



Derby City Council

Forward Plan

**Published
12 December 2023**

What is the Forward Plan?

The Forward Plan contains details of key decisions to be taken by the Council Cabinet.

What information is included in the Forward Plan?

- The Council Cabinet Member responsible.
- The earliest date on which the decision will be taken.
- Who will be consulted before the decision is taken and how.
- What documents will be considered by the Council Cabinet.
- Which council officer to contact for more information or to make representations.

What is a Key Decision?

A key decision is:

- a decision about an Executive function which results in significant expenditure or savings to the council's budget. The threshold for 'significant' expenditure/savings is £250,000 or
- any decision that is likely to have a significant impact on two or more wards within the City.

Other information

This Forward Plan supersedes all previous Forward Plans.

The Date of Consideration indicated is the earliest date by which it is proposed the Council Cabinet will consider the matter.

Anyone wishing to make representations to the Council Cabinet about any of the items listed should contact the lead officer at least 10 days prior to the date of consideration.

Documents relating to Key Decisions will be published on the Democracy Portal five clear days before the meeting. To request paper copies of documents please contact Democratic Services, Council House, Corporation Street, Derby DE1 2FS. committee@derby.gov.uk 01332 643649.

The next Forward Plan will be published on 16 January 2023.



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- Approval of the Infrastructure Programme Board Capital Programmes 2024/25

Changes since the last Forward Plan

Date Item Considered	Key Decision	Forward Plan Item No	Forward Plan in which first appeared
21 November 2023	Castleward Regeneration Next Steps	04/23	July 2023
21 November 2023	Compulsory Purchase of Empty Homes	21/23	October 2023
6 December 2023	Outcome of Consultation on a Proposal to 'merge' Walbrook Nursery School and Pear Tree Infant School	11/23	July 2023
6 December 2023	Community First – Integration Between Derby Coty Council and Derbyshire Community Health Services	23/23	November 2023
6 December 2023	Waste Management and Environmental Enforcement Update	26/23	November 2023

New Items added November 2023	Forward Plan Item No	Directorate
Our City Our River Acceptance of Grant and Enter Into Contracts for the Delivery of Derby Riverside	28/23	Place
Council Tax Base 2024/25	29/23	Chief Executive
Purchase of Newbuild Properties to Provide Affordable Housing	30/23	Place
Approval of the Infrastructure Programme Board Capital Programmes 2024/25	31/23	Place
Adult Social Care 2024/25 Fees & Charges	32/23	People's Services

Withdrawn Items	Reason
Procurement Process to Provide a Compliant Framework of Counsels' Chambers to Undertake Childcare Litigation	Not a key decision

CHIEF EXECUTIVE'S	PAUL SIMPSON
Reference / Date Inserted into Forward Plan	46/22 – February 2023
Decision	Approval and Adoption of a Corporate Debt Management Policy
What is the decision to be taken?	The debt management approach and policy is necessary to provide a framework to assist with improved debt management processes, which will have a direct impact on the level of outstanding debt and required bad debt provision; recovery actions are appropriate and proportionate to the specific areas of debt and reasons and a coordinated and prioritised approach is made by the Council on payment allocation.
Who will be consulted?	All appropriate Heads of Service and council colleagues with a focus on the key income areas, areas of debt concerns and value as well as welfare and citizen considerations. An EIA will be completed to evidence wider consultation
What documents will be considered?	Report
The Earliest Date Council Cabinet will Consider it	10 January 2024
Will the report be considered in public	Yes
Cabinet Portfolio Area	Strategy, Governance and Finance
Overview and Scrutiny Board	Executive Scrutiny Board
For More Information Contact	Amanda Verran, Head of Business Support, 01332 643305
<p>Summary – Derby City Council has both a legal duty and a responsibility to the people of Derby to ensure effective income management and that the income due to the council is paid promptly to support the delivery of council services.</p> <p>This Corporate Debt Policy aims to promote and support proper and equitable debt management processes for all major sources of income owed to the council and to ensure the council minimises debt and maximises rates of collection. The council must ensure that all collection processes comply with the relevant legislation, and the policy has been written to ensure that in doing so, the council's processes are fair to everyone, and that where recovery action is necessary, the council is consistent in its approach and assists customers who experience financial difficulty.</p>	

Reference / Date Inserted into Forward Plan	27/23 – November 2023
Decision	Award of a Contract to Enable Derby City Council and Derby Homes to Continue Their AI Journey Following the Introduction of Darcie and Ali
What is the decision to be taken?	Following the completion of Discovery Workshops with key personnel within the Council, a number of specific business cases where the application of AI technology can enhance efficiency, reduce operational costs, and support the Council's objective of delivering cumulative cost savings have been identified
Who will be consulted?	Internal consultees
What documents will be considered?	Report
The Earliest Date Council Cabinet will Consider it	20 December 2023
Will the report be considered in public	Yes
Cabinet Portfolio Area	Cost of Living, Equalities and Customer Inclusion
Overview and Scrutiny Board	Executive Scrutiny Board
For More Information Contact	Andy Brammall, Director of Digital & Physical Infrastructure and Customer Engagement, 01332 640981
<p>Summary – For the entire project, the overarching deliverables are as follows:</p> <p>1) A business benefits model that quantifies and projects the expected benefits of adopting AI solutions across different scenarios and time horizons.</p> <p>2) A complete and consistent integration of all use cases within the benefits model, ensuring alignment and coherence among the different AI solutions and their respective objectives and outcomes.</p>	

Reference / Date Inserted into Forward Plan	29/23 – December 2023
Decision	Council Tax Base 2024/25
What is the decision to be taken?	To approve the Council Tax Base for 2024/25
Who will be consulted?	None
What documents will be considered?	Report
The Earliest Date Council Cabinet will Consider it	10 January 2024
Will the report be considered in public	Yes
Cabinet Portfolio Area	Strategy, Governance and Finance
Overview and Scrutiny Board	Executive Scrutiny Board
For More Information Contact	Dean Horton, Local Taxation Manager, 01332 643764
<p>Summary – Determining the tax base is a statutory requirement and is an integral part of the budget setting process as it enables the Council to determine the amount of Council Tax it will charge for the following financial year.</p>	

PEOPLE'S SERVICES	STRATEGIC DIRECTOR ANDY SMITH
Reference / Date Inserted into Forward Plan	02/23 – June 2023
Decision	Children's Accommodation Strategy: Small Specialist Children's Residential Homes
What is the decision to be taken?	As reported to Council Cabinet on 3 August 2022, the Council was successful with its joint bid with Nottinghamshire Council to the Department for Education (DfE) for matched capital funding for children's homes. This was in support of the Council's Children's Accommodation Strategy. This report seeks approval to proceed with a procurement process to jointly commission a children's home provider with Nottinghamshire County Council as a block contract to manage, operate and refurbish a property under the ownership of Derby City Council
Who will be consulted?	None
What documents will be considered?	Report
The Earliest Date Council Cabinet will Consider it	14 February 2024
Will the report be considered in public	Yes
Cabinet Portfolio Area	Children's Social Care, Learning and Skills
Overview and Scrutiny Board	Executive Scrutiny Board
For More Information Contact	Gurmail Nizzer, Service Director, Children's Integrated Commissioning, 01332 642720
<p>Summary – The Local Authority has a duty to ensure there is sufficient accommodation within the Authority's area which meets the needs of children that the Local Authority is looking after, and whose circumstances are such that it would be consistent with their welfare for them to be provided with accommodation that is in the Local Authority's area (Sufficiency Duty). There are a cohort of children that need specialist support when transitioning from Tier 4 mental health provision, secure children's home placements, or require an alternative to inpatient or secure welfare. Recent national reviews outline the impact that the lack of appropriate provision has on the lives of vulnerable children.</p>	

Reference / Date Inserted into Forward Plan	20/23 – October 2023
Decision	Determination of the 2025-26 Admission Arrangements for Derby City Community and Voluntary Controlled Schools
What is the decision to be taken?	To confirm the admission arrangements are lawful and in line with the requirements of the School Admissions Code 2021 and the School Admissions Appeals Code 2022
Who will be consulted?	Stakeholders
What documents will be considered?	Report
The Earliest Date Council Cabinet will Consider it	14 February 2024
Will the report be considered in public	Yes
Cabinet Portfolio Area	Children, Young People and Skills
Overview and Scrutiny Board	Executive Scrutiny Board
For More Information Contact	Lisa Sansum, Admissions Manager, 01332 642727
Summary – Consultation on any changes to admission arrangements must take place for a minimum period of 6 weeks between 1 October and 31 January in the determination year.	

Reference / Date Inserted into Forward Plan	24/23 – November 2023
Decision	Extra Care Housing
What is the decision to be taken?	To delegate approval to authorise the extension of existing contractual arrangements for the provision of care services within five Extra Care Housing Schemes in Derby.
Who will be consulted?	Care providers, housing providers and social work colleagues. Consultation with other local authorities has started regarding model options and service specifications. Resident meetings have been carried out across all extra care schemes within Derby City and surveys will be available to all tenants and relatives/representatives of tenants.
What documents will be considered?	Report
The Earliest Date Council Cabinet will Consider it	10 January 2024
Will the report be considered in public	Yes
Cabinet Portfolio Area	Integrated Health and Adult Care
Overview and Scrutiny Board	Executive Scrutiny Board
For More Information Contact	Stacey Larkin, Lead Commissioner, 01332 255718
<p>Summary – The report seeks two decisions. The first decision relates to the current contractual arrangements for care provision within Extra Care Housing. Due to the ongoing retender exercise, additional time is required to effectively recommission the care provision and for this reason, a contract extension is sought. The second decision relates to the contract award of new providers following the retender activity presently timetabled for July/ August 2024, the request is to delegate authority for contract award to the relevant Strategic Directors in conjunction with the relevant Cabinet Member.</p>	

Reference / Date Inserted into Forward Plan	32/23 – December 2023
Decision	Adult Social Care 2024/25 Fees & Charges
What is the decision to be taken?	To consider and agree the fees for 2024/25 to be offered for externally commissioned adult social care services, and also the charges for services that the Council provides.
Who will be consulted?	External providers in the local care market i.e. Residential Care Homes, Homecare and Supported Living will be consulted with regarding their current and ongoing key cost pressures by the Council's Adults Commissioning Team. Engagement will be undertaken via a cost pressure survey, through provider forums and individual provider contract meetings.
What documents will be considered?	Report
The Earliest Date Council Cabinet will Consider it	13 March 2024
Will the report be considered in public	Yes
Cabinet Portfolio Area	Integrated Health and Adult Care
Overview and Scrutiny Board	Executive Scrutiny Board
For More Information Contact	Andrew Muirhead, Head of Service Adults Commissioning, Integration and Market Development, 01332 643085
Summary – This report is submitted annually to Cabinet to consider and approve the fee rates for non specialist Adult Social Care services (organised via contracts and also via Direct Payments).	

PLACE	STRATEGIC DIRECTOR RACHEL NORTH
Reference / Date Inserted into Forward Plan	03/21 – July 2021
Decision	Project Assemble
What is the decision to be taken?	To receive an update on progress on plans for the Cultural Heart of the city, including the Assembly Rooms site
Who will be consulted?	Internal consultees
What documents will be considered?	Report
The Earliest Date Council Cabinet will Consider it	10 January 2024
Will the report be considered in public	No
Cabinet Portfolio Area	City Centre, Regeneration, Culture and Tourism
Overview and Scrutiny Board	Executive Scrutiny Board
For More Information Contact	Catherine Williams, Acting Director of City Growth and Vibrancy, 01332 641639
<p>Summary – The report will give progress update on plans for the Cultural Heart of the city, including the Assembly Rooms site. It will detail identified work needed to complete the Feasibility phase, producing an Outline Business Case to take the project to PMO Gateway 2. Where known, the costs will be presented in the report.</p>	

Reference / Date Inserted into Forward Plan	06/22 – July 2022
Decision	Repayment Options for Leaseholders on Major Works Charges
What is the decision to be taken?	A policy to enable Leaseholders to have access to suitable repayment terms on recharges due for Major works undertaken on their block of flats.
Who will be consulted?	Internal colleagues, Customer Voice Tenants Focus Group, Leaseholders
What documents will be considered?	Report
The Earliest Date Council Cabinet will Consider it	10 January 2024
Will the report be considered in public	Yes
Cabinet Portfolio Area	Housing, Property and Regulatory Services
Overview and Scrutiny Board	Executive Scrutiny Board
For More Information Contact	Michael Kirk, Finance Director and Company Secretary (Derby Homes), 01332 888703 Mazer Hussain, HRA Business Manager, 01332 641498

Summary – The Council currently has circa 660 Leaseholders, who lease a flat where the Council is the freeholder for the block of flats. There is an obligation on Leaseholders to pay towards major works undertaken to the communal areas and the fabric of the building. Currently Leaseholders only option is to pay for these charges within one year of them being charged, as per their lease. The Major Works repayment options attempt to balance the need for the Council to recover contributions to these works, whilst allowing fair and transparent repayment terms for Leaseholders.

Reference / Date Inserted into Forward Plan	49/22 – March 2023
Decision	Towards a New Vision for Derby City Centre
What is the decision to be taken?	A report of the main comments made during a series of conversations with stakeholders on the Ambition Document in the summer and autumn of 2022 and the next steps towards the Vision
Who will be consulted?	Stakeholders
What documents will be considered?	Report
The Earliest Date Council Cabinet will Consider it	10 January 2024
Will the report be considered in public	Yes
Cabinet Portfolio Area	City Centre, Regeneration, Culture and Tourism
Overview and Scrutiny Board	Executive Scrutiny Board
For More Information Contact	Andrew Waterhouse, Spatial Planning Group Manager, 01332 642124
<p>Summary – The City Council has been preparing a new Vision for the transformation of Derby City Centre. This will guide development and investment decisions over the medium to long term, providing a framework to ensure a joined up and cohesive approach. An Ambition document was launched in the summer of 2022 and a series of conversations held on it. This report will highlight the main points raised and outline the next steps.</p>	

Reference / Date Inserted into Forward Plan	06/23 – July 2023
Decision	Redevelopment of a site between Grange Ave and Blackmore St to provide New Affordable Bungalows
What is the decision to be taken?	The Council proposes to redevelop this site to provide 36 new accessible bungalows for affordable rent. Delegated authority to enter into the necessary contracts will be sought.
Who will be consulted?	Internal consultees. Local resident consultation has been completed and Ward councillors have been briefed and are kept up dated. Consultees have had the opportunity to comment through the planning process.
What documents will be considered?	Report
The Earliest Date Council Cabinet will Consider it	10 January 2024
Will the report be considered in public	No
Cabinet Portfolio Area	Housing, Property and Regulatory Services
Overview and Scrutiny Board	Executive Scrutiny Board
For More Information Contact	Mark Crown, Development Team Leader, 01332 888595
<p>Summary – This report seeks the formal approvals required to deliver a project that can be contained within the approved HRA capital programme. The report will be confidential in order not to disclose the project budget, as this would weaken Derby Homes position when inviting tenders from prospective contractors. Derby Homes will manage and deliver this scheme on behalf of the Council.</p>	

Reference / Date Inserted into Forward Plan	07/23 – July 2023
Decision	Further Update on Darley Abbey Mills Bridge
What is the decision to be taken?	The report provides an update on the longer term solution for Darley Abbey Mills Bridge
Who will be consulted?	Residents, Businesses, Cabinet Member, Ward Councillors, local member of parliament and strategic stakeholders
What documents will be considered?	Report
The Earliest Date Council Cabinet will Consider it	10 January 2024
Will the report be considered in public	No
Cabinet Portfolio Area	Climate Change, Transport and Sustainability
Overview and Scrutiny Board	Executive Scrutiny Board
For More Information Contact	Tara McKenna, Environment Strategy Delivery Manager, 01332 641755
Summary – The report will provide an update on the longer term solutions for Darley Abbey Mills Bridge.	
Reference / Date Inserted into Forward Plan	08/23 – July 2023
Decision	Strategic Developer Partner Procurement Approval
What is the decision to be taken?	The report will update Council Cabinet on the procurement process, including the preferred bidder, and request further approvals for further actions required to conclude the procurement. The report will include financial and legal implications and risk analysis.
Who will be consulted?	Internal consultees
What documents will be considered?	Report
The Earliest Date Council Cabinet will Consider it	10 January 2024
Will the report be considered in public	No
Cabinet Portfolio Area	City Centre, Regeneration, Culture and Tourism
Overview and Scrutiny Board	Executive Scrutiny Board
For More Information Contact	Catherine Williams, Acting Director of City Growth and Vibrancy, 01332 641639
Summary – Council Cabinet in February 2023 approved commencing a procurement exercise to select a strategic development partner to bring forward regeneration on a number of key city centre sites. This report will update Cabinet on the procurement process, including the preferred bidder, and request further approvals for further actions required to conclude the procurement. The report will include financial and legal implications and risk analysis.	

Reference / Date Inserted into Forward Plan	09/23 – July 2023
Decision	Future High Streets Fund Programme Update
What is the decision to be taken?	To consider an update on the progress of the Future High Streets Fund Programme. The programme is funded by £15m of Central Government funding.
Who will be consulted?	Members and internal consultees
What documents will be considered?	Report
The Earliest Date Council Cabinet will Consider it	10 January 2024
Will the report be considered in public	No
Cabinet Portfolio Area	City Centre, Regeneration, Culture and Tourism
Overview and Scrutiny Board	Executive Scrutiny Board
For More Information Contact	Catherine Williams, Acting Director of City, Vibrancy and Growth, 01332 641639
Summary – To consider an update on the utilisation of the Future High Streets Funding allocated to Derby City.	

Reference / Date Inserted into Forward Plan	14/23 – August 2023
Decision	Future Direction of Travel for the Leisure Facility Operating Model
What is the decision to be taken?	The report will outline the different management and procurement options for Derby Arena, Springwood Leisure Centre and Sinfin Golf Course to meet the MTFP 2024/25 savings.
Who will be consulted?	None
What documents will be considered?	Report
The Earliest Date Council Cabinet will Consider it	10 January 2024
Will the report be considered in public	No
Cabinet Portfolio Area	City Centre, Regeneration, Culture and Tourism
Overview and Scrutiny Board	Executive Scrutiny Board
For More Information Contact	Wayne Sills - Area Manager Leisure, 01332 641267
<p>Summary – As part of the Council’s MTFP 2023-24 – 2025-26, a saving was identified of £665,000 from the Leisure Service budget. It was identified that consideration of an external operator to manage the Council’s leisure facilities should be explored. The facilities included are Derby Arena and Springwood Leisure Centre.</p> <p>In addition, Sinfin Golf Course, which is currently managed by Sheffield City Trust, is also to be included due to the current arrangement coming to an end.</p> <p>An Options Appraisal has been undertaken the details of which will be included in the cabinet report, along with recommendations for the direction of travel for the two leisure facilities and the golf course.</p>	

Reference / Date Inserted into Forward Plan	16/23 – August 2023
Decision	Houses in Multiple Occupation Proposed Article 4 Direction
What is the decision to be taken?	To establish Article 4 controls in areas where evidence suggests that intervention is required - subject to Secretary of State confirmation
Who will be consulted?	Public consultation
What documents will be considered?	Report
The Earliest Date Council Cabinet will Consider it	10 January 2024
Will the report be considered in public	Yes
Cabinet Portfolio Area	Housing, Property and Regulatory Services
Overview and Scrutiny Board	Executive Scrutiny Board
For More Information Contact	Paul Clarke, Chief Planning Officer 01332 641642
<p>Summary – To provide an update to the approved work programme established at the September 2022 Council meeting and the next steps towards implementing local controls. To enable the review of Houses in Multiple Occupation (HMOs) to progress to next the stage.</p>	

Reference / Date Inserted into Forward Plan	19/23 – September 2023
Decision	Proposal for Infinity Park Derby (IPD) to be part of a bid for an East Midlands County Combined Authority (EMCCA) Investment Zone (IZ).
What is the decision to be taken?	Authority was being sought for IPD to be part of a bid for an East Midlands County Combined Authority (EMCCA) Investment Zone (IZ)
Who will be consulted?	Cabinet Members for City Centre, Regeneration, Culture and Tourism and Strategy, Governance and Finance
What documents will be considered?	Report
The Earliest Date Council Cabinet will Consider it	10 January 2024
Will the report be considered in public	Yes
Cabinet Portfolio Area	City Centre, Regeneration, Culture and Tourism
Overview and Scrutiny Board	Executive Scrutiny Board
For More Information Contact	Chris Morgan, Principal Regeneration Manager, 01332 641596/07541 693627
<p>Summary – An opportunity has arisen to bid for Investment Zone status for Infinity Park Derby (IPD) as part of a wider bid for the East Midlands Combined Authority (EMCCA) area, which includes Derbyshire, Nottinghamshire and the 2 cities of Derby and Nottingham. The total funding envelope available to the IZ is £80m, which will include tax incentives to businesses that locate there, Business Rates relief and flexible funding to support development on the IZ.</p>	

Reference / Date Inserted into Forward Plan	22/23 – October 2023
Decision	Proposed development of 12 family sized flats for use as Council owned and managed temporary accommodation at 31-53 Barlow Street, Derby
What is the decision to be taken?	To seek the necessary financial and contractual approvals to deliver these new Council owned temporary homes.
Who will be consulted?	Local Councillors, Housing Management officers and households in the neighbouring properties next to the proposed scheme.
What documents will be considered?	Report
The Earliest Date Council Cabinet will Consider it	10 January 2024
Will the report be considered in public	No
Cabinet Portfolio Area	Housing, Property and Regulatory Services
Overview and Scrutiny Board	Executive Scrutiny Board
For More Information Contact	Mark Crown, Development Team Manager, Derby Homes 07766 510543
<p>Summary – Derby Homes proposes building a block of 12 flats to be used for temporary accommodation. These units will be for homeless cases being assessed for a duty to rehouse in order to free up existing HRA units currently being used for this purpose to those families to whom the authority has a confirmed duty to rehouse from the housing list.</p>	

Reference / Date Inserted into Forward Plan	28/23 – December 2023
Decision	Our City Our River Acceptance of Grant and Enter Into Contracts for the Delivery of Derby Riverside
What is the decision to be taken?	To delegate authority to enter into contracts and ancillary agreements to enable the delivery of Derby Riverside element of the Our City Our River project
Who will be consulted?	Internal Consultees
What documents will be considered?	Report
The Earliest Date Council Cabinet will Consider it	10 January 2024
Will the report be considered in public	Yes
Cabinet Portfolio Area	City Centre, Regeneration, Culture and Tourism
Overview and Scrutiny Board	Executive Scrutiny Board
For More Information Contact	Catherine Williams, Acting Director of City Vibrancy and Growth, 01332 641639
<p>Summary – The report will include details around the planning consent for the Derby Riverside Proposals for the enhanced flood alleviation measures for Derby. The costs to date - forecast costs and timeframe for delivery and risks and issues.</p>	
Reference / Date Inserted into Forward Plan	30/23 – December 2023
Decision	Purchase of Newbuild properties to provide Affordable Housing
What is the decision to be taken?	To approve the purchase newbuild properties by the Housing Revenue Account to be used for affordable housing in the city
Who will be consulted?	Internal Consultees
What documents will be considered?	Report
The Earliest Date Council Cabinet will Consider it	10 January 2024
Will the report be considered in public	No
Cabinet Portfolio Area	Housing, Property and Regulatory Services
Overview and Scrutiny Board	Executive Scrutiny Board
For More Information Contact	Louise Brown, Housing Development Manager, 01332 640864
<p>Summary – This report seeks approval to purchase newbuild properties to be used as affordable housing. There will be both public and confidential versions of the report.</p>	

Reference / Date Inserted into Forward Plan	31/23 – December 2023
Decision	Approval of the Infrastructure Programme Board Capital Programmes 2024/25
What is the decision to be taken?	Approval of capital work programmes for Highways & Transport, Flood Defence, Vehicles, Plant & Equipment and Parks. The H&T programme includes s106 and external funding as appropriate.
Who will be consulted?	Infrastructure Programme Board and Cabinet Member
What documents will be considered?	Report
The Earliest Date Council Cabinet will Consider it	13 March 2024
Will the report be considered in public	Yes
Cabinet Portfolio Area	Climate Change, Transport and Sustainability
Overview and Scrutiny Board	Executive Scrutiny Board
For More Information Contact	Rizwana Shaheen Hussain, Programming and Policy Team Leader, 01332 641760
Summary – The four work programmes set out proposed schemes and budgets for delivery in 2024/25.	