

CHESTERFIELD BOROUGH COUNCIL FORWARD PLAN
FOR THE FOUR MONTH PERIOD 1 JANUARY 2021 TO 30 APRIL 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 21 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 Dean Collins
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 Jan 2021	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	Service Director - Housing	Cabinet Member for Housing	Not before 1st Jan 2021	James Crouch Tel: 01246 345150 james.crouch@chesterfield.gov.uk	Exempt 3	No
Key Decision 870	Chesterfield Railway Station Master Plan	Cabinet	Leader	2 Feb 2021	Alan Morey, Antony Wallace Tel: 01246 345371 alan.morey@chesterfield.gov.uk , Tel: 01246 345787 antony.wallace@chesterfield.gov.uk	Public	No
Key Decision 976	Procurement - future arrangements	Joint Cabinet and Employment & General Committee	Cabinet Member - Governance	12 Jan 2021	Rachel O'Neil Service Director - Digital, HR and Customer Services rachel.oneil@chesterfield.gov.uk	Exempt 3, 4	Yes
Key Decision 991	Modification of Off-Street Parking Places Order	Cabinet Member for Town Centres and Visitor Economy	Cabinet Member - Town Centres and Visitor Economy	Not before 3rd Dec 2020	Gerard Rogers Tel: 01246 345310 gerard.rogers@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 993	Annual Housing Revenue Account (HRA) rent and service charge setting review	Cabinet	Cabinet Member - Housing	12 Jan 2021	James Crouch Tel: 01246 345150 james.crouch@chesterfield.gov.uk	Public	No
Key Decision 995	East Midlands Network (Chesterfield) Air Quality Technical guidance document	Cabinet	Cabinet Member - Health and Wellbeing	12 Jan 2021	Esther Thelwell Senior Environmental Health Officer esther.thelwell@modern.gov.co.uk	Public	No
Key Decision 996	Collection Fund revised estimates	Cabinet	Deputy Leader	12 Jan 2021	Richard Staniforth Tel: 01246 345456 richard.staniforth@chesterfield.gov.uk	Public	No
Key Decision 997	Housing Delivery Test	Cabinet	Cabinet Member - Economic Growth	13 Apr 2021	Alan Morey Tel: 01246 345371 alan.morey@chesterfield.gov.uk	Public	No
Key Decision 998	General Fund Revenue Budget Summary	Cabinet	Deputy Leader	15 Dec 2020	Helen Fox Tel: 01246 345452 helen.fox@chesterfield.gov.uk	Public	No
Key Decision 999	Review of Community Infrastructure Levy (CIL) and Infrastructure Funding Statement	Cabinet	Cabinet Member - Economic Growth	2 Feb 2021	Alan Morey Tel: 01246 345371 alan.morey@chesterfield.gov.uk	Public	No

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Key Decision 1000	Operational Arrangements for the Enterprise Centres	Joint Cabinet and Employment & General Committee	Cabinet Member - Economic Growth	12 Jan 2021	Lynda Sharp Tel: 01246 345256 lynda.sharp@chesterfield.gov.uk	Exempt 3,4	No
Key Decision 1001	Commemorations review outcomes and consultation approval	Cabinet	Cabinet Member - Governance	12 Jan 2021	Donna Reddish Service Director - Corporate Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Public	No
Key Decision 1002	Senior Pay Policy	Cabinet Council	Cabinet Member - Business Transformation and Customers Cabinet Member - Business Transformation and Customers	23 Feb 2021 24 Feb 2021	Kate Harley Kate.Harley@Chesterfield.gov.uk	Public	No
Key Decision 1003	Hollis Lane Link Road Phase 1 Delivery	Cabinet	Leader	2 Feb 2021	Neil Johnson, Stephen Wenlock Service Director - Economic Growth Tel: 01246 345241 neil.johnson@chesterfield.gov.uk, stephen.wenlock@chesterfield.gov.uk	Exempt 3	No

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Key Decision 1004	2021/22 Budget and Medium Term Financial Plan	Cabinet Council	Deputy Leader Deputy Leader	23 Feb 2021 24 Feb 2021	Helen Fox Tel: 01246 345452 helen.fox@chesterfield.gov.uk	Public	No
Key Decision 1005	Council Tax for 2021/22	Cabinet Council	Leader Leader	23 Feb 2021 24 Feb 2021	Helen Fox Tel: 01246 345452 helen.fox@chesterfield.gov.uk	Public	No
Key Decision 1006	General Fund Capital Programme	Cabinet Council	Deputy Leader Deputy Leader	23 Feb 2021 24 Feb 2021	Karen Ludditt karen.ludditt@chesterfield.gov.uk	Public	No
Key Decision 1007	HRA Housing Capital Programme 2021/22	Cabinet Council	Cabinet Member - Housing Cabinet Member - Housing	23 Feb 2021 24 Feb 2021	Vanessa Watson Asset management and programmed works manager Tel: 01246 345135 vanessa.watson@chesterfield.gov.uk	Public	No
Key Decision 1008	HRA Budget 2021/22	Cabinet Council	Cabinet Member - Housing Cabinet Member - Housing	23 Feb 2021 24 Feb 2021	Karen Ludditt karen.ludditt@chesterfield.gov.uk	Public	No
Key Decision 1009	Treasury Management Strategy 2021/22	Standards and Audit Committee Council	Deputy Leader Deputy Leader	3 Feb 2021 24 Feb 2021	Karen Ludditt karen.ludditt@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 1010	Approval of the Annual Council Plan Delivery Plan	Cabinet Council	Deputy Leader Deputy Leader	23 Feb 2021 24 Feb 2021	Donna Reddish Service Director - Corporate Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Public	No
Key Decision 1011	Local Government Boundary Commission – Council Size submission To consider approval of the draft submission to the Local Government Boundary Commission on the size of the Council, for consideration as part of a full review of electoral boundaries within the Borough.	Cabinet Council	Cabinet Member - Governance Cabinet Member - Governance	23 Feb 2021 24 Feb 2021	Donna Reddish Service Director - Corporate Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Public	No
Key Decision 1012	Lease of Pitch Space at Stand Road Park To seek approval for the proposed lease of part of Stand Road Park to site a 3G artificial surface pitch.	Cabinet Member for Health and Wellbeing	Cabinet Member - Health and Wellbeing	28 Jan 2021	Ian Waller Service Director - Leisure, Culture and Community Wellbeing ian.waller@chesterfield.gov.uk	Exempt 3 contains information relating to financial or business affairs of a person / organisation.	Yes To enable applications to be submitted for funding by set deadlines for funding bidding round.
Private Items (Non Key Decisions)							

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 363	Application for Home Repairs Assistance	Cabinet Member for Housing	Cabinet Member for Housing	Not before 1st Jan 2021	Liz Cook Service Director - Housing liz.cook@chesterfield.gov.uk	Exempt 1, 3 Information relating to an individual Information relating to financial affairs	No
Non-Key 367	Lease of Commercial and Industrial Properties	Cabinet Member for Economic Growth	Cabinet Member - Economic Growth	Not before 1st Jan 2021	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 Jan 2021	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 Jan 2021	Helen Fox Tel: 01246 345452 helen.fox@chesterfield.gov.uk	Exempt 3	No
Non Key Decisions							

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Non-Key 188	Calculation of Base 'Collection Fund' 2021/22	Employment and General Committee	Leader	28 Jan 2021	Helen Fox Tel: 01246 345452 helen.fox@chesterfield.gov.uk	Public	No
Non-Key 189	Non Domestic Rates Estimates 2021/22	Employment and General Committee	Leader	28 Jan 2021	Richard Staniforth Tel: 01246 345456 richard.staniforth@chesterfield.gov.uk	Public	No
Key Decision 190	Review of the Mayoral Protocol To undertake the two-yearly review of the Mayoral Protocol.	Cabinet Member for Governance	Cabinet Member - Governance	Not before 20th Jan 2021	Rachel Appleyard Senior Democratic and Scrutiny Officer Tel: 01246 345277 rachel.appleyard@chesterfield.gov.uk	Public	No
Non-Key 191	Civic Arrangements 2021/22 To consider the civic arrangements for the civic year 2021/22.	Cabinet Council	Cabinet Member - Governance Cabinet Member - Governance	23 Feb 2021 24 Feb 2021	Rachel Appleyard Senior Democratic and Scrutiny Officer Tel: 01246 345277 rachel.appleyard@chesterfield.gov.uk	Public	No