

# EXECUTIVE WORK PROGRAMME INCLUDING KEY DECISIONS

**Four Month Period Commencing  
1<sup>st</sup> FEBRUARY 2025**

Set out below is the Work Programme including the Forward Plan of key decisions, which the Executive of the Pendle Borough Council expects to take during the next four months. The Forward Plan will be updated and re-published on the following dates during that period:

*16<sup>th</sup> January 2025*

*13<sup>th</sup> February 2025*

*12<sup>th</sup> March 2025*

*14<sup>th</sup> April 2025*

A Key Decision is defined as an executive decision which is likely to result in significant expenditure/saving where there is:

- ❑ a virement of £100,000 or more; or
- ❑ a change in service provision that impacts upon the service revenue budget by £100,000 or more, or
- ❑ a contract worth £100,000 or more; or
- ❑ a new or unprogrammed capital scheme of £100,000 or more; or
- ❑ those which will have significant effects on communities living or working in two or more wards through a material positive or negative impact in environmental, physical, social or economic terms.

Councillor Asjad Mahmood  
Councillor David Whipp  
Councillor Mohammed Iqbal  
Councillor Tom Whipp  
Councillor Zafar Ali  
Councillor Mohammad Hanif  
Councillor Dorothy Lord

Growth and Regeneration  
Resources and Transfer of Services  
Housing, Health and Wellbeing  
Planning and Regulatory Services  
Environment and Climate Change  
Leisure Services  
Community Safety






Anyone wishing to make representations to the Executive about any of the matters listed below may do so by writing to Committee Services, Town Hall, Market Street, Nelson, BB9 7LG or by contacting the relevant officer listed in the right-hand column of the Plan. Alternatively, you may attend the relevant meeting of the Executive which will be held at Nelson Town Hall at 7pm on the dates shown below. **If you wish to speak at the meeting, you are asked to notify Paul Preston in Committee Services tel: 661648 or e-mail [paul.preston@pendle.gov.uk](mailto:paul.preston@pendle.gov.uk) by noon on the day of the meeting.**



Reports on the matters listed will be submitted to the Executive and will be available for public inspection on the Council's website at least five working days before the meeting. A list of background papers will be set out in each report.


**Published: 16<sup>th</sup> January, 2025**

SUBJECT	DECISION NEEDED	EXPECTED DATE OF DECISION	PRIVATE AND CONFIDENTIAL YES/NO	EXECUTIVE RESPONSIBILITY	DIRECTORS AND CONTACT OFFICERS
<b>2025</b>					
Planning Reform Working Party – Planning Committees	To inform the Executive of the proposed changes and for the Executive to agree any response to the consultation	30 <sup>th</sup> January 2025	No	Planning and Regulatory	Neil Watson Assistant Director Planning, Building Control and Regulatory Services <a href="mailto:neil.watson@pendle.gov.uk">neil.watson@pendle.gov.uk</a>
UK Shared Prosperity Fund – Round 2 (interim year)	To seek delegation for decision of project selection to the Chief Executive Officer, in consultation with the Leader of the Council.	30 <sup>th</sup> January 2025	No	Growth and Regeneration	Phillip Spurr, Director of Place <a href="mailto:phillip.spurr@pendle.gov.uk">phillip.spurr@pendle.gov.uk</a>  <a href="mailto:Ryan.Gifford@pendle.gov.uk">Ryan.Gifford@pendle.gov.uk</a>
Outsourced Internal Audit Contract 	To agree the Contract following a tendering procedure	30 <sup>th</sup> January 2025	No	Resources and Transfer of Services	Karen Spencer Director of Resources <a href="mailto:karen.spencer@pendle.gov.uk">karen.spencer@pendle.gov.uk</a>

Pendle Holiday Activities & Food programme 2025	To consider future management arrangements for Pendle's HAF programme.	30 <sup>th</sup> January 2025	No	Resources and Transfer of Services	Sarah Astin-Wood Head of Policy and Commissioning <a href="mailto:sarah.astin-wood@pendle.gov.uk">sarah.astin-wood@pendle.gov.uk</a>
Mutual Aid Arrangements – Winter Maintenance	Referral from West Craven Area Committee for Executive's consideration.	30 <sup>th</sup> January 2025	No	Environment and Climate Change	David Walker, Assistant Director, Operational Services <a href="mailto:david.walker@pendle.gov.uk">david.walker@pendle.gov.uk</a>
Matter referred to the Executive from the Overview and Scrutiny Committee – Review of Mechanical Street Cleansing (Compact Sweepers)	To consider and respond to the Overview and Scrutiny Committee's review report and recommendations.	30 <sup>th</sup> January 2025	No	Environment and Climate Change	Chair of the Overview and Scrutiny Committee
Land and Property Asset Management Strategy 2025/28	To agree the strategy.	20 <sup>th</sup> February, 2025	No	Resources and Transfer of Services	Karen Spencer Director of Resources <a href="mailto:karen.spencer@pendle.gov.uk">karen.spencer@pendle.gov.uk</a>
Insurance Tender – Procurement Results	For approval of the successful provider.	20 <sup>th</sup> February, 2025	No	Resources and Transfer of Services	Gemma-Louise Wells Head of Finance <a href="mailto:Gemma-Louise.Wells@pendle.gov.uk">Gemma-Louise.Wells@pendle.gov.uk</a>
Colne Market Hall Proposals for Future Management and	To consider proposals for the management of the market	20 <sup>th</sup> February, 2025	Yes	Growth and Regeneration	<a href="mailto:phillip.spurr@pendle.gov.uk">phillip.spurr@pendle.gov.uk</a> Richard Savory <a href="mailto:richardsavory@raisepartnership.co">richardsavory@raisepartnership.co</a>

Operations 					<a href="#">.uk</a>
Colne Market Housing 	To agree the disposal of the first floor apartments and the Craddock Road Housing site	20 <sup>th</sup> February, 2025	Yes	Growth and Regeneration	<a href="mailto:phillip.spurr@pendle.gov.uk">phillip.spurr@pendle.gov.uk</a> Richard Savory <a href="mailto:richardsavory@raisepartnership.co.uk">richardsavory@raisepartnership.co.uk</a>
Draft Lancashire Local Nature Recovery Strategy	To sign off the Strategy.	20 <sup>th</sup> February, 2025	No	Planning and Regulatory	Neil Watson Assistant Director Planning, Building Control and Regulatory Services <a href="mailto:neil.watson@pendle.gov.uk">neil.watson@pendle.gov.uk</a>
Quarter 3 Revenue and Capital Budget Monitoring 	To agree the quarter 3 revenue and capital budget monitoring.	20 <sup>th</sup> February, 2025	No	Resources and Transfer of Services	Karen Spencer Director of Resources <a href="mailto:karen.spencer@pendle.gov.uk">karen.spencer@pendle.gov.uk</a>
Quarter 3 Strategic Monitoring	To agree the quarter 3 Strategic Monitoring position.	20 <sup>th</sup> February 2025	No	Resources and Transfer of Services	Marie Mason Corporate Client and Governance Manager <a href="mailto:marie.mason@pendle.gov.uk">marie.mason@pendle.gov.uk</a>
Council Tax Setting 	To recommend to Council the Council Tax increase for the next financial year.	20 <sup>th</sup> February 2025	No	Resources and Transfer of Services	Karen Spencer Director of Resources <a href="mailto:karen.spencer@pendle.gov.uk">karen.spencer@pendle.gov.uk</a>
Medium Term Forecast 	To recommend to Council the medium-term financial position of the Council.	20 <sup>th</sup> February 2025	No	Resources and Transfer of Services	Karen Spencer Director of Resources <a href="mailto:karen.spencer@pendle.gov.uk">karen.spencer@pendle.gov.uk</a>

Revenue and Capital Budget Setting 	To recommend to Council the revenue and capital budgets for the next financial year.	20 <sup>th</sup> February 2025	No	Resources and Transfer of Services	Karen Spencer Director of Resources <a href="mailto:karen.spencer@pendle.gov.uk">karen.spencer@pendle.gov.uk</a>
Brierfield Gasometer 	To consider proposals for the development of the site.	20 <sup>th</sup> March, 2025	Yes	Growth and Regeneration	Ifty Bokhari Head of Economic Growth <a href="mailto:iftikhar.bokhari@pendle.gov.uk">iftikhar.bokhari@pendle.gov.uk</a>
Pendle Household Support Programme 2025	To consider Household Support Fund Programme 2025	20 <sup>th</sup> March 2025	No	Resources and Transfer of Services	Karen Spencer Director of Resources <a href="mailto:karen.spencer@pendle.gov.uk">karen.spencer@pendle.gov.uk</a>
Temporary Accommodation		20 <sup>th</sup> March 2025	No	Housing, Health, and Wellbeing	Sarah Whitwell, Head of Housing and Environmental Health <a href="mailto:sarah.whitwell@pendle.gov.uk">sarah.whitwell@pendle.gov.uk</a>
Corporate Equalities Policy	To approve the updated Corporate Equality & Diversity Policy.	20 <sup>th</sup> March 2025	No	Resources and Transfer of Services	Sarah Astin-Wood Head of Policy and Commissioning <a href="mailto:sarah.astin-wood@pendle.gov.uk">sarah.astin-wood@pendle.gov.uk</a>
Homelessness and Rough Sleeping Strategy	To approve the Strategy.	20 <sup>th</sup> March 2025	No	Housing, Health, and Wellbeing	Sarah Whitwell, Head of Housing and Environmental Health <a href="mailto:sarah.whitwell@pendle.gov.uk">sarah.whitwell@pendle.gov.uk</a>
Arts and Culture Action Plan	To note the Action Plan	20 <sup>th</sup> March 2025	No	Housing, Health, and Wellbeing	Sarah Astin-Wood Head of Policy and Commissioning <a href="mailto:sarah.astin-wood@pendle.gov.uk">sarah.astin-wood@pendle.gov.uk</a>

Community Cohesion Strategy and Community Engagement Framework.	To approve the Community Cohesion Strategy and Community Engagement Framework.	20 <sup>th</sup> March 2025	No	Community Safety	Sarah Astin-Wood Head of Policy and Commissioning <a href="mailto:sarah.astin-wood@pendle.gov.uk">sarah.astin-wood@pendle.gov.uk</a>
Tender for design and build of a single storey extension at Pendle Wavelengths. 	To agree the contract following the tender procedure.	29 <sup>th</sup> May, 2025	No	Leisure Services	Contact Officer <a href="mailto:bruce.corden@pendle.gov.uk">bruce.corden@pendle.gov.uk</a>
Customer Contact and Digital Strategy	To agree the Strategy.	29 <sup>th</sup> May, 2025	No	Resources and Transfer of Services	Sarah Astin-Wood Head of Policy and Commissioning <a href="mailto:sarah.astin-wood@pendle.gov.uk">sarah.astin-wood@pendle.gov.uk</a>
IT Strategy	To agree the Strategy.	29 <sup>th</sup> May, 2025	No	Resources and Transfer of Services	Sarah Astin-Wood Head of Policy and Commissioning <a href="mailto:sarah.astin-wood@pendle.gov.uk">sarah.astin-wood@pendle.gov.uk</a>
Annual Programmes update report (Holidays Activities and Food programme, Household Support Fund & 'Together an Active Pendle updates all going as one report)	For information	29 <sup>th</sup> May 2025	No	Housing, Health, and Wellbeing	Sarah Astin-Wood Head of Policy and Commissioning <a href="mailto:sarah.astin-wood@pendle.gov.uk">sarah.astin-wood@pendle.gov.uk</a>

Quarter 4 Strategic Monitoring - Performance Update	Monitoring Information	29 <sup>th</sup> May 2025	No	Resources and Transfer of Services	Marie Mason Corporate Client & Governance Manager <a href="mailto:marie.mason@pendle.gov.uk">marie.mason@pendle.gov.uk</a>
Safeguarding Policy	To approve the updated safeguarding policies and procedures.	June 2025	No	Housing, Health, and Wellbeing	Sarah Astin-Wood Head of Policy and Commissioning <a href="mailto:sarah.astin-wood@pendle.gov.uk">sarah.astin-wood@pendle.gov.uk</a>