

CHESTERFIELD BOROUGH COUNCIL FORWARD PLAN  
FOR THE FOUR MONTH PERIOD 1 DECEMBER 2015 TO 31 MARCH 2016

**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 £50,000 or more from an approved budget, or
- a decision to vire more than £10,000 from one budget to another, or
- a decision which would result in a saving of £10,000 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 2015/16

<u>Cabinet</u>	<u>Council</u>
2 June 2015* 16 June 2015 30 June 2015	
14 July 2015* 21 July 2015	22 July 2015
8 September 2015* 22 September 2015	
6 October 2015* 20 October 2015	14 October 2015
3 November 2015* 17 November 2015	
1 December 2015* 15 December 2015	16 December 2015
12 January 2016* 26 January 2016	
9 February 2016* 23 February 2016	25 February 2016
8 March 2016* 22 March 2016	
5 April 2016* 19 April 2016	27 April 2016 (ABM)
3 May 2016* 17 May 2016 31 May 2016	11 May 2016 (ACM)

\*From 2015/16, Joint Cabinet and Employment and General Committee meet immediately prior to the first meeting of Cabinet each month

(To view the dates for other meetings please click [here](#).)

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

Leader and Cabinet Member for Regeneration	Councillor John Burrows	
Deputy Leader and Cabinet Member for Planning	Councillor Terry Gilby	
Cabinet Member for Business Transformation	Councillor Ken Huckle	Assistant Member Councillor Keith Brown
Cabinet Member for Governance	Councillor Sharon Blank	Assistant Member Councillor Mick Wall
Cabinet Member for Health and Wellbeing	Councillor Chris Ludlow	Assistant Member Councillor Helen Bagley
Cabinet Member for Housing	Councillor Tom Murphy	Assistant Member Councillor Sarah Hollingworth
Cabinet Member for Town Centre and Visitor Economy	Councillor Amanda Serjeant	Assistant Member Councillor Jean Innes

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

Councillor Helen Elliott  
Councillor Gordon Simmons  
Councillor John Dickinson  
Councillor Jean Innes  
Councillor Maureen Davenport

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Documents to be considered by Decision taker	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 337	<b>THI Scheme Project Evaluation</b> - to receive a final evaluation of the THI project for Chesterfield Town Centre.	Cabinet	Deputy Leader & Cabinet Member for Planning	3 Nov 2015	Report of Development Management and Conservation Manager	Paul Staniforth Tel: 01246 345781 paul.staniforth@chesterfield.gov.uk	Public	
Key Decision 398	<b>Sale of CBC Land/Property</b>	Deputy Leader & Cabinet Member for Planning	Deputy Leader & Cabinet Member for Planning	30 Oct 2015	Report of Head of Kier	Matthew Sorby Tel: 01246 345800 matthew.sorby@chesterfield.gov.uk	Exempt 3 Contains financial information	
Key Decision 495	<b>Local Government Pension Scheme</b> To approve the revised Discretions in accordance with the changes to the Local Government Pension Scheme Regulations	Cabinet Council	Cabinet Member - Business Transformation	1 Dec 2015 16 Dec 2015	Report of HR and Payroll Lead	Jane Dackiewicz Tel: 01246 345257 jane.dackiewicz@chesterfield.gov.uk	Public	
Key Decision 513	<b>Approval to Dispose of Miscellaneous Housing Stock</b>	Cabinet	Cabinet Member - Housing	1 Dec 2015	Report of Housing Service Manager – Business Planning & Strategy	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Exempt 3	

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Key Decision 537	<b>Procurement Options</b> A paper providing options for the future service delivery method for the procurement service	Joint Cabinet and Employment & General Committee	Cabinet Member - Business Transformation	3 Nov 2015	Report of Business Transformation Manager	Karen Brown Tel: 01246 345293 karen.brown@chesterfield.gov.uk	Public	
Key Decision 539	<b>Barrow Hill Environmental Improvements Update</b> To update members on progress and provide details of next stages	Cabinet	Cabinet Member - Housing	3 Nov 2015	Report of Housing Manager - Business Planning and Strategy	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Exempt 1	
Key Decision 540	<b>Asbestos Compliance Report</b> Asbestos management compliance review and action plan	Cabinet	Cabinet Member - Housing, Cabinet Member - Governance	3 Nov 2015	Report of Housing Manager - Business Planning and Strategy and Business Transformation Manager	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public	

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Key Decision 541	<b>Cultural Venues Fees and Charges 2016</b> To review the scale of charges for lettings at the Pomegranate Theatre, the Winding Wheel, the Assembly Rooms in the Market Hall and Hasland Village Hall for 2016.	Cabinet	Cabinet Member - Town Centre and Visitor Economy	17 Nov 2015	Report of Cultural and Visitor Services Manager	Anthony Radford Tel: 01246 345339 anthony.radford@chesterfield.gov.uk	Public	
Key Decision 543	<b>Housing Related Support – an update</b>	Cabinet	Cabinet Member - Housing	15 Dec 2015	Report of Housing Manage - Customer Division	Julie McGrogan Tel: 01246 345135 julie.mcgrogan@chesterfield.gov.uk	Exempt 3	
Key Decision 547	<b>Great Place: Great Service Update</b> To approve the focus and activity of the Great Place: Great Service Programme for the next 18 months.	Cabinet Council	Cabinet Member - Business Transformation	Not before 1st Dec 2015 16 Dec 2015	Report of Executive Director	James Drury james.drury@chesterfield.gov.uk	Public	
Key Decision 548	<b>Review Statement of Licensing Policy</b> To adopt the revised statement of licensing policy to regulate licensable activities on licensed premises, by qualifying clubs and at temporary events in accordance with section 5 of the Licensing Act 2003.	Cabinet Council	Cabinet Member - Health and Wellbeing	1 Dec 2015 16 Dec 2015	Report of Licensing Manager	Trevor Durham Tel: 01246 345203 trevor.durham@chesterfield.gov.uk	Public	

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Key Decision 549	<b>Environmental Health Fees and Charges 2016-17</b> To approve the fees and charges for environmental health services for 2016-17.	Cabinet	Cabinet Member - Health and Wellbeing	15 Dec 2015	Report of Environmental Health Manager	Russell Sinclair Tel: 01246 345397 russell.sinclair@chesterfield.gov.uk	Public	
Key Decision 550	<b>Parkside – Allocations/Charges and Support</b>	Cabinet	Cabinet Member - Housing	1 Dec 2015	Report of Housing Services Manager - Customer Division	Julie McGrogan Tel: 01246 345135 julie.mcgrogan@chesterfield.gov.uk	Exempt 3 relating to financial or business affairs	
Key Decision 554	<b>Approval of the Council's Safeguarding Children and Vulnerable Adults Policy and Procedures</b>	Joint Cabinet and Employment & General Committee	Cabinet Member - Health and Wellbeing	1 Dec 2015	Report of Policy Manager	Donna Reddish Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Public	
Key Decision 557	<b>Review of Fees and Charges for Outdoor Recreation 2016/17</b>	Cabinet	Cabinet Member - Health and Wellbeing	17 Nov 2015	Report of Environmental Services Manager	Mel Henley melhenley@chesterfield.gov.uk	Public	
Key Decision 558	<b>Review of Cemeteries Fees and Charges for 2016/17</b>	Cabinet	Cabinet Member - Health and Wellbeing	17 Nov 2015	Report of Environmental Services Manager	Mel Henley melhenley@chesterfield.gov.uk	Public	

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Key Decision 559	<b>Review of Fees and Charges for Waste and Recycling 2016/17</b>	Cabinet	Cabinet Member - Health and Wellbeing	17 Nov 2015	Report of Environmental Services Manager	Mel Henley melhenley@chesterfield.gov.uk	Public	
Key Decision 559	<b>Outstanding Debts For Write Off</b> Including insolvency related debts and other bad debts	Cabinet Member for Business Transformation	Cabinet Member - Business Transformation	3 Nov 2015	Report of Chief Finance Officer	Maureen Madin Tel: 01246-345487 maureen.madin@chesterfield.gov.uk	Exempt 3 Relating to financial or business affairs	
Key Decision 560	<b>Review of crèche services</b>	Joint Cabinet and Employment & General Committee	Cabinet Member - Health and Wellbeing	3 Nov 2015	Report of Sports and Leisure Manager	Mick Blythe Tel: 01246 345101 mick.blythe@chesterfield.gov.uk	Exempt 3, 4	
Key Decision 562	<b>Review of the Council's Car Parking Policy</b> To review the Council's Parking Policy and agree an investment plan	Cabinet  Council	Cabinet Member - Town Centre and Visitor Economy	17 Nov 2015  16 Dec 2015	Report of Town Centre Operations Manager and Parking and CCTV Manager	Andy Bond Tel: 01246 345991 andy.bond@chesterfield.gov.uk	Public	



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Key Decision 563	<b>Review of Car Parking Charges</b> To review car parking prices and agree prices for 2016	Cabinet	Cabinet Member - Town Centre and Visitor Economy	17 Nov 2015	Report of Town Centre Operations Manager and Parking and CCTV Manager	Andy Bond Tel: 01246 345991 andy.bond@chesterfield.gov.uk	Public	
Key Decision 564	<b>Zero Hours Contracts at Chesterfield Venues</b> To introduce annualised contracts at the Venues in order to comply with the Council's Zero Hours Policy	Joint Cabinet and Employment & General Committee	Cabinet Member - Town Centre and Visitor Economy	3 Nov 2015	Report of Arts and Venues Manager	Anthony Radford Tel: 01246 345339 anthony.radford@chesterfield.gov.uk	Exempt 1, 4 Information relation to individuals and staff negotiations	
Key Decision 565	<b>Visitor Information Centre Staffing Reorganisation</b> To reorganise the staff based at the Visitor Information Centre so that they can provide 'one' service for sales and information.	Joint Cabinet and Employment & General Committee	Cabinet Member - Town Centre and Visitor Economy	3 Nov 2015	Report of Arts and Venues Manager and Tourism, Museums and Events Manager	Anthony Radford Tel: 01246 345339 anthony.radford@chesterfield.gov.uk	Exempt 1, 4 Information relation to individuals and staff negotiations	
Key Decision 566	<b>General Fund Revenue and Capital Budget Monitoring Report and Updated Medium Term Financial Forecast – Second Quarter 2015/16</b>	Cabinet  Council	Deputy Leader & Cabinet Member for Planning	1 Dec 2015  16 Dec 2015	Report of Chief Finance Officer	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public	

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Key Decision 567	<b>Leader and Cabinet Member for Regeneration Revenue Budget 2015/16 - 2018/19</b>	Cabinet	Leader & Cabinet Member for Regeneration	15 Dec 2015	Report of Chief Finance Officer	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public	
Key Decision 568	<b>Deputy Leader and Cabinet Member for Planning Revenue Budget 2015/16 - 2018/19</b>	Cabinet	Deputy Leader & Cabinet Member for Planning	15 Dec 2015	Report of Chief Finance Officer	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public	
Key Decision 569	<b>Cabinet Member for Business Transformation Revenue Budget 2015/16 - 2018/19</b>	Cabinet	Cabinet Member - Business Transformation	15 Dec 2015	Report of Chief Finance Officer	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public	
Key Decision 570	<b>Cabinet Member for Governance Revenue Budget 2015/16 - 2018/19</b>	Cabinet	Cabinet Member - Governance	15 Dec 2015	Report of Chief Finance Officer	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public	

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Key Decision 571	<b>Cabinet Member for Health and Wellbeing Revenue Budget 2015/16 - 2018/19</b>	Cabinet	Cabinet Member - Health and Wellbeing	15 Dec 2015	Report of Chief Finance Officer	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public	
Key Decision 572	<b>Cabinet Member for Housing General Fund Revenue Budget 2015/16 - 2018/19</b>	Cabinet	Cabinet Member - Housing	15 Dec 2015	Report of Chief Finance Officer	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public	
Key Decision 573	<b>Cabinet Member for Town Centre and Visitor Economy Revenue Budget 2015/16 - 2018/19</b>	Cabinet	Cabinet Member - Town Centre and Visitor Economy	15 Dec 2015	Report of Chief Finance Officer	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public	
Key Decision 574	<b>General Fund Revenue Budget Summary</b>	Cabinet	Leader & Cabinet Member for Regeneration	15 Dec 2015	Report of Chief Finance Officer	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public	

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Key Decision 575	<b>Local Council Tax Support Scheme 2016/17</b>	Cabinet Council	Cabinet Member - Business Transformation	17 Nov 2015 16 Dec 2015	Report of Chief Finance Officer	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public	
Key Decision 576	<b>Collection Fund revised estimates 2015/16</b>	Cabinet	Deputy Leader & Cabinet Member for Planning	15 Dec 2015	Report of Chief Finance Officer	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public	
Key Decision 577	<b>Risk Management – Mid year review</b>	Cabinet Council	Deputy Leader & Cabinet Member for Planning	1 Dec 2015 16 Dec 2015	Report of Chief Finance Officer	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public	
Key Decision 578	<b>General Fund Capital Programme Budget Monitoring</b>	Cabinet	Deputy Leader & Cabinet Member for Planning	15 Dec 2015	Report of Chief Finance Officer	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public	

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Key Decision 579	<b>Housing Repairs Budget 2016/17</b>	Cabinet	Cabinet Member - Housing	9 Feb 2016	REPORT OF HOUSING SERVICE MANAGER - BUSINESS PLANNING & STRATEGY	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public	
Key Decision 580	<b>Housing Revenue Account Budget 2016/17 - 2021/22</b>	Cabinet	Cabinet Member - Housing	9 Feb 2016	REPORT OF HOUSING SERVICE MANAGER - BUSINESS PLANNING & STRATEGY	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public	
Key Decision 581	<b>Housing Capital Programme - NEW PROGRAMME FOR 16/17, 17/18 AND 18/19</b> NEW PROGRAMME FOR 16/17, 17/18 AND 18/19	Cabinet Council	Cabinet Member - Housing	9 Feb 2016 25 Feb 2016	REPORT OF HOUSING SERVICE MANAGER - BUSINESS, PLANNING & STRATEGY	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public	

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Key Decision 582	<b>Annual Housing Revenue Account - Rent and Service Charge Increase TO SET RENT AND SERVICE CHARGE LEVELS</b>	Cabinet	Cabinet Member - Housing	26 Jan 2016	REPORT OF HOUSING SERVICE MANAGER - BUSINESS PLANNING AND STRATEGY	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public	
Key Decision 583	<b>Housing Revenue Account Business Plan</b>	Cabinet	Cabinet Member - Housing	26 Jan 2016	REPORT OF HOUSING SERVICE MANAGER - BUSINESS PLANNING & STRATEGY	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public	
<b>Private Items (Non Key Decisions)</b>								
Non-Key 363	<b>Application for Home Repairs Assistance</b>	Cabinet Member - Housing	Cabinet Member - Housing	30 Nov 2015	Report of Business Planning and Strategy Manager - Housing Services	Jane Thomas jane.thomas@chesterfield.gov.uk	Exempt 1, 3 Information relating to an individual Information relating to financial affairs	

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Non-Key 367	<b>Lease of Commercial and Industrial Properties</b>	Deputy Leader & Cabinet Member for Planning	Deputy Leader & Cabinet Member for Planning	30 Nov 2015	Report of Kier Asset Management	Christopher Oakes Tel: 01246 345346 christopher.oakes@chesterfield.gov.uk	Exempt 3 Information relating to financial or business affairs	
Key Decision 375	<b>Proposed Restructure of the Personal Assistants</b>	Joint Cabinet and Employment & General Committee	Cabinet Member - Governance	3 Nov 2015	Report of the Support Services Manager	David Wallace	Exempt 1	Special Urgency Exception Notice completed.
<b>Non Key Decisions</b>								
Non-Key 41	<b>Public Private Partnerships (PPP) Update</b> To note performance and ongoing work.	Cabinet	Cabinet Member - Business Transformation	Not before 17th Nov 2015	Report of Executive Director	James Drury james.drury@chesterfield.gov.uk	Public	
Non-Key 46	<b>Calculation of Tax Base 2016/17</b>	Employment and General Committee		25 Jan 2016	Report of Chief Finance Officer	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public	

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Key Decision 47	<b>Approval of Business Rates Estimates 2015/16</b>	Employment and General Committee		25 Jan 2016	Report of Chief Finance Officer	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public	