

CHESTERFIELD BOROUGH COUNCIL FORWARD PLAN  
FOR THE FOUR MONTH PERIOD 1 AUGUST 2016 TO 30 NOVEMBER 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 2016/17

| <u>Cabinet</u>   | <u>Council</u>               |
|--|------------------------------|
| 5 April 2016*<br>3 May 2016*<br>17 May 2016<br>31 May 2016 | 27 April 2016<br>11 May 2016 |
| 14 June 2016*<br>28 June 2016                              |                              |
| 12 July 2016*<br>26 July 2016                              | 27 July 2016                 |
| 6 September 2016*<br>20 September 2016                     |                              |
| 4 October 2016*<br>18 October 2016                         | 12 October 2016              |
| 1 November 2016*<br>15 November 2016<br>29 November 2016   |                              |
| 13 December 2016*  | 14 December 2016             |
| 10 January 2017*<br>24 January 2017                        |                              |
| 7 February 2017*<br>21 February 2017                       | 23 February 2017             |
| 7 March 2017*<br>21 March 2017                             |                              |
| 4 April 2017*<br>18 April 2017                             | 26 April 2017                |
| 2 May 2017*<br>16 May 2017<br>30 May 2017                  | 10 May 2017                  |

\*Joint Cabinet and Employment and General Committee meet immediately prior to the first meeting of Cabinet each month

## 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<br>Councillor Keith Brown        |
| Cabinet Member for Governance                      | Councillor Sharon Blank    | Assistant Member<br>Councillor Mick Wall          |
| Cabinet Member for Health and Wellbeing            | Councillor Chris Ludlow    | Assistant Member<br>Councillor Helen Bagley       |
| Cabinet Member for Housing                         | Councillor Tom Murphy      | Assistant Member<br>Councillor Sarah Hollingworth |
| Cabinet Member for Town Centre and Visitor Economy | Councillor Amanda Serjeant | Assistant Member<br>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

(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>   | Deputy Leader & Cabinet Member for Planning               | Deputy Leader & Cabinet Member for Planning | Not before 29th Aug 2016            | Matthew Sorby<br>Tel: 01246 345800<br>matthew.sorby@chesterfield.gov.uk       | Exempt 3<br>Contains financial information                        | No                                |
| Key Decision<br>577  | <b>Risk Management Strategy and Annual review</b>  | Council   | Deputy Leader & Cabinet Member for Planning | 27 Jul 2016                         | Helen Fox<br>Tel: 01246 345452<br>helen.fox@chesterfield.gov.uk               | Public  | No                                |
| Key Decision<br>584  | <b>Purchase of Property under Strategic Acquisitions Policy</b>  | Housing Services Manager - Business Planning and Strategy | Cabinet Member - Housing                    | Not before 29th Aug 2016            |   | Exempt 3  | No                                |
| Key Decision<br>619  | <b>Chester Street Garage Site</b><br>- to obtain permission to clear garage site and make available for Housing Development. | Cabinet   | Cabinet Member - Housing                    | 6 Sep 2016                          | Alison Craig<br>Housing Tel: 01246 345156<br>alison.craig@chesterfield.gov.uk | Exempt 3<br>Information relating to financial or business affairs | No                                |

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|---------------------|--|---|--|-------------------------------------|---|-------------------|-----------------------------------|
| Key Decision<br>622 | <b>Northern Gateway Revised Scheme Proposals</b>         | Joint Cabinet and Employment & General Committee<br><br>Council | Leader & Cabinet Member for Regeneration         | 26 Jul 2016<br>27 Jul 2016          | Lynda Sharp<br>Tel: 01246 345256<br>lynda.sharp@chesterfield.gov.uk                                 | Exempt 3          | No                                |
| Key Decision<br>627 | <b>Policy and Communications restructure</b>             | Joint Cabinet and Employment & General Committee                | Deputy Leader & Cabinet Member for Planning      | 6 Sep 2016                          | Donna Reddish<br>Tel: 01246 345307<br>donna.reddish@chesterfield.gov.uk                             | Exempt 1          | No                                |
| Key Decision<br>640 | <b>Environmental Services Restructure</b>                | Joint Cabinet and Employment & General Committee                | Cabinet Member - Health and Wellbeing            | 12 Jul 2016                         | Angela Dunn<br>Bereavement Services Manager<br>Tel: 01246 345881<br>angela.dunn@chesterfield.gov.uk | Exempt 1, 4       | No                                |
| Key Decision<br>646 | <b>Chesterfield Museum Store - Unit 1, Somerset Yard</b> | Cabinet<br><br>Council  | Cabinet Member - Town Centre and Visitor Economy | 12 Jul 2016<br>27 Jul 2016          | Alyson Barnes<br>alyson.barnes@chesterfield.gov.uk  | Public            | No                                |
| Key Decision<br>647 | <b>Pay and Reward Review</b>                             | Joint Cabinet and Employment & General Committee                | Cabinet Member - Business Transformation         | 12 Jul 2016                         | Kate Harley<br>Kate.Harley@Chesterfield.gov.uk  | Exempt 3, 4       | 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<br>648 | <b>Apprentice Town</b>   | Cabinet                 | Leader & Cabinet Member for Regeneration    | 6 Sep 2016                          | Neil Johnson<br>Tel: 01246 345241<br>neil.johnson@chesterfield.gov.uk                               | Public            | No                                |
| Key Decision<br>652 | <b>Caravan and Mobile Home Park Licensing</b><br>To approve the arrangements for the licensing and management of mobile home parks in the borough. | Cabinet                 | Cabinet Member - Housing                    | 26 Jul 2016                         | Alison Craig<br>Housing Tel: 01246 345156<br>alison.craig@chesterfield.gov.uk                       | Public            | No                                |
| Key Decision<br>653 | <b>Crematorium Delivery Options</b>  | Cabinet                 | Cabinet Member - Health and Wellbeing       | 6 Sep 2016                          | Angela Dunn<br>Bereavement Services Manager<br>Tel: 01246 345881<br>angela.dunn@chesterfield.gov.uk | Exempt 3          | No                                |
| Key Decision<br>654 | <b>Update on General Fund Capital Programme</b>  | Cabinet<br>Council      | Deputy Leader & Cabinet Member for Planning | 26 Jul 2016<br>27 Jul 2016          | Helen Fox<br>Tel: 01246 345452<br>helen.fox@chesterfield.gov.uk                                     | Public            | No                                |
| Key Decision<br>655 | <b>Homelessness Strategy</b>   | Cabinet                 | Cabinet Member - Housing                    | 26 Jul 2016                         | Alison Craig<br>Housing Tel: 01246 345156<br>alison.craig@chesterfield.gov.uk                       | Public            | No                                |
| Key Decision<br>656 | <b>Catering Commercialisation</b>  | Cabinet                 | Cabinet Member - Business Transformation    | 6 Sep 2016                          | Joe Tomlinson<br>Tel: 01246 345093<br>joe.tomlinson@chesterfield.gov.uk                             | Exempt 3          | 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<br>657 | <b>Pay and Reward Review Progress Update</b>                             | Joint Cabinet and Employment & General Committee | Cabinet Member - Business Transformation | 29 Nov 2016                         | Kate Harley<br>Kate.Harley@Chesterfield.gov.uk                          | Exempt 3, 4       | No  |
| Key Decision<br>658 | <b>Temporary Capital Works Growth Staff and New Apprenticeship Posts</b> | Joint Cabinet and Employment & General Committee | Cabinet Member - Housing                 | 12 Jul 2016                         | Mike Brymer<br>mike.brymer@chesterfield.gov.uk                          | Exempt 3          | Yes<br>To allow the recruitment process to begin as soon as possible to reduce the expenditure on sub-contracted works and begin carrying out income generation works.<br><br>To employ two new apprentices in time to start in September 2016. |

| 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>Private Items (Non Key Decisions)</b> |  |   |   |                                     |   |   |                                   |
| Non-Key<br>363                           | <b>Application for Home Repairs Assistance</b>       | Cabinet Member - Housing                    | Cabinet Member - Housing                    | Not before 29th Aug 2016            | Jane Thomas<br>jane.thomas@chesterfield.gov.uk                                  | Exempt 1, 3<br>Information relating to an individual<br>Information relating to financial affairs | No                                |
| Non-Key<br>367                           | <b>Lease of Commercial and Industrial Properties</b> | Deputy Leader & Cabinet Member for Planning | Deputy Leader & Cabinet Member for Planning | Not before 29th Aug 2016            | Christopher Oakes<br>Tel: 01246 345346<br>christopher.oakes@chesterfield.gov.uk | Exempt 3<br>Information relating to financial or business affairs                                 | No                                |
| Non-Key<br>368                           | <b>Application for Discretionary Rate Relief</b>     | Cabinet Member for Business Transformation  | Cabinet Member - Business Transformation    | 29 Aug 2016                         |   | Exempt  | No                                |



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|--------------------------|--|----------------------------------|---|-------------------------------------|---|-------------------|-----------------------------------|
| <b>Non Key Decisions</b> |  |                                  |   |                                     |   |                   |                                   |
| Non-Key<br>57            | <b>Scrutiny Annual Report 2015/16</b><br>Consideration and endorsement of the Scrutiny Annual Report 2015/16 which details the work of the Council's Overview and Scrutiny Committees and development of the Overview and Scrutiny Function during 2015/16.  | Council                          | Cabinet Member - Governance                 | 27 Jul 2016                         | Anita Cunningham<br>Tel: 01246 345273<br>anita.cunningham@chesterfield.gov.uk | Public            | No                                |
| Non-Key<br>58            | <b>Response to the Derbyshire County Council consultation on Community and Voluntary Sector Funding</b>  | Cabinet                          | Cabinet Member - Health and Wellbeing       | 12 Jul 2016                         | Donna Reddish<br>Tel: 01246 345307<br>donna.reddish@chesterfield.gov.uk       | Public            | No                                |
| Key Decision<br>59       | <b>Local List of Heritage Assets</b>   | Cabinet                          | Deputy Leader & Cabinet Member for Planning | 12 Jul 2016                         | Paul Staniforth<br>Tel: 01246 345781<br>paul.staniforth@chesterfield.gov.uk   | Public            | No                                |
| Key Decision<br>60       | <b>Hackney Carriage Licence Limit Survey</b><br>The commissioning of the latest 'unmet demand' survey will use the council's procurement procedures and a report will be submitted for decision by the Appeals and Regulatory committee. The findings and report are included on the forward plan as a non-key decision. | Appeals and Regulatory Committee | Cabinet Member - Health and Wellbeing       | Not before 7th Dec 2016             | Trevor Durham<br>Tel: 01246 345203<br>trevor.durham@chesterfield.gov.uk       | Public            | No                                |