

CHESTERFIELD BOROUGH COUNCIL FORWARD PLAN
FOR THE FOUR MONTH PERIOD 1 AUGUST 2019 TO 30 NOVEMBER 2019

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 2019/20

<u>Cabinet</u>	<u>Council</u>
21 May 2019	13 May 2019 15 May 2019
4 June 2019* 25 June 2019	
16 July 2019*	17 July 2019
10 September 2019*	
1 October 2019 22 October 2019*	9 October 2019
12 November 2019	
3 December 2019* 17 December 2019	11 December 2019
14 January 2020*	
4 February 2020 25 February 2020*	26 February 2020
17 March 2020	
7 April 2020* 28 April 2020	29 April 2020
19 May 2020*	13 May 2020

*Joint Cabinet and Employment and General Committee

Leader	Councillor Tricia Gilby
Deputy Leader	Councillor Amanda Serjeant
Cabinet Member for Business Transformation and Customers	Councillor Jean Innes
Cabinet Member for Economic Growth	Councillor Terry Gilby
Cabinet Member for Governance	Councillor Sharon Blank
Cabinet Member for Health and Wellbeing	Councillor Jill Mannion-Brunt
Cabinet Member for Housing	Councillor Chris Ludlow
Cabinet Member for Town Centres and Visitor Economy	Councillor Kate Sarvent
Minority Member without portfolio	Councillor Paul Holmes

Cabinet members and their portfolios are as follows:

In addition to the Cabinet Members above, the following Councillors are voting Members of the Joint Cabinet and Employment and General Committee

Councillor Stuart Brittain
Councillor Maureen Davenport
Councillor Keith Falconer

Councillor Tom Murphy
Councillor Gordon Simmons

(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 1st Aug 2019	Matthew Sorby Tel: 01246 345800 matthew.sorby@chesterfield.gov.uk	Exempt 3	No
Key Decision 584	Purchase of Property under Strategic Acquisitions Policy	Assistant Director - Housing	Cabinet Member for Housing	Not before 1st Aug 2019	James Crouch Tel: 01246 345150 james.crouch@chesterfield.gov.uk	Exempt 3	No
Key Decision 835	Delivery of Chesterfield's growth strategy Report seeking approval of plans to ensure that the growth strategy set out for the borough can be delivered	Joint Cabinet and Employment & General Committee Council	Leader	10 Sep 2019 9 Oct 2019	Neil Johnson Assistant Director - Economic Growth Manager Tel: 01246 345241 neil.johnson@chesterfield.gov.uk	Public	No
Key Decision 870	HS2 Station Master Plan	Cabinet	Leader	10 Sep 2019	Jonathon Little jonathon.little@chesterfield.gov.uk	Public	No

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Key Decision 874	Northern Gateway - Enterprise Centre Tender evaluation report with recommendation for contractor selection. CBC propose to construct a new enterprise centre as part of its Northern Gateway proposals. The project is the subject of a restricted OJEU procurement exercise. Tenders were received on the 7th February and have been subject to evaluation. A recommendation for contractor selection and entering into contract is made under Officer Delegated Decision.	Chief Executive	Cabinet Member - Economic Growth	Not before 1st Aug 2019	Patrick Middleton Tel: 01246 345956 patrick.middleton@chesterfield.gov.uk	Exempt 3	No
Key Decision 876	General Fund Budget Outturn Report 2018/19 To report on the General Fund Revenue and Capital Outturns for 2018/19, provide details of significant variations from the revised estimates and consider carry forward requests	Cabinet Council	Deputy Leader	21 May 2019 17 Jul 2019	Richard Staniforth Tel: 01246 345456 richard.staniforth@chesterfield.gov.uk	Public	No
Key Decision 879	The Arvato Public Private Partnership Delivery of services at the end of the Council's Public Private Partnership with Arvato	Joint Cabinet and Employment & General Committee	Cabinet Member for Business Transformation and Customers	10 Sep 2019	Rachel O'Neil Assistant Director - Customers, Commissioning and Change Manager rachel.oneil@chesterfield.gov.uk	Public	No
Key Decision 880	Catherine Street Garage Site Sale of the above site	Cabinet Member for Economic Growth	Cabinet Member - Economic Growth	Not before 10th Jul 2019	Linda Martin Tel: 01246 345445 linda.martin@chesterfield.gov.uk	Exempt 3	No

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Key Decision 881	Quarter 1 Budget Monitoring 2019/20 & Updated Medium Term Financial Forecast To provide the Council with an update on the budget position at the end of the first quarter, covering: <ul style="list-style-type: none"> • General Fund Revenue • Capital Programme • Housing Revenue Account 	Cabinet Council	Deputy Leader	16 Jul 2019 17 Jul 2019	Paul Staniforth Richard Staniforth Tel: 01246 345781 paul.staniforth@chesterfield.gov.uk Tel: 01246 345456 richard.staniforth@chesterfield.gov.uk	Public	No
Key Decision 882	Community Infrastructure Levy - Expenditure and Instalments Policy Report to consider future expenditure of Levy on infrastructure projects, and to amend the Instalments Policy to allow more flexibility for SME developers	Cabinet	Cabinet Member - Economic Growth	16 Jul 2019	Alan Morey Tel: 01246 345371 alan.morey@chesterfield.gov.uk	Public	No
Key Decision 883	Strengthened Local Enterprise Partnerships	Leader	Leader	5 Jul 2019	Huw Bowen, Chief Executive Tel: 01246 345308 huw.bowen@chesterfield.gov.uk	Public	Yes
Key Decision 884	Risk Management Strategy and Annual Review To provide a report on the Risk Management developments during 2018/19 and to update the Risk Management Policy, Strategy and the Corporate Risk Registers for 2019/20.	Standards and Audit Committee Council	Cabinet Member - Governance	17 Jul 2019 17 Jul 2019	Richard Staniforth Tel: 01246 345456 richard.staniforth@chesterfield.gov.uk	Public	No

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Key Decision 885	Commercial Business Units	Cabinet	Cabinet Member - Economic Growth	10 Sep 2019	Lynda Sharp Tel: 01246 345256 lynda.sharp@chesterfield.gov.uk	Exempt 3	No
Key Decision 886	Chesterfield Crematorium Fees and Charges 2020/2021	Chesterfield and District Joint Crematorium Committee	Cabinet Member - Health and Wellbeing	23 Sep 2019	Ross Fawbert ross.fawbert@chesterfield.gov.uk	Exempt 3	No
Key Decision 887	Updated Council Plan 2019 - 2023 Minor updates and editing of the Council Plan 2019 - 2023 following the May 2019 election.	Deputy Leader	Deputy Leader	Not before 16th Aug 2019	Donna Reddish Assistant Director - Policy and Communications Manager Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Public	No
Key Decision 888	Polling Places Review 2019	Employment and General Committee	Cabinet Member - Governance	4 Nov 2019	Julie Briggs Electoral Services Manager Tel: 01246 345806 julie.briggs@chesterfield.gov.uk	Public	No
Private Items (Non Key Decisions)							
Non-Key 363	Application for Home Repairs Assistance	Cabinet Member for Housing	Cabinet Member for Housing	Not before 1st Aug 2019		Exempt 1, 3	No

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Non-Key 367	Lease of Commercial and Industrial Properties	Cabinet Member for Economic Growth	Cabinet Member - Economic Growth	Not before 1st Aug 2019	Christopher Oakes Tel: 01246 345346 christopher.oakes@chesterfield.gov.uk	Exempt 3	No
Non-Key 368	Application for Discretionary Rate Relief	Cabinet Member for Business Transformation and Customers	Cabinet Member for Business Transformation and Customers	Not before 1st Aug 2019	Damon Bruce Head of Customer Services damon.bruce@arvato.co.uk	Exempt	No
Non-Key 374	Outstanding debts for write off	Cabinet Member for Business Transformation and Customers	Cabinet Member for Business Transformation and Customers	Not before 1st Aug 2019	Helen Fox Tel: 01246 345452 helen.fox@chesterfield.gov.uk	Exempt 3	No
Non-key 379	Bereavement Services Manager's Report	Chesterfield and District Joint Crematorium Committee	Cabinet Member - Health and Wellbeing	23 Sep 2019	Ross Fawbert ross.fawbert@chesterfield.gov.uk	Exempt 3	No
Non Key Decisions							

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Non-Key 128	Revisions to the Council's Code of Conduct for Members Revisions to the Council's Code of Conduct for Members following the recent report from the Select Committee on standards in public life.	Council	Cabinet Member - Governance	17 Jul 2019	Gerard Rogers Tel: 01246 345310 gerard.rogers@chesterfield.gov.uk	Public	No
Non-Key 129	Scrutiny Annual Report 2018/19 To report to Council the work of the Overview and Scrutiny function over the past year.	Council		17 Jul 2019	Rachel Appleyard Senior Democratic and Scrutiny Officer Tel: 01246 345277 rachel.appleyard@chesterfield.gov.uk	Public	No
Non-Key 130	CIPFA Statement on the role of the head of internal audit To present for information CIPFA's updated statement on the role of the head of internal audit	Standards and Audit Committee	Cabinet Member - Governance	25 Sep 2019	Jenny Williams Tel: 01246 345468 jenny.williams@chesterfield.gov.uk	Public	No
Non-Key 131	Summary of Internal Audit Reports Issued To present a summary of the internal audit reports issued since the Committee last met	Standards and Audit Committee	Cabinet Member - Governance	17 Jul 2019	Jenny Williams Tel: 01246 345468 jenny.williams@chesterfield.gov.uk	Public	No
Non-Key 132	Internal Audit Consortium Annual Report 2018/19 To present the work undertaken by the Internal Audit Consortium in 2018/19	Standards and Audit Committee	Cabinet Member - Governance	17 Jul 2019	Jenny Williams Tel: 01246 345468 jenny.williams@chesterfield.gov.uk	Public	No

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Non-Key 133	Annual Report of the Standards and Audit Committee To present the work undertaken by the Standards and Audit Committee in 2018/19	Standards and Audit Committee Council	Cabinet Member - Governance	17 Jul 2019 17 Jul 2019	Jenny Williams Tel: 01246 345468 jenny.williams@chesterfield.gov.uk	Public	No
Non-Key 136	Delegated Powers - Private Sector Housing To update and streamline the executive functions relating to private sector housing.	Standards and Audit Committee	Cabinet Member - Governance, Cabinet Member - Health and Wellbeing	17 Jul 2019	Stephen Oliver Tel: 01246 345313 stephen.oliver@chesterfield.gov.uk	Public	No
Non-Key 137	Equality and Diversity Annual Report 2018/19 Chesterfield Borough Council Equality and Diversity Annual Report 2018/19	Cabinet	Cabinet Member - Governance	16 Jul 2019	Allison Potter allison.potter@chesterfield.gov.uk	Public	No
Non-Key 138	Equality and Diversity Strategy and Action Plan 2019-2023 Chesterfield Borough Council Equality and Diversity Strategy and Action Plan 2019-2023, including policy statement.	Cabinet Council	Cabinet Member - Governance	16 Jul 2019 17 Jul 2019	Katy Marshall Tel: 01246 345247 katy.marshall@chesterfield.gov.uk	Public	No
Non-Key 140	Management of Unreasonable Complaints and complainants - Annual Review 2019 Review of the Unreasonable Complaints/Complainants policy	Standards and Audit Committee	Cabinet Member - Governance	17 Jul 2019	Gerard Rogers Tel: 01246 345310 gerard.rogers@chesterfield.gov.uk	Public	No

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Non-Key 141	Audit Report on the 2018/19 Statement of Accounts	Standards and Audit Committee	Deputy Leader	17 Jul 2019	Helen Fox Tel: 01246 345452 helen.fox@chesterfield.gov.uk	Public	No
Non-Key 142	Internal Audit Consortium Annual Report 2018/19 A summary of the work undertaken by internal audit in 2018/19 and the cost of the service	Joint Board	Cabinet Member - Governance	17 Sep 2019	Jenny Williams Tel: 01246 345468 jenny.williams@chesterfield.gov.uk	Public	No
Non-key 144	Chesterfield and District Crematorium Environmental Impact Report	Chesterfield and District Joint Crematorium Committee	Cabinet Member - Health and Wellbeing	23 Sep 2019	Ross Fawbert ross.fawbert@chesterfield.gov.uk	Public	No