

## **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 2024/25 Municipal Year are as follows:

- 7<sup>th</sup> May 2024
- 12<sup>th</sup> June 2024
- 20<sup>th</sup> August 2024
- 17<sup>th</sup> September 2024
- 22<sup>nd</sup> October 2024
- 14<sup>th</sup> January 2025
- 11<sup>th</sup> February 2025

### **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 Economic Development
- Councillor Jackie Oakes – Deputy Leader of the Council and Lead Member for Resources and Customer Services
- Councillor Barbara Ashworth – Lead Member for Communities, Health and Wellbeing and Housing
- Councillor Adrian Lythgoe – Lead Member for Environment and Corporate Services
- Councillor Liz McInnes – Lead Member for Planning, Licensing, Enforcement

***Chief Executive Directorate managed by the Chief Executive – Rob Huntington***

- Executive Office
- Housing, Health & Communities
- Public Protection Unit
- ICT, SAT & Customer Services
- 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

***Legal Services managed by the Head of Legal (Monitoring Officer), Clare Birtwistle***

- Legal Services
- Committee and Member Services
- Elections
- Land Charges

***Chief Finance Officer (Section 151 Officer), Karen Spencer***

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

***HR managed by the Head of People & Policy, Clare Law***

- People and Policy
- Corporate Support
- Communications

<b>Responsible Section/Team</b>	Committee and Member Services	<b>Page</b>	2 of 7
<b>Responsible Author</b>	Committee & Member Services Officer	<b>Version</b>	Apr04
<b>Date last published</b>	11/04/2024	<b>Next publication date</b>	07/05/24

- 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.

<b>Responsible Section/Team</b>	Committee and Member Services	<b>Page</b>	3 of 7
<b>Responsible Author</b>	Committee & Member Services Officer	<b>Version</b>	Apr04
<b>Date last published</b>	11/04/2024	<b>Next publication date</b>	07/05/24

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
Temple Court Market, Bacup	Cabinet (Special)	22 <sup>nd</sup> May 2024	Economic Development	Report	Sean O'Hagan, Rossendale Regeneration Programme Manager 01706 252572 <a href="mailto:seanohagan@rossendalebc.gov.uk">seanohagan@rossendalebc.gov.uk</a>
Council Tax and National Non-Domestic Rate Debt Management Policy	Overview & Scrutiny  Cabinet	11 <sup>th</sup> March 2024  5 <sup>th</sup> June 2024	Housing and Customer Services	Report	Ian Walker, Service Assurance Team Leader 01706 252592 <a href="mailto:ianwalker@rossendalebc.gov.uk">ianwalker@rossendalebc.gov.uk</a>
Capital Contract 2024/25	Cabinet  Council	5 <sup>th</sup> June 2024  17 <sup>th</sup> July 2024	Resources	Report	Jane Riley, Facilities and Safety Manager 01706 252515 <a href="mailto:janeriley@rossendalebc.gov.uk">janeriley@rossendalebc.gov.uk</a>
Fixed Penalty Notice Fees	Cabinet	5 <sup>th</sup> June 2024	Environment and Corporate Services	Report	Susan Chadwick, Public Protection Manager 01706 238648 <a href="mailto:susanchadwick@rossendalebc.gov.uk">susanchadwick@rossendalebc.gov.uk</a>
Rawtenstall market	Cabinet	5 <sup>th</sup> June 2024	Economic Development	Report	Sean O'Hagan, Rossendale Regeneration Programme Manager 01706 252572 <a href="mailto:seanohagan@rossendalebc.gov.uk">seanohagan@rossendalebc.gov.uk</a>
Affordable Housing Supplementary Planning Document	Overview & Scrutiny  Cabinet	24 <sup>th</sup> June 2024  11 <sup>th</sup> July 2024	Planning, Licensing and Enforcement	Report	Anne Storah, Principal Planner (Forward Planning) 01706 252418 <a href="mailto:annestorah@rossendalebc.gov.uk">annestorah@rossendalebc.gov.uk</a>

<b>Responsible Section/Team</b>	Committee and Member Services	<b>Page</b>	4 of 7
<b>Responsible Author</b>	Committee & Member Services Officer	<b>Version</b>	Apr04
<b>Date last published</b>	11/04/2024	<b>Next publication date</b>	07/05/24

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, Non-Domestic Rate & Housing Benefit Overpayment Write-offs – <b>yearly item</b>	Cabinet	11 <sup>th</sup> July 2024	Housing and Customer Services	Report	Ian Walker, Service Assurance Team Leader 01706 252592 <a href="mailto:ianwalker@rossendalebc.gov.uk">ianwalker@rossendalebc.gov.uk</a>
Constitution Review	Council	17 <sup>th</sup> July 2024 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>
Food Law Service Plan 2023/24 (Food Standards Agency Annual Report) - <b>yearly item</b>	Council	17 <sup>th</sup> July 2024	Planning, Licensing and Enforcement	Report	Andy Taylor, Head of Environmental Services 01706 252519 <a href="mailto:andrewtaylor@rossendalebc.gov.uk">andrewtaylor@rossendalebc.gov.uk</a>
Improvements to the 3G Pitch at the Adrenaline Centre	Council	17 <sup>th</sup> July 2024	Communities, Health and Wellbeing	Report	Natalie Atkinson Programme Manager – Physical Activity 01706 238640 <a href="mailto:natalieatkinson@rossendalebc.gov.uk">natalieatkinson@rossendalebc.gov.uk</a>
Long Term Plan for Towns Funding	Council	17 <sup>th</sup> July 2024	Economic Development	Report	Megan Eastwood Head of Housing and Regeneration 01706 252480 <a href="mailto:meganeastwood@rossendalebc.gov.uk">meganeastwood@rossendalebc.gov.uk</a>
Climate Change Strategy Update – <b>yearly item</b>	Council	25 <sup>th</sup> September 2024	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>

<b>Responsible Section/Team</b>	Committee and Member Services	<b>Page</b>	5 of 7
<b>Responsible Author</b>	Committee & Member Services Officer	<b>Version</b>	Apr04
<b>Date last published</b>	11/04/2024	<b>Next publication date</b>	07/05/24

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
Annual Air Quality Report – <b>yearly item</b>	Cabinet	20 <sup>th</sup> November 2024	Planning, Licensing and Enforcement	Report	Andy Taylor, Head of Environmental Services 01706 252519 <a href="mailto:andrewtaylor@rossendalebc.gov.uk">andrewtaylor@rossendalebc.gov.uk</a>
Medium Term Financial Strategy (MTFS) Update – <b>yearly item</b>	Cabinet	20 <sup>th</sup> November 2024	Resources	Report	Karen Spencer, S151 Officer 01706 252465 <a href="mailto:karens Spencer@rossendalebc.gov.uk">karens Spencer@rossendalebc.gov.uk</a> ,
Authority Monitoring Report for 2023 to 2024 – <b>yearly item</b>	Cabinet	20 <sup>th</sup> November 2024	Planning, Licensing and Enforcement	Report	Anne Storah, Principal Planner (Forward Planning) 01706 252418 <a href="mailto:annestorah@rossendalebc.gov.uk">annestorah@rossendalebc.gov.uk</a>
Corporate Priorities, Budget, Council Tax and the Medium Term Financial Strategy – <b>yearly item</b>	Overview & Scrutiny Cabinet Council	10 <sup>th</sup> February 2025 12 <sup>th</sup> February 2025 5 <sup>th</sup> March 2025	Resources	Report	Karen Spencer, S151 Officer 01706 252465 <a href="mailto:karens Spencer@rossendalebc.gov.uk">karens Spencer@rossendalebc.gov.uk</a>
Capital Strategy and Capital Programme – <b>yearly item</b>	Overview & Scrutiny Cabinet Council	10 <sup>th</sup> February 2025 12 <sup>th</sup> February 2025 5 <sup>th</sup> March 2025	Resources	Report	Karen Spencer, S151 Officer 01706 252465 <a href="mailto:karens Spencer@rossendalebc.gov.uk">karens Spencer@rossendalebc.gov.uk</a> ,
Treasury Management Strategy & Treasury Management Practises – <b>yearly item</b>	Cabinet Council	12 <sup>th</sup> February 2025 5 <sup>th</sup> March 2025	Resources	Report	Karen Spencer, S151 Officer 01706 252465 <a href="mailto:karens Spencer@rossendalebc.gov.uk">karens Spencer@rossendalebc.gov.uk</a> ,

<b>Responsible Section/Team</b>	Committee and Member Services	<b>Page</b>	6 of 7
<b>Responsible Author</b>	Committee & Member Services Officer	<b>Version</b>	Apr04
<b>Date last published</b>	11/04/2024	<b>Next publication date</b>	07/05/24

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
Pay Policy Statement – <b>yearly item</b>	Council	5 <sup>th</sup> March 2025	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>
Council Tax Support Scheme 2025/26 – <b>yearly item</b>	Council	5 <sup>th</sup> March 2025	Housing and Customer Services	Report	Ian Walker, Service Assurance Team Leader 01706 252592 <a href="mailto:ianwalker@rossendalebc.gov.uk">ianwalker@rossendalebc.gov.uk</a>

<b>Responsible Section/Team</b>	Committee and Member Services	<b>Page</b>	7 of 7
<b>Responsible Author</b>	Committee & Member Services Officer	<b>Version</b>	Apr04
<b>Date last published</b>	11/04/2024	<b>Next publication date</b>	07/05/24