

CHESTERFIELD BOROUGH COUNCIL FORWARD PLAN
FOR THE FOUR MONTH PERIOD 1 DECEMBER 2021 TO 31 MARCH 2022

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 Nov 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 Nov 2021	James Crouch Tel: 01246 345150 james.crouch@chesterfield.gov.uk	Exempt 3	No
Key Decision 997	Housing Delivery Test	Cabinet Member for Economic Growth	Cabinet Member - Economic Growth	Not before 1st Nov 2021	Alan Morey Tel: 01246 345371 alan.morey@chesterfield.gov.uk	Public	No
Key Decision 1033	Parks and Open Spaces Strategy	Cabinet Council	Cabinet Member - Health and Wellbeing	22 Feb 2022 23 Feb 2022	Ian Waller Service Director - Leisure, Culture and Community Wellbeing ian.waller@chesterfield.gov.uk	Public	No
Key Decision 1034	Play Strategy	Cabinet Council	Cabinet Member - Health and Wellbeing	22 Feb 2022 23 Feb 2022	Ian Waller Service Director - Leisure, Culture and Community Wellbeing ian.waller@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 1042	Update on the COVID-19 Chesterfield Economic Recovery Plan	Joint Cabinet and Employment & General Committee	Cabinet Member - Economic Growth	14 Dec 2021	Lynda Sharp Tel: 01246 345256 lynda.sharp@chesterfield.gov.uk	Public	No
Key Decision 1049	Stephenson Memorial Hall - Stage 2	Cabinet Council	Cabinet Member - Town Centres and Visitor Economy	14 Dec 2021 15 Dec 2021	Anthony Radford Tel: 01246 345339 anthony.radford@chesterfield.gov.uk	Exempt 3	No
Key Decision 1050	Staveley Town Centre Draft Vision Master Plan	Cabinet	Cabinet Member - Town Centres and Visitor Economy	2 Nov 2021	Stephen Wenlock stephen.wenlock@chesterfield.gov.uk	Public	No
Key Decision 1051	Visitor Economy Report	Cabinet	Cabinet Member - Economic Growth	2 Nov 2021	Matthew Southgate, Lynda Sharp Tel: 01246 345272 matthew.southgate@chesterfield.gov.uk, Tel: 01246 345256 lynda.sharp@chesterfield.gov.uk	Public	No
Key Decision 1057	Afghan Relocations and Assistance Policy and Afghan Citizens Resettlement Schemes	Cabinet	Cabinet Member - Governance, Cabinet Member - Housing, Cabinet Member - Health and Wellbeing	2 Nov 2021	Donna Reddish Service Director - Corporate Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Public	No

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Key Decision 1058	General Fund Budget Monitoring 2021/22	Cabinet	Deputy Leader	23 Nov 2021	Theresa Channell Service Director - Finance theresa.channell@chesterfield.gov.uk	Public	No
Key Decision 1059	Cemeteries Fees and Charges 2022/2023	Cabinet	Cabinet Member - Health and Wellbeing	14 Dec 2021	Ross Fawbert ross.fawbert@chesterfield.gov.uk	Public	No
Key Decision 1060	Sport and Leisure Fees and Charges 2022/23	Cabinet	Cabinet Member - Health and Wellbeing	14 Dec 2021	Christopher Wright christopher.wright@chesterfield.gov.uk	Public	No
Key Decision 1062	Car Parks Fees and Charges 2022/23	Cabinet	Cabinet Member - Town Centres and Visitor Economy	14 Dec 2021	Andy Bond Tel: 01246 345991 andy.bond@chesterfield.gov.uk	Public	No
Key Decision 1061	Chesterfield Market Fees and Charges 2022/23	Cabinet	Cabinet Member - Town Centres and Visitor Economy	14 Dec 2021	Andy Bond Tel: 01246 345991 andy.bond@chesterfield.gov.uk	Public	No
Key Decision 1063	Venues Fees and Charges 2022/23	Cabinet	Cabinet Member - Town Centres and Visitor Economy	14 Dec 2021	Anthony Radford Tel: 01246 345339 anthony.radford@chesterfield.gov.uk	Public	No
Key Decision 1064	Waste Management Fees and Charges 2022/23	Cabinet	Cabinet Member - Health and Wellbeing	14 Dec 2021	Shirley Hallam Environmental Services Manager shirley.hallam@chesterfield.gov.uk	Public	No

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Key Decision 1065	Playing Pitches Fees and Charges 2022/23	Cabinet	Cabinet Member - Health and Wellbeing	14 Dec 2021	Shirley Hallam Environmental Services Manager shirley.hallam@chesterfield.gov.uk	Public	No
Key Decision 1066	Environmental Health Fees and Charges 2022/23	Cabinet	Cabinet Member - Health and Wellbeing	14 Dec 2021	Ian Waller Service Director - Leisure, Culture and Community Wellbeing ian.waller@chesterfield.gov.uk	Public	No
Key Decision 1067	General Fund Revenue Budget Summary	Cabinet	Deputy Leader	14 Dec 2021	Helen Fox, Theresa Channell Tel: 01246 345452 helen.fox@chesterfield.gov.uk, Service Director - Finance theresa.channell@chesterfield.gov.uk	Public	Yes
Key Decision 1068	PEAK Gateway – request for loan assistance	Council	Cabinet Member - Economic Growth	15 Dec 2021	Neil Johnson Service Director - Economic Growth Tel: 01246 345241 neil.johnson@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 Nov 2021	Liz Cook Service Director - Housing liz.cook@chesterfield.gov.uk	Exempt 1, 3	No

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Non-Key 367	Lease of Commercial and Industrial Properties	Cabinet Member for Economic Growth	Cabinet Member - Economic Growth	Not before 1st Nov 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 Nov 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 Nov 2021	Helen Fox Tel: 01246 345452 helen.fox@chesterfield.gov.uk	Exempt 3	No
Non Key Decisions							
Non-Key 204	Council Plan Delivery Plan - Half Year Performance Update	Cabinet	Deputy Leader	23 Nov 2021	Donna Reddish Service Director - Corporate Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Public	No
Non-Key 205	COVID-19 Update	Chesterfield and District Joint Crematorium Committee	Cabinet Member - Health and Wellbeing	13 Dec 2021	Ross Fawbert ross.fawbert@chesterfield.gov.uk	Public	No

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Non-Key 206	Bereavement Services Manager's Report	Chesterfield and District Joint Crematorium Committee	Cabinet Member - Health and Wellbeing	13 Dec 2021	Ross Fawbert ross.fawbert@chesterfield.gov.uk	Public	No
Non-Key 207	Estimates of Expenditure & Income for Years Ending 31/03/2022 Onwards	Chesterfield and District Joint Crematorium Committee	Cabinet Member - Health and Wellbeing	13 Dec 2021	David Corker Tel: 01246 345469 david.corker@chesterfield.gov.uk	Public	No
Non-Key 208	Recycling of Metals - Donation to Charity Report	Chesterfield and District Joint Crematorium Committee	Cabinet Member - Health and Wellbeing	13 Dec 2021	Ross Fawbert ross.fawbert@chesterfield.gov.uk	Public	No