

FORWARD PLAN

FOR THE PERIOD 1 FEBRUARY 2008 TO 31 MAY 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.

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 | cllr.twoods@northampton.gov.uk |
| Councillor Brendan Glynane | Deputy Leader and Portfolio Holder for Community Engagement and Safety | cllr.bglynane@northampton.gov.uk |
| Councillor Sally Beardsworth | Portfolio Holder for Housing | cllr.sbeardsworth@northampton.gov.uk |
| Councillor Richard Church | Portfolio Holder for Regeneration | cllr.rchurch@northampton.gov.uk |
| Councillor Trini Crake | Portfolio Holder for Environment | cllr.tcrake@northampton.gov.uk |
| Councillor Brian Hoare | Portfolio Holder for Performance | cllr.bhoare@northampton.gov.uk |
| Councillor Malcolm Mildren | Portfolio Holder for Finance | cllr.mmildren@northampton.gov.uk |

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

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.

Councillor Tony Woods, Leader of Northampton Borough Council

🔑 = Key Decision


Forward Plan : 1 February 2008 to 31 May 2008

| Subject | Expected Decision to be Made | Decision to be made by | Expected Date of Decision | Key or Non-Key Decision | Who Will be consulted | How will they be consulted | Report available/Portfolio holder/Contact Officer |
|---|--|-------------------------------|----------------------------------|--------------------------------|------------------------------|-----------------------------------|--|
| Streetscene Inspection | To consider the Streetscene Inspection | Cabinet | 11 Feb 2008 | NON-KEY | N/A | N/A | 01.02.08 Cllr. T Crake Janet Dean, Interim Strategic Director JDean@northampton.gov.uk |
| Northamptonshire Joint Municipal Waste Strategy Implementation | 🔑 To approve the implementation plan for the Northamptonshire Joint Municipal Waste Strategy | Cabinet | 11 Feb 2008 | KEY | N/A | N/A | 01.02.08 Cllr Crake Janet Dean, Interim Strategic Director JDean@northampton.gov.uk |
| Gypsy and Travellers Accommodation Assessment | 🔑 To receive the Gypsy and Travellers accommodation and assessment report. | Cabinet | 11 Feb 2008 | KEY | N/a | N/a | 01.02.08 Cllr Crake Clive Thomas, Corporate Director cthomas@northampton.gov.uk |
| Employee Opinion Survey | To receive the findings of the Employee Opinion Survey. | Cabinet | 11 Feb 2008 | NON-KEY | Employees | Questionnaire | 01.02.08 Cllr B. Hoare Maria Mina, Corporate Manager, Human Resources mmina@northampton.gov.uk |
| Review of Direct Services- Street Scene and Property Maintenance Report and Implementation Plan | 🔑 To receive the Review of Direct Services report and agree the implementation plan | Cabinet | 11 Feb 2008 | KEY | Stakeholders; partners | Various means | 01.02.08 Cllr Crake Janet Dean, Interim Strategic Director JDean@northampton.gov.uk |



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| Housing Improvement Plan | To approve the Housing Improvement Plan | Cabinet | 11 Feb 2008 | NON-KEY | Employees | Various means | 01.02.08 Cllr Beardsworth Janet Dean, Interim Strategic Director JDean@northampton.gov.uk |
| Planning Improvement Plan | 🔑 To approve the Planning Improvement Plan | Cabinet | 11 Feb 2008 | KEY | Employees | Various means | 01.02.08 Cllr Church Clive Thomas, Corporate Director cthomas@northampton.gov.uk |
| 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 | 11 Feb 2008 | KEY | Registered Social Landlords, Tenant Groups, housing applicants | E-mail, questionnaire & stakeholder forums | 01.02.08 Cllr Beardsworth Fran Rodgers, Corporate Manager, Housing and Residential Operations frodgers@northampton.gov.uk |

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| 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 | 11 Feb 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 | 01.02.08 Cllr. B Glynane Thomas Hall, Corporate Manager, Citizen Engagement thall@northampton.gov.uk |
| Community Engagement Strategy | To agree the Community Engagement Strategy | Cabinet | 11 Feb 2008 | NON-KEY | Partners and stakeholders | Through various means | 01.02.08 Cllr Woods Nicci Marzec nmarzec@northampton.gov.uk |
| New Look Local Government Pension Scheme |  To recommend the implementation of the New Look Local Government Pension Scheme to General Purposes Committee | Cabinet | 11 Feb 2008 | KEY | Trade Unions and NCC Pensions Authority | Written and via meetings | 01.02.08 Cllr. B Hoare Maria Mina, Corporate Manager, Human Resources mmina@northampton.gov.uk |

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| Single Equality Scheme | 🔑 To agree the Single Equalities Scheme | Cabinet | 11 Feb 2008 | KEY | Employees, Stakeholders, Partners, the Public | Various | 01.02.08 Cllr Glynane Nicci Marzec nmarzec@northampton.gov.uk |
| Local Area Agreement 2 (LAA2) | 🔑 To agree the LAA2 Draft outcomes | Cabinet | 11 Feb 2008 | KEY | Partners and stakeholders | Through our communications and engagement strategy. | 01.02.08 Cllr Woods Nicci Marzec nmarzec@northampton.gov.uk |
| Staff Appeals | To recommend to Council changes to the constitution to enable changes to staff appeals. | Cabinet | 11 Feb 2008 | NON-KEY | Trade Unions, and Group Leaders | Meetings and circulation of draft report. | 01.02.08 Cllr B Hoare Frances Fernandes ffernandes@northampton.gov.uk |

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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 | 11 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. | 01.02.08 Cllr Mildren Gavin Chambers, Head of Finance, gchambers@northampton.gov.uk Bev Dixon, Finance Manager bdixon@northampton.gov.uk |
| 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 | 11 Feb 2008 | NON-KEY | Corporate Managers | Via the Corporate Manager service accountant meetings in relation to their forecasts. | 01.02.08 Cllr Mildren Gavin Chambers, Head of Finance gchambers@northampton.gov.uk |



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| Revenue Budget 2008/09 - 2010/11 | 🔑 To recommend to Council the Revenue Budget for 2008/09 to 2010/11. | Cabinet | 20 Feb 2008 | KEY | Budget Managers, Directors, Chief Executive, members of the public, partners, and business rate payers. | Input into the budget build process, member challenge during the budget process, public consultation during January. | 12.02.08 Cllr Mildren Isabell Procter iprocter@northampton.gov.uk |
| Housing Revenue Accounts (HRA) Budget 2008-09 and Rent Setting | 🔑 To approve the HRA Budget 2008-09 and Rent Setting. | Cabinet | 20 Feb 2008 | KEY | | | 12.02.08 Cllr Mildren Philip Morrison, Finance Manager pmorrison@northampton.gov.uk |

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| Capital Programme 2008-09 to 2012-13 |  Cabinet to recommend to Council the approval of the Capital Programme for 2008-09, the financing of the Capital Programme and other related matters. | Cabinet | 20 Feb 2008 | KEY | S.151 Officer, Monitoring Officer, Capital Project Managers, Directors, Corporate Managers and relevant Portfolio Holders. | Review and sign off of capital appraisal forms and via meetings to consider the overall programme and financing position. | 12.02.08 Cllr Mildren Gavin Chambers, Head of Finance, gchambers@northampton.gov.uk Bev Dixon, Finance Manager bdixon@northampton.gov.uk |
| Prudential Indicators for Capital Finance 2008-09 to 2010-11 |  To recommend to Council the approval of the Prudential Indicators for 2008-09 to 2010-11 required under the CIPFA Prudential Code for Capital Finance in Local Authorities and other associated matters. | Cabinet | 20 Feb 2008 | KEY | S.151 Officer, Monitoring Officer, and the Portfolio Holder for Finance. | Briefing notes and/or meetings | 12.02.08 Cllr Mildren Gavin Chambers, Head of Finance, gchambers@northampton.gov.uk Bev Dixon, Finance Manager bdixon@northampton.gov.uk |

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| Treasury Strategy 2008-09 to 2010-11 | 🔑 To recommend to Council that they approve the Treasury Strategy for 2008-09 to 2010-11 (incorporating the Capital Financing and Borrowing Strategy, the Investments Strategy, and the Affordable Borrowing Limit for 2008-09 to 2010-11) | Cabinet | 20 Feb 2008 | KEY | S.151 Officer, Monitoring Officer, and Portfolio Holder for Finance. | Briefing notes and/or meetings. | 12.02.08 Cllr Mildren Gavin Chambers, Head of Finance, gchambers@northampton.gov.uk Bev Dixon, Finance Manager bdixon@northampton.gov.uk |
| Corporate Plan 2008 - 2011 | 🔑 To recommend to Council the adoption of the Corporate Plan. | Cabinet | 20 Feb 2008 | KEY | Public, Partners, stakeholders and staff. | Public consultation during January, copies of documents sent to a range of contacts and available at public access sites. | 12.02.08 Cllr. Woods Nicci Marzec nmarzec@northampton.gov.uk |

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| Environment Act 1995 - Proposed Air Quality Management Areas | 🔑 To approve Harborough Road, Kingsthorpe, Northampton as an Air Quality Management Area. | Cabinet | 20 Feb 2008 | KEY | General Public, Local Authorities in Northamptonshire, Milton Keynes Council, Highways Agency, and internal directorates. | Memo, letter or press release | 12.02.08 Cllr. Crake Christine Stevenson, Corporate Manager, Planning, Leisure and Building Control cstevenson@northampton.gov.uk Joe Alfano, Principal Environmental Health Officer jalfano@northampton.gov.uk |
| Sustainable Communities Strategy (Northampton LSP) | 🔑 To agree the Sustainable Communities Strategy for Northampton. | Cabinet | 3 Mar 2008 | KEY | Partners and stakeholders | Through our communications and engagement strategy | 22.02.08 Cllr Woods Nicci Marzec nmarzec@northampton.gov.uk |
| 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 | 3 Mar 2008 | KEY | Trade Unions | Consultative machinery | 22.02.08 Cllr B Hoare Maria Mina, Corporate Manager, Human Resources mmina@northampton.gov.uk |
| Carbon Management Programme | 🔑 To approve the Council's Carbon Management Strategy and Implementation Plan | Cabinet | 3 Mar 2008 | KEY | Cabinet and Senior Management Team | Circulation of draft SIP for comments | 22.02.08 Cllr Crake Christine Stevenson, Corporate Manager, Planning, Leisure and Building Control, cstevenson@northampton.gov.uk Stuart Wright swright@northampton.gov.uk |

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| Northamptonshire Sustainable Communities Strategy (LAA) | 🔑 To agree the countywide Sustainable Communities Strategy | Cabinet | 3 Mar 2008 | KEY | Partners and Stakeholders | Through our communications and engagement strategy | 22.02.08 Cllr Woods Nicci Marzec nmarzec@northampton.gov.uk |
| Grosvenor/Greyfriars Conditional Development Agreement | 🔑 To agree 'in private' terms of Conditional Development Agreement to bring forward Town Centre Scheme. | Cabinet | 3 Mar 2008 | KEY | Section 151 Officer, Monitoring Officer, Leader, relevant Portfolio Holders, Directors, Corporate Managers | Briefings with Director, Corporate Manager for Regeneration and Growth, together with specialist advisers | 22.02.08 Councillor R Church Chris Cavanagh, Corporate Manager, Regeneration and Growth ccavanagh@northampton.gov.uk |
| 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 accountant meetings in relation to their forecasts | 22.02.08 Cllr Mildren / Cllr B Hoare Gavin Chambers, Head of Finance gchambers@northampton.gov.uk |

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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 Gavin Chambers, Head of Finance, gchambers@northampton.gov.uk Bev Dixon, Finance Manager bdixon@northampton.gov.uk |
| 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 ccavanagh@northampton.gov.uk |

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| St John's Feasibility Study | 🔑 To enter into developer agreement with development partner | Cabinet | 3 Mar 2008 | KEY | Stakeholders, Steering Group. | Various means | 22.02.08 Cllr Church Mike Kitchen, Project Management and Development Team Manager mkitchen@northampton.gov.uk |
| Market Square Study Report | 🔑 To receive proposals for future development of the Market Square | Cabinet | 3 Mar 2008 | KEY | Stakeholders; Steering Group | Various means | 22.02.08 Cllr Church Mick Lorkins, Economic Intelligence Officer mlorkins@northampton.gov.uk |
| CCTV Strategy | 🔑 To agree and approve the CCTV Strategy for Northampton. | Cabinet | 3 Mar 2008 | KEY | Relevant partners within Safer Stronger Northampton Partnership, portfolio holder, Corporate Manager. | Consultation already carried out and contributions made to the final strategy. | 22.02.08 Thomas Hall, Corporate Manager, Citizen Engagement thall@northampton.gov.uk Debbie Ferguson, Community Safety Manager communitysafety@northampton.gov.uk |

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| Play areas and Multi Use Games areas procedure and protocol | 🔑 To approve the (1) adoption and ongoing maintenance of existing CASPAR Multi Use Games areas (MUGA) and children's play areas, (Bellinge and Thorplands) (2) the ownership proposals put forward and (3) the future protocol for new children's play areas and MUGAs. | Cabinet | 3 Mar 2008 | KEY | Internal Directorates. | Draft reports to be circulated for comments prior to submission to Cabinet. | 22.02.08 Cllr Glynane Thomas Hall, Corporate Manager, Citizen Engagement thall@northampton.gov.uk Denise King dking@northampton.gov.uk |
| Designated Public Places Order (DPPO) - Consumption of Alcohol | 🔑 To approve the implementation of DPPO covering recommended parts of Wellingborough and Kettering Road. | Cabinet | 7 Apr 2008 | KEY | Licensees that might be affected by the order, Owners and occupiers of publicly accessible land, Northampton Police, Councillors of St Crispin and Abington Wards, consultation with public. | Written communication and media. | 28.03.08 Cllr Glynane Thomas Hall, Corporate Manager, Citizen Engagement thall@northampton.gov.uk Debbie Ferguson, Community Safety Manager communitysafety@northampton.gov.uk |