

CHESTERFIELD BOROUGH COUNCIL FORWARD PLAN  
FOR THE FOUR MONTH PERIOD 1 MAY 2017 TO 31 AUGUST 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

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

\*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	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

**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 Helen Elliott  
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
<b>Key Decisions</b>							
Key Decision 398	<b>Sale of CBC Land/Property</b>	Cabinet Member for Economic Growth	Cabinet Member - Economic Growth	Not before 30th May 2017	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 - Customers and Communities	Not before 30th May 2017	Alison Craig Housing Manager Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Exempt 3	No
Key Decision 648	<b>Apprentice Town</b>	Cabinet	Cabinet Member - Economic Growth	2 May 2017	Neil Johnson Tel: 01246 345241 neil.johnson@chesterfield.gov.uk	Public	No
Key Decision 657	<b>Pay and Reward Project Proposals</b>	Joint Cabinet and Employment & General Committee	Cabinet Member - Business Transformation	2 May 2017	Kate Harley Kate.Harley@Chesterfield.gov.uk	Exempt 3, 4	No
Key Decision 659	<b>Proposed Restructure of Accountancy Services</b>	Joint Cabinet and Employment & General Committee	Cabinet Member - Finance and Governance	4 Apr 2017	Kevin Hanlon Director of Finance and Resources 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 666	<b>Allocations Policy Review</b> 6 month review of Allocations Policy	Cabinet	Cabinet Member - Customers and Communities	2 May 2017	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 - Customers and Communities	11 Jul 2017	Alison Craig Housing Manager Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public	No
Key Decision 668	<b>Leaseholder Charges</b> To agree methodology for calculating leaseholder service charges.	Cabinet	Cabinet Member - Customers and Communities	30 May 2017	Alison Craig Housing Manager Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public	No
Key Decision 670	<b>Barrow Hill Contractor Appointment</b> Approval to appoint contractor.	Cabinet	Cabinet Member - Customers and Communities	11 Jul 2017	Alison Craig Housing Manager Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Exempt 3	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	16 May 2017	Angela Dunn Bereavement Services Manager Tel: 01246 345881 angela.dunn@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 703	<b>Equality and Diversity Policy, Strategy and Action Plan 2017 - 2019</b>	Cabinet Council	Cabinet Member - Customers and Communities	18 Apr 2017 26 Apr 2017	Katy Marshall Tel: 01246 345247 katy.marshall@chesterfield.gov.uk	Public	No
Key Decision 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	30 May 2017	Donna Reddish Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Public	No
Key Decision 705	<b>Revised Partnership Strategy 2017-19</b>	Cabinet	Deputy Leader	30 May 2017	Donna Reddish Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Public	No
Key Decision 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 Health and Wellbeing Manager martin.key@chesterfield.gov.uk	Public	No
Key Decision 718	<b>Operational Services Division - 5 Year Development Plan</b>	Joint Cabinet and Employment & General Committee	Cabinet Member - Customers and Communities	2 May 2017	Mike Brymer michael.brymer@chesterfield.gov.uk	Exempt 1, 3, 4	No
Key Decision 720	<b>Chester Street / Catherine Street Garage Site</b> to obtain permission to clear garage site and make available for Housing Development	Cabinet	Cabinet Member - Customers and Communities	16 May 2017	Alison Craig Housing Manager Tel: 01246 345156 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 721	<b>Consultation on potential Traveller Sites</b>	Cabinet	Deputy Leader	30 May 2017	Alan Morey Tel: 01246 345371 alan.morey@chesterfield.gov.uk	Public	No
Key Decision 722	<b>Adaptations Policy and Procedure 2017 - 2020</b> 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 Housing Manager Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public	No
Key Decision 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 Tel: 01246-345487 maureen.madin@chesterfield.gov.uk	Exempt 3	No
<b>Private Items (Non Key Decisions)</b>							
Non-Key 363	<b>Application for Home Repairs Assistance</b>	Cabinet Member for Customers and Communities	Cabinet Member - Customers and Communities	Not before 30th May 2017	Jane Thomas jane.thomas@chesterfield.gov.uk	Exempt 1, 3 Information relating to an individual's 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 367	<b>Lease of Commercial and Industrial Properties</b>	Cabinet Member for Economic Growth	Cabinet Member - Economic Growth	Not before 30th May 2017	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 30th May 2017		Exempt	No
<b>Non Key Decisions</b>							
Key Decision  Non Key 66	<b>Progress on Council Plan - Year 2 2016/17</b>	Cabinet	Deputy Leader	30 May 2017	Donna Reddish Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Public	No
Key Decision  Non Key 67	<b>Consideration and approval of the Overview and Scrutiny Programme of Work for 2017/18</b>	Overview and Performance Scrutiny Forum	Cabinet Member - Finance and Governance	9 May 2017	Anita Cunningham Tel: 01246 345273 anita.cunningham@chesterfield.gov.uk	Public	No
Key Decision  Non Key 68	<b>Consideration of the Scrutiny Annual Report 2016/17</b> The report details the work of the Council's Overview and Scrutiny Committees and development of the Overview and Scrutiny function.	Overview and Performance Scrutiny Forum  Council	Cabinet Member - Finance and Governance	27 Jun 2017  19 Jul 2017	Anita Cunningham Tel: 01246 345273 anita.cunningham@chesterfield.gov.uk	Public	No