

CHESTERFIELD BOROUGH COUNCIL FORWARD PLAN  
FOR THE FOUR MONTH PERIOD 1 APRIL 2024 TO 31 JULY 2024

**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](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 2023/24

| <u>Cabinet</u>   | <u>Council</u>             |
|--|----------------------------|
| 23 May 2023  | 15-May-2023<br>17 May 2023 |
| 20 June 2023<br>20 June 2023*  |                            |
| 18 July 2022<br>18 July 2023*  | 19 July 2023               |
| 19 September 2023<br>19-September 2023*                                      |                            |
| 17 October 2023<br>17-October-2023*  | 18 October 2023            |
| 14 November 2023<br>14 November 2023*  |                            |
| 12 December 2023<br>12 December-2023*  | 13 December 2023           |
| 16 January 2024<br>16-January-2024*  |                            |
| 6 February 2024<br>6-February 2024*<br>20 February-2024<br>20-February-2024* | 21 February 2024           |
| 19 March 2024<br>19-March-2024**   |                            |
| 16 April 2024<br>16 April 2024*  | 24-April-2024              |
| 14 May 2024<br>14 May 2024*  | 15 May 2024                |

\*Joint Cabinet and Employment and General Committee

| <b>Cabinet members and their portfolios are as follows:</b>       |                               |
|---|-------------------------------|
| Leader and Cabinet Member for Economic Growth                     | Councillor Tricia Gilby       |
| Deputy Leader and Cabinet Member for Finance and Asset Management | Councillor Amanda Serjeant    |
| Cabinet Member for Business Transformation and Customers          | Councillor Gavin Baldauf-Good |
| Cabinet Member for Climate Change, Planning and Environment       | Councillor Martin Stone       |
| Cabinet Member for Governance                                     | Councillor Judy Staton        |
| Cabinet Member for Health and Wellbeing                           | Councillor Jonathan Davies    |
| Cabinet Member for Housing  | Councillor Jean Innes         |
| Cabinet Member for Town Centres and Visitor Economy               | Councillor Kate Sarvent       |
| Minority Member without portfolio                                 | Councillor Paul Holmes        |

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

Councillor Peter Innes  
Councillor Maureen Davenport  
Councillor Glenys Falconer  
Councillor Bob Brock  
Councillor Dave Culley  
Councillor Gavin Baldauf-Good

(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 - Finance and Asset Management                                       | Not before 1st Apr 2024             | Matthew Sorby<br>Tel: 01246 345800<br>matthew.sorby@chesterfield.gov.uk   | Exempt 3          | No                                |
| Key Decision<br>584  | <b>Purchase of Property under Strategic Acquisitions and Right of First Refusal Policy</b>        | Service Director - Housing                          | Cabinet Member for Housing  | Not before 1st Apr 2024             | James Crouch<br>Tel: 01246 345150<br>james.crouch@chesterfield.gov.uk   | Exempt 3          | No                                |
| Key Decision         | <b>Staveley 21: Procurement and Appointment of a Main Contractor (two stage design and build)</b> | Cabinet Member for Town Centres and Visitor Economy | Cabinet Member - Economic Growth, Cabinet Member - Town Centres and Visitor Economy | 4 Sep 2023                          | Abbie Miladinovic, Stephen Wenlock<br>abbie.miladinovic@chesterfield.gov.uk,<br>stephen.wenlock@chesterfield.gov.uk | Confidential 3    | No                                |
| Key Decision<br>1187 | <b>Tapton Park Golf Course</b>  | Cabinet   | Cabinet Member - Health and Wellbeing   | 27 Feb 2024                         | Ian Waller<br>Service Director - Leisure, Culture and Community Wellbeing<br>ian.waller@chesterfield.gov.uk         | Public            | No                                |
| Key Decision<br>1204 | <b>Property and technical services reshape</b>  | Joint Cabinet and Employment & General Committee    | Deputy Leader   | 19 Mar 2024                         | Neil Johnson<br>Service Director - Economic Growth Tel: 01246 345241<br>neil.johnson@chesterfield.gov.uk            | Confidential 1    | No                                |

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|----------------------|---|---|--|-------------------------------------|--|-------------------|-----------------------------------|
| Key Decision<br>1205 | <b>HR and payroll reshape</b>                         | Joint Cabinet and Employment & General Committee                | Cabinet Member - Business Transformation and Customers                     | 16 Apr 2024                         | Rachel O'Neil<br>Service Director - Digital, HR and Customer Services<br>rachel.oneil@chesterfield.gov.uk  | Confidential<br>1 | No                                |
| Key Decision<br>1206 | <b>Customer services and support services reshape</b> | Joint Cabinet and Employment & General Committee                | Cabinet Member - Business Transformation and Customers                     | 16 Apr 2024                         | Rachel O'Neil<br>Service Director - Digital, HR and Customer Services<br>rachel.oneil@chesterfield.gov.uk  | Confidential<br>1 | No                                |
| Key Decision<br>1211 | <b>Asset Management Delivery Plan</b>                 | Cabinet   | Deputy Leader  | 19 Mar 2024                         | Christine Durrant<br>Executive Director<br>christine.durrant@chesterfield.gov.uk   | Public            | No                                |
| Key Decision<br>1214 | <b>Senior Pay Policy</b>                              | Joint Cabinet and Employment & General Committee<br><br>Council | Cabinet Member - Business Transformation and Customers                     | 20 Feb 2024<br><br>28 Feb 2024      | Rachel O'Neil<br>Service Director - Digital, HR and Customer Services<br>rachel.oneil@chesterfield.gov.uk  | Public            | No                                |
| Key Decision<br>1217 | <b>HRA Budget 2024/25</b>                             | Council   | Cabinet Member - Finance and Asset Management,<br>Cabinet Member - Housing | 28 Feb 2024                         | Theresa Channell, Jane Davies<br>Service Director - Finance<br>theresa.channell@chesterfield.gov.uk, Service Director - Housing<br>jane.davies@chesterfield.gov.uk | Public            | No                                |

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|----------------------|--|--|---|-------------------------------------|--|-------------------|-----------------------------------|
| Key Decision<br>1218 | <b>HRA Capital Programme 2024/25</b>                 | Council                                      | Cabinet Member - Finance and Asset Management, Cabinet Member - Housing | 28 Feb 2024                         | Theresa Channell, Jane Davies<br>Service Director - Finance<br>theresa.channell@chesterfield.gov.uk, Service Director - Housing<br>jane.davies@chesterfield.gov.uk | Public            | No                                |
| Key Decision<br>1219 | <b>General Fund Capital Programme 2024/25</b>        | Council                                      | Cabinet Member - Finance and Asset Management                           | 28 Feb 2024                         | Theresa Channell<br>Service Director - Finance<br>theresa.channell@chesterfield.gov.uk   | Public            | No                                |
| Key Decision<br>1220 | <b>Budget and Medium Term Financial Plan 2024/25</b> | Standards and Audit Committee<br><br>Council | Cabinet Member - Finance and Asset Management                           | 14 Feb 2024<br><br>28 Feb 2024      | Theresa Channell<br>Service Director - Finance<br>theresa.channell@chesterfield.gov.uk   | Public            | No                                |
| Key Decision<br>1221 | <b>Council Tax 2024/25</b>                           | Council                                      | Cabinet Member - Finance and Asset Management                           | 28 Feb 2024                         | Theresa Channell<br>Service Director - Finance<br>theresa.channell@chesterfield.gov.uk   | Public            | No                                |
| Key Decision<br>1222 | <b>Civic Arrangements for 2024/25</b>                | Council                                      | Cabinet Member - Governance   | 28 Feb 2024                         | Bethany Fletcher<br>bethany.fletcher@chesterfield.gov.uk   | Public            | No                                |
| Key Decision<br>1223 | <b>Council Plan Delivery Plan 2024/25</b>            | Cabinet                                      | Cabinet Member - Finance and Asset Management                           | 19 Mar 2024                         | Donna Reddish<br>Service Director - Corporate Tel:<br>01246 345307<br>donna.reddish@chesterfield.gov.uk  | Public            | No                                |

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|----------------------|---|-------------------------|---|-------------------------------------|---|-------------------|-----------------------------------|
| Key Decision<br>1224 | <b>Climate Change Delivery Plan 2024/25</b> | Cabinet                 | Cabinet Member - Climate Change, Planning and Environment | 19 Mar 2024                         | Katy Marshall<br>Tel: 01246 345247<br>katy.marshall@chesterfield.gov.uk                                     | Public            | No                                |
| Key Decision<br>1225 | <b>Modern Slavery Statement 2024/25</b>     | Cabinet                 | Cabinet Member - Governance                               | 19 Mar 2024                         | Donna Reddish<br>Service Director - Corporate Tel: 01246 345307<br>donna.reddish@chesterfield.gov.uk        | Public            | No                                |
| Key Decision<br>1226 | <b>Market Fees and Charges</b>              | Cabinet                 | Cabinet Member - Town Centres and Visitor Economy         | 19 Mar 2024                         | Ian Waller<br>Service Director - Leisure, Culture and Community Wellbeing<br>ian.waller@chesterfield.gov.uk | Public            | No                                |
| Key Decision<br>1227 | <b>Town Centre Events Programme</b>         | Cabinet                 | Cabinet Member - Town Centres and Visitor Economy         | 19 Mar 2024                         | Ian Waller<br>Service Director - Leisure, Culture and Community Wellbeing<br>ian.waller@chesterfield.gov.uk | Public            | No                                |
| Key Decision<br>1228 | <b>Advice Agency Grant Funding</b>          | Cabinet                 | Cabinet Member - Health and Wellbeing                     | 19 Mar 2024                         | Donna Reddish<br>Service Director - Corporate Tel: 01246 345307<br>donna.reddish@chesterfield.gov.uk        | Public            | 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>1229 | <b>Commemorations and Flag Flying Policy</b>  | Cabinet                       | Cabinet Member - Governance              | 19 Mar 2024                         | Donna Reddish<br>Service Director - Corporate Tel: 01246 345307<br>donna.reddish@chesterfield.gov.uk     | Public            | No                                |
| Key Decision<br>1232 | <b>Treasury Management Strategy 2023/24 (including investment and capital strategy)</b> | Standards and Audit Committee | Leader                                   | 14 Feb 2024                         | Theresa Channell<br>Service Director - Finance<br>theresa.channell@chesterfield.gov.uk                   | Public            | No                                |
| Key Decision<br>1233 | <b>Future Towns Funding and Board Arrangements</b>                                      | Cabinet                       | Cabinet Member - Economic Growth, Leader | 19 Mar 2024                         | Neil Johnson<br>Service Director - Economic Growth Tel: 01246 345241<br>neil.johnson@chesterfield.gov.uk | Public            | No                                |
| Key Decision<br>1234 | <b>Community Governance Review Request Response</b>                                     | Council                       | Cabinet Member - Governance              | 24 Apr 2024                         | Donna Reddish<br>Service Director - Corporate Tel: 01246 345307<br>donna.reddish@chesterfield.gov.uk     | Public            | No                                |
| Key Decision<br>1235 | <b>Housing Strategy</b>   | Council                       | Cabinet Member - Housing                 | 24 Apr 2024                         | Donna Reddish<br>Service Director - Corporate Tel: 01246 345307<br>donna.reddish@chesterfield.gov.uk     | Public            | No                                |
| Key Decision<br>1236 | <b>Deputy Leader and Cabinet Appointments</b>   | Council                       | Leader                                   | 24 Apr 2024                         | Bethany Fletcher<br>bethany.fletcher@chesterfield.gov.uk   | Public            | 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>1237                     | <b>Council Outside Body Appointments</b>             | Council  | Leader   | 24 Apr 2024                         | Bethany Fletcher<br>bethany.fletcher@chesterfield.gov.uk                               | Public            | No                                |
| Key Decision<br>1238                     | <b>Committee Appointments</b>                        | Council  | Leader   | 24 Apr 2024                         | Bethany Fletcher<br>bethany.fletcher@chesterfield.gov.uk                               | Public            | No                                |
| <b>Private Items (Non Key Decisions)</b> |  |  |  |                                     |  |                   |                                   |
| Non-Key<br>374                           | <b>Outstanding debts for write off</b>               | Cabinet Member for Business Transformation and Customers | Cabinet Member for Business Transformation and Customers | Not before 1st Apr 2024             | Theresa Channell<br>Service Director - Finance<br>theresa.channell@chesterfield.gov.uk | Exempt 3          | No                                |
| Non-Key<br>363                           | <b>Application for Home Repairs Assistance</b>       | Cabinet Member for Housing                               | Cabinet Member for Housing                               | Not before 1st Apr 2024             |  | Exempt 1, 3       | No                                |
| Non-Key<br>367                           | <b>Lease of Commercial and Industrial Properties</b> | Deputy Leader  | Cabinet Member - Finance and Asset Management            | Not before 1st Apr 2024             | Matthew Sorby<br>Tel: 01246 345800<br>matthew.sorby@chesterfield.gov.uk                | Exempt 3          | No                                |
| Non-Key<br>368                           | <b>Application for Discretionary Rate Relief</b>     | Cabinet Member for Business Transformation and Customers | Cabinet Member for Business Transformation and Customers | Not before 1st Apr 2024             | Carolyn Szadura<br>Revenue Services Manager<br>Carolyn.szadura@chesterfield.gov.uk     | Exempt            | No                                |

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|----------------------|---|-------------------------|-----------------------------|-------------------------------------|---|-------------------|-----------------------------------|
| <b>Non Key Items</b> |   |                         |                             |                                     |   |                   |                                   |
| Non-Key              | <b>Member Development Support and Parental Leave Policy</b> | Cabinet                 | Cabinet Member - Governance | 19 Mar 2024                         | Donna Reddish<br>Service Director - Corporate Tel:<br>01246 345307<br>donna.reddish@chesterfield.gov.uk | Public            | No                                |