

# **Forward Plan**

## **Forward Plan March 2024 - June 2024**

**Denise Park, Chief Executive.**

**Democratic Services**

**Tel: 01254 585321**

# FORWARD PLAN

## Forward Plan March 2024 - June 2024

**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 7<sup>th</sup> March 2024. 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 March 2024 and September 2024.

The Executive Board consists of the following Portfolios.

**Leader**  
**Adult Social Care**  
**Children, Young People and Education**  
**Environment and Operations**  
**Public Health, Prevention and Wellbeing**  
**Digital and Customer Services**  
**Growth and Development**  
**Finance and Governance**

**Councillor Phil Riley**  
**Councillor Jackie Floyd**  
**Councillor Julie Gunn**  
**Councillor Jim Smith**  
**Councillor Damian Talbot**  
**Councillor Mahfooz Hussain**  
**Councillor Qesir Mahmood**  
**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:

**2024**

7<sup>th</sup> March, 11<sup>th</sup> April, 13<sup>th</sup> June, 11<sup>th</sup> July, 8<sup>th</sup> August, 12<sup>th</sup> September

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 Social Care & Health

Title	Subject	Consultation	Representations To	Documents Considered	Comments
<b>Adult Social Care Provider Fee Uplifts for</b>					
Date of Entry		None			
<b>February 2024</b>					
Date for Decision					
<b>7 Mar 2024</b>					
Portfolios Affected					
Wards Affected			<b>Contact Officer</b>		
			Zoe Evans		
<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>Community Day Care Support Services</b>					
Date of Entry	Report to present proposal of recommissioning of the provision of day care in Blackburn with Darwen following the cessation of the previous contract.	Consultations undertaken and completed - Oct to Dec 2023. Due to be presented in Senior Leadership Team on the 16th Jan 24.			
<b>January 2024</b>					
Date for Decision					
<b>7 Mar 2024</b>					
Portfolios Affected					
<b>Executive Member for Adults Social Care &amp; Health</b>			<b>Contact Officer</b>		
			Hira Miah		
<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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# Children, Young People and Education



Title	Subject	Consultation	Representations To	Documents Considered	Comments
<b>Quarter 3 Fostering Report</b>					
Date of Entry		None			
<b>February 2024</b>					
Date for Decision					
<b>7 Mar 2024</b>					
Portfolios Affected					
<b>Executive Member for Children, Young People and Education</b>					
<b>Children, Young People and Education</b>					
Wards Affected			Louise Helm		
<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 Youth Commissions Outcomes</b>					
Date of Entry		None			
<b>February 2024</b>					
Date for Decision					
<b>7 Mar 2024</b>					
Portfolios Affected					
<b>Executive Member for Children, Young People and Education</b>					
<b>Children, Young People and Education</b>					
			Jon McCaughey, Imran Akuji		

<b>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 Schools Capital</b>					
Date of Entry	To approve variations to the school capital programmes to include: a budget variation for the existing scheme at Lammack Primary School. a new scheme at Belmont Primary School.	None	<b>Contact Officer</b>  Carol Grimshaw, Sara Malone		
<b>February 2024</b>					
Date for Decision					
<b>7 Mar 2024</b>					
Portfolios Affected					
<b>Executive Member for Children, Young People and EducationChildren, Young People and Education</b>					
Wards Affected					
<b>Billinge and Beardwood; 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>% uplift of Foster Carer payments 24/25</b>					
Date of Entry		None			
<b>January 2024</b>					

Date for Decision					
<b>7 Mar 2024</b>			<b>Contact Officer</b>		
Portfolios Affected			Amy Brooks, Suzanne Kinder, Louise Helm		
<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 for Community</b>					
Date of Entry	The EB is asked to agree to the recommended School Holiday pattern for Community and Controlled Schools for 2025/2026	Schools and Teacher Associations will be asked for their views on the proposed pattern			
<b>January 2024</b>					
Date for Decision					
<b>11 Apr 2024</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>			Andrew Hutchinson		
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>Wrap Around Childcare Programme</b>					
Date of Entry	To advise the Executive Board of the Governments planned Wrap Around Childcare Programme commencing September 2024.	Consultation will be undertaken as part of the annual childcare sufficiency assessment.	<b>Contact Officer</b>	Sara Malone, Sarah Anderson, Carol Grimshaw	
<b>December 2023</b>					
Date for Decision					
<b>8 Feb 2024</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? If yes please give reasons	No				

Title	Subject	Consultation	Representations To	Documents Considered	Comments
<b>Early Years Expanded Entitlements</b>					
Date of Entry	To advise the Executive Board of the Governments planned expansion of funded Early Years Entitlements commencing April 2024.	Consultation will take place as part of the annual assessment of childcare sufficiency	<b>Contact Officer</b>	Sarah Anderson, Carol Grimshaw	
<b>December 2023</b>					
Date for Decision					
<b>8 Feb 2024</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>	<b>No</b>				
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# Environment and Operations

Title	Subject	Consultation	Representations To	Documents Considered	Comments
<b>Tree and Woodland Strategy</b>					
Date of Entry		Undertaken as part of the Climate Change consultation			
<b>January 2024</b>					
Date for Decision					
<b>11 Apr 2024</b>					
Portfolios Affected					
<b>Executive Member for Environment &amp; Operations</b>					
<b>Environment &amp; Operations</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



Title	Subject	Consultation	Representations To	Documents Considered	Comments
<b>Microsoft licence agreement for the</b>					
Date of Entry	This report seeks approval to enter into a new 3 year contract for Microsoft server and database licences along with the associated financial implications.	None			
<b>February 2024</b>					
Date for Decision					
<b>7 Mar 2024</b>					
Portfolios Affected			<b>Contact Officer</b>		
<b>Executive Member for Digital and Customer Services</b>			Peter Hughes		
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, Prevention & Wellbeing

Title	Subject	Consultation	Representations To	Documents Considered	Comments
<b>Procurement process for Tier 4 Substance</b>					
Date of Entry		None			
<b>January 2024</b>					
Date for Decision					
<b>8 Feb 2024</b>					
Portfolios Affected					
<b>Executive Member for Public Health, Prevention &amp; 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>Development and Procurement of a new</b>					
Date of Entry		None			
<b>January 2024</b>					
Date for Decision					
<b>8 Feb 2024</b>					
Portfolios Affected					
<b>Executive Member for Public Health, Prevention &amp;</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				

<b>WellbeingPublic Health Prevention 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				

# Growth and Development

Title	Subject	Consultation	Representations To	Documents Considered	Comments
<b>Highways Capital Programme 2024/25</b>					
Date of Entry		None	Mark Berry		
<b>January 2024</b>					
Date for Decision					
<b>7 Mar 2024</b>					
Portfolios Affected					
Wards Affected					
<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>Bus Service Improvement Plan</b>					
Date of Entry	Update report on our programme of works associated with the BSIP+ and Phase 3 BSIP allocations.	None	Carmel Foster-Devine		
<b>January 2024</b>					
Date for Decision					
<b>8 Feb 2024</b>					
Portfolios Affected					
<b>Executive Member for Growth and Development Environment &amp; Operations</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>Petition - Pole Lane, Darwen</b>					
Date of Entry	Request for traffic calming to be removed.	None			
<b>January 2024</b>					
Date for Decision					
<b>7 Mar 2024</b>					
Portfolios Affected					
<b>Executive Member for Growth and Development Environment &amp; Operations</b>					
Wards Affected					
<b>Darwen East</b>			<b>Contact Officer</b>		
<b>Exempt Information?</b>			Heather Farmer		
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 2024/25 programme</b>					
Date of Entry	Report to seek the Executive Board's approval for the detailed Local Transport Plan programme for the financial year 2024/25.	None			
<b>January 2024</b>					
Date for Decision					
<b>7 Mar 2024</b>					
Portfolios Affected					
<b>Executive Member for Growth and Development Environment &amp; Operations</b>					
Wards Affected			<b>Contact Officer</b>		
			Carmel Foster-Devine, Mark Berry		

<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>Update on District Wildlife sites (and</b>					
Date of Entry	Update on District Wildlife sites (and associated off-site BNG opportunities)	None	PMO Growth		
<b>February 2024</b>					
Date for Decision					
<b>7 Mar 2024</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>Biodiversity Net Gain (BNG) Planning</b>					
Date of Entry	BNG Planning Advisory Note	None	PMO Growth		
<b>February 2024</b>					
Date for Decision					
<b>7 Mar 2024</b>					
Portfolios Affected					
<b>Executive Member for Growth and DevelopmentGrowth</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				



<b>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>'First Considerations' towards the Council's</b>					
Date of Entry	First Considerations towards the Council's Biodiversity Duty	None	PMO Growth		
<b>February 2024</b>					
Date for Decision					
<b>7 Mar 2024</b>					
Portfolios Affected					
<b>Executive Member for Growth and Development</b>					
<b>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>North East Blackburn Strategic Housing Site</b>					
Date of Entry	North East Blackburn Strategic Housing Site Masterplanning	None			
<b>February 2024</b>					
Date for Decision					
<b>8 Feb 2024</b>					
Portfolios Affected					

<b>Executive Member for Growth and Development</b>			PMO Growth		
Wards Affected					
<b>Little Harwood and Whitebirk; 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>	No				

Title	Subject	Consultation	Representations To	Documents Considered	Comments
<b>Adoption of the Climate Impacts Framework</b>					
Date of Entry	Adoption of the Climate Impacts Framework (CIF) Supplementary Planning Document (SPD)	None	PMO Growth		
<b>January 2024</b>					
Date for Decision					
<b>8 Feb 2024</b>					
Portfolios Affected					
<b>Executive Member for Growth and Development</b>					
Wards Affected			<b>Contact Officer</b>		
<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>Blackburn Town Centre LUF</b>					
Date of Entry	Project update and capital programme	None			
<b>November 2023</b>					

Date for Decision	approval				
<b>11 Apr 2024</b>			<b>Contact Officer</b>		
Portfolios Affected			PMO Growth, Simon Jones		
<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>	No				

Title	Subject	Consultation	Representations To	Documents Considered	Comments
<b>Local Heritage List</b>					
Date of Entry	Update of local heritage listings following Growth Lancashire recommendations & P&H Committee considerations	None			
<b>June 2023</b>					
Date for Decision			<b>Contact Officer</b>		
<b>13 Jun 2024</b>			PMO Growth		
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>Asset Management Review</b>					

Date of Entry	Approval to proposals following review of Council's property estate	None			
<b>June 2023</b>					
Date for Decision					
<b>8 Feb 2024</b>			<b>Contact Officer</b>		
Portfolios Affected			PMO Growth, Simon Jones		
<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				

# Finance and Governance

Title	Subject	Consultation	Representations To	Documents Considered	Comments
<b>EB Treasury Management Strategy</b>					
Date of Entry		None			
<b>August 2018</b>					
Date for Decision					
<b>7 Mar 2024</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				

Title	Subject	Consultation	Representations To	Documents Considered	Comments
<b>Medium Term Financial Plan - Update</b>					
Date of Entry		None			
<b>December 2023</b>					
Date for Decision					
<b>6 Jun 2024</b>					
Portfolios Affected					
<b>Executive Member for Finance and Governance</b>					
Wards Affected					
<b>ALL</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 Corporate Capital Budget Monitoring</b>					
Date of Entry	Corporate Capital Budget and Balance Sheet Report 2023/24 Quarter 1	None			
<b>December 2023</b>					
Date for Decision					
<b>8 Feb 2024</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				

Title	Subject	Consultation	Representations To	Documents Considered	Comments
<b>EB Corporate Revenue Budget Monitoring</b>					
Date of Entry	Corporate Revenue Budget Monitoring Quarter 1 2023-24	None			
<b>December 2023</b>					
Date for Decision					
<b>8 Feb 2024</b>					
Portfolios Affected					
<b>Executive Member for Finance and Governance</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				

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>Irrecoverable Debts</b>					
Date of Entry	To seek approval to the write off of irrecoverable debts.	None	Dean Langton		
<b>November 2023</b>					
Date for Decision					
<b>7 Dec 2023</b>					
Portfolios Affected					
<b>Executive Member for Finance and GovernanceALL</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				