

FORWARD PLAN

FOR THE PERIOD 2 MARCH 2009 TO 30 JUNE 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 March 2009 to 30 June 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
Children and Young People's Plan	🔑 To formally adopt the children and Young Peoples Plan for Northamptonshire	Cabinet	18 Mar 2009	KEY	Partners, stakeholders and the public.	3-month consultation led by NCC as lead agency for the plan with a wide range of consultation methods.	10.03.09 Cllr Woods Cara Boden, Assistant Chief Executive cboden@northampton.gov.uk
Children and Young Peoples partnership Section 10 Agreement	🔑 To agree the Section 10 agreement for the Partnership Pooled Budget	Cabinet	18 Mar 2009	KEY	Partners and stakeholders	Partners and Stakeholders have been consulted and involved in the development of the Section 10 Agreement	10.03.09 Cllr Mildren Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk
Fixed Penalty Fines and Discounts for Early Payments	🔑 Approval of the use of new Fixed Penalty Notices and agree new fines and discounts for all Fixed Penalty Notices.	Cabinet	18 Mar 2009	KEY	Public Protection, Finance, Legal, Janet Dean	E-mail of report.	10.03.09 Cllrs Glynane/Crake Steve Else, Head of Public Protection selsey@northampton.gov.uk
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	18 Mar 2009	KEY	Representatives from the Hackney Carriage and Private Hire trades.	By prior notice and at the Licensing Committee meeting on 04.11.08.	10.03.09 Councillor B Hoare Francis Fernandes, Borough Solicitor ffernandes@northampton.gov.uk

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Forward Plan : 2 March 2009 to 30 June 2009

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Community Payback - Local Arrangements for Neighbourhood Prioritisation	 To determine the local arrangements for identifying priority neighbourhoods for allocation of community payback hours in Northampton	Cabinet	18 Mar 2009	KEY	Stakeholders and communities		10.03.09 Cllr Glynane Thomas Hall, Head of Policy and Community Engagement thall@northampton.gov.uk
Kingsley Conservation Area re-appraisal and Management Plan	To approve the draft re-appraisal and management plan, including the proposed amendments.	Cabinet	18 Mar 2009	NON-KEY		Extensive internal and external consultation taken place with details to be in report.	10.03.09 Cllr Church Sue Bridge, Head of Planning sbridge@northampton.gov.uk
Hardingstone Conservation Area re-appraisal and management plan	Approval of the appraisal and management plan and any proposed amendments to the existing designated conservation area boundary.	Cabinet	18 Mar 2009	NON-KEY		Extensive internal and external consultation has taken place as part of the re-appraisal process – details to be in report.	10.03.09 Cllr Church Sue Bridge, Head of Planning sbridge@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
Housing Revenue Account 2008/09 Monitoring	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



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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 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
Disposal of Land at 14 The Warren, Hardingstone	PRIVATE 🔑 To Approve the disposal of approx 176 sq ² of land forming part of the rear garden of 14 The Warren, Hardingstone	Cabinet	18 Mar 2009	KEY	NBC Housing Services, NBC Legal Department, Ward Councillors, Tenant of 14 The Warren, Hardingstone.	By letter, telephone and e-mail.	10.03.09 Cllr Mildren Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk
Single Persons Accommodation Review	🔑 To agree the recommended option for the future use of the Council's Single Person's Accommodation.	Cabinet	7 Apr 2009	KEY	Borough Solicitor, Asset Manager, Head of Planning, Director of Planning and Regeneration, Director of Finance and Support, Ward Councillors	A copy of the Draft Report	30.03.09 Cllr Beardsworth Fran Rodgers, Head of Housing Need and Support frodgers@northampton.gov.uk



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Options Appraisal Review	 To agree for the Cabinet Advisory Panel to undertake further work on the Stock Options Appraisal.	Cabinet	7 Apr 2009	KEY	Cabinet Advisory Panel, Borough Solicitor, Chief Executive, Director of Environment and Culture, Director of Planning and Regeneration.	Draft copy of the report	30.03.09 Cllr Beardsworth Brian Queen, Interim Housing Consultant bqueen@northampton.gov.uk
Housing Asset Strategy	 To agree the recommendations contained in the Housing Asset Strategy	Cabinet	7 Apr 2009	KEY	Borough Solicitor, Asset Manager, Head of Planning, Director of Planning and Regeneration, Director of Finance and Support, Ward Councillors	Copy of draft report	30.03.09 Cllr Beardsworth Brian Queen, Interim Housing Consultant bqueen@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
General Fund and Revenue Monitoring 2008-09	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

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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 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
Performance Report (Monthly Report)	To note the current situation	Cabinet	20 May 2009	NON-KEY	Heads of Service	Meetings with accountants	12.05.09 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 12)	Cabinet	20 May 2009	NON-KEY	Budget Managers, Heads of Service, Management Board, Portfolio Holder	Monthly monitoring process, meetings, briefings and call over.	12.05.09 Cllr Mildren Ann Davies, Finance Manager anndavies@northampton.gov.uk
Housing Revenue Account 2008/09 Monitoring	To note the forecast year-end position as at the end of Period 12.	Cabinet	20 May 2009	NON-KEY	Budget Managers, Heads of Service, Management Board, Portfolio Holder	Monthly meetings, briefings and call over.	12.05.09 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 12)	Cabinet	20 May 2009	KEY	S151 Officer, Monitoring Officer, Project Manager, relevant Portfolio Holders, Directors and Heads of Service.	Monthly monitoring meetings, review and sign-off of capital appraisal forms and variations.	12.05.09 Cllr Mildren Bev Dixon, Finance Manager bdixon@northampton.gov.uk