

CHESTERFIELD BOROUGH COUNCIL FORWARD PLAN
FOR THE FOUR MONTH PERIOD 1 DECEMBER 2017 TO 31 MARCH 2018

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 2017/18

<u>Cabinet</u>	<u>Council</u>
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
12 September 2017*	
3 October 2017 24 October 2017*	11 October 2017
14 November 2017	
5 December 2017* 19 December 2017	13 December 2017
9 January 2018* 30 January 2018	
20 February 2018*	22 February 2018
13 March 2018	
3 April 2018* 24 April 2018	25 April 2018
15 May 2018*	9 May 2018

*Joint Cabinet and Employment and General Committee

Cabinet members and their portfolios are as follows:

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

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

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 31st Oct 2017	Matthew Sorby Tel: 01246 345800 matthew.sorby@chesterfield.gov.uk	Exempt 3 Contains financial information	No
Key Decision 584	Purchase of Property under Strategic Acquisitions Policy	Assistant Director - Housing Manager	Cabinet Member - Homes and Customers	Not before 31st Oct 2017	Alison Craig Assistant Director - Housing Manager Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Exempt 3	No
Key Decision 657	Pay and Reward Project Proposals	Joint Cabinet and Employment & General Committee	Cabinet Member - Business Transformation	5 Dec 2017	Kate Harley Kate.Harley@Chesterfield.gov.uk	Exempt 3, 4	No
Key Decision 670	Barrow Hill Contractor Appointment Approval to appoint contractor.	Cabinet	Cabinet Member - Homes and Customers	30 Jan 2018	Alison Craig Assistant Director - Housing Manager Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Exempt 3	No

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Key Decision 738	Asbestos Management Compliance to provide an update on the remedial work and actions that have been carried out to ensure adequate asbestos management within the council's Corporate and Housing Services property portfolios and to approve updated Asbestos Management Plan	Cabinet	Cabinet Member - Governance, Cabinet Member - Homes and Customers	30 Jan 2018	Alison Craig, James Drury Assistant Director - Housing Manager Tel: 01246 345156 alison.craig@chesterfield.gov.uk , james.drury@chesterfield.gov.uk	Public	No
Key Decision 739	Housing Revenue Account Business Plan 2017/18 Onwards to provide members with an update on the financial viability of the Housing Revenue Account following a series of policy changes	Cabinet	Cabinet Member - Homes and Customers	19 Dec 2017	Alison Craig Assistant Director - Housing Manager Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public	No
Key Decision 740	Review of The Garden Assistance Service to seek approval to make changes to the Garden Maintenance Service provided for eligible vulnerable and disabled tenants.	Cabinet	Cabinet Member - Homes and Customers	14 Nov 2017	Alison Craig Assistant Director - Housing Manager Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Exempt 3	No
Key Decision 748	Review of the resourcing of Environmental Protection and Anti-Social Behaviour Enforcement	Joint Cabinet and Employment & General Committee	Cabinet Member - Health and Wellbeing	9 Jan 2018	James Drury james.drury@chesterfield.gov.uk	Exempt 1, 4	No

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Key Decision 749	Health and Safety Restructure	Joint Cabinet and Employment & General Committee	Cabinet Member - Governance	9 Jan 2018	James Drury james.drury@chesterfield.gov.uk	Exempt 1, 4	No
Key Decision 750	Use of former Queen's Park Sports Centre site To consider a full business case for the preferred option of artificial sports pitches on the site of the former sports centre, including associated capital and revenue costs and benefits.	Cabinet	Cabinet Member - Health and Wellbeing, Cabinet Member for Town Centres and Visitor Economy	5 Dec 2017	Michael Rich michael.rich@chesterfield.gov.uk	Public	No
Key Decision 751	Development around Chesterfield Station in preparation for HS2 To consider options for development around the station in preparation for HS2 services calling at Chesterfield, including the potential role of the council and other partners in setting the framework for development.	Cabinet	Cabinet Member for Economic Growth, Cabinet Member for Town Centres and Visitor Economy, Leader	19 Dec 2017	Michael Rich michael.rich@chesterfield.gov.uk	Exempt 3	No
Key Decision 754	Risk Management Strategy and Annual Review	Standards and Audit Committee Council	Deputy Leader Deputy Leader	22 Nov 2017 13 Dec 2017	Kevin Hanlon Director of Finance and Resources kevin.hanlon@chesterfield.gov.uk	Public	No

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Key Decision 756	General Fund Revenue and Capital Budget Monitoring Report and Updated Medium Term Financial Forecast - Second Quarter 2017/18	Cabinet Council	Deputy Leader Deputy Leader	14 Nov 2017 13 Dec 2017	Kevin Hanlon Director of Finance and Resources kevin.hanlon@chesterfield.gov.uk	Public	No
Key Decision 757	Leader of the Council Revenue Budget 2017/18 - 2022/23	Cabinet	Leader	19 Dec 2017	Kevin Hanlon Director of Finance and Resources kevin.hanlon@chesterfield.gov.uk	Public	No
Key Decision 758	Deputy Leader of the Council Revenue Budget 2017/18 - 2022/23	Cabinet	Deputy Leader	19 Dec 2017	Kevin Hanlon Director of Finance and Resources kevin.hanlon@chesterfield.gov.uk	Public	No
Key Decision 759	Cabinet Member for Business Transformation Revenue Budget 2017/18 - 2022/23	Cabinet	Cabinet Member - Business Transformation	19 Dec 2017	Kevin Hanlon Director of Finance and Resources kevin.hanlon@chesterfield.gov.uk	Public	No
Key Decision 760	Cabinet Member for Economic Growth Revenue Budget 2017/18 - 2022/23	Cabinet	Cabinet Member - Economic Growth	19 Dec 2017	Kevin Hanlon Director of Finance and Resources kevin.hanlon@chesterfield.gov.uk	Public	No

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Key Decision 761	Cabinet Member for Governance Revenue Budget 2017/18 - 2022/23	Cabinet	Cabinet Member - Governance	19 Dec 2017	Kevin Hanlon Director of Finance and Resources kevin.hanlon@chesterfield.gov.uk	Public	No
Key Decision 762	Cabinet Member for Health and Wellbeing Revenue Budget 2017/18 - 2022/23	Cabinet	Cabinet Member - Health and Wellbeing	19 Dec 2017	Kevin Hanlon Director of Finance and Resources kevin.hanlon@chesterfield.gov.uk	Public	No
Key Decision 763	Cabinet Member for Homes and Customers Revenue Budget 2017/18 - 2022/23	Cabinet	Cabinet Member - Homes and Customers	19 Dec 2017	Kevin Hanlon Director of Finance and Resources kevin.hanlon@chesterfield.gov.uk	Public	No
Key Decision 764	Cabinet Member for Town Centres and Visitor Economy Revenue Budget 2017/18 - 2022/23	Cabinet	Cabinet Member - Town Centres and Visitor Economy	19 Dec 2017	Kevin Hanlon Director of Finance and Resources kevin.hanlon@chesterfield.gov.uk	Public	No
Key Decision 765	Future Waste Collection Arrangements To determine future delivery options for waste collection in advance of the current contract expiring.	Cabinet	Cabinet Member - Health and Wellbeing	19 Dec 2017	Mike Brymer Assistant Director - Commercial Services Manager michael.brymer@chesterfield.gov.uk	Exempt 3	No

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Key Decision 766	Cultural Venues Fees and Charges 2018/19 To review the scale of charges for lettings at the Pomegranate Theatre, the Winding Wheel, the Assembly Rooms in the Market Hall and Hasland Village Hall for 2018-19.	Cabinet	Cabinet Member - Town Centres and Visitor Economy	5 Dec 2017	Anthony Radford Tel: 01246 345339 anthony.radford@chesterfield.gov.uk	Public	No
Key Decision 767	General Fund Revenue Budget Summary	Cabinet	Deputy Leader	19 Dec 2017	Helen Fox Tel: 01246 345452 helen.fox@chesterfield.gov.uk	Public	No
Key Decision 768	Local Council Tax Support Scheme 2018/19	Cabinet Council	Cabinet Member - Homes and Customers Cabinet Member - Homes and Customers	5 Dec 2017 13 Dec 2017	Helen Fox Tel: 01246 345452 helen.fox@chesterfield.gov.uk	Public	No
Key Decision 769	Collection Fund Revised Estimates 2017/18	Cabinet	Deputy Leader	9 Jan 2018	Richard Staniforth Tel: 01246 345456 richard.staniforth@chesterfield.gov.uk	Public	No
Key Decision 770	Innovation Centres Apprentices	Employment and General Committee	Cabinet Member - Economic Growth	4 Dec 2017	Laurie Thomas Tel: 01246 345256 laurie.thomas@chesterfield.gov.uk	Exempt 3	No

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Key Decision 771	Winding Wheel Capital Project	Cabinet	Cabinet Member - Town Centres and Visitor Economy	14 Nov 2017	Anthony Radford Tel: 01246 345339 anthony.radford@chesterfield.gov.uk	Public	Yes To enable the work to be procured to ensure that the works can be carried out in 2018.
Key Decision 772	Modification of Off-street Parking Places Order	Cabinet Member for Town Centres and Visitor Economy	Cabinet Member - Town Centres and Visitor Economy	Not before 20th Nov 2017	Gerard Rogers Tel: 01246 345310 gerard.rogers@chesterfield.gov.uk	Public	No
Key Decision 773	Environmental Health Fees and Charges 2018/19	Cabinet	Cabinet Member - Health and Wellbeing	5 Dec 2017	Esther Thelwell Senior Environmental Health Officer esther.thelwell@moderngov.co.uk	Public	No
Key Decision 774	Peak Gateway Feasibility Project To consider Chesterfield Borough Council's engagement in the Peak Gateway Feasibility project	Cabinet	Cabinet Member - Economic Growth, Cabinet Member - Town Centres and Visitor Economy	5 Dec 2017	Neil Johnson Assistant Director - Economic Growth Manager Tel: 01246 345241 neil.johnson@chesterfield.gov.uk	Exempt 3	No

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Key Decision 775	Housing Capital Programme: New Programme for 2018/19 through to 2021/22 to approve the public sector housing 'Capital' programme for 2018/19 and provisionally to 2022/23.	Cabinet	Cabinet Member - Homes and Customers	20 Feb 2018	Alison Craig Assistant Director - Housing Manager Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public	No
Key Decision 776	Housing Repairs Budget 2018/19 To agree and set the Housing Repairs Budget for 2018/19.	Cabinet	Cabinet Member - Homes and Customers	20 Feb 2018	Alison Craig Assistant Director - Housing Manager Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public	No
Key Decision 777	Housing Revenue Account Budget 2017/18 to 2022/23 To consider the probable outturn for the current financial year and the draft budget for 2018/19	Cabinet	Cabinet Member - Homes and Customers	20 Feb 2018	Alison Craig Assistant Director - Housing Manager Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public	No
Key Decision 778	Results of Tenant Consultation for Changes to Council Housing Tenancy Agreement Update following the consultation process with tenants and to agree the final changes to the Tenancy Agreement	Cabinet	Cabinet Member - Homes and Customers	30 Jan 2018	Alison Craig Assistant Director - Housing Manager Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public	No
Key Decision 779	Annual HRA Rent and Service Charge Setting 2018-19 to set rent and service charge levels for 2018/19.	Cabinet	Cabinet Member - Homes and Customers	9 Jan 2018	Alison Craig, Angie Dolby Assistant Director - Housing Manager Tel: 01246 345156 alison.craig@chesterfield.gov.uk , Tel: 01246 345106 angie.dolby@chesterfield.gov.uk	Public	No

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Key Decision 780	Annual Report to Tenants 2016/17	Cabinet	Cabinet Member - Homes and Customers	19 Dec 2017	Alison Craig Assistant Director - Housing Manager Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public	No
Key Decision 781	Leasehold and Right to Buy Officer	Employment and General Committee	Cabinet Member - Homes and Customers	4 Dec 2017	Alison Craig Assistant Director - Housing Manager Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Exempt 1, 4	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 31st Oct 2017	Jane Thomas jane.thomas@chesterfield.gov.uk	Exempt 1, 3 Information relating to an individual Information relating to financial affairs	No
Non-Key 367	Lease of Commercial and Industrial Properties	Cabinet Member for Economic Growth	Cabinet Member - Economic Growth	Not before 31st Oct 2017	Christopher Oakes Tel: 01246 345346 christopher.oakes@chesterfield.gov.uk	Exempt 3 Information relating to financial or business affairs	No

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Non-Key 368	Application for Discretionary Rate Relief	Cabinet Member for Business Transformation	Cabinet Member - Business Transformation	Not before 31st Oct 2017		Exempt	No
Non Key Decisions							
Non-Key Non-Key 70	Calculation of Tax Base 'Collection Fund' 2018/19	Employment and General Committee	Cabinet Member - Homes and Customers	22 Jan 2018	Helen Fox Tel: 01246 345452 helen.fox@chesterfield.gov.uk	Public	No
Non-Key Non-Key 71	Non Domestic Rates Estimates 2018/19	Employment and General Committee	Cabinet Member - Homes and Customers	22 Jan 2018	Richard Staniforth Tel: 01246 345456 richard.staniforth@chesterfield.gov.uk	Public	No
Non-Key Non-key 72	Consideration of the scrutiny report on Friends Groups To consider the review carried out by the Scrutiny Project Group into how friends and community groups work with Chesterfield Borough Council to improve local parks and open spaces.	Cabinet		14 Nov 2017	Rachel Appleyard Senior Democratic and Scrutiny Officer Tel: 01246 345277 rachel.appleyard@chesterfield.gov.uk	Public	No
Non-Key 73	Response to Department for Communities and Local Government consultation on updating disqualification criteria for local authority members	Standards and Audit Committee	Cabinet Member - Governance	22 Nov 2017	Donna Reddish Assistant Director - Policy and Communications Manager Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Public	No