

CHESTERFIELD BOROUGH COUNCIL FORWARD PLAN  
FOR THE FOUR MONTH PERIOD 1 AUGUST 2023 TO 30 NOVEMBER 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 17 May 2023
20 June 2023* 20 June 2023	
18 July 2023* 18 July 2023	19 July 2023
19 September 2023* 19 September 2023	
17 October 2023* 17 October 2023	18 October 2023
14 November 2023* 14 November 2023	
12 December 2023* 12 December 2023	13 December 2023
16 January 2024* 16 January 2024	
6 February 2024* 6 February 2024 20 February 2024* 20 February 2024	21 February 2024
19 March 2024* 19 March 2024	
16 April 2024* 16 April 2024	24 April 2024
14 May 2024* 14 May 2024	15 May 2024
*Joint Cabinet and Employment and General Committee	

### Cabinet members and their portfolios are as follows:

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 398	<b>Sale of CBC Land/Property</b>	Cabinet Member for Economic Growth	Cabinet Member - Economic Growth	Not before 1st Aug 2023	Matthew Sorby Tel: 01246 345800 matthew.sorby@chesterfield.gov.uk	Exempt 3	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 1st Aug 2023	James Crouch Tel: 01246 345150 james.crouch@chesterfield.gov.uk	Exempt 3	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 1147	<b>Asset Management Strategy</b>	Cabinet Council	Cabinet Member - Economic Growth	18 Jul 2023 19 Jul 2023	Steven Caplan Interim Service Director - Property and Technical steven.caplan@chesterfield.gov.uk	Public	No
Key Decision 1166	<b>Strategic Collaboration Agreement between Chesterfield Borough Council and University of Derby</b>	Cabinet	Leader	19 Sep 2023	Christine Durrant Executive Director christine.durrant@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 1175	<b>Review of Catering Provision</b>	Joint Cabinet and Employment & General Committee	Cabinet Member - Health and Wellbeing	18 Jul 2023	Ian Waller Service Director - Leisure, Culture and Community Wellbeing ian.waller@chesterfield.gov.uk	Confidential 1	No
Key Decision 1177	<b>Climate Change Annual report</b>	Cabinet	Deputy Leader	18 Jul 2023	Katy Marshall Tel: 01246 345247 katy.marshall@chesterfield.gov.uk	Public	No
Key Decision 1176	<b>Equality and Diversity Annual Report</b>	Cabinet Council	Cabinet Member - Governance	18 Jul 2023 19 Jul 2023	Allison Potter allison.potter@chesterfield.gov.uk	Public	No
Key Decision 1180	<b>Budget Strategy</b>	Cabinet Council	Deputy Leader	18 Jul 2023 19 Jul 2023	Theresa Channell Service Director - Finance theresa.channell@chesterfield.gov.uk	Public	No
Key Decision 1181	<b>Budget outturn 2022/23</b>	Cabinet Council	Deputy Leader	18 Jul 2023 19 Jul 2023	Theresa Channell Service Director - Finance theresa.channell@chesterfield.gov.uk	Public	No
Key Decision 1182	<b>Period 2 Budget Monitoring</b>	Cabinet	Deputy Leader	19 Sep 2023	Theresa Channell Service Director - Finance theresa.channell@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 1184	<b>Annual Performance Report 2022/23</b>	Cabinet	Deputy Leader	18 Jul 2023	Donna Reddish Service Director - Corporate Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Public	No
Key Decision 1185	<b>Options for replacing the Council's Fleet</b>	Cabinet Council	Councillor Martin Stone	18 Jul 2023 19 Jul 2023	Jane Davies Service Director - Housing jane.davies@chesterfield.gov.uk	Confidential 3	No
Key Decision 1186	<b>Skills Action Plan Refresh</b>	Joint Cabinet and Employment & General Committee	Cabinet Member - Economic Growth	18 Jul 2023	Emily Williams Senior Economic Development Officer Tel: 01246 345254 emily.williams@chesterfield.gov.uk	Public	No
Key Decision 1187	<b>Pre Application Planning Fees</b>	Cabinet	Cabinet Member - Climate Change, Planning and Environment	18 Jul 2023	Paul Staniforth Tel: 01246 345781 paul.staniforth@chesterfield.gov.uk	Public	No
Key Decision 1188	<b>Stephenson Memorial Hall</b>	Cabinet Council	Cabinet Member - Town Centres and Visitor Economy	18 Jul 2023 19 Jul 2023	Ian Waller Service Director - Leisure, Culture and Community Wellbeing ian.waller@chesterfield.gov.uk	Exempt	No
Key Decision 1189	<b>Chesterfield Waterside Action Plan</b>	Cabinet	Cabinet Member - Climate Change, Planning and Environment	18 Jul 2023	Neil Johnson Service Director - Economic Growth Tel: 01246 345241 neil.johnson@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 1190	<b>Voluntary Redundancy Scheme</b>	Joint Cabinet and Employment & General Committee	Cabinet Member - Business Transformation and Customers	18 Jul 2023	Rachel O'Neil Service Director - Digital, HR and Customer Services rachel.oneil@chesterfield.gov.uk	Public	No
<b>Private Items (Non Key Decisions)</b>							
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 1st Aug 2023	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 1st Aug 2023		Exempt 1, 3	No
Non-Key 367	<b>Lease of Commercial and Industrial Properties</b>	Cabinet Member for Economic Growth	Cabinet Member - Economic Growth	Not before 1st Aug 2023	Christopher Oakes Tel: 01246 345346 christopher.oakes@chesterfield.gov.uk	Exempt 3	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 1st Aug 2023	Damon Bruce Head of Customer Services damon.bruce@arvato.co.uk	Exempt	No
<b>Non Key Items</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	<b>Honorary Aldermen/ Alderwomen</b>	Cabinet	Cabinet Member - Governance	18 Jul 2023	Huw Bowen Chief Executive Tel: 01246 936466 huw.bowen@chesterfield.gov.uk	Public	No