

CHESTERFIELD BOROUGH COUNCIL FORWARD PLAN
FOR THE FOUR MONTH PERIOD 1 JUNE 2021 TO 30 SEPTEMBER 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 2021/22

| <u>Cabinet</u> | <u>Council</u> |
|---|------------------|
| 15 June 2021 | |
| 6 July 2021* 20 July 2021 | 21 July 2021 |
| 14 September 2021* | |
| 5 October 2021 | 13 October 2021 |
| 2 November 2021* 23 November 2021 | |
| 14 December 2021* | 15 December 2021 |
| 18 January 2022* | |
| 8 February 2022 22 February 2022* | 23 February 2022 |
| 15 March 2022 | |
| 5 April 2022* 26 April 2022 | 27 April 2022 |
| 17 May 2022* | 11 May 2022 |
| *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 May 2021 | 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 | Service Director - Housing | Cabinet Member for Housing | Not before 1st May 2021 | James Crouch Tel: 01246 345150 james.crouch@chesterfield.gov.uk | Exempt 3 | No |
| Key Decision 997 | Housing Delivery Test | Cabinet | Cabinet Member - Economic Growth | 15 Jun 2021 | Alan Morey Tel: 01246 345371 alan.morey@chesterfield.gov.uk | Public | No |
| Key Decision 999 | Review of Community Infrastructure Levy (CIL) and Infrastructure Funding Statement | Cabinet | Cabinet Member - Economic Growth | 15 Jun 2021 | Alan Morey Tel: 01246 345371 alan.morey@chesterfield.gov.uk | Public | No |
| Key Decision 1028 | COVID-19 Update | Chesterfield and District Joint Crematorium Committee | Cabinet Member - Health and Wellbeing | 24 May 2021 | Ross Fawbert ross.fawbert@chesterfield.gov.uk | Public | No |

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|----------------------|--|---|---------------------------------------|-------------------------------------|---|-------------------|-----------------------------------|
| Key Decision 1029 | Bereavement Services Manager's Report | Chesterfield and District Joint Crematorium Committee | Cabinet Member - Health and Wellbeing | 24 May 2021 | Ross Fawbert ross.fawbert@chesterfield.gov.uk | Public | No |
| Key Decision 1030 | Accounts for the Year Ended 31st March, 2021 | Chesterfield and District Joint Crematorium Committee | Cabinet Member - Health and Wellbeing | 24 May 2021 | David Corker Tel: 01246 345469 david.corker@chesterfield.gov.uk | Public | No |
| Key Decision 1031 | Parks and Open Spaces Strategy (Consultation draft) | Cabinet | Cabinet Member - Health and Wellbeing | 6 Jul 2021 | Ian Waller Service Director - Leisure, Culture and Community Wellbeing ian.waller@chesterfield.gov.uk | Public | No |
| Key Decision 1032 | Play Strategy (Consultation draft) | Cabinet | Cabinet Member - Health and Wellbeing | 6 Jul 2021 | Ian Waller Service Director - Leisure, Culture and Community Wellbeing ian.waller@chesterfield.gov.uk | Public | No |
| Key Decision 1033 | Parks and Open Spaces Strategy | Cabinet Council | Cabinet Member - Health and Wellbeing | 20 Jul 2021 21 Jul 2021 | Ian Waller Service Director - Leisure, Culture and Community Wellbeing ian.waller@chesterfield.gov.uk | Public | No |

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|----------------------|---|-------------------------|---------------------------------------|-------------------------------------|---|-------------------|-----------------------------------|
| Key Decision 1034 | Play Strategy | Cabinet Council | Cabinet Member - Health and Wellbeing | 20 Jul 2021 21 Jul 2021 | Ian Waller Service Director - Leisure, Culture and Community Wellbeing ian.waller@chesterfield.gov.uk | Public | No |
| Key Decision 1035 | Assurance Framework for Staveley Town Deal | Cabinet | Cabinet Member - Economic Growth | 25 May 2021 | Michael Rich, Neil Johnson Interim Director (Projects), Service Director - Economic Growth Tel: 01246 345241 neil.johnson@chesterfield.gov.uk | Public | No |
| Key Decision 1036 | North Derbyshire Rough Sleeper Strategy 2021-23 | Cabinet | Cabinet Member - Housing | 15 Jun 2021 | Carl Griffiths Housing Options Manager carl.griffiths@chesterfield.gov.uk | Public | Yes |
| Key Decision 1037 | General Fund Budget Outturn 2020/21 | Cabinet Council | Deputy Leader | 15 Jun 2021 21 Jul 2021 | Helen Fox Tel: 01246 345452 helen.fox@chesterfield.gov.uk | Public | No |
| Key Decision 1038 | Council Plan - Annual Performance Report | Cabinet | Deputy Leader | 6 Jul 2021 | Donna Reddish Service Director - Corporate Tel: 01246 345307 donna.reddish@chesterfield.gov.uk | Public | No |
| Key Decision 1039 | Month 2 Budget Monitoring 2021/22 and Updated Medium Term Financial Plan | Cabinet Council | Deputy Leader | 20 Jul 2021 21 Jul 2021 | Helen Fox Tel: 01246 345452 helen.fox@chesterfield.gov.uk | Public | No |

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|--|---|--|--|-------------------------------------|---|-------------------|-----------------------------------|
| Key Decision 1040 | Housing Revenue Account (HRA) - Final Accounts 2020/21 | Cabinet | Cabinet Member - Housing | 25 May 2021 | Helen Fox Tel: 01246 345452 helen.fox@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 May 2021 | Liz Cook Service Director - Housing liz.cook@chesterfield.gov.uk | 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 2021 | 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 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 May 2021 | Helen Fox Tel: 01246 345452 helen.fox@chesterfield.gov.uk | Exempt 3 | No |
| Non Key Decisions | | | | | | | |

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|----------------|--|--|--|-------------------------------------|--|-------------------|-----------------------------------|
| Non-Key 196 | Review of the Member Development Policy | Cabinet | Cabinet Member - Governance | 25 May 2021 | Rachel Appleyard Senior Democratic and Scrutiny Officer Tel: 01246 345277 rachel.appleyard@chesterfield.gov.uk | Public | No |
| Non-Key 197 | Equality and Diversity Annual Report | Cabinet Council | Cabinet Member - Governance | 6 Jul 2021 21 Jul 2021 | Katy Marshall, Allison Potter Tel: 01246 345247 katy.marshall@chesterfield.gov.uk, allison.potter@chesterfield.gov.uk | Public | No |
| Non-Key 198 | Overview and Scrutiny Annual Report 2020/21 | Overview and Performance Scrutiny Forum Council | Councillor Jenny Flood, Councillor Lisa Collins | 1 Jul 2021 21 Jul 2021 | Rachel Appleyard Senior Democratic and Scrutiny Officer Tel: 01246 345277 rachel.appleyard@chesterfield.gov.uk | Public | No |
| Non-Key 199 | Standards and Audit Committee Annual Report A summary of the work undertaken by the Standards and Audit Committee in 2020/21 | Standards and Audit Committee Council | Cabinet Member - Governance | 28 Jul 2021 13 Oct 2021 | Jenny Williams Tel: 01246 345468 jenny.williams@chesterfield.gov.uk | Public | No |