

CHESTERFIELD BOROUGH COUNCIL FORWARD PLAN
FOR THE FOUR MONTH PERIOD 1 APRIL 2019 TO 31 JULY 2019

What is the Forward Plan?

This is formal notice under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 of key decisions to be made on behalf of the Council. This Forward Plan sets out the details of the 'key' and other major decisions which the Council expects to take during the next four month period. The Plan is available to the public 28 days before the beginning of each month.

What is a Key Decision?

Any executive decision which is likely to result in the Council incurring significant expenditure or the making of savings where there is:

- a decision to spend £100,000 or more from an approved budget, or
- a decision to transfer funds of more than £50,000 from one budget to another, or
- a decision which would result in a saving of £50,000 or more to any budget head, or
- a decision to dispose or acquire any interest in land or buildings with a value of £50,000 or more, or
- a decision to propose the closure of, or reduction by more than ten (10) percent in the level of service (for example in terms of funding, staffing or hours of operation) provided from any facility from which Council services are supplied.

Any executive decision which will have a significant impact in environmental, physical, social or economic terms on communities living or working in one or more electoral wards. This includes any plans or strategies which are not within the Council's Policy Framework set out in Article 4 of the Council's Constitution.

Are any other decisions included on the plan?

The Forward Plan also includes details of any significant issues to be considered by the Executive Cabinet, full Council and Overview and Scrutiny Committee. They are called "non-key decisions". Non-key decisions that will be made in private are also listed.

How much notice is given of forthcoming decisions?

As far as possible and in the interests of transparency, the Council will seek to provide at least 28 clear days' notice of new key decisions (and many new non-key decisions) that are listed on this document. Where this is not practicable, such key decisions will be taken under urgency procedures (in accordance with Rule 15 (General Exception) and Rule 16 (Special Urgency) of the Access to information Procedure Rules). This will be indicated in the final column and a separate notice is also published with additional details.

What information is included in the plan?

The plan will provide a description of the decision to be taken, who will make the decision and when the decision is to be made. The relevant Cabinet Member for each decision is listed. If you wish to make representations about the decision to be made, the contact details of the appropriate officer are also provided. Decisions which are expected to be taken in private (at a meeting of the Cabinet or by an individual Cabinet Member) are marked "private" and the reasons privacy is required will also be stated. Each issue is also listed separately on the website which will show more details including any Urgency Notices if issued.

How is consultation and Community Engagement carried out?

We want all our communities to be given the opportunity to be involved in the decisions that affect them so before a decision is taken, where appropriate, community engagement activities are carried out. The Council's Community Engagement Strategy sets out a framework for how the Council engages with its customers and communities. Details of engagement activities may be found in reports when published. Alternatively you can contact the officer to whom representations may be made.

Notice of Intention to Conduct Business in Private

Whilst the majority of the business at Cabinet meetings will be open to the public and media to attend, there will inevitably be some business to be considered that contains, for example, confidential, commercially sensitive or personal information. This is formal notice under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that the Cabinet meetings shown on this Forward Plan will be held partly in private because some of the reports for the meeting will contain either confidential information or exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it.

A list of the reports which are expected to be considered at this meeting in private are set out in a list on this Forward Plan. They are marked "private", including a number indicating the reason why the decision will be taken in private under the categories set out below:

- (1) information relating to any individual
- (2) information which is likely to reveal the identity of an individual
- (3) information relating the financial or business affairs of any particular person (including the authority holding that information)
- (4) information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
- (5) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
- (6) Information which reveals that the authority proposes (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment.
- (7) Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

If you would like to make representations about any particular decision to be conducted in private at this meeting then please email: democratic.services@chesterfield.gov.uk. Such representations must be received in advance of 5 clear working days before the date Cabinet meeting itself, normally by the preceding Monday. The Council is required to consider any representations received as to why an item should not be taken in private and to publish its decision.

It is possible that other private reports may be added at shorter notice to the agenda for the Cabinet meeting or for a Cabinet Member decision.

Huw Bowen
Chief Executive

Copies of the Council's Constitution and agenda and minutes for all meetings of the Council may be accessed on the Council's website: www.chesterfield.gov.uk



CHESTERFIELD
BOROUGH COUNCIL

Meeting Dates 2018/19

<u>Cabinet</u>	<u>Council</u>
15 May 2018*	9 May 2018
5 June 2018 26 June 2018*	
17 July 2018	18 July 2018
11 September 2018*	
2 October 2018 23 October 2018*	10 October 2018
13 November 2018	
4 December 2018* 18 December 2018	12 December 2018
15 January 2019*	
5 February 2019 26 February 2019*	27 February 2019
19 March 2019	
9 April 2019* 30 April 2019	
21 May 2019*	13 May 2019 15 May 2019

*Joint Cabinet and Employment and General Committee

Leader	Councillor Tricia Gilby
Deputy Leader	Councillor Amanda Serjeant
Cabinet Member for Business Transformation	Councillor Ken Huckle
Cabinet Member for Homes and Customers	Councillor Helen Bagley
Cabinet Member for Economic Growth	Councillor Terry Gilby
Cabinet Member for Governance	Councillor Sharon Blank
Cabinet Member for Health and Wellbeing	Councillor Chris Ludlow
Cabinet Member for Town Centres and Visitor Economy	Councillor Steve Brunt
Minority Member without portfolio	Councillor Alexis Diouf

Cabinet members and their portfolios are as follows:

In addition to the Cabinet Members above, the following Councillors are Assistant Cabinet Members for special projects.

Councillor Ray Catt, Councillor John Dickinson, Councillor Jean Innes

In addition to the Cabinet Members above, the following Councillors are

voting Members of the Joint Cabinet and Employment and General Committee

Councillor John Burrows
Councillor Maureen Davenport
Councillor Jean Innes
Councillor Gordon Simmons
Councillor Mick Wall

(To view the dates for other meetings please click [here](#).)

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decisions							
Key Decision 398	Sale of CBC Land/Property	Cabinet Member for Economic Growth	Cabinet Member - Economic Growth	Not before 28th Feb 2019	Matthew Sorby Tel: 01246 345800 matthew.sorby@chesterfield.gov.uk	Exempt 3	No
Key Decision 584	Purchase of Property under Strategic Acquisitions Policy	Assistant Director - Housing	Cabinet Member - Homes and Customers	Not before 28th Feb 2019		Exempt 3	No
Key Decision 835	Delivery of Chesterfield's growth strategy Report seeking approval of plans to ensure that the growth strategy set out for the borough can be delivered	Joint Cabinet and Employment & General Committee Council	Leader	9 Apr 2019 13 May 2019	Neil Johnson Assistant Director - Economic Growth Manager Tel: 01246 345241 neil.johnson@chesterfield.gov.uk	Public	No
Key Decision 852	Internal Audit Consortium Progress Report 2018/19 and Draft Business Plan 2019/20 To provide a progress update for 2018/19 and to present the draft Business Plan for 2019/20	Joint Board	Cabinet Member - Governance	20 Mar 2019	Jenny Williams Tel: 01246 345468 jenny.williams@chesterfield.gov.uk	Public	No
Key Decision 857	Enforcement Policies	Cabinet	Cabinet Member - Health and Wellbeing	19 Mar 2019	Sarah Watts Private sector housing manager sarah.watts@chesterfield.gov.uk	Public	No

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Key Decision 864	Landscape and Street Scene Business Plan 2019/20 To enable Cabinet to consider the Business Plan for 2019/20 in respect of Landscape and Street Scene Services.	Cabinet	Cabinet Member - Health and Wellbeing	9 Apr 2019	John Hassall john.hassall@chesterfield.gov.uk	Exempt 3	No
Key Decision 865	Security Services Business Plan 2019/20 To enable Cabinet to consider the Business Plan for 2019/20 in respect of the Security Services DSO	Cabinet	Cabinet Member - Town Centres and Visitor Economy	9 Apr 2019	Steve Spencer Tel: 01246 345454 steve.spencer@chesterfield.gov.uk	Exempt 3	No
Key Decision 866	Building Cleaning DSO Business Plan 2019/20 To enable Cabinet to consider the Business Plan for 2019/20 in respect of the Building Cleaning DSO	Cabinet	Cabinet Member - Health and Wellbeing	9 Apr 2019	John Hassall john.hassall@chesterfield.gov.uk	Exempt 3	No
Key Decision 870	HS2 Station Master Plan	Cabinet	Leader	21 May 2019	Jonathon Little jonathon.little@chesterfield.gov.uk	Public	No
Key Decision 871	Restructure of the Human Resources and Support Services functions within the Customers, Commissioning and Change Service	Joint Cabinet and Employment & General Committee	Cabinet Member - Business Transformation	19 Mar 2019	Rachel O'Neil Assistant Director - Customers, Commissioning and Change Manager rachel.oneil@chesterfield.gov.uk	Exempt 1	Yes

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Key Decision 872	Budget Monitoring Report - Period 10	Chesterfield and District Joint Crematorium Committee	Cabinet Member - Health and Wellbeing	11 Mar 2019	David Corker Tel: 01246 345469 david.corker@chesterfield.gov.uk	Exempt 3	No
Key Decision 873	Sport and Leisure Fees and Charges 2019/2020	Cabinet	Cabinet Member - Health and Wellbeing	19 Mar 2019	Ian Waller Assistant Director, Health and Wellbeing ian.waller@chesterfield.gov.uk	Public	No
Key Decision 874	Northern Gateway - Enterprise Centre Tender evaluation report with recommendation for contractor selection. CBC propose to construct a new enterprise centre as part of its Northern Gateway proposals. The project is the subject of a restricted OJEU procurement exercise. Tenders were received on the 7th February and have been subject to evaluation. A recommendation for contractor selection and entering into contract is made under Officer Delegated Decision.	Chief Executive	Cabinet Member - Economic Growth	Before 22 Mar 2019	Patrick Middleton Tel: 01246 345956 patrick.middleton@chesterfield.gov.uk	Exempt 3	No
Key Decision 875	Operation Services Division (OSD) - Growth and Business Plan To provide an update on the OSD Business Plan and the proposed growth for the next four years.	Joint Cabinet and Employment & General Committee	Cabinet Member - Homes and Customers	4 Jun 2019	Mike Brymer Assistant Director - Commercial Services Manager michael.brymer@chesterfield.gov.uk	Public	No

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Key Decision 876	General Fund Budget Outturn Report 2018/19 To report on the General Fund Revenue and Capital Outturns for 2018/19, provide details of significant variations from the revised estimates and consider carry forward requests	Cabinet Council	Deputy Leader Deputy Leader	21 May 2019 17 Jul 2019	Richard Staniforth Tel: 01246 345456 richard.staniforth@chesterfield.gov.uk	Public	No
Private Items (Non Key Decisions)							
Non-Key 363	Application for Home Repairs Assistance	Cabinet Member for Homes and Customers	Cabinet Member - Homes and Customers	Not before 28th Feb 2019		Exempt 1, 3	No
Non-Key 367	Lease of Commercial and Industrial Properties	Cabinet Member for Economic Growth	Cabinet Member - Economic Growth	Not before 28th Feb 2019	Christopher Oakes Tel: 01246 345346 christopher.oakes@chesterfield.gov.uk	Exempt 3	No
Key Decision 368	Application for Discretionary Rate Relief	Cabinet Member for Homes and Customers	Cabinet Member - Homes and Customers	Not before 28th Feb 2019	Damon Bruce Head of Customer Services damon.bruce@arvato.co.uk	Exempt	No
Non-Key 371	Bereavement Services Risk Register Report	Chesterfield and District Joint Crematorium Committee	Cabinet Member - Health and Wellbeing	11 Mar 2019	Ross Fawbert ross.fawbert@chesterfield.gov.uk	Exempt 3	No

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Non-Key 372	Bereavement Services Managers Report	Chesterfield and District Joint Crematorium Committee	Cabinet Member - Health and Wellbeing	11 Mar 2019	Ross Fawbert ross.fawbert@chesterfield.gov.uk	Exempt 3	No
Non-Key 373	Recycling of Metals - Donation to Charity Report	Chesterfield and District Joint Crematorium Committee	Cabinet Member - Health and Wellbeing	11 Mar 2019	Ross Fawbert ross.fawbert@chesterfield.gov.uk	Exempt 3	No
Non-Key 374	Outstanding debts for write off	Cabinet Member for Homes and Customers	Cabinet Member - Homes and Customers	Not before 28th Feb 2019	Helen Fox Tel: 01246 345452 helen.fox@chesterfield.gov.uk	Exempt 3	No
Key Decision 375	Land at Poolsbrook Hotel Sale of land for car parking and hardstanding.	Cabinet Member for Economic Growth	Cabinet Member - Economic Growth	Before 22 Mar 2019	Linda Martin Tel: 01246 345445 linda.martin@chesterfield.gov.uk	Exempt 3	Yes
Non-Key 376	Application to Consider Waiving Grant Repayment of a Mandatory Disabled Facilities Grant	Cabinet Member for Health and Wellbeing	Cabinet Member - Health and Wellbeing	28 Mar 2019	Sarah Watts Private sector housing manager sarah.watts@chesterfield.gov.uk	Exempt 1	Yes

Non Key Decisions

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Non-Key 113	Review of the Code of Corporate Governance and the Annual Governance Statement A Review of the Code of Corporate Governance and the Annual Governance Statement	Standards and Audit Committee	Cabinet Member - Governance	24 Apr 2019	Jenny Williams Tel: 01246 345468 jenny.williams@chesterfield.gov.uk	Public	No
Non-Key 116	Internal Audit Plan 2019/20 To present the draft Internal Audit Plan 2019/20 for approval	Standards and Audit Committee	Cabinet Member - Governance	24 Apr 2019	Jenny Williams Tel: 01246 345468 jenny.williams@chesterfield.gov.uk	Public	No
Non-Key 117	Outstanding Internal Audit Recommendations To provide Members with an update in respect of outstanding internal audit recommendations	Standards and Audit Committee	Cabinet Member - Governance	24 Apr 2019	Jenny Williams Tel: 01246 345468 jenny.williams@chesterfield.gov.uk	Public	No
Non-Key 118	Summary of Internal Audit Reports Issued To present Members with a summary of the internal audit reports issued since the last meeting	Standards and Audit Committee	Cabinet Member - Governance	24 Apr 2019	Jenny Williams Tel: 01246 345468 jenny.williams@chesterfield.gov.uk	Public	No
Non-Key 123	Whitebank Close, Hasland Report for Appropriation of Land	Cabinet Member for Health and Wellbeing	Cabinet Member - Health and Wellbeing	Not before 28th Feb 2019	Linda Martin Tel: 01246 345445 linda.martin@chesterfield.gov.uk	Public	No

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Non-Key 124	Partnerships Protocol Governance and management arrangements for partnerships.	Cabinet	Deputy Leader	9 Apr 2019	Donna Reddish Assistant Director - Policy and Communications Manager Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Public	No
Non-Key 125	Cycle Route in Queen's Park	Cabinet Member for Health and Wellbeing		Not before 1st Mar 2019	Gerard Rogers Tel: 01246 345310 gerard.rogers@chesterfield.gov.uk	Public	No
Non-Key 126	Housing Delivery Test Response	Cabinet	Cabinet Member - Economic Growth	9 Apr 2019	Alan Morey Tel: 01246 345371 alan.morey@chesterfield.gov.uk	Public	No
Non-Key 127	Change to the waste legislation - householder duty of care fixed penalty notice Change to the waste legislation - specifically sections 34 and 342A of the Environmental Protection Act 1990 (introduction of a fixed penalty notice for the 'householders duty of care').	Cabinet	Cabinet Member - Health and Wellbeing	19 Mar 2019	Esther Thelwell Senior Environmental Health Officer esther.thelwell@moderngov.co.uk	Public	Yes
Non-Key Non-key 128	Revisions to the Council's Code of Conduct for Members Revisions to the Council's Code of Conduct for Members following the recent report from the Select Committee on standards in public life.	Council	Cabinet Member - Governance	17 Jul 2019	Gerard Rogers Tel: 01246 345310 gerard.rogers@chesterfield.gov.uk	Public	No