

FORWARD PLAN

FOR THE PERIOD 1 MAY 2008 TO 31 AUGUST 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.awoods@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 May 2008 to 31 August 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
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 thall@northampton.gov.uk Denise King, Neighbourhood Project Manager dking@northampton.gov.uk
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 thall@northampton.gov.uk Debbie Ferguson, Community Safety Manager, communitysafety@northampton.gov.uk
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 nmarzec@northampton.gov.uk

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Forward Plan : 1 May 2008 to 31 August 2008

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Housing Improvement Plan	To approve the Housing Improvement Plan	Cabinet	6 May 2008	NON-KEY	Employees	Various means	24.04.08 Cllr Beardsworth Janet Dean, Interim Strategic Director JDean@northampton.gov.uk
Councillor Remuneration	To approve a way forward for Councillor remuneration.	Cabinet	6 May 2008	NON-KEY	N/A	N/A	24.04.08 Cllr B Hoare Simone Wade, Policy and Governance Manager swade@northampton.gov.uk
Housing Management System - Capital Scheme	 Approve variations to the Housing Revenue Account (HRA) capital project, impacting on the capital programme for the year 2008/2009; and the implications to the HRA revenue budget.	Cabinet	6 May 2008	KEY	Finance Team, Project Board, Corporate Manager and Director.	Via meetings	24.04.08 Cllr Beardsworth Fran Rodgers, Corporate Manager, Housing and Residential Operations frodgers@northampton.gov.uk
Annual Meeting Cycle 2008/09	To recommend to Council the Annual Meeting Cycle for 2008/09	Cabinet	6 May 2008	NON-KEY	Chief Executive, Councillors, Corporate Directors and Corporate Managers.	Circulation of draft cycle for comments	24.04.08 Cllr Woods Frazer McGown, Meetings Services Manager fmcgown@northampton.gov.uk

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Performance (MONTHLY REPORT) (a) Performance Monitoring	To note the current position.	Cabinet	6 May 2008	NON-KEY	Corporate Managers	Via Corporate Manager service accountant meetings in relation to their forecasts.	24.04.08 Cllr B Hoare Dale Phillipson, Corporate Manager, Performance and Improvement dphillipson@northampton.gov.uk
Shared Procurement Services	🔑 To agree the formation of a shared procurement service with NBC as host authority.	Cabinet	6 May 2008	KEY	Other District Councils.	Via correspondence and meetings	24.04.08 Cllr. Mildren Hilary Parker, Procurement hparker@northampton.gov.uk
Capital Programme 2007/08 and 2008/09 Project Appraisals and Variations	🔑 to approve additions and changes to the capital scheme in the programme.	Cabinet	6 May 2008	KEY	Section 151 Officer, Monitoring Officer, Project Manager, and relevant portfolio holders, Directors, and Corporate Managers.	Review and sign off of capital appraisal and variation forms detailing the project and its relevance and importance to the authority.	24.04.08 Cllr Mildren Bev Dixon, Finance Manager bdixon@northampton.gov.uk


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Estate Services Review	🔑 To consider options for delivery of borough-wide estate cleaning/caretaking service.	Cabinet	2 Jun 2008	KEY	Tenants, leaseholders, tenant groups	Questionnaire, survey, tenant group meetings	23.05.08 Cllr Beardsworth Fran Rodgers, Corporate Manager, Housing and Residential Operations frodgers@northampton.gov.uk
Retail Strategy for Northampton Town Centre	🔑 To agree the proposed retail strategy for Northampton Town Centre.	Cabinet	2 Jun 2008	KEY	WNDC, Planning Development, Town Centre Partnership	Through membership	23.05.08 Cllr Church Chris Cavanagh, Corporate Manager, Regeneration and Growth, ccavanagh@northampton.gov.uk Mick Lorkins, Economic Intelligence Officer mlorkins@northampton.gov.uk
Annual Report: Customer Feedback	To approve the report and management approach.	Cabinet	2 Jun 2008	NON-KEY	Internal staff and members of the public.	Publication of report on the Council website and intranet post cabinet approval.	23.05.08 Cllr Glynane Kay Atkinson, Corporate Manager, Customer Services katkinson@northampton.gov.uk

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Chrysalis Centre - Creative Business Growth Centre	 To approve the proposed strategy for a creative business growth centre.	Cabinet	2 Jun 2008	KEY	WNDC, Planning Development and Town Centre Partnership	Through membership	23.05.08 Cllr. Church Chris Cavanagh, Corporate Manager, Regeneration and Growth, ccavanagh@northampton.gov.uk Mick Lorkins, Economic Intelligence Officer mlorkins@northampton.gov.uk
Audit Commission Inspection Report on Street Scene, Waste Management and Sustainability	To receive the Audit Commission Inspection report.	Cabinet	2 Jun 2008	NON-KEY	Internal	Via correspondence.	23.05.08 Cllr Crake Carl Grimmer, Corporate Manager, Streetscene cgrimmer@northampton.gov.uk
Northamptonshire Sustainable Communities Strategy (LAA)	To note progress on the strategy.	Cabinet	2 Jun 2008	NON-KEY	N/A	N/A	23.05.08 Cllr Woods Nicci Marzec nmarzec@northampton.gov.uk
Draft East Midlands Housing Strategy	To approve the consultation response to the draft East Midlands Regional Housing Strategy.	Cabinet	2 Jun 2008	NON-KEY	Internal	N/A	23.05.08 Cllr Church Yvonne Faulkner yfaulkner@northampton.gov.uk

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Market Square Study Report	🔑 To receive proposals for future development of the Market Square	Cabinet	2 Jun 2008	KEY	Stakeholders; Steering Group	Various means	23.05.08 Cllr Church Mick Lorkins, Economic Intelligence Officer mlorkins@northampton.gov.uk
Pay and Grading	🔑 To agree the approach to Pay and Grading	Cabinet	2 Jun 2008	KEY	Internal and Trade Unions	Via correspondence and meetings	23.05.08 Cllr B Hoare Maria Mina, Corporate Manager, Human Resources mmina@northampton.gov.uk
Racecourse Master Plan	🔑 to consider the master plan for Racecourse developed by the Healthy Living Hub and Friends of Northampton Racecourse.	Cabinet	2 Jun 2008	KEY	Local community.		23.05.08 Cllr Crake Carl Grimmer, Corporate Manager, Streetscene, cgrimmer@northampton.gov.uk Tony Spiezick tspiezick@northampton.gov.uk
St John's Development	🔑 To enter into developer agreement with development partner	Cabinet	2 Jun 2008	KEY	Stakeholders, Steering Group.	Various means	23.05.08 Cllr Church Mike Kitchen, Project Management and Development Team Manager mktichen@northampton.gov.uk
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 iprocter@northampton.gov.uk


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Annual Governance Statement	To agree the Annual Governance Statement	SPECIAL Cabinet	26 Jun 2008	NON-KEY	Corporate Directors and Corporate Managers	N/A	18.06.08 Cllr Mildren Isabell Procter iprocter@northampton.gov.uk
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 iprocter@northampton.gov.uk
Revenue Outturn Report 2007/08	To note the 2007/08 Revenue Outturn and approve some use of reserves.	SPECIAL Cabinet	26 Jun 2008	NON-KEY	Budget Managers, Portfolio Holder, Section 151 Officer, Monitoring Officer and Management Board	Budget Manager input in to the report as part of the final accounts process and circulation of draft report.	18.06.08 Cllr Mildren Gavin Chambers, Head of Finance, gchambers@northampton.gov.uk Rebecca Smith, Assistant Head of Finance RSmith@northampton.gov.uk

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Capital Outturn Report 2007/08	To note the 2007/08 Capital Outturn and approve slippage.	SPECIAL Cabinet	26 Jun 2008	NON-KEY	Budget Managers, Portfolio Holders, Section 151 Officer, Monitoring Officer, Management Board.	Budget Manager input in to the report as part of the final accounts process and circulation of draft report.	18.06.08 Cllr Mildren Gavin Chambers, Head of Finance, gchambers@northampton.gov.uk Bev Dixon, Finance Manager bdixon@northampton.gov.uk
Strategic Business Review	 To agree a process to review the strategic business direction of Council services.	Cabinet	7 Jul 2008	KEY	Management Board and Group Leaders and Councillors.	Via meetings and electronic correspondence.	27.06.08 Cllr Woods David Kennedy, Chief Executive dkennedy@northampton.gov.uk
Revenue Budget Monitoring 2008/09 - Position as at the end of May 2008	To note the forecast year end position as at the end of May 2008 and to approve any call on reserves.	Cabinet	7 Jul 2008	NON-KEY	Budget Managers, Corporate Managers, Management Board, Portfolio Holder.	Monthly monitoring process, meetings, briefing and callover.	27.06.08 Cllr Mildren Ann Davies, Finance Manager, ann.davies@northampton.gov.uk Rebecca Smith, Assistant Head of Finance RSmith@northampton.gov.uk

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European Charter for Equalities between Men and Women in Local Life	To consider signing up to the European charter for equalities between men and women in local life.	Cabinet	7 Jul 2008	NON-KEY	Internal	N/A	27.06.08 Cllr Glynane Nicci Marzec nmarzec@northampton.gov.uk