



Chester-le-Street
District Council

Executive Forward Plan and Work Programme



September 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.

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:

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

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.



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 September 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 jorgelulic@chester-le-street.gov.uk |
| Land Matters | Executive | September | Leila Dawson 0191 3872233 | Portfolio Holder Corporate Management Team | In writing or by telephone to the Acting Head of Regeneration or by email to leiladawson@chester-le-street.gov.uk |
| Bad Debt report Quarterly Report | Executive | October 2008 | Jim Elder 0191 3872300 | Acting Head of Resources Head of Corporate Finance Internal Auditor | In writing or by telephone, to the Acting Head of Revenue and Benefits or by email to jimelder@chester-le-street.gov.uk |

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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 |
| Hanlon 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 |
| Land Matters | Executive | October 2008 | Leila Dawson 0191 3872233 | Portfolio Holder Corporate Management Team | In writing or by telephone to the Acting Head of Regeneration or by email to leiladawson@chester-le-street.gov.uk |

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|-------------------------|---|---------------|------------------------------|--|---|
| Land Matters | Executive | November 2008 | Leila Dawson 0191 3872233 | Portfolio Holder Corporate Management Team | In writing or by telephone to the Acting Head of Regeneration or by email to leiladawson@chester-le-street.gov.uk |
| Land Matters | Executive | December 2008 | Leila Dawson 0191 3872233 | Portfolio Holder Corporate Management Team | In writing or by telephone to the Acting Head of Regeneration or by email to leiladawson@chester-le-street.gov.uk |
| Land Matters | Executive | January 2009 | Leila Dawson 0191 3872233 | Portfolio Holder Corporate Management Team | In writing or by telephone to the Acting Head of Regeneration or by email to leiladawson@chester-le-street.gov.uk |
| Land Matters | Executive | February 2009 | Leila Dawson 0191 3872233 | Portfolio Holder Corporate Management Team | In writing or by telephone to the Acting Head of Regeneration or by email to leiladawson@chester-le-street.gov.uk |

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|-------------------------|---|---------------|------------------------------|--|---|
| Land Matters | Executive | March 2009 | Leila Dawson 0191 3872233 | Portfolio Holder Corporate Management Team | In writing or by telephone to the Acting Head of Regeneration or by email to leiladawson@chester-le-street.gov.uk |



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Part Two: Executive Work Programme



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| 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) |
|--------------------------------------|---|---------------------------------|------------------------------|--|---|
| Review of Local Watercourses | Executive | Deferred date September 2008 | Ian Forster 0191 3872130 | Scrutiny Members Consultation with a variety of stakeholders | In writing or by telephone to the Director of Corporate Affairs or by email to ianforster@chester-le-street.gov.uk |
| Tenders for the Heart of the Village | Executive | Revised date September 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 |

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|---|---|----------------|-------------------------------|---|--|
| 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 Director of Corporate Affairs or by email to ianforster@chester-le-street.gov.uk |
| Communities for Health - Mental Health Project – Evaluation | Executive | September 2008 | Tony Galloway 0191 3872100 | Corporate Management Team Portfolio Holder Health Improvement Sub Group | By phone, or in writing to the Director of Development Services or by email to Tonygalloway@chester-le-street.gov.uk |
| Local Development Framework – New Unitary Arrangements | Executive | September 2008 | John Smerdon 0191 3872161 | Corporate Management Team Portfolio Holder | By phone, or in writing to the Regeneration and Planning Strategy Manager Director of Development Services or by email to johnsmerdon@chester-le-street.gov.uk |

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|-------------------------------|---|----------------------------|---------------------------------|---|---|
| Employee Survey Results | Executive | Revised date October 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 |
| Climate Change Strategy | Executive | October | Andy Stephenson 0191 3872134 | Corporate Management Team Regeneration Strategic Housing Environmental Services Planning Local Environment Groups The LSP The Town Centre Manager Members of the public | In writing or by telephone, to the Senior Sustainability Officer or by email to andystephenson@chester-le-street.gov.uk |
| Regeneration Quarterly Report | Executive | Revised date November 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 |

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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 Director of Corporate Affairs or by email to ianforster@chester-le-street.gov.uk |
| New power to establish Parish Councils (including Town Councils) | Executive | December 2008 | Ian Forster 0191 3872130 Chris Potter 0191 3872011 | Corporate Management Team Portfolio Holder Executive Members | In writing or by telephone to the Director of Corporate Affairs or by email to ianforster@chester-le-street.gov.uk or to Head of Legal and Democratic Services or by email chrispotter@chester-le-street.gov.uk |
| 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 Director of Corporate Affairs or by email to ianforster@chester-le-street.gov.uk |

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