

## **FORWARD PLAN**

### **FOR THE PERIOD 1 OCTOBER 2008 TO 31 JANUARY 2009**

#### **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](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 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	<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 October 2008 to 31 December 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>
Counter Fraud Prosecution Policy	To agree and sign off policy.	Cabinet	15 Oct 2008	NON-KEY	Fraud Team and Policy and Governance Team.	Discussions.	07.10.08 Cllr Beardsworth Fran Rodgers, Corporate Manager, Housing frodgers@northampton.gov.uk
Grosvenor Greyfriars Development Agreement Update	 To approve progress towards the Development Agreement subject to any outstanding due diligence required.	Cabinet	15 Oct 2008	KEY	Legal, Finance, Asset Management, Town Centre Operations, Management Board.	Briefings, Management Board.	07.10.08 Cllr Church Chris Cavanagh, Corporate Manager, Regeneration and Growth ccavanagh@northampton.gov.uk
Homelessness Strategy 2008-2012	 To adopt the Strategy.	Cabinet	15 Oct 2008	KEY	Partners.	Review, discussions.	07.10.08 Cllr Beardsworth Fran Rodgers, Corporate Manager, Housing frodgers@northampton.gov.uk
Northamptonshire Sustainable Communities Strategy	To note progress on the strategy.	Cabinet	15 Oct 2008	NON-KEY			07.10.08 Cllr Woods Nicci Marzec nmarzec@northampton.gov.uk
Prudential Indicators 2008/09- Monitoring to end of July 2008	 To note the position as at the end of July and to recommend to Council any revisions to the Prudential Indicators for 2008/09.	Cabinet	15 Oct 2008	KEY	Section 151 Officer, Monitoring Officer, Portfolio Holder (Finance)	Briefing Notes and/or meetings	07.10.08 Cllr Mildren Bev Dixon, Finance Manager bdixon@northampton.gov.uk



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Community Forums Report on Activities and Achievements 2007- 2008	To note the progress that the Forums are making.	Cabinet	15 Oct 2008	NON-KEY	Forum Co-Chairs, 2007.08 Youth Forum members, NCC, partners and customers.	E-mail and phone calls.	07.10.08 Cllr Glynane Nicci Marzec nmarzec@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	15 Oct 2008	KEY	Legal, Planning, Finance, WNDC, NCC, PCT, DEFRA and all neighbouring local authorities.	Via written correspondence with supporting evidence.	07.10.08 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 and Revenue Monitoring 2008/09	To note the current revenue budget position. (Period 5)	Cabinet	15 Oct 2008	NON-KEY	Budget managers, Heads of Service, Management Board, Portfolio Holders.	Monthly monitoring process, meetings, briefings and call over.	07.10.08 Ann Davies, Finance Manager anndavies@northampton.gov.uk
Housing Revenue Account 2008/09 Monitoring- Period 5	To note the forecast year end position as at the end of Period 5.	Cabinet	15 Oct 2008	NON-KEY	Budget managers, Heads of Service, Management Board, Portfolio Holder.	Monthly meetings, briefings and call over.	07.10.08 Cllr Beardsworth Fran Rodgers, Corporate Manager, Housing frodgers@northampton.gov.uk

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Capital Programme 2008/09 (Monitoring Report)	 To note the report and approve any appraisals and variations to the Capital Programme. (Period 5)	Cabinet	15 Oct 2008	KEY	S151 Officer, Monitoring Officer, Project Managers, Portfolio Holders, Directors, Heads of Service.	Monthly meetings and sign off of capital appraisal forms and variations.	07.10.08 Cllr Mildren Bev Dixon, Finance Manager bdixon@northampton.gov.uk
Performance Report (Monthly Report)	To note the current situation.	Cabinet	15 Oct 2008	NON-KEY	Heads of Service.	Meetings with Accountants.	07.10.08 Cllr B Hoare Dale Robertson, Corporate Performance Manager drobertson@northampton.gov.uk
Clean Neighbourhoods and Environment Act 2005- Proposed Dog Control Orders	 To approve Dog Control Orders as recommended by an assessment of needs for excluding dogs from specified areas; dogs on lead in specified areas; dogs on lead by direction; and limiting the number of dogs under a single person's control at any one time.	Cabinet	15 Oct 2008	KEY	Legal, Parks, Neighbourhood Wardens, Public, Parish Councils, RSPCA, Kennel Club, Environment Agency, NCC, Police, British Waterways, English Nature.	Road shows, correspondence, questionnaires, press release and internet.	07.10.08 Cllr Crake Steve Elsey, Environmental Health Manager selsey@northampton.gov.uk

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Borough Wide Designated Public Places Order (DPPO)- Consumption of Alcohol	🔑 To agree the implementation of a Designated Public Places Order covering the Borough of Northampton.	Cabinet	15 Oct 2008	KEY	Licensees likely to be affected, owners or occupiers of publicly accessible land, Northamptonshire Police, Councillors & general public.	Correspondence, media and poster campaign.	07.10.08 Cllr Glynane Debbie Ferguson, Community Safety Manager <a href="mailto:communitysafety@northampton.gov.uk">communitysafety@northampton.gov.uk</a>
Northamptonshire Minerals and Waste Development Locations for Waste Development DPD: Supplementary Preferred Options	🔑 That Cabinet object to some of the preferred options put forward in the consultation document, in particular at Brackmills and Sixfields.	Cabinet	15 Oct 2008	KEY	Councillors.	Correspondence.	07.10.08 Cllr Church Paul Lewin, Planning Policy and Conservation Manager <a href="mailto:plewin@northampton.gov.uk">plewin@northampton.gov.uk</a>
Strategic Business Reviews	🔑 To agree a process and timetable to review the strategic business direction of Council services.	Cabinet	15 Oct 2008	KEY	Management Board, Group Leaders, Councillors	Meetings and correspondence	07.10.08 Cllr Woods David Kennedy, Chief Executive <a href="mailto:dkennedy@northampton.gov.uk">dkennedy@northampton.gov.uk</a>

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Restorative Justice	🔑 To approve proposals to introduce, with partners, form(s) of restorative justice in Northampton.	Cabinet	5 Nov 2008	KEY	Members of the Safer, Stronger Northampton Partnership; Victim Support.	Individually and group meetings.	28.10.08 Cllr Glynane Lee Owens lowens@northampton.gov.uk
General Fund and Revenue Monitoring 2008/09	To note the current revenue budget position. (Period 6)	Cabinet	26 Nov 2008	NON-KEY	Budget managers, Heads of Service, Management Board, Portfolio Holder.	Monthly monitoring process, meetings, briefings and call over.	18.11.08 Cllr Mildren Ann Davies, Finance Manager anndavies@northampton.gov.uk
Housing Revenue Account 2008/09 Monitoring-Period 6	To note the forecast year end position as at the end of Period 6.	Cabinet	26 Nov 2008	NON-KEY	Budget managers, Heads of Service, Management Board, Portfolio Holder.	Monthly meetings, briefings and call over.	18.11.08 Cllr Beardsworth Fran Rodgers, Corporate Manager, Housing 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 6)	Cabinet	26 Nov 2008	KEY	S.151 Officer, Monitoring Officer, Project Manager, relevant Portfolio Holders, Directors, and Heads of Service.	Monthly monitoring of meetings, review and sign off of capital appraisal forms and variations.	18.11.08 Cllr Mildren Bev Dixon, Finance Manager bdixon@northampton.gov.uk

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Performance Report (Monthly Report)	To note the current situation.	Cabinet	26 Nov 2008	NON-KEY	Heads of Service	Meetings with accountants	18.11.08 Cllr B. Hoare Dale Robertson, Corporate Performance Manager drobertson@northampton.gov.uk
Freedom of Information Act Publication Scheme	🔑 To approve the statutory revision of the current Publication Scheme.	Cabinet	26 Nov 2008	KEY	Management Board, Group Leaders, Portfolio Holder.	Drafts of the revised scheme.	18.11.08 CXllr B Hoare Frances Fernandes ffernandes@northampton.gov.uk
Draft Revenue Budget 2009- 11	🔑 To agree the draft revenue budget for consultation.	Cabinet	22 Dec 2008	KEY	Budget managers, heads of service, Management Board, Portfolio Holders, Informal Cabinet.	Budget build and challenge process.	12.12.08 Cllr Mildren Gavin Chambers, Head of Finance gchambers@northampton.gov.uk
Council Tax Base 2009- 2010	🔑 To agree the property base to be used to calculate Council Tax amounts.	Cabinet	22 Dec 2008	KEY	None	None	12.12.08 Cllr Mildren Ian Tyrer, Council Tax Manager ityrer@northampton.gov.uk
General Fund and Revenue Monitoring 2008/09	To note the current revenue budget position. (Period 7)	Cabinet	22 Dec 2008	NON-KEY	Budget managers, Heads of Service, Management Board, Portfolio Holders	Monthly monitoring process, meetings, briefings and call over.	12.12.08 Cllr Mildren Ann Davies, Finance Manager anndavies@northampton.gov.uk




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Housing Revenue Account Monitoring 2008/09- Period 7	To note the forecast year end position as at the end of Period 7.	Cabinet	22 Dec 2008	NON-KEY	Budget Managers, Heads of Service, Management Board, Portfolio Holder.	Monthly meetings, briefings and call over.	12.12.08 Cllr Beardsworth Fran Rodgers, Corporate Manager, Housing frodgers@northampton.gov.uk
Performance Report (Monthly Report)	To note the current situation.	Cabinet	22 Dec 2008	NON-KEY	Heads of Service	Meetings with Accountants	12.12.08 Cllr B. Hoare Dale Robertson, Corporate Performance Manager drobertson@northampton.gov.uk
Capital Programme 2008/09 (Monitoring Report)	🔑 To note the report and approve any appraisals and variations to the Capital Programme (Period 7)	Cabinet	22 Dec 2008	KEY	S. 151 Officer, Project Manager, Portfolio Holders, Directors and Heads of Service.	Monthly meetings and sign off of capital appraisal forms and variations.	12.12.08 Cllr Mildren Bev Dixon, Finance Manager bdixon@northampton.gov.uk
General Fund and Revenue Monitoring 2008/09	To note the current revenue budget position (period 8)	Cabinet	13 Jan 2009	NON-KEY	Budget managers, Heads of Service, Management Board, Portfolio Holder.	Monthly monitoring process, meetings, briefings and call over.	05.01.09 Cllr Mildren Ann Davies, Finance Manager anndavies@northampton.gov.uk

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Housing Revenue Account 2008/09 Monitoring Period 8	To note the forecast year end position as at the end of Period 8.	Cabinet	13 Jan 2009	NON-KEY	Budget Managers, Heads of Service, Management Board, Portfolio Holder.	Monthly meetings, briefings and call over.	05.01.09 Cllr Beardsworth Fran Rodgers, Corporate Manager, Housing 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 8)	Cabinet	13 Jan 2009	KEY	S151 Officer, Project Managers, Portfolio Holders, Directors, Heads of Service.	Monthly meetings and sign off of capital appraisal forms and variations.	05.01.09 Bev Dixon, Finance Manager bdixon@northampton.gov.uk
Performance Report (Monthly report)	To note the current situation.	Cabinet	13 Jan 2009	NON-KEY	Heads of Service.	Meetings with accountants.	05.01.09 Cllr B. Hoare Dale Robertson, Corporate Performance Manager drobertson@northampton.gov.uk