

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

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 Executive 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 2014/15

<u>Cabinet</u>	<u>Council</u>
21 April 2015	
5 May 2015	18 May 2015 20 May 2015

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

Meeting Dates 2015/16

<u>Cabinet</u>	<u>Council</u>
2 June 2015* 16 June 2015 30 June 2015	
14 July 2015* 28 July 2015	29 July 2015
8 September 2015* 22 September 2015	
6 October 2015* 20 October 2015	14 October 2015
3 November 2015* 17 November 2015	
1 December 2015* 15 December 2015	16 December 2015
12 January 2016* 26 January 2016	
9 February 2016* 23 February 2016	25 February 2016
8 March 2016* 22 March 2016	
5 April 2016* 19 April 2016	27 April 2016 (ABM)
3 May 2016* 17 May 2016 31 May 2016	11 May 2016 (ACM)

*From 2015/16, Joint Cabinet and Employment and General Committee meet immediately prior to the first meeting of Cabinet each month

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decisions								
Key Decision 329	Local Plan: Sites and Boundaries Development Plan document and approval of Local Development Scheme - to update on progress and agree a revised Local Development Scheme	Cabinet	Deputy Leader & Executive Member for Planning	21 Apr 2015	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	2 Jun 2015	Report of Development Management and Conservation Manager	Paul Staniforth Tel: 01246 345781 paul.staniforth@chesterfield.gov.uk	Public	
Key Decision 398	Sale of CBC Land/Property	Deputy Leader & Executive Member for Planning	Deputy Leader & Executive Member for Planning	21 Apr 2015	Report of Head of Kier	Matthew Sorby Tel: 01246 345800 matthew.sorby@chesterfield.gov.uk	Exempt 3 Contains financial information	
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	21 Apr 2015	Report of Private Sector Housing Manager		Public	

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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	21 Apr 2015	Report of Business Planning and Strategy Manage - Housing Services	Alison Craig Housing Tel: 01246 345156 alison.craig@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	Executive Member - Governance and Organisational Development	16 Jun 2015	Report of HR and Payroll Lead	Jane Dackiewicz Tel: 01246 345257 jane.dackiewicz@chesterfield.gov.uk	Public	
Key Decision 499	Renewal of Repairs and Maintenance Contract 12	Cabinet	Executive Member - Housing	21 Apr 2015	Report of Operational Services Manager – Housing Services	Martyn Bollands Tel: 01246 345020 martyn.bollands@chesterfield.gov.uk	Public	
Key Decision 502	Waste and Recycling Re-designation of Customers To extend the application of commercial waste collection charges to charitable organisations in response to changes in legislation.	Cabinet	Executive Member - Environment	16 Jun 2015		Mel Henley melhenley@chesterfield.gov.uk	Public 3	

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Key Decision 504	Housing Allocations Policy – feedback on the results of consultation on changes to the Housing Allocations Policy. To consider feedback on the results of consultation on changes to the Housing Allocations Policy.	Cabinet	Executive Member - Housing	21 Apr 2015	Report of Customer Division Service Manager – Housing Services	Julie McGrogan Tel: 01246 345135 julie.mcrogan@chesterfield.gov.uk	Public	
Key Decision 505	Funding to Voluntary and Community Organisations 2015/16 – Service Level Agreements	Cabinet	Executive Member - Customers and Communities	2 Jun 2015	Report of the Economic Development Manager	Laurie Thomas Tel: 01246 345256 laurie.thomas@chesterfield.gov.uk	Public	
Key Decision 506	Disposal of Obsolete Housing Stock	Executive Member Housing - Executive Member decisions	Executive Member - Housing	10 Apr 2015	Report of the Operational Services Manager	Martyn Bollands Tel: 01246 345020 martyn.bollands@chesterfield.gov.uk	Public	
Key Decision 507	Sheltered Housing Strategy - Delivery of the Next Phase	Cabinet	Executive Member - Housing	2 Jun 2015	Report of the Housing Services Manager - Customer Division	Julie McGrogan Tel: 01246 345135 julie.mcrogan@chesterfield.gov.uk	Exempt 6	

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Key Decision 509	Planning Staffing and Restructure To approve new staffing and structures for Strategic Planning and Development Management.	Joint Cabinet and Employment & General Committee	Deputy Leader & Executive Member for Planning	21 Apr 2015	Report of Strategic Planning and Key Sites Manager and Development Management and Conservation Manager	Alan Morey Tel: 01246 345371 alan.morey@chesterfield.gov.uk	Exempt 1, 3, 4 Information relating to an individual, financial or business affairs, and labour relations	
Key Decision 510	Community Infrastructure Levy To approve the adoption of the Community Infrastructure Levy, subject for formal notification and consultation	Cabinet Council	Deputy Leader & Executive Member for Planning	14 Jul 2015 29 Jul 2015	Report of Strategic Planning and Key Sites Manager	Alan Morey Tel: 01246 345371 alan.morey@chesterfield.gov.uk	Public	
Key Decision 511	Updated Town Centre Masterplan	Cabinet	Leader & Executive Member for Regeneration	2 Jun 2015	Report of the Economic Development Manager	Laurie Thomas Tel: 01246 345256 laurie.thomas@chesterfield.gov.uk	Public	
Key Decision 512	Careline Partnership – current position	Cabinet	Executive Member - Housing	16 Jun 2015	Report by Housing Service Manager – Customer Division	Julie McGrogan Tel: 01246 345135 julie.mcrogan@chesterfield.gov.uk	Exempt 3	

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Key Decision 513	Approval to Dispose of Miscellaneous Housing Stock	Executive Member - Housing	Executive Member - Housing	5 May 2015	Report of Housing Service Manager – Business Planning & Strategy	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Exempt 3 Information relating to financial affairs	
Private Items -Non Key/ Significant but non-Key								
Non-Key 363	Application for Home Repairs Assistance	Executive Member - Housing	Executive Member - Housing - Executive Member decisions	30 Apr 2015	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 Apr 2015	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.	

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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 Apr 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	2 Jun 2015	Report of Communications and Marketing Manager	John Fern Tel: 01246 345245 john.fern@chesterfield.gov.uk	Public	
Non Key Decision								
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	30 Apr 2015	Report of Development Management and Conservation Manager	Paul Staniforth Tel: 01246 345781 paul.staniforth@chesterfield.gov.uk	Public	
Non-Key 31	Corporate Health and Safety Improvement Programme 2015 - 18	Cabinet	Executive Member - Governance and Organisational Development	2 Jun 2015	Report of Business Transformation Manager	Karen Brown Tel: 01246 345293 karen.brown@chesterfield.gov.uk	Public	

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Non-Key 33	Local Government Declaration on Tobacco Control To sign the Declaration on Tobacco Control and commit to its aims to reduce the harm smoking causes to our community.	Cabinet	Executive Member - Leisure, Culture and Tourism	21 Apr 2015	Report of Environmental Health Manager	Russell Sinclair Tel: 01246 345397 russell.sinclair@chesterfield.gov.uk	Public	
Non-Key 34	Consideration of the Scrutiny Annual Report 2014/15 Consideration of the Scrutiny Annual Report 2014/15	Council	Executive Member - Governance and Organisational Development	18 May 2015	Report of the Policy and Scrutiny Officer	Anita Cunningham Tel: 01246 345273 anita.cunningham@chesterfield.gov.uk	Public	
Non-Key 35	Community Assemblies Annual Report Community Assemblies Annual Report	Cabinet	Executive Member - Customers and Communities	30 Jun 2015	Report of the Community Development Worker	Wendy Blunt Community Development Officer Tel: 01246-345344 wendy.blunt@chesterfield.gov.uk	Public	
Non-Key 36	Equalities Annual Report Equalities Annual Report	Cabinet	Executive Member - Customers and Communities	30 Jun 2015	Report of the Policy Officer	Katy Marshall Tel: 01246 345247 katy.marshall@chesterfield.gov.uk	Public	