

FORWARD PLAN

FOR THE PERIOD 1 DECEMBER 2008 TO 31 MARCH 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.

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 December 2008 to 31 March 2009

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
Grosvenor Greyfriars Development Agreement Update	🔑 To approve progress towards the Development Agreement subject to any outstanding due diligence required.	Cabinet	22 Dec 2008	KEY	Legal, Finance, Asset Management, Town Centre Operations, Management Board.	Briefings, Management Board.	12.12.08 Cllr Church Chris Cavanagh, Head of Regeneration and Development ccavanagh@northampton.gov.uk
Single Persons Accommodation Review and Places of Change Project - Progress update	🔑 To agree the assessment criteria for the location of the proposed PoC scheme.	Cabinet	22 Dec 2008	KEY	Director of Housing, Chief Solicitor, Head of Housing Needs, Investment and Performance, Housing Portfolio Holder, Asset Manager. Director of Planning and Regeneration, Director of Finance, Ward Councillors	Being asked to provide input into the draft report and review the emerging assessment criteria.	12.12.08 Cllr Beardsworth Brian Queen, Interim Housing Consultant bqueen@northampton.gov.uk
Decent Homes Works Programme - OJEU Notices	🔑 To agree to the placing of 2 OJEU notices to procure a contractor and consultancy practice to deliver the Decent Homes Programme over the next 3 years.	Cabinet	22 Dec 2008	KEY	Director of Housing, Chief Solicitor, Head of Procurement, Director of Finance, Housing Portfolio Holder	They will be asked to provide input into the draft report.	12.12.08 Cllr Beardsworth Brian Queen, Interim Housing Consultant bqueen@northampton.gov.uk


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Far Cotton Recreation Ground - Commons Act Registration	🔑 To report on the outcome of consultation regarding the principle of the Council voluntarily registering land at Far Cotton Recreation Ground as a Town Green.	Cabinet	22 Dec 2008	KEY	Various local and groups bodies.	Through information forum and opportunity to feedback.	12.12.08 - Cllr Mildren Simon Dougall, Asset Manager sdougall@northampton.gov.uk
Concessionary Bus Travel Scheme 2009-10	🔑 Approval of a Draft reimbursement rate to bus operators within the 2009-10 scheme	Cabinet	22 Dec 2008	KEY	Director of Finance and Support, Borough Solicitor, Chief Executive		12.12.08 Cllr Church Sue Bridge, Head of Planning sbridge@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 and Assets 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

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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
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 Mildren Gavin Chambers, Head of Finance and Assets gchambers@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, Head of Performance and Improvement 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


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Tenant Participation Health Check	🔑 To note the results of a consultation on tenant participation.	Cabinet	22 Dec 2008	KEY	Tenants, Residents, Portfolio Holder, Staff.	Focus groups,, open day, interviews, draft documents.	12.12.08 Cllr Beardsworth Brian Queen, Interim Housing Consultant bqueen@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	13 Jan 2009	KEY	Legal, Planning, Finance, WNDC, NCC, PCT, DEFRA and all neighbouring local authorities.	Via written correspondence with supporting evidence.	12.12.08 Cllr Crake Steve Elsey, Head of Public Protection selsey@northampton.gov.uk
Beckets Park Masterplan	🔑 To support the Beckets Park Masterplan, agree further public consultation and agreement to seeking sources of funding.	Cabinet	13 Jan 2009	KEY	Legal, Finance, Asset Management, Streets & Environment, Residents, Environment Agency, NCC, WNDC, EMDA, NEL and RNRP.	Briefings, discussions and public workshops.	05.01.09 Cllr Church Chris Cavanagh, Head of Regeneration and Development ccavanagh@northampton.gov.uk
Restorative Justice	🔑 To approve proposals to introduce, with partners, form(s) of restorative justice in Northampton.	Cabinet	13 Jan 2009	KEY	Members of the Safer, Stronger Northampton Partnership; Victim Support.	Individual and group meetings.	05.01.09 Cllr Glynane Lee Owens lowens@northampton.gov.uk

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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	4 Feb 2009	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.	27.01.09 Cllr Crake Steve Elsey, Head of Public Protection selsey@northampton.gov.uk
General Fund and Revenue Monitoring 2008/09	To note the current revenue budget position (period 8)	Cabinet	4 Feb 2009	NON-KEY	Budget managers, Heads of Service, Management Board, Portfolio Holder.	Monthly monitoring process, meetings, briefings and call over.	27.01.09 Cllr Mildren Ann Davies, Finance Manager anndavies@northampton.gov.uk
Housing Revenue Account 2008/09 Monitoring Period 8	To note the forecast year end position as at the end of Period 8.	Cabinet	4 Feb 2009	NON-KEY	Budget Managers, Heads of Service, Management Board, Portfolio Holder.	Monthly meetings, briefings and call over.	27.01.09 Cllr Mildren Gavin Chambers, Head of Finance and Assets gchambers@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 8)	Cabinet	4 Feb 2009	KEY	S151 Officer, Project Managers, Portfolio Holders, Directors, Heads of Service.	Monthly meetings and sign off of capital appraisal forms and variations.	27.01.09 Cllr Mildren Bev Dixon, Finance Manager bdixon@northampton.gov.uk
Performance Report (Monthly report)	To note the current situation.	Cabinet	4 Feb 2009	NON-KEY	Heads of Service.	Meetings with accountants.	27.01.09 Cllr B. Hoare Dale Robertson, Head of Performance and Improvement drobertson@northampton.gov.uk
Revenue Budget 2009- 2011	🔑 To recommend to Council a Revenue Budget for 2009-2011.	Cabinet	19 Feb 2009	KEY	Partners, stakeholders, general public.	Draft Budget document.	11.02.09 Cllr Mildren Isabell Procter, Director of Finance and Support iprocter@northampton.gov.uk
Capital Programme 2009-2011	🔑 To recommend to Council a Capital Programme for 2009-2011.	Cabinet	19 Feb 2009	KEY	Chief Executive, Directors, Heads of Service.	Meetings.	11.02.09 Cllr Mildren Isabell Procter, Director of Finance and Support iprocter@northampton.gov.uk
Housing Revenue Account 2009/10	🔑 To recommend to Council a Housing Revenue Account budget for 2009/10 and rents in line with rent restructuring guidelines.	Cabinet	19 Feb 2009	KEY	None.	None.	11.02.09 Cllr Mildren Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk


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General Fund and Revenue Monitoring 2008/09	To note the current revenue budget position. (Period 9)	Cabinet	25 Feb 2009	NON-KEY	Budget managers, Heads of Service, Management Board, Portfolio Holders.	Monthly monitoring process, meetings, briefings and call over.	17.02.09 Cllr Mildren Ann Davies, Finance Manager anndavies@northampton.gov.uk
Housing Revenue Account 2008/09 Monitoring-Period 9	To note the forecast year end position as at the end of Period 9.	Cabinet	25 Feb 2009	NON-KEY	Budget managers, Heads of Service, Management Board, Portfolio Holder.	Monthly meetings, briefings and call over.	17.02.09 Cllr Mildren Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk
Capital Programme 2008/09 (Monitoring Report)	 To note the report and approve any appraisals and variations to the Capital Programme. (Period 9)	Cabinet	25 Feb 2009	KEY	S151 Officer, Monitoring Officer, Project Managers, Portfolio Holders, Directors, Heads of Service.	Monthly meetings and sign off of capital appraisal forms and variations.	17.02.09 Cllr Mildren Bev Dixon, Finance Manager bdixon@northampton.gov.uk
Performance Report (Monthly Report)	To note the current situation.	Cabinet	25 Feb 2009	NON-KEY	Heads of Service.	Meetings with Accountants.	17.02.09 Cllr B Hoare Dale Robertson, Head of Performance and Improvement drobertson@northampton.gov.uk

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General Fund and Revenue Monitoring 2008/09	To note the current revenue budget position. (Period 10)	Cabinet	18 Mar 2009	NON-KEY	Budget managers, Heads of Service, Management Board, Portfolio Holder.	Monthly monitoring process, meetings, briefings and call over.	10.03.09 Cllr Mildren Ann Davies, Finance Manager anndavies@northampton.gov.uk
Housing Revenue Account 2008/09 Monitoring-Period 10	To note the forecast year end position as at the end of Period 10.	Cabinet	18 Mar 2009	NON-KEY	Budget managers, Heads of Service, Management Board, Portfolio Holder.	Monthly meetings, briefings and call over.	10.03.09 Cllr Mildren Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk
Capital Programme 2008-09 (Monitoring Report)	 To note the report and approve any appraisals and variations to the Capital Programme. (Period 10)	Cabinet	18 Mar 2009	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.	10.03.09 Cllr Mildren Bev Dixon, Finance Manager bdixon@northampton.gov.uk

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Performance Report (Monthly Report)	To note the current situation.	Cabinet	18 Mar 2009	NON-KEY	Heads of Service	Meetings with accountants	10.03.09 Cllr B. Hoare Dale Robertson, Head of Performance and Improvement drobertson@northampton.gov.uk