

## **FORWARD PLAN**

### **FOR THE PERIOD 1 JUNE 2009 TO 30 SEPTEMBER 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 June 2009 to 30 September 2009**

<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>
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
Market Hall, Bradshaw Street - Grant of Lease to Northampton Arts Collective	🔑 Authority to grant lease	Cabinet	10 Jun 2009	KEY	Northampton Arts Collective, NCC, NBC Culture and Leisure	By e-mail, telephone and face to face meetings	02.06.09 Cllr Mildren Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk
58/60 Greenfield Road	🔑 to approve the demolition of two houses destroyed by subsidence and clearance of site for development.	Cabinet	10 Jun 2009	KEY	All residents near to the property.	By letter	02.06.09 Cllr Beardsworth Brian Queen, Interim Housing Consultant bqueen@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	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

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Annual Governance Statement	🔑 To recommend the AGS to Council for approval. The AGS is a document that consolidates the governance arrangements in place, noting where action needs to be taken.	Cabinet	29 Jun 2009	KEY	Heads of Service, Boards, Audit Committee, internal and external audit	Requested to input into document, circulation of draft AGS, meetings	19.06.09 Cllr Mildren Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk
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


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Draft Capital Outturn	🔑 To note the outturn position and agree slippage requirements.	Cabinet	29 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
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	29 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
Draft Housing Revenue Account Budget Outturn Position 2008-09	To note the 2008-09 draft outturn position for the HRA	Cabinet	29 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

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Performance Outturn Report 2009/09	To note the current position.	Cabinet	29 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
Billing Waste Water Working Party O & S Report	To accept the recommendations of the Overview and Scrutiny Committee 2 – Housing and Environment report on Billing Waste Water Treatment Works, November 2008	Cabinet	8 Jul 2009	NON-KEY	N/A	N/A	30.06.09 Cllr Crake Steve Elsey, Head of Public Protection selsey@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
Voluntary and Community Sector Relationship	 to agree principles for consultation with the sector to deliver a more effective partnership.	Cabinet	8 Jul 2009	KEY	Northampton Volunteering Centre, VCS Forum, CEFAP panel	Individual and group meetings, invitations to comment by letter	30.06.09 Cllr Glynane Thomas Hall, Head of Policy and Community Engagement thall@northampton.gov.uk

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Places of Change Project Implementation	🔑 to agree to progressing the Places of Change project through the implementation of the delivery plan.	Cabinet	8 Jul 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.	30.06.09 Cllr Beardsworth Brian Queen, Interim Housing Consultant bqueen@northampton.gov.uk
Sixfields - Development Agreement	🔑To consider the principles of a proposed development agreement	Cabinet	8 Jul 2009	KEY	Northampton Town Football Club, Homes and Communities Agency, other relevant land owners	Face to face meetings and by telephone/writing	30.06.09 Cllr Mildren Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk
Community Centres	🔑 to approve an approach to the future management and control of community centres in the Borough	Cabinet	8 Jul 2009	KEY	Ward Councillors, management committees of community centres	Meetings, invitations to comment by letter	30.06.09 Cllr Glynane Thomas Hall, Head of Policy and Community Engagement thall@northampton.gov.uk
Future of Allchin Steamroller	To seek authority to dispose of historic property	Cabinet	8 Jul 2009	NON-KEY	Northampton & Lamport Railway Preservation Society; Road Roller Association	By mail, e-mail, telephone and face-to-face meetings	30.06.09 Cllr Mildren Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk

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Single Persons Accommodation Review	🔑 To agree the recommended option for the future use of the Council's Single Person's Accommodation.	Cabinet	8 Jul 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	30.06.09 Cllr Beardsworth Fran Rodgers, Head of Housing Need and Support frodgers@northampton.gov.uk
PFI Expression of Interest	🔑 Decision to be made on the outcome of the Expression of Interest	Cabinet	8 Jul 2009	KEY			30.06.09 Cllr Beardsworth Brian Queen, Interim Housing Consultant bqueen@northampton.gov.uk
Housing Asset Strategy	🔑 To agree the recommendations with regards to the Housing Asset Strategy	Cabinet	8 Jul 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	30.06.09 Cllr Beardsworth Brian Queen, Interim Housing Consultant bqueen@northampton.gov.uk
Options Appraisal Review	🔑 to agree for the Cabinet Advisory Panel to undertake further work on the stock options appraisal	Cabinet	8 Jul 2009	KEY	Cabinet Advisory Panel, Borough Solicitor, Chief Executive, Director of Environment and Culture, Director of Finance and Support, Director of Planning and Regeneration	Draft copy of the report	30.06.09 Cllr Beardsworth Brian Queen, Interim Housing Consultant bqueen@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	8 Jul 2009	KEY	<ul style="list-style-type: none"> <li>Budget Manager</li> <li>Finance Manager (Capital &amp; Treasury)</li> <li>Corporate Director (or Chief Executive)</li> <li>Portfolio Holder</li> <li>Section 151 Officer</li> <li>Stakeholders as detailed on the appraisal form</li> </ul>	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
Performance Monthly Report - May 2009	To note the current position	Cabinet	5 Aug 2009	NON-KEY	Heads of Service	Meetings with Accountants	28.07.09 Cllr B Hoare Dale Robertson, Head of Performance and Improvement drobertson@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
Performance Monthly Report - June 2009	To note the current position	Cabinet	23 Sep 2009	NON-KEY	Heads of Service	Meetings with Accountants	15.08.09 Cllr B Hoare Dale Robertson, Head of Performance and Improvement drobertson@northampton.gov.uk