

FORWARD PLAN

FOR THE PERIOD 2 JANUARY 2009 TO 30 APRIL 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 : 2 January 2009 to 30 April 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
Review of Private Hire Drivers', Hackney Carriage Drivers', Private Hire Operators' and Vehicle Licence Fees	🔑 to agree the proposed fee increases as recommended by the Licensing Cttee on 04.11.08 and agree an annual increase in line with the RPI from 01.04.10	Cabinet	13 Jan 2009	KEY	Representatives from the Hackney Carriage and Private Hire trades.	By prior notice and at the Licensing Committee meeting on 04.11.08.	05.01.09 Councillor B Hoare Francis Fernandes, Borough Solicitor ffernandes@northampton.gov.uk
Risk Management Strategy	To approve the Northampton Borough Council's revised Risk Management Strategy.	Cabinet	13 Jan 2009	NON-KEY	Director of Finance and Support, Head of Finance, Management Board, Audit Committee.	Strategy circulated for comment.	05.01.09 Cllr Mildren Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk
Parks and Open Spaces Strategy	To receive the Scoping Report on the development of a Parks and Open Spaces strategy. To approve the allocation of resources to support the strategy.	Cabinet	13 Jan 2009	NON-KEY	Key stakeholders.	Consultation plan being developed to outline how stakeholders will be offered the opportunity to work with NBC to develop the strategy.	05.01.09 Cllrs Church & Crake Chris Cavanagh, Head of Regeneration and Development ccavanagh@northampton.gov.uk
Tenant Participation Health Check	🔑 To note the results of a consultation on tenant participation.	Cabinet	13 Jan 2009	KEY	Tenants, Residents, Portfolio Holder, Staff.	Focus groups,, open day, interviews, draft documents.	05.01.09 Cllr Beardsworth Brian Queen, Interim Housing Consultant bqueen@northampton.gov.uk

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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
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.	Individually and group meetings.	05.01.09 Cllr Glynane Lee Owens lowens@northampton.gov.uk
Peer Review Report	Cabinet to note the contents of the report and accept the recommendations for inclusion within the Council's Improvement Plan.	Cabinet	13 Jan 2009	NON-KEY	C Ex, Directors, Heads of Service, Leader, Portfolio Holder	By e-mail and in person	05.01.09 Cllrs Woods and B Hoare Dale Robertson, Head of Performance and Improvement drobertson@northampton.gov.uk



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Northampton Borough Council Improvement Strategy	To agree to increase the pace of the Council's improvement journey in light of economic circumstances in principle and for the Management Board to be requested to bring proposals forward for the acceleration of improvement at NBC.	Cabinet	13 Jan 2009	NON-KEY	C Ex, Directors, Heads of Service, Leader, Portfolio Holder.	e-mail and in person	05.01.09 Dale Robertson, Head of Performance and Improvement drobertson@northampton.gov.uk
Concessionary Bus Travel Scheme 2009-10	🔑 Approval of a Draft reimbursement rate to bus operators within the 2009-10 scheme	Cabinet	4 Feb 2009	KEY	Director of Finance and Support, Borough Solicitor, Chief Executive		27.01.09 Cllr Church Sue Bridge, Head of Planning sbridge@northampton.gov.uk
Town Centre Neighbourhood Working	🔑 Approve the proposed approach to integrated services to improve environmental standards across the town centre	Cabinet	4 Feb 2009	KEY	Management Board, Portfolio Holder, Head of Public Protection, Town Centre Manager.	Briefings, Management Board, by contributing to the development of the project.	05.01.09 Cllr Crake Simone Wade, Head of Neighbourhood Environmental Services swade@northampton.gov.uk

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Marina and Surrounding Public Realm	 To support the principle of a marina; agree the use of our land for that purpose; to agree to seek external funding with partners and prepare additional consultation.	Cabinet	4 Feb 2009	KEY	Legal, Finance, Asset Management, Streets and Environment, Residents, Environment Agency, NCC, WNDC, EMDA, NEL, RNRP.	Verbal briefings, one to one discussions through officer group and public workshops.	27.01.09 Cllrs Church/Crake Chris Cavanagh, Head of Regeneration and Development ccavanagh@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	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

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Borough-wide Designated Public Places Order - Consumption of Alcohol	🔑 To note the outcome of consultation on the proposal to implement a borough wide DPPO.	Cabinet	4 Feb 2009	KEY	Licensed premises, Police, GPs, other local authorities, dentists, newsagents, residents associations, parish councils, other residents.	Posted and on-line questionnaires, presentations at neighbourhood partnerships, forums and other public meetings in Nov/Dec 08, displays, posters & via neighbourhood wardens.	27.01.09 Cllr Glynane Debbie Ferguson, Community Safety Manager communitysafety@northampton.gov.uk
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	4 Feb 2009	KEY	Various local groups and bodies.	Through information forum and opportunity to feedback.	27.01.09 - Cllr Mildren Simon Dougall, Asset Manager sdougall@northampton.gov.uk
Prudential Indicators for Capital Finance - Monitoring to end of November 2008	🔑 That Cabinet note the 2008-09 prudential indicator monitoring information to the end of November 2008 and recommend to Council that they approve any revisions to the Prudential Indicators for 2008-09.	Cabinet	4 Feb 2009	KEY	Section 151 Officer, Monitoring Officer, Portfolio Holder for Finance	Briefing notes and/or meetings	27.01.09 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 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
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


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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
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
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


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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
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
Community Forums Report on Activities and Achievements Sept 2008 to March 2009	To note the progress that the Forums are making.	Cabinet	7 Apr 2009	NON-KEY	Forums' Co-Chairs and Members; NCC officers; partners and Forum members and participants.	By e-mail and telephone.	30.03.09 Cllr Glynane Thomas Hall, Head of Policy and Community Engagement thall@northampton.gov.uk
Performance Report (monthly report)	To note the current situation.	Cabinet	7 Apr 2009	NON-KEY	Heads of Service	Meetings with accountants	30.03.09 Cllr B Hoare Dale Robertson, Head of Performance and Improvement drobertson@northampton.gov.uk

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General Fund and Revenue	To note the current revenue budget position (period 11)	Cabinet	7 Apr 2009	NON-KEY	Budget Managers, Heads of Service, Management Board, Portfolio Holder	Monthly monitoring process, meetings briefings and call over	30.03.09 Cllr Mildren Ann Davies, Finance Manager anndavies@northampton.gov.uk
Housing Revenue Account 2008/09 Monitoring - period 11	To note the forecast year end position as at the end of period 11	Cabinet	7 Apr 2009	NON-KEY	Budget managers, Heads of Service, Management Board, Portfolio Holder	Monthly meetings, briefings and call over	30.03.09 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 11)	Cabinet	7 Apr 2009	KEY	S151 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	30.03.09 Cllr Mildren Bev Dixon, Finance Manager bdixon@northampton.gov.uk