

# **Forward Plan**

## **Forward Plan - May 2022 to August 2022**

**Denise Park, Chief Executive.**

**Democratic Services**

**Tel: 01254 585321**

# FORWARD PLAN

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### **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 9<sup>th</sup> June 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 May 2022 to August 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**

9th June, 14th July, 11th August, 8th September, 13th October, 10th November, 8th 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

Title	Subject	Consultation	Representations To	Documents Considered	Comments
<b>Compulsory Purchase of unregistered land at</b>					
Date of Entry	Commence Compulsory Purchase Order process for unregistered land at Clarendon Road East to be developed for housing in conjunction with adjacent Council owned land.	Previous consultation through Local Plan, Ward Member consultation and Outline planning application for whole site application number 10/19/0467	<b>Contact Officer</b>		
<b>March 2022</b>					
Date for Decision					
<b>14 Apr 2022</b>					
Portfolios Affected					
<b>Executive Member for Growth and Development</b>					
<b>Growth and Development</b>					
Wards Affected	<b>Little Harwood and Whitebirk</b>		Subhan Ali		
<b>Little Harwood and Whitebirk</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				

# Adult Services and Prevention



<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>Executive Member for Children, Young People and Education</b>					
Wards Affected					
<b>All Wards</b>			<b>Contact Officer</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>Executive Member for Children, Young People and Education</b>					
Wards Affected					
<b>All Wards</b>			<b>Contact Officer</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	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
<b>August 2018</b>					
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>					

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>EB - School Holiday Pattern 2023/2024</b>					
Date of Entry	The Executive Board is asked to agree the School Holiday Pattern for Community and Controlled Schools for 2023/2024	None			
<b>March 2022</b>					
Date for Decision			<b>Contact Officer</b>		
<b>9 Jun 2022</b>					
Portfolios Affected			Andrew Hutchinson		
<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				
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Title	Subject	Consultation	Representations To	Documents Considered	Comments
<b>Update on Children's Services ILACS</b>					
Date of Entry	Sharing the Ofsted ILACS inspection published report and the relevant plans from Children's Services	None	<b>Contact Officer</b>  Jayne Ivory, Justine Westwell		
<b>March 2022</b>					
Date for Decision					
<b>14 Apr 2022</b>					
Portfolios Affected					
<b>Executive Member for Children, Young People and Education</b>					
<b>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>Impact of the Schools White Paper</b>					
Date of Entry	This report will set out the implications for Children's Services and the Council of the White Paper	None	<b>Contact Officer</b>  Joanne Siddle, Justine Westwell		
<b>March 2022</b>					
Date for Decision					
<b>9 Jun 2022</b>					
Portfolios Affected					
<b>Executive Member for Children, Young People and Education</b>					
<b>ALL</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				

# Environmental Services

Title	Subject	Consultation	Representations To	Documents Considered	Comments
<b>Household Waste Recycling Centre</b>					
Date of Entry	The development of a purpose built site for the borough, following consultation within the Local Plan	Local Plan consultation concluded in February 2021	<b>Contact Officer</b>  Tony Watson		
<b>April 2021</b>					
Date for Decision					
<b>14 Apr 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>	NO				

Title	Subject	Consultation	Representations To	Documents Considered	Comments
<b>EB Permission to Consult on Selective</b>					
Date of Entry	Permission is sought from the Executive Board to commence consultation on the designation of a selective licensing area under the Housing Act 2004	None	<b>Contact Officer</b>  Joanne Byrne, Gary Johnston		
<b>January 2022</b>					
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>	No				

Title	Subject	Consultation	Representations To	Documents Considered	Comments
<b>Vehicle Replacement Programme</b>					
Date of Entry	<p>The Council's vehicle replacement programme has identified that the Environment and Highways Teams have a number of vehicles that are too old, need replacing, and have a number of hired vehicles on the fleet. The Refuse Collection Team has two vehicles that are almost 9 years old and need replacing. The Environment Street Cleansing Team has an 18 tonne road sweeper on hire that needs replacing. The Environment Crime Team has a van that is fifteen years old, that needs replacing and the team requires another vehicle for a new member of staff. The Environment</p>	<p>Consultation has taken place with the fleet vehicle user sections and both the Head of Service and Director of Finance.</p>		<p>Vehicle Replacement Programme EBDX-Checklist-for-Exec-Board-Replacement Environment and Highways Fleet Vehicles.docx EIA-Checklist Replacement Environment and Highways Fleet Vehicles.docx</p>	
<b>March 2022</b>					
Date for Decision					
<b>10 Mar 2022</b>					
Portfolios Affected					
<b>Executive Member for Environmental Services</b>					
Wards Affected	<b>All Wards</b>		<b>Contact Officer</b>		
			Neil Bolton		

	<p>Amenities Team has a van on hire that needs replacing.</p> <p>The Environment Amenities Team have two small vans on hire that need replacing.</p> <p>The Environment Amenities Team have a mini-excavator on hire that need replacing.</p> <p>The Head of Environment has six vans on hire that are utilised by the supervisors of the Refuse Collection, Street Cleansing and Amenities teams. These need replacing by Council owned vehicles.</p> <p>The Fleet Management Services Team has a 7.5 tonne tipper that is fifteen years old that needs replacing.</p> <p>The Highways Team has two gritters that are 15 and 8 years old and need replacing.</p> <p>The Digital Transformation Team has a hired vehicle on the fleet that needs replacing.</p> <p>The Public Transport</p>				
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	Team have two wheel chair accessible vehicles that are 16 and 17 years old and need replacing.				
<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>Contact Officer</b>  Jodene Bibby, Liz Johnston		
<b>October 2021</b>					
Date for Decision					
<b>14 Jul 2022</b>					
Portfolios Affected					
<b>Executive Member for Public Health and Wellbeing</b>					
<b>Public 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				

# Digital and Customer Services

# Growth and Development

Title	Subject	Consultation	Representations To	Documents Considered	Comments
<b>Blackburn with Darwen Enhanced Bus</b>					
Date of Entry	To seek the Executive Board's approval for the Enhanced Bus Partnership	None			
<b>October 2021</b>					
Date for Decision					
<b>10 Feb 2022</b>					
Portfolios Affected					
<b>Executive Member for Growth and Development Growth and Development</b>					
Wards Affected			<b>Contact Officer</b>		
			Dwayne Lowe		
<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>Acquisition of Listed Mill to support</b>					
Date of Entry	Request approval for acquisition of Mill and essential works to support employment growth and safeguard an important heritage asset	Consultation with Executive members has taken place			
<b>January 2022</b>					
Date for Decision					
<b>10 Mar 2022</b>					
Portfolios Affected			<b>Contact Officer</b>		
<b>Executive Member for Finance and Governance, Executive Member for Growth and Development</b>			Clare Turner		

<b>and Development</b>					
Wards Affected					
<b>Little Harwood and Whitebirk</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>Development and Implementation of</b>					
Date of Entry	To develop new projects and initiatives to aid the delivery of key Council priorities such as Housing Growth, tackling Empty Properties or bringing back stalled sites. Projects may involve Land Disposals, Land Assembly, Compulsory Purchase Orders and Council involvement in JV vehicles in line with the annual approved Growth Programme	There is on-going consultation with Homes England, Public Health CCG and Pennine Lancashire Local Authorities. Various Registered Providers such as Together Housing, Great Places and Places for People and Developers. Projects to be developed and approval secured from Executive Members prior to implementation	Subhan Ali		This is a standing item which will incorporate a number of reports to be brought to the executive Board in line with the Growth Programme
<b>February 2022</b>					
Date for Decision					
<b>9 Jun 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
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<b>EB Land at Whalley Old Road, Blackburn</b>					
Date of Entry	Seek disposal approval the housing development site to the recommended preferred bidder.	None			
<b>February 2022</b>					
Date for Decision					
<b>14 Apr 2022</b>					
Portfolios Affected					
<b>Executive Member for Growth and Development</b>					
Wards Affected					
<b>Roe Lee</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 any consultations or negotiations, or contemplated				

Title	Subject	Consultation	Representations To	Documents Considered	Comments
<b>Growth Programme 2022/23</b>					
Date of Entry		None			
<b>February 2022</b>					
Date for Decision					
<b>14 Apr 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>EB Blackburn Town Centre Masterplan Site</b>						
Date of Entry		None				
<b>February 2022</b>						
Date for Decision						
<b>9 Jun 2022</b>						
Portfolios Affected						<b>Contact Officer</b>
<b>Executive Member for Growth and Development</b>						PMO Growth
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 any consultations or negotiations, or contemplated					

# 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? If yes please give reasons	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>EB Review of the Minimum Revenue</b>					
Date of Entry	Review of the Minimum Revenue Provision Policy	None	<b>Contact Officer</b>  Dean Langton, Julie Leonard, Ailsa Smith		
Date for Decision					
<b>9 Jun 2022</b>					
Portfolios Affected					
<b>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				

# 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>	<b>NO</b>				
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