



PUBLISHED: 16 JUNE 2009

FORWARD PLAN

FOR THE PERIOD 1 JULY 2009 TO 31 OCTOBER 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 Brian Hoare	Deputy Leader and Portfolio Holder for Engagement	cllr.bhoare@northampton.gov.uk
Councillor Sally Beardsworth	Portfolio Holder for Housing	cllr.sbeardsworth@northampton.gov.uk
Councillor Richard Church	Portfolio Holder for Planning and Regeneration	cllr.rchurch@northampton.gov.uk
Councillor Trini Crake	Portfolio Holder for Environment	cllr.tcrake@northampton.gov.uk
Councillor David Perkins	Portfolio Holder for Finance	cllr.dperkins@northampton.gov.uk
Councillor Paul Varnsvery	Portfolio Holder for Communities	cllr.pdvarnsvery@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 July 2009 to 31 October 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
Response to O & S Housing and Environment (Billing Waste Water) 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
Response to O & S 1 Report on WNDP Partnership Working with NBC 25.02.09	🔑 to approve the response by Cabinet to O & S 1 report to Cabinet on 25 February 2009	Cabinet	8 Jul 2009	KEY			30.06.09 Cllr Church Sue Bridge, Head of Planning sbridge@northampton.gov.uk
Central Area Action Plan - Indicative Policy Directions Consultation Document	🔑 To approve the Indicative Policy Directions Consultation Document for consultation to take place.	Cabinet	8 Jul 2009	KEY	Internal Council departments, partner public sector and private sector organisations, forums, community groups and the general public.	Through letter, e-mail, consultation events, exhibitions, presentation and website.	30.06.09 Cllr Church Sue Bridge, Head of Planning sbridge@northampton.gov.uk
Market Hall, Bradshaw Street - Grant of Lease to Northampton Arts Collective	🔑 to give authority to grant the lease	Cabinet	8 Jul 2009	KEY	Northampton Arts Collective, NCC, NBC Culture and Leisure	By e-mail, telephone and face-to-face meetings	30.06.09 Cllr Perkins Simon Dougall, Asset Manager sdougall@northampton.gov.uk





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Evaluating Ways of Delivering Services	Cabinet to agree to the identification and appraisal of potential options for improving service delivery and securing better value for money in the way we deliver a range of services including waste collection, street care and ground maintenance.	Cabinet	8 Jul 2009	NON-KEY			30.06.09 Cllr Woods Julie Seddon jseddon@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 Cllrs Perkins/Church 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 Hoare 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 Perkins Gavin Chambers, Head of Finance and Assets gchambers@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	15 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.	07/07/09 Cllr Beardsworth Brian Queen, Interim Housing Consultant bqueen@northampton.gov.uk
Housing Tenancy Agreement	 To approve the draft tenancy agreement for consultation purposes	Cabinet	15 Jul 2009	KEY	All council tenants	By the issue of a written notice	07.07.09 Cllr Beardsworth Brian Queen, Interim Housing Consultant bqueen@northampton.gov.uk
HCA Bid	 To approve the bid made for the HCA challenge fund for new council house building.	Cabinet	15 Jul 2009	KEY	Portfolio Holder, Borough Solicitor, Ward Councillors, Director of Finance and Support	Copy of the draft report	30.06.09 Cllr Beardsworth Brian Queen, Interim Housing Consultant bqueen@northampton.gov.uk
PFI Expression of Interest	 Decision to be made on the outcome of the Expression of Interest	Cabinet	15 Jul 2009	KEY			07.07.09 Cllr Beardsworth Brian Queen, Interim Housing Consultant bqueen@northampton.gov.uk



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Housing Asset Strategy	🔑 To agree the recommendations with regards to the Housing Asset Strategy	Cabinet	15 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	07.07.09 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	15 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	07.07.09 Cllr Beardsworth Brian Queen, Interim Housing Consultant bqueen@northampton.gov.uk
Greenfield Avenue - Proposed Infill Development	🔑 to approve negotiations with an RSL for a disposal of the land for nil consideration	Cabinet	15 Jul 2009	KEY	Portfolio Holder, Borough Solicitor, Ward Councillors, Director of Finance and Support.	Copy of the draft report	07.07.09 Cllr Beardsworth Brian Queen, Interim Housing Consultant bqueen@northampton.gov.uk

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Award of Banking Services Contract	PRIVATE  To agree which bank to award the banking services contract to.	Cabinet	5 Aug 2009	KEY	Services were consulted in 2008 and Management Board. The customer payment changes project team has also been consulted.	Services were invited to participate and express their needs via e-mail in summer 2008. Management Board will review the report before it goes forward to Cabinet and Matthew Lee from the Customer payment changes project has participated in the development of the specification for the contract.	28.07.09 Cllr Perkins Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk
Voluntary and Community Sector Relationship	 to agree principles for consultation with the sector to deliver a more effective partnership.	Cabinet	5 Aug 2009	KEY	Northampton Volunteering Centre, VCS Forum, CEFAP panel	Individual and group meetings, invitations to comment by letter	28.07.09 Cllr Hoare Thomas Hall, Head of Policy and Community Engagement thall@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



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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 Perkins Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk
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 Perkins 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 Perkins 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	23 Sep 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	15.09.09 Cllr Beardsworth Fran Rodgers, Head of Housing Need and Support frodgers@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
Capital Programme 2009-10 Monitoring report, Period 3: Project Appraisals and Variations	 to note the report for information and approval of any appraisals and variations to the Capital Programme	Cabinet	23 Sep 2009	KEY	The Budget Manager, the Finance Manager ⁵ (Capital and 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 capital appraisal forms & variations detailing the project and its relevance and importance to the authority	15.09.09 Cllr Perkins Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk
Housing Revenue Account (HRA) Monitoring 2009-10	To note the current position as at the end of period 3	Cabinet	23 Sep 2009	NON-KEY	Budget Managers, Heads of Service, Management Board, Portfolio Holder	Monthly meetings, briefings and call-over.	15.09.09 Cllr Perkins Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk

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Revenue Budget Monitoring 2009-10 - May 2009	🔑 to note the forecast year end position as at end of May 2009 and to approve any call on reserves	Cabinet	23 Sep 2009	KEY	Budget Managers, Heads of Service, Board, Portfolio Holder.	Budget Managers and Heads of Service 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.	15.09.09 Cllr Perkins Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk
Housing Tenancy Agreement	🔑 To approve the final draft tenancy agreement and authorise the issue of the notice of variation to all tenants.	Cabinet	14 Oct 2009	KEY	All council tenants	By the issue of a written notice	06.10.09 Cllr Beardsworth Brian Queen, Interim Housing Consultant bqueen@northampton.gov.uk
Capital Programme 2009-10 Monitoring report, Period 4: Project Appraisals and Variations	🔑 to note the report for information and approval of any appraisals and variations to the Capital Programme	Cabinet	14 Oct 2009	KEY	The Budget Manager, the Finance Manager ⁵ (Capital and 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 capital appraisal forms & variations detailing the project and its relevance and importance to the authority	06.10.09 Cllr Perkins 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 4	Cabinet	14 Oct 2009	NON-KEY	Budget Managers, Heads of Service, Management Board, Portfolio Holder	Monthly meetings, briefings and call-over	06.10.09 Cllr Perkins Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk
Revenue Budget Monitoring 2009-10 Position as at July 2009	🔑 to note the forecast year-end position as at end of July 2009 and to approve any call on reserves	Cabinet	14 Oct 2009	KEY	Budget Managers, Heads of Service, Management Board, Portfolio Holder	Budget Managers and Heads of Service 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.	06.10.09 Cllr Perkins Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk