



**PUBLISHED: 17 MARCH 2008**

## **FORWARD PLAN**

### **FOR THE PERIOD 1 APRIL 2008 TO 31 JULY 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.awoods@northampton.gov.uk">cllr.awoods@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 April 2008 to 31 July 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>
Gypsy and Travellers Accommodation Assessment	🔑 To receive the Gypsy and Travellers accommodation and assessment report.	Cabinet	7 Apr 2008	KEY	N/a	N/a	28.03.08 Cllr Crake Clive Thomas, Corporate Director <a href="mailto:cthomas@northampton.gov.uk">cthomas@northampton.gov.uk</a>
Northampton Economic Regeneration Strategy	🔑 To agree Northampton Economic Regeneration Strategy.	Cabinet	7 Apr 2008	KEY		This report is the result of a consultation process agreed on 1 October 2007.	28.03.08 Cllr Church Chris Cavanagh, Corporate Manager, Regeneration and Growth <a href="mailto:ccavanagh@northampton.gov.uk">ccavanagh@northampton.gov.uk</a>
Housing Improvement Plan	To approve the Housing Improvement Plan	Cabinet	7 Apr 2008	NON-KEY	Employees	Various means	28.03.08 Cllr Beardsworth Janet Dean, Interim Strategic Director <a href="mailto:JDean@northampton.gov.uk">JDean@northampton.gov.uk</a>
Future of Archway Cottage, Abington Park	🔑 Grant of long lease of the property	Cabinet	7 Apr 2008	KEY	Relevant Organisations and relevant Ward Councillors.	In writing / meetings/ discussions	28.03.08 Cllr. Mildren Gavin Chambers, Head of Finance <a href="mailto:gchambers@northampton.gov.uk">gchambers@northampton.gov.uk</a>
Estate Services Review	🔑 To consider options for delivery of borough-wide estate cleaning/caretaking service.	Cabinet	7 Apr 2008	KEY	Tenants, leaseholders, tenant groups	Questionnaire, survey, tenant group meetings	28.03.08 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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Performance (a) Revenue Budget Monitoring:2007/08 (b) Performance Monitoring MONTHLY REPORT	a) To note the report and approve virements if appropriate.  b) To note the current position	Cabinet	7 April 2008	NON-KEY	Corporate Managers	Via the Corporate Manager service accountant meetings in relation to their forecasts.	28.03.08 Cllr Mildren / Cllr B Hoare Gavin Chambers, Head of Finance, <a href="mailto:gchambers@northampton.gov.uk">gchambers@northampton.gov.uk</a> Bev Dixon, Finance Manager <a href="mailto:bdixon@northampton.gov.uk">bdixon@northampton.gov.uk</a>
Capital Programme 2007/08: Position MONTHLY REPORT	 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	7 April 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.	28.03.08 Cllr Mildren Bev Dixon, Finance Manager <a href="mailto:bdixon@northampton.gov.uk">bdixon@northampton.gov.uk</a>

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Grosvenor/Greyfriars Conditional Development Agreement	🔑 To agree 'in private' terms of Conditional Development Agreement to bring forward Town Centre Scheme.	Cabinet	7 Apr 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	28.03.08 Councillor R Church Chris Cavanagh, Corporate Manager, Regeneration and Growth <a href="mailto:ccavanagh@northampton.gov.uk">ccavanagh@northampton.gov.uk</a>
Councillor Remuneration - Independent Panel	To approve the setting up of an independent panel to consider Councillor remuneration.	Cabinet	7 Apr 2008	NON-KEY	N/A	N/A	28.03.08 Cllr B Hoare Simone Wade, Policy and Governance Manager <a href="mailto:swade@northampton.gov.uk">swade@northampton.gov.uk</a>
Management Restructure	🔑 To agree the Management Structure for the Council following the previous decision that went to Cabinet on 28 <sup>th</sup> January 2008.	Special Cabinet	28 Apr 2008	KEY	All employees	Staff briefing.	18.04.08 Cllr. Woods David Kennedy, Chief Executive <a href="mailto:dkennedy@northampton.gov.uk">dkennedy@northampton.gov.uk</a>
Waste Management Partnership Memorandum of Understanding	🔑 To approve the Waste Management Partnership Memorandum of Understanding	Special Cabinet	28 Apr 2008	KEY	N/A	N/A	18.04.08 Cllr Crake Carl Grimmer, Corporate Manager, Streetscene <a href="mailto:cgrimmer@northampton.gov.uk">cgrimmer@northampton.gov.uk</a>

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Outline Business Case for the Waste PFI Proposal to DEFRA	🔑 To approve the outline Business Case for the Waste PFI Proposal to DEFRA	Special Cabinet	28 Apr 2008	KEY	N/A	N/A	18.04.08 Cllr Crake Carl Grimmer, Corporate Manager, Streetscene <a href="mailto:cgrimmer@northampton.gov.uk">cgrimmer@northampton.gov.uk</a>
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	6 May 2008	KEY	Internal Directorates.	Draft reports to be circulated for comments prior to submission to Cabinet.	24.04.08 Cllr Glynane Thomas Hall, Corporate Manager, Citizen Engagement <a href="mailto:thall@northampton.gov.uk">thall@northampton.gov.uk</a> , Denise King, Neighbourhood Project Manager <a href="mailto:dking@northampton.gov.uk">dking@northampton.gov.uk</a>
CCTV Strategy	🔑 To agree and approve the CCTV Strategy for Northampton.	Cabinet	6 May 2008	KEY	Relevant partners within Safer Stronger Northampton Partnership, portfolio holder, Corporate Manager.	Consultation already carried out and contributions made to the final strategy.	24.04.08 Cllr Glynane Thomas Hall, Corporate Manager, Citizen Engagement <a href="mailto:thall@northampton.gov.uk">thall@northampton.gov.uk</a> Debbie Ferguson, Community Safety Manager <a href="mailto:communitysafety@northampton.gov.uk">communitysafety@northampton.gov.uk</a>


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St John's Development	🔑 To enter into developer agreement with development partner	Cabinet	6 May 2008	KEY	Stakeholders, Steering Group.	Various means	24.04.08 Cllr Church Mike Kitchen, Project Management and Development Team Manager <a href="mailto:mkitchen@northampton.gov.uk">mkitchen@northampton.gov.uk</a>
Local Area Agreement 2 (LAA2)	🔑 To agree the LAA2 Draft outcomes	Cabinet	6 May 2008	KEY	Partners and stakeholders	Through our communications and engagement strategy.	24.04.08 Cllr Woods Nicci Marzec <a href="mailto:nmarzec@northampton.gov.uk">nmarzec@northampton.gov.uk</a>
Market Square Study Report	🔑 To receive proposals for future development of the Market Square	Cabinet	6 May 2008	KEY	Stakeholders; Steering Group	Various means	24.04.08 Cllr Church Mick Lorkins, Economic Intelligence Officer <a href="mailto:mlorkins@northampton.gov.uk">mlorkins@northampton.gov.uk</a>
Strategic Business Review	🔑 To agree a process to review the strategic business direction of Council services.	Cabinet	6 May 2008	KEY	Management Board and Group Leaders and Councillors.	Via meetings and electronic correspondence.	24.04.08 Cllr Woods David Kennedy, Chief Executive <a href="mailto:dkennedy@northampton.gov.uk">dkennedy@northampton.gov.uk</a>
Statement of Accounts 2007/08	🔑 To approve the Statement of Accounts for 2007/08	Special Cabinet	26 Jun 2008	KEY	N/A	N/A	18.06.08 Cllr Mildren Isabell Procter <a href="mailto:iprocter@northampton.gov.uk">iprocter@northampton.gov.uk</a>

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Outturn Reports 2007/2008	 To approve the Outturn Report for 2007/08.	Special Cabinet	26 Jun 2008	KEY	Internal communication means	Corporate Directors and Corporate Managers.	18.06.08 Cllr Mildren Isabell Procter <a href="mailto:iprocter@northampton.gov.uk">iprocter@northampton.gov.uk</a>
Annual Governance Statement	To agree the Annual Governance Statement	Special Cabinet	26 Jun 2008	NON-KEY	Internal communication means	Corporate Directors and Corporate Managers	18.06.08 Cllr Mildren Isabell Procter <a href="mailto:iprocter@northampton.gov.uk">iprocter@northampton.gov.uk</a>
Annual Internal Audit Report	To note the Annual Internal Audit Report	Special Cabinet	26 Jun 2008	NON-KEY	N/A	N/A	18.06.08 Cllr Mildren Isabell Procter <a href="mailto:iprocter@northampton.gov.uk">iprocter@northampton.gov.uk</a>