



**Chester-le-Street**  
District Council

## Executive Forward Plan and Work Programme



## July 2008

# About this document

Chester-le-Street District council is committed to continuous improvement. We want to make sure that we engage people in the decisions we make wherever we can. We want to let people know what decisions we are going to make and when.

The council's Executive, which is made up of the Leader and five Executive Members have powers to make certain decisions on behalf of the council. This document aims to go further than what the law requires us to do and let people know as far in advance what decisions the Executive is to make on the councils behalf. Where possible and in relation to what are called key decisions, it will let you know how you can make representations and who they can be made to. This document will be published every month at the Civic Centre and on the council's website at [www.chester-le-street.gov.uk](http://www.chester-le-street.gov.uk).

This document is in two parts:

**Part One: Chester-le-Street District Council's formal Executive Forward Plan**

**Part Two: the Executive's Decision Work Programme for the next year**

## Part One

The Executive Forward Plan is a statutory document which the council must produce every month covering a four month period. It is published fourteen days before it comes into effect. This is the first day of each month. It includes:

- a list of all 'key decisions' the councils will make on the council's behalf;
- details of the nature of the decision;
- details of the decision taker, which in the councils case is normally the council's Executive;
- when the decision is to be made;
- who are the principal consultees and the means by which consultations will be undertaken;
- a list of documents to be considered by the decision maker; and
- details of how and by when representations can be made.

**What are 'key decisions'?**

'Key decisions' are defined as executive decisions which are:-

- decisions likely to result in the District Council incurring expenditure which is, or the making of savings which are, significant, having regard to the District Council's budget for the service or function to which the decision relates, or
- significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the Council

## Part Two

The Executive's work programme is not a statutory document which the council must produce. It is advance notice of all other important decisions the Executive will take either on behalf of the council or in making recommendations to the council. It includes:

- a list of the non 'key decisions the councils will make;
- details of the nature of the decision;
- details of the decision taker, which in the council's case is normally the council's Executive as a group;
- when the decision is to be made;
- who are the principal consultees and the means by which consultations will be undertaken;
- a list of documents to be considered by the decision maker; and
- details of how and by when representations can be made.

### Who are the Executive?

The Executive is made up of the Leader of the Council and five other Executive Members as follows:

<b>Cllr. Linda Ebbatson</b>	<b>Tel: 0191 387 2090</b>
<b>Leader of the Council with responsibility for Human Resources, Equalities, and Young People</b>	<b>E-Mail: lindaebbatson@chester-le-street.gov.uk</b>
<b>Cllr. Simon Westrip</b>	<b>Tel: 0191 387 2090</b>
<b>Deputy Leader and Neighbourhood Services Portfolio Holder</b>	<b>E-Mail: simon.westrip@bigfoot.com</b>
<b>Cllr. Chris Jukes</b>	<b>Tel: 0191 389 1136</b>
<b>Regeneration and Strategy Planning Portfolio Holder</b>	<b>E-Mail: chris.jukes1@btopenworld.com</b>
<b>Cllr. Lawson Armstong</b>	<b>Tel: 0191 3873195</b>
<b>Resources and Value for Money Portfolio Holder</b>	<b>E-Mail: lawson.armstrong@btopenworld.com</b>
<b>Cllr Mike Sekowski</b>	<b>Tel: 0191 3703416</b>
<b>Community Engagement and Partnerships Portfolio Holder</b>	<b>E-Mail: m.sekowski@metronet.co.uk</b>

### How do I find out when the Executive is meeting?

Information about the time and venue for a particular meeting of the Executive may be obtained from the agenda available from the Reception Desk at the Civic Centre, from the District Council's website or from the Executive Assistant. Public Speaking is allowed at Executive meetings so long as you comply with the council's procedures. To find out more contact Democratic Services.

### How do I contact Members of the Executive or the Council Chief Officers?

Contact details for Members of the Executive and for the Council's Chief Officers are set out in this Forward Plan.

If you have any queries about the Forward Plan, please contact the Executive Assistant at the Civic Centre on 0191 387 2010 or e-mail the Executive Assistant at: [amandastephenon@chester-le-street.gov.uk](mailto:amandastephenon@chester-le-street.gov.uk).



**Chester-le-Street**  
District Council

## Part One: Executive Forward Plan



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## Executive Forward Plan

Summary of Key Decision	Decision Taker and Documents to be considered	Decision Date	Contact Officer	Consulted Parties and means of consultation	How to make representations and when by (If making representations in writing, please address them to the Director/Manager named at: Civic Centre, Newcastle Road, Chester-le-Street, DH3 3UT)
Communities Facilities Working Group Report	Executive	Revised date July 2008	Jorge Lulic 0191 387 2232	Relevant Executive Members Corporate Management Team	In writing or by telephone to the Community Development Manager or by email to <a href="mailto:jorgelulic@chester-le-street.gov.uk">jorgelulic@chester-le-street.gov.uk</a>
Bad Debt report Quarterly Report	Executive	July 2008	Ian Herberson 0191 3872343	Head of Revenue and Benefits Accountancy Manager Internal Auditor	In writing or by telephone, to the Head of Corporate Finance or by email to <a href="mailto:ianherberson@chester-le-street.gov.uk">ianherberson@chester-le-street.gov.uk</a>
<b>Bad Debt report Quarterly Report</b>	<b>Executive</b>	<b>October 2008</b>	<b>Ian Herberson 0191 3872343</b>	<b>Head of Revenue and Benefits Accountancy Manager Internal Auditor</b>	<b>In writing or by telephone, to the Head of Corporate Finance or by email to <a href="mailto:ianherberson@chester-le-street.gov.uk">ianherberson@chester-le-street.gov.uk</a></b>

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Business Improvement Districts	Executive	October 2008	Leila Dawson 0191 3872233	Relevant Executive Members Corporate Management Team Traders Association	In writing or by telephone to the Acting Head of Regeneration or by email to leiladawson@chester-le-street.gov.uk
Handlon Tracking System	Executive	October 2008	Leila Dawson 0191 3872233	Relevant Executive Members Corporate Management Team Partnerships for Futures Board	In writing or by telephone to the Acting Head of Regeneration or by email to leiladawson@chester-le-street.gov.uk





## Executive Work Programme

Summary of Non Key Decision	Decision Taker and Documents to be considered	Decision Date	Contact Officer	Consulted Parties and means of consultation	How to make representations and when by (If making representations in writing, please address them to the Director/Manager named at: Civic Centre, Newcastle Road, Chester-le-Street, DH3 3UT)
Regeneration Quarterly Report	Executive	July 2008	Leila Dawson 0191 3872233	Relevant Executive Members Corporate Management Team	In writing or by telephone to the Acting Head of Regeneration or by email to leiladawson@chester-le-street.gov.uk
NHS Life Check Programme	Executive	July 2008	Tony Galloway 0191 3872100	Relevant Executive Members Communities for Health Working Group	By phone, or in writing to the Director of Development Services or by email to Tonygalloway@chester-le-street.gov.uk



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Tender for the Big Lottery Play work	Executive	July 2008	Tony Galloway 0191 3872100	Relevant Executive Members	By phone, or in writing to the Director of Development Services or by email to Tonygalloway@chester-le-street.gov.uk
Employee Survey Results	Executive	Revised date August 2008	Ian Forster 0191 3872130	Corporate Management Team Portfolio Holder Employees Trade Unions	In writing or by telephone to the Director of Corporate Affairs or by email to ianforster@chester-le-street.gov.uk
Training and Development Plan	Executive	Revised date August 2008	Ian Forster 0191 3872130	Corporate Management Team Portfolio Holder Employees Trade Unions	In writing or by telephone to the Director of Corporate Affairs or by email to ianforster@chester-le-street.gov.uk

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Tenders for the Heart of the Village	Executive	August 2008	Leila Dawson 0191 3872233	Relevant Executive Members Corporate Management Team Portfolio Holder NRP Board	In writing or by telephone to the Acting Head of Regeneration or by email to leiladawson@chester-le-street.gov.uk
Corporate Performance Report April 2008 to June 2008	Executive Corporate Performance and covering report	September 2008	Ian Forster 0191 3872130	Relevant Executive Members Corporate Management Team Internal consultation e-mail	In writing or by telephone to the Assistant Chief Executive or by email to ianforster@chester-le-street.gov.uk
Taxi Licensing Policy	Executive	Revised date October 2008	Tony Galloway 0191 3872100	Corporate Management Team Portfolio Holder	By phone, or in writing to the Director of Development Services or by email to Tonygalloway@chester-le-street.gov.uk

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Corporate Performance Report July 2008 to September 2008	Executive Corporate Performance and covering report	December 2008	Ian Forster 0191 3872130	Relevant Executive Members Corporate Management Team Internal consultation e-mail	In writing or by telephone to the Assistant Chief Executive or by email to <a href="mailto:ianforster@chester-le-street.gov.uk">ianforster@chester-le-street.gov.uk</a>
Corporate Performance Report October 2008 to December 2008	Executive Corporate Performance and covering report	March 2009	Ian Forster 0191 3872130	Relevant Executive Members Corporate Management Team Internal consultation e-mail	In writing or by telephone to the Assistant Chief Executive or by email to <a href="mailto:ianforster@chester-le-street.gov.uk">ianforster@chester-le-street.gov.uk</a>

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