

CHESTERFIELD BOROUGH COUNCIL FORWARD PLAN  
FOR THE FOUR MONTH PERIOD 1 JUNE 2023 TO 30 SEPTEMBER 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 2023/24

| <u>Cabinet</u>   | <u>Council</u>             |
|--|----------------------------|
| 23 May 2023  | 15 May 2023<br>17 May 2023 |
| 20 June 2023*<br>20 June 2023  |                            |
| 18 July 2023*<br>18 July 2023  | 19 July 2023               |
| 19 September 2023*<br>19 September 2023                                      |                            |
| 17 October 2023*<br>17 October 2023  | 18 October 2023            |
| 14 November 2023*<br>14 November 2023  |                            |
| 12 December 2023*<br>12 December 2023  | 13 December 2023           |
| 16 January 2024*<br>16 January 2024  |                            |
| 6 February 2024*<br>6 February 2024<br>20 February 2024*<br>20 February 2024 | 21 February 2024           |
| 19 March 2024*<br>19 March 2024  |                            |
| 16 April 2024*<br>16 April 2024  | 24 April 2024              |
| 14 May 2024*<br>14 May 2024  | 15 May 2024                |
| *Joint Cabinet and Employment and General Committee                          |                            |

| <b>Cabinet members and their portfolios are as follows:</b>       |                               |
|---|-------------------------------|
| Leader and Cabinet Member for Economic Growth                     | Councillor Tricia Gilby       |
| Deputy Leader and Cabinet Member for Finance and Asset Management | Councillor Amanda Serjeant    |
| Cabinet Member for Business Transformation and Customers          | Councillor Gavin Baldauf-Good |
| Cabinet Member for Governance                                     | Councillor Judy Staton        |
| Cabinet Member for Health and Wellbeing                           | Councillor Jonathan Davies    |
| Cabinet Member for Housing  | Councillor Jean Innes         |
| Cabinet Member for Town Centres and Visitor Economy               | Councillor Kate Sarvent       |
| Cabinet Member for Climate Change, Planning and Environment       | Councillor Martin Stone       |
| 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 Gavin Baldauf-Good  
Councillor Maureen Davenport  
Councillor Glenys Falconer  
Councillor Bob Brock  
Councillor Dave Culley  
Councillor Peter Innes

**(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<br>398  | <b>Sale of CBC Land/Property</b>   | Cabinet Member for Economic Growth                          | Cabinet Member - Economic Growth | Not before 1st Jun 2023  | Matthew Sorby<br>Tel: 01246 345800<br>matthew.sorby@chesterfield.gov.uk                     | Exempt            | No                                |
| Key Decision<br>584  | <b>Purchase of Property under Strategic Acquisitions and Right of First Refusal Policy</b> | Service Director - Housing                                  | Cabinet Member for Housing       | Not before 1st Jun 2023  | James Crouch<br>Tel: 01246 345150<br>james.crouch@chesterfield.gov.uk                       | Exempt            | No                                |
| Key Decision<br>1140 | <b>Collection Fund Revised Estimates 2022/23</b>   | Cabinet   | Deputy Leader                    | 24 Jan 2023  | Theresa Channell<br>Service Director - Finance<br>theresa.channell@chesterfield.gov.uk      | Public            | No                                |
| Key Decision<br>1127 | <b>Risk Management Strategy 2023-2027</b>  | Standards and Audit Committee<br><br>Cabinet<br><br>Council | Cabinet Member - Governance      | 15 Feb 2023<br><br>14 Mar 2023<br><br>Not before 15th May 2023 | Grant Ilett<br>Strategic Health, Safety and Risk Manager<br>Grant.Ilett@chesterfield.gov.uk | Public            | No                                |
| Key Decision<br>1136 | <b>Equality and Diversity Strategy 2023 – 2027</b>   | Cabinet<br><br>Council                                      | Cabinet Member - Governance      | 14 Mar 2023<br><br>15 May 2023                                 | Allison Potter<br>allison.potter@chesterfield.gov.uk  | Public            | No                                |

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|----------------------|---|-------------------------|----------------------------------|-------------------------------------|---|-------------------|-----------------------------------|
| Key Decision<br>1147 | <b>Asset Management Strategy and Plan</b>   | Cabinet<br>Council      | Cabinet Member - Economic Growth | 18 Jul 2023<br>19 Jul 2023          | Steven Caplan<br>Interim Service Director - Property and Technical<br>steven.caplan@chesterfield.gov.uk | Public            | No                                |
| Key Decision<br>1165 | <b>Cabinet, Committees and Overview and Scrutiny arrangements for 2023/24</b>                         | Cabinet<br>Council      | Cabinet Member - Governance      | 4 Apr 2023<br>15 May 2023           | Donna Reddish<br>Service Director - Corporate Tel: 01246 345307<br>donna.reddish@chesterfield.gov.uk    | Public            | No                                |
| Key Decision<br>1166 | <b>Strategic Collaboration Agreement between Chesterfield Borough Council and University of Derby</b> | Cabinet                 | Leader                           | 18 Jul 2023                         | Christine Durrant<br>Executive Director<br>christine.durrant@chesterfield.gov.uk                        | Public            | No                                |
| Key Decision<br>1167 | <b>Election of borough councillors - 4 May 2023</b>   | Council                 | Cabinet Member - Governance      | 15 May 2023                         | Huw Bowen<br>Chief Executive Tel: 01246 936466<br>huw.bowen@chesterfield.gov.uk                         | Public            | No                                |
| Key Decision<br>1168 | <b>Appointment of the Executive Leader of the Council and Committee appointments 2023/24</b>          | Council                 | Cabinet Member - Governance      | 15 May 2023                         | Donna Reddish<br>Service Director - Corporate Tel: 01246 345307<br>donna.reddish@chesterfield.gov.uk    | Public            | No                                |
| Key Decision<br>1169 | <b>Appointment of the Deputy Leader of the Council and Cabinet appointments 2023/24</b>               | Council                 | Cabinet Member - Governance      | 15 May 2023                         | Donna Reddish<br>Service Director - Corporate Tel: 01246 345307<br>donna.reddish@chesterfield.gov.uk    | Public            | No                                |

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|----------------------|--|---|--|-------------------------------------|---|-------------------|-----------------------------------|
| Key Decision<br>1172 | <b>Community infrastructure Levy (CIL) Expenditure</b> | Cabinet   | Cabinet Member - Economic Growth                       | 14 Mar 2023                         | Alan Morey<br>Tel: 01246 345371<br>alan.morey@chesterfield.gov.uk   | Public            | No                                |
| Key Decision<br>1174 | <b>Senior Pay Policy</b>                               | Joint Cabinet and Employment & General Committee<br><br>Council | Cabinet Member - Governance                            | 14 Mar 2023<br>15 May 2023          | Gemma Masoud<br>Head of Organisational Development<br>Gemma.Masoud@chesterfield.gov.uk                      | Public            | No                                |
| Key Decision<br>1175 | <b>Review of Catering</b>                              | Joint Cabinet and Employment & General Committee                | Cabinet Member - Health and Wellbeing                  | 20 Jun 2023                         | Ian Waller<br>Service Director - Leisure, Culture and Community Wellbeing<br>ian.waller@chesterfield.gov.uk | Confidential      | No                                |
| Key Decision<br>1177 | <b>Climate Change Annual report</b>                    | Cabinet   | Deputy Leader  | 18 Jul 2023                         | Katy Marshall<br>Tel: 01246 345247<br>katy.marshall@chesterfield.gov.uk                                     | Public            | No                                |
| Key Decision<br>1176 | <b>Equality and Diversity Annual Report</b>            | Cabinet<br><br>Council  | Cabinet Member - Governance                            | 18 Jul 2023<br>19 Jul 2023          | Allison Potter<br>allison.potter@chesterfield.gov.uk  | Public            | No                                |
| Key Decision<br>1178 | <b>Relocation of Customer Services Centre</b>          | Cabinet   | Cabinet Member - Business Transformation and Customers | 20 Jun 2023                         | Rachel O'Neil<br>Service Director - Digital, HR and Customer Services<br>rachel.oneil@chesterfield.gov.uk   | Public            | No                                |

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|----------------------|--|-------------------------|---------------------------------------|-------------------------------------|---|-------------------|-----------------------------------|
| Key Decision<br>1179 | <b>Tapton Park Golf Course</b>                         | Cabinet                 | Cabinet Member - Health and Wellbeing | 20 Jun 2023                         | Ian Waller<br>Service Director - Leisure, Culture and Community Wellbeing<br>ian.waller@chesterfield.gov.uk | Public            | No                                |
| Key Decision<br>1180 | <b>Budget Strategy</b>                                 | Cabinet                 | Deputy Leader                         | 18 Jul 2023                         | Theresa Channell<br>Service Director - Finance<br>theresa.channell@chesterfield.gov.uk                      | Public            | No                                |
| Key Decision<br>1181 | <b>Budget outturn 2022/23</b>                          | Cabinet                 | Deputy Leader                         | 18 Jul 2023                         | Theresa Channell<br>Service Director - Finance<br>theresa.channell@chesterfield.gov.uk                      | Public            | No                                |
| Key Decision<br>1182 | <b>Period 2 Budget Monitoring</b>                      | Cabinet                 | Deputy Leader                         | 18 Jul 2023                         | Theresa Channell<br>Service Director - Finance<br>theresa.channell@chesterfield.gov.uk                      | Public            | No                                |
| Key Decision<br>1184 | <b>Annual Performance Report 2023/24</b>               | Cabinet                 | Deputy Leader                         | 20 Jun 2023                         | Donna Reddish<br>Service Director - Corporate Tel: 01246 345307<br>donna.reddish@chesterfield.gov.uk        | Public            | No                                |
| Key Decision<br>1185 | <b>Options for the Council's Future Fleet Vehicles</b> | Council                 | Councillor Martin Stone               | 19 Jul 2023                         | Jane Davies<br>Service Director - Housing<br>jane.davies@chesterfield.gov.uk                                | Confidential      | No                                |

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|--|--|--|--|-------------------------------------|--|-------------------|-----------------------------------|
| Key Decision<br>1186                     | <b>Skills Action Plan Refresh</b>                    | Cabinet  | Cabinet Member - Economic Growth                         | 18 Jul 2023                         | Emily Williams<br>Senior Economic Development Officer<br>Tel: 01246 345254<br>emily.williams@chesterfield.gov.uk | Public            | No                                |
| <b>Private Items (Non Key Decisions)</b> |  |  |  |                                     |  |                   |                                   |
| Non-Key<br>374                           | <b>Outstanding debts for write off</b>               | Cabinet Member for Business Transformation and Customers | Cabinet Member for Business Transformation and Customers | Not before 1st Jun 2023             | Theresa Channell<br>Service Director - Finance<br>theresa.channell@chesterfield.gov.uk                           | Exempt            | No                                |
| Non-Key<br>363                           | <b>Application for Home Repairs Assistance</b>       | Cabinet Member for Housing                               | Cabinet Member for Housing                               | Not before 1st Jun 2023             |  | Exempt            | No                                |
| Non-Key<br>367                           | <b>Lease of Commercial and Industrial Properties</b> | Cabinet Member for Economic Growth                       | Cabinet Member - Economic Growth                         | Not before 1st Jun 2023             | Christopher Oakes<br>Tel: 01246 345346<br>christopher.oakes@chesterfield.gov.uk                                  | Exempt            | No                                |
| Non-Key<br>368                           | <b>Application for Discretionary Rate Relief</b>     | Cabinet Member for Business Transformation and Customers | Cabinet Member for Business Transformation and Customers | Not before 1st Jun 2023             | Damon Bruce<br>Head of Customer Services<br>damon.bruce@arvato.co.uk   | Exempt            | No                                |
| <b>Non Key Items</b>                     |  |  |  |                                     |  |                   |                                   |



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|-------------|--------------------------------------|-------------------------|-----------------------------|-------------------------------------|--|-------------------|-----------------------------------|
| Non-Key     | <b>Membership of outside bodies</b>  | Council                 | Cabinet Member - Governance | 15 May 2023                         | Donna Reddish<br>Service Director - Corporate Tel: 01246 345307<br>donna.reddish@chesterfield.gov.uk | Public            | No                                |
| Non-Key     | <b>Honorary Aldermen/ Alderwomen</b> | Council                 | Cabinet Member - Governance | 19 Jul 2023                         | Huw Bowen<br>Chief Executive Tel: 01246 936466<br>huw.bowen@chesterfield.gov.uk                      | Public            | No                                |