

CHESTERFIELD BOROUGH COUNCIL FORWARD PLAN
FOR THE FOUR MONTH PERIOD 1 DECEMBER 2019 TO 31 MARCH 2020

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*	18 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 Dec 2019	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 and Right of First Refusal Policy	Assistant Director - Housing	Cabinet Member for Housing	Not before 1st Dec 2019	James Crouch Tel: 01246 345150 james.crouch@chesterfield.gov.uk	Exempt 3	No
Key Decision 870	HS2 Station Master Plan	Cabinet	Leader	17 Mar 2020	Jonathon Little jonathon.little@chesterfield.gov.uk	Public	No
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 Dec 2019	Patrick Middleton Tel: 01246 345956 patrick.middleton@chesterfield.gov.uk	Exempt 3	No

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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	17 Dec 2019	Rachel O'Neil Assistant Director - Customers, Commissioning and Change Manager rachel.oneil@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
Key Decision 889	Derbyshire Care Leaver Offer Developing a Derbyshire wide offer for Derbyshire care leavers aged up to 25.	Cabinet Council	Cabinet Member - Health and Wellbeing	3 Dec 2019 18 Dec 2019	Donna Reddish Assistant Director - Policy and Communications Manager Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Public	No
Key Decision 892	Award of contract to collect and dispose of domestic waste from May 2020	Cabinet	Cabinet Member - Health and Wellbeing	3 Dec 2019	Shirley Hallam Environmental Services Manager shirley.hallam@chesterfield.gov.uk	Exempt 3	No
Key Decision 893	Venues Fees and Charges 2020/2021	Cabinet	Cabinet Member - Town Centres and Visitor Economy	12 Nov 2019	Anthony Radford Tel: 01246 345339 anthony.radford@chesterfield.gov.uk	Public	No

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Key Decision 895	Quarter 2 Budget Monitoring 2019/20 and updated Medium Term Financial Plan	Council	Deputy Leader	18 Dec 2019	Richard Staniforth Tel: 01246 345456 richard.staniforth@chesterfield.gov.uk	Public	No
Key Decision 899	Amended Tenants Incentive Scheme Policy An update to TIS policy following review.	Cabinet	Cabinet Member - Housing	17 Dec 2019	Carl Griffiths Housing Options Manager carl.griffiths@chesterfield.gov.uk	Public	No
Key Decision 901	Markham Vale Enterprise Zone - Business Rates To determine how the business rate income from the Markham Vale Enterprise Zone will be allocated from 1 April, 2020.	Cabinet Council	Leader Leader	3 Dec 2019 18 Dec 2019	Neil Johnson Assistant Director - Economic Growth Manager Tel: 01246 345241 neil.johnson@chesterfield.gov.uk	Public	No
Key Decision 902	Housing Strategy 2019-2023 Adoption of the Housing Strategy 2019-2023	Cabinet Council	Cabinet Member - Housing Cabinet Member - Housing	3 Dec 2019 18 Dec 2019	James Crouch Tel: 01246 345150 james.crouch@chesterfield.gov.uk	Public	No
Key Decision 903	Internal Audit Consortium Progress Report 2019/20 and Draft Business Plan 2020/21 Internal Audit Consortium Progress Report 2019/20 and Draft Business Plan 2020/21	Joint Board	Cabinet Member - Governance	17 Mar 2020	Jenny Williams Tel: 01246 345468 jenny.williams@chesterfield.gov.uk	Public	No

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Key Decision 904	General Fund Revenue Budget Summary To provide Cabinet with an update on the development of the General Fund Revenue Budget for 2020/21 and future years.	Cabinet	Deputy Leader	17 Dec 2019	Richard Staniforth Tel: 01246 345456 richard.staniforth@chesterfield.gov.uk	Public	No
Key Decision 905	Local Council Tax Support Scheme To gain approval for the Local Council Tax Support (LCTS) scheme to apply in 2020/21.	Cabinet Council	Cabinet Member - Business Transformation and Customers Cabinet Member - Business Transformation and Customers	3 Dec 2019 18 Dec 2019	Richard Staniforth Tel: 01246 345456 richard.staniforth@chesterfield.gov.uk	Public	No
Key Decision 906	Collection Fund Revised Estimates 2019/20 To agree the revised estimate of the surplus or deficit on the Collection Fund for 2019/20 so that it can be shared amongst the major precepting authorities in 2020/21.	Cabinet	Deputy Leader	14 Jan 2020	Richard Staniforth Tel: 01246 345456 richard.staniforth@chesterfield.gov.uk	Public	No
Key Decision 907	Sheltered Housing Investment Update	Cabinet	Cabinet Member - Housing	17 Dec 2019	Vanessa Watson Asset management and programmed works manager Tel: 01246 345135 vanessa.watson@chesterfield.gov.uk	Exempt 3	No

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Key Decision 908	Outdoor Sports and Leisure Fees and Charges 2020/21	Cabinet	Cabinet Member - Health and Wellbeing	3 Dec 2019	Shirley Hallam Environmental Services Manager shirley.hallam@chesterfield.gov.uk	Public	No
Key Decision 909	Chesterfield Markets Fees and Charges 2020/21	Cabinet	Cabinet Member - Town Centres and Visitor Economy	3 Dec 2019	Andy Bond Tel: 01246 345991 andy.bond@chesterfield.gov.uk	Public	No
Key Decision 910	Car Parks Fees and Charges 2020/21	Cabinet	Cabinet Member - Town Centres and Visitor Economy	3 Dec 2019	Andy Bond Tel: 01246 345991 andy.bond@chesterfield.gov.uk	Public	No
Key Decision 911	Cemeteries Fees and Charges 2020/21	Cabinet	Cabinet Member - Health and Wellbeing	3 Dec 2019	Ross Fawbert ross.fawbert@chesterfield.gov.uk	Public	No
Key Decision 912	Sport and Leisure Fees and Charges 2020/21	Cabinet	Cabinet Member - Health and Wellbeing	3 Dec 2019	Christopher Wright christopher.wright@chesterfield.gov.uk	Public	No
Key Decision 913	Environmental Health Fees and Charges 2020/21	Cabinet	Cabinet Member - Health and Wellbeing	3 Dec 2019	Esther Thelwell Senior Environmental Health Officer esther.thelwell@moderngov.co.uk	Public	No
Key Decision 914	Annual Housing Revenue Account (HRA) rent and service charge setting review	Cabinet	Cabinet Member - Housing	14 Jan 2020	James Crouch Tel: 01246 345150 james.crouch@chesterfield.gov.uk	Public	No

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Key Decision 915	People Plan Approval of the Council's Workforce Strategy	Cabinet Council	Cabinet Member - Business Transformation and Customers Cabinet Member - Business Transformation and Customers	17 Dec 2019 18 Dec 2019	Rachel O'Neil Assistant Director - Customers, Commissioning and Change Manager rachel.oneil@chesterfield.gov.uk	Public	No
Key Decision 916	Housing Revenue Account (HRA) - Budget 2020/21 to 2024/25 To consider the HRA revenue budgets for 2020/21 to 2024/25	Cabinet Council	Cabinet Member - Housing Cabinet Member - Housing	25 Feb 2020 26 Feb 2020	Steve Spencer Tel: 01246 345454 steve.spencer@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 Dec 2019		Exempt 1, 3 Information relating to an individual Information relating to financial affairs	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 Dec 2019	Christopher Oakes Tel: 01246 345346 christopher.oakes@chesterfield.gov.uk	Exempt 3 Information relating to financial or business affairs	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 Dec 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 Dec 2019	Helen Fox Tel: 01246 345452 helen.fox@chesterfield.gov.uk	Exempt 3	No
Non-Key 375	Review of Assets and Reserves	Chesterfield and District Joint Crematorium Committee	Cabinet Member - Health and Wellbeing	16 Dec 2019	Ross Fawbert ross.fawbert@chesterfield.gov.uk	Exempt 3	No
Non-Key 376	Bereavement Service Manager's Report	Chesterfield and District Joint Crematorium Committee	Cabinet Member - Health and Wellbeing	16 Dec 2019	Ross Fawbert ross.fawbert@chesterfield.gov.uk	Exempt 3	No

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Non-Key 377	Property Procurement and Contract Law Team Staffing To review the staffing structure and capacity within legal services, specifically relating to the work carried out by the Property Procurement and Contracts Law Team.	Joint Cabinet and Employment & General Committee	Cabinet Member - Governance	3 Dec 2019	Vicky Difelice Tel: 01246 345312 vicky.difelice@chesterfield.gov.uk	Public	No
Non-Key 378	Venues Management Staffing To recommend for approval the appointment of an additional assistant premises manager	Joint Cabinet and Employment & General Committee	Cabinet Member - Town Centres and Visitor Economy	3 Dec 2019	Anthony Radford Tel: 01246 345339 anthony.radford@chesterfield.gov.uk	Public	No
Non Key Decisions							
Non-Key 156	Local List of Heritage Assets Report recommending that the Council adopt a Local List of Heritage Assets. This is a locally derived list of primarily local buildings which are considered to have some special local or historic interest.	Cabinet	Cabinet Member - Economic Growth	12 Nov 2019	Scott Nicholas Tel: 01246 345796 scott.nicholas@chesterfield.gov.uk	Public	No
Non-Key 157	Summary of Internal Audit Reports Issued A summary of the internal audit reports issued in 2019/20	Standards and Audit Committee	Cabinet Member - Governance	27 Nov 2019	Jenny Williams Tel: 01246 345468 jenny.williams@chesterfield.gov.uk	Public	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 159	2018/19 Annual Governance Statement Action Plan Update An assessment made of the progress towards implementing the 2018/19 Annual Governance Statement Action Plan	Standards and Audit Committee	Cabinet Member - Governance	5 Feb 2020	Jenny Williams Tel: 01246 345468 jenny.williams@chesterfield.gov.uk	Public	No
Non-Key 160	Summary of Internal Audit Reports Issued Summary of Internal Audit Reports Issued	Standards and Audit Committee	Cabinet Member - Governance	5 Feb 2020	Jenny Williams Tel: 01246 345468 jenny.williams@chesterfield.gov.uk	Public	No
Non-Key 161	CBC Internal Audit Plan 2020-2021 To present the Internal Audit Plan for 20.21	Standards and Audit Committee	Cabinet Member - Governance	22 Apr 2020	Jenny Williams Tel: 01246 345468 jenny.williams@chesterfield.gov.uk	Public	No
Non-Key 162	Outstanding Internal Audit Recommendations Details of outstanding internal audit recommendations	Standards and Audit Committee	Cabinet Member - Governance	22 Apr 2020	Jenny Williams Tel: 01246 345468 jenny.williams@chesterfield.gov.uk	Public	No
Non-Key 163	Summary of Internal Audit Reports Issued Summary of internal audit reports issued	Standards and Audit Committee	Cabinet Member - Governance	22 Apr 2020	Jenny Williams Tel: 01246 345468 jenny.williams@chesterfield.gov.uk	Public	No
Non-Key 164	Review of the Code of Corporate Governance and the Annual Governance Statement Review of the Code of Corporate Governance and the Annual Governance Statement	Standards and Audit Committee	Cabinet Member - Governance	22 Apr 2020	Jenny Williams Tel: 01246 345468 jenny.williams@chesterfield.gov.uk	Public	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 165	Calculation of Tax Base 2020/21 To approve the Tax Base calculation for 2020/21.	Employment and General Committee		27 Jan 2020	Richard Staniforth Tel: 01246 345456 richard.staniforth@chesterfield.gov.uk	Public	No
Non-Key 166	Non-Domestic Rates Estimates for 2020/21 To approve the National Non-Domestic Rates (NNDR) estimates and NNDR1 Return for 2020/21.	Employment and General Committee		27 Jan 2020	Richard Staniforth Tel: 01246 345456 richard.staniforth@chesterfield.gov.uk	Public	No
Non-Key 167	Housing Delivery Test 2018-19 Report on the publication of the Housing Delivery Test Results for Chesterfield and the council's response.	Cabinet	Cabinet Member - Economic Growth	4 Feb 2020	Alan Morey Tel: 01246 345371 alan.morey@chesterfield.gov.uk	Public	No
Non-Key 169	Recycling of Metals - Donation to Charity Report	Chesterfield and District Joint Crematorium Committee	Cabinet Member - Health and Wellbeing	16 Dec 2019	Ross Fawbert ross.fawbert@chesterfield.gov.uk	Public	No
Non-Key 170	Estimates of Revenue Expenditure for Years Ending 31 March 2020 Onwards	Chesterfield and District Joint Crematorium Committee	Cabinet Member - Health and Wellbeing	16 Dec 2019	David Corker Tel: 01246 345469 david.corker@chesterfield.gov.uk	Public	No