

CHESTERFIELD BOROUGH COUNCIL FORWARD PLAN
FOR THE FOUR MONTH PERIOD 1 JULY 2015 TO 31 OCTOBER 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 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. 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



CHESTERFIELD
BOROUGH COUNCIL

Meeting Dates 2015/16

| <u>Cabinet</u> | <u>Council</u> |
|---|---------------------|
| 30 June 2015 | |
| 14 July 2015* 21 July 2015 | 22 July 2015 |
| 8 September 2015* 22 September 2015 | |
| 6 October 2015* 20 October 2015 | 14 October 2015 |
| 3 November 2015* 17 November 2015 | |
| 1 December 2015* 15 December 2015 | 16 December 2015 |
| 12 January 2016* 26 January 2016 | |
| 9 February 2016* 23 February 2016 | 25 February 2016 |
| 8 March 2016* 22 March 2016 | |
| 5 April 2016* 19 April 2016 | 27 April 2016 (ABM) |
| 3 May 2016* 17 May 2016 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

(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 | 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 |
|----------------------|---|---|---|-------------------------------------|---|---|--|-----------------------------------|
| Key Decisions | | | | | | | | |
| Key Decision 337 | THI Scheme Project Evaluation - to receive a final evaluation of the THI project for Chesterfield Town Centre. | Cabinet | Deputy Leader & Cabinet Member for Planning | 14 Jul 2015 | Report of Development Management and Conservation Manager | Paul Staniforth Tel: 01246 345781 paul.staniforth@chesterfield.gov.uk | Public | |
| Key Decision 398 | Sale of CBC Land/Property | Deputy Leader & Cabinet Member for Planning | Deputy Leader & Cabinet Member for Planning | 30 Jul 2015 | Report of Head of Kier | Matthew Sorby Tel: 01246 345800 matthew.sorby@chesterfield.gov.uk | Exempt 3 Contains financial information | |
| Key Decision 495 | Local Government Pension Scheme To approve the revised Discretions in accordance with the changes to the Local Government Pension Scheme Regulations | Cabinet | Cabinet Member - Business Transformation | 14 Jul 2015 | Report of HR and Payroll Lead | Jane Dackiewicz Tel: 01246 345257 jane.dackiewicz@chesterfield.gov.uk | Public | |
| Key Decision 502 | Waste and Recycling Re-designation of Customers To extend the application of commercial waste collection charges to charitable organisations in response to changes in legislation. | Cabinet | Cabinet Member - Health and Wellbeing | 14 Jul 2015 | | Mel Henley melhenley@chesterfield.gov.uk | Public 3 | |

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|------------------|--|-------------------------|---|-------------------------------------|--|---|-------------------|-----------------------------------|
| Key Decision 505 | Funding to Voluntary and Community Organisations 2015/16 – Service Level Agreements | Cabinet | Cabinet Member - Health and Wellbeing | 30 Jun 2015 | Report of the Economic Development Manager | Laurie Thomas Tel: 01246 345256 laurie.thomas@chesterfield.gov.uk | Public | |
| Key Decision 507 | Sheltered Housing Strategy - Delivery of the Next Phase | Cabinet | Cabinet Member - Housing | 20 Oct 2015 | Report of the Housing Services Manager - Customer Division | Julie McGrogan Tel: 01246 345135 julie.mcgrogan@chesterfield.gov.uk | Exempt 6 | |
| Key Decision 510 | Community Infrastructure Levy To approve the adoption of the Community Infrastructure Levy, subject for formal notification and consultation | Cabinet Council | Deputy Leader & Cabinet Member for Planning | 14 Jul 2015 22 Jul 2015 | Report of Strategic Planning and Key Sites Manager | Alan Morey Tel: 01246 345371 alan.morey@chesterfield.gov.uk | Public | |
| Key Decision 511 | Updated Town Centre Masterplan | Cabinet | Leader & Cabinet Member for Regeneration | 14 Jul 2015 | Report of the Economic Development Manager | Laurie Thomas Tel: 01246 345256 laurie.thomas@chesterfield.gov.uk | Public | |

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| Key Decision 512 | Careline Partnership – current position | Cabinet | Cabinet Member - Housing | 21 Jul 2015 | Report by Housing Service Manager – Customer Division | Julie McGrogan Tel: 01246 345135 julie.mcrogan@chesterfield.gov.uk | Exempt 3 | |
| Key Decision 513 | Approval to Dispose of Miscellaneous Housing Stock | Cabinet | Cabinet Member - Housing | 14 Jul 2015 | Report of Housing Service Manager – Business Planning & Strategy | Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk | Exempt 3 | |
| Key Decision 525 | General Fund Budget Outturn 2014/15 | Council | Leader & Cabinet Member for Regeneration | 22 Jul 2015 | Report of Chief Finance Officer | Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk | Public | |
| Key Decision 530 | Annual Report to Tenants | Cabinet | Cabinet Member - Housing | 21 Jul 2015 | Report of Service Manager - Housing Services | Julie McGrogan Tel: 01246 345135 julie.mcrogan@chesterfield.gov.uk | Public | |

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| Key Decision 531 | Refurbishment of Ebenezer Row – waiver of standing orders To seek approval to waive standing orders in order to carry out works and services of a specialist nature at a grade II listed building. | Cabinet | Cabinet Member - Housing | 30 Jun 2015 | Report of Housing Services - Business Planning and Strategy Manager | Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk | Public | |
| Key Decision 532 | Further update report on Westwood Avenue, Middlecroft | Cabinet | Cabinet Member - Housing | 14 Jul 2015 | Report of Business Planning and Strategy Manager - Housing Services | Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk | Exempt 1, 3 | |
| Key Decision 533 | Replacement of Boilers at the Winding Wheel To seek approval and funding for the replacement of the boilers located at the Winding Wheel, which services the Winding Wheel, Stephenson's Memorial Hall and the Parish Church. | Cabinet Council | Cabinet Member - Town Centre and Visitor Economy | 14 Jul 2015 22 Jul 2015 | Report of Cultural and Visitor Services Manager | Bernadette Wainwright Tel: 01246 345779 bernadette.wainwright@chesterfield.gov.uk | Public | |
| Key Decision 534 | Proposals for Restructure of Housing Customer Division | Joint Cabinet and Employment & General Committee | Cabinet Member - Housing | 14 Jul 2015 | Report of Housing Service Manager – Customer Division | Julie McGrogan Tel: 01246 345135 julie.mcrogan@chesterfield.gov.uk | Exempt 1, 3, 4 information in relation to individuals, business affairs and labour relations | |

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| Key Decision 535 | Performance Management Framework | Cabinet | Deputy Leader & Cabinet Member for Planning | 21 Jul 2015 | Report of Policy Manager | Donna Reddish Tel: 01246 345307 donna.reddish@chesterfield.gov.uk | Public | |
| Key Decision 536 | Sport and Leisure Equipment Replacement Replacement and addition to current fitness equipment provision and associated technology. | Cabinet Council | Cabinet Member - Health and Wellbeing Cabinet Member - Health and Wellbeing | 30 Jun 2015 22 Jul 2015 | Report of Sport and Leisure Manager | Mick Blythe Tel: 01246 345101 mick.blythe@chesterfield.gov.uk | Exempt - financial and business affairs | Exempt Exception Notice Approved 22.6.15 |
| Key Decision 537 | Procurement Options A paper providing options for the future service delivery method for the procurement service | Cabinet | Cabinet Member - Business Transformation | 22 Sep 2015 | Report of Business Transformation Manager | Karen Brown Tel: 01246 345293 karen.brown@chesterfield.gov.uk | Public | |
| Key Decision 538 | Linacre Road Update Approval of ongoing project work to support Draft Masterplan. | Cabinet Council | Deputy Leader & Cabinet Member for Planning | 14 Jul 2015 22 Jul 2015 | Report of Surveyor | Linda Martin Tel: 01246 345445 linda.martin@chesterfield.gov.uk | Exempt Financial and business affairs | Exempt Exception Notice Approved 22.6.15 |

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|--|---|---|---|-------------------------------------|---|---|---|-----------------------------------|
| Private Items -Non Key/ Significant but non-Key | | | | | | | | |
| Non-Key 363 | Application for Home Repairs Assistance | Cabinet Member - Housing | Executive Member Housing - Executive Member decisions | 30 Jul 2015 | Report of Business Planning and Strategy Manager - Housing Services | Jane Thomas jane.thomas@chesterfield.gov.uk | Exempt 1, 3 Information relating to an individual Information relating to financial affairs | |
| Non-Key 364 | Application for Waiver of Private Sector Housing Discretionary Decisions (including Home Repair Assistance and Disabled Facilities Grants) | Cabinet Member - Housing | Cabinet Member - Housing | 30 Jul 2015 | 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 367 | Lease of Commercial and Industrial Properties | Deputy Leader & Cabinet Member for Planning | Deputy Leader & Cabinet Member for Planning | 24 Jun 2015 | Report of Kier Asset Management | Christopher Oakes Tel: 01246 345346 christopher.oakes@chesterfield.gov.uk | Exempt 3 Information relating to financial or business affairs | |

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| Non-Key 372 | Creation of Digital Content Editor post | Joint Cabinet and Employment & General Committee, Council Council | Leader & Cabinet Member for Regeneration Leader & Cabinet Member for Regeneration | 30 Jun 2015 22 Jul 2015 | Report of Communications and Marketing Manager | John Fern Tel: 01246 345245 john.fern@chesterfield.gov.uk | Public | |
| Non Key Decision | | | | | | | | |
| 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 & Cabinet Member for Planning | Deputy Leader & Cabinet Member for Planning | 14 Jul 2015 | Report of Development Management and Conservation Manager | Paul Staniforth Tel: 01246 345781 paul.staniforth@chesterfield.gov.uk | Public | |
| Non-Key 31 | Corporate Health and Safety Improvement Programme 2015 - 18 | Cabinet | Cabinet Member - Governance | 14 Jul 2015 | Report of Business Transformation Manager | Karen Brown Tel: 01246 345293 karen.brown@chesterfield.gov.uk | Public | |

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| Non-Key 35 | Community Assemblies Annual Report Community Assemblies Annual Report | Cabinet | Cabinet Member - Governance | 14 Jul 2015 | Report of the Community Development Worker | Wendy Blunt Community Development Officer Tel: 01246-345344 wendy.blunt@chesterfield.gov.uk | Public | |
| Non-Key 36 | Equalities Annual Report Equalities Annual Report | Cabinet | Cabinet Member - Governance | 14 Jul 2015 | Report of the Policy Officer | Katy Marshall Tel: 01246 345247 katy.marshall@chesterfield.gov.uk | Public | |
| Non-Key 38 | Performance Outturn against the Corporate Plan 2014/15 | Cabinet | Deputy Leader & Cabinet Member for Planning | 21 Jul 2015 | Report of the Policy Manager | Donna Reddish Tel: 01246 345307 donna.reddish@chesterfield.gov.uk | Public | |
| Non-Key 39 | Statutory Officers – changes to disciplinary and dismissal procedures Changes to the law on how disciplinary and dismissal of statutory officers (Chief Executive, Chief Finance Officer and Monitoring Officer) are dealt with | Council | Cabinet Member - Governance | 22 Jul 2015 | Report of Local Government and Regulatory Law Manager and Monitoring Officer | Gerard Rogers Tel: 01246 345310 gerard.rogers@chesterfield.gov.uk | Public | |