



**PUBLISHED: 16 NOVEMBER 2007**

## **FORWARD PLAN**

### **FOR THE PERIOD 1 DECEMBER 2007 TO 31 MARCH 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 December 2007 to 31 March 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>
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	22.11.07 Cllr. Glynane Thomas Hall, Corporate Manager, Citizen Engagement <a href="mailto:thall@northampton.gov.uk">thall@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	22.11.07 Cllr Crake Steve Elsey, Environmental Health Manager <a href="mailto:sdelsey@northampton.gov.uk">sdelsey@northampton.gov.uk</a>
Planning Enforcement Policy Guidance	To approve the policy for prioritising enforcement action.	Cabinet	3 Dec 2007	NON-KEY	Planning Committee	Via the circulation of the draft Cabinet report	22.11.2007 Cllr. Church Christine Stevenson, Corporate Manager, Planning, Leisure and Building Control <a href="mailto:cstevenson@northampton.gov.uk">cstevenson@northampton.gov.uk</a>

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Capital Programme 2007/08: Position as at End of October 2007	🔑 Approval of capital schemes in, or to be added to, the programme, to note information on slippage from 2006/07 and how the programme is to be funded.	Cabinet	3 Dec 2007	KEY	S.151 Officer, Monitoring Officer, Project Manager, and relevant portfolio holders, Directors, and Corporate Manager.	Review and sign off of capital appraisal forms detailing the project and its relevance and importance to the authority. Budget Managers consulted on 2006/07 slippage requirements.	22.11.07 Cllr Church Bev Dixon, Finance Manager <a href="mailto:bdixon@northampton.gov.uk">bdixon@northampton.gov.uk</a>
Performance (a) Revenue Budget Monitoring 2007/08 Position as at the end of October 2007 (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.	22.11.07 Cllr Mildren Gavin Chambers, Head of Finance <a href="mailto:gchambers@northampton.gov.uk">gchambers@northampton.gov.uk</a>

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Council Wide Revenue Budget 2008/09 - 2010/11	🔑 To approve the budget proposals to be put out for public consultation.	SPECIAL Cabinet	17 Dec 2007	KEY	Corporate Managers, Directors, Members, General Public, Business Rate Payers.	Internally – via meetings including Board, Cabinet, Overview and Scrutiny, and meetings with the s.151 Officer. External – formal consultation process	07.12.07 Cllr. Mildren Gavin Chambers, Head of Finance <a href="mailto:gchambers@northampton.gov.uk">gchambers@northampton.gov.uk</a>
Land Charges Fees	🔑 To review the cost of the Land Charges Full Local Authority Search fee.	Cabinet	7 Jan 2008	KEY	Internal		27.12.07 Cllr B Hoare Sue Spencer, Land Charges Manager <a href="mailto:landcharges@northampton.gov.uk">landcharges@northampton.gov.uk</a>
Land at Stenson Street	🔑 To approve “in private” the revocation of the parking order and reconfirmation of disposal.	Cabinet	7 Jan 2008	KEY	Local Groups	Correspondence	27.12.07 Cllr Mildren Simon Dougall, Asset Manager <a href="mailto:sdougall@northampton.gov.uk">sdougall@northampton.gov.uk</a>

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16- 18 Archangel Square, Camp Hill	🔑 To approve “in private” the disposal of the former day nursery.	Cabinet	7 Jan 2008	KEY	NTAC	Correspondence	27.12.07 Cllr Mildren Simon Dougall, Asset Manager <a href="mailto:sdougall@northampton.gov.uk">sdougall@northampton.gov.uk</a>
Allocations Policy Review and Choice Based Lettings	🔑 To adopt a new Allocations Policy and note progress made towards the implementation of Choice Based Lettings.	Cabinet	7 Jan 2008	KEY	Registered Social Landlords, Tenant Groups, housing applicants	E-mail, questionnaire & stakeholder forums	27.12.07 Cllr Beardsworth Fran Rodgers, Corporate Manager, Housing and Residential Operations <a href="mailto:fr Rodgers@northampton.gov.uk">fr Rodgers@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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Prudential Indicators for Capital Finance 2007/08: Position as at the end of November 2007	🔑 To approve the recommendation to Council to approve any revisions to the Prudential Indicators for 2007/08 and to note the latest Prudential Indicator monitoring position.	Cabinet	7 Jan 2008	KEY	S.151 Officer, Monitoring Officer.	Via Cabinet reports.	27.12.07 Cllr Mildren Bev Dixon, Finance Manager <a href="mailto:bdixon@northampton.gov.uk">bdixon@northampton.gov.uk</a>
Capital Programme 2007/08: Position as at end of November 2007	🔑 Approval of capital scheme in, or to be added to, the programme. To note programme outturn forecasts and how the programme is to be funded.	Cabinet	7 Jan 2008	KEY	S.151 Officer, Monitoring Officer, Project Manager, and relevant portfolio holders, Director, and Corporate Managers.	Review and sign off capital appraisal forms detailing the project and its relevance and importance to the authority. Budget Managers consulted on 2007/08 outturn forecasts.	27.12.07 Cllr Mildren Bev Dixon, Finance Manager <a href="mailto:bdixon@northampton.gov.uk">bdixon@northampton.gov.uk</a>

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Performance (a) Revenue Budget Monitoring 2007/08 Position as at the end of November 2007 (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>
Dallington Grange	 To report on the risks and opportunities associated with previously identified options.	Cabinet	4 Feb 2008	KEY	None	None	25.01.08 Cllr Mildren Simon Dougall, Asset Manager <a href="mailto:sdougall@northampton.gov.uk">sdougall@northampton.gov.uk</a>




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Capital Programme 2007/08 Position at End of December 2007	🔑 Approval of capital schemes in, or to be added to, the programme. To note programme outturn forecasts and how the programme is to be funded.	Cabinet	4 Feb 2008	KEY	S.151 Officer, Monitoring Officer, Project Manager, and relevant portfolio holder, Directors, and Corporate Managers.	Review and sign off of capital appraisal forms detailing the project and its relevance and importance to the authority. Budget Managers consulted on 2007-08 outturn forecasts.	25.01.08 Cllr Mildren Bev Dixon, Finance Manager <a href="mailto:bdixon@northampton.gov.uk">bdixon@northampton.gov.uk</a>
Performance (a) Revenue Budget Monitoring 2007/08 Position as at the end of December 2007 (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 accountants 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>

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Fresh Thinking	To approve the forward organisational strategy.	Cabinet	4 Feb 2008	NON-KEY	Partners and stakeholders.	Various means	25.01.08 Cllr Woods David Kennedy, Chief Executive <a href="mailto:dkennedy@northampton.gov.uk">dkennedy@northampton.gov.uk</a>
Sustainable Communities for Northampton	 Approval to proceed with developing a firm work plan to improve the Neighbourhood Centres as detailed in the Sustainable Communities for Northampton proposals.	Cabinet	4 Feb 2008	KEY	None	None	25.01.08 Cllr Church Chris Cavanagh, Corporate Manager, Regeneration and Growth <a href="mailto:ccavanagh@northampton.gov.uk">ccavanagh@northampton.gov.uk</a>


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Capital Programme 2007/08: Position as at end of January 2008	🔑 Approve the capital schemes in, or to be added to, the programme. To note programme outturn forecasts and how the programme is to be funded.	Cabinet	3 Mar 2008	KEY	S.151 Officer, Monitoring Officer, Project Manager, and relevant portfolio holders, Directors, and Corporate Managers.	Review and sign off of capital appraisal forms detailing the project and its relevance and importance to the authority. Budget Managers consulted on 2007/08 outturn forecasts.	22.02.08 Cllr Mildren Bev Dixon, Finance Manager <a href="mailto:bdixon@northampton.gov.uk">bdixon@northampton.gov.uk</a>
Performance (a) Revenue Budget Monitoring 2007/08 Position as at the end of January 2008 (b) Performance Monitoring	To note the report and approve virements if appropriate.  To note the current position	Cabinet	3 Mar 2008	NON-KEY	Corporate Managers	Via the Corporate Manager service accountants meetings in relation to their forecasts	22.02.08 Cllr Mildren / Cllr B Hoare Gavin Chambers, Head of Finance <a href="mailto:gchambers@northampton.gov.uk">gchambers@northampton.gov.uk</a>

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Northampton Economic Regeneration Strategy	 To agree Northampton Economic Regeneration Strategy.	Cabinet	3 Mar 2008	KEY		This report is the result of a consultation process agreed on 1 October 2007.	22.02.08 Cllr Church Chris Cavanagh, Corporate Manager, Regeneration and Growth <a href="mailto:ccavanagh@northampton.gov.uk">ccavanagh@northampton.gov.uk</a>