

CHESTERFIELD BOROUGH COUNCIL FORWARD PLAN  
FOR THE FOUR MONTH PERIOD 1 MAY 2015 TO 31 AUGUST 2015

**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 Executive 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 2014/15**

| <u>Cabinet</u> | <u>Council</u>             |
|----------------|----------------------------|
| 21 April 2015  |                            |
| 5 May 2015     | 18 May 2015<br>20 May 2015 |

(To view the dates for other meetings please click [here.](#))

**Meeting Dates 2015/16**

| <u>Cabinet</u>                               | <u>Council</u>      |
|--|---------------------|
| 2 June 2015*<br>16 June 2015<br>30 June 2015 |                     |
| 14 July 2015*<br>28 July 2015                | 29 July 2015        |
| 8 September 2015*<br>22 September 2015       |                     |
| 6 October 2015*<br>20 October 2015           | 14 October 2015     |
| 3 November 2015*<br>17 November 2015         |                     |
| 1 December 2015*<br>15 December 2015         | 16 December 2015    |
| 12 January 2016*<br>26 January 2016          |                     |
| 9 February 2016*<br>23 February 2016         | 25 February 2016    |
| 8 March 2016*<br>22 March 2016               |                     |
| 5 April 2016*<br>19 April 2016               | 27 April 2016 (ABM) |
| 3 May 2016*<br>17 May 2016<br>31 May 2016    | 11 May 2016 (ACM)   |

\*From 2015/16, Joint Cabinet and Employment and General Committee meet immediately prior to the first meeting of Cabinet each month

| Decision No          | Details of the Decision to be Taken  | Decision to be taken by                       | Relevant Portfolio Holder                     | Earliest Date Decision can be Taken | Documents to be considered by Decision taker              | 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>329  | <b>Local Plan: Sites and Boundaries Development Plan document and approval of Local Development Scheme</b><br>- to update on progress and agree a revised Local Development Scheme | Cabinet                                       | Deputy Leader & Executive Member for Planning | 21 Apr 2015                         | Report of Strategic Planning and Key Sites Manager        | Alan Morey<br>Tel: 01246 345371<br>alan.morey@chesterfield.gov.uk           | Public                                     |                                   |
| Key Decision<br>337  | <b>THI Scheme Project Evaluation</b><br>- to receive a final evaluation of the THI project for Chesterfield Town Centre.   | Cabinet                                       | Deputy Leader & Executive Member for Planning | 2 Jun 2015                          | Report of Development Management and Conservation Manager | Paul Staniforth<br>Tel: 01246 345781<br>paul.staniforth@chesterfield.gov.uk | Public                                     |                                   |
| Key Decision<br>398  | <b>Sale of CBC Land/Property</b>   | Deputy Leader & Executive Member for Planning | Deputy Leader & Executive Member for Planning | 21 Apr 2015                         | Report of Head of Kier                                    | Matthew Sorby<br>Tel: 01246 345800<br>matthew.sorby@chesterfield.gov.uk     | Exempt 3<br>Contains financial information |                                   |
| Key Decision<br>484  | <b>Home Energy Conservation Act Update</b><br>To seeking approval for the adoption and publication of the Home Energy Conservation Act Report.                                     | Cabinet                                       | Executive Member - Housing                    | 21 Apr 2015                         | Report of Private Sector Housing Manager                  |   | Public                                     |                                   |

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|------------------|---|-------------------------|--|-------------------------------------|--|---|-------------------|-----------------------------------|
| Key Decision 485 | <b>Housing Strategy Update</b><br>To seek approval for the adoption and publication of the Council's Housing Strategy 2013-16   | Cabinet                 | Executive Member - Housing                                   | 21 Apr 2015                         | Report of Business Planning and Strategy Manage - Housing Services | Alison Craig<br>Housing Tel: 01246 345156<br>alison.craig@chesterfield.gov.uk | Public            |                                   |
| Key Decision 495 | <b>Local Government Pension Scheme</b><br>To approve the revised Discretions in accordance with the changes to the Local Government Pension Scheme Regulations                                | Cabinet                 | Executive Member - Governance and Organisational Development | 16 Jun 2015                         | Report of HR and Payroll Lead                                      | Jane Dackiewicz<br>Tel: 01246 345257<br>jane.dackiewicz@chesterfield.gov.uk   | Public            |                                   |
| Key Decision 499 | <b>Renewal of Repairs and Maintenance Contract 12</b>   | Cabinet                 | Executive Member - Housing                                   | 21 Apr 2015                         | Report of Operational Services Manager – Housing Services          | Martyn Bollands<br>Tel: 01246 345020<br>martyn.bollands@chesterfield.gov.uk   | Public            |                                   |
| Key Decision 502 | <b>Waste and Recycling Re-designation of Customers</b><br>To extend the application of commercial waste collection charges to charitable organisations in response to changes in legislation. | Cabinet                 | Executive Member - Environment                               | 16 Jun 2015                         |  | Mel Henley<br>melhenley@chesterfield.gov.uk                                   | Public            |                                   |

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|---------------------|--|---|--|-------------------------------------|--|---|-------------------|-----------------------------------|
| Key Decision<br>504 | <b>Housing Allocations Policy – feedback on the results of consultation on changes to the Housing Allocations Policy.</b><br>To consider feedback on the results of consultation on changes to the Housing Allocations Policy. | Cabinet   | Executive Member - Housing                   | 21 Apr 2015                         | Report of Customer Division Service Manager – Housing Services | Julie McGrogan<br>Tel: 01246 345135<br>julie.mcrogan@chesterfield.gov.uk    | Public            |                                   |
| Key Decision<br>505 | <b>Funding to Voluntary and Community Organisations 2015/16 – Service Level Agreements</b>   | Cabinet   | Executive Member - Customers and Communities | 2 Jun 2015                          | Report of the Economic Development Manager                     | Laurie Thomas<br>Tel: 01246 345256<br>laurie.thomas@chesterfield.gov.uk     | Public            |                                   |
| Key Decision<br>506 | <b>Disposal of Obsolete Housing Stock</b>  | Executive Member Housing - Executive Member decisions | Executive Member - Housing                   | 10 Apr 2015                         | Report of the Operational Services Manager                     | Martyn Bollands<br>Tel: 01246 345020<br>martyn.bollands@chesterfield.gov.uk | Public            |                                   |
| Key Decision<br>507 | <b>Sheltered Housing Strategy - Delivery of the Next Phase</b>   | Cabinet   | Executive Member - Housing                   | 2 Jun 2015                          | Report of the Housing Services Manager - Customer Division     | Julie McGrogan<br>Tel: 01246 345135<br>julie.mcrogan@chesterfield.gov.uk    | Exempt            |                                   |

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|------------------|--|--|---|-------------------------------------|--|--|--|-----------------------------------|
| Key Decision 509 | <b>Planning Staffing and Restructure</b><br>To approve new staffing and structures for Strategic Planning and Development Management.                  | Joint Cabinet and Employment & General Committee | Deputy Leader & Executive Member for Planning | 21 Apr 2015                         | Report of Strategic Planning and Key Sites Manager and Development Management and Conservation Manager | Alan Morey<br>Tel: 01246 345371<br>alan.morey@chesterfield.gov.uk        | Exempt 1, 3, 4<br>Information relating to an individual, financial or business affairs, and labour relations |                                   |
| Key Decision 510 | <b>Community Infrastructure Levy</b><br>To approve the adoption of the Community Infrastructure Levy, subject for formal notification and consultation | Cabinet<br><br>Council                           | Deputy Leader & Executive Member for Planning | 14 Jul 2015<br><br>29 Jul 2015      | Report of Strategic Planning and Key Sites Manager   | Alan Morey<br>Tel: 01246 345371<br>alan.morey@chesterfield.gov.uk        | Public   |                                   |
| Key Decision 511 | <b>Updated Town Centre Masterplan</b>  | Cabinet  | Leader & Executive Member for Regeneration    | 2 Jun 2015                          | Report of the Economic Development Manager   | Laurie Thomas<br>Tel: 01246 345256<br>laurie.thomas@chesterfield.gov.uk  | Public   |                                   |
| Key Decision 512 | <b>Careline Partnership – current position</b>   | Cabinet  | Executive Member - Housing                    | 16 Jun 2015                         | Report by Housing Service Manager – Customer Division  | Julie McGrogan<br>Tel: 01246 345135<br>julie.mcrogan@chesterfield.gov.uk | Exempt 3<br>Information relating to financial affairs  |                                   |

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|--|--|----------------------------|---|-------------------------------------|---|---|--|-----------------------------------|
| Key Decision<br>513                                    | <b>Approval to Dispose of Miscellaneous Housing Stock</b>  | Executive Member - Housing | Executive Member - Housing                            | 25 May 2015                         | Report of Housing Service Manager – Business Planning & Strategy    | Alison Craig<br>Housing Tel: 01246 345156<br>alison.craig@chesterfield.gov.uk | Exempt 3<br>Information relating to financial affairs  |                                   |
| Key Decision<br>514                                    | <b>Proposed Air Quality Management Order</b><br>To approve the proposed air quality management order, in relation to nitrogen dioxide levels at Brimington, for consultation | Cabinet                    | Executive Member - Environment                        | 2 Jun 2015                          | Report of Environmental Health Manager                              | Russell Sinclair<br>Tel: 01246 345397<br>russell.sinclair@chesterfield.gov.uk | Public   |                                   |
| <b>Private Items -Non Key/ Significant but non-Key</b> |  |                            |   |                                     |   |   |  |                                   |
| Non-Key<br>363   | <b>Application for Home Repairs Assistance</b>   | Executive Member - Housing | Executive Member Housing - Executive Member decisions | 30 Apr 2015                         | Report of Business Planning and Strategy Manager - Housing Services | Jane Thomas<br>jane.thomas@chesterfield.gov.uk                                | Exempt 1, 3<br>Information relating to an individual Information relating to financial affairs |                                   |



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|-------------------------|---|--|---|-------------------------------------|---|---|---|-----------------------------------|
| Non-Key 364             | <b>Application for Waiver of Private Sector Housing Discretionary Decisions (including Home Repair Assistance and Disabled Facilities Grants)</b> | Executive Member - Housing                       | Executive Member - Housing                    | 30 Apr 2015                         | Report of Local Government and Regulatory Law Manager     | Stephen Oliver<br>Tel: 01246 345313<br>stephen.oliver@chesterfield.gov.uk       | Exempt 1<br>Contains information relating to an individual.       |                                   |
| Non-Key 367             | <b>Lease of Commercial and Industrial Properties</b>  | Deputy Leader & Executive Member for Planning    | Deputy Leader & Executive Member for Planning | 30 Apr 2015                         | Report of Kier Asset Management                           | Christopher Oakes<br>Tel: 01246 345346<br>christopher.oakes@chesterfield.gov.uk | Exempt 3<br>Information relating to financial or business affairs |                                   |
| Non-Key 372             | <b>Creation of Digital Content Editor post</b>  | Joint Cabinet and Employment & General Committee | Leader & Executive Member for Regeneration    | 2 Jun 2015                          | Report of Communications and Marketing Manager            | John Fern<br>Tel: 01246 345245<br>john.fern@chesterfield.gov.uk                 | Public  |                                   |
| <b>Non Key Decision</b> |   |  |   |                                     |   |   |   |                                   |
| Non Key 24              | <b>List of Buildings of Local Interest - to consider the list of nominated buildings and agree an assessment panel and process</b>                | Deputy Leader & Executive Member for Planning    | Deputy Leader & Executive Member for Planning | 30 Apr 2015                         | Report of Development Management and Conservation Manager | Paul Staniforth<br>Tel: 01246 345781<br>paul.staniforth@chesterfield.gov.uk     | Public  |                                   |

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|-----------------|---|-------------------------|--|-------------------------------------|--|--|-------------------|-----------------------------------|
| Non-Key<br>31   | <b>Corporate Health and Safety Improvement Programme 2015 - 18</b>  | Cabinet                 | Executive Member - Governance and Organisational Development | 2 Jun 2015                          | Report of Business Transformation Manager    | Karen Brown<br>Tel: 01246 345293<br>karen.brown@chesterfield.gov.uk                                  | Public            |                                   |
| Non-Key<br>33   | <b>Local Government Declaration on Tobacco Control</b><br>To sign the Declaration on Tobacco Control and commit to its aims to reduce the harm smoking causes to our community. | Cabinet                 | Executive Member - Leisure, Culture and Tourism              | 21 Apr 2015                         | Report of Environmental Health Manager       | Russell Sinclair<br>Tel: 01246 345397<br>russell.sinclair@chesterfield.gov.uk                        | Public            |                                   |
| Non-Key<br>34   | <b>Consideration of the Scrutiny Annual Report 2014/15</b><br>Consideration of the Scrutiny Annual Report 2014/15   | Council                 | Executive Member - Governance and Organisational Development | 18 May 2015                         | Report of the Policy and Scrutiny Officer    | Anita Cunningham<br>Tel: 01246 345273<br>anita.cunningham@chesterfield.gov.uk                        | Public            |                                   |
| Non-Key<br>35   | <b>Community Assemblies Annual Report</b><br>Community Assemblies Annual Report   | Cabinet                 | Executive Member - Customers and Communities                 | 30 Jun 2015                         | Report of the Community Development Worker   | Wendy Blunt<br>Community Development Officer<br>Tel: 01246-345344<br>wendy.blunt@chesterfield.gov.uk | Public            |                                   |

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|-----------------|---|-------------------------|--|-------------------------------------|--|---|-------------------|-----------------------------------|
| Non-Key<br>36   | <b>Equalities Annual Report</b><br>Equalities Annual Report | Cabinet                 | Executive Member - Customers and Communities | 30 Jun 2015                         | Report of the Policy Officer                 | Katy Marshall<br>Tel: 01246 345247<br>katy.marshall@chesterfield.gov.uk | Public            |                                   |