

# **Forward Plan**

## **Forward Plan - December 2024 - March 2025**

**Denise Park, Chief Executive.**

**Democratic Services**

**Tel: 01254 585321**

# FORWARD PLAN

## Forward Plan - December 2024 - March 2025

**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 **12<sup>th</sup> December 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 December 2024 to March 2025.

The Executive Board consists of the following Portfolios.

**Leader**  
**Adult Social Care and Health**  
**Children Young People and Education**  
**Environment and Communities**  
**Housing and Public Health**  
**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 Quesir 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**

12<sup>th</sup> December.

**2025**

9<sup>th</sup> January, 13<sup>th</sup> February, 12<sup>th</sup> March, 9<sup>th</sup> 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 Democratic Services on 01254 585109.

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

Leader

# Adult Social Care & Health

Title	Subject	Consultation	Representations To	Documents Considered	Comments
<b>Community equipment service re-tender</b>					
Date of Entry		None			
<b>October 2024</b>					
Date for Decision					
<b>9 Jan 2025</b>			<b>Contact Officer</b>		
Portfolios Affected			Amie Witherspoon, Alyssa Smith, Elizabeth Fleming		
<b>Executive Member for Adults Social Care &amp; Health</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				

Children, Young People &  
Education

Title	Subject	Consultation	Representations To	Documents Considered	Comments
<b>Schools Capital Programme</b>					
Date of Entry	Schools Capital programme for 2024-2025	None			
<b>November 2024</b>					
Date for Decision					
<b>9 Jan 2025</b>					
Portfolios Affected					
<b>Executive Member for Children, Young People and Education</b>					
Wards Affected			<b>Contact Officer</b>		
<b>All Wards</b>			Carol Grimshaw, Sara Malone		
<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>Early Years and Childcare Sufficiency</b>					
Date of Entry	To advise Executive Board of the Councils position with regards its Early Years and Childcare Sufficiency statutory duties and functions.	Annual consultation with providers, parents, carers and children.			
<b>September 2024</b>					
Date for Decision					
<b>12 Dec 2024</b>					
Portfolios Affected					
<b>Executive Member for Children, Young People and Education</b>					
Wards Affected			<b>Contact Officer</b>		
<b>All Wards</b>			Carol Grimshaw		



<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				

# Environment & Communities

Title	Subject	Consultation	Representations To	Documents Considered	Comments
<b>Food waste collection pilot introduction</b>					
Date of Entry	<p>In July 2024, Executive Board approved a report about the introduction of food waste collections in the borough commencing in 2026. The former Government, via the Environment Act 2021, had mandated that Councils in England commence weekly food waste collections by 2026, under the Consistency in Household and Business Recycling in England: Simpler Recycling.</p> <p>Under the new legislation, Waste Collection Authorities (WCAs) in England must arrange a weekly collection of food waste for recycling or composting from households from 2026, unless they have a</p>	None	<p><b>Contact Officer</b></p> <p>Joanne Byrne</p>		
<b>November 2024</b>					
Date for Decision					
<b>12 Dec 2024</b>					
Portfolios Affected					
<b>Executive Member for Environment &amp; Communities Environment &amp; Operations</b>					
Wards Affected	<b>All Wards</b>				

	transitional arrangement agreed delaying the introduction, usually due to contractual restrictions in the disposal of waste.				
<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 & Customer Services

# Housing & Public Health

Title	Subject	Consultation	Representations To	Documents Considered	Comments
<b>Approval to award tier 4 services. Lot 2: (In</b>					
Date of Entry		None			
<b>November 2024</b>					
Date for Decision			<b>Contact Officer</b>		
<b>13 Mar 2025</b>			Fiona Inston		
Portfolios Affected					
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 & Development



Title	Subject	Consultation	Representations To	Documents Considered	Comments
<b>EB Bridge House Refurbishment</b>					
Date of Entry		None			
<b>November 2024</b>					
Date for Decision					
<b>13 Mar 2025</b>					
Portfolios Affected					
<b>Executive Member for Growth and Development</b>					
Wards Affected			<b>Contact Officer</b>		
<b>Blackburn Central</b>			PMO Growth		
<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>Highways Capital Programme 2025/26</b>					
Date of Entry	To seek the Executive Board's approval for the Highways Capital Programme 2025/26.	None			
<b>November 2024</b>					
Date for Decision					
<b>13 Feb 2025</b>					
Portfolios Affected					
<b>Executive Member for Growth and Development</b>					
Wards Affected			<b>Contact Officer</b>		
			Paul Fletcher		

<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>Electric Vehicle Charging Provision -</b>					
Date of Entry	To seek the Executive Board's approval for the allocation of the grant funding when received from the Local Electric Vehicle Infrastructure (LEVI) application. The LEVI application is for £1.6million to aid the installation of Electric Vehicle (EV) charge points in the borough and commission a concession contract to appoint a Charge Point Operator (CPO) within the terms of the grant funds.	None	Joanne Byrne		
<b>October 2024</b>					
Date for Decision					
<b>12 Dec 2024</b>					
Portfolios Affected					
<b>Executive Member for Growth and Development</b>			<b>Contact Officer</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>Growth Funding Update</b>					

Date of Entry		None			
<b>September 2024</b>					
Date for Decision					
<b>12 Dec 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>					
<b>No</b>					

Title	Subject	Consultation	Representations To	Documents Considered	Comments
<b>EB South East Blackburn – Active</b>					
Date of Entry	Approval of construction works and updated budget profile	None			
<b>September 2024</b>					
Date for Decision					
<b>12 Dec 2024</b>					
Portfolios Affected					
<b>Executive Member for Growth and DevelopmentGrowth and Development</b>					
Wards Affected					
<b>Blackburn South East</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>					

Title	Subject	Consultation	Representations To	Documents Considered	Comments
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<b>Natural Environment Supplementary</b>					
Date of Entry	Adoption of the Natural Environment SPD	None			
<b>August 2024</b>					
Date for Decision			<b>Contact Officer</b>		
<b>12 Dec 2024</b>					
Portfolios Affected			Helen Hatch		
<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>Youth Investment Fund Capital Update</b>					
Date of Entry	A report to update Executive Board on the Youth Investment Fund Capital programme	To follow			
<b>August 2024</b>					
Date for Decision			<b>Contact Officer</b>		
<b>12 Dec 2024</b>					
Portfolios Affected			JMcCaughran, Andrew Barrow		
<b>Executive Member for Children, Young People and Education,</b>					
<b>Executive Member for Growth and Development</b>					
<b>Growth and Development</b>					
Wards Affected					
<b>Audley &amp; Queens Park; Darwen East</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>EB Blackburn M65 Junction 5</b>									
Date of Entry <b>August 2024</b>	Approval of enabling works and service diversion costs.	None	<b>Contact Officer</b>  PMO Growth						
Date for Decision <b>9 Jan 2025</b>									
Portfolios Affected <b>Executive Member for Growth and Development</b>									
Wards Affected <b>Blackburn South East</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 Business Innovation District -</b>					
Date of Entry <b>August 2024</b>	Approval of Development Proposals for Blackburn Business Innovation District	None	<b>Contact Officer</b>  PMO Growth		
Date for Decision <b>9 Jan 2025</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>Issa Way North - Commercial</b>					
Date of Entry	Issa Way North – Commercial Development	None	Contact Officer PMO Growth		
<b>August 2024</b>					
Date for Decision					
<b>13 Feb 2025</b>					
Portfolios Affected					
<b>Executive Member for Growth and Development Growth and Development</b>					
Wards Affected					
<b>Blackburn South East</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				

# Finance & Governance

Title	Subject	Consultation	Representations To	Documents Considered	Comments
<b>Insurance &amp; Risk Financing Strategy</b>					
Date of Entry	The Insurance & Risk Financing Strategy (IRFS) sets out the Council's overall approach to risk retention and transfer, including the procurement of corporate insurance cover through relevant policies of insurance to protect against loss or damage to the Council's assets and potential liabilities, for Executive Board approval	None	Colin Ferguson		
<b>October 2024</b>					
Date for Decision					
<b>12 Dec 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>Insurance &amp; Risk Financing Strategy</b>					
Date of Entry	The IRFS sets out the Council overall approach to risk retention and transfer, including the	None			
<b>September 2024</b>					
Date for Decision					
<b>12 Dec 2024</b>			<b>Contact Officer</b>		



Portfolios Affected	procurement of corporate insurance cover through relevant policies of insurance to protect against loss or damage to the Council's assets and potential liabilities for Executive Board approval.				
<b>Executive Member for Finance and Governance</b>			Colin Ferguson		
<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>	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>12 Dec 2024</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				