

CHESTERFIELD BOROUGH COUNCIL FORWARD PLAN  
FOR THE FOUR MONTH PERIOD 1 OCTOBER 2014 TO 31 JANUARY 2015

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 296	Careline Consortium - Update on the current position regarding potential partnership arrangements with DCC.	Cabinet	Executive Member - Housing	7 Oct 2014	Assistant Executive Member	Meeting.	Report of Service Manager - Housing Services	Julie McGrogan Tel: 01246 345135 julie.mcgrogan@chesterfield.gov.uk	Public
Key Decision 321	Review of Allocations Policy - Welfare Reform	Cabinet	Executive Member - Housing	21 Oct 2014	Assistant Executive Member	Meetings	Report of Service Manager - Housing Services	Julie McGrogan Tel: 01246 345135 julie.mcgrogan@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	18 Nov 2014		Meetings	Report of Strategic Planning and Key Sites Manager	Alan Morey Tel: 01246 345371 alan.morey@chesterfield.gov.uk	Public

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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	23 Sep 2014		Meetings	Report of Development Management and Conservation Manager	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	21 Oct 2014	Assistant Executive Member	Meetings.	Report of Business Planning and Strategy Manager - Housing Services	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	21 Oct 2014	Assistant Executive Member	Meetings.	Report of Business Planning and Strategy Manager - Housing Services	Jane Thomas jane.thomas@chesterfield.gov.uk	Public
Key Decision 369	Whole Life Cycle Building Costs for the New Sports Centre	Cabinet	Executive Member - Leisure, Culture and Tourism	7 Oct 2014	Assistant Executive Member for Leisure, Culture and Tourism	Meeting	Report of Sports and Leisure Manager	Mick Blythe Tel: 01246 345101 mick.blythe@chesterfield.gov.uk	Exempt 3 Contains financial information

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Key Decision 389	Staveley Area Action Plan	Cabinet	Deputy Leader & Executive Member for Planning	18 Nov 2014		Meetings	Report of Strategic Planning and Key Sites Manager	Alan Morey Tel: 01246 345371 alan.morey@chesterfield.gov.uk	Public
Key Decision 395	Review of fees and charges for the Venues, including the Winding Wheel, Pomegranate Theatre, Hasland Village Hall and the Market Hall Assembly Rooms	Cabinet	Executive Member - Leisure, Culture and Tourism	23 Sep 2014	Assistant Executive Member	Meetings	Report of Cultural and Visitor Services Manager	Anthony Radford Tel: 01246 345339 anthony.radford@chesterfield.gov.uk	Public
Key Decision 398	Sale of CBC Land/Property	Deputy Leader & Executive Member for Planning	Deputy Leader & Executive Member for Planning	30 Sep 2014		Meeting.	Report of Head of Kier	Matthew Sorby Tel: 01246 345800 matthew.sorby@chesterfield.gov.uk	Exempt 3 Contains financial information
Key Decision 410	Report of Stock Condition Survey	Cabinet	Executive Member - Housing	7 Oct 2014	Assistant Executive Member	Meetings	Report of Business Planning and Strategy Manager - Housing Services	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public

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Key Decision 419	Review of Tenant Involvement	Cabinet	Executive Member - Housing	23 Sep 2014	Assistant Executive Member for Housing	Meeting	Report of Service Manager - Housing Services	Julie McGrogan Tel: 01246 345135 julie.mcgrogan@chesterfield.gov.uk	Public
Key Decision 420	Adoption of Revised Statement of Community Involvement	Cabinet	Deputy Leader & Executive Member for Planning	23 Sep 2014		Meeting	Report of Strategic Planning and Key Sites Manager	Louise Briggs Tel: 01246 345794 louise.briggs@chesterfield.gov.uk	Public
Key Decision 426	Community Engagement Strategy	Cabinet Council	Executive Member - Customers and Communities  Executive Member - Customers and Communities	23 Sep 2014  15 Oct 2014	Assistant Executive Member for Customers and Communities	Meeting	Report of Policy Manager	Katy Marshall Tel: 01246 345247 katy.marshall@chesterfield.gov.uk	Public
Key Decision 427	Playing Pitch Strategy	Cabinet	Executive Member - Environment	7 Oct 2014	Assistant Executive Member – Environment	Meeting	Report of Sports and Leisure Manager	Mick Blythe Tel: 01246 345101 mick.blythe@chesterfield.gov.uk	Public

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Key Decision 433	Budget Monitoring for 2014/2015 and Updated Medium Term Financial Plan	Cabinet Council	Deputy Leader & Executive Member for Planning  Deputy Leader & Executive Member for Planning	9 Sep 2014  15 Oct 2014		Meeting.	Report of Head of Finance	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public
Key Decision 434	Housing Services Fire Management Policy	Cabinet	Executive Member - Housing	7 Oct 2014	Assistant Executive Member for Housing	Meeting.	Report of the Business Planning and Strategy Manager-Housing Services	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public
Key Decision 402	Treasury Management Report for 2013/14	Council	Deputy Leader & Executive Member for Planning	15 Oct 2014	Standards Committee Cabinet	Meeting	Report of Head of Finance	Helen Fox Tel: 01246 345452 helen.fox@chesterfield.gov.uk	Public
Key Decision 435	Restructure of the Private Sector Housing Service	Joint Cabinet and Employment & General Committee	Executive Member - Housing	7 Oct 2014	Assistant Executive Member for Housing	Meetings.	Report of the Business Planning and Strategy Manager-Housing Services	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Exempt 3

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Key Decision 436	Derbyshire County Council's Consultation on Proposed Budget Cuts - Potential Impact on Housing Service	Cabinet	Executive Member - Housing	21 Oct 2014	Assistant Executive Member for Housing	Meetings	Report of Service Manager - Housing Services	Julie McGrogan Tel: 01246 345135 julie.mcgrogan@chesterfield.gov.uk	Public
Key Decision 437	Review of the future of the 4 rest rooms that are currently closed - Sunny Croft, Rest-A-While, Welcome Centre and Golden Age Options for closed Community Rest Rooms.	Cabinet	Executive Member - Leisure, Culture and Tourism	21 Oct 2014	Assistant Executive Member - Leisure, Culture and Tourism	Meetings.		Bernadette Wainwright Tel: 01246 345779 bernadette.wainwright@chesterfield.gov.uk	Public
Key Decision 438	Six Month Review of PPP Performance	Cabinet	Executive Member - Governance and Organisational Development	7 Oct 2014	Assistant Executive Member	Meetings		John Moran Tel: 01246 345389 john.moran@chesterfield.gov.uk	Public
Key Decision 439	Great Place, Great Service Six Month Update	Cabinet	Executive Member - Governance and Organisational Development	23 Sep 2014	Assistant Executive Member	Meetings.		John Moran Tel: 01246 345389 john.moran@chesterfield.gov.uk	Public



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Key Decision 440	Renewal of Microsoft Enterprise Agreement	Executive Member - Governance and Organisational Development - Executive Member Decisions	Executive Member - Governance and Organisational Development	23 Sep 2014	Assistant Executive Member – Governance and Organisational Development	Meeting	Report of ICT Manager and Client Manager	Jon Alsop Tel: 01246 345249 jonathan.alsop@chesterfield.gov.uk	Public
Key Decision 441	Innovation Centres Digital Connectivity and Upgrade Works	Cabinet	Leader & Executive Member for Regeneration	7 Oct 2014		Meetings	Report of Development and Growth Manager	Neil Johnson Tel: 01246 345241 neil.johnson@chesterfield.gov.uk	Public
Key Decision 442	To approve the Council's External Communications Strategy	Council	Leader & Executive Member for Regeneration	17 Dec 2014	Overview and Performance Scrutiny Forum	Meetings	Report of Communications and Marketing Manager	John Fern Tel: 01246 345245 john.fern@chesterfield.gov.uk	Public
Key Decision 443	Update on Westwood Avenue	Cabinet	Executive Member - Housing	21 Oct 2014	Assistant Executive Member	Meetings	Report of Business Planning and Strategy Manager - Housing Services	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public

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Key Decision 444	Housing Revenue Account Business Plan	Cabinet	Executive Member - Housing	2 Dec 2014	Assistant Executive Member	Meetings	Report of Business Planning and Strategy Manager - Housing Services	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public
Key Decision 445	Housing Revenue Account and Rent Review	Cabinet	Executive Member - Housing	16 Dec 2014			Report of Business Planning and Strategy Manager - Housing Services	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public
Key Decision 446	Housing Capital Programme 2015/16 2016/17 and 2017/18	Cabinet	Executive Member - Housing	13 Jan 2015	Assistant Executive Member	Meetings	Report of Business Planning and Strategy Manager - Housing Services	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public

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### Private Items -Non Key/ Significant but non-Key

Key Decision 363	Application for Home Repairs Assistance	Executive Member - Housing	Executive Member Housing - Executive Member decisions	30 Sep 2014	Assistant Executive Member	Meeting	Report of Business Planning and Strategy Manager - Housing Services	Jane Thomas jane.thomas@chesterfield.gov.uk	Exempt 1, 3 Info. relating to an individual Info. relating to financial affairs
Key Decision 364	Application for Waiver of Private Sector Housing Discretionary Decisions (including Home Repair Assistance and Disabled Facilities Grants)	Executive Member - Housing	Executive Member - Housing	30 Sep 2014	Assistant Executive Member - Housing	Meeting	Report of Local Government and Regulatory Law Manager	Stephen Oliver Tel: 01246 345313 stephen.oliver@chesterfield.gov.uk	Exempt 1 Contains information relating to an individual.
Non-Key 365	Outstanding Debts for Write Off	Executive Member - Customers and Communities	Executive Member - Customers and Communities	8 Sep 2014	Assistant Executive Member – Customers and Communities	Meeting	Report of Customer Centre 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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Non-Key 366	Representatives on Outside Bodies 2014/2015	Executive Member - Governance and Organisational Development	Executive Member - Governance and Organisational Development	10 Sep 2014	Assistant Executive Member for Governance and Organisational Development	Meetings	Report of Democratic Services Manager	Martin Elliott Committee & Scrutiny Co-ordinator martin.elliott@chesterfield.gov.uk	Public
Key Decision 367	Lease of Commercial and Industrial Properties	Deputy Leader & Executive Member for Planning	Deputy Leader & Executive Member for Planning	30 Sep 2014			Report of Kier Asset Management	Christopher Oakes Tel: 01246 345346 christopher.oakes@chesterfield.gov.uk	Exempt 3 Information relating to financial or business affairs
<b>Non Key Decision</b>									
Non-Key Non Key - 28	Consideration of the report on the Annual Review of Overview and Scrutiny Arrangements 2013/14	Cabinet Council	Executive Member - Governance and Organisational Development  Executive Member - Governance and Organisational Development	23 Sep 2014  15 Oct 2014	Assistant Executive Member for Governance and Organisational Development  Development Overview and Performance Scrutiny Forum	Meeting Email	Report of Policy Manager	Anita Cunningham Tel: 01246 345273 anita.cunningham@chesterfield.gov.uk	Public

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Non-Key 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	1 Sep 2014	Consultation with property owners	Meeting	Report of Development Management and Conservation Manager	Paul Staniforth Tel: 01246 345781 paul.staniforth@chesterfield.gov.uk	Public
Non-Key 33	Consideration of the Report and Recommendations of the Enterprise and Wellbeing Scrutiny Committee on matters regarding the New Leisure Facilities	Cabinet	Executive Member - Leisure, Culture and Tourism	23 Sep 2014	Assistant Executive Member for Leisure, Culture and Tourism	Meeting	Report of Policy Manager	Anita Cunningham Tel: 01246 345273 anita.cunningham@chesterfield.gov.uk	Public
Non-Key 34	Review of Hackney Carriage and Private Hire Licensing Policy	Appeals and Regulatory Committee		3 Sep 2014	Taxi Consultative Committee	Meeting	Report of Licensing Manager	Trevor Durham Tel: 01246 345203 trevor.durham@chesterfield.gov.uk	Public