

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

***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

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- 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](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
Acceptance and deployment of the Holiday Activities and Food Programme funding and its use to commission Rossendale Leisure Trust to deliver the programme as an extension to existing arrangements (Spring Holiday Activities and Food Programme)	Cabinet	14 <sup>th</sup> May 2025	Resources	Report	Chris Warren, Director of Resources and s151 Officer 01706 252428 <a href="mailto:chriswarren@rossendalebc.gov.uk">chriswarren@rossendalebc.gov.uk</a>
Dog Control Public Space Protection Orders	Cabinet	14 <sup>th</sup> May 2025	Environment and Corporate Services	Report	Andy Taylor, Head of Environmental Services 01706 252519 <a href="mailto:andrewtaylor@rossendalebc.gov.uk">andrewtaylor@rossendalebc.gov.uk</a>
Public Sector Decarbonisation Scheme Project at Marl Pits Leisure Centre	Council	4 <sup>th</sup> June 2025	Economic Development	Report	David Smurthwaite Director of Economic Development 01706 252429 <a href="mailto:davidsmurthwaite@rossendalebc.gov.uk">davidsmurthwaite@rossendalebc.gov.uk</a>
Productivity Plan 2025/26 – <b>yearly item</b>	Cabinet	2 <sup>nd</sup> July 2025	Economic Development	Report	David Smurthwaite Director of Economic Development 01706 252429 <a href="mailto:davidsmurthwaite@rossendalebc.gov.uk">davidsmurthwaite@rossendalebc.gov.uk</a>
Development of the Former Heritage Arcade	Cabinet	2 <sup>nd</sup> July 2025	Economic Development	Report	David Smurthwaite Director of Economic Development 01706 252429 <a href="mailto:davidsmurthwaite@rossendalebc.gov.uk">davidsmurthwaite@rossendalebc.gov.uk</a>

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UK Shared Prosperity Funding Update	Council	16 <sup>th</sup> July 2025	Economic Development	Report	Megan Eastwood Head of Housing and Regeneration 01706 252480 <a href="mailto:meganeastwood@rossendalebc.gov.uk">meganeastwood@rossendalebc.gov.uk</a>
Temporary Accommodation Business Case	Council	16 <sup>th</sup> July 2025	Economic Development	Report	Megan Eastwood Head of Housing and Regeneration 01706 252480 <a href="mailto:meganeastwood@rossendalebc.gov.uk">meganeastwood@rossendalebc.gov.uk</a>
Constitution Review	Council	16 <sup>th</sup> July 2025 To be taken to each meeting unless no changes identified.	Environment and Corporate Services	Report	Clare Birtwistle Head of Legal (Monitoring Officer) 01706 252438 <a href="mailto:clarebirtwistle@rossendalebc.gov.uk">clarebirtwistle@rossendalebc.gov.uk</a>
Annual Air Quality Report – <b>yearly item</b>	Cabinet	22 <sup>nd</sup> October 2025	Environment and Corporate Services	Report	Andy Taylor, Head of Environmental Services 01706 252519 <a href="mailto:andrewtaylor@rossendalebc.gov.uk">andrewtaylor@rossendalebc.gov.uk</a>
Authority Monitoring Report for 2023 to 2024 – <b>yearly item</b>	Cabinet	22 <sup>nd</sup> October 2025	Planning	Report	Anne Storah, Principal Planner (Forward Planning) 01706 252418 <a href="mailto:annestorah@rossendalebc.gov.uk">annestorah@rossendalebc.gov.uk</a>
Medium Term Financial Strategy Update – <b>yearly item</b>	Cabinet	3 <sup>rd</sup> December 2025	Resources	Report	Chris Warren, Director of Resources and s151 Officer 01706 252428 <a href="mailto:chriswarren@rossendalebc.gov.uk">chriswarren@rossendalebc.gov.uk</a>

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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
Town Board Investment Plan	Cabinet	3 <sup>rd</sup> December 2025	Economic Development	Report	Megan Eastwood Head of Housing and Regeneration 01706 252480 <a href="mailto:meganeastwood@rossendalebc.gov.uk">meganeastwood@rossendalebc.gov.uk</a>
Corporate Priorities, Budget, Council Tax and the Medium-Term Financial Strategy – <b>yearly item</b>	Overview & Scrutiny	9 <sup>th</sup> February 2026	Resources	Report	Chris Warren, Director of Resources and s151 Officer 01706 252428 <a href="mailto:chriswarren@rossendalebc.gov.uk">chriswarren@rossendalebc.gov.uk</a>
	Cabinet	11 <sup>th</sup> February 2026			
	Council	4 <sup>th</sup> March 2026			
Capital Strategy and Capital Programme – <b>yearly item</b>	Overview & Scrutiny	9 <sup>th</sup> February 2026	Resources	Report	Chris Warren, Director of Resources and s151 Officer 01706 252428 <a href="mailto:chriswarren@rossendalebc.gov.uk">chriswarren@rossendalebc.gov.uk</a>
	Cabinet	11 <sup>th</sup> February 2026			
	Council	4 <sup>th</sup> March 2026			
Treasury Management Strategy & Treasury Management Practises – <b>yearly item</b>	Cabinet	11 <sup>th</sup> February 2026	Resources	Report	Chris Warren, Director of Resources and s151 Officer 01706 252428 <a href="mailto:chriswarren@rossendalebc.gov.uk">chriswarren@rossendalebc.gov.uk</a>
	Council	4 <sup>th</sup> March 2026			
Climate Change Strategy Update – <b>yearly item</b>	Council	4 <sup>th</sup> March 2026	Environment and Corporate Services	Report	David Smurthwaite, Director of Economic Development 01706 252429 <a href="mailto:davidsmurthwaite@rossendalebc.gov.uk">davidsmurthwaite@rossendalebc.gov.uk</a>
Pay Policy Statement – <b>yearly item</b>	Council	4 <sup>th</sup> March 2026	Environment and Corporate Services	Report	Clare Law, Head of People and Policy 01706 252457 <a href="mailto:clarelaw@rossendalebc.gov.uk">clarelaw@rossendalebc.gov.uk</a>

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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 Tax Support Scheme 2025/26 – <b>yearly item</b>	Council	4 <sup>th</sup> March 2026	Resources	Report	Ian Walker, Service Assurance Team Leader 01706 252592 <a href="mailto:ianwalker@rossendalebc.gov.uk">ianwalker@rossendalebc.gov.uk</a>
Council Tax, Non-Domestic Rate & Housing Benefit Overpayment Write-offs - Confidential – yearly item	Cabinet	4 <sup>th</sup> March 2026	Resources	Report	Ian Walker, Service Assurance Team Leader 01706 252592 <a href="mailto:ianwalker@rossendalebc.gov.uk">ianwalker@rossendalebc.gov.uk</a>

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