

CHESTERFIELD BOROUGH COUNCIL FORWARD PLAN
FOR THE FOUR MONTH PERIOD 1 DECEMBER 2018 TO 31 MARCH 2019

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 2017/18

<u>Cabinet</u>	<u>Council</u>
15 May 2018*	9 May 2018
5 June 2018 26 June 2018*	
17 July 2018	18 July 2018
11 September 2018*	
2 October 2018 23 October 2018*	10 October 2018
13 November 2018	
4 December 2018* 18 December 2018	12 December 2018
15 January 2019*	
5 February 2019 26 February 2019*	27 February 2019
19 March 2019	
9 April 2019* 30 April 2019	
21 May 2019*	13 May 2019 15 May 2019

*Joint Cabinet and Employment and General Committee

Leader	Councillor Tricia Gilby
Deputy Leader	Councillor Amanda Serjeant
Cabinet Member for Business Transformation	Councillor Ken Huckle
Cabinet Member for Homes and Customers	Councillor Helen Bagley
Cabinet Member for Economic Growth	Councillor Terry Gilby
Cabinet Member for Governance	Councillor Sharon Blank
Cabinet Member for Health and Wellbeing	Councillor Chris Ludlow
Cabinet Member for Town Centres and Visitor Economy	Councillor Steve Brunt
Minority Member without portfolio	Councillor Alexis Diouf

Cabinet members and their portfolios are as follows:

In addition to the Cabinet Members above, the following Councillors are Assistant Cabinet Members for special projects.

Councillor Ray Catt, Councillor John Dickinson, Councillor Jean Innes

In addition to the Cabinet Members above, the following Councillors are voting Members of the Joint Cabinet and Employment and General Committee

Councillor John Burrows
Councillor Maureen Davenport
Councillor Jean Innes
Councillor Gordon Simmons
Councillor Mick Wall

(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 31st Oct 2018	Matthew Sorby Tel: 01246 345800 matthew.sorby@chesterfield.gov.uk	Exempt 3	No
Key Decision 584	Purchase of Property under Strategic Acquisitions Policy	Assistant Director - Housing	Cabinet Member - Homes and Customers	Not before 31st Oct 2018	Alison Craig Assistant Director - Housing Manager Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Exempt 3	No
Key Decision 833	Play Strategy 2018 - 2028	Cabinet	Cabinet Member - Health and Wellbeing	5 Feb 2019	John Ramsey Tel: 01246 345097 john.ramsey@chesterfield.gov.uk	Exempt 2, 3, 4	No
Key Decision 835	Delivery of Chesterfield's growth strategy Report seeking approval of plans to ensure that the growth strategy set out for the borough can be delivered	Joint Cabinet and Employment & General Committee Council	Leader	15 Jan 2019 27 Feb 2019	Michael Rich michael.rich@chesterfield.gov.uk	Public	No

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Key Decision 837	Chesterfield Borough Local Plan Report seeking approval to undertake formal pre-submission consultation on the Publication version of the Local Plan, and to submit the Local Plan and results of consultation to the Secretary of State for subsequent Examination in Public (EiP)	Cabinet Council	Cabinet Member - Economic Growth	4 Dec 2018 12 Dec 2018	Alan Morey Tel: 01246 345371 alan.morey@chesterfield.gov.uk	Public	No
Key Decision 839	Modern Slavery Statement and Charter	Cabinet Council	Deputy Leader	4 Dec 2018 12 Dec 2018	Donna Reddish Assistant Director - Policy and Communications Manager Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Public	No
Key Decision 842	Chesterfield Growth Strategy 2019-2023 To secure Council approval of the Chesterfield Growth Strategy 2019-2023	Cabinet Council	Cabinet Member - Economic Growth	4 Dec 2018 12 Dec 2018	Matthew Southgate Tel: 01246 345272 matthew.southgate@chesterfield.gov.uk	Public	No
Key Decision 843	Planning Services Resources to review the current and future challenges facing the Councils Planning Service and recommend staffing structures that are better able to meet these challenges and deliver on the Council's Priorities	Joint Cabinet and Employment & General Committee	Cabinet Member - Economic Growth	4 Dec 2018	Neil Johnson Assistant Director - Economic Growth Manager Tel: 01246 345241 neil.johnson@chesterfield.gov.uk	Exempt 4	No

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Key Decision 844	S106 write offs and unapplied contributions To consider what action is necessary in relation to: • the failure by developers to provide financial contributions to the Council under old s106 legal agreements; • the unspent funds received by the Council: in the light of recommendations contained within a recent Internal Audit report.	Standards and Audit Committee Cabinet	Cabinet Member - Economic Growth	28 Nov 2018 4 Dec 2018	Paul Staniforth Tel: 01246 345781 paul.staniforth@chesterfield.gov.uk	Exempt 3	No
Key Decision 845	Local Council Tax Support Scheme 2019-20	Council	Cabinet Member - Homes and Customers	12 Dec 2018	Helen Fox Tel: 01246 345452 helen.fox@chesterfield.gov.uk	Public	No
Key Decision 846	Council Plan 2019 - 2023 and performance management framework	Cabinet Council	Deputy Leader	26 Feb 2019 27 Feb 2019	Donna Reddish Assistant Director - Policy and Communications Manager Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Public	No
Key Decision 847	Housing Capital Programme: New Programme for 2019/20 through to 2023/24 To seek approval for the public sector housing 'Capital' programme for 2019/20 and provisionally for 2020/21 to 2023/24.	Council	Cabinet Member - Homes and Customers	27 Feb 2019	Kevin Hanlon Director of Finance and Resources kevin.hanlon@chesterfield.gov.uk	Public	No

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Key Decision 848	HRA Business Plan 2018/19 Onwards to advise Members of the current financial position within the Housing Revenue Account, following a series of strategy, financial and policy changes aimed at improving its long term viability	Cabinet	Cabinet Member - Homes and Customers	15 Jan 2019	Kevin Hanlon Director of Finance and Resources kevin.hanlon@chesterfield.gov.uk	Public	No
Key Decision 849	Housing Repairs Budget 2019/20 to agree and set the Housing Repairs Budget for 2019/20 onwards	Cabinet	Cabinet Member - Homes and Customers	15 Jan 2019	Kevin Hanlon Director of Finance and Resources kevin.hanlon@chesterfield.gov.uk	Public	No
Key Decision 850	Annual HRA Rent and Service Charge Setting to set rent and service charge levels for 2019/20	Cabinet	Cabinet Member - Homes and Customers, Councillor Helen Bagley	15 Jan 2019	Alison Craig, Angie Dolby Assistant Director - Housing Manager Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public	No
Key Decision 852	Chesterfield Crematorium Fees and Charges 2019/20 To seek approval for implementation of fees and charges for the Crematorium for 2019/20.	Chesterfield and District Joint Crematorium Committee	Cabinet Member - Health and Wellbeing	17 Dec 2018	Ross Fawbert ross.fawbert@chesterfield.gov.uk	Exempt 3	No
Key Decision 851	Estimates of Revenue Expenditure for Years ending 31 March 2019 Onwards To present for Members' consideration the Committee's revenue estimates for 2018/19 to 2021/22.	Chesterfield and District Joint Crematorium Committee	Cabinet Member - Health and Wellbeing	17 Dec 2018	David Corker Tel: 01246 345469 david.corker@chesterfield.gov.uk	Public	No

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Key Decision 852	Internal Audit Consortium Progress Report 2018/19 and Draft Business Plan 2019/20 To provide a progress update for 2018/19 and to present the draft Business Plan for 2019/20	Joint Board	Cabinet Member - Governance	20 Mar 2019	Jenny Williams Tel: 01246 345468 jenny.williams@chesterfield.gov.uk	Public	No
Key Decision 853	Modification of Off-Street Parking Places Order	Cabinet Member for Town Centres and Visitor Economy	Cabinet Member - Town Centres and Visitor Economy	Not before 21st Dec 2018	Gerard Rogers Tel: 01246 345310 gerard.rogers@chesterfield.gov.uk	Public	No
Key Decision 854	General Fund Revenue Budget Summary To provide Cabinet with an update on the development of the General Fund Revenue Budget for 2019/20 and future years.	Cabinet	Deputy Leader	18 Dec 2018	Richard Staniforth Tel: 01246 345456 richard.staniforth@chesterfield.gov.uk	Public	No
Key Decision 855	Collection Fund Revised Estimates 2018/19 To agree the revised estimate of the surplus or deficit on the Collection Fund for 2018/19 so that it can be shared amongst the major precepting authorities in 2019/20.	Cabinet	Deputy Leader	15 Jan 2019	Richard Staniforth Tel: 01246 345456 richard.staniforth@chesterfield.gov.uk	Public	No

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Key Decision 856	Chesterfield Borough Council's response to the HS2 Working Draft Environmental Statement (WDES), and the Working Draft Equality Impact Assessment (WDEIA) To provide a response to the WDES and WDEIA and bring to attention issues regarding the effect of the Statement and Equality Impact Assessment on Chesterfield Borough.	Cabinet	Leader	18 Dec 2018	Jonathon Little jonathon.little@chesterfield.gov.uk	Public	Yes
Key Decision 857	Enforcement Policies	Cabinet	Cabinet Member - Health and Wellbeing	5 Feb 2019	Sarah Watts Private sector housing manager sarah.watts@chesterfield.gov.uk	Public	No
Key Decision 858	Revised Corporate and Housing ASB Policies Following Stakeholder Consultation Cabinet approval 13.11.18 for: - revised versions of Corporate and Housing ASB Policies - to consult with stakeholders on revised versions - to report back to Cabinet no later than January 2019. Reporting to Cabinet on 15.01.19 about results of consultation and consequent further revisions.	Cabinet	Cabinet Member - Health and Wellbeing, Cabinet Member - Homes and Customers	15 Jan 2019	Michael Moore Tel: 01246 345073 michael.moore@chesterfield.gov.uk	Public	No

Private Items (Non Key Decisions)

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 363	Application for Home Repairs Assistance	Cabinet Member for Homes and Customers	Cabinet Member - Homes and Customers	Not before 31st Oct 2018	Alison Craig Assistant Director - Housing Manager Tel: 01246 345156 alison.craig@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 31st Oct 2018	Christopher Oakes Tel: 01246 345346 christopher.oakes@chesterfield.gov.uk	Exempt 3	No
Key Decision 368	Application for Discretionary Rate Relief	Cabinet Member for Homes and Customers	Cabinet Member - Homes and Customers	Not before 31st Oct 2018	Damon Bruce Head of Customer Services damon.bruce@arvato.co.uk	Exempt	No
Non-Key 369	Bereavement Services Manager's Report To inform the Committee of recent work and events at the Crematorium.	Chesterfield and District Joint Crematorium Committee	Cabinet Member - Health and Wellbeing	17 Dec 2018	Ross Fawbert ross.fawbert@chesterfield.gov.uk	Exempt 3	No
Non Key Decisions							
Non-Key 91	Draft Mayoral Protocol	Cabinet Member for Governance	Cabinet Member - Governance	Not before 31st Oct 2018	Amanda Clayton Democratic and Scrutiny Officer Tel: 01246 345239 amanda.clayton@chesterfield.gov.uk	Public	No

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Non-Key 101	Housing Infrastructure Fund bid to support delivery of HS2 growth strategy A report seeking approval for the bid due to be submitted to the government's Housing Infrastructure Fund in December. The bid is for infrastructure designed to unlock delivery of key elements of the East Midlands HS2 Growth Strategy.	Cabinet	Leader	15 Jan 2019	Michael Rich michael.rich@chesterfield.gov.uk	Public	No
Non-Key 105	Interim Polling District and Polling Places Review 2018 - Hollingwood and Inkersall GA2/GA3	Employment and General Committee	Cabinet Member - Governance	21 Jan 2019	Julie Briggs Electoral Services Manager Tel: 01246 345806 julie.briggs@chesterfield.gov.uk	Public	No
Non-Key 110	Calculation of Tax Base 2019/20 To approve the Tax Base calculation for 2019/20.	Employment and General Committee	Deputy Leader	21 Jan 2019	Richard Staniforth Tel: 01246 345456 richard.staniforth@chesterfield.gov.uk	Public	No
Non-Key 111	Non Domestic Rates Estimates 2019/20 To approve the National Non-Domestic Rates (NNDR) estimates and NNDR1 Return for 2019/20.	Employment and General Committee	Deputy Leader	21 Jan 2019	Richard Staniforth Tel: 01246 345456 richard.staniforth@chesterfield.gov.uk	Public	No
Non-Key 112	CIPFA Fraud and Corruption Tracker Survey 2018 To inform Members of the results of the CIPFA Fraud and Corruption Survey Tracker 2018	Standards and Audit Committee	Cabinet Member - Governance	6 Feb 2019	Jenny Williams Tel: 01246 345468 jenny.williams@chesterfield.gov.uk	Public	No

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Non-Key 113	Review of the Code of Corporate Governance and the Annual Governance Statement A Review of the Code of Corporate Governance and the Annual Governance Statement	Standards and Audit Committee	Cabinet Member - Governance	24 Apr 2019	Jenny Williams Tel: 01246 345468 jenny.williams@chesterfield.gov.uk	Public	No
Non-Key 114	2017/18 Annual Governance Statement Action Plan Update To provide Members with the progress made on the implementation of the Annual Governance Statement Action Plan 2017/18	Standards and Audit Committee	Cabinet Member - Governance	6 Feb 2019	Jenny Williams Tel: 01246 345468 jenny.williams@chesterfield.gov.uk	Public	No
Non-Key 115	Summary of Internal Audit Reports Issued To provide Members with details of the Internal Audit Reports issued since the last meeting	Standards and Audit Committee	Cabinet Member - Governance	6 Feb 2019	Jenny Williams Tel: 01246 345468 jenny.williams@chesterfield.gov.uk	Public	No
Non-Key 116	Internal Audit Plan 2019/20 To present the draft Internal Audit Plan 2019/20 for approval	Standards and Audit Committee	Cabinet Member - Governance	24 Apr 2019	Jenny Williams Tel: 01246 345468 jenny.williams@chesterfield.gov.uk	Public	No
Non-Key 117	Outstanding Internal Audit Recommendations To provide Members with an update in respect of outstanding internal audit recommendations	Standards and Audit Committee	Cabinet Member - Governance	24 Apr 2019	Jenny Williams Tel: 01246 345468 jenny.williams@chesterfield.gov.uk	Public	No

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Non-Key 118	Summary of Internal Audit Reports Issued To present Members with a summary of the internal audit reports issued since the last meeting	Standards and Audit Committee	Cabinet Member - Governance	24 Apr 2019	Jenny Williams Tel: 01246 345468 jenny.williams@chesterfield.gov.uk	Public	No