

CHESTERFIELD BOROUGH COUNCIL FORWARD PLAN  
FOR THE FOUR MONTH PERIOD 1 OCTOBER 2016 TO 31 JANUARY 2017

**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 £50,000 or more from an approved budget, or
- a decision to vire more than £10,000 from one budget to another, or
- a decision which would result in a saving of £10,000 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](mailto: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](http://www.chesterfield.gov.uk)



**CHESTERFIELD**  
BOROUGH COUNCIL

### Meeting Dates 2016/17

<b><u>Cabinet</u></b>	<b><u>Council</u></b>
5 April 2016* 3 May 2016* 17 May 2016 31 May 2016	27 April 2016 11 May 2016
14 June 2016* 28 June 2016	
12 July 2016* 26 July 2016	27 July 2016
6 September 2016* 20 September 2016	
4 October 2016 18 October 2016	12 October 2016
1 November 2016* 15 November 2016 29 November 2016*	
13 December 2016	14 December 2016
10 January 2017* 24 January 2017	
7 February 2017* 21 February 2017	23 February 2017
7 March 2017* 21 March 2017	
4 April 2017* 18 April 2017	26 April 2017
2 May 2017* 16 May 2017 30 May 2017	10 May 2017

\* Joint Cabinet and Employment and General Committee meet immediately prior to the first meeting of Cabinet each month

### Cabinet members and their portfolios are as follows:

Leader and Cabinet Member for Regeneration	Councillor John Burrows	
Deputy Leader and Cabinet Member for Planning	Councillor Terry Gilby	
Cabinet Member for Business Transformation	Councillor Ken Huckle	Assistant Member Councillor Keith Brown
Cabinet Member for Governance	Councillor Sharon Blank	Assistant Member Councillor Mick Wall
Cabinet Member for Health and Wellbeing	Councillor Chris Ludlow	Assistant Member Councillor Helen Bagley
Cabinet Member for Housing	Councillor Tom Murphy	Assistant Member Councillor Sarah Hollingworth
Cabinet Member for Town Centre and Visitor Economy	Councillor Amanda Serjeant	Assistant Member Councillor Jean Innes

### In addition to the Cabinet Members above, the following Councillors are voting Members for Joint Cabinet and Employment and General Committee

Councillor Helen Elliott  
Councillor Gordon Simmons  
Councillor John Dickinson  
Councillor Jean Innes  
Councillor Maureen Davenport

(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
<b>Key Decisions</b>							
Key Decision 398	<b>Sale of CBC Land/Property</b>	Deputy Leader & Cabinet Member for Planning	Deputy Leader & Cabinet Member for Planning	Not before 31st Oct 2016	Matthew Sorby Tel: 01246 345800 matthew.sorby@chesterfield.gov.uk	Exempt 3 Contains financial information	No
Key Decision 584	<b>Purchase of Property under Strategic Acquisitions Policy</b>	Housing Manager	Cabinet Member - Housing	Not before 31st Oct 2016		Exempt 3	No
Key Decision 627	<b>Policy and Communications restructure</b>	Joint Cabinet and Employment & General Committee	Deputy Leader & Cabinet Member for Planning	1 Nov 2016	Donna Reddish Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Exempt 1	No
Key Decision 648	<b>Apprentice Town</b>	Cabinet	Leader & Cabinet Member for Regeneration	15 Nov 2016	Neil Johnson Tel: 01246 345241 neil.johnson@chesterfield.gov.uk	Public	No
Key Decision 653	<b>Crematorium Delivery Options</b>	Cabinet	Cabinet Member - Health and Wellbeing	20 Sep 2016	Angela Dunn Bereavement Services Manager Tel: 01246 345881 angela.dunn@chesterfield.gov.uk	Exempt 3	No
Key Decision 654	<b>Update on the General Fund Capital Programme</b>	Cabinet Council	Deputy Leader & Cabinet Member for Planning	4 Oct 2016 12 Oct 2016	Helen Fox Tel: 01246 345452 helen.fox@chesterfield.gov.uk	Public	No

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Key Decision 656	<b>Catering Commercialisation</b>	Cabinet	Cabinet Member - Town Centre and Visitor Economy	20 Sep 2016	Joe Tomlinson Tel: 01246 345093 joe.tomlinson@chesterfield.gov.uk	Exempt 3	No
Key Decision 657	<b>Pay and Reward Review Progress Update</b>	Joint Cabinet and Employment & General Committee	Cabinet Member - Business Transformation	29 Nov 2016	Kate Harley Kate.Harley@Chesterfield.gov.uk	Exempt 3, 4	No
Key Decision 658	<b>Decision regarding membership of the Sheffield City Region Combined Authority</b>	Council	Councillor John Burrows	7 Sep 2016	Huw Bowen Chief Executive Tel: 01246 345308 huw.bowen@chesterfield.gov.uk	Public	No
Key Decision 659	<b>Proposed Restructure of Accountancy Services</b>	Joint Cabinet and Employment & General Committee	Leader & Cabinet Member for Regeneration	1 Nov 2016	Helen Fox Tel: 01246 345452 helen.fox@chesterfield.gov.uk	Exempt 1	No
Key Decision 660	<b>Budget Monitoring for 2016/17 and Updated Medium Term Financial Plan</b>	Cabinet	Deputy Leader & Cabinet Member for Planning	1 Nov 2016	Helen Fox Tel: 01246 345452 helen.fox@chesterfield.gov.uk	Public	No
Key Decision 661	<b>Production Show at the Winding Wheel</b>	Arts and Venues Manager		2 Sep 2016	Anthony Radford Tel: 01246 345339 anthony.radford@chesterfield.gov.uk	Exempt 3	No

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Key Decision 662	<b>To present a play at the Pomegranate Theatre</b>	Arts and Venues Manager		2 Sep 2016	Anthony Radford Tel: 01246 345339 anthony.radford@chesterfield.gov.uk	Exempt 3	No
Key Decision 663	<b>Approval of a Corporate Concessions Policy</b>	Cabinet	Cabinet Member - Business Transformation	1 Nov 2016	Donna Reddish Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Public	No
Key Decision 664	<b>Outstanding Debts for Write Off</b>	Cabinet Member for Business Transformation	Cabinet Member - Business Transformation	Not before 26th Sep 2016	Maureen Madin Tel: 01246-345487 maureen.madin@chesterfield.gov.uk	Exempt 3	No
Key Decision 665	<b>Sheltered Housing Strategy</b> - to agree future changes to sheltered housing	Cabinet	Cabinet Member - Housing	1 Nov 2016	Alison Craig Housing Manager Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Exempt 3	No
Key Decision 666	<b>Allocations Policy Review</b> 6 month review of Allocations Policy	Cabinet	Cabinet Member - Housing	18 Oct 2016	Alison Craig Housing Manager Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public	No
Key Decision 667	<b>Tenancy Strategy &amp; Policy</b> To agree a revised Tenancy Strategy & Policy.	Cabinet	Cabinet Member - Housing	7 Mar 2017	Alison Craig Housing Manager Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public	No

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Key Decision 668	<b>Leaseholder Charges</b> To agree methodology for calculating leaseholder service charges.	Cabinet	Cabinet Member - Housing	15 Nov 2016	Alison Craig Housing Manager Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public	No
Key Decision 669	<b>Increasing Housing Stock</b> Authorisation of option to increase council housing stock.	Cabinet	Cabinet Member - Housing	1 Nov 2016	Alison Craig Housing Manager Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Exempt 3	No
Key Decision 670	<b>Barrow Hill Contractor Appointment</b> Approval to appoint contractor.	Cabinet	Cabinet Member - Housing	1 Nov 2016	Alison Craig Housing Manager Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Exempt 3	No
Key Decision 671	<b>Future use of the former Queens Park Sports Centre</b> To look at the case for the preferred option and take into account the public consultation.	Cabinet	Cabinet Member - Town Centre and Visitor Economy	13 Dec 2016	Michael Rich michael.rich@chesterfield.gov.uk	Public	No
Key Decision 672	<b>Environmental Services Restructure - Phase 2</b> A review of the operating structure to ensure value for money service delivery.	Joint Cabinet and Employment & General Committee	Cabinet Member - Health and Wellbeing	1 Nov 2016	Mike Brymer michael.brymer@chesterfield.gov.uk	Exempt 4	No
Key Decision 673	<b>Crematorium Delivery Options - Final Report</b> A final decision on the future operating model of the Joint Crematorium.	Cabinet	Cabinet Member - Health and Wellbeing	1 Nov 2016	Angela Dunn Bereavement Services Manager Tel: 01246 345881 angela.dunn@chesterfield.gov.uk	Exempt 3	No

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<b>Private Items (Non Key Decisions)</b>							
Non-Key 363	<b>Application for Home Repairs Assistance</b>	Cabinet Member - Housing	Cabinet Member - Housing	Not before 31st Oct 2016	Jane Thomas jane.thomas@chesterfield.gov.uk	Exempt 1, 3 Information relating to an individual Information relating to financial affairs	No
Non-Key 367	<b>Lease of Commercial and Industrial Properties</b>	Deputy Leader & Cabinet Member for Planning	Deputy Leader & Cabinet Member for Planning	Not before 31st Oct 2016	Christopher Oakes Tel: 01246 345346 christopher.oakes@chesterfield.gov.uk	Exempt 3 Information relating to financial or business affairs	No
Non-Key 368	<b>Application for Discretionary Rate Relief</b>	Cabinet Member for Business Transformation	Cabinet Member - Business Transformation	Not before 31st Oct 2016		Exempt	No
<b>Non Key Decisions</b>							



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Key Decision 60	<b>Hackney Carriage Licence Limit Survey</b> The commissioning of the latest 'unmet demand' survey will use the council's procurement procedures and a report will be submitted for decision by the Appeals and Regulatory committee. The findings and report are included on the forward plan as a non-key decision.	Appeals and Regulatory Committee	Cabinet Member - Health and Wellbeing	Not before 7th Dec 2016	Trevor Durham Tel: 01246 345203 trevor.durham@chesterfield.gov.uk	Public	No
Key Decision 61	<b>Treasury Management Report 2015/16 and Monitoring Report 2016/17</b>	Standards and Audit Committee  Council	Deputy Leader & Cabinet Member for Planning	21 Sep 2016  12 Oct 2016	Helen Fox Tel: 01246 345452 helen.fox@chesterfield.gov.uk	Public	No
Key Decision 62	<b>Consultation response to Derbyshire Clinical Commissioning Groups 21C Joined up care consultation</b>	Cabinet	Cabinet Member - Health and Wellbeing	4 Oct 2016	Martin Key Health and Wellbeing Manager martin.key@chesterfield.gov.uk	Public	No
Key Decision 63	<b>Unreasonable Complaints and Customers policy</b>	Cabinet Member for Governance	Cabinet Member - Governance	4 Oct 2016	Rachel O'Neil Customers, Commissioning and Change Manager rachel.oneil@chesterfield.gov.uk	Public	No