

# **Forward Plan**

## **Forward Plan - January 2022 to April 2022**

**Denise Park, Chief Executive.**

**Democratic Services**

**Tel: 01254 585321**

# FORWARD PLAN

## Forward Plan - January 2022 to April 2022

**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 13<sup>th</sup> January 2022. Brief details of the key 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 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 January 2022 to April 2022.

The Executive Board consists of the following Portfolios.

**Leader**  
**Adult Services and Prevention**  
**Children Young People and Education**  
**Environmental Services**  
**Public Health and Wellbeing**  
**Digital and Customer Services**  
**Growth and Development**  
**Finance and Governance**

**Councillor Mohammed Khan**  
**Councillor Mustafa Desai**  
**Councillor Julie Gunn**  
**Councillor Jim Smith**  
**Councillor Damian Talbot**  
**Councillor Qesir Mahmood**  
**Councillor Phil Riley**  
**Councillor Vicky McGurk**

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 4.00pm on the day prior to the meeting. The next scheduled meetings of the Executive Board are:

**2022**

13th January, 10th February, 10th March, 14th April, 9<sup>th</sup> June, 14<sup>th</sup> July, 11<sup>th</sup> August, 8<sup>th</sup> September, 13<sup>th</sup> October, 10<sup>th</sup> November, 8<sup>th</sup> December

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 585369.

**Denise Park**  
**Chief Executive**

# Leader

# Adult Services and Prevention

Title	Subject	Consultation	Representations To	Documents Considered	Comments
<b>Government Reforms to Adult Social Care</b>					
Date of Entry	The Executive Board is asked to note legislative changes which affect Adult Social Care. This includes implications of the Care Act 2014 and the pending Social Care Green paper.	Consultation will take place with a range of stakeholders.	Sayyed Osman		The Government green paper on Adult Social Care has been promised since 2018 and has been delayed.
<b>August 2018</b>					
Date for Decision					
<b>Not before 10th Oct</b>			<b>Contact Officer</b>		
Portfolios Affected					
<b>Executive Member for Adult Services and Prevention</b>					
Wards Affected					
<b>All Wards</b>					
<b>Exempt Information?</b>					
Will the report include information that will require part of it to be considered in part 2? <b>If yes please give reasons</b>	No				

Title	Subject	Consultation	Representations To	Documents Considered	Comments
<b>EB NHS Health &amp; Social Care Integrated System</b>					
Date of Entry	Council Reported to October Executive Board Partnership agreement update. There will be further development of the NHS integrated Care system including governance arrangements that will require this council to	None			
<b>October 2021</b>					
Date for Decision					
<b>10 Feb 2022</b>			<b>Contact Officer</b>		
Portfolios Affected			Sayyed Osman, Leanne Reid		
<b>Executive Member for Adult Services and Prevention, Executive Member for Children, Young People and Education, Executive</b>					

<b>Member for Public Health and Wellbeing</b>	approve and be sighted on				
Wards Affected					
<b>All Wards</b>					
<b>Exempt Information?</b>					
Will the report include information that will require part of it to be considered in part 2? <b>If yes please give reasons</b>	NO				

# Children, Young People and Education



Title	Subject	Consultation	Representations To	Documents Considered	Comments
<b>Government reforms to Education to comply</b>					
Date of Entry	The Executive Board is asked to note a range of legislative changes which will affect the services provided by Schools and Education and to agree resultant restructuring, reshaping and reforming of the department to adapt and comply.	Consultation will take place with a range of stakeholders	Jo Siddle		Standing item - catch all
<b>August 2018</b>					
Date for Decision					
<b>Not before 11th Mar</b>					
Portfolios Affected			<b>Contact Officer</b>		
<b>Executive Member for Children, Young People and Education</b>					
Wards Affected					
<b>All Wards</b>					
<b>Exempt Information?</b>					
Will the report include information that will require part of it to be considered in part 2? <b>If yes please give reasons</b>	NO				

Title	Subject	Consultation	Representations To	Documents Considered	Comments
<b>Policy and practice amendments in</b>					
Date of Entry	The Executive Board will be asked to note a range of legislative and funding changes which may impact on SEND services particularly and may require changes within services to ensure the department is	Consultation will take place with a wide range of stakeholders	Jayne Ivory		Standing Item
<b>August 2018</b>					
Date for Decision					
<b>Not before 11th Mar</b>					
Portfolios Affected			<b>Contact Officer</b>		
<b>Executive Member for Children, Young People and Education</b>					
Wards Affected					
<b>All Wards</b>					

	compliant.				
<b>Exempt Information?</b>					
Will the report include information that will require part of it to be considered in part 2? <b>If yes please give reasons</b>	NO				

Title	Subject	Consultation	Representations To	Documents Considered	Comments
<b>Government reforms to Children's Social Care</b>					
Date of Entry	The Executive Board is asked to note a range of legislative changes which will affect the services provided by Children's Services and to agree resultant restructuring reshaping and reforming of the department to adapt and comply	Extensive consultation will take place with a range of stakeholders.	Jo Siddle		<ul style="list-style-type: none"> <li>- Regional Adoption Agency and Adoption Reforms</li> <li>- Adoption Scorecards</li> <li>- Family Justice Review</li> <li>- Working Together to Safeguard Children</li> <li>- Ministry of Justice, Youth Justice Board, YOT Changes</li> <li>- Inspection Changes</li> <li>- Improvement Board Recommendations</li> <li>- Children and Families Act 2014</li> <li>- Early Years Foundation Stag Framework 2014</li> <li>- Pupil Premium</li> <li>- Counter Terrorism and Security Act</li> <li>- Health and Social Care Act 2012</li> <li>- Child Care Regulation Reforms</li> <li>- Early Years</li> </ul>
<b>August 2018</b>					
Date for Decision					
<b>Not before 11th Mar</b>					
Portfolios Affected					
<b>Executive Member for Children, Young People and Education</b>					
Wards Affected			Justine Westwell		
<b>All Wards</b>					

					funding/placements Standing Item
<b>Exempt Information?</b>					
Will the report include information that will require part of it to be considered in part 2? <b>If yes please give reasons</b>	NO				

Title	Subject	Consultation	Representations To	Documents Considered	Comments
<b>Adoption Annual Report</b>					
Date of Entry <b>August 2018</b>	The Executive Board is required to scrutinise bi-annual reports in relation to the performance of the adoption services in accordance with regulations and national minimum standards for adoption 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.  Emma Ford		The annual report will be constructed in accordance with regulatory guidelines. It will give comparisons with previous performance.  Standing item  Contact Officers: Judith Fennel, Helen Cane
Date for Decision					
<b>Not before 11th Feb</b>					
Portfolios Affected					
<b>Executive Member for Children, Young People and Education</b>					
Wards Affected					
<b>All Wards</b>					
<b>Exempt Information?</b>					
Will the report include information that will require part of it to be considered in part 2? <b>If yes please give reasons</b>	information which is likely to reveal the identity of an individual.				

Title	Subject	Consultation	Representations To	Documents Considered	Comments
<b>Statutory Transfer of Sites for Conversion of</b>					
Date of Entry	Approve the transfer of school land to Academy Trusts	Consultations will be undertaken in accordance with the Statutory Provisions, internal consultation will be via the Asset Management Group. Ward members will be informed via formal correspondence.	Jo Siddle		Standing item  Contact Officer: Carol Grimshaw
<b>August 2018</b>					
Date for Decision			<b>Contact Officer</b>		
<b>Not before 11th Mar</b>					
Portfolios Affected					
<b>Executive Member for Children, Young People and Education</b>					
Wards Affected					
<b>All Wards</b>					
<b>Exempt Information?</b>					
Will the report include information that will require part of it to be considered in part 2? <b>If yes please give reasons</b>	No				

Title	Subject	Consultation	Representations To	Documents Considered	Comments
<b>Variation to the 2021/22 schools capital</b>					
Date of Entry	To seek approval for a number of variations to the 2021/22 schools capital programme	None			
<b>October 2021</b>					
Date for Decision			<b>Contact Officer</b>		
<b>11 Nov 2021</b>					
Portfolios Affected					
<b>Executive Member for Children, Young People and Education</b>					
Wards Affected			Robert Addison, Carol Grimshaw		
<b>All Wards</b>					
<b>Exempt Information?</b>					

Will the report include information that will require part of it to be considered in part 2? <b>If yes please give reasons</b>	NO				
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# Environmental Services

Title	Subject	Consultation	Representations To	Documents Considered	Comments
<b>Ash Dieback</b>					
Date of Entry <b>September 2021</b>	Ash Dieback is a tree disease that could affect up to 95% of the ash trees in the UK, causing decay and potentially death to a significant number of ash trees. The report will identify the resources needed to manage the risks to the Council's tree stock	Discussions with other local authorities and also the Council's insurers in dealing with the disease are continuing.		Ash Dieback	
Date for Decision <b>10 Mar 2022</b>					
Portfolios Affected <b>Executive Member for Environmental Services</b>					
Wards Affected <b>All Wards</b>					
<b>Exempt Information?</b>					
Will the report include information that will require part of it to be considered in part 2? <b>If yes please give reasons</b>					
			<b>Contact Officer</b>		
			Tony Watson		

Title	Subject	Consultation	Representations To	Documents Considered	Comments
<b>Household Waste Recycling Centre</b>					
Date of Entry <b>April 2021</b>	The development of a purpose built site for the borough, following consultation within the Local Plan	Local Plan consultation concluded in February 2021			
Date for Decision <b>10 Mar 2022</b>					
Portfolios Affected <b>Executive Member for Environmental Services</b>					
<b>Contact Officer</b>					
			Tony Watson		

Wards Affected					
<b>All Wards</b>					
<b>Exempt Information?</b>					
Will the report include information that will require part of it to be considered in part 2? <b>If yes please give reasons</b>	NO				



# Public Health and Wellbeing

Title	Subject	Consultation	Representations To	Documents Considered	Comments
<b>Start Well Strategy 0-19</b>					
Date of Entry		None			
<b>October 2021</b>					
Date for Decision					
<b>10 Feb 2022</b>					
Portfolios Affected					
<b>Executive Member for Public Health and Wellbeing</b>					
<b>Public Health and Wellbeing</b>					
Wards Affected			Jodene Bibby, Liz Johnston		
<b>All Wards</b>					
<b>Exempt Information?</b>					
Will the report include information that will require part of it to be considered in part 2? <b>If yes please give reasons</b>	NO				

Title	Subject	Consultation	Representations To	Documents Considered	Comments
<b>EB Safer Roads Strategy</b>					
Date of Entry		None			
<b>October 2021</b>					
Date for Decision					
<b>10 Feb 2022</b>					
Portfolios Affected					
<b>Executive Member for Growth and Development, Executive Member for Public Health and</b>					
<b>Public Health and</b>					
			Jodene Bibby, Beth Wolfenden		

<b>WellbeingPublic Health and Wellbeing</b>					
Wards Affected					
<b>All Wards</b>					
<b>Exempt Information?</b>					
Will the report include information that will require part of it to be considered in part 2? <b>If yes please give reasons</b>	NO				

Title	Subject	Consultation	Representations To	Documents Considered	Comments
<b>EB Alcohol Strategy</b>					
Date of Entry		None			
<b>October 2021</b>					
Date for Decision					
<b>13 Jan 2022</b>					
Portfolios Affected			<b>Contact Officer</b>		
<b>Executive Member for Public Health and WellbeingPublic Health and Wellbeing</b>			Jodene Bibby, Lee Girvan		
Wards Affected					
<b>All Wards</b>					
<b>Exempt Information?</b>					
Will the report include information that will require part of it to be considered in part 2? <b>If yes please give reasons</b>	NO				

# Digital and Customer Services

Title	Subject	Consultation	Representations To	Documents Considered	Comments
<b>Digital Customer Portal Phase 2</b>					
Date of Entry	The Executive board are asked to approve phase 2 of works for the Councils Digital Customer Portal with associated capital expenditure.	Consultation with Exec Member for Digital and Customer Services will take place.			Documents considered- Exec Board Decision 08th April 2021 – Digital Strategy 2021-2024, Exec Board Decision 12/09/2019 – Replacement of the Councils Customer Contact Portal, Exec Board Decision 09/01/2020 – Procurement Of Digital Customer Portal.
<b>October 2021</b>					
Date for Decision					
<b>13 Jan 2022</b>					
Portfolios Affected					
<b>Executive Member for Digital and Customer Services</b>					
Wards Affected			<b>Contact Officer</b>		
			Peter Hughes		
<b>All Wards</b>					
<b>Exempt Information?</b>					
Will the report include information that will require part of it to be considered in part 2? <b>If yes please give reasons</b>	NO				

# Growth and Development

Title	Subject	Consultation	Representations To	Documents Considered	Comments
<b>Local Plan Reg19 Public Consultation</b>					
Date of Entry	To seek approval for public consultation on the Publication version (Pre-Submission) Local Plan.	None	<b>Contact Officer</b>  Darren Tweed		
<b>September 2021</b>					
Date for Decision					
<b>13 Jan 2022</b>					
Portfolios Affected					
<b>Executive Member for Growth and Development</b>					
Wards Affected					
<b>All Wards</b>					
<b>Exempt Information?</b>					
Will the report include information that will require part of it to be considered in part 2? <b>If yes please give reasons</b>	NO				

Title	Subject	Consultation	Representations To	Documents Considered	Comments
<b>Darwen Town Fund Update</b>					
Date of Entry	The purpose of this report is to provide an update on preparations regarding Government's invitation to the Council to develop and submit a Towns Fund Investment Plan to help secure a Town Deal for Darwen.	This report sets out the Council's proposed approach to forming a Darwen Deal Board, as required by Government, and in developing a robust Darwen Investment Plan, including engagement	Martin Kelly Director of Growth and Development Tel: 01254 588686 Email: Martin.kelly@blackburn.gov.uk <b>Contact Officer</b>		Documents considered - DHCLG Town Funds Prospectus
<b>December 2019</b>					
Date for Decision					
<b>16 Jan 2020</b>					
Portfolios Affected					

<b>Growth and Development</b>		activities with residents and businesses.			
Wards Affected					
<b>Blackburn South and Lower Darwen; Darwen East; Darwen South; Darwen West; West Pennine</b>					
<b>Exempt Information?</b>					
Will the report include information that will require part of it to be considered in part 2? <b>If yes please give reasons</b>	No				

Title	Subject	Consultation	Representations To	Documents Considered	Comments
<b>EB St John's Refurbishment Project</b>					
Date of Entry	St John's Refurbishment Project - Add to Capital Programme and Appointment of Architect	None			
<b>October 2021</b>					
Date for Decision					
<b>11 Nov 2021</b>					
Portfolios Affected					
<b>Executive Member for Growth and Development</b>					
Wards Affected					
<b>Blackburn Central</b>					
<b>Exempt Information?</b>					
Will the report include information that will require part of it to be considered in part 2? <b>If yes please give reasons</b>	Information relating to the financial or business affairs of any particular person				

Title	Subject	Consultation	Representations To	Documents Considered	Comments
<b>Blackburn with Darwen Enhanced Bus</b>					
Date of Entry	To seek the Executive	None			



<b>October 2021</b>	Board's approval for the Enhanced Bus Partnership				
Date for Decision					
<b>10 Feb 2022</b>					
Portfolios Affected					
<b>Executive Member for Growth and DevelopmentGrowth and Development</b>					
Wards Affected					
<b>All Wards</b>					
<b>Exempt Information?</b>					
Will the report include information that will require part of it to be considered in part 2? <b>If yes please give reasons</b>	NO				

Title	Subject	Consultation	Representations To	Documents Considered	Comments
<b>Local Transport Plan 2022-23</b>					
Date of Entry	To seek the Executive Board's approval for the detailed Local Transport Plan programme for the financial year 2022/23.	None			
<b>October 2021</b>					
Date for Decision					
<b>13 Jan 2022</b>					
Portfolios Affected					
<b>Executive Member for Growth and DevelopmentGrowth and Development</b>					
Wards Affected					
<b>All Wards</b>					
<b>Exempt Information?</b>					
Will the report include information that will require part of it to be considered in part 2? <b>If yes please give reasons</b>	NO				

# Finance and Governance

Title	Subject	Consultation	Representations To	Documents Considered	Comments
<b>Accommodation Strategy Review to</b>					
Date of Entry	Commencement of the Council's Accommodation Strategy to consider staff accommodation building rationalisation and consideration for the refurbishment of Blackburn and Darwen Town Halls	Directors and consultation will take place as appropriate to consider views of stakeholders.			Documents considered: Digital Strategy and Agile Working Toolkit
<b>August 2018</b>					
Date for Decision					
<b>9 Aug 2018</b>					
Portfolios Affected					
<b>Executive Member for Finance and Governance, Executive Member for Children, Young People and Education, Executive Member for Environmental Services, Executive Member for Adult Services and Prevention, Executive Member for Public Health and Wellbeing, Executive Member for Digital and Customer Services, Executive Member for Growth and Development, Leader</b>					
Wards Affected					
<b>All Wards</b>					
<b>Exempt Information?</b>					

Will the report include information that will require part of it to be considered in part 2? <b>If yes please give reasons</b>	No				
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Title	Subject	Consultation	Representations To	Documents Considered	Comments
<b>Realisation of Capital Receipts from sale of</b>					
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	<b>Contact Officer</b>		Documents considered: A list of background papers for these decisions are to be held with the Financial Support Team within the Resources Directorate and Capita.  Comments: Permanent Issue
<b>August 2018</b>					
Date for Decision					
<b>Not before 1st Jan 2019</b>					
Portfolios Affected					
<b>Executive Member for Finance and Governance, Executive Member for Children, Young People and Education, Executive Member for Environmental Services, Executive Member for Adult Services and Prevention, Executive Member for Public Health and Wellbeing, Executive Member for Digital and Customer Services, Executive Member for Growth and Development, Leader</b>					
Wards Affected					
<b>All Wards</b>					
<b>Exempt Information?</b>					

Will the report include information that will require part of it to be considered in part 2? <b>If yes please give reasons</b>	No				
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Title	Subject	Consultation	Representations To	Documents Considered	Comments
<b>Treasury Management Strategy Report 2021/22</b>					
Date of Entry <b>December 2019</b>	To consider and approve the proposed Treasury Management Strategy for 2021/22, including the proposed Treasury Management Indicators.	Consultation will take place with Audit and Governance Committee and the Treasury Management Group.	Jody Spencer-Anforth Tel: 507748  <b>Contact Officer</b>		
Date for Decision <b>Not before 11th Feb</b>					
Portfolios Affected <b>Finance and Governance</b>					
Wards Affected <b>All Wards</b>					
<b>Exempt Information?</b>					
Will the report include information that will require part of it to be considered in part 2? <b>If yes please give reasons</b>					

# Corporate Issues

Title	Subject	Consultation	Representations To	Documents Considered	Comments
<b>Corporate Revenue Budget Monitoring</b>					
Date of Entry	To consider and approve the latest corporate revenue budget monitoring position, which may include key decisions.	Regular and frequent consultations with departments are an essential feature of the budget monitoring process.	Julie Jewson Tel: 585893		The reports are expected to be taken to August, November and February each year with an outturn report in June/July.
<b>August 2018</b>					
Date for Decision			<b>Contact Officer</b>		
<b>Not before 1st Jan 2019</b>					
Portfolios Affected					
<b>Executive Member for Children, Young People and Education, Executive Member for Environmental Services, Executive Member for Adult Services and Prevention, Executive Member for Public Health and Wellbeing, Executive Member for Digital and Customer Services, Executive Member for Growth and Development, Executive Member for Finance and Governance</b>					
Wards Affected					
<b>All Wards</b>					
<b>Exempt Information?</b>					

Will the report include information that will require part of it to be considered in part 2? <b>If yes please give reasons</b>	No				
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Title	Subject	Consultation	Representations To	Documents Considered	Comments
<b>Corporate Capital Budget Monitoring</b>					
Date of Entry	To consider and approve the latest corporate Capital budget monitoring position, which may include key decisions.	Regular and frequent consultations with departments are an essential feature of the budget monitoring process.	Julie Jewson Tel; 585893		The reports are expected to be taken to August, November and February each year with an outturn report in June/July.
<b>August 2018</b>					
Date for Decision			<b>Contact Officer</b>		
<b>Not before 1st Jan 2019</b>					
Portfolios Affected					
<b>Executive Member for Children, Young People and Education, Executive Member for Environmental Services, Executive Member for Adult Services and Prevention, Executive Member for Public Health and Wellbeing, Executive Member for Digital and Customer Services, Executive Member for Growth and Development, Executive Member for Finance and Governance</b>					
Wards Affected					
<b>All Wards</b>					
<b>Exempt Information?</b>					



Will the report include information that will require part of it to be considered in part 2? <b>If yes please give reasons</b>	NO				
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