

June 2013–September 2013

**Harry Catherall, Chief Executive.
Democratic Services
Contact Officer -
Paul Conlon
Tel: 01254 585168**

FORWARD PLAN

June 2013 – September 2013

The Local Authorities (Executive Arrangements), (Meetings and Access to Information) (England) Regulations 2012.

This is a formal notice under the above regulations that part of the Executive Board Meeting listed in this forward plan will be held in private because the agenda and reports for the meeting will contain exempt information under Part 1 of Schedule 12A to the local government act 1972 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it. The matters likely to be considered in private are outlined in this forward plan.

Forward plan

The forward plan is a document that gives details of the items which require executive decisions in the near future by the Executive Board and are considered to be ' Key Decisions' relating to the Borough. Key Decisions are defined in the Council's Constitution (Part 5, section 4). The Executive Board will next meet on 13th June 2013. Brief details of the matters to be discussed on that date are contained in this document.

The Council will as far as possible conduct business of the Executive Board in public. However, at certain times it will be necessary for items to be considered in private. Where this is the case the Board will resolve that the report needs to be considered in private (referred to as Part 2 matters) because an item contains confidential or exempt information. What constitutes exempt information is detailed in the Access to Information Procedure Rules in the constitution (Part 4, section 2) and summarised below.

When an item is to be considered in private the Council will state the reasons why public are to be excluded from the meeting. The reasons will be outlined on the forward plan and on the agenda.

Representations can be made by the public as to why any matters indicated to be considered in private should be considered in public. The representations must be made at least 5 clear days before the meeting to the Chief Executive at the Town Hall in writing and giving reasons for their views.

What is a key decision?

A key decision is a decision that a decision which would:

- result in the Council incurring expenditure which is or the making savings which are significant in terms of the Councils budget for that service or function to which the decision relates or;
- Is significant in terms of its effects on communities living or working in an area comprising two or more wards in the Borough.

This Forward Plan contains Key Decisions to be taken by the Council's Executive Board during the period June 2013 to September 2013.

The Executive Board consists of the following Portfolios.

Leader	Councillor Kate Hollern
Health and Adult Social Care	Councillor Mohammed Khan
Children's Services	Councillor Frank Connor
Environment	Councillor Jim Smith
Schools and Education	Councillor Dave Harling
Leisure, Culture and Young People	Councillor Damien Talbot
Neighbourhoods, Housing & Customer Services	Councillor Yusuf Jan-Virmani
Regeneration	Councillor Maureen Bateson
Resources	Councillor Andy Kay

A period of up to one hour will be allowed at each Executive Board meeting to enable members of the public to make statements or to ask questions of members of the Board. This must be delivered to the Chief Executive by 4.00 pm on the day prior to the meeting. The next scheduled meetings of the Executive Board are:

13 th June 2013	11 th July 2013	8 th August 2013	12 th September 2013		
10 th October 2013	14 th November 2013	12 th December 2013	16 th January 2014	13 th February 2014	13 th March 2014

If you would like to have copies of the Documents Considered, please speak to the Contact Officer listed for that item.

For further information, please contact Phil Llewellyn on 01254 58 5369.

Harry Catherall
Chief Executive

Title	Subject	Consultation	Representations To	Documents Considered	Comments
Transformation of Adult Social Care 'Putting People First'				(other documents relevant to the matter may also be submitted and considered)	
Date of Entry	To note progress made in transforming adult social care in line with principles of personalisation, as set out in the concordat: 'Putting People First' and the ADASS/DH milestones	Implementation of personalisation does not require specific consultation. However, the principles underpinning it are incorporated within the Green Paper for adult social care which is subject to separate consultation.	Steve Tingle, Programme Director of Transformation and Partnerships Tel: 584413	'Putting People First: a shared vision and commitment to the transformation of Adult Social Care': Concordat agreed by a range of stakeholders including: HM Govt, ADASS, and LGA.	
September 2009					
Date for Decision					
On going					
Portfolios Affected					
Health and Adult Social Care					
Wards Affected					
All					
Exempt Information?					
Will the report include information that will require part of it to be considered in part 2? if yes please give reasons	no				

Title	Subject	Consultation	Representations To	Documents Considered	Comments
Personalisation and Commissioning Update					
Date of Entry	The Executive Board is to be asked to consider and approve a personalisation and commissioning update for Adult Social Services.	Consultation is on-going.	Steve Tingle, Head of Service 585164		
January 2012					
Date for Decision					
On-going					
Portfolios Affected			Contact Officer Steve Tingle,		

Health and Adult Social Care			Head of Service. Tel: 585164		
Wards Affected					
All					
Exempt Information?					
Will the report include information that will require part of it to be considered in part 2? If Yes please give reasons	no				

Title	Subject	Consultation	Representations To	Documents Considered	Comments
Replacement of Current Adult Social Care IT System					
Date of Entry	The Executive is being requested to approve entering into a new contract to replace the existing Adult Social care IT System.	A joint team consisting of staff from Adult Social Care, Finance and ITM&G is being set up to work together and consult key stakeholders to identify the business and technical requirements for a new system and to produce an Invitation To Quote which can be used to procure the new system	Steve Mullineaux Head of IT Service Delivery and Support 01254 585144 Steve.Mullineaux@Blackburn.gov.uk Peter Soothill Integrated Service Manager 01254 585415	none	
January 2013					
Date for Decision					
May 2013					
Portfolios Affected					
All					
Wards Affected					
All					
Exempt Information?					

<p>Will the report include information that will require part of it to be considered in part 2?</p> <p>If yes please give reasons</p>	yes		The report will outline the business case and technical requirements for the new system.		
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Schools and Education

Title	Subject	Consultation	Representations To	Documents Considered	Comments
Education Reform Programme Update					
Date of Entry	Note the updates to the Education Reform Programme and consider the implications for the local authority.	The Schools and Education Department have a detailed consultation and engagement strategy involving Headteacher, governors, the Schools and Education Department and other departments across the Council.	Contact Officer Lisa Bibby, Director Schools and Education is the lead officer	Education Act 2011	
September 2012					
Date for Decision					
July 2013					
Portfolios Affected					
Schools and Education					
Wards Affected					
all					
Exempt Information?					
Will the report include information that will require part of it to be considered in part 2? If yes please give reasons	no				

Title	Subject	Consultation	Representations To	Documents Considered	Comments
School Term and Holiday Pattern 2014/2015					
Date of Entry	The Executive Board is asked to approve the school term and holiday pattern for Community and Controlled schools for 2014/2015	There will be full consultation with schools, teacher associations and governing bodies	Andrew Hutchinson, Governor Services Support Manager Andrew.hutchinson@blackburn.gov.uk	Term and holiday patterns agreed by neighbouring LAs	
November 2012					

Date for Decision					
June 2013			Contact Officer		
Portfolios Affected			Andrew Hutchinson, Governor Services Support Manager		
Wards Affected					
All					
Exempt Information?					
Will the report include information that will require part of it to be considered in part 2? If yes please give reasons	no				

Title	Subject	Consultation	Representations To	Documents Considered	Comments
Former School Sites Disposals: Moorland					
Date of Entry	The Executive Board to be asked to give consideration to the disposal of the School and playing fields at the former Moorland School, Holden Fold Authorise Officers to negotiate with the Department of Education and Education Funding Agency on seeking Secretary of States Approval for Disposal.	Officers will undertake consultation in accordance with the statutory process for the disposal of a surplus school site. Proposals will be tabled with other departments via the Asset Management Group. Members will be informed at the completion of the statutory process	Mebz Bobat		The disposal of both sites have been identified as supporting the capital investment by the Local Authority in the Building Schools for the Future Programme and the Darwen Aldridge Academy Development.
December 2012					
Date for Decision			Contact Officer		
November 2012 – September 2013					
Portfolios Affected			Mebz Bobat		
Schools and Education					
Wards Affected					
All					

Exempt Information?					
Will the report include information that will require part of it to be considered in part 2? If Yes please state reasons	no				

Title	Subject	Consultation	Representations To	Documents Considered	Comments
Schools & Education Capital investment programme					
Date of Entry	<p>Childrens Services SPT to be asked to give consideration to the Capital Investment Programme for 2013/14</p> <p>Authorise Officers to Procure the programme in accordance with Council Processes and Procedures</p>	<p>Officers will undertake consultation in accordance with the statutory process., and liaise with schools, and other officers and stakeholders through the programme period</p> <p>Proposals will be tabled with other departments</p> <p>Members will be informed at the completion of the individual project and at regular interval</p>	<p>Andrew Baker</p> <p>Contact Officer</p> <p>Andrew Baker 666411</p>		
April 2013					
Date for Decision					
June 2013					
Portfolios Affected					
Schools and Education					
Wards Affected					
All					
Exempt Information?					
Will the report include information that will require part of it to be considered in part 2? If yes please give reasons	no				

Children's Services

Title	Subject	Consultation	Representations To	Documents Considered	Comments
Fostering Quarterly Reports					
Date of Entry	The Executive Board is required to scrutinise quarterly reports in relation to the performance of the fostering services in accordance with regulations and national minimum standards for fostering services.	Any comments and observations will be fed back in to the service to inform on going provision of services. OfSTED may request evidence that these reports have been seen and comments acted upon during service inspections.	These reports are produced by the designated responsible individual for the services and are designed to provide information to the Executive Board about the activity of the services. Further information is available from that person. Contact Officer Karen Barrick 666844	The annual report will be constructed in accordance with regulatory guidelines. It will give comparisons with previous years' performance.	
January 2012					
Date for Decision					
June 2013					
Portfolios Affected					
Children's Services					
Wards Affected					
All					
Exempt Information?					
Will the report include information that will require part of it to be considered in part 2? If yes please state reasons	yes	Report contains information which could potentially lead to the identification of individuals			

Title	Subject	Consultation	Representations To	Documents Considered	Comments
Adoption Six Monthly Reports					
Date of Entry	The Executive Board is required to scrutinise bi-annual reports in relation to the performance of the adoption services in accordance with	Any comments and observations will be fed back in to the service to inform on going provision of services. OfSTED may request	These reports are produced by the designated responsible individual for the services and are designed to provide information to the Executive	The 6monthly report will be constructed in accordance with regulatory guidelines. It will give comparisons with previous performance.	
January 2012					
Date for Decision					

	regulations and national minimum standards for adoption services.	evidence that these reports have been seen and comments acted upon during service inspections.	Board about the activity of the services. Further information is available from that person.		
July 2013			Contact Officer		
Portfolios Affected			Karen Barrick		
Children's Services			666844		
Wards Affected					
All					
Exempt Information?					
Will the report include information that will require part of it to be considered in part 2? If yes please give reasons	yes	Report contains information which could potentially lead to the identification of individuals			

Title	Subject	Consultation	Representations To	Documents Considered	Comments
Early Help Review and Strategy					
Date of Entry	The Executive Board is being asked to note developments towards the Borough's approach to detailing an Early Help Review Strategy.	An innovation group with representation across all key partners and stakeholders has met several times to scope and drive forward the developing early help strategy. The strategy is currently at a draft stage in its development and is being considered by children's services policy, performance and planning team to ensure it aligns to all relevant, partner, corporate and key priorities.	Contact Officer Deborah Gornik Head of Partnerships and Prevention.	The relevant background information is the Munro Review of Child Protection completed 2011 which resulted in the government response to that report requiring all Authorities to have in place an Early Help Strategy. The revised OFSTED Inspection Framework regarding inspection of child protection will judge the	
September 2012					
Date for Decision					
July 2013					
Portfolios Affected					
Children's Service, Education and Neighbourhoods, Housing and					

Customer Services					
Wards Affected					
all		<p>Early years services are seen as a considerable element of the overall early help offer and have ensured that early help has been a critical factor in over 32 consultation sessions, that have taken place during September (2012) and which have included, service users, partners, stakeholders and staff. The early years review is being driven through a core group made up key partners.</p> <p>The thinking family (multi agency) approach to delivering family support type services has recently started to progress a scaling up approach. This has seen two professional focus groups as consultation events. Additional focus groups are currently being planned to ensure all relevant stakeholders have to opportunity to contribute. There is also an expression of interest being tendered from children's services which will see independent consultation undertaken in two areas of the Borough with children, young people and families. This will assist in determining what help and support is required at a community level. It will be guided from the outcomes of the recent evaluation report and direct the strategy through think family as the delivery arm of an early help offer.</p>		effectiveness of the Early Help Strategy which will influence the judgement of child protection arrangements.	
Exempt Information?					
Will the report include information that will require part of it to be considered in part 2? If yes please give reasons	no				

Environment

Title	Subject	Consultation	Representations To	Documents Considered	Comments
Davyfield Road Depot Transformation and Improvement					
Date of Entry	Range of projects which will look to improve the working environment across the whole of the Council's property portfolio at Davyfield Rd. This will involve improvements, investment, diversification of the property portfolio holdings including sale and leasing, alterations to the site, layout, buildings, security and health & safety.	Consultation has been on-going with employees, Unions, service users and Executive Members	Sayed Osman 585340		The Council has already embarked upon on site improvements in 2011 resulting in the sale of surplus equipment, de-cluttering of the site and Health & Safety improvements. There is an on-going review of the stores building to consolidate and improve storage. The White Dove Buildings were improved in 2010 to incorporate the Council's Data Centre and provide improved office space.
June 2012					
Date for Decision					
July 2012 – April 2014					
Portfolios Affected					
Environmental Improvement and Sustainability, Resources, Regeneration			Contact Officer		
Wards Affected			Sayed Osman 585340		
All					
Exempt Information?					
Will the report include information that will require part of it to be considered in part 2? If yes please give reason	no				

Title	Subject	Consultation	Representations To	Documents Considered	Comments
Procurement of Waste Treatment Facility					
Date of Entry	To appoint a preferred bidder for	Members – Discussions	Tony Watson	1. Bidders submission	

April 2011	a long term waste treatment facility for the Borough's municipal waste.	with the Executive Members for Regeneration, Resources and Environment Improvement and Sustainability have already taken place. Residents – The Lancashire Municipal Waste Management Strategy has evolved with extension community consultation. Public consultation will be integral to planning permissions sought for the construction of a facility.	Head of Environmental Services Tel: 585054	documents 2. New and existing waste legislation 3. LMWMS aims and objectives 4. Government's waste strategy 5. Corporate standards on procurement 6. Advice and guidance from retained consultants	
Date for Decision			Contact Officer		
Approval to appoint preferred bidder is scheduled for the Exec Board in October 2012. Once the preferred bidder is selected, it is expected that we should be able to move to financial close 6 weeks later.					
Portfolios Affected			Tony Watson Head of Environmental Services Tel: 585054		
Regeneration, Environmental, Improvement & Sustainability					
Wards Affected All					
Exempt Information?					
Will the report include information that will require part of it to be considered in part 2? If Yes Please Give Reasons	no				

Title	Subject	Consultation	Representations To	Documents Considered	Comments
Re Tendering of Graffiti Removal Service					
Date of Entry October 2011	To agree a procurement process for the provision of the following services where OJEU procurement may apply- Graffiti Removal Service	Existing Contractor- the existing contractor is already aware of the tendering process and has been consulted upon with regard to TUPE issues Other potential providers- soft market testing has already taken place with known interested parties to outline the tender process. Council Staff- these services are currently not provided by the council Members- discussions with the Executive Member for Regeneration and the Environment have already taken place.	Tony Watson Head of Environmental Services Tel: 585054 Stuart Hammond Waste and Recycling Manager Tel: 585863. Contact Officer Tony Watson Head of Environmental Services Tel: 585054	Existing tender documents for these and other services Customer service standards Previous tender examples from other councils e.g. Wirral, Rochdale. New and existing waste legislation Soft market testing Corporate standards on procurement.	
Date for Decision Depending upon the tender timetable, it is anticipated that a report recommending contract award for the above contract, will be presented to the Executive Board					
Portfolios Affected Environmental Improvement and Sustainability.					
Wards Affected All					
Exempt Information?					
Will the report include information that will require part of it to be considered in part 2? If yes please give reasons					

Neighbourhoods, Housing & Customer Services

Title	Subject	Consultation	Representations To	Documents Considered	Comments
Sale of Land for Housing Development (RSL'S)					
Date of Entry	Approval of the terms and condition and where appropriate costs of the sale of various of pieces of Council owned land to RSL's for affordable housing	RSL's and local stakeholders	Direct to named officer	Housing Association Preferred Partners Agreement	Lincoln Road and Queen Street clearance site, other sites to follow. Executive Board 14 th February 2008 Affordable Homes Briefing Paper November 2011 Further reports to follow
Date for Decision			Contact Officer		
February 2012- March 2014					
Portfolios Affected			Subhan Ali Tel: 585768		
Neighbourhoods, Housing and Customer Services, Resources					
Wards Affected					
All					
Exempt Information?					
Will the report include information that will require part of it to be considered in part 2? If yes please give reasons	no				

Title	Subject	Consultation	Representations To	Documents Considered	Comments
Sale of Land for Housing Development (private developers)					
Date of Entry	Approval of the terms and conditions and where	Local Stakeholders	Direct to named officer	Council's Disposal Policy, Strategic Housing Market	A number of sites currently being considered for

	appropriate costs of the sale of land to private developers for housing development			Assessment and Housing Growth Strategy.	development by private or public developers to develop affordable and market sale housing.
Date for Decision			Contact Officer		
February 2013-March 2014					
Portfolios Affected			Subhan Ali Tel: 585768		
Neighbourhoods, Housing and Customer Services					
Wards Affected					
All					
Exempt Information?					
Will the report include information that will require part of it to be considered in part 2? If yes please give reasons	no				

Title	Subject	Consultation	Representations To	Documents Considered	Comments
Meeting Needs of Gypsies and Travellers					
Date of Entry	Briefing paper to consider the needs of Gypsies and Travellers	Gypsies Groups and Communities Other Local Authorities NWRA	Susan Kelly Tel: 585696	Regional Survey of need for extra plots. Core Strategy	Needs review currently being carried out as part of the Councils Core Strategy and Housing Implementation Strategy.
June 2012			David Proctor Tel: 585570		
Date for Decision			Contact Officer		
February 2013-March 2014			Susan Kelly Tel: 585696		
Portfolios Affected			David Proctor Tel: 585570		
Neighbourhoods, Housing and Customer Services and Regeneration					
Wards Affected					
All					

Exempt Information?					
Will the report include information that will require part of it to be considered in part 2? If yes please give reasons	no				

Title	Subject	Consultation	Representations To	Documents Considered	Comments
Comprehensive Housing Advice & Assistance					
Date of Entry	Executive Board to consider the outcome of a review of the Council's role in supporting, enabling and facilitating home maintenance, independence and wellbeing at home	Involvement of Adult Services, Children's Services, third sector and service users.	Sayyed Osman Tel; 585222	DoH Lifetime Homes, Lifetime Neighbourhoods	
October 20112					
Date for Decision			Contact Officer		
June 2013.					
Portfolios Affected			Sayyed Osman Tel: 585222, Steve Tingle, Assistant Director, Adult Social Services Tel: 588916		
Neighbourhoods, Housing and Customer Services, Health and Adult Social Care, Children's Services					
Wards Affected					
All					
Exempt Information?					
Will the report include information that will require part of it to be considered in part 2? if yes please give reasons	no				

Title	Subject	Consultation	Representations To	Documents	Comments
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Review of Partnerships with Housing Associations and Delivery of the Affordable Housing Programme				Considered	
Date of Entry	Approve partnership arrangements for housing associations and arrangements for delivery of the affordable housing programme.	There is on-going consultation with the Homes and Communities Agency, and Pennine Lancashire Local Authorities ,and with Twin Valley Homes and Great Places housing associations	S. Osman, Director Tel: 585340 Peter Cooke Head Housing Tel: 585664 Contact Officer Subhan Ali Strategic Housing Development Manager Tel : 585768	HCA Affordable Housing programme 2011-14 Housing Association partnership agreement	HCA have recently announced the Affordable housing programme for 2011-14
October 2011					
Date for Decision					
February 2013- March 2014.					
Portfolios Affected					
Neighbourhoods, Housing and Customer Services, Resources					
Wards Affected					
All					
Exempt Information?					
Will the report include information that will require part of it to be considered in part 2? If yes please give reasons	no				

Title	Subject	Consultation	Representations To	Documents Considered	Comments
Development of					

Empty Property Strategy					
Date of Entry	Approve overall approach and programmes to bring long term empty properties back in use. .	Involves consultation with owners of empty properties, HCA, housing associations, private landlords, and builders / developers	S. Osman, Director Tel: 585340	Information relating to HCA Programmes. Council Tax statistics on empty properties Guidance, Procedural, and Good Practice Guidance	HCA have recently announced the Affordable housing programme for 2011-14
March 2013					
Date for Decision			Peter Cooke Head Housing Tel: 585664		
April - June 2013.			Contact Officer		
Portfolios Affected			Subhan Ali Strategic Housing Development Manager Tel : 585768		
Neighbourhoods, Housing and Customer Services, Resources					
Wards Affected					
All					
Exempt Information?					
Will the report include information that will require part of it to be considered in part 2? If yes please give reasons	No				

Title	Subject	Consultation	Representations To	Documents Considered	Comments
Home Energy Efficiency and Fuel Poverty Partnerships					
Date of Entry	Provide a briefing on roll out of the Government Green Deal and Energy Company Obligation ; how Housing Services are working in partnership with Public Health and others to maximise opportunities ; and	Involves consultation with Public Health across Lancashire, Lancashire County Council, Lancashire LEP, Energy Companies Healthy Living Centre and others involved in	S. Osman, Director Tel: 585340	Government documentation related to Green Deal. Executive Member Briefing and Decision Paper Insulation Scheme for Hard to Treat Properties September 2013.	
May 2013					
Date for Decision			Peter Cooke Head Housing Tel: 585664		
July - August 2013.			Contact Officer		

Portfolios Affected	recommended next steps. Also includes proposals to roll out the Darwen pilot Technitherm high specification insulation project.	combatting fuel poverty.	Stuart Pye Tel : 58890		
Neighbourhoods, Housing and Customer Services, Resources Regeneration Public Health					
Wards Affected					
All					
Exempt Information?					
Will the report include information that will require part of it to be considered in part 2? If yes please give reasons	No				

Leisure, Culture and Young People

Title	Subject	Consultation	Representations To	Documents Considered	Comments
Blackburn Leisure Facility					
Date of Entry	The Executive Board is to be asked to approve the draw down of capital sums already agreed by Finance Council for implementing the Leisure Strategy.	Consultation is planned for March	Martin Eden	Building Condition Surveys, Sport England Assessment of Leisure Provision, Outline Design and Cost Survey.	
March 2013					
Date for Decision					
On going					
Portfolios Affected			Contact Officer		
Leisure, Culture and Young People.			Martin Eden Director of Culture Leisure and Sport.		
Wards Affected					
all					
Exempt Information?					
Will the report include information that will require part of it to be considered in part 2? If yes please give reasons	yes	Legal and Funding arrangements with the college may be included.			

Regeneration

Title	Subject	Consultation	Representations To	Documents Considered	Comments
Bus Lane Enforcement and Enhanced Parking Powers					
Date of Entry	Executive Board is being asked to give approval for officers to begin seeking the necessary powers to enable the enforcement of moving traffic offences on the Borough's bus and cycle lanes and enhancing the Borough's parking powers.	The Council will seek the approval of the Secretary of State to begin enforcing the relevant moving traffic offences and to enhance parking enforcement powers (remote monitoring). The process is a statutory one, and will involve the advertising and consultation throughout the Traffic Regulation Order making process. Consultation will be done on a scheme specific basis in line with statutory requirements with Members, businesses and the general public.	Mike Cliffe, Transport Policy Team Leader, BwDBC, Tel: 01254-585310 Stuart Scott, Network Manager, Capita Symonds, Tel: 01254-273433 Lisa Marie-Hunt, Parking Services, Capita Symonds, Tel: 01254-273495	LTP strategy and implementation plan. These can be found at www.blackburn.gov.uk/transportplan Dft guidance (relating to part 6 of the Traffic Management Act 2004) can be found via the following link: http://www.dft.gov.uk/pgr/roads/tpm/tmaportal/tmafeatures/tmapart6/	
July 2012					
Date for Decision					
June 2013					
Portfolios Affected					
Regeneration, Resources					
Wards Affected					
All			Contact Officer		
Exempt Information?			As above		
Will the report include information that will require part of it to be considered in part 2? If yes please give reasons	yes			Yes the part two section of the report will include business case information which will support the decision whether the Council will proceed with the process. The Council are at pre tender stage, hence the part 2 section.	

Title	Subject	Consultation	Representations To	Documents Considered	Comments					
Replacement Heating System at BTMC	To approve replacement of the electric heating system at Blackburn Technology Management Centre with a biomass boiler to reduce energy costs and carbon emissions.	Service managers have been kept informed of the proposals.	Contact Officer Lee Kinder 5623 Brian Doran	Capita Symonds, Blackburn Technology Management Centre: Design Note – Options for Heating System Renewal, April 2012 Capita Symonds, Blackburn Technology Management Centre Heating System Replacement, Biomass Feasibility & Assessment, November 2012						
Date of Entry										
May 2013										
Date for Decision										
July 2013										
Portfolio Affected										
Regeneration and Resources										
Wards Affected										
Little Harwood with Whitebirk										
Exempt Information?										
Will the report include information that will require part of it to be considered in part 2? If yes please give reasons						no				

Title	Subject	Consultation	Representations To	Documents Considered	Comments
Street Lighting LED Retrofit	To approve the Street Lighting LED Retrofit project and give authorisation to progress the scheme through design, procurement and construction phases to project completion.	Customer surveys and information from neighbouring local authorities who have undertaken this type of work will be used. This information will assist in identifying any groups that	Contact Officer The Blackburn with Darwen Street Lighting Manager (Ian	The LED Retrofit Business Case has been compiled to demonstrate the financial and technical viability of the project. All current British Standards and Institute of Lighting Professionals (ILP) advice and guidance has been	
Date of Entry					
May 2013					
Date for Decision					
June 2013					
Portfolio Affected					
Regeneration					

Wards Affected		may be affected by the proposals. If approved residents will be contacted in advance of works being undertaken and a publicity campaign undertaken.	Darlington) will be available to provide information regarding the proposals of the business case and will be able to respond to any residents requests for information should it be requested	considered in putting together the business case.	
all					
Exempt Information?					
Will the report include information that will require part of it to be considered in part 2? If yes please give reasons	yes		Elements of the decision will be need to be considered in private due to financial matters concerning borrowing to undertake the proposed works and also the affects of the works will have on future resource levels.		

Title	Subject	Consultation	Representations To	Documents Considered	Comments
Highway Network Recovery Project					
Date of Entry	To approve the Highway Network Recovery project and give authorisation to progress the scheme through the design, procurement and construction phases to project completion.	The works proposed to be undertaken are the similar in nature to the annual resurfacing works already undertaken by this and other Councils. Notifications will be undertaken by undertaking the following: <ul style="list-style-type: none"> Signs erected prior to the works being undertaken. Letters information the residents, businesses and councillors will be delivered prior to the works. The works will be advertised on the Councils web site. Any road closures and diversions will be advertised	<p>Contact Officer</p> <p>The Blackburn with Darwen Street Asset Manager (Matthew Joyce) will be available to provide information regarding the proposals of the project and will be able to respond to any residents requests for information should it be requested.</p>	The Highway Network Recovery Business Case and summary document. The works will be designed in accordance with current British Standards, DfT guidance documents and the Highways Agency's Manual of Contract Documents for Highway Works (MCHW).	
May 2013					
Date for Decision					
June 2013					
Portfolio Affected					
Regeneration					
Wards Affected					
all					

		in the Lancashire Tel			
Exempt Information?					
Will the report include information that will require part of it to be considered in part 2? If yes please give reasons	yes		Elements of the decision will be need to be considered in private due to financial matters concerning borrowing to undertake the proposed works and also the affects of the works will have on future resource levels.		

Resources

Title	Subject	Consultation	Representations To	Documents Considered	Comments
Realisation of Capital Receipts from sale of land and property					
Date of Entry	To keep the board informed of all matters relating to the sale of land and property which may involve key decisions	Directors: Regeneration, Financial Services, Legal Services, Capita	Contact Officer	A list of background papers for these decisions are to be held with the Financial Support Team within the Resources Directorate and Capita	PERMANENT ISSUE
Date for Decision					
On-going as reported quarterly – PERMANENT ISSUE					
Portfolio Affected					
All					
Wards Affected					
All					
Exempt Information?					
Will the report include information that will require part of it to be considered in part 2? If yes please give reasons	yes			There may be occasions when the Council may need to discuss items relating to expected sale prices etc where disclosure could prejudice the Councils interests or the disclosure of names of respondents and their offers could be commercially sensitive.	

Title	Subject	Consultation	Representations To	Documents Considered	Comments
Bus Lane Enforcement and Enhanced Parking Powers					
Date of Entry	Executive Board is being asked to give	The Council will seek the approval of the	Mike Cliffe, Transport Policy Team Leader,	LTP strategy and implementation plan. These can be found at www.blackburn.gov.uk/transportplan	

July 2012	approval for officers to begin seeking the necessary powers to enable the enforcement of moving traffic offences on the borough's bus and cycle lanes and enhancing the borough's parking powers.	Secretary of State to begin enforcing the relevant moving traffic offences and to enhance parking enforcement powers (remote monitoring). The process is a statutory one, and will involve the advertising and consultation throughout the Traffic Regulation Order making process. Consultation will be done on a scheme specific basis in line with statutory requirements with Members, businesses and the general public.	BwDBC, Tel: 01254-585310	Dft guidance (relating to part 6 of the Traffic Management Act 2004) can be found via the following link: http://www.dft.gov.uk/pgr/roads/tpm/tmaportal/tmafeatures/tmapart6/	
Date for Decision			Stuart Scott, Network Manager, Capita Symonds, Tel: 01254-273433		
June 2013			Lisa Marie-Hunt, Parking Services, Capita Symonds, Tel: 01254-273495		
Portfolios Affected			Contact Officer		
Regeneration, Resources			As above		
Wards Affected					
All					
Exempt Information?					
Will the report include information that will require part of it to be considered in part 2? If yes please give reasons	yes			Yes the part two section of the report will include business case information which will support the decision whether the Council will proceed with the process. The Council are at pre tender stage, hence the part 2 section	

Title	Subject	Consultation	Representations To	Documents Considered	Comments
Review of Partnerships with Housing Associations and Delivery of the Affordable Housing Programme					
Date of Entry	Approve partnership arrangements for housing associations and arrangements for delivery of the affordable housing programme.	There is on-going consultation with the Homes and Communities Agency, and Pennine Lancashire Local Authorities ,and with Twin Valley Homes and Great Places housing associations	S. Osman, Director Tel: 585340	HCA Affordable Housing programme 2011-14 Housing Association partnership agreement	HCA have recently announced the Affordable housing programme for 2011-14
October 2011					
Date for Decision			Peter Cooke Head Housing Tel: 585664		
February 2013- March 2014.			Contact Officer		
Portfolios Affected			Subhan Ali Strategic Housing Development Manager Tel : 585768		
Neighbourhoods, Housing and Customer Services, Resources					
Wards Affected					
All					
Exempt Information?					
Will the report include information that will require part of it to be considered in part 2? If yes please give reasons	no				

Title	Subject	Consultation	Representations To	Documents Considered	Comments
Sale of Land for Housing Development (RSL'S)					
Date of Entry	Approval of the terms and condition and where appropriate costs of the sale of various of pieces of Council owned land to RSL's for affordable housing	RSL's and local stakeholders	Direct to named officer	Housing Association Preferred Partners Agreement	Lincoln Road and Queen Street clearance site, other sites to follow. Executive Board 14 th February 2008 Further reports to follow
Date for Decision			Contact Officer		
February 2013- March 2014					
Portfolios Affected			Subhan Ali Tel: 585768		
Neighbourhoods, Housing and Customer Services, Resources					
Wards Affected					
All					
Exempt Information?					
Will the report include information that will require part of it to be considered in part 2? If yes please give reasons	no				

Title	Subject	Consultation	Representations To	Documents Considered	Comments
Replacement of Current Adult Social Care IT System					
Date of Entry	The Executive is being requested to approve entering into a new contract to replace the existing Adult Social care IT	A joint team consisting of staff from Adult Social Care, Finance and ITM&G is being set	Steve Mullineaux Head of IT Service Delivery and Support 01254 585144	none	
January 2013					
Date for Decision					

	System.	up to work together and consult key stakeholders to identify the business and technical requirements for a new system and to produce an Invitation To Quote which can be used to procure the new system	Steve.Mullineaux@Blackburn.gov.uk Peter Soothill Integrated Service Manager 01254 585415		
May 2013			Contact Officer		
Portfolios Affected			Steve Mullineaux Head of IT Service Delivery and Support 01254 585144 Steve.Mullineaux@Blackburn.gov.uk		
All			Peter Soothill Integrated Service Manager 01254 585415		
Wards Affected					
All					
Exempt Information?					
Will the report include information that will require part of it to be considered in part 2? If yes please give reasons	yes		The report will outline the business case and technical requirements for the new system.		

Title	Subject	Consultation	Representations to	Documents considered	comments
Rental of data Centre Rack Space to a Third Party					
Date of entry	The Executive Board is being asked to approve the rental of data centre rack space (enter into a co-location agreement) to a third party providing ICT to services to other local authorities for a three to seven year period.	A project team is being set up who will consult all those involved over the next month	Shane Agnew Head of IT Strategy and Operations 5808 Contact officer Shane Agnew Head of IT Strategy and Operations 5808	none	
January 2013					
Date of decision					
March 2013					
Portfolio Affected					
Resources					
Wards affected					
all					

Exempt Information?					
Will the report include information that will require part of it to be considered in part 2? If yes please give reasons	yes		The report will outline the business case and technical requirements.		

Title	Subject	Consultation	Representations To	Documents Considered	Comments
Replacement Heating System at BTMC					
Date of Entry	To approve replacement of the electric heating system at Blackburn Technology Management Centre with a biomass boiler to reduce energy costs and carbon emissions.	Service managers have been kept informed of the proposals.	Contact Officer Lee Kinder 5623 Brian Doran	Capita Symonds, Blackburn Technology Management Centre: Design Note – Options for Heating System Renewal, April 2012 Capita Symonds, Blackburn Technology Management Centre Heating System Replacement, Biomass Feasibility & Assessment, November 2012	
May 2013					
Date for Decision					
July 2013					
Portfolio Affected					
Regeneration and Resources					
Wards Affected					
Little Harwood with Whitebirk					
Exempt Information?					
Will the report include information that will require part of it to be considered in part 2? If yes please give reasons	no				

Corporate Issues

Title	Subject	Consultation	Representations To	Documents Considered	Comments
Corporate Budget					

Monitoring					
Date of Entry	To consider and approve the latest corporate revenue and capital budget monitoring position, which may include key decisions	Regular and frequent consultations with departments are an essential feature of the budget monitoring process	Janette Moister	A list of background papers for this decision is held with the Corporate Finance Team within the Finance Department.	This replaces the two separate items on the Forward Plan, under corporate issues, for corporate revenue monitoring and corporate capital monitoring, as these are now considered within a combined report. The reports are expected to continue to be taken to August, October, December and March each year.
Date for Decision			Julie Jewson Tel: 585893		
On-going as reported quarterly			Contact Officer		
Portfolios Affected			Janette Moister		
Resources					
Wards Affected			Julie Jewson Tel: 585893		
All					
Exempt Information?					
Will the report include information that will require part of it to be considered in part 2?	no				

Title	Subject	Consultation	Representations To	Documents Considered	Comments
Annual Audit and Inspection Letter					
Date of Entry	To receive and accept the Annual Audit and Inspection Letter.	None	None		March each year.
Date for Decision			Contact Officer		
March each year					
Portfolios Affected			Liz Hall Tel: 585482		
All					
Wards Affected					
All					
Exempt Information?					
Will the report include information that will require part of it to be considered in part 2?	no				

If yes please give reasons					
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Title	Subject	Consultation	Representations To	Documents Considered	Comments
Budget and Service Reviews					
Date of Entry	To approve implications arising from service reviews in line with budgetary approvals given at Finance Council in March 2013 and to receive updates on the current medium term financial outlook and approve recommendations to address any issues arising in year.	Consultation will take place as appropriate to consider views of stakeholders.	Denise Park Tel: 585655/ Liz Hall Tel: 585482		
March 2013					
Date for Decision					
2013/14/15					
Portfolios Affected					
All					
Wards Affected	Significant changes which would affect the approved budget and policy framework would then be recommended to Council for formal approval.		Denise Park Tel: 585655/ Liz Hall Tel: 585482		
All					
Exempt Information?					
Will the report include information that will require part of it to be considered in part 2? If yes please give reasons	no				

Title	Subject	Consultation	Representations To	Documents Considered	Comments
Report on the section 75					

commissioning arrangements between the Council and Care Trust Plus and next steps					
Date of Entry	<ul style="list-style-type: none"> Outline an update on Section 75 commissioning arrangements between the Council and Care Trust Plus Outline local response to national policy drivers Make key recommendations for future action. 	On-going – the reports will be developed in consultation with the relevant Executive Members Council Officers and Care Trust Plus Officers.	Harry Catherall Chief Executive Tel: 585299	Health and Social Care Act 2012	July Executive Board
July 2012					
Date for Decision			Mohsin Mulla Policy and Performance Advisor Tel: 585525		
July 2012 and then a further report will be brought back to Executive Board in the Municipal Year			Contact Office		
Portfolios Affected			Harry Catherall Chief Executive Tel: 585299		
Health and Adult Social Care, Children's Services			Mohsin Mulla Policy and Performance Advisor Tel: 585525		
Wards Affected					
All					
Exempt Information?					
Will the report include information that will require part of it to be considered in part 2? If yes please give reasons	no				

Title	Subject	Consultation	Representations to	Documents considered	comments
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Welfare Reform					
Date of entry	<ul style="list-style-type: none"> To update the Executive Board on progress made in implementing the government's changes to Welfare Benefits To update Executive Board on the further development and implementation of a Local Council Tax Support Scheme To update Executive Board on the further development and implementation of arrangements for a local Social Fund 	<p>Consultation on a Local Council Tax Support Scheme was undertaken before the council approved the scheme in January 2013. Should the council make substantial amendments to the scheme during 2013/14 further consultation would be undertaken prior to a decision being made.</p>	Elizabeth Hall Director of Finance Tel. 585482	<p>Consultation papers and guidance issued by H.M. Government Report to Council on 31st January 2013, CTS Report to the Executive Board in February 2013 on the Social Fund.</p>	
September 2012					
Date of decision					
October 2012 – March 2013					
Portfolio Affected					
All			Contact officer		
Wards affected			Andrew Ormerod Head of Revenues, Benefits and Customer Services Tel. 585528		
All					
Exempt Information?					
Will the report include information that will require part of it to be considered in part 2? If yes please give reasons	no				

Title	Subject	Consultation	Representations To	Documents Considered	Comments
Replacement of Existing HR IT system (Empower)					
Date of Entry	<p>The executive is being asked to approve entering into a contract to replace the existing HR IT system (Empower)</p>	<p>HR & ITM&G staff will work with key stakeholders across the council to gather business and technical requirements prior to issuing an Invitation To Quote in line with the council's</p>	Peter Hughes Financial management & contracts manager 01254 585216 peter.Hughes@blackburn.gov.uk	<p>A n Executive Member briefing paper will be produced to advise on the most appropriate procurement route.</p>	
February 2013					
Date for Decision					
March 2013					
			Contact Officer		

Portfolio Affected		procurement guidelines.	Peter Hughes . 5216		
All					
Wards Affected					
All					
Exempt Information?					
Will the report include information that will require part of it to be considered in part 2? If yes please give reasons	no				