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FORWARD PLAN FOR THE PERIOD 1 AUGUST 2008 TO 30 NOVEMBER 2008

What is a Forward Plan?

The Forward Plan is a list of the key decisions, 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 One Stop Shop 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 Plan 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 August 2008 to 30 November 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
Annual Report: Customer Feedback	To approve the report and management approach.	Cabinet	4 Aug 2008	NON-KEY	Internal staff and members of the public.	Publication of report on the Council website and intranet post cabinet approval.	24.07.08 Cllr Glynane Kay Atkinson, Corporate Manager, Customer Services katkinson@northampton.gov.uk
Annual Report of Local Government Ombudsman	To consider the report by the Local Government Ombudsman.	Cabinet	4 Aug 2008	NON-KEY	None	None	24.07.08 Cllr Glynane Kay Atkinson, Corporate Manager, Customer Services katkinson@northampton.gov.uk
Grosvenor/Greyfriars - Development Agreement Update	 To approve progress towards the Development Agreement subject to any outstanding due diligence required.	Cabinet	4 Aug 2008	KEY	Legal, Finance, Asset Management, Town Centre Operations, Management Board	Briefings and Management Board Paper	24.07.08 Cllr Church Chris Cavanagh, Corporate Manager, Regeneration and Growth ccavanagh@northampton.gov.uk
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	4 Aug 2008	NON-KEY	Internal		24.07.08 Cllr Glynane Nicci Marzec nmarzec@northampton.gov.uk

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Forward Plan : 1 August 2008 to 30 November 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
St John's Masterplan - report for consultation	To approve the Taylor Young report for consultation.	Cabinet	4 Aug 2008	NON-KEY	Management Board, Asset Management, Culture, Housing, Planning	Management Board reports and verbal briefing	24.07.08 Cllr Church Mike Kitchen, Project Management and Development Team Manager, Chris Cavanagh, Corporate Manager, Regeneration and Growth mkitchen@northampton.gov.uk , ccavanagh@northampton.gov.uk
Pay and Grading	🔑 To agree the approach to Pay and Grading	Cabinet	4 Aug 2008	KEY	Internal and Trade Unions	Via correspondence and meetings	24.07.08 Cllr B Hoare David Hemingway, Interim Corporate Manager for Human Resources dhemingway@northampton.gov.uk
Market Square - Proposals for Future Uses: Operational Proposals	🔑 To approve the proposed plans.	Cabinet	4 Aug 2008	KEY	Stakeholder Steering Group	Regular progress report and discussions and surveys	24.07.08 Cllr Church Chris Cavanagh, Corporate Manager, Regeneration and Growth, Mick Lorkins, Economic Intelligence Officer ccavanagh@northampton.gov.uk , mlorkins@northampton.gov.uk
Housing Improvement Plan	To approve the Housing Improvement Plan	Cabinet	4 Aug 2008	NON-KEY	Employees	Various means	24.07.08 Cllr Beardsworth Janet Dean, Interim Strategic Director JDean@northampton.gov.uk

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Forward Plan : 1 August 2008 to 30 November 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
Housing Progress Assessment	🔑 To consider the Housing Progress Assessment.	Cabinet	4 Aug 2008	KEY	GMB	Discussion	24.07.08 Cllr Beardsworth Janet Dean, Interim Strategic Director JDean@northampton.gov.uk
Robinson House	To provide a progress report on the situation in respect of Robinson House.	Cabinet	4 Aug 2008	NON-KEY	None	None	24.07.08 Cllr Beardsworth Brian Queen, Interim Housing Consultant bqueen@northampton.gov.uk
General Fund Monitoring 2008/09	To note the current revenue budget position. (Period 3)	Cabinet	4 Aug 2008	NON-KEY	Budget Managers, Corporate Managers, Management Board, Portfolio Holder.	Monthly monitoring process, meetings, briefing and callover.	24.07.08 Cllr Mildren Ann Davies, Finance Manager, Rebecca Smith, Assistant Head of Finance anndavies@northampton.gov.uk, RSmith@northampton.gov.uk
Housing Revenue Account Monitoring 2008/09- Period 3	To note the forecast year end position as at the end of Period 3.	Cabinet	4 Aug 2008	NON-KEY	Budget managers, Corporate Managers and Management Board	Monthly monitoring meetings	24.07.08 Cllr Beardsworth Fran Rodgers, Corporate Manager, Housing and Residential Operations frodgers@northampton.gov.uk

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Forward Plan : 1 August 2008 to 30 November 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
Capital Programme 2008-09 (Monitoring Report)	🔑 To note the report and approve any appraisals and variations to the Capital Programme. (Period 3)	Cabinet	4 Aug 2008	KEY	S .151 Officer, Monitoring Officer, Project Manager, relevant Portfolio Holders, Directors, and Corporate Managers.	Monthly monitoring of meetings, review and sign off of capital appraisal forms and variations.	24.07.08 Cllr Mildren Gavin Chambers, Head of Finance, Bev Dixon, Finance Manager gchambers@northampton.gov.uk, bdixon@northampton.gov.uk
Performance Monitoring (Monthly Report)	To note the current situation.	Cabinet	4 Aug 2008	NON-KEY	Corporate Managers	Meetings with Accountants	24.07.08 Cllr B. Hoare Dale Phillipson, Corporate Manager, Performance and Improvement dphillipson@northampton.gov.uk
Counter Fraud Prosecution Policy	To agree and sign off policy.	Cabinet	4 Aug 2008	NON-KEY	Fraud Team and Policy and Governance Team.	Discussions.	24.07.08 Cllr Beardsworth Fran Rodgers, Corporate Manager, Housing and Residential Operations frodgers@northampton.gov.uk
Homelessness Strategy 2008-2012	🔑 To adopt the Strategy.	Cabinet	4 Aug 2008	KEY	Partners.	Review, discussions.	24.07.08 Cllr Beardsworth Fran Rodgers, Corporate Manager, Housing and Residential Operations frodgers@northampton.gov.uk

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Forward Plan : 1 August 2008 to 30 November 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	1 Sep 2008	KEY	Internal Directorates.	Draft reports to be circulated for comments prior to submission to Cabinet.	21.08.08 Cllr Glynane Thomas Hall, Corporate Manager, Citizen Engagement, Denise King thall@northampton.gov.uk, dking@northampton.gov.uk
Northamptonshire Sustainable Communities Strategy	To note progress on the strategy.	Cabinet	1 Sep 2008	NON-KEY			21.08.08 Cllr Woods Nicci Marzec nmarzec@northampton.gov.uk
Strategic Business Reviews	🔑 To agree a process and timetable to review the strategic business direction of Council services.	Cabinet	1 Sep 2008	KEY	Management Board and Group Leaders and Councillors.	Via meetings and electronic correspondence.	21.08.08 Cllr Woods David Kennedy, Chief Executive dkennedy@northampton.gov.uk
General Fund Monitoring 2008/09	To note the current revenue budget position. (Period 4)	Cabinet	1 Sep 2008	NON-KEY	Budget managers, Corporate Managers, Management Board, Portfolio Holders	Monthly monitoring process, meetings, briefings and call over.	21.08.08 Ann Davies, Finance Manager anndavies@northampton.gov.uk


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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
Housing Revenue Account Monitoring 2008/09- Period 4	To note the forecast year end position as at the end of Period 4.	Cabinet	1 Sep 2008	NON-KEY	Budget Managers, Corporate Managers, Management Board, Portfolio Holder.	Monthly meetings, briefings and call over.	21.08.08 Cllr Beardsworth Fran Rodgers, Corporate Manager, Housing and Residential Operations frodgers@northampton.gov.uk
Capital Programme 2008/09 (Monitoring Report)	🔑 To note the report and approve any appraisals and variations to the Capital Programme (Period 4)	Cabinet	1 Sep 2008	KEY	S. 151 Officer, Project Manager, Portfolio Holders, Directors and Corporate Managers.	Monthly meetings and sign off of capital appraisal forms and variations.	21.08.08 Cllr Mildren Gavin Chambers, Head of Finance gchambers@northampton.gov.uk
Performance Report (Monthly Report)	To note the current situation.	Cabinet	1 Sep 2008	NON-KEY	Corporate Managers	Meetings with Accountants	21.08.08 Cllr B. Hoare Dale Phillipson, Corporate Manager, Performance and Improvement dphillipson@northampton.gov.uk
Treasury Outturn Report 2007-08	🔑 To approve the Treasury Outturn for 2007/08.	Cabinet	1 Sep 2008	KEY	None	None	21.08.08 Cllr Mildren Bev Dixon, Finance Manager bdixon@northampton.gov.uk
Prudential Indicators 2008/09- Monitoring to end of July 2008	To note the position as at the end of July.	Cabinet	1 Sep 2008	NON-KEY	None	None	21.08.08 Cllr Mildren Bev Dixon, Finance Manager bdixon@northampton.gov.uk


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Far Cotton Recreation Ground- Commons Act Registration	To consider a request from residents to designate the recreation ground as a village green.	Cabinet	1 Sep 2008	NON-KEY	Residents, NCC, landowners, Delapre Primary School, local businesses and users of the recreation ground.	Discussions, meetings, correspondence.	21.08.08 Cllr Mildren Simon Dougall, Asset Manager sdougall@northampton.gov.uk
Environment Act 1995 - Proposed Air Quality Management Areas, Northampton Borough Council	 To approve the declaration of new air quality management areas.	Cabinet	20 Oct 2008	KEY	Legal, Planning, Finance, WNDC, NCC, PCT, DEFRA and all neighbouring local authorities.	Via written correspondence with supporting evidence.	09.10.08 Cllr Crake Joe Alfano, Principal Environmental Health Officer, Christine Stevenson, Corporate Manager, Planning, Leisure and Building Control jalfano@northampton.gov.uk, cstevenson@northampton.gov.uk
General Fund Monitoring 2008/09	To note the current revenue budget position. (Period 5)	Cabinet	20 Oct 2008	NON-KEY	Budget managers, Corporate Managers, Management Board, Portfolio Holders.	Monthly monitoring process, meetings, briefings and call over.	09.10.08 Ann Davies, Finance Manager anndavies@northampton.gov.uk

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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
Housing Revenue Account 2008/09 Monitoring-Period 5	To note the forecast year end position as at the end of Period 5.	Cabinet	20 Oct 2008	NON-KEY	Budget managers, Corporate Managers, Management Board, Portfolio Holder.	Monthly meetings, briefings and call over.	09.10.08 Cllr Beardsworth Fran Rodgers, Corporate Manager, Housing and Residential Operations frodgers@northampton.gov.uk
Capital Programme 2008/09 (Monitoring Report)	 To note the report and approve any appraisals and variations to the Capital Programme. (Period 5)	Cabinet	20 Oct 2008	KEY	S151 Officer, Monitoring Officer, Project Managers, Portfolio Holders, Directors, Corporate Managers.	Monthly meetings and sign off of capital appraisal forms and variations.	09.10.08 Cllr Mildren Gavin Chambers, Head of Finance gchambers@northampton.gov.uk
Performance Report (Monthly Report)	To note the current situation.	Cabinet	20 Oct 2008	NON-KEY	Corporate Managers.	Meetings with Accountants.	09.10.08 Dale Phillipson, Corporate Manager, Performance and Improvement dphillipson@northampton.gov.uk