

CHESTERFIELD BOROUGH COUNCIL FORWARD PLAN  
FOR THE FOUR MONTH PERIOD 1 NOVEMBER 2013 TO 28 FEBRUARY 2014

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. 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. Decisions which are expected to be taken in private (at a meeting of the Cabinet or by an individual Cabinet Member) are marked "private".

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 rolled forward every month and is available to the public 14 days before the beginning of each month.

A 'Key' Decision is defined as:

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 meaning of the Council's Policy Framework set out in Article 4 of the Council's Constitution.

The law and the Council's Constitution provide for urgent key decisions to be made, even though they have not been included in the Forward Plan in accordance with Rule 15 (General Exception) and Rule 16 (Special Urgency) of the Access to information Procedure Rules.

The Forward Plan has been extended to now include details of any significant issues to be considered by the Executive Cabinet, full Council and Overview and Scrutiny Committee. It is hoped that this will better meet the needs of elected Members, Officers and the public. They are called "non key decisions".

Anyone wishing to make representations about any of the matters in the schedule below may do so by contacting the officer listed. Copies of the Council's Constitution and agenda and minutes for all meeting of the Council may be accessed on the Council's website: [www.chesterfield.gov.uk](http://www.chesterfield.gov.uk).

## 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.

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.

Cabinet meetings are held at the Town Hall, Chesterfield, S40 1LP, usually starting at 10.30 am on Tuesdays, but subject to change in accordance with legal notice periods.

**Huw Bowen**  
Chief Executive



Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Proposed Consultees	Method(s) of Consultation	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated	Private
<b>Key Decisions</b>									
Key Decision 213	List of Buildings of Local Interest - to agree a local list of buildings of historic, architectural or townscape importance.	Cabinet	Deputy Leader & Executive Member for Planning	20 Dec 2013	Planning Committee	Public Consultation already taken place with the local community.	Report of Head of Regeneration	Paul Staniforth Tel: 01246 345781 paul.staniforth@chesterfield.gov.uk	Public
Key Decision 250	Housing Services Structure Review	Joint Cabinet and Employment & General Committee	Executive Member - Housing	3 Dec 2013	Assistant Executive Member Support Members	Meetings.	Head of Housing	Martyn Bollands Tel: 01246 345020 martyn.bollands@chesterfield.gov.uk	Exempt
Key Decision 254	Private Sector Stock Condition Survey - seeking authority to procure.	Cabinet	Executive Member - Housing	14 Jan 2014	Assistant Executive Member Support Members	Meetings.	Head of Housing	Jane Thomas Tel: 01246 345708 jane.thomas@chesterfield.gov.uk	Public
Key Decision 255	Appointment of Green Deal/ECO Partner	Cabinet	Executive Member - Housing	20 Dec 2013	Assistant Executive Member Support Members	Meetings.	Head of Housing	Jane Thomas Tel: 01246 345708 jane.thomas@chesterfield.gov.uk	Public

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Key Decision 262	Governance Restructure - to consider a proposed restructure of the Governance Service.	Joint Cabinet and Employment & General Committee	Executive Member - Governance and Organisational Development	3 Dec 2013	Assistant Executive Member Heads of Service Staff Trade Unions	Meetings.	Head of Governance	Sara Goodwin Tel: 01246 345309 sara.goodwin@chesterfield.gov.uk	Exempt
Key Decision 267	Restructure of Homelessness Service	Joint Cabinet and Employment & General Committee	Executive Member - Housing	14 Jan 2014	Assistant Executive Member Support Members	Meeting.	Head of Housing	Julie McGrogan Tel: 01246 345135 julie.mcgrogan@chesterfield.gov.uk	Exempt
Key Decision 284	Gateway Enhancements - to agree final designs for public art and environmental improvements for Hornsbridge roundabout and Station Approach.	Cabinet	Leader & Executive Member for Regeneration	22 Oct 2013		Meeting.	Head of Regeneration	Lynda Sharp Tel: 01246 345256 lynda.sharp@chesterfield.gov.uk	Public

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Key Decision 285	New Beetwell Street MSCP Improvement Scheme - to agree a scheme of capital improvements for the car parks in line with the Parking Strategy.	Council	Executive Member - Environment	18 Dec 2013	Assistant Executive Member	Meeting.	Head of Regeneration	Bernadette Wainwright Tel: 01246 345779 bernadette.wainwright@chesterfield.gov.uk	Public
Key Decision 286	CCTV Control Centre Improvement Works - to agree capital improvements to the control centre in line with the Parking Strategy.	Council	Executive Member - Customers and Communities	18 Dec 2013	Assistant Executive Member Support Members	Meeting.	Head of Regeneration	Bernadette Wainwright Tel: 01246 345779 bernadette.wainwright@chesterfield.gov.uk	Public
Key Decision 290	Treasury Management Outturn report for 2012/13 and updated Strategy for 2013/14.	Council	Deputy Leader & Executive Member for Planning	16 Oct 2013	Standards & Audit Committee	Meetings.	Head of Finance	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public

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Key Decision 295	Tenancy Policy - The Council's approach to Tenancy Management.	Cabinet	Executive Member - Housing	19 Nov 2013	Assistant Executive Member Support Members	Meeting	Head of Housing	Julie McGrogan Tel: 01246 345135 julie.mcgrogan@chesterfield.gov.uk	Public
Key Decision 296	Careline Consortium - Update on the current position regarding potential partnership arrangements with DCC.	Cabinet	Executive Member - Housing	20 Dec 2013	Assistant Executive Member Support Members	Meeting.	Head of Housing	Julie McGrogan Tel: 01246 345135 julie.mcgrogan@chesterfield.gov.uk	Public

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Key Decision 303	Policy Restructure	Joint Cabinet and Employment & General Committee	Executive Member - Governance and Organisational Development	3 Dec 2013	Assistant Executive Member Support Members Deputy Leader & Executive Member for Planning Executive Member for Customers & Communities Executive Member for Environment Heads of Service Staff Trade Unions	Meetings.	Head of Business Transformation	Mark Evans Head of Business Transformation Tel: 01246 345732 mark.evans@chesterfield.gov.uk	Exempt
Key Decision 306	Income Development at the Venues - consider proposals to develop new income streams at the venues.	Cabinet	Executive Member - Leisure, Culture and Tourism	19 Nov 2013	Assistant Executive Member Support Members Users of venues.	Meetings	Head of Regeneration	Bernadette Wainwright Tel: 01246 345779 bernadette.wainwright@chesterfield.gov.uk	Public

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Key Decision 317	Renewal of Cleaning Contract for Communal Areas	Cabinet	Executive Member - Housing	20 Dec 2013	Assistant Executive Member Support Members	Meeting	Head of Housing	Julie McGrogan Tel: 01246 345135 julie.mcgrogan@chesterfield.gov.uk	Public
Key Decision 318	Proposals in respect of Grange Court - Change of Use/Conversion	Executive Member - Housing	Executive Member - Housing	20 Dec 2013	Assistant Executive Member Support Members	Meeting	Head of Housing	Julie McGrogan Tel: 01246 345135 julie.mcgrogan@chesterfield.gov.uk	Public
Key Decision 319	Housing Ombudsman Arrangements	Cabinet	Executive Member - Housing	19 Nov 2013	Assistant Executive Member Support Members	Meetings	Head of Housing	Julie McGrogan Tel: 01246 345135 julie.mcgrogan@chesterfield.gov.uk	Public
Key Decision 321	Review of Allocations Policy - Welfare Reform	Cabinet	Executive Member - Housing	3 Dec 2013	Assistant Executive Member Support Members	Meetings	Head of Housing	Julie McGrogan Tel: 01246 345135 julie.mcgrogan@chesterfield.gov.uk	Public
Key Decision 326	Festivals Review - review the Council's programme of cultural festivals in 2013 and agree future events.	Cabinet	Executive Member - Leisure, Culture and Tourism	28 Jan 2014	Assistant Executive Member Support Members	Meetings	Head of Regeneration	Bernadette Wainwright Tel: 01246 345779 bernadette.wainwright@chesterfield.gov.uk	Public



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Key Decision 327	Rest Rooms - explain how the rest rooms are managed and financed and review the future of the unused facilities.	Cabinet	Executive Member - Leisure, Culture and Tourism	20 Dec 2013	Assistant Executive Member Support Members	Meetings	Head of Regeneration	Bernadette Wainwright Tel: 01246 345779 bernadette.wainwright@chesterfield.gov.uk	Public
Key Decision 328	Community Infrastructure Levy (CIL) - consultation on draft charging schedule for CIL.	Cabinet	Deputy Leader & Executive Member for Planning	22 Oct 2013		Statutory Public Consultation Meetings	Head of Regeneration	Scott Nicholas Tel: 01246 345796 scott.nicholas@chesterfield.gov.uk	Public
Key Decision 329	Local Plan: Sites and Boundaries Development Plan document - to agree preferred options for public consultation.	Cabinet	Deputy Leader & Executive Member for Planning	19 Nov 2013		Meetings	Head of Regeneration	Alan Siviter Tel: 01246 345954 alan.siviter@chesterfield.gov.uk	Public
Key Decision 331	HS2 - response to consultation from government on proposed route for HS2.	Cabinet	Deputy Leader & Executive Member for Planning	14 Jan 2014		Meetings.	Head of Regeneration	Richard Bryant Tel: 01246 345790 richard.bryant@chesterfield.gov.uk	Public

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Key Decision 335	"Great Place, Great Service" - a proposal to implement a Council wide transformation programme.	Cabinet	Deputy Leader & Executive Member for Planning	3 Dec 2013	Executive Member for Governance and Organisational Development	Meeting	Head of Business Transformation	Mark Evans Head of Business Transformation Tel: 01246 345732 mark.evans@chesterfield.gov.uk	Public
Key Decision 337	THI Scheme Project Evaluation - to receive a final evaluation of the THI project for Chesterfield Town Centre.	Cabinet	Deputy Leader & Executive Member for Planning	20 Dec 2013		Meetings	Head of Regeneration	Paul Staniforth Tel: 01246 345781 paul.staniforth@chesterfield.gov.uk	Public
Key Decision 339	Proposals for future use of the former garage site of Hady Lane	Cabinet	Executive Member - Housing	3 Dec 2013	Assistant Executive Member Support Members	Meetings.	Business Planning & Strategy Manager	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public
Key Decision 340	Caravan and Mobile Home Park Licensing	Cabinet	Executive Member - Housing	19 Nov 2013	Assistant Executive Member Support Members	Meetings.	Head of Housing	Jane Thomas Tel: 01246 345708 jane.thomas@chesterfield.gov.uk	Public
Key Decision 341	Budget Monitoring and Medium Term Financial Forecast	Cabinet	Deputy Leader & Executive Member for Planning	22 Oct 2013	Leader & Executive Member for Regeneration	Meeting.	Head of Finance	Helen Fox Tel: 01246 345452 helen.fox@chesterfield.gov.uk	Public

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Key Decision 342	Performance Outturn for April 2013 to September 2013	Cabinet	Deputy Leader & Executive Member for Planning	19 Nov 2013		Meeting.	Head of Business Transformation	Scott Webster Tel: 01246 345293 scott.webster@chesterfield.gov.uk	Public
Key Decision 343	Environmental Health Fees and Charges	Cabinet	Executive Member - Environment	19 Nov 2013	Assistant Executive Member Support Members	Meetings.	Head of Environment	Russell Sinclair Tel: 01246 345397 russell.sinclair@chesterfield.gov.uk	Public
Key Decision 344	Better Business for All Partnership D2N2	Cabinet	Executive Member - Environment	19 Nov 2013	Deputy Leader & Executive Member for Planning Assistant Executive Member Support Members	Meetings.	Head of Environment	Russell Sinclair Tel: 01246 345397 russell.sinclair@chesterfield.gov.uk	Public
Key Decision 345	Waste Services Fees and Charges	Cabinet	Executive Member - Environment	19 Nov 2013	Assistant Executive Member Support Members	Meetings.	Head of Environment	Dave Bennett Tel: 01246 345122 dave.bennett@chesterfield.gov.uk	Public
Key Decision 347	Anti-Social Behaviour Review	Cabinet	Executive Member - Customers and Communities	20 Dec 2013	Assistant Executive Member	Meetings	Head of Business Transformation	Joe Tomlinson Tel: 01246 345093 joe.tomlinson@chesterfield.gov.uk	Public

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Key Decision 348	Strategic Housing Marketing Assessment	Cabinet	Executive Member - Housing	20 Dec 2013	Assistant Executive Member Support Members.	Meeting.	Head of Housing	James Crouch Tel: 01246 345150 james.crouch@chesterfield.gov.uk	Public
Key Decision 349	Westwood Avenue Update	Cabinet	Executive Member - Housing	19 Nov 2013	Assistant Executive Member  Support Member	Meeting	Head of Housing	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public
Key Decision 350	HRA Business Plan/Capital Programme/Rents	Cabinet	Executive Member - Housing	20 Dec 2013	Assistant Executive Member  Support Member	Meeting	Head of Housing	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Exempt
Key Decision 351	Review of Cemeteries Fees and Charges - 2014/15 To set the cemeteries fees and charges for 2014/15.	Cabinet	Executive Member - Environment	14 Jan 2014	Assistant Executive Member Support Members Joint Crematorium Committee	Meeting	Head of Environment	Angela Dunn Bereavement Services Officer Tel: 01246 345881 angela.dunn@chesterfield.gov.uk	Public

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Key Decision 352	Fees and Charges for Leisure Centres and Outdoor Recreation Provision 2014 To set the Council's fees and charges for Indoor and Outdoor Sport and Leisure facilities with effect from 1 April 2014	Cabinet	Executive Member - Leisure, Culture and Tourism	14 Jan 2014	Assistant Executive Member Support Members	Meeting	Head of Environment	Darran West Tel: 01246 345751 darran.west@chesterfield.gov.uk	Public
Key Decision 353	Water Rates Agreement with Severn Trent Water	Cabinet	Executive Member - Housing	19 Nov 2013	Assistant Executive Member for Housing Support Member Executive Member for Customers and Communities Scrutiny	Meetings.	Business Transformation Manager	Scott Webster Tel: 01246 345293 scott.webster@chesterfield.gov.uk	Exempt
<b>Non-Key Decisions</b>									

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Key Decision Non-Key 24	List of Buildings of Local Interest - to consider the list of nominated buildings and agree an assessment panel and process.	Deputy Leader & Executive Member for Planning	Deputy Leader & Executive Member for Planning	25 Nov 2013		Meeting. Consultation with property owners.	Head of Regeneration	Paul Staniforth Tel: 01246 345781 paul.staniforth@chesterfield.gov.uk	Public
Key Decision Non-Key 25	Key Account Management - to agree a strategy for engaging with local businesses.	Leader & Executive Member for Regeneration	Leader & Executive Member for Regeneration	28 Jan 2014		Meeting.	Head of Regeneration	Lynda Sharp Tel: 01246 345256 lynda.sharp@chesterfield.gov.uk	Public
Key Decision Non Key 26	Application for Discretionary Disabled Facilities Loan Assistance	Executive Member - Housing	Executive Member - Housing	15 Nov 2013	Assistant Executive Member Support Member	Meeting.	Head of Housing	Jane Thomas Tel: 01246 345708 jane.thomas@chesterfield.gov.uk	Exempt