

FORWARD PLAN

FOR THE PERIOD 1 MAY 2009 TO 31 AUGUST 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 May 2009 to 31 August 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
Places of Change Project Implementation	🔑 to agree to progressing the Places of Change project through the implementation of the delivery plan.	Cabinet	20 May 2009	KEY	Management Board, Borough Solicitor, Head of Finance and Support, Director of Housing, Head of Housing Strategy, Investment and Performance, Tenant Sounding Board members.	Copy of draft report.	12.05.09 Cllr Beardsworth Brian Queen, Interim Housing Consultant bqueen@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	20 May 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
Supporting the Community in the Recession	To note the activity undertaken by the Council to support the community during the recession and support the recommendations made on the report.	Cabinet	20 May 2009	NON-KEY	Managers	Managers' session and workshop on 07.04.09	12.05.09 Cllr Woods Thomas Hall, Head of Policy and Community Engagement thall@northampton.gov.uk
Community Centres	🔑 to approve an approach to the future management and control of community centres in the Borough	Cabinet	20 May 2009	KEY	Ward Councillors, management committees of community centres	Meetings, invitations to comment by letter	21.04.09 Cllr Glynane Thomas Hall, Head of Policy and Community Engagement thall@northampton.gov.uk

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Forward Plan : 1 May 2009 to 31 August 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
Capital Programme 2008/09 to 2009/10 Project Appraisal/Variation	 To approve the inclusion of a project/s to the appropriate year's capital programme. To approve a project variation/s to the appropriate capital project/s.	Cabinet	20 May 2009	KEY	Budget Manager, Finance Manager (Capital & Treasury), Corporate Director (or Chief Executive), Portfolio Holder, Section 151 Officer, Stakeholders as detailed on the appraisal form	The appraisal/variation form will be signed by the above. Stakeholders will be consulted as appropriate, through Forums, if appropriate.	12.05.09 Cllr Mildren Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk
Performance Monthly Report - March 2009	To note the current position	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
IBS Implementation Plan and Housing ICT Strategy	 To consider a review of the IBS Implementation Plan and Housing ICT Strategy	Cabinet	10 Jun 2009	KEY	Management Board, Borough Solicitor, Head of Finance and Support, Director of Housing, Head of Housing Strategy Investment and Performance	Copy of the draft report	02.06.09 Cllr Beardsworth Brian Queen, Interim Housing Consultant bqueen@northampton.gov.uk
Voluntary and Community Sector Relationship	 to agree principles for consultation with the sector to deliver a more effective partnership.	Cabinet	10 Jun 2009	KEY	Northampton Volunteering Centre, VCS Forum, CEFAP panel	Individual and group meetings, invitations to comment by letter	02.06.09 Cllr Glynane Thomas Hall, Head of Policy and Community Engagement thall@northampton.gov.uk

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Capital Programme 2008/09 to 2009/10 Project Appraisal/Variation	🔑 To approve the inclusion of a project/s to the appropriate year's capital programme. To approve a project variation/s to the appropriate capital project/s.	Cabinet	10 Jun 2009	KEY	Budget Manager, Finance Manager (Capital & Treasury), Corporate Director (or Chief Executive), Portfolio Holder, Section 151 Officer, Stakeholders as detailed on the appraisal form	The appraisal/variation form will be signed by the above. Stakeholders will be consulted as appropriate, through Forums, if appropriate.	02.06.09 Cllr Mildren Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk
Draft Capital Outturn	🔑 To note the outturn position and agree slippage requirements.	Cabinet	10 Jun 2009	KEY	Budget Manager, Finance Manager (Capital and Treasury), Corporate Director (or Chief Executive), Head of Service, Member with Portfolio, Section 151 Officer.	Budget Holders will be requested for slippage requirements, which will be reported within the report. The outturn position will be notified to all officers as soon as it is finalised.	02.06.09 Cllr Mildren
Draft Housing Revenue Account Budget Outturn Position 2008-09	To note the 2008-09 draft outturn position for the HRA	Cabinet	10 Jun 2009	NON-KEY	Budget Managers, Heads of Service, Management Board, Portfolio Holder	Briefings and call-over	02.06.09 Cllr Mildren Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk
Performance Monthly Report - April 2009	To note the current position.	Cabinet	10 Jun 2009	NON-KEY	Heads of Service	Meetings with Accountants.	02.06.09 Cllr B Hoare Dale Robertson, Head of Performance and Improvement drobertson@northampton.gov.uk


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General Fund Revenue Budget Outturn Position 2008-09	🔑 to note the General Fund Revenue Budget year-end outturn position for 2008-09 and to approve the net movement in earmarked reserved.	Cabinet	10 Jun 2009	KEY	Budget Managers, Corporate Managers, Board, Portfolio Holder.	Budget Managers and Corporate Managers through year-end monitoring meetings; Board will be briefed on the forecast position, as will the Portfolio Holder. The report will also be subject to call-over.	02.06.09 Cllr Mildren Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk

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Statement of Accounts 2008-09	 Cabinet to review the statement of accounts and indicate if there are any concerns arising to be brought to the attention of the Council. Cabinet to consider any observations from the Audit Committee. Cabinet to recommend to Council that the Director of Finance and Support, in conjunction with the Portfolio Holder for Finance be authorised to make any non-material adjustments to the accounts prior to external audit.	Cabinet	29 Jun 2009	KEY	Section 151 Officer, Board, Portfolio Holder, Audit Committee.	Section 151 Officer and Board will be briefed on the statement of accounts, as will the Portfolio Holder. The report will also be subject to call-over.	19.06.09 Cllr Mildren Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk
Response to O & S Housing and Environment Task and Finish Group 26.11.08	To accept the recommendations of the Overview and Scrutiny Committee 2, Housing and Environment Task and Finish Group's report on Billing Waste Water Treatment Works, November 2008.	Cabinet	8 Jul 2009	NON-KEY			30.03.09 Cllr Crake Steve Elsey, Head of Public Protection selsey@northampton.gov.uk

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Performance Monthly Report - May 2009	To note the current position.	Cabinet	8 Jul 2009	NON-KEY	Heads of Service	Meetings with Accountants	30.06.09 Cllr B Hoare Dale Robertson, Head of Performance and Improvement drobertson@northampton.gov.uk
Capital Programme 2008/09 to 2009/10 Project Appraisal/ Variation	🔑 To approve the inclusion of a project/s to the appropriate year's capital programme. To approve a project variation/s to the appropriate capital project/s.	Cabinet	8 Jul 2009	KEY	<ul style="list-style-type: none"> Budget Manager Finance Manager (Capital & Treasury) Corporate Director (or Chief Executive) Portfolio Holder Section 151 Officer Stakeholders as detailed on the appraisal form 	The appraisal/variation form will be signed by the above. Stakeholders will be consulted as appropriate, through Forums, if appropriate.	30.06.09 Cllr Mildren Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk
Capital Programme 2009-10 Monitoring Report, Period 2: Project Appraisals and Variations	🔑 to note the report for information and approval of any appraisals and variations to the Capital Programme	Cabinet	5 Aug 2009	KEY	The Budget Manager, The Finance Manager (Capital & Treasury), The Corporate Director (or the Chief Executive), Head of Service, The Member with Portfolio, The Section 151 Officer	Monthly monitoring meetings with budget holders to provide monitoring figures, review and sign off of capital appraisal forms & variations detailing the project and its relevance and importance to the authority.	28.07.09 Cllr Mildren Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk

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Housing Revenue Account (HRA) Monitoring 2009-10	To note the current position as at the end of Period 2	Cabinet	5 Aug 2009	NON-KEY	Budget managers, Heads of Service, Management Board, Portfolio	Monthly meetings, briefings and call-over	28.07.09 Cllr Mildren Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk
Revenue Budget Monitoring 2009-10 Position as at end of May 2009	🔑 To note the forecast year-end position as at end May 2009 and to approve any call on reserves	Cabinet	5 Aug 2009	KEY	Budget Managers, Corporate Managers, Board, Portfolio Holder	🔑 Budget Managers and Corporate Managers through monthly monitoring process and meetings; Board will be briefed on the forecast position, as will the Portfolio Holder. The report will also be subject to call-over.	28.07.09 Cllr Mildren Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk