



**PUBLISHED: 17 OCTOBER 2007**

## **FORWARD PLAN FOR THE PERIOD 1 NOVEMBER 2007 TO 29 FEBRUARY 2008**

### **What is a Forward Plan?**

The Forward Plan is a list of the key decision, which are due to be taken, by the Cabinet during the period covered by the Plan. The Council has a Statutory duty to prepare a Forward Plan. The Plan is updated monthly and is available to the public 14 days before the beginning of each month. It covers a 4-month rolling period. It can be accessed from The Guildhall Office and/or the Council website [www.northampton.gov.uk](http://www.northampton.gov.uk).

### **What is a Key Decision?**

A key decision in the Council's constitution is defined as:

- Any decision in relation to the Executive function\* which results in the Council incurring expenditure which is, or the making of saving which are significant having regard to the Council's budget for the service or function to which the decision relates. For these purpose the minimum financial threshold will be £50,000;
- Where decisions are not likely to involve significant expenditure or savings but nevertheless are likely to be significant in terms of their effects on communities in two or more wards or electoral divisions; and
- For the purpose of interpretation a decision, which is ancillary or incidental to a Key decision, which had been previously taken by or on behalf of the Council shall not of itself be further deemed to be significant for the purpose of the definition.


\* Executive functions are those, which are the responsibility of the Cabinet as opposed to, for example, regulatory functions, which are the responsibility of the Council's Planning or Licensing Committees.

### **Who takes Key Decisions?**

Under the Council's constitution, key decisions are taken by

- Cabinet
- The Leader or Deputy Leader (in matters of urgency only)
- Individual officers acting under delegated powers (it is rare for any decision delegated to an officer to be a key decision)

### Are only Key Decisions listed in the Forward Plan?

The Council only has a statutory obligation to publish only Key Decisions on the Forward Plan. However, the Council has voluntarily decided to list non-key Cabinet decisions on the as well. In order to clarify matters on the Plan, Key decisions have a  symbol next to the item.

### What does the Forward Plan tell me?

The Plan gives information about:

- What key and non-key decisions are coming forward in the next four months (these decisions have a symbol next to them)
- Other non-key Cabinet decisions that are coming forward in the next four months
- Whether the decision will be taken in public or private
- When those key decisions are likely to be made
- Who will make those decisions
- What consultation will be undertaken
- Who you can contact for further information

### Who is the Cabinet?

The Members of the Cabinet and their areas of responsibility are:

Councillor Tony Woods	Leader of the Council and Portfolio Holder for Partnerships and Improvement	<a href="mailto:cllr.twoods@northampton.gov.uk">cllr.twoods@northampton.gov.uk</a>
Councillor Brendan Glynane	Deputy Leader and Portfolio Holder for Community Engagement and Safety	<a href="mailto:cllr.bglynane@northampton.gov.uk">cllr.bglynane@northampton.gov.uk</a>
Councillor Sally Beardsworth	Portfolio Holder for Housing	<a href="mailto:cllr.sbeardsworth@northampton.gov.uk">cllr.sbeardsworth@northampton.gov.uk</a>
Councillor Richard Church	Portfolio Holder for Regeneration	<a href="mailto:cllr.rchurch@northampton.gov.uk">cllr.rchurch@northampton.gov.uk</a>
Councillor Trini Crake	Portfolio Holder for Environment	<a href="mailto:cllr.tcrake@northampton.gov.uk">cllr.tcrake@northampton.gov.uk</a>
Councillor Brian Hoare	Portfolio Holder for Performance	<a href="mailto:cllr.bhoare@northampton.gov.uk">cllr.bhoare@northampton.gov.uk</a>
Councillor Malcolm Mildren	Portfolio Holder for Finance	<a href="mailto:cllr.mmildren@northampton.gov.uk">cllr.mmildren@northampton.gov.uk</a>

### What is the role of Overview and Scrutiny?

The Council has three Overview and Scrutiny Committees namely

Overview and Scrutiny 1 - Partnerships, Regeneration, community Safety and Engagement

Overview and Scrutiny 2 - Housing and Environment

Overview and Scrutiny Committee 3 - Improvement, Performance and Finance

The Committees' role is to contribute to the development of Council policies, to scrutinise decisions of the Cabinet and to consider any matter affecting the area of Northampton or its citizens. Dates of these meetings and other Council meetings can be found at [www.northampton.gov.uk](http://www.northampton.gov.uk)

### How and who do I contact?

Each entry in the Plan indicates the names of all the relevant people to contact about that particular item. Wherever possible, full contact details are listed in the individual entries in the Forward Plan. They can also be reached via the switchboard (01604) 837837.

For general information about the decision-making process please contact Frazer McGown, Meeting Services Manager at The Guildhall, St Giles Square, Northampton NN1 1DE Tel: 01604 837101, E-mail: [fmcgown@northampton.gov.uk](mailto:fmcgown@northampton.gov.uk).

Councillor Tony Woods, Leader of Northampton Borough Council

🔑 = Key Decision

**Forward Plan : 1 November 2007 to 29 February 2008**

<b>Subject</b>	<b>Expected Decision to be Made</b>	<b>Decision to be made by</b>	<b>Expected Date of Decision</b>	<b>Key or Non-Key Decision</b>	<b>Who Will be consulted</b>	<b>How will they be consulted</b>	<b>Report available/Portfolio holder/Contact Officer</b>
Transfer of Void HRA Properties to Nottingham Community Housing Association	🔑 Approval to Transfer the properties to Nottingham Community Housing Association at less than market value.	Cabinet	5 Nov 2007	KEY	Housing Services, Asset Management, Property Maintenance.	Circulation of draft report.	26.10.07 Cllr. Church Yvonne Faulkner <a href="mailto:yfaulkner@northampton.gov.uk">yfaulkner@northampton.gov.uk</a>
Land Charges Fees	🔑 To review the cost of the Land Charges Full Local Authority Search fee.	Cabinet	5 Nov 2007	KEY	Internal		26.10.07 Cllr B Hoare Sue Spencer, Land Charges Manager <a href="mailto:landcharges@northampton.gov.uk">landcharges@northampton.gov.uk</a>
Grant of lease of Magistrates Court premises at Cambell Square to Her Majesty's Court Service	🔑 To approve the granting of a long lease.	Cabinet	5 Nov 2007	KEY	Northants Police Authority	Via meetings	26.10.07 Cllr Mildren Simon Dougall, Asset Manager <a href="mailto:sdougall@northampton.gov.uk">sdougall@northampton.gov.uk</a>

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Integrated Planning Services and Allocation of Planning Delivery Grant (PDG)	🔑 To approve the revised structure for Planning and allocation of Planning Delivery Grant.	Cabinet	5 Nov 2007	KEY	Internal: Legal and Finance	Circulation of draft report	26.10.07 Cllr. Church Chris Cavanagh, Corporate Manager, Regeneration and Growth, <a href="mailto:ccavanagh@northampton.gov.uk">ccavanagh@northampton.gov.uk</a> Christine Stevenson, Corporate Manager, Planning, Leisure and Building Control <a href="mailto:cstevenson@northampton.gov.uk">cstevenson@northampton.gov.uk</a>
Capital Programme 2007-2008 - Additions and Amendments	🔑 To approve the capital project appraisal and variations contained therein.	Cabinet	5 Nov 2007	KEY	S.151 Officer, Monitoring Officer, Project Manager, and relevant Portfolio Holders, Directors, and Corporate Managers.	Review and sign off of the capital appraisal form detailing the project and its relevance and importance to the authority.	26.10.07 Cllr Mildren Bev Dixon, Finance Manager <a href="mailto:bdixon@northampton.gov.uk">bdixon@northampton.gov.uk</a>

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Equal Pay Review/ Audit-Pay and Grading	🔑 To consider 'in private', the proposed resolution of any equal pay claims arising from the Equal Pay Audit conducted under the Pay and Grading Review for decision by General Purposes Committee.	Cabinet	5 Nov 2007	KEY	None	None	26.10.07 Cllr B Hoare Howard Crabtree, Corporate Manager, Human Resources <a href="mailto:hcrabtree@northampton.gov.uk">hcrabtree@northampton.gov.uk</a>
Land at Stenson Street	🔑 To approve 'in private' the revocation of parking order and reconfirmation of disposal	Cabinet	5 Nov 2007	KEY	Ward Councillors and previously interested local groups	Written communication	26.10.07 Cllr Mildren Simon Dougall, Asset Manager <a href="mailto:sdougall@northampton.gov.uk">sdougall@northampton.gov.uk</a>
16- 18 Archangel Square, Camp Hill	🔑 To approve 'in private' the disposal of former day nursery.	Cabinet	5 Nov 2007	KEY	Ward Councillors, NTAC	Written communication	26.10.07 Cllr. Mildren Simon Dougall, Asset Manager <a href="mailto:sdougall@northampton.gov.uk">sdougall@northampton.gov.uk</a>

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Capital Outturn 2006/2007	To note the report.	Cabinet	5 Nov 2007	NON-KEY	S.151 Officer and Monitoring Officer and Stakeholders of the relevant projects	S.151 Officer and Monitoring Officer via call-over meeting and stakeholders for the individual projects, as appropriate.	26.10.07 Cllr Mildren Bev Dixon, Finance Manager <a href="mailto:bdixon@northampton.gov.uk">bdixon@northampton.gov.uk</a>
All Saints Conservation Area Reappraisal and Management Plan	To agree the extension of the Conservation Area Boundary.	Cabinet	5 Nov 2007	NON-KEY	Internal and Public Consultation has already been undertaken and completed.	Leaflets, Displays, Posters, Questionnaires.	26.10.07 Cllr. Church Chris Cavanagh, Corporate Manager, Regeneration and Growth <a href="mailto:ccavanagh@northampton.gov.uk">ccavanagh@northampton.gov.uk</a>
Risk Management Policy and Strategy	Approval and adoption of the policy and strategy.	Cabinet	5 Nov 2007	NON-KEY	All departments.	Via Directors and Management Board	26.10.07 Cllr Mildren Gavin Chambers, Head of Finance <a href="mailto:gchambers@northampton.gov.uk">gchambers@northampton.gov.uk</a>

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Performance (a) Budget Monitoring:2007/08 Period 6 (b) Performance Monitoring	To note the report and approve virements if appropriate.  To note the current position	Cabinet	5 Nov 2007	NON-KEY	Corporate Managers	Via the Corporate Manager service accountant meetings in relation to their forecasts	26.10.07 Cllr Mildren / Cllr B Hoare Gavin Chambers, Head of Finance <a href="mailto:gchambers@northampton.gov.uk">gchambers@northampton.gov.uk</a>
Allocations Policy Review	🔑 To adopt a new Allocations Policy.	Cabinet	3 Dec 2007	KEY	Registered Social Landlords, Tenant Groups	Discussions	23.11.07 Cllr Beardsworth Fran Rodgers, Corporate Manager, Housing and Residential Operations <a href="mailto:frodgers@northampton.gov.uk">frodgers@northampton.gov.uk</a>
The Growth of Northampton in relation to the Northampton Implementation Area (NIA)	🔑 To consider the growth implications for Northampton in relation to the NIA and the emerging options and their implications for Northampton	Cabinet	3 Dec 2007	KEY			23.11.07 Cllr Church Chris Cavanagh, Corporate Manager, Regeneration and Growth <a href="mailto:ccavanagh@northampton.gov.uk">ccavanagh@northampton.gov.uk</a>
Choice Based Lettings	🔑 To adopt a new Choice Based Lettings policy.	Cabinet	3 Dec 2007	KEY	Registered Social Landlords, Tenant Groups	Discussions	23.11.07 Cllr Beardsworth Fran Rodgers, Corporate Manager, Housing and Residential Operations <a href="mailto:frodgers@northampton.gov.uk">frodgers@northampton.gov.uk</a>

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Developing the Balloon Festival	🔑 To agree a medium term strategy for a financially sustainable festival which meets corporate objectives.	Cabinet	3 Dec 2007	KEY	Local people, visitors to 2007 festival, representatives of participating agencies (including emergency services), Key NBC Staff	Events organised by Forums for Local Democracy, wider structured consultation on proposals, visitors via feedback forms, Agencies and staff debrief meetings	23.11.07 Cllr. Glynane Thomas Hall, Corporate Manager, Citizen Engagement <a href="mailto:thall@northampton.gov.uk">thall@northampton.gov.uk</a>
Dallington Grange	🔑 To report to Cabinet on risks and opportunities associated with previously identified options.	Cabinet	3 Dec 2007	KEY	None	None	23.11.07 Cllr Mildren Simon Dougall, Asset Manager <a href="mailto:sdougall@northampton.gov.uk">sdougall@northampton.gov.uk</a>
Leasing of Ecton Lane Travellers Site	🔑 To approve 'in private' the award of lease of Ecton Lane Travellers site	Cabinet	3 Dec 2007	KEY	Residents of site, MPs, Ward Councillors, County Traveller Unit (CTU)	Written communication and/or interviews	23.11.07 Cllr Crake Steve Elsey, Environmental Health Manager <a href="mailto:sdelsey@northampton.gov.uk">sdelsey@northampton.gov.uk</a>




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Performance (a) Budget Monitoring:2007/08 Period 7 (b) Performance Monitoring	To note the report and approve virements if appropriate.  To note the current position	Cabinet	3 Dec 2007	NON-KEY	Corporate Managers	Via Corporate Manager service accountant meetings in relation to their forecasts.	23.11.07 Cllr Mildren Gavin Chambers, Head of Finance <a href="mailto:gchambers@northampton.gov.uk">gchambers@northampton.gov.uk</a>
Draft Culture and Leisure Strategy	 To agree an outline strategy and indicate the policy direction for culture and leisure services from among options presented.	Cabinet	7 Jan 2008	KEY	Local People; LSP partners; Regional cultural agencies; Key NBC staff	Via 'needs analysis' and structured consultation on options; circulation of draft proposal, meetings with key partners; Regional agencies via GMB sub-group members	27.12.07 Cllr. B Glynane Thomas Hall, Corporate Manager, Citizen Engagement <a href="mailto:thall@northampton.gov.uk">thall@northampton.gov.uk</a>

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Performance (a) Budget Monitoring:2007/08 Period 4 (b) Performance Monitoring	To note the report and approve virements if appropriate  To note the current position	Cabinet	7 Jan 2008	NON-KEY	Corporate Managers	Corporate Manager service accountant meeting in relation to their forecasts	27.12.07 Cllr. B Hoare Dale Phillipson, Corporate Manager, Performance and Improvement <a href="mailto:dphillipson@northampton.gov.uk">dphillipson@northampton.gov.uk</a>
Pay and Grading Review	 To determine 'in private' the pay structure resulting from Pay and Grading Review, to be put to a ballot of staff who are members of Unison and GMB.	Cabinet	4 Feb 2008	KEY	Trade Unions	Consultative machinery	25.01.08 Cllr B Hoare Howard Crabtree, Corporate Manager, Human Resources <a href="mailto:hcrabtree@northampton.gov.uk">hcrabtree@northampton.gov.uk</a>
Performance (a) Budget Monitoring:2007/08 Period 5 (b) Performance Monitoring	To note the report and approve virements if appropriate.  To note the current situation	Cabinet	4 Feb 2008	NON-KEY	Corporate Managers	Via the Corporate Manager service accountant meetings in relation to their forecasts.	25.01.08 Cllr Mildren Gavin Chambers, Head of Finance <a href="mailto:gchambers@northampton.gov.uk">gchambers@northampton.gov.uk</a>