

CHESTERFIELD BOROUGH COUNCIL FORWARD PLAN  
FOR THE FOUR MONTH PERIOD 1 FEBRUARY 2015 TO 31 MAY 2015

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. 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. Decisions which are expected to be taken in private (at a meeting of the Cabinet or by an individual Cabinet Member) are marked "private".

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 rolled forward every month and is available to the public 28 days before the beginning of each month.

A 'Key' Decision is defined as:

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 meaning of the Council's Policy Framework set out in Article 4 of the Council's Constitution.

The law and the Council's Constitution provide for urgent key decisions to be made, even though they have not been included in the Forward Plan in accordance with Rule 15 (General Exception) and Rule 16 (Special Urgency) of the Access to information Procedure Rules.

The Forward Plan has been extended to now include details of any significant issues to be considered by the Executive Cabinet, full Council and Overview and Scrutiny Committee. It is hoped that this will better meet the needs of elected Members, Officers and the public. They are called "non key decisions". In addition the plan contains details of any reports which are to be taken in the private section of an Executive meeting.

Anyone wishing to make representations about any of the matters in the schedule below may do so by contacting the officer listed. Copies of the Council's Constitution and agenda and minutes for all meeting of the Council may be accessed on the Council's website: [www.chesterfield.gov.uk](http://www.chesterfield.gov.uk).

## 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.

Cabinet meetings are held at the Town Hall, Chesterfield, S40 1LP, usually starting at 10.30 am on Tuesdays, but subject to change in accordance with legal notice periods.

**Huw Bowen**  
**Chief Executive**



Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Proposed Consultees	Method(s) of Consultation	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated	Private
<b>Key Decisions</b>									
Key Decision 321	Review of Allocations Policy - Welfare Reform	Cabinet	Executive Member - Housing	13 Jan 2015	Assistant Executive Member	Meetings	Report of Service Manager - Housing Services	Julie McGrogan Tel: 01246 345135 julie.mcgrogan@chesterfield.gov.uk	Exempt 3 Information in relation to financial or business affairs
Key Decision 329	Local Plan: Sites and Boundaries Development Plan document - to agree preferred options for public consultation.	Cabinet	Deputy Leader & Executive Member for Planning	10 Feb 2015		Meetings	Report of Strategic Planning and Key Sites Manager	Alan Morey Tel: 01246 345371 alan.morey@chesterfield.gov.uk	Public
Key Decision 337	THI Scheme Project Evaluation - to receive a final evaluation of the THI project for Chesterfield Town Centre.	Cabinet	Deputy Leader & Executive Member for Planning	27 Jan 2015		Meetings	Report of Development Management and Conservation Manager	Paul Staniforth Tel: 01246 345781 paul.staniforth@chesterfield.gov.uk	Public

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Key Decision 339	Proposals for future use of the former garage site of Hady Lane	Cabinet	Executive Member - Housing	27 Jan 2015	Assistant Executive Member	Meetings.	Report of Business Planning and Strategy Manager - Housing Services	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public
Key Decision 340	Caravan and Mobile Home Park Licensing	Cabinet	Executive Member - Housing	10 Feb 2015	Assistant Executive Member	Meetings.	Report of Business Planning and Strategy Manager - Housing Services	Jane Thomas jane.thomas@chesterfield.gov.uk	Public
Key Decision 398	Sale of CBC Land/Property	Deputy Leader & Executive Member for Planning	Deputy Leader & Executive Member for Planning	30 Jan 2015		Meeting.	Report of Head of Kier	Matthew Sorby Tel: 01246 345800 matthew.sorby@chesterfield.gov.uk	Exempt 3 Contains financial information
Key Decision 434	Housing Services Fire Management Policy	Cabinet	Executive Member - Housing	27 Jan 2015	Assistant Executive Member for Housing	Meeting.	Report of the Business Planning and Strategy Manager- Housing Services	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public

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Key Decision 438	Six Month Review of PPP Performance	Cabinet	Executive Member - Governance and Organisational Development	27 Jan 2015	Assistant Executive Member	Meetings	Report of GP:GS Programme Manager	John Moran Tel: 01246 345389 john.moran@chesterfield.gov.uk	Public
Key Decision 443	Update on properties affected by subsidence at Westwood Avenue, Middlecroft	Cabinet	Executive Member - Housing	13 Jan 2015	Assistant Executive Member	Meetings	Report of Business Planning and Strategy Manager - Housing Services	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Exempt 1, 3
Key Decision 444	Housing Revenue Account Business Plan	Cabinet	Executive Member - Housing	7 Apr 2015	Assistant Executive Member	Meetings	Report of Business Planning and Strategy Manager - Housing Services	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public
Key Decision 445	Annual Housing Revenue Account Rent and Service Charge Increase	Cabinet	Executive Member - Housing	27 Jan 2015	Assistant Executive Member	Meetings	Report of Business Planning and Strategy Manager - Housing Services	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public

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Key Decision 446	Housing Capital Programme 2015/16, 2016/17 and 2017/18	Cabinet	Executive Member - Housing	10 Feb 2015	Assistant Executive Member	Meetings	Report of Business Planning and Strategy Manager - Housing Services	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public
Key Decision 448	Environmental Health Fees and Charges 2015/16	Cabinet	Executive Member - Environment	10 Mar 2015	Assistant Executive Member	Meetings.	Report of Environmental Health Manager	Russell Sinclair Tel: 01246 345397 russell.sinclair@chesterfield.gov.uk	Public
Key Decision 449	Trade Waste and Miscellaneous Fees and Charges 2015/16	Cabinet	Executive Member - Environment	27 Jan 2015	Assistant Executive Member	Meetings	Report of Waste and Street Cleaning Manager	Dave Bennett Tel: 01246 345122 dave.bennett@chesterfield.gov.uk	Exempt 3
Key Decision 451	Parks and Open Spaces Fees and Charges 2015-16 (including Cemeteries and Outdoor Recreation)	Cabinet	Executive Member - Environment	27 Jan 2015	Executive Member for Leisure, Culture and Tourism Assistant Executive Member	Meetings	Report of Leisure and Amenities Manager	Andy Pashley Tel: 01246 345099 andy.pashley@chesterfield.gov.uk	Public
Key Decision 452	Fees and charges for Sport and Leisure (Indoor Facilities) 2015/16	Cabinet	Executive Member - Leisure, Culture and Tourism	27 Jan 2015	Assistant Executive Member	Meetings	Report of Sports and Leisure Manager	Mick Blythe Tel: 01246 345101 mick.blythe@chesterfield.gov.uk	Public

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Key Decision 453	Chesterfield Open Market Fees and Charges 2015/16	Cabinet	Executive Member - Leisure, Culture and Tourism	27 Jan 2015	Assistant Executive Member	Meetings	Report of Town Centre Operations Manager	Andy Bond Tel: 01246 345991 andy.bond@chesterfield.gov.uk	Public
Key Decision 466	Accountancy Service Restructure	Joint Cabinet and Employment & General Committee	Leader & Executive Member for Regeneration	27 Jan 2015		Meeting	Report of Head of Finance	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Exempt 1, 3 Relating to individuals and financial and business affairs
Key Decision 467	Strategic Housing Acquisitions	Cabinet	Executive Member - Housing	10 Feb 2015	Assistant Executive Member	Meeting	Report of Strategy and Policy Officer	James Crouch Tel: 01246 345150 james.crouch@chesterfield.gov.uk	Public
Key Decision 468	HRA Revenue Budget 2014/15 to 2019/20	Cabinet	Executive Member - Housing	10 Feb 2015	Assistant Executive Member	Meeting	Report of Business Planning and Strategy Manager - Housing Services and Head of Finance	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public

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Key Decision 469	Housing Repairs Budget 2015/16	Cabinet	Executive Member - Housing	10 Feb 2015	Assistant Executive Member	Meeting	Report of Operational Services Manager	Martyn Bollands Tel: 01246 345020 martyn.bollands@chesterfield.gov.uk	Public
Key Decision 472	Parks and Open Spaces Strategy	Cabinet Council	Executive Member - Environment	27 Jan 2015 26 Feb 2015	Executive Member for Leisure, Culture and Tourism, Assistant Executive Members, Enterprise and Well-being Scrutiny Committee	Meetings	Report of Leisure and Amenities Manager	Andy Pashley Tel: 01246 345099 andy.pashley@chesterfield.gov.uk	Public
Key Decision 473	Anti Social Behaviour Crime and Policing Act 2014 Amendments to the previous 2003 Act	Cabinet	Executive Member - Customers and Communities	27 Jan 2015	Assistant Executive Member	Meetings	Report of Policy Manager	Donna Reddish Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Public
Key Decision 474	Cemeteries Strategy	Cabinet Council	Executive Member - Environment	27 Jan 2015 26 Feb 2015	Assistant Executive Member	Meetings	Report of Bereavement Services Manager	Angela Dunn Bereavement Services Officer Tel: 01246 345881 angela.dunn@chesterfield.gov.uk	Public



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Key Decision 475	Support Vulnerable Tenants - An Update	Cabinet	Executive Member - Housing	13 Jan 2015	Assistant Executive Member	Meetings	Report of Housing Services Manager - Customer Division	Julie McGrogan Tel: 01246 345135 julie.mcrogan@chesterfield.gov.uk	Exempt 3 Information relating to financial or business affairs
Key Decision 476	Sports Facilities Strategy	Cabinet	Executive Member - Leisure, Culture and Tourism	13 Jan 2015	Assistant Executive Member	Meetings	Report of Sport and Leisure Manager	Mick Blythe Tel: 01246 345101 mick.blythe@chesterfield.gov.uk	Public
Key Decision 478	London Boroughs Estate – Barrow Hill Environmental Improvements To sign off programme of environmental improvements to the London Boroughs Estate	Cabinet	Executive Member - Housing	10 Feb 2015	Assistant Executive Member	Meeting	Report of Housing Services Manager - Business Planning and Strategy	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public
Key Decision 483	Homelessness Strategy - review of current position and update	Cabinet	Executive Member - Housing	13 Jan 2015	Assistant Executive Member	Meetings	Report of Housing Services Manager - Customer Division	Julie McGrogan Tel: 01246 345135 julie.mcrogan@chesterfield.gov.uk	Public

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Key Decision 484	Home Energy Conservation Act Update To seeking approval for the adoption and publication of the Home Energy Conservation Act Report.	Cabinet	Executive Member - Housing	10 Mar 2015	Assistant Executive Member	Meetings	Report of Private Sector Housing Manager		Public
Key Decision 485	Housing Strategy Update To seek approval for the adoption and publication of the Council's Housing Strategy 2013-16	Cabinet	Executive Member - Housing	24 Mar 2015	Assistant Executive Member	Meeting	Report of Business Planning and Strategy Manage - Housing Services	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public
Key Decision 486	Conversion of Grange Court Communal Room To convert property into 3 one bedroom homes to meet local housing needs	Cabinet	Executive Member - Housing	13 Jan 2015			Report of Business Planning and Strategy Manager - Housing Services	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public

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Key Decision 487	Collection Fund Revised Estimates 2014/15	Cabinet	Deputy Leader & Executive Member for Planning	27 Jan 2015			Report of Chief Finance Officer	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public
Key Decision 488	Treasury Management and Annual Investment Strategies	Cabinet Council	Deputy Leader & Executive Member for Planning	10 Feb 2015 26 Feb 2015			Report of Chief Finance Officer	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public
Key Decision 489	Risk Management Strategy	Cabinet Council	Deputy Leader & Executive Member for Planning	10 Feb 2015 26 Feb 2015			Report of Chief Finance Officer	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public
Key Decision 490	Capital Strategy and General Fund Capital Programme	Cabinet Council	Deputy Leader & Executive Member for Planning	17 Feb 2015 26 Feb 2015			Report of Chief Finance Officer	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public
Key Decision 491	2015/16 Budget and Medium Term Financial Plan	Cabinet Council	Leader & Executive Member for Regeneration	17 Feb 2015 26 Feb 2015			Report of Chief Finance Officer	Donna Cairns Committee & Scrutiny Co-ordinator donna.cairns@chesterfield.gov.uk	Public

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Key Decision 492	Council Tax for 2015/16	Council	Leader & Executive Member for Regeneration	26 Feb 2015			Report of Chief Finance Officer	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public
Key Decision 493	Senior Pay Policy To approve the Senior Pay Policy in accordance with the Localism Act 2010	Cabinet Council	Executive Member - Governance and Organisational Development	17 Feb 2015 26 Feb 2015			Report of HR and Payroll Service Lead	Jane Dackiewicz Tel: 01246 345257 jane.dackiewicz@chesterfield.gov.uk	Public

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Key Decision 494	Derby and Derbyshire Combined Authority To determine whether the Council's role in promoting economic development and regeneration, and improving transport within its area can be more effectively and efficiently delivered through working as part of a new Combined Authority for Derby and Derbyshire.	Cabinet Council	Leader & Executive Member for Regeneration	10 Feb 2015 11 Feb 2015			Report of Chief Executive, Executive Director, Development and Growth Manager and the Local Government and Regulatory Law Manager.	Neil Johnson, Michael Rich Tel: 01246 345241 neil.johnson@chesterfield.gov.uk, michael.rich@chesterfield.gov.uk	Public
Key Decision 495	Local Government Pension Scheme To approve the revised Discretions in accordance with the changes to the Local Government Pension Scheme Regulations	Cabinet Council	Executive Member - Governance and Organisational Development	17 Feb 2015 26 Feb 2015				Jane Dackiewicz Tel: 01246 345257 jane.dackiewicz@chesterfield.gov.uk	Public

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<b>Private Items -Non Key/ Significant but non-Key</b>									
Non-Key 363	Application for Home Repairs Assistance	Executive Member - Housing	Executive Member Housing - Executive Member decisions	30 Jan 2015	Assistant Executive Member	Meeting	Report of Business Planning and Strategy Manager - Housing Services	Jane Thomas jane.thomas@chesterfield.gov.uk	Exempt 1, 3 Information relating to an individual Information relating to financial affairs
Non-Key 364	Application for Waiver of Private Sector Housing Discretionary Decisions (including Home Repair Assistance and Disabled Facilities Grants)	Executive Member - Housing	Executive Member - Housing	30 Jan 2015	Assistant Executive Member - Housing	Meeting	Report of Local Government and Regulatory Law Manager	Stephen Oliver Tel: 01246 345313 stephen.oliver@chesterfield.gov.uk	Exempt 1 Contains information relating to an individual.
Non-Key 365	Outstanding Debts for Write Off	Executive Member - Customers and Communities	Executive Member - Customers and Communities	31 Jan 2015	Assistant Executive Member – Customers and Communities	Meeting	Report of Customer Centre Services Manager	Maureen Madin Tel: 01246-345487 maureen.madin@chesterfield.gov.uk	Exempt 3 Information relating to financial or business affairs

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Non-Key 367	Lease of Commercial and Industrial Properties	Deputy Leader & Executive Member for Planning	Deputy Leader & Executive Member for Planning	30 Jan 2015			Report of Kier Asset Management	Christopher Oakes Tel: 01246 345346 christopher.oakes@chesterfield.gov.uk	Exempt 3 Information relating to financial or business affairs
Non-Key 372	Creation of Digital Content Editor post	Joint Cabinet and Employment & General Committee	Leader & Executive Member for Regeneration	24 Feb 2015		Meetings	Report of Communications and Marketing Manager	John Fern Tel: 01246 345245 john.fern@chesterfield.gov.uk	Public
<b>Non Key Decision</b>									
Non-Key Non Key 24	List of Buildings of Local Interest - to consider the list of nominated buildings and agree an assessment panel and process	Deputy Leader & Executive Member for Planning	Deputy Leader & Executive Member for Planning	27 Jan 2015	Consultation with property owners	Meeting	Report of Development Management and Conservation Manager	Paul Staniforth Tel: 01246 345781 paul.staniforth@chesterfield.gov.uk	Public
Non-Key 25	Corporate Plan 2014/15 Six Month Update	Cabinet	Deputy Leader & Executive Member for Planning	13 Jan 2015		Meetings	Report of Policy Manager	Donna Reddish Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Public

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Non-Key 27	Consideration of the recommendations of the Enterprise and Wellbeing Scrutiny Committee on the Parks and Open Spaces Strategy	Cabinet	Executive Member - Environment	27 Jan 2015			Report of Committee and Scrutiny Co-ordinator	Donna Cairns Committee & Scrutiny Co-ordinator donna.cairns@chesterfield.gov.uk	Public
Key Decision 28	Consideration of the recommendations of the Enterprise and Wellbeing Scrutiny Committee on the Sports Facilities Strategy	Cabinet	Executive Member - Leisure, Culture and Tourism	13 Jan 2015			Report of Policy and Scrutiny Officer	Anita Cunningham Tel: 01246 345273 anita.cunningham@chesterfield.gov.uk	Public