

CHESTERFIELD BOROUGH COUNCIL FORWARD PLAN  
FOR THE FOUR MONTH PERIOD 1 FEBRUARY 2014 TO 31 MAY 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 28 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". In addition the plan contains details of any reports which are to be taken in the private section of an Executive meeting.

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. 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.

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 255	Appointment of Green Deal/ECO Partner	Joint Cabinet and Employment & General Committee	Executive Member - Housing	25 Feb 2014	Assistant Executive Member Support Members	Meetings.	Business Planning and Strategy Manager - Housing Services	Jane Thomas Tel: 01246 345708 jane.thomas@chesterfield.gov.uk	Public
Key Decision 267	Restructure of Homelessness Service	Joint Cabinet and Employment & General Committee	Executive Member - Housing	11 Mar 2014	Assistant Executive Member Support Members	Meeting.	Service Manager - Housing Services	Julie McGrogan Tel: 01246 345135 julie.mcgrogan@chesterfield.gov.uk	Exempt 1 Information relating to individuals
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	27 Feb 2014	Assistant Executive Member	Meeting.	Head of Regeneration	Bernadette Wainwright Tel: 01246 345779 bernadette.wainwright@chesterfield.gov.uk	Public

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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	27 Feb 2014	Assistant Executive Member Support Members	Meeting.	Head of Regeneration	Bernadette Wainwright Tel: 01246 345779 bernadette.wainwright@chesterfield.gov.uk	Public
Key Decision 296	Careline Consortium - Update on the current position regarding potential partnership arrangements with DCC.	Cabinet	Executive Member - Housing	25 Feb 2014	Assistant Executive Member Support Members	Meeting.	Service Manager - Housing Services	Julie McGrogan Tel: 01246 345135 julie.mcrogan@chesterfield.gov.uk	Public
Key Decision 317	Renewal of Cleaning Contract for Communal Areas	Cabinet	Executive Member - Housing	25 Feb 2014	Assistant Executive Member Support Members	Meeting	Service Manager - Housing Services	Julie McGrogan Tel: 01246 345135 julie.mcrogan@chesterfield.gov.uk	Public
Key Decision 318	Proposals in respect of Grange Court - Change of Use/Conversion	Cabinet	Executive Member - Housing	11 Mar 2014	Assistant Executive Member Support Members	Meeting	Service Manager - Housing Services	Julie McGrogan Tel: 01246 345135 julie.mcrogan@chesterfield.gov.uk	Public

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Key Decision 321	Review of Allocations Policy - Welfare Reform	Cabinet	Executive Member - Housing	25 Feb 2014	Assistant Executive Member Support Members	Meetings	Service Manager - Housing Services	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	25 Feb 2014	Assistant Executive Member Support Members	Meetings	Head of Regeneration	Bernadette Wainwright Tel: 01246 345779 bernadette.wainwright@chesterfield.gov.uk	Public
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	25 Feb 2014	Assistant Executive Member Support Members	Meetings	Head of Regeneration	Bernadette Wainwright Tel: 01246 345779 bernadette.wainwright@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	11 Feb 2014		Meetings	Head of Regeneration	Alan Siviter Tel: 01246 345954 alan.siviter@chesterfield.gov.uk	Public

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Key Decision 331	HS2 - response to consultation from government on proposed route for HS2.	Cabinet	Deputy Leader & Executive Member for Planning	28 Jan 2014		Meetings.	Head of Regeneration	Alan Morey Tel: 01246 345371 alan.morey@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	25 Mar 2014		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	11 Mar 2014	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	11 Mar 2014	Assistant Executive Member Support Members	Meetings.	Business Planning and Strategy Manager - Housing Services	Jane Thomas Tel: 01246 345708 jane.thomas@chesterfield.gov.uk	Public

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Key Decision 345	Waste Services Fees and Charges	Cabinet	Executive Member - Environment	11 Feb 2014	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	25 Feb 2014	Assistant Executive Member	Meetings	Head of Business Transformation	Joe Tomlinson Tel: 01246 345093 joe.tomlinson@chesterfield.gov.uk	Public
Key Decision 348	Strategic Housing Marketing Assessment	Cabinet	Executive Member - Housing	25 Feb 2014	Assistant Executive Member Support Members.	Meeting.	Business Planning and Strategy Manager - Housing Services	James Crouch Tel: 01246 345150 james.crouch@chesterfield.gov.uk	Public
Key Decision 350	HRA Business Plan	Cabinet	Executive Member - Housing	28 Jan 2014	Assistant Executive Member  Support Member	Meeting	Business Planning and Strategy Manager - Housing Services	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Exempt 3 Refers to financial affairs

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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	11 Feb 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
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	11 Feb 2014	Assistant Executive Member Support Members	Meeting	Head of Environment	Darran West Tel: 01246 345751 darran.west@chesterfield.gov.uk	Public
Key Decision 353	Barrow Hill Environmental Improvements	Cabinet	Executive Member - Housing	28 Jan 2014	Assistant Executive Member	Meeting	Business Planning and Strategy Manager - Housing Services	James Crouch Tel: 01246 345150 james.crouch@chesterfield.gov.uk	Public



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Key Decision 355	Proposed Sports Pavilion for Eastwood Park	Cabinet	Executive Member - Environment	25 Feb 2014	Assistant Executive Member	Meeting	Head of Environment	John Ramsey Tel: 01246 345097 john.ramsey@chesterfield.gov.uk	Public
Key Decision 360	Risk Management - mid year review and Strategy for 2014/15	Council	Executive Member - Governance and Organisational Development	27 Feb 2014	Assistant Executive Member Cabinet Standards and Audit Committee	Meeting	Head of Finance	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public
Key Decision 362	General Fund Revenue Budget 2014/15 and Medium Term Strategy	Council	Leader & Executive Member for Regeneration	27 Feb 2014	Cabinet	Meeting	Head of Finance	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public
Key Decision 363	Capital Strategy and General Fund Capital Programme	Council	Deputy Leader & Executive Member for Planning	27 Feb 2014		Meeting	Head of Finance	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public

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Key Decision 363(1)	Land at Thompson Street Chesterfield	Deputy Leader & Executive Member for Planning	Deputy Leader & Executive Member for Planning	20 Jan 2014		Meeting	Head of Regeneration	Matthew Sorby Tel: 01246 345800 matthew.sorby@chesterfield.gov.uk	Exempt 3 Information relating to the financial or business affairs of a person or company.
Key Decision 363(2)	Sale of Units at Foxwood Road, Chesterfield	Deputy Leader & Executive Member for Planning	Deputy Leader & Executive Member for Planning	20 Jan 2014		Meetings.	Head of Kier Contracts	Matthew Sorby Tel: 01246 345800 matthew.sorby@chesterfield.gov.uk	Exempt 3 Contains information relating to the financial or business affairs of any particular person (including the authority holding that information).

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Key Decision 363(3)	Sale of Land at Marsden Street, Chesterfield	Deputy Leader & Executive Member for Planning	Deputy Leader & Executive Member for Planning	24 Jan 2014			Report of Kier Asset Management	Matthew Sorby Tel: 01246 345800 matthew.sorby@chesterfield.gov.uk	Exempt 3 Contains information relating to the financial or business affairs of any particular person (including the authority holding that information).
Key Decision 364	Housing Capital Programme	Council	Executive Member - Housing	27 Feb 2014	Assistant Executive Member	Meeting	Head of Finance and Business Planning and Strategy Manager - Housing Services	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public
Key Decision 365	Treasury Management Strategy and Prudential Indicators	Council	Deputy Leader & Executive Member for Planning	27 Feb 2014	Cabinet Standards and Audit Committee	Meetings	Head of Finance	Helen Fox Tel: 01246 345452 helen.fox@chesterfield.gov.uk	Public

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Key Decision 366	Council Tax Levels for 2014/15	Council		27 Feb 2014		Meeting	Head of Finance	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public
Key Decision 367	Approval of the Council Tax and Business Rates Bases for 2014/15	Employment and General Committee		30 Jan 2014		Meeting		Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public
Key Decision 368	Open Market Fees and Charges 2014/15	Cabinet	Executive Member - Leisure, Culture and Tourism	11 Feb 2014	Assistant Executive Member	Meeting	Head of Regeneration	Mike Hayden Head of Regeneration Tel: 01246 345789 mike.hayden@chesterfield.gov.uk	Public
Key Decision 369	Consideration of Tenders for the Construction of the New Sports Centre (L000)	Cabinet	Executive Member - Leisure, Culture and Tourism	25 Feb 2014	Assistant Executive Member	Meeting	Head of Environment	Darran West Tel: 01246 345751 darran.west@chesterfield.gov.uk	Exempt 3 Contains financial information
Key Decision 370	Appropriation of Land at Queen's Park Annexe for the Construction of the New Sports Centre (R320)	Cabinet	Executive Member - Leisure, Culture and Tourism	11 Feb 2014	Assistant Executive Member	Meeting	Head of Environment	Darran West Tel: 01246 345751 darran.west@chesterfield.gov.uk	Public

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Key Decision 373	Restructure of the Procurement Unit	Joint Cabinet and Employment & General Committee	Executive Member - Governance and Organisational Development	28 Jan 2014	Assistant Executive Member	Meetings	Head of Business Transformation/ Head of Governance	Mark Evans Head of Business Transformation Tel: 01246 345732 mark.evans@chesterfield.gov.uk	Public
Key Decision 374	Review of Fleet Facilities Manager	Joint Cabinet and Employment & General Committee	Executive Member - Housing	11 Mar 2014	Assistant Executive Member	Meeting	Report of Operational Services Manager	Martyn Bollands Tel: 01246 345020 martyn.bollands@chesterfield.gov.uk	Exempt 3 Contains financial information
Key Decision 376	Council Tax Support Scheme	Council	Executive Member - Customers and Communities	29 Jan 2014	Assistant Executive Member	Meetings	Report of the Head of Finance	Barry Dawson, Fran Rodway Tel: 01246 345451 barry.dawson@chesterfield.gov.uk, Tel: 01246 345475 fran.rodway@chesterfield.gov.uk	Public
Key Decision 377	Repairs Budget 2014/15	Cabinet	Executive Member - Housing	11 Feb 2014	Assistant Executive Member	Meetings	Report of Business Planning and Strategy Manager	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public

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Key Decision 378	LAMS Update Report	Cabinet	Executive Member - Housing	25 Feb 2014	Assistant Executive Member	Meetings	Report of Business Planning and Strategy Manager	James Crouch Tel: 01246 345150 james.crouch@chesterfield.gov.uk	Public
Key Decision 379	New Equipment Store and Garage for Environmental Services Procurement Exemption	Cabinet	Executive Member - Housing	11 Mar 2014	Assistant Executive Member	Meetings	Service Manager - Housing Services	Martyn Bollands Tel: 01246 345020 martyn.bollands@chesterfield.gov.uk	Public
Key Decision 380	Impact on the Housing Service of Derbyshire County Council's Proposed Budget Cuts	Cabinet	Executive Member - Housing	25 Feb 2014	Assistant Executive Member	Meetings	Service Manager - Housing Services	Julie McGrogan Tel: 01246 345135 julie.mcgrogan@chesterfield.gov.uk	Public
Key Decision 381	Annual Report to Tenants - Local Offers 2014/15	Cabinet	Executive Member - Housing	25 Mar 2014	Assistant Executive Member	Meeting	Service Manager - Housing Services	Julie McGrogan Tel: 01246 345135 julie.mcgrogan@chesterfield.gov.uk	Public

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Key Decision 382	Insolvency Debts for Write-off	Executive Member - Customers and Communities	Executive Member - Customers and Communities	25 Feb 2014	Assistant Executive Member	Meeting	Customer Centric Services Manager	Maureen Madin Tel: 01246-345487 maureen.madin@chesterfield.gov.uk	Exempt 3 Information relating to the financial or business affairs
<b>Private Items - not Key or non-Key</b>									
Non-Key 1	Outstanding Debts for Write-off	Executive Member - Customers and Communities	Executive Member - Customers and Communities	25 Feb 2014	Assistant Executive Member	Meeting	Customer Centric Services Manager	Maureen Madin Tel: 01246-345487 maureen.madin@chesterfield.gov.uk	Exempt 3 Information relating to financial or business affairs
Non-Key 2	Unit 4 and 14 Ireland Close	Executive Member - Customers and Communities	Executive Member - Customers and Communities	25 Feb 2014	Assistant Executive Member	Meeting	Customer Centric Services Manager	Maureen Madin Tel: 01246-345487 maureen.madin@chesterfield.gov.uk	Exempt 3 Information relating to financial or business affairs

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Key Decision 3	Housing Benefit Overpayment	Executive Member - Customers and Communities	Executive Member - Customers and Communities	25 Feb 2014	Assistant Executive Member	Meeting	Customer Centric Services Manager	Maureen Madin Tel: 01246-345487 maureen.madin@chesterfield.gov.uk	Exempt 3 Information relating to financial or business affairs
Non-Key 4	Unit 2 Calow Lane	Executive Member - Customers and Communities	Executive Member - Customers and Communities	25 Feb 2014	Assistant Executive Member	Meeting	Customer Centric Services Manager	Maureen Madin Tel: 01246-345487 maureen.madin@chesterfield.gov.uk	Exempt 3 Information relating to financial or business affairs