

CHESTERFIELD BOROUGH COUNCIL FORWARD PLAN  
FOR THE FOUR MONTH PERIOD 1 JANUARY 2023 TO 30 APRIL 2023

**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](mailto: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](http://www.chesterfield.gov.uk)



**CHESTERFIELD**  
BOROUGH COUNCIL

### Meeting Dates 2022/23

<u>Cabinet</u>	<u>Council</u>
17 May 2022*	
7 June 2022 28 June 2022*	
19 July 2022	20 July 2022
13 September 2022*	
4 October 2022	12 October 2022
1 November 2022* 22 November 2022	
13 December 2022*	14 December 2022
17 January 2023	
7 February 2023* 21 February 2023	22 February 2023
14 March 2023*	
4 April 2023 25 April 2023*	
*Joint Cabinet and Employment and General Committee	

<b>Cabinet members and their portfolios are as follows:</b>	
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
<b>Key Decisions</b>							
Key Decision 398	<b>Sale of CBC Land/Property</b>	Cabinet Member for Economic Growth	Cabinet Member - Economic Growth	Not before 30th Nov 2022	Matthew Sorby Tel: 01246 345800 matthew.sorby@chesterfield.gov.uk	Exempt 3 Contains financial information	No
Key Decision 584	<b>Purchase of Property under Strategic Acquisitions and Right of First Refusal Policy</b>	Service Director - Housing	Cabinet Member for Housing	Not before 30th Nov 2022	James Crouch Tel: 01246 345150 james.crouch@chesterfield.gov.uk	Exempt 3	No
Key Decision 1077	<b>Restructure of Revenues and Benefits</b>	Joint Cabinet and Employment & General Committee	Cabinet Member - Business Transformation and Customers	7 Feb 2023	Rachel O'Neil Service Director - Digital, HR and Customer Services rachel.oneil@chesterfield.gov.uk	Exempt 4	No
Key Decision 1107	<b>Safer streets initiative - benefits and efficiencies</b>	Cabinet	Cabinet Member - Town Centres and Visitor Economy	13 Dec 2022	Ian Waller, Andy Bond Service Director - Leisure, Culture and Community Wellbeing ian.waller@chesterfield.gov.uk, Tel: 01246 345991 andy.bond@chesterfield.gov.uk	Public	No
Key Decision 1114	<b>Chesterfield &amp; District Crematorium Fees and Charges 2022/2023</b>	Chesterfield and District Joint Crematorium Committee	Cabinet Member - Health and Wellbeing	19 Dec 2022	Ross Fawbert ross.fawbert@chesterfield.gov.uk	Public	No

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Key Decision 1117	<b>General Fund Revenue Budget Summary</b>	Cabinet	Deputy Leader	24 Jan 2023	Theresa Channell Service Director - Finance theresa.channell@chesterfield.gov.uk	Public	No
Key Decision 1118	<b>Playing Pitches Fees and Charges 2023/24</b>	Cabinet	Cabinet Member - Health and Wellbeing	13 Dec 2022	Shirley Hallam Environmental Services Manager shirley.hallam@chesterfield.gov.uk	Public	No
Key Decision 1119	<b>Waste Management Fees and Charges 2023/24</b>	Cabinet	Cabinet Member - Health and Wellbeing	13 Dec 2022	Shirley Hallam Environmental Services Manager shirley.hallam@chesterfield.gov.uk	Public	No
Key Decision 1120	<b>Environmental Health Fees and Charges 2023/24</b>	Cabinet	Cabinet Member - Health and Wellbeing	13 Dec 2022	Shaun Morley shaun.morley@chesterfield.gov.uk	Public	No
Key Decision 1121	<b>Sports and Leisure Fees and Charges 2023/24</b>	Cabinet	Cabinet Member - Health and Wellbeing	17 Jan 2023	Christopher Wright christopher.wright@chesterfield.gov.uk	Public	No
Key Decision 1122	<b>Venues Fees and Charges 2023/24</b>	Cabinet	Cabinet Member - Town Centres and Visitor Economy	17 Jan 2023	Anthony Radford Tel: 01246 345339 anthony.radford@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 1123	<b>Chesterfield Market Fees and Charges 2023/24</b>	Cabinet	Cabinet Member - Town Centres and Visitor Economy	17 Jan 2023	Andy Bond Tel: 01246 345991 andy.bond@chesterfield.gov.uk	Public	No
Key Decision 1125	<b>HRA Rent and Service Charge Setting</b>	Cabinet	Cabinet Member - Housing	24 Jan 2023	James Crouch Tel: 01246 345150 james.crouch@chesterfield.gov.uk	Public	No
Key Decision 1126	<b>Climate Change Strategy 2023-2030</b>	Cabinet Council	Deputy Leader Deputy Leader	21 Feb 2023 22 Feb 2023	Katy Marshall Tel: 01246 345247 katy.marshall@chesterfield.gov.uk	Public	No
Key Decision 1127	<b>Risk Management Strategy 2023-2027</b>	Standards and Audit Committee Cabinet Council	Cabinet Member - Governance Cabinet Member - Governance Cabinet Member - Governance	15 Feb 2023 21 Feb 2023 22 Feb 2023	Grant Ilett Strategic Health, Safety and Risk Manager Grant.Ilett@chesterfield.gov.uk	Public	No
Key Decision 1128	<b>Council Plan 2023-2027</b>	Cabinet Council	Deputy Leader Deputy Leader	21 Feb 2023 22 Feb 2023	Donna Reddish Service Director - Corporate Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Public	No

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Key Decision 1129	<b>General Fund Capital Programme 2023/24</b>	Cabinet Council	Deputy Leader Deputy Leader	21 Feb 2023 22 Feb 2023	Theresa Channell Service Director - Finance theresa.channell@chesterfield.gov.uk	Public	No
Key Decision 1130	<b>Budget and Medium Term Financial Plan 2023/24</b>	Cabinet Council	Deputy Leader Deputy Leader	21 Feb 2023 22 Feb 2023	Theresa Channell Service Director - Finance theresa.channell@chesterfield.gov.uk	Public	No
Key Decision 1131	<b>HRA Capital Programme 2023/24</b>	Cabinet Council	Cabinet Member - Housing Cabinet Member - Housing	21 Feb 2023 22 Feb 2023	Theresa Channell Service Director - Finance theresa.channell@chesterfield.gov.uk	Public	No
Key Decision 1132	<b>HRA Budget 2023/24</b>	Cabinet Council	Cabinet Member - Housing Cabinet Member - Housing	21 Feb 2023 22 Feb 2023	Theresa Channell Service Director - Finance theresa.channell@chesterfield.gov.uk	Public	No
Key Decision 1133	<b>Council Tax 2023/24</b>	Council	Leader	22 Feb 2023	Theresa Channell Service Director - Finance theresa.channell@chesterfield.gov.uk	Public	No

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Key Decision 1134	<b>Treasury Management Strategy 2023/24 (including investment and capital strategy)</b>	Standards and Audit Committee  Council	Leader  Deputy Leader	15 Feb 2023  22 Feb 2023	Karen Ludditt karen.ludditt@chesterfield.gov.uk	Public	No
Key Decision 1136	<b>Equality and Diversity Strategy 2023 – 2027</b>	Cabinet  Council	Cabinet Member - Governance  Cabinet Member - Governance	21 Feb 2023  22 Feb 2023	Allison Potter allison.potter@chesterfield.gov.uk	Public	No
Key Decision 1140	<b>Collection Fund Revised Estimates 2022/23</b>	Cabinet	Deputy Leader	24 Jan 2023	Theresa Channell Service Director - Finance theresa.channell@chesterfield.gov.uk	Public	No
Key Decision 1142	<b>Cemeteries Fees and Charges 2022/23</b>	Cabinet	Cabinet Member - Health and Wellbeing	17 Jan 2023	Ross Fawbert ross.fawbert@chesterfield.gov.uk	Public	No
Key Decision 1143	<b>Licensing Fees and Charges 2022/23</b>	Appeals and Regulatory Committee	Cabinet Member - Health and Wellbeing	Not before 5th Dec 2022	Trevor Durham, Emma Marriott Tel: 01246 345203 trevor.durham@chesterfield.gov.uk, emma.marriott@chesterfield.gov.uk	Public	No
Key Decision 1144	<b>Stephenson Memorial Hall project</b>	Cabinet	Cabinet Member - Town Centres and Visitor Economy	7 Feb 2023	Anthony Radford Tel: 01246 345339 anthony.radford@chesterfield.gov.uk	Public	No



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Key Decision 1145	<b>UK Shared Prosperity Fund Investment Plan</b>	Joint Cabinet and Employment & General Committee	Cabinet Member - Economic Growth	24 Jan 2023		Public	No
Key Decision 1146	<b>Tapton House – offers for consideration and approval</b>	Cabinet	Cabinet Member - Economic Growth	13 Dec 2022	Richard Mottram Senior Estates Surveyor Richard.Mottram@chesterfield.gov.uk	Exempt 3	No
Key Decision 1147	<b>Asset Management Strategy and Plan</b>	Cabinet Council	Cabinet Member - Economic Growth  Cabinet Member - Economic Growth	21 Feb 2023 22 Feb 2023	Steven Caplan Interim Service Director - Property and Technical steven.caplan@chesterfield.gov.uk	Public	No
Key Decision 1148	<b>New Energy Supplier</b>	Cabinet	Cabinet Member - Economic Growth	13 Dec 2022	Steven Caplan Interim Service Director - Property and Technical steven.caplan@chesterfield.gov.uk	Public	No
Key Decision 1149	<b>Devolution Deal Proposal for an East Midlands Combined County Authority</b>	Council	Leader	14 Dec 2022	Huw Bowen Chief Executive Tel: 01246 936466 huw.bowen@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
Non-Key 1150	<b>Review of Polling Districts and Polling Places in the Borough of Chesterfield</b>	Employment and General Committee	Cabinet Member - Governance	28 Nov 2022	Julie Briggs Democratic and Elections Manager Tel: (01246) 936861 julie.briggs@chesterfield.gov.uk	Public	Yes To enable the register of electors to be published by 1 December, 2022.
Non-Key 1151	<b>Recycling of Metals Charity Donation</b>	Chesterfield and District Joint Crematorium Committee	Cabinet Member - Health and Wellbeing	19 Dec 2022	Ross Fawbert ross.fawbert@chesterfield.gov.uk	Public	No
Non-Key 1152	<b>Bereavement Services Manager's Report</b>	Chesterfield and District Joint Crematorium Committee	Cabinet Member - Health and Wellbeing	19 Dec 2022	Ross Fawbert ross.fawbert@chesterfield.gov.uk	Public	No
Key Decision 1153	<b>Estimates of Expenditure &amp; Income for Years Ending 31/03/2023 Onwards</b>	Chesterfield and District Joint Crematorium Committee	Cabinet Member - Health and Wellbeing	19 Dec 2022	David Corker Tel: 01246 345469 david.corker@chesterfield.gov.uk	Public	No

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Key Decision 1154	<b>Chesterfield Waterside - Masterplan update</b>	Leader	Leader, Councillor Dean Collins	23 Nov 2022	Alan Morey Tel: 01246 345371 alan.morey@chesterfield.gov.uk	Public	Yes In order to meet the deadline to claim the funding and appoint the contractor to carry out the study.
Key Decision 1155	<b>Tier 4 Management Arrangements</b>	Joint Cabinet and Employment & General Committee	Leader	24 Jan 2023	Christine Durrant Executive Director christine.durrant@chesterfield.gov.uk	Exempt 4	No
Key Decision 1156	<b>Review of Catering</b>	Joint Cabinet and Employment & General Committee	Cabinet Member - Health and Wellbeing	24 Jan 2023	Ian Waller Service Director - Leisure, Culture and Community Wellbeing ian.waller@chesterfield.gov.uk	Exempt 4	No
Key Decision 1157	<b>Growth Strategy</b>	Council	Cabinet Member - Economic Growth	22 Feb 2023	Neil Johnson Service Director - Economic Growth Tel: 01246 345241 neil.johnson@chesterfield.gov.uk	Public	No
<b>Private Items (Non Key Decisions)</b>							

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 374	<b>Outstanding debts for write off</b>	Cabinet Member for Business Transformation and Customers	Cabinet Member for Business Transformation and Customers	Not before 30th Nov 2022	Theresa Channell Service Director - Finance theresa.channell@chesterfield.gov.uk	Exempt 3	No
Non-Key 363	<b>Application for Home Repairs Assistance</b>	Cabinet Member for Housing	Cabinet Member for Housing	Not before 30th Nov 2022		Exempt 1, 3 Information relating to an individual Information relating to financial affairs	No
Non-Key 367	<b>Lease of Commercial and Industrial Properties</b>	Cabinet Member for Economic Growth	Cabinet Member - Economic Growth	Not before 30th Nov 2022	Christopher Oakes Tel: 01246 345346 christopher.oakes@chesterfield.gov.uk	Exempt 3 Information relating to financial or business affairs	No
Non-Key 368	<b>Application for Discretionary Rate Relief</b>	Cabinet Member for Business Transformation and Customers	Cabinet Member for Business Transformation and Customers	Not before 30th Nov 2022	Damon Bruce Head of Customer Services damon.bruce@arvato.co.uk	Exempt	No
<b>Non Key Decisions</b>							

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 216	<b>Non-Domestic Rate Estimates 2022/23</b>	Employment and General Committee	Deputy Leader	30 Jan 2023	Theresa Channell Service Director - Finance theresa.channell@chesterfield.gov.uk	Public	No
Non-Key 217	<b>Calculation of the Tax Base 2023/24</b>	Employment and General Committee	Deputy Leader	30 Jan 2023	Theresa Channell Service Director - Finance theresa.channell@chesterfield.gov.uk	Public	No
Non-Key 218	<b>Civic Arrangements 2023/24</b>	Council	Cabinet Member - Governance	21 Feb 2023	Rachel Appleyard Senior Democratic and Scrutiny Officer Tel: 01246 345277 rachel.appleyard@chesterfield.gov.uk	Public	No