

CHESTERFIELD BOROUGH COUNCIL FORWARD PLAN
FOR THE FOUR MONTH PERIOD 1 OCTOBER 2020 TO 31 JANUARY 2021

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 Sep 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 Sep 2020	James Crouch Tel: 01246 345150 james.crouch@chesterfield.gov.uk	Exempt 3	No
Key Decision 870	HS2 Station Master Plan	Cabinet	Leader	20 Oct 2020	Jonathon Little jonathon.little@chesterfield.gov.uk	Public	No
Key Decision 925	Town Hall capital expenditure	Cabinet Council	Cabinet Member - Business Transformation and Customers	29 Sep 2020 14 Oct 2020	Karen Brown Tel: 01246 345293 karen.brown@chesterfield.gov.uk	Public	No
Key Decision 966	Housing Services - Decant Policy	Cabinet	Cabinet Member - Housing	10 Nov 2020	James Crouch Tel: 01246 345150 james.crouch@chesterfield.gov.uk	Public	No

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Key Decision 970	Chesterfield Crematorium Fees and Charges 2020/2021	Chesterfield and District Joint Crematorium Committee	Cabinet Member - Health and Wellbeing	21 Sep 2020	Ross Fawbert ross.fawbert@chesterfield.gov.uk	Exempt 3	No
Key Decision 971	Risk Management Strategy and Annual Review To report on the Risk Management developments during 2019/20 and to update the Risk Management Policy, Strategy and the Corporate Risk Registers for 2020/21.	Council	Cabinet Member - Governance	14 Oct 2020	Karen Ludditt karen.ludditt@chesterfield.gov.uk	Public	No
Key Decision 972	Treasury Management Annual Report 2019/20 and Monitoring Report 2020/21 To consider the Annual Treasury Management Report for 2019/20 and to consider the treasury management activities for the first five months of 2020/21.	Council	Deputy Leader	14 Oct 2020	Karen Ludditt karen.ludditt@chesterfield.gov.uk	Public	No
Key Decision 973	Chesterfield Borough Covid19 Strategic and Community Recovery Approach	Cabinet	Leader, Cabinet Member - Health and Wellbeing	29 Sep 2020	Christine Durrant, Ian Waller Executive Director christine.durrant@chesterfield.gov.uk, Assistant Director, Health and Wellbeing ian.waller@chesterfield.gov.uk	Public	No

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Private Items (Non Key Decisions)							
Non-Key 363	Application for Home Repairs Assistance	Cabinet Member for Housing	Cabinet Member for Housing	Not before 1st Sep 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 Sep 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 Sep 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 Sep 2020	Helen Fox Tel: 01246 345452 helen.fox@chesterfield.gov.uk	Exempt 3	No
Non-Key 377	Changes to Member and Civic Support Staffing Proposal to increase the staff resource available for Member and Civic Support to respond to changing demand and responsibilities.	Joint Cabinet and Employment & General Committee	Cabinet Member - Governance	8 Sep 2020	Donna Reddish Assistant Director - Policy and Communications Manager Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Exempt 1	No

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Non-Key 379	Manager's Report	Chesterfield and District Joint Crematorium Committee	Cabinet Member - Health and Wellbeing	21 Sep 2020	Ross Fawbert ross.fawbert@chesterfield.gov.uk	Exempt 3	No
Non-Key 380	Update on the Derbyshire-wide Building Control Partnership	Joint Board	Cabinet Member - Economic Growth	22 Sep 2020	Neil Johnson Assistant Director - Economic Growth Manager Tel: 01246 345241 neil.johnson@chesterfield.gov.uk	Exempt 3	No
Non Key Decisions							
Non-Key 178	Annual Report to Tenants	Cabinet	Cabinet Member - Housing	8 Sep 2020	James Crouch Tel: 01246 345150 james.crouch@chesterfield.gov.uk	Public	No
Non-Key 179	COVID-19 Update	Chesterfield and District Joint Crematorium Committee	Cabinet Member - Health and Wellbeing	21 Sep 2020	Ross Fawbert ross.fawbert@chesterfield.gov.uk	Public 3	No
Non-Key 180	External Review of Internal Audit To provide Members with information in relation to the forthcoming review of internal audit	Joint Board Standards and Audit Committee	Cabinet Member - Governance	22 Sep 2020 23 Sep 2020	Jenny Williams Tel: 01246 345468 jenny.williams@chesterfield.gov.uk	Public	No

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Non-Key 181	Internal Audit Consortium Annual Report 2019/20	Joint Board	Cabinet Member - Governance	22 Sep 2020	Jenny Williams Tel: 01246 345468 jenny.williams@chesterfield.gov.uk	Public	No