

Forward Plan

Forward Plan - June 2024 to August 2024

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 **13th June 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 May 2024 to August 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

8th August, 12th September, 10th October, 14th November, 12th December.

2025

9th January, 13th February, 12th March, 9th April.

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
Remodelling of the Extra Care Housing provision and Reprocurement					
Date of Entry	To note the completion of the review of Extra Care Housing (ECH), and to agree the recommendations related to the re-modelling of future provision, including the decommissioning of some lower-level provision. The report also details the proposed re-procurement strategy for older people Extra Care across Blackburn with Darwen.	Consultation has been carried out for review and further consultation and engagement to take place in order to progress re-modelling of the service.	Contact Officer Hira Miah, Victoria Walker		
April 2024					
Date for Decision					
11 Jul 2024					
Portfolios Affected					
Executive Member for Adults Social Care & Health Adults Social Care & Health					
Wards Affected					
All Wards					
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
Domestic Abuse Re-Tender					

Date of Entry		None			
April 2024					
Date for Decision					
11 Jul 2024			Contact Officer		
Portfolios Affected			Melissa McConnell		
Wards Affected					
All Wards					
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, Young People and Education

Title	Subject	Consultation	Representations To	Documents Considered	Comments
Corporate Parenting Strategy					
Date of Entry		None			
April 2024					
Date for Decision					
8 Aug 2024					
Portfolios Affected					
Wards Affected			Contact Officer		
			Suzanne Kinder		
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
SEND Partnership Strategy					
Date of Entry	A report detailing BWD SEND Joint Partnership Strategy	None			
April 2024					
Date for Decision					
8 Aug 2024					
Portfolios Affected					
Executive Member for Children, Young People and Education			Contact Officer		
Wards Affected			Michelle Holt		
All Wards					

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
Quarter 4 Fostering Report					
Date of Entry		None	Contact Officer Louise Helm, Suzanne Kinder		
April 2024					
Date for Decision					
8 Aug 2024					
Portfolios Affected					
Executive Member for Children, Young People and EducationChildren, Young People and Education					
Wards Affected					
All Wards					
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 Effectiveness Partnership Strategy					
Date of Entry	A report detailing how schools and the LA work together to improve school effectiveness and improve outcomes for children and young people.	None	Contact Officer Michelle Holt		
April 2024					
Date for Decision					
13 Jun 2024					
Portfolios Affected					
Executive Member for Children, Young People and EducationChildren,					

Young People and Education					
Wards Affected					
All Wards					
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 and Operations

Title	Subject	Consultation	Representations To	Documents Considered	Comments
Food Waste					
Date of Entry	Introduction of food waste collections across the borough from summer 2026, in accordance with Government legislation.	None	Contact Officer Tony Watson		
April 2024					
Date for Decision					
12 Jun 2025					
Portfolios Affected					
Executive Member for Environment & Communities Environment & Operations					
Wards Affected					
All Wards					
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				

Digital and Customer Services

Title	Subject	Consultation	Representations To	Documents Considered	Comments
IT Equipment					
Date of Entry		None			
March 2024					
Date for Decision					
13 Jun 2024			Contact Officer		
Portfolios Affected			Isaac Evans		
Digital and Customer Services					
Wards Affected					
All Wards					
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				

Public Health, Prevention & Wellbeing

Title	Subject	Consultation	Representations To	Documents Considered	Comments
Household Support Fund Round 5					
Date of Entry	In March 2024, the Chancellor announced a further 6 month extension of the Household Support Fund, known as round 5.	None	Contact Officer Andrew Haythornthwaite		
April 2024					
Date for Decision					
13 Jun 2024					
Portfolios Affected					
Executive Member for Housing & Public Health Public Health Prevention and Wellbeing					
Wards Affected					
All Wards					
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
EB 0-19 Healthy Child Programme Update					
Date of Entry	Update on the mobilisation of the 0-19 Healthy Child Programme, delivered by ELHT from 1st April 2024	None	Contact Officer Liz Johnston, Hayley Kilpatrick		
March 2024					
Date for Decision					
11 Jul 2024					
Portfolios Affected					
Executive Member for Housing & Public Health, Executive					

Member for Children, Young People and EducationPublic Health Prevention and Wellbeing					
Wards Affected					
All Wards					
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				

Growth and Development

Title	Subject	Consultation	Representations To	Documents Considered	Comments
Acceptance of Grant - Local Transport Capital Block Funding (Integrated Transport and Highway Maintenance Blocks) Specific Grant Determination (2023/24): No.31/6681					
Date of Entry	Traffic Signal Obsolescence Grant (TSOG) and Green Light Fund (GLF)	None	Contact Officer Heather Farmer		
April 2024					
Date for Decision					
13 Jun 2024					
Portfolios Affected					
Executive Member for Growth and Development Environment & Operations					
Wards Affected					
All Wards					
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
King William Street Accelerator Green Spaces Funding					

Date of Entry	As one of the 10 High Street Accelerator pilot projects, King William Street, Blackburn has been awarded an additional £500,000 of Green Spaces Funding from the Department for Levelling Up, Housing and Communities. We seek approval from the Council to accept the funding and to act as the accountable body/treasurer on behalf of the King William Street High Street Accelerator Partnership.	None			
April 2024					
Date for Decision					
13 Jun 2024			Contact Officer		
Portfolios Affected			Clare Turner, Julia Simpson		
Executive Member for Growth and Development					
Growth and Development					
Wards Affected					
Blackburn Central; Shear Brow and Corporation Park					
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
EB_Climate Emergency Action Plan Progress Report 2023/24 and Plan for 2024/25					
Date of Entry	To report progress on the Climate Emergency Action Plan for 23/24 and present the CEAP for 24/25	None			
April 2024					
Date for Decision					
11 Jul 2024			Contact Officer		
Portfolios Affected					

Executive Member for Growth and Development			Gwen Kinloch		
Wards Affected					
All Wards					
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
Developer Contributions and Affordable Housing Supplementary Planning Document (SPD)					
Date of Entry	The SPD provides detailed guidance on the application of a number of policies within the Blackburn with Darwen Local Plan (2021-2037) which have implications for developer contributions, in particular Policy CP12: Infrastructure & Delivery. The SPD provides information on how Policy CP12 and other policies requiring affordable housing or specific infrastructure	The SPD has been subject to two rounds of public consultation in December 2023 and March 2024.			
April 2024					
Date for Decision					
13 Jun 2024					
Portfolios Affected			Contact Officer		
Executive Member for Growth and Development			PMO Growth		
Wards Affected					
All Wards					

	will be interpreted and applied.				
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
Strategic Asset Management Plan - 2024 Update - EB July 2024					
Date of Entry	Update on the actions and objectives set out within the Strategic Asset Management Plan (2023-2026)	N/A			
April 2024					
Date for Decision					
11 Jul 2024					
Portfolios Affected			Contact Officer		
Executive Member for Growth and Development			PMO Growth		
Wards Affected					
All Wards					
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 planning, land charges and building control software system.					
Date of Entry	To seek approval to	None			

March 2024	commence procurement for a new software system for planning, land charges and building control along with the associated financial implications.									
Date for Decision										
13 Jun 2024										
Portfolios Affected										
Executive Member for Growth and Development, Executive Member for Digital and Customer Services Growth and Development										
Wards Affected										
All Wards	Contact Officer Peter Hughes									
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					
Issa Way North										
Date of Entry		None								
March 2024										
Date for Decision										
13 Jun 2024										
Portfolios Affected										
Executive Member for Growth and Development ALL										
Wards Affected	Contact Officer PMO Growth									
Blackburn South East										
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
Growth Programme 24/25					
Date of Entry		None			
March 2024					
Date for Decision					
13 Jun 2024			Contact Officer		
Portfolios Affected			PMO Growth		
Executive Member for Growth and DevelopmentALL					
Wards Affected					
All Wards					
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
Blackburn Town Centre LUF					
Date of Entry	Project update and capital programme approval	None			
November 2023					
Date for Decision					
11 Apr 2024			Contact Officer		
Portfolios Affected			PMO Growth, Simon Jones		
Executive Member for Growth and DevelopmentGrowth and Development					
Wards Affected					
Blackburn Central					
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				

Finance and Governance

Title	Subject	Consultation	Representations To	Documents Considered	Comments
Development of the General Fund Revenue Budget 2025/26					
Date of Entry April 2024	A report setting out the Council's current financial position and the process for the development of the Council's budget for 2025/26.	None	Contact Officer Dean Langton		
Date for Decision 13 Jun 2024					
Portfolios Affected Executive Member for Finance and Governance					
Wards Affected All Wards					
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
Companies Annual Report					
Date of Entry April 2024	To report on the Companies that the Council has a financial interest in	None	Contact Officer Dean Langton		
Date for Decision 13 Jun 2024					
Portfolios Affected Executive Member for Growth and Development					
Wards Affected All Wards					

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
Council Office Accommodation Strategy					
Date of Entry	To provide an update on the Council's Office Accommodation Strategy and to seek agreement to additional budget provision to implement the Strategy	None	Dean Langton		
April 2024					
Date for Decision					
13 Jun 2024					
Portfolios Affected					
Executive Member for Finance and Governance					
Wards Affected					
All Wards					
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
Medium Term Financial Plan - Update					
Date of Entry		None	Dean Langton		
December 2023					
Date for Decision					
13 Jun 2024					
Portfolios Affected					
Executive Member for Finance and					
Finance and					

GovernanceALL					
Wards Affected					
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
Carers Strategy 2024-2028					
Date of Entry	<p>The Executive Board is recommended to:</p> <p>i. Endorse the Blackburn with Darwen Carers Strategy as a key strategy to guide Place Based Partnership delivery</p> <p>ii. Endorse the following next steps agreed in Place based Partnership Board and take collective responsibility for their delivery:</p> <p>a. Support the co-production of a Delivery Plan with service users from across the breadth of the Place-based Partnership.</p> <p>b. Support the development of a Carers Board to oversee the delivery of the strategy.</p> <p>iii. Extend their thanks to all those involved so far in developing the</p>	<p>The Blackburn with Darwen Carers strategy has been co-produced across service users and partners and is designed to demonstrate our commitment to support and empower the invaluable carers within our borough. This strategy encompasses the geographical scope of Blackburn with Darwen, aiming to address the unique needs and challenges faced by carers in our diverse community.</p> <p>The methodology for producing the strategy was grounded in a co-production approach. We structured a carers survey and focus groups around five key questions (see appendix 1). There were 226 completed surveys, 53</p>	<p>Carers Strategy 2024-2028</p>	<p>The strategy sets out a vision for supporting young carers and adult carers in Blackburn with Darwen which is to:</p> <p>“create a community where every carer feels listened to, supported, and empowered. We envisage a borough where carers have access to the resources and help they need, where their contributions are recognised, and their challenges are addressed with empathy and efficiency.”</p> <p>The next steps for the Blackburn with Darwen Carers Strategy involve two crucial developments.</p>	
April 2024					
Date for Decision					
11 Jul 2024					
Portfolios Affected					
Executive Member for Adults Social Care & Health, Executive Member for Children, Young People and Education ALL			Contact Officer		
Wards Affected			Angela Longworth		
All Wards					

	strategy.	carers participated in focus groups. In addition, a stakeholder survey was completed by seven organisations. The draft version has been shared for feedback with carers and partners to inform the final version shared today, including Childrens and Adults Senior Policy Teams, Corporate Assurance Board, and Place Based Partnership Board.			<p>Firstly, a strategic delivery plan will be created to guide the implementation of the strategy. This plan will serve as a roadmap, detailing specific actions, responsibilities, and timelines to achieve the strategy's goals.</p> <p>Secondly, there will be a comprehensive review of existing services to ensure alignment with the new strategy. This may necessitate individual service providers developing their own response plans to adapt and integrate their services effectively within the broader strategy fr</p>
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
Irrecoverable Debts					
Date of Entry	To seek approval to the	None			

November 2023	write off of irrecoverable debts.					
Date for Decision						
7 Dec 2023				Contact Officer		
Portfolios Affected				Dean Langton		
Executive Member for Finance and Governance						
ALL						
Wards Affected						
All Wards						
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					

The following items are standing items: