

CHESTERFIELD BOROUGH COUNCIL FORWARD PLAN
FOR THE FOUR MONTH PERIOD 1 APRIL 2020 TO 31 JULY 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	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 Mar 2020	Matthew Sorby Tel: 01246 345800 matthew.sorby@chesterfield.gov.uk	Exempt 3	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 Mar 2020	James Crouch Tel: 01246 345150 james.crouch@chesterfield.gov.uk	Exempt 3	No
Key Decision 870	HS2 Station Master Plan	Cabinet	Leader	14 Jul 2020	Jonathon Little jonathon.little@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
Key Decision 918	Play Strategy 2019-2024	Cabinet Council	Cabinet Member - Health and Wellbeing Cabinet Member - Health and Wellbeing	30 Jun 2020 15 Jul 2020	John Ramsey Tel: 01246 345097 john.ramsey@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
Key Decision 921	Modern Slavery Statement 2020/21 Updated Modern Slavery Statement for 2020/21.	Cabinet	Cabinet Member - Health and Wellbeing	17 Mar 2020	Donna Reddish Assistant Director - Policy and Communications Manager Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Public	No
Key Decision 922	Safeguarding Policy and Procedures Updated Safeguarding Policy and Procedures	Cabinet	Cabinet Member - Health and Wellbeing	17 Mar 2020	Donna Reddish Assistant Director - Policy and Communications Manager Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Public	No
Key Decision 925	Town Hall refurbishment	Cabinet Council	Cabinet Member - Business Transformation and Customers Cabinet Member - Business Transformation and Customers	28 Apr 2020 29 Apr 2020	Karen Brown Tel: 01246 345293 karen.brown@chesterfield.gov.uk	Public	No
Key Decision 930	Building Cleaning DSO Business Plan 2020/21 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

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 Decision 931	Landscape and Streetscene Services Business Plan 2020/21 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	Security Services Business Plan 2020/21 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 935	Lease of Brimington Bowling Green Proposal of a 25 year lease to be granted to Brimington Bowling Club	Cabinet Member for Economic Growth	Cabinet Member - Economic Growth	Not before 1st Mar 2020	Andrew Fearn andrew.fearn@chesterfield.gov.uk	Public	No
Key Decision 936	Snooker Competition at the Winding Wheel Theatre	Cabinet	Cabinet Member - Town Centres and Visitor Economy	17 Mar 2020	Anthony Radford Tel: 01246 345339 anthony.radford@chesterfield.gov.uk	Exempt 3	No
Key Decision 937	Operational Services Department (OSD) Business Plan 2020/21 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

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 Decision 942	Consideration of continuing the listing of the Wellington Hotel as an asset of community value In 2015 the Wellington Hotel was listed as a community asset under the Localism Act provisions. This now needs to be reviewed.	Cabinet Member for Economic Growth	Cabinet Member for Economic Growth	Not before 1st Mar 2020	Donna Reddish Assistant Director - Policy and Communications Manager Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Public	No
Key Decision 943	North Derbyshire Rough Sleeper Strategy 2020-2021 A new strategy to provide a structure and action plan to partnership work focussed on assisting rough sleepers.	Cabinet	Cabinet Member - Housing	17 Mar 2020	Carl Griffiths Housing Options Manager carl.griffiths@chesterfield.gov.uk	Public	No
Key Decision 944	Environmental Services Fees and Charges 2020/21 To set the fees and charges for waste management from 1 April 2020.	Cabinet	Cabinet Member - Health and Wellbeing	17 Mar 2020	Shirley Hallam Environmental Services Manager shirley.hallam@chesterfield.gov.uk	Public	No
Key Decision 945	Loan to Staveley Town Council Loan to Staveley Town Council	Cabinet	Deputy Leader	17 Mar 2020	Richard Staniforth Tel: 01246 345456 richard.staniforth@chesterfield.gov.uk	Exempt 3	No
Key Decision 946	Budget Monitoring Report - Period 10	Chesterfield and District Joint Crematorium Committee	Cabinet Member - Health and Wellbeing	23 Mar 2020	David Corker Tel: 01246 345469 david.corker@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
Key Decision 947	Christmas Lights interim report	Cabinet	Cabinet Member - Town Centres and Visitor Economy	28 Apr 2020	Alyson Barnes alyson.barnes@chesterfield.gov.uk	Public	No
Key Decision 949	Asset Management Strategy	Cabinet Council	Cabinet Member - Economic Growth	7 Apr 2020 29 Apr 2020	Rachel O'Neil Assistant Director - Customers, Commissioning and Change Manager rachel.oneil@chesterfield.gov.uk	Public	No
Key Decision 950	Noise Policy Policy document setting out how the noise service will be delivered, including what customers can expect from CBC/Environmental Health and what we need from customers to investigate their complaint.	Cabinet	Cabinet Member - Health and Wellbeing	28 Apr 2020	Esther Thelwell Senior Environmental Health Officer esther.thelwell@moderngov.co.uk	Public	No
Key Decision 951	Proposals for the Restructure of the Corporate Management Team	Joint Cabinet and Employment & General Committee	Leader	7 Apr 2020	Adrian McCormick, Christine Durrant Executive Director ade.mccormick@chesterfield.gov.uk, Executive Director christine.durrant@chesterfield.gov.uk	Exempt 4	No
Key Decision 951	Covid 19 - Urgent changes to delegation scheme To enable members to agree revised decision-making structures during emergencies, such as the Covid-19 pandemic.	Standards and Audit Committee	Cabinet Member - Governance	19 Mar 2020	Gerard Rogers Tel: 01246 345310 gerard.rogers@chesterfield.gov.uk	Public	Yes

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 Decision 952	Business Rates Retail Relief 2020/21 - Local Discretionary Scheme	Deputy Leader	Leader	Not before 24th Mar 2020	Richard Staniforth, Helen Fox Tel: 01246 345456 richard.staniforth@chesterfield.gov.uk, Tel: 01246 345452 helen.fox@chesterfield.gov.uk	Public	Yes
Key Decision 953	Housing Benefit - receiving electronic forms	Cabinet Member for Business Transformation and Customers	Cabinet Member - Business Transformation and Customers	Not before 26th Mar 2020	Rachel O'Neil Assistant Director - Customers, Commissioning and Change Manager rachel.oneil@chesterfield.gov.uk	Public	Yes
Private Items (Non Key Decisions)							
Non-Key 363	Application for Home Repairs Assistance	Cabinet Member for Housing	Cabinet Member for Housing	Not before 1st Mar 2020		Exempt 1, 3	No
Non-Key 367	Lease of Commercial and Industrial Properties	Cabinet Member for Economic Growth	Cabinet Member - Economic Growth	Not before 1st Mar 2020	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 Mar 2020	Damon Bruce Head of Customer Services damon.bruce@arvato.co.uk	Exempt	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 374	Outstanding debts for write off	Cabinet Member for Business Transformation and Customers	Cabinet Member for Business Transformation and Customers	Not before 1st Mar 2020	Helen Fox Tel: 01246 345452 helen.fox@chesterfield.gov.uk	Exempt 3	No
Non-Key 375	Bereavement Services Risk Register Report	Chesterfield and District Joint Crematorium Committee	Cabinet Member - Health and Wellbeing	23 Mar 2020	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	23 Mar 2020	Ross Fawbert ross.fawbert@chesterfield.gov.uk	Exempt 3	No

Non Key Decisions

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 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	Cabinet Standards and Audit Committee	Cabinet Member - Governance Cabinet Member - Governance	7 Apr 2020 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 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	28 Apr 2020	Alan Morey Tel: 01246 345371 alan.morey@chesterfield.gov.uk	Public	No