

CHESTERFIELD BOROUGH COUNCIL FORWARD PLAN
FOR THE FOUR MONTH PERIOD 1 JUNE 2020 TO 30 SEPTEMBER 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 2020/21

<u>Cabinet</u>	<u>Council</u>
9 June 2020 23 June 2020*	
14 July 2020	15 July 2020
8 September 2020* 29 September 2020	
20 October 2020*	14 October 2020
10 November 2020	
1 December 2020* 15 December 2020	16 December 2020
12 January 2021*	
2 February 2021 23 February 2021*	24 February 2021
16 March 2021	
13 April 2021*	28 April 2021
4 May 2021 25 May 2021*	12 May 2021
*Joint Cabinet and Employment and General Committee	

Cabinet members and their portfolios are as follows:	
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

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 May 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 May 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 925	Town Hall refurbishment	Cabinet Council	Cabinet Member - Business Transformation and Customers	14 Jul 2020 15 Jul 2020	Karen Brown Tel: 01246 345293 karen.brown@chesterfield.gov.uk	Public	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 May 2020	Andrew Fearn andrew.fearn@chesterfield.gov.uk	Public	No
Key Decision 947	Christmas Lights interim report	Cabinet	Cabinet Member - Town Centres and Visitor Economy	9 Jun 2020	Alyson Barnes alyson.barnes@chesterfield.gov.uk	Public	No

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Key Decision 951	Housing Revenue Account (HRA) - Final Accounts 2019/20 To report on the revenue outturn for 2019/20 and to provide explanations of significant variations from the revised estimates approved by Cabinet on 25th February 2020.	Cabinet	Cabinet Member - Housing	9 Jun 2020	Helen Fox, Steve Spencer Tel: 01246 345452 helen.fox@chesterfield.gov.uk, Tel: 01246 345454 steve.spencer@chesterfield.gov.uk	Public	No
Key Decision 952	General Fund Budget Outturn Report 2019/20 To report on the General Fund Revenue and Capital Outturns for 2019/20, provide details of significant variations from the revised estimates and consider carry forward requests.	Cabinet Council	Deputy Leader	9 Jun 2020 15 Jul 2020	Richard Staniforth Tel: 01246 345456 richard.staniforth@chesterfield.gov.uk	Public	No
Key Decision 953	Accounts for the Year ended 31st March, 2020	Chesterfield and District Joint Crematorium Committee	Cabinet Member - Health and Wellbeing	5 Jun 2020	David Corker Tel: 01246 345469 david.corker@chesterfield.gov.uk	Public	No
Key Decision 954	Bereavement Services Manager's Report To inform the Committee of recent work and events at the Crematorium.	Chesterfield and District Joint Crematorium Committee	Cabinet Member - Health and Wellbeing	5 Jun 2020	Ross Fawbert ross.fawbert@chesterfield.gov.uk	Exempt 3	No
Key Decision 955	Bereavement Services Risk Register Report To inform the committee of the risk management position at the Crematorium.	Chesterfield and District Joint Crematorium Committee	Cabinet Member - Health and Wellbeing	5 Jun 2020	Ross Fawbert ross.fawbert@chesterfield.gov.uk	Exempt 3	No

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Key Decision 956	COVID 19 Update Report	Chesterfield and District Joint Crematorium Committee	Cabinet Member - Health and Wellbeing	5 Jun 2020	Ross Fawbert ross.fawbert@chesterfield.gov.uk	Public	No
Key Decision 957	Community Infrastructure Levy (CIL) Expenditure To authorise expenditure of accumulated CIL receipts.	Cabinet	Cabinet Member - Economic Growth	9 Jun 2020	Alan Morey Tel: 01246 345371 alan.morey@chesterfield.gov.uk	Public	No
Key Decision 958	Chesterfield Borough Local Plan To consider the Inspector's report into, and the adopt the new Local Plan for the borough.	Council	Cabinet Member - Economic Growth	15 Jul 2020	Alan Morey Tel: 01246 345371 alan.morey@chesterfield.gov.uk	Public	No
Key Decision 959	Month 2 Budget Monitoring 2020/21 & Updated Medium Term Financial Plan To provide the Council with an update on the budget position at the end of month 2.	Cabinet Council	Deputy Leader	23 Jun 2020 15 Jul 2020	Richard Staniforth Tel: 01246 345456 richard.staniforth@chesterfield.gov.uk	Public	No
Key Decision 960	Consideration of the use of the Coronavirus Job Retention Scheme	Joint Cabinet and Employment & General Committee	Deputy Leader, Cabinet Member - Business Transformation and Customers	9 Jun 2020	Kate Harley Kate.Harley@Chesterfield.gov.uk	Public	Yes

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Key Decision 961	The Arvato Public Private Partnership Arrangement	Joint Cabinet and Employment & General Committee	Cabinet Member - Business Transformation and Customers	9 Jun 2020	Rachel O'Neil Assistant Director - Customers, Commissioning and Change Manager rachel.oneil@chesterfield.gov.uk	Exempt 3	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 May 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 May 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 May 2020	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 May 2020	Helen Fox Tel: 01246 345452 helen.fox@chesterfield.gov.uk	Exempt 3	No

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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	5 May 2020	Jenny Williams Tel: 01246 345468 jenny.williams@chesterfield.gov.uk	Public	No
Non-Key 169	Covid-19 - Remote meetings and other measures	Standards and Audit Committee	Cabinet Member - Governance	5 May 2020	Gerard Rogers Tel: 01246 345310 gerard.rogers@chesterfield.gov.uk	Public	No
Non-Key 170	Annual Performance Report - Council Plan Delivery Plan 2019 -2020 Annual Performance Management Report detailing progress on the Council Plan Delivery Plan for 2019/20.	Cabinet	Deputy Leader	23 Jun 2020	Donna Reddish Assistant Director - Policy and Communications Manager Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Public	No
Non-Key 171	Scrutiny Annual Report 2019/20	Overview and Performance Scrutiny Forum Council		2 Jul 2020 15 Jul 2020	Rachel Appleyard Senior Democratic and Scrutiny Officer Tel: 01246 345277 rachel.appleyard@chesterfield.gov.uk	Public	No
Key Decision 172	Update on Civic Arrangements 2020/21	Cabinet	Cabinet Member - Governance	9 Jun 2020	Rachel Appleyard Senior Democratic and Scrutiny Officer Tel: 01246 345277 rachel.appleyard@chesterfield.gov.uk	Public	No

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Non-Key 173	Equality and Diversity Annual Report To present the Council's Equality and Diversity Annual Report for 2019/2020 for consideration.	Cabinet Council	Cabinet Member - Governance	23 Jun 2020 15 Jul 2020	Allison Potter allison.potter@chesterfield.gov.uk	Public	No