

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 2026/27 Municipal Year are as follows:

- 14th April 2026
- 16th June 2026
- 25th August 2026
- 22nd September 2026
- 3rd November 2026
- 12th January 2027
- 16th February 2027

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
- Councillor Andrew Walmsley – Deputy Leader of the Council and Lead Member for Resources
- Councillor Samara Barnes – Lead Member for Planning, Committees and Working Groups
- Councillor Nick Harris – Lead Member for Economic Development
- Councillor Adrian Lythgoe – Lead Member for Environment and Corporate Services
- Councillor Michelle Smith – 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, Vacant

- Finance & Audit
- Revenues and Benefits
- Risk Management & Procurement
- Asset Register
- ICT, SAT & Customer Services
- Rossendale Leisure Trust (Accounting and Project Appraisals)

Interim s151 Officer, Kimberly Haworth

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

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- Corporate Support
- 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

- 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 Committee and Member 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	Expected Date of Decision	Relevant Lead Member	Documents to be considered by the decision taker	Representations may be made to the following officer
Designation of new Conservation Area and Adoption of the Waterfoot Conservation Area Appraisal and Management Plan (CAAMP)	Council	8 th July 2026	Planning	Report	Anne Stora, Principal Planner (Forward Planning) 01706 252418 annestorah@rossendalebc.gov.uk
Constitution Review	Council	8 th July 2026 To be taken to each meeting unless no changes identified.	Environment and Corporate Services	Report	Clare Birtwistle Head of Legal (Monitoring Officer) 01706 252438 clarebirtwistle@rossendalebc.gov.uk
Electric Vehicle Charging Infrastructure Strategy	Overview & Scrutiny Cabinet	15 th June 2026 15 th July 2026	Environment and Corporate Services	Report	Kwabena Poku, Climate Change Officer 01706 252551 kwabenapoku@rossendalebc.gov.uk
Bad Debt Write-off (Confidential)	Cabinet	15 th July 2026	Resources	Report	Kimberly Haworth, Head of Finance and s151 Officer 01706 252467 kimberlyhaworth@rossendalebc.gov.uk
Housing Benefit War Pension and Armed Forces Compensation Disregard Policy 2026	Cabinet	15 th July 2026	Resources	Report	Angela Richmond Service Assurance Officer – Benefits Lead 01706 252588 angelarichmond@rossendalebc.gov.uk
Rossendale Re-settler Support Tender	Cabinet	15 th July 2026	Communities, Housing, Health and Wellbeing	Report	David Smurthwaite, Director of Economic Development 01706 252429 davidsmurthwaite@rossendalebc.gov.uk

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Tender for cleaning services	Cabinet	15 th July 2026	Resources	Report	Jane Riley Facilities and Safety Manager 01706 252515 janeriley@rossendalebc.gov.uk
Conservation Area Management Plans	Overview & Scrutiny	14 th September 2026	Planning	Report	Anne Storah, Principal Planner (Forward Planning) 01706 252418 annestorah@rossendalebc.gov.uk
	Council	9 th December 2026			
Designation of new Conservation Areas for Helmshore and Crawshawbooth	Overview & Scrutiny Council	14 th September 2026 9 th December 2026	Planning	Report	Anne Storah, Principal Planner (Forward Planning) 01706 252418 annestorah@rossendalebc.gov.uk
Adoption of local list of non-designated heritage assets	Cabinet	23 rd September 2026	Planning	Report	Anne Storah, Principal Planner (Forward Planning) 01706 252418 annestorah@rossendalebc.gov.uk
Medium Term Financial Strategy Update – yearly item	Cabinet	2 nd December 2026	Resources	Report	Kimberly Haworth, Head of Finance and s151 Officer 01706 252467 kimberlyhaworth@rossendalebc.gov.uk
Pay Policy Statement – yearly item	Council	3 rd March 2027	Environment and Corporate Services	Report	Clare Law, Head of People and Policy 01706 252457 clarelaw@rossendalebc.gov.uk

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Council Tax Support Scheme 2025/26 – yearly item	Council	3 rd March 2027	Resources	Report	Ian Walker, Service Assurance Team Leader 01706 252592 ianwalker@rossendalebc.gov.uk
Council Budget and the Medium-Term Financial Strategy 2027/28 – yearly item	Overview & Scrutiny Cabinet Council	8 th February 2027 10 th February 2027 3 rd March 2027	Resources	Report	Kimberly Haworth, Head of Finance and s151 Officer 01706 252467 kimberlyhaworth@rossendalebc.gov.uk
Capital Programme 2027/28 and Capital Strategy – yearly item	Overview & Scrutiny Cabinet Council	8 th February 2027 10 th February 2027 3 rd March 2027	Resources	Report	Kimberly Haworth, Head of Finance and s151 Officer 01706 252467 kimberlyhaworth@rossendalebc.gov.uk
Treasury Management Strategy and Treasury Management Policy and Practices 2027/28 – yearly item	Cabinet Council Audit & Accounts	10 th February 2027 3 rd March 2027 10 th March 2027	Resources	Report	Kimberly Haworth, Head of Finance and s151 Officer 01706 252467 kimberlyhaworth@rossendalebc.gov.uk
Council Tax, Non-Domestic Rate & Housing Benefit Overpayment Write-offs - Confidential – yearly item	Cabinet	17 th March 2027	Resources	Report	Ian Walker, Service Assurance Team Leader 01706 252592 ianwalker@rossendalebc.gov.uk
Annual Air Quality Report 2026 – yearly item	Cabinet	17 th March 2027	Environment and Corporate Services	Report	Andy Taylor, Head of Environmental Services 01706 252519 andrewtaylor@rossendalebc.gov.uk

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Climate Change Strategy and Action Plan Update – yearly item	Cabinet	17 th March 2027	Environment and Corporate Services	Report	David Smurthwaite, Director of Economic Development 01706 252429 davidsmurthwaite@rossendalebc.gov.uk

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