

CHESTERFIELD BOROUGH COUNCIL FORWARD PLAN  
FOR THE FOUR MONTH PERIOD 1 JANUARY 2020 TO 30 APRIL 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](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.

**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](http://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
<b>Key Decisions</b>							
Key Decision 398	<b>Sale of CBC Land/Property</b>	Cabinet Member for Economic Growth	Cabinet Member - Economic Growth	Not before 2nd Jan 2020	Matthew Sorby Tel: 01246 345800 matthew.sorby@chesterfield.gov.uk	Exempt 3	No
Key Decision 584	<b>Purchase of Property under Strategic Acquisitions and Right of First Refusal Policy</b>	Assistant Director - Housing	Cabinet Member for Housing	Not before 2nd Jan 2020	James Crouch Tel: 01246 345150 james.crouch@chesterfield.gov.uk	Exempt 3	No
Key Decision 870	<b>HS2 Station Master Plan</b>	Cabinet	Leader	17 Mar 2020	Jonathon Little jonathon.little@chesterfield.gov.uk	Public	No
Key Decision 879	<b>The Arvato Public Private Partnership</b> 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	14 Jan 2020	Rachel O'Neil Assistant Director - Customers, Commissioning and Change Manager rachel.oneil@chesterfield.gov.uk	Exempt 4	No
Key Decision 899	<b>Amended Tenants Incentive Scheme Policy</b> An update to TIS policy following review.	Cabinet	Cabinet Member - Housing	25 Feb 2020	Carl Griffiths Housing Options Manager carl.griffiths@chesterfield.gov.uk	Public	No

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Key Decision 903	<b>Internal Audit Consortium Progress Report 2019/20 and Draft Business Plan 2020/21</b> 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
Key Decision 906	<b>Collection Fund Revised Estimates 2019/20</b> 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 914	<b>Annual Housing Revenue Account (HRA) rent and service charge setting review</b>	Cabinet	Cabinet Member - Housing	14 Jan 2020	James Crouch Tel: 01246 345150 james.crouch@chesterfield.gov.uk	Public	No
Key Decision 916	<b>Housing Revenue Account (HRA) - Budget 2020/21 to 2024/25</b> To consider the HRA revenue budgets for 2020/21 to 2024/25	Cabinet Council	Cabinet Member - Housing	25 Feb 2020 26 Feb 2020	Steve Spencer Tel: 01246 345454 steve.spencer@chesterfield.gov.uk	Public	No
Key Decision 917	<b>Land acquisition - Station Masterplan area</b>	Cabinet	Leader	4 Feb 2020	Jonathon Little jonathon.little@chesterfield.gov.uk	Exempt 3	No
Key Decision 918	<b>Land to the rear of 73a Sheffield Road</b> Release of restrictive covenant	Cabinet Member for Economic Growth	Cabinet Member - Economic Growth	Not before 1st Jan 2020	Linda Martin Tel: 01246 345445 linda.martin@chesterfield.gov.uk	Exempt 3	No

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Key Decision 918	<b>Play Strategy 2019-2024</b>	Cabinet	Cabinet Member - Health and Wellbeing	25 Feb 2020	John Ramsey Tel: 01246 345097 john.ramsey@chesterfield.gov.uk	Public	No
Key Decision 919	<b>Chesterfield Borough Local Plan - Consultation on Main Modifications</b> To gain approval for the next stage of the Local Plan process which is to undertake formal consultation on modifications to the plan emerging from the hearing sessions undertaken in October/November 2019.	Cabinet	Cabinet Member - Economic Growth	25 Feb 2020	Alan Morey Tel: 01246 345371 alan.morey@chesterfield.gov.uk	Public	No
Key Decision 920	<b>Approval of the Council Plan 2019 - 2023 Delivery Plan for 2020/21</b> Council Plan Delivery Plan setting out the key milestones and measures for 2020/21.	Cabinet Council	Deputy Leader	25 Feb 2020 26 Feb 2020	Donna Reddish Assistant Director - Policy and Communications Manager Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Public	No
Key Decision 921	<b>Modern Slavery Statement 2020/21</b> Updated Modern Slavery Statement for 2020/21.	Cabinet	Cabinet Member - Health and Wellbeing	25 Feb 2020	Donna Reddish Assistant Director - Policy and Communications Manager Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Public	No

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Key Decision 922	<b>Safeguarding Policy and Procedures</b> Updated Safeguarding Policy and Procedures	Cabinet	Cabinet Member - Health and Wellbeing	25 Feb 2020	Donna Reddish Assistant Director - Policy and Communications Manager Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Public	No
Non-Key 923	<b>Elected Members Parental Leave Policy</b> Parental leave policy for elected members	Cabinet Council	Cabinet Member - Governance	25 Feb 2020 26 Feb 2020	Donna Reddish Assistant Director - Policy and Communications Manager Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Public	No
Key Decision 924	<b>Community Right to Bid application - Barrow Hill Memorial Hall</b> Application to list as a asset of community value under the Localism Act 2011 Community Right to Bid provisions.	Cabinet Member for Economic Growth	Cabinet Member - Economic Growth	Before 14 Feb 2020	Donna Reddish Assistant Director - Policy and Communications Manager Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Public	No
Key Decision 925	<b>Town Hall refurbishment</b>	Cabinet Council	Cabinet Member - Business Transformation and Customers	25 Feb 2020 26 Feb 2020	Karen Brown Tel: 01246 345293 karen.brown@chesterfield.gov.uk	Public	No



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Key Decision 926	<b>Council Tax 2020/21</b> To set the Council's own Council Tax for 2019/20.  To set the aggregate amounts of Council Tax for 2019/20, including all of the precepting authorities, for each area/category of dwelling within the Borough in accordance with requirements of the Local Government Finance Act 1992.	Council	Leader	26 Feb 2020	Richard Staniforth Tel: 01246 345456 richard.staniforth@chesterfield.gov.uk	Public	No
Key Decision 927	<b>2020/21 Budget &amp; Medium Term Financial Plan</b> To consider the General Fund budget report and to make recommendations to the full Council on the budget allocations and council tax level for 2020/21	Cabinet  Council	Deputy Leader	25 Feb 2020  26 Feb 2020	Richard Staniforth Tel: 01246 345456 richard.staniforth@chesterfield.gov.uk	Public	No
Key Decision 928	<b>Housing Repairs Budget 2020/21</b> To agree the detailed Housing repairs budget for 2020/21	Cabinet	Cabinet Member - Housing	25 Feb 2020	Dean Epton Assistant Director - Commercial Services Manager dean.epton@chesterfield.gov.uk	Public	No
Key Decision 929	<b>Housing Capital Programme: 2020/21 to 2024/25</b> To seek approval for the HRA capital programme for 2020/21 to 2024/25	Cabinet  Council	Cabinet Member - Housing	25 Feb 2020  26 Feb 2020	Assistant Director - Housing  Vanessa Watson Asset management and programmed works manager Tel: 01246 345135 vanessa.watson@chesterfield.gov.uk	Public	No

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Key Decision 930	<b>Building Cleaning DSO Business Plan 2020/21</b> To enable Cabinet to consider the Business Plan for 2020/21 for the Building Cleaning DSO	Cabinet	Cabinet Member - Health and Wellbeing	17 Mar 2020	John Hassall john.hassall@chesterfield.gov.uk	Exempt 3	No
Key Decision 931	<b>Landscape and Streetscene Services Business Plan 2020/21</b> To enable Cabinet to consider the Business Plan for Landscape and Streetscene Services (SpirePride) DSO for 2020/21.	Cabinet	Cabinet Member - Health and Wellbeing	17 Mar 2020	John Hassall john.hassall@chesterfield.gov.uk	Exempt 3	No
Key Decision 932	<b>Security Services Business Plan 2020/21</b> To enable Cabinet to consider the Business Plan for Security Services for 2020/21	Cabinet	Cabinet Member - Town Centres and Visitor Economy	17 Mar 2020	Paula Clayton paula.clayton@chesterfield.gov.uk	Exempt 3	No
Key Decision 933	<b>General Fund Capital Programme 2020/21</b> To approve the General Fund Capital Programme for 2020/21	Cabinet Council	Deputy Leader	25 Feb 2020 26 Feb 2020	Karen Ludditt karen.ludditt@chesterfield.gov.uk	Public	No
Key Decision 934	<b>Treasury Management Strategy 2020/21</b> To approve the Treasury Management Strategy Statement, Capital Strategy, Investment Strategy and Minimum Revenue Provision Policy for 2020/21.	Standards and Audit Committee Council	Deputy Leader	5 Feb 2020 26 Feb 2020	Karen Ludditt karen.ludditt@chesterfield.gov.uk	Public	No

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Key Decision 935	<b>Lease of Brimington Bowling Green</b> Proposal of a 25 year lease to be granted to Brimington Bowling Club	Cabinet Member for Economic Growth	Cabinet Member - Economic Growth	10 Feb 2020	Andrew Fearn andrew.fearn@chesterfield.gov.uk	Public	No
Key Decision 936	<b>Acquisition of commercial office at Chesterfield Waterside</b>	Cabinet Council	Cabinet Member - Economic Growth	4 Feb 2020 26 Feb 2020	Neil Johnson Assistant Director - Economic Growth Manager Tel: 01246 345241 neil.johnson@chesterfield.gov.uk	Exempt 3	No
Key Decision 937	<b>Stephenson Memorial Hall Refurbished Options Procurement</b>	Cabinet Member for Town Centres and Visitor Economy	Cabinet Member - Town Centres and Visitor Economy	14 Jan 2020	Anthony Radford Tel: 01246 345339 anthony.radford@chesterfield.gov.uk	Exempt 3	Yes
Key Decision 937	<b>Snooker Competition at the Winding Wheel Theatre</b>	Cabinet	Cabinet Member - Town Centres and Visitor Economy	25 Feb 2020	Anthony Radford Tel: 01246 345339 anthony.radford@chesterfield.gov.uk	Exempt 3	No
Key Decision 937	<b>Operational Services Department (OSD) Business Plan 2020/21</b> To enable Cabinet to consider the Operational Services Department (OSD) Business Plan for 2020/21	Cabinet	Cabinet Member - Housing	17 Mar 2020	Steve Spencer Tel: 01246 345454 steve.spencer@chesterfield.gov.uk	Exempt 3	No

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Key Decision 938	<b>Request to write off Business Rates account</b> Request to write off Business Rates account over £50,000 to be agreed by Cabinet	Cabinet	Cabinet Member - Business Transformation and Customers	25 Feb 2020	Jane Abell jane.abell@chesterfield.gov.uk	Exempt 3	No
Key Decision 939	<b>Climate Change Action Plan</b>	Council	Deputy Leader	26 Feb 2020	Ian Waller Assistant Director, Health and Wellbeing ian.waller@chesterfield.gov.uk	Public	No
Key Decision 940	<b>Senior Pay Policy</b>	Cabinet Council	Cabinet Member - Business Transformation and Customers	25 Feb 2020 26 Feb 2020	Kate Harley Kate.Harley@Chesterfield.gov.uk	Public	No
<b>Private Items (Non Key Decisions)</b>							
Non-Key 363	<b>Application for Home Repairs Assistance</b>	Cabinet Member for Housing	Cabinet Member for Housing	Not before 2nd Jan 2020		Exempt 1, 3	No
Non-Key 367	<b>Lease of Commercial and Industrial Properties</b>	Cabinet Member for Economic Growth	Cabinet Member - Economic Growth	Not before 2nd Jan 2020	Christopher Oakes Tel: 01246 345346 christopher.oakes@chesterfield.gov.uk	Exempt 3	No

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Non-Key 368	<b>Application for Discretionary Rate Relief</b>	Cabinet Member for Business Transformation and Customers	Cabinet Member for Business Transformation and Customers	Not before 2nd Jan 2020	Damon Bruce Head of Customer Services damon.bruce@arvato.co.uk	Exempt	No
Non-Key 374	<b>Outstanding debts for write off</b>	Cabinet Member for Business Transformation and Customers	Cabinet Member for Business Transformation and Customers	Not before 2nd Jan 2020	Helen Fox Tel: 01246 345452 helen.fox@chesterfield.gov.uk	Exempt 3	No

### Non Key Decisions

Non-Key 159	<b>2018/19 Annual Governance Statement Action Plan Update</b> 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	<b>Summary of Internal Audit Reports Issued</b> 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	<b>CBC Internal Audit Plan 2020-2021</b> 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

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 162	<b>Outstanding Internal Audit Recommendations</b> 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	<b>Summary of Internal Audit Reports Issued</b> 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	<b>Review of the Code of Corporate Governance and the Annual Governance Statement</b> 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
Non-Key 165	<b>Calculation of Tax Base 2020/21</b> 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	<b>Non-Domestic Rates Estimates for 2020/21</b> 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	<b>Housing Delivery Test 2018-19</b> Report on the publication of the Housing Delivery Test Results for Chesterfield and the council's response.	Cabinet	Cabinet Member - Economic Growth	25 Feb 2020	Alan Morey Tel: 01246 345371 alan.morey@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 168	<b>Annual Report - Standards of Conduct</b>	Standards and Audit Committee	Cabinet Member - Governance	5 Feb 2020	Gerard Rogers Tel: 01246 345310 gerard.rogers@chesterfield.gov.uk	Public	No
Non-Key 169	<b>CIPFA Fraud and Corruption Tracker Survey 2019</b> A summary of the results of CIPFA's annual fraud survey	Standards and Audit Committee	Cabinet Member - Governance	5 Feb 2020	Jenny Williams Tel: 01246 345468 jenny.williams@chesterfield.gov.uk	Public	No
Non-Key 170	<b>National Fraud Initiative</b> A summary of the results of the 2018/19 National Fraud Initiative	Standards and Audit Committee	Cabinet Member - Governance	5 Feb 2020	Jenny Williams Tel: 01246 345468 jenny.williams@chesterfield.gov.uk	Public	No
Non-Key 171	<b>Civic Arrangements 2020/21</b> To confirm the arrangements for the annual council meeting, civic dinner and civic service 2019.	Cabinet Council	Cabinet Member - Governance	25 Feb 2020 26 Feb 2020	Rachel Appleyard Senior Democratic and Scrutiny Officer Tel: 01246 345277 rachel.appleyard@chesterfield.gov.uk	Public	No