

FORWARD PLAN

FOR THE PERIOD 1 SEPTEMBER 2009 TO 31 DECEMBER 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

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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
Customer Feedback Annual Report 2008/09	To receive volume and trend analysis on customer feedback received during 2008/09 and to note actions being taken.	Cabinet	9 Sep 2009	NON-KEY	Customer feedback has been sought in the analysis of the report.	N/A	01.09.09 Cllr Woods Marion Goodman, Head of Customer Services and ICT mgoodman@northampton.gov.uk
Use of S106 Funding	 to approve the use of Section 106 funding for the Places of Change Scheme and New Build Council Housing Bid.	Cabinet	9 Sep 2009	KEY	Director of Finance, Borough Solicitor, Director of Planning, Portfolio Holder for Housing	Copy of the draft report	15.09.09 Cllr Beardsworth Lesley Wearing, Director of Housing lwearing@northampton.gov.uk
West Northamptonshire Development Corporation (WNDC) Quinquennial Review - response to CLG consultation in respect of Urban Development Corporations	To agree a response to the consultation.	Cabinet	9 Sep 2009	NON-KEY	Chief Executive, Head of Planning and Head of Regeneration.	Direct in writing.	01.09.09 Cllr B Hoare Sue Bridge, Head of Planning sbridge@northampton.gov.uk

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Hunsbury Hill Disused Public Conveniences: Report on Objections Received to Proposed Disposal of Public Open Space	Authority to dispose of property by way of lease	Cabinet	23 Sep 2009	NON-KEY	Ward Councillors, general public (responses to public advertisement)	By mail, e-mail, telephone and face-to-face meetings	15.09.09 Cllr Perkins Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk
Camp Hill MUGA	(1) to agree to become the lessee (2) to agree to act as accountable body for the Big Lottery Grant (3) to agree to the future management and maintenance of the facility	Cabinet	23 Sep 2009	NON-KEY	Residents, community and voluntary groups, ward councillors, relevant council officers, young people, stakeholders	Open meetings, questionnaires, letters, residents' meetings, information-giving sessions, standard Planning Application process	15.09.09 Cllr Paul Varnsvery Ian Redfern, Head of Leisure and Culture iredfern@northampton.gov.uk
St Crispin S106 Agreement - Transfer of land to the Council	 To give authority to proceed with the transfer to the Council of various parcels of open space in the St Crispin development	Cabinet	23 Sep 2009	KEY	N/A	N/A	15.09.09 Cllr Crake Simone Wade, Head of Neighbourhood Environmental Services swade@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
New Tenant Participation Structure	🔑 To note the progress to date and consider proposals for creating area partnership boards.	Cabinet	23 Sep 2009	KEY	Director of Finance, Borough Solicitor, Portfolio Holder, Tenants	Draft copy of report / consultation meetings	15.09.09 Cllr Beardsworth Lesley Wearing, Director of Housing lwearing@northampton.gov.uk
East Midlands Regional Plan: Partial Review - Options Consultation June 2009	🔑 Approve Council's consultation process.	Cabinet	23 Sep 2009	KEY	Councillors and Heads of Service.	E-mail with appropriate EMRA webpage link.	17.09.09 Cllr Church Sue Bridge, Head of Planning sbridge@northampton.gov.uk
Proposed Prudential Borrowing to enable Council House Building	🔑 to approve the suggested level of prudential borrowing to enable the scheme to be developed	Cabinet	23 Sep 2009	KEY	Management Board, Borough Solicitor, Head of Finance and Support, Director of Housing, Head of Housing Strategy Investment and Performance, Portfolio Holder	Copy of the draft report	15.09.09 Cllr Beardsworth Lesley Wearing, Director of Housing lwearing@northampton.gov.uk


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Treasury Outturn Report 2008-09	That Cabinet recommend to Council that they note the Council's Treasury Management Performance in 2008-09.	Cabinet	23 Sep 2009	NON-KEY	S151 Officer, Monitoring Officer, Portfolio Holder for Finance	Briefing notes and/or meetings.	15.09.09 Cllr Perkins Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk
Prudential Indicators for Capital Finance - Monitoring to end of July 2009	That Cabinet: <ul style="list-style-type: none"> Note the 2009-10 prudential indicator monitoring information to the end of July 2009; Recommend to Council that they approve any revisions to the Prudential Indicators for 2009-10. 	Cabinet	23 Sep 2009	NON-KEY	S151 Officer, Monitoring Officer, Portfolio Holder for Finance	Briefing notes and/or meetings	15.09.09 Cllr Perkins Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk
Performance Monthly Report - July 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

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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 (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
Revenue Budget Monitoring 2009-10 - June 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	NON-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

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Award of Banking Services Contract	PRIVATE 🔑To agree which bank to award the banking services contract to.	Cabinet	23 Sep 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.	15.09.09 Cllr Perkins Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk


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Ecton Lane Travellers Site - Review of Management Arrangements	PUBLIC / PRIVATE (1) To approve the transfer of licenses to the Council from the present site manager (2) To approve in principle the revised terms of licences to each pitch licence holder (3) To agree in principle the proposed new management arrangements (4) To note progress on repairs and other works.	Cabinet	23 Sep 2009	NON-KEY	Director of Finance, Borough Solicitor, Portfolio Holder	Draft copy of the report	15.09.09 Cllr Beardsworth Christine Ansell, Head of Landlord Services cansell@northampton.gov.uk
Mereway Allotments - Options for Future Use	🔑 To decide on the future use of the land	Cabinet	14 Oct 2009	KEY	Northampton Allotment Network (NAN)	Via the Allotment Steering Group	15.09.09 Cllr Crake Simone Wade, Head of Neighbourhood Environmental Services swade@northampton.gov.uk
Choice Based Lettings - 12 Month Review	To review progress to date with the Choice Based Lettings Scheme	Cabinet	14 Oct 2009	NON-KEY	Director of Finance, Borough Solicitor, Portfolio Holder, Users of System, Tenants	Draft copy of report / consultation meetings	15.09.09 Cllr Beardsworth Fran Rodgers, Head of Housing Need and Support frodgers@northampton.gov.uk




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Experimental Traffic Regulation Order to Enable Closure of Bridge Street to Vehicles 8.00pm to 4.00am	To support the proposal to implement an Experimental Traffic Control Order as it goes forward to Northamptonshire County Council for a final decision.	Cabinet	14 Oct 2009	NON-KEY	General Public. Licensees and other businesses in the area, Police, Ambulance, Fire and Rescue Service	Questionnaire; as the Order is experimental, there will be the opportunity for everyone to comment throughout the life of the Order (up to 18 months)	15.09.09 Cllr PD Varnsvery Steve Elsey, Head of Public Protection selsey@northampton.gov.uk
Delapre Abbey Options Appraisal Report	 To note the content of the consultants' completed Option Appraisal report and to approve a strategy for the future restoration and occupation of the Abby and surrounding lands as recommended	Cabinet	14 Oct 2009	KEY	Key stakeholders, ward councillors, relevant officers	Through public stakeholders' consultation carried out as part of the option appraisal process; Internal consultation with Paul Chambers, Jane Jennings, Jackie Buckler, Carole Chambers.	06.10.08 Cllr Perkins Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk
Carbon Reduction Commitment	To note the impact the Carbon reduction Commitment will have on the council's finances, reputation and staff resources.	Cabinet	14 Oct 2009	NON-KEY	Carbon Management Programme Board.	Meetings.	06.10.09 CLLR CRAKE Joe Alfano, Principal Environmental Health Officer jalfano@northampton.gov.uk

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Cycling within the Racecourse	To decide whether to give authority for cycling in The Racecourse	Cabinet	14 Oct 2009	NON-KEY	Friends of the Racecourse, Ward Councillors	Meetings, letter	06.10.09 Cllr Crake Simone Wade, Head of Neighbourhood Environmental Services swade@northampton.gov.uk
Clean Neighbourhoods and Environment Act 2005, Section 23 Controls on the Distribution of Printed Matter	 To agree in principle to making a designation order for the town centre area to control the distribution of free literature.	Cabinet	14 Oct 2009	KEY	Legal Services, Town Centre Manager, Street Scene, commercial businesses and trade groups in the town centre, Police	Letters and meetings	06.10.09 Cllr Crake Steve Elsey, Head of Public Protection selsey@northampton.gov.uk
Central Area Action - Summary of Key Findings of Consultation Undertaken on Emerging Strategy	 Amendments that will be made to the CAAP Pre-submission Draft as a result comments received.	Cabinet	14 Oct 2009	KEY	Internal.	E-mail.	06.10.09 Cllr Church Sue Bridge, Head of Planning sbridge@northampton.gov.uk
Registered Social Landlords (RSL) Development Procurement Framework	 to approve the recommended framework for the authority to use in future funding bids	Cabinet	14 Oct 2009	KEY	Director of Finance, Borough Solicitor, Portfolio Holder, Tenants' Sounding Board	Copy of draft report	06.10.09 Cllr Beardsworth Lesley Wearing, Director of Housing lwearing@northampton.gov.uk
Performance Monthly Report - August 2009	To note the current position	Cabinet	14 Oct 2009	NON-KEY	Heads of Service	Meetings with Accountants	06.10.09 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 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 (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
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

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Housing Tenancy Agreement	🔑 To approve the final draft tenancy agreement and authorise the issue of the notice of variation to all tenants.	Cabinet	4 Nov 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
Central Area Action Plan: Submission Draft Publication Consultation	🔑 To approve the Pre-Submission Draft Publication Consultation for consultation.	Cabinet	4 Nov 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, presentations and website.	27.10.09 Cllr Church Sue Bridge, Head of Planning sbridge@northampton.gov.uk
Housing PFI - amended proposals	🔑 Cabinet to agree revised proposals for the Housing PFI project and to confirm resource allocations to the project.	Cabinet	4 Nov 2009	KEY	Director of Finance, Borough Solicitor, Portfolio Holder, local residents, Ward Councillors and stakeholders.	Draft copy of the report.	27.10.09 Cllr Beardsworth
Performance Monthly Report - September 2009	To note the current position	Cabinet	4 Nov 2009	NON-KEY	Heads of Service	Meetings with Accountants	27.10.09 Cllr B Hoare Dale Robertson, Head of Performance and Improvement drobertson@northampton.gov.uk

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Revenue Budget Monitoring 2009/10 - Position as at the end of August 2009	To note the forecast year-end position as at the end of August 2009 and to note any call on reserves.	Cabinet	25 Nov 2009	NON-KEY	Budget managers, Heads of Service, Management Board, Portfolio Holders	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.	Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk
Performance Monthly Report - October 2009	To note the current position	Cabinet	25 Nov 2009	NON-KEY	Heads of Service	Meetings with Accountants	17.11.09 Cllr B Hoare Dale Robertson, Head of Performance and Improvement drobertson@northampton.gov.uk
Parks and Open Spaces Strategy - Approval of the Strategy	Consider the representation received during the consultation phase and approve a Parks and Open Spaces Strategy for Northampton and use this as the policy tool for producing an Implementation Plan.	Cabinet	25 Nov 2009	NON-KEY	Consultation phase has now been completed with key stakeholders.	N/A.	17.11.09 Cllr Church

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Revenue Budget Monitoring 2009/10 Position as at end of September 2009	To note the forecast year-end position as at the end of September 2009 and to note any call on reserves	Cabinet	25 Nov 2009	NON-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.	17.11.09 Cllr Perkins Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk