal Planner – Forward Planning, Tel: 01706 252419, Email: adriansmith@rosseendalebc.gov.uk
Sale and Lease of Council Land	Cabinet	Finance and Resources	Taken as an Urgent Decision in September 2010	Head of Finance, Director of Business, Head of People & Policy, Director of Customers & Communities	Email	Report	Michael Forster, Property Services Manager, Tel: 01706 252442, michaelforster@rosseendalebc.gov.uk
Animal Boarding Establishments Model Conditions (Excluding Home Boarding of Dogs)	Full Council	Regeneration	October 2010	Members, Public, Stakeholders, Internal Departments, O&S Policy Committee	Team and Member Brief, Public Consultation Exercise	Report	Rebecca Lawlor Health and Housing Manager Tel: 01706 252402, Email: rebeccalawlor@rosseendalebc.gov.uk
Rawtenstall Masterplan Consultation	Full Council	Leader/Regeneration	October 2010	Internal departments and according to Statement of Community Involvement	Public exhibition and drop-in, letters, website, libraries	Report	Adrian Smith, Principal Planner – Forward Planning, Tel: 01706 252419, Email: adriansmith@rosseendalebc.gov.uk

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Neighbourhood Plans and Neighbourhood Forum Update: One Year On	Cabinet Council	Communities and Neighbourhoods	November 2010 December 2010	Neighbourhood Forum Members and local residents	Neighbourhood Forum Meetings, consultation events, website	Report and four neighbourhood plans	Alison Wilkins, Area Manager, 01706 252593, alisonwilkins@rossendalebc.gov.uk
Vacant Property Strategy	Cabinet	Regeneration	November 2010	Internal Departments Members External Public Bodies such as CLG and Elevate, Policy O & S	Meetings Telephone and face-to-face Interviews Documents Peer review of other Local Authorities	Vacant Property Strategy	Rebecca Lawlor Health and Housing Manager Tel: 01706 252402, Email: rebeccalawlor@rossendalebc.gov.uk
Update on 2010 Savings Review	Cabinet	Leader of the Council	November 2010	EMT, Unions, Managers, Members	Meetings, documents	Report	Helen Lockwood, Chief Executive, Tel: 01706 252428 helenlockwood@rossendalebc.gov.uk
Climate Change and Energy Efficiency	Cabinet	Environmental Services	November 2010	Regeneration, other Members of Council's Corporate Green Team.	Meetings and email	Report and supporting documentation	Adrian Smith, Principal Planner – Forward Planning, Tel: 01706 252419, Email: adriansmith@rossendalebc.gov.uk
Maintenance of Memorials	Cabinet	Environmental Services	November 2010	Communications Manager, Bereavement Services Officer, Portfolio Holder, Directors, Memorial	Discussions and meetings.	Report and Policy	Tamzin Percival, Assistant Operations Manager (Parks & Open Spaces) Tel: 01706 878660 Email

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				Masons, National Association of Memorial Masons, Burnley Council and other local authorities.			tamzinpercival@rossendalebc.gov.uk
Tourism Strategy	Cabinet	Regeneration	November 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: michellegray@rossendalebc.gov.uk
Private Sector Housing Strategy (including Decent Homes Assistance Loans and Housing Enforcement Policy)	Policy Scrutiny Cabinet	Regeneration	November 2010	Service Users Private Landlords Forum, Finance, Peer Agencies Internal Departments Members and Portfolio Holders External Public Bodies e.g. CLG	Meetings Focus Group Sessions Telephone and face-to-face interviews Documents Peer Reviews of other authorities	Private Sector Housing Strategy and report	Rebecca Lawlor Health and Housing Manager Tel: 01706 252402, Email: rebeccalawlor@rossendalebc.gov.uk
Governance Model Consultation	Policy O&S Council	Finance and Resources	November 2010 December 2010	Public, Cabinet, Portfolio Holder, Policy Scrutiny, Executive Officers	Website, paper based response forms, report, meetings	Report and consultation responses.	Carolyn Sharples, Committee & Member Services Manager, Tel: 01706 252422, Email: carolynsharples@rossendalebc.gov.uk

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Bacup Conservation Area Appraisal and Boundary Review	Cabinet Full Council	Regeneration	November 2010	Members, Public, Stakeholders, Internal Departments	Public exhibition and drop-in, letters, website, libraries.	Report and Appraisal Document	Stephen Stray Planning Services Manager Tel: 01706252420 Email: stephenstray@rossendalebc.gov.uk
Leavengreave (Whitworth) Pitch Proposal	Cabinet	Communities	November 2010	Whitworth Sports Council, Portfolio Holder	Report	Report	Mike Riley, Communities Manager, 01706 252412, Email: michaelriley@rossendalebc.gov.uk
Home Boarding of Dogs Model Conditions	Cabinet Full Council	Regeneration	November 2010 December 2010	Members, Public, Stakeholders, Internal Departments, O&S Policy Committee	Team and Member Brief, Public Consultation Exercise	Report	Rebecca Lawlor Health and Housing Manager Tel: 01706 252402, Email: rebeccalawlor@rossendalebc.gov.uk
Communications Strategy	Council	Finance and Resources	December 2010	Residents Council Managers Elected Members, Policy Scrutiny	Consultation, Meetings, Report	Relevant consultation and research reports e.g. Place Survey	Nick Molyneux, Communications Manager, Tel: 01706 238604, Email: nickmolyneux@rossendalebc.gov.uk
Green Travel Plan Policy Statement	Council	Finance and Resources / Environmental Services	December 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 Sandiford, Head of People and Policy, Tel: 01706 252452, lizsandiford@rossendalebc.gov.uk

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Statement of Licensing Policy	Council	Environmental Services	December 2010	All relevant trade members, businesses, etc.	Website, letters, meetings, discussions	Report, Policy Documents and Feedback from Consultation	Tracy Brzozowski, Licensing & Planning Enforcement Manager, Tel: 01706 238602, Email: tracybrzozowski@rossendalebc.gov.uk
Core Strategy – Approval of Submission to Secretary of State	Council	Regeneration	December 2010	Consultees Members	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: stephenstray@rossendalebc.gov.uk
Medium Term Financial Strategy Update	Cabinet Council	Finance and Resources	January 2011 February 2011	Consultees Members	Meetings, Report	Report	Phil Seddon, Head of Finance Tel: 01706252465 Email: philseddon@rossendalebc.gov.uk
Private Water Supplies Regulations 2009 Policy and Fees	Policy Scrutiny Cabinet	Environmental Services	January 2011 February 2011	Consultees Members Policy Scrutiny	Meetings, report	Report	Rebecca Lawlor Health and Housing Manager Tel: 01706 252402, Email: rebeccalawlor@rossendalebc.gov.uk
Response to Overview and Scrutiny Recommendations	Cabinet	All/Any of the Portfolio Holders	February 2011	Overview and Scrutiny	Meetings and report	Report	Pat Couch, Scrutiny Support Officer, Tel: 01706 252426, patriciacouch@rossendalebc.gov.uk

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Policy for Memorials on Graves	Cabinet	Environmental Services	February 2011	Executive Management Team, Policy Overview and Scrutiny	Report	Guidelines and report	Fiona Meechan, Director of Customers and Communities, Tel: 01706 252491, Email: fionameechan@rossendalebc.gov.uk
Policy for the Licensing of Hackney Carriage Vehicles and Drivers and Private Hire Operators, Vehicles and Drivers	Council	Environmental Services	February 2011	Taxi trade, Public, Legal Services, Audit Commission, Chambers of Commerce, Rossendale Transport, East Lancashire Railway, LCC Highways & Environment Directorate, Police	Website, letters, meeting and discussions	Report and Policy Documents including Feedback from Consultation	Tracy Brzozowski, Licensing & Planning Enforcement Manager, Tel: 01706 238602, Email: tracybrzozowski@rossendalebc.gov.uk
Penalty Points Policy for Hackney Carriage and Private Hire Drivers	Council	Environmental Services	February 2011	Taxi trade, Public, Legal Services, Audit Commission, Chambers of Commerce, Rossendale Transport, East Lancashire Railway, LCC Highways & Environment Directorate, Police	Website, letters, meeting and discussions	Report and Policy Documents including Feedback from Consultation	Tracy Brzozowski, Licensing & Planning Enforcement Manager, Tel: 01706 238602, Email: tracybrzozowski@rossendalebc.gov.uk

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Review of the Statement of Policy: Relevant Convictions Relating to Hackney Carriage and Private Hire Drivers	Council	Environmental Services	February 2011	Taxi trade, Public, Legal Services, Audit Commission, Chambers of Commerce, Rossendale Transport, East Lancashire Railway, LCC Highways & Environment Directorate, Police	Website, letters, meeting and discussions	Report and Policy Documents including Feedback from Consultation	Tracy Brzozowski, Licensing & Planning Enforcement Manager, Tel: 01706 238602, Email: tracybrzozowski@rossendalebc.gov.uk
Enforcement Policy: Hackney Carriage and Private Hire Drivers	Council	Environmental Services	February 2011	Taxi trade, Public, Legal Services, Audit Commission, Chambers of Commerce, Rossendale Transport, East Lancashire Railway, LCC Highways & Environment Directorate, Police	Website, letters, meeting and discussions	Report and Policy Documents including Feedback from Consultation	Tracy Brzozowski, Licensing & Planning Enforcement Manager, Tel: 01706 238602, Email: tracybrzozowski@rossendalebc.gov.uk
Street Trading Policy	Council	Environmental Services	February 2011	Taxi trade, Public, Legal Services, Audit Commission, Chambers of Commerce, Rossendale Transport, East Lancashire Railway, LCC Highways &	Website, letters, meeting and discussions	Report and Policy Documents including Feedback from Consultation	Tracy Brzozowski, Licensing & Planning Enforcement Manager, Tel: 01706 238602, Email: tracybrzozowski@rossendalebc.gov.uk

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				Environment Directorate, Police			
Customer Insight Strategy	Cabinet	Customer Services	February 2011	Customers Stakeholders Elected Members	Consultation, Meetings, Report	Report	Andrew Buckle, Head of Customer Services, Tel: 238606, Email: andrewbuckle@rosendalebc.gov.uk
Medium Term Financial Strategy	Council	Finance and Resources	February 2011	Public & local businesses	Neighbourhood Forums Local Businesses	Report	Phil Seddon, Head of Finance Tel: 01706252465 Email: philseddon@rosendalebc.gov.uk
Capital Programme	Council	Finance and Resources	February 2011	Public & local businesses	Neighbourhood Forums Local Businesses	Report	Phil Seddon, Head of Finance Tel: 01706252465 Email: philseddon@rosendalebc.gov.uk
Revenue Budget and Council Tax Setting	Council	Finance and Resources	February 2011	Overview and Scrutiny Management Committee Public Consultation	Neighbourhood Forums Lancashire Local Partners Select Local Businesses	Report	Phil Seddon, Head of Finance Tel: 01706252465 Email: philseddon@rosendalebc.gov.uk

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Whitworth Square Conservation Area Appraisal and Boundary Review	Cabinet Full Council	Regeneration	February 2011	Members, Public, Stakeholders, Internal Departments	Public exhibition and drop-in, letters, website, libraries.	Report and Appraisal Document	Stephen Stray Planning Services Manager Tel: 01706252420 Email: stephenstray@rossendalebc.gov.uk
Rawtenstall Conservation Area Appraisal and Boundary Review	Cabinet Full Council	Regeneration	February 2011	Members, Public, Stakeholders, Internal Departments	Public exhibition and drop-in, letters, website, libraries.	Report and Appraisal Document	Stephen Stray Planning Services Manager Tel: 01706252420 Email: stephenstray@rossendalebc.gov.uk
Goodshawfold Conservation Area Appraisal and Boundary Review	Cabinet Full Council	Regeneration	February 2011	Members, Public, Stakeholders, Internal Departments	Public exhibition and drop-in, letters, website, libraries.	Report and Appraisal Document	Stephen Stray Planning Services Manager Tel: 01706252420 Email: stephenstray@rossendalebc.gov.uk
Loveclough Fold Conservation Area Appraisal and Boundary Review	Cabinet Full Council	Regeneration	February 2011	Members, Public, Stakeholders, Internal Departments	Public exhibition and drop-in, letters, website, libraries.	Report and Appraisal Document	Stephen Stray Planning Services Manager Tel: 01706252420 Email: stephenstray@rossendalebc.gov.uk

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Food Standards Enforcement Policy	Policy O&S Cabinet	Environmental Services	March 2011 April 2011	Consultees, food providers, Members, Policy Scrutiny	Meetings, consultation and report	Report and Policy	Rebecca Lawlor, Health and Housing Manager, Tel: 01706 252402, Email: rebeccalawlor@rossendalebc.gov.uk
Community Grant Allocation – to approve allocation of grants for 2011/12	Cabinet	Communities and Neighbourhoods	March 2011	Grants Advisory Panel	Meeting	Report	Mike Riley Communities Manager 01706 252412 michaelriley@rossendalebc.gov.uk
Illegal Eviction and Harassment Policy	Policy O&S Cabinet	Regeneration	March 2011	Internal departments, Members, external public bodies such as Shelter, Policy O&S	Meetings, consultation returns, documents, peer review of other Local Authorities.	Report and Policy	Rebecca Lawlor, Health and Housing Manager, Tel: 01706 252402, Email: rebeccalawlor@rossendalebc.gov.uk
Annual Review of the Constitution	Annual Council/Full Council	Finance and Resources	May 2011	All Members and Senior Officers Relevant partner organisations	Documents Meetings	Report	Stuart Sugarman, Director of Business, Tel: 01706 252447 Email: stuartsugarman@rossendale.bc.gov.uk



Councillor Tony Swain
Leader of the Council

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