

CHESTERFIELD BOROUGH COUNCIL FORWARD PLAN  
FOR THE FOUR MONTH PERIOD 1 APRIL 2017 TO 31 JULY 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 £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](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 2017/18

| <u>Cabinet</u>   | <u>Council</u>   |
|--|------------------|
| 4 April 2017*<br>18 April 2017                         | 26 April 2017    |
| 2 May 2017*<br>16 May 2017<br>30 May 2017              | 10 May 2017      |
| 13 June 2017*<br>27 June 2017                          |                  |
| 11 July 2017*<br>25 July 2017                          | 19 July 2017     |
| 5 September 2017*<br>19 September 2017                 |                  |
| 3 October 2017*<br>17 October 2017<br>31 October 2017* | 11 October 2017  |
| 15 November 2017<br>28 November 2017*                  |                  |
| 12 December 2017                                       | 13 December 2017 |
| 12 January 2018*<br>23 January 2018                    |                  |
| 6 February 2018*<br>20 February 2018                   | 22 February 2018 |
| 6 March 2018*<br>20 March 2018                         |                  |
| 3 April 2018*<br>17 April 2018                         | 25 April 2018    |
| 1 May 2018*<br>15 May 2018<br>29 May 2018              | 9 May 2018       |

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

|  |                            |
|--|----------------------------|
| Leader   | Councillor John Burrows    |
| Deputy Leader                                      | Councillor Terry Gilby     |
| Cabinet Member for Business Transformation         | Councillor Ken Huckle      |
| Cabinet Member for Customers and Communities       | Councillor Helen Bagley    |
| Cabinet Member for Economic Growth                 | Councillor Tricia Gilby    |
| Cabinet Member for Finance and Governance          | Councillor Sharon Blank    |
| Cabinet Member for Health and Wellbeing            | Councillor Chris Ludlow    |
| Cabinet Member for Town Centre and Visitor Economy | Councillor Amanda Serjeant |

**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 for Joint Cabinet and Employment and General Committee**

Councillor Helen Elliott  
Councillor Maureen Davenport  
Councillor Jean Innes  
Councillor Gordon Simmons  
Councillor Mick Wall

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

|  |                            |
|--|----------------------------|
| Leader   | Councillor John Burrows    |
| Deputy Leader                                      | Councillor Terry Gilby     |
| Cabinet Member for Business Transformation         | Councillor Ken Huckle      |
| Cabinet Member for Customers and Communities       | Councillor Helen Bagley    |
| Cabinet Member for Economic Growth                 | Councillor Tricia Gilby    |
| Cabinet Member for Finance and Governance          | Councillor Sharon Blank    |
| Cabinet Member for Health and Wellbeing            | Councillor Chris Ludlow    |
| Cabinet Member for Town Centre and Visitor Economy | Councillor Amanda Serjeant |

| 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<br>398  | <b>Sale of CBC Land/Property</b>                                | Cabinet Member for Economic Growth, Deputy Leader | Cabinet Member - Economic Growth           | Not before 28th Apr 2017            | Matthew Sorby<br>Tel: 01246 345800<br>matthew.sorby@chesterfield.gov.uk               | Exempt 3<br>Contains financial information | No                                |
| Key Decision<br>584  | <b>Purchase of Property under Strategic Acquisitions Policy</b> | Housing Manager                                   | Cabinet Member - Customers and Communities | Not before 28th Apr 2017            | Alison Craig<br>Housing Manager Tel: 01246 345156<br>alison.craig@chesterfield.gov.uk | Exempt 3                                   | No                                |
| Key Decision<br>648  | <b>Apprentice Town</b>  | Cabinet   | Cabinet Member - Economic Growth           | 2 May 2017                          | Neil Johnson<br>Tel: 01246 345241<br>neil.johnson@chesterfield.gov.uk                 | Public                                     | No                                |
| Key Decision<br>657  | <b>Pay and Reward Project Proposals</b>                         | Joint Cabinet and Employment & General Committee  | Cabinet Member - Business Transformation   | 2 May 2017                          | Kate Harley<br>Kate.Harley@Chesterfield.gov.uk  | Exempt 3, 4                                | No                                |
| Key Decision<br>659  | <b>Proposed Restructure of Accountancy Services</b>             | Joint Cabinet and Employment & General Committee  | Cabinet Member - Finance and Governance    | 4 Apr 2017                          | Kevin Hanlon<br>Director of Finance and Resources<br>kevin.hanlon@chesterfield.gov.uk | Exempt 1                                   | No                                |

| 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 Decision<br>666 | <b>Allocations Policy Review</b><br>6 month review of Allocations Policy   | Cabinet                 | Cabinet Member - Customers and Communities       | 2 May 2017                          | Alison Craig<br>Housing Manager Tel: 01246 345156<br>alison.craig@chesterfield.gov.uk | Public            | No                                |
| Key Decision<br>667 | <b>Tenancy Strategy &amp; Policy</b><br>To agree a revised Tenancy Strategy Policy.  | Cabinet                 | Cabinet Member - Customers and Communities       | 2 May 2017                          | Alison Craig<br>Housing Manager Tel: 01246 345156<br>alison.craig@chesterfield.gov.uk | Public            | No                                |
| Key Decision<br>668 | <b>Leaseholder Charges</b><br>To agree methodology for calculating leaseholder service charges.  | Cabinet                 | Cabinet Member - Customers and Communities       | 30 May 2017                         | Alison Craig<br>Housing Manager Tel: 01246 345156<br>alison.craig@chesterfield.gov.uk | Public            | No                                |
| Key Decision<br>670 | <b>Barrow Hill Contractor Appointment</b><br>Approval to appoint contractor.   | Cabinet                 | Cabinet Member - Customers and Communities       | 2 May 2017                          | Alison Craig<br>Housing Manager Tel: 01246 345156<br>alison.craig@chesterfield.gov.uk | Exempt 3          | No                                |
| Key Decision<br>671 | <b>Future use of the former Queens Park Sports Centre</b><br>To look at the case for the preferred option and take into account the public consultation. | Cabinet                 | Cabinet Member - Town Centre and Visitor Economy | 7 Mar 2017                          | Michael Rich<br>michael.rich@chesterfield.gov.uk                                      | Exempt 3          | No                                |

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|---------------------|--|-------------------------|--|-------------------------------------|---|-------------------|-----------------------------------|
| Key Decision<br>673 | <b>Crematorium Delivery Options - Final Report</b><br>A final decision on the future operating model of the Joint Crematorium.     | Cabinet                 | Cabinet Member - Health and Wellbeing      | 16 May 2017                         | Angela Dunn<br>Bereavement Services Manager<br>Tel: 01246 345881<br>angela.dunn@chesterfield.gov.uk | Exempt 3          | No                                |
| Key Decision<br>703 | <b>Equality and Diversity Policy, Strategy and Action Plan 2017 - 2019</b>   | Cabinet<br>Council      | Cabinet Member - Customers and Communities | 18 Apr 2017<br>26 Apr 2017          | Katy Marshall<br>Tel: 01246 345247<br>katy.marshall@chesterfield.gov.uk                             | Public            | No                                |
| Key Decision<br>704 | <b>Progress on delivery of the Safeguarding Children and Vulnerable Adults Action Plan for 2016/17 and Action Plan for 2017/18</b> | Cabinet                 | Deputy Leader                              | 18 Apr 2017                         | Donna Reddish<br>Tel: 01246 345307<br>donna.reddish@chesterfield.gov.uk                             | Public            | No                                |
| Key Decision<br>705 | <b>Revised Partnership Strategy 2017-19</b>  | Cabinet                 | Deputy Leader                              | 30 May 2017                         | Donna Reddish<br>Tel: 01246 345307<br>donna.reddish@chesterfield.gov.uk                             | Public            | No                                |
| Key Decision<br>708 | <b>Funding to Voluntary and Community Organisations 2017/18: Service Level Agreements</b>  | Cabinet                 | Cabinet Member - Customers and Communities | 4 Apr 2017                          | Martin Key<br>Health and Wellbeing Manager<br>martin.key@chesterfield.gov.uk                        | Public            | No                                |
| Key Decision<br>709 | <b>Cemeteries Fees and Charges</b>   | Cabinet                 | Cabinet Member - Health and Wellbeing      | 7 Mar 2017                          | Angela Dunn<br>Bereavement Services Manager<br>Tel: 01246 345881<br>angela.dunn@chesterfield.gov.uk | Public            | No                                |

| 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 Decision<br>710 | <b>Outdoor Sports and Recreation Fees and Charges</b>          | Cabinet  | Cabinet Member - Health and Wellbeing      | 7 Mar 2017                          | Angela Dunn<br>Bereavement Services Manager<br>Tel: 01246 345881<br>angela.dunn@chesterfield.gov.uk | Public            | No                                |
| Key Decision<br>712 | <b>Restructure of Private Sector Housing Service</b>           | Joint Cabinet and Employment & General Committee | Cabinet Member - Customers and Communities | 7 Mar 2017                          | Martin Key<br>Health and Wellbeing Manager<br>martin.key@chesterfield.gov.uk                        | Exempt 1          | No                                |
| Key Decision<br>715 | <b>Demolition of Garages at Devonshire Close</b>               | Cabinet  | Cabinet Member - Customers and Communities | 7 Mar 2017                          | Alison Craig<br>Housing Manager Tel: 01246 345156<br>alison.craig@chesterfield.gov.uk               | Public            | No                                |
| Key Decision<br>717 | <b>HS2 Consultation Response</b>                               | Cabinet  | Cabinet Member - Economic Growth           | 7 Mar 2017                          | Michael Rich<br>michael.rich@chesterfield.gov.uk  | Public            | No                                |
| Key Decision<br>718 | <b>Operational Services Division - 5 Year Development Plan</b> | Joint Cabinet and Employment & General Committee | Cabinet Member - Customers and Communities | 4 Apr 2017                          | Mike Brymer<br>michael.brymer@chesterfield.gov.uk   | Exempt 1, 3, 4    | No                                |



| 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 Decision<br>719 | <b>Capacity to support work on HS2</b>   | Joint Cabinet and Employment & General Committee | Cabinet Member - Economic Growth           | 7 Mar 2017                          | Michael Rich<br>michael.rich@chesterfield.gov.uk                                      | Public            | Yes<br>The use of reserves has been already been approved by Council and the creation and recruitment to this post will ensure the council has sufficient capacity to lead the work required to support HS2 proposals for a station and depot in the borough. |
| Key Decision<br>720 | <b>Chester Street / Catherine Street Garage Site</b><br>to obtain permission to clear garage site and make available for Housing Development | Cabinet  | Cabinet Member - Customers and Communities | 16 May 2017                         | Alison Craig<br>Housing Manager Tel: 01246 345156<br>alison.craig@chesterfield.gov.uk | Exempt 3          | No  |

| 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 Decision<br>721                      | <b>Consultation on potential Traveller Sites</b>  | Cabinet                                      | Deputy Leader                              | 30 May 2017                         | Alan Morey<br>Tel: 01246 345371<br>alan.morey@chesterfield.gov.uk                     | Public   | No                                |
| Key Decision<br>722                      | <b>Adaptations Policy and Procedure 2017 - 2020</b><br>To approve policy and procedure for assessing and delivering disabled adaptations within the councils housing stock. | Cabinet                                      | Cabinet Member - Customers and Communities | 2 May 2017                          | Alison Craig<br>Housing Manager Tel: 01246 345156<br>alison.craig@chesterfield.gov.uk | Public   | No                                |
| Key Decision<br>723                      | <b>Outstanding debts for write off</b>  | Cabinet Member for Customers and Communities | Cabinet Member - Customers and Communities | Not before 20th Apr 2017            | Maureen Madin<br>Tel: 01246-345487<br>maureen.madin@chesterfield.gov.uk               | Exempt 3   | No                                |
| <b>Private Items (Non Key Decisions)</b> |   |  |  |                                     |   |  |                                   |
| Non-Key<br>363                           | <b>Application for Home Repairs Assistance</b>  | Cabinet Member for Customers and Communities | Cabinet Member - Customers and Communities | Not before 28th Apr 2017            | Jane Thomas<br>jane.thomas@chesterfield.gov.uk  | Exempt 1, 3<br>Information relating to an individual Information relating to financial affairs | No                                |

| 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 |
|------------------------------------|--|---|--|-------------------------------------|---|---|-----------------------------------|
| Non-Key<br>367                     | <b>Lease of Commercial and Industrial Properties</b>   | Cabinet Member for Economic Growth, Deputy Leader | Cabinet Member - Economic Growth         | Not before 28th Apr 2017            | Christopher Oakes<br>Tel: 01246 345346<br>christopher.oakes@chesterfield.gov.uk           | Exempt 3<br>Information relating to financial or business affairs | No                                |
| Non-Key<br>368                     | <b>Application for Discretionary Rate Relief</b>   | Cabinet Member for Business Transformation        | Cabinet Member - Business Transformation | Not before 28th Apr 2017            |   | Exempt  | No                                |
| <b>Non Key Decisions</b>           |  |   |  |                                     |   |   |                                   |
| Key Decision<br><br>Non Key:<br>64 | <b>Consideration of the Community, Customer and Organisational Scrutiny Report on Friends Groups</b> | Cabinet   | Cabinet Member - Health and Wellbeing    | 18 Apr 2017                         | Martin Elliott<br>Committee & Scrutiny Co-ordinator<br>martin.elliott@chesterfield.gov.uk | Public  | No                                |
| Key Decision<br><br>Non Key<br>66  | <b>Progress on Council Plan - Year 2 2016/17</b>   | Cabinet   | Deputy Leader                            | 30 May 2017                         | Donna Reddish<br>Tel: 01246 345307<br>donna.reddish@chesterfield.gov.uk                   | Public  | No                                |