

FORWARD PLAN

FOR THE PERIOD 2 NOVEMBER 2009 TO 28 FEBRUARY 2010

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
Legal Framework Agreement: West Northamptonshire Joint Strategic Planning Committee	To approve the revised Legal Framework Agreement	Cabinet	4 Nov 2009	NON-KEY	All partner authorities of the Joint Strategic Planning Committee	Via consultation of working drafts of the Legal Framework Agreement	27.10.09 Cllr Church David Bailey, Director of Planning and Regeneration dbailey@northampton.gov.uk
Central Area Action Plan - Emerging Strategy Consultation Feedback and Next Steps	 Amendments that will be made to the CAAP Pre-submission Draft as a result comments received.	Cabinet	4 Nov 2009	KEY	Internal.	E-mail.	27.10.09 Cllr Church Sue Bridge, Head of Planning sbridge@northampton.gov.uk
Community Forums Report	To recognise the achievements and progress of the Forums in the period 1 March 2009 to 30 September 2009	Cabinet	4 Nov 2009	NON-KEY	Forums Co-Chairs and Youth Forum's Young Heritage Champion	By e-mail, phone and in person variously to discuss what is reported about their involvement	27.10.09 Cllr B Hoare Thomas Hall, Head of Policy and Community Engagement thall@northampton.gov.uk
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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General Fund Revenue Budget Monitoring 2009/10 - Period 5	To note the forecast year-end position as at the end of August 2009 and to note any call on reserves	Cabinet	4 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.	27.10.09 Cllr Perkins Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk
Housing Revenue Account (HRA) Monitoring 2009-10 Period 5	To note the current position as at the end of period 5	Cabinet	4 Nov 2009	NON-KEY	Budget Managers, Heads of Service, Management Board, Portfolio Holder	Monthly meetings, briefings and call-over	27.10.09 Cllr Perkins Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk
Capital Programme Monitoring 2009-10 Period 5: Project Appraisals and Variations	 to note the report for information and approval of any appraisals and variations to the Capital Programme	Cabinet	4 Nov 2009	KEY	The Budget Manager, the Finance Manager (Capital and Treasury), the Corporate Director (or 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 and variations detailing the project and its relevance and importance to the Authority.	27.10.09 Cllr Perkins Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk

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Cycling within the Racecourse	To decide whether to give authority for cycling in The Racecourse	Cabinet	25 Nov 2009	NON-KEY	Friends of the Racecourse, Ward Councillors	Meetings, letter	17.11.09 Cllr Crake Simone Wade, Head of Neighbourhood Environmental Services swade@northampton.gov.uk
Mereway Allotments - Options for Future Use	🔑 To decide on the future use of the land	Cabinet	25 Nov 2009	KEY	Northampton Allotment Network (NAN)	Via the Allotment Steering Group	17.11.09 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	25 Nov 2009	KEY	Director of Finance, Borough Solicitor, Portfolio Holder, Users of System, Tenants	Draft copy of report / consultation meetings	17.11.09 Cllr Beardsworth Fran Rodgers, Head of Housing Need and Support frodgers@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	25 Nov 2009	KEY	Director of Finance, Borough Solicitor, Portfolio Holder, Tenants' Sounding Board	Copy of draft report	17.11.09 Cllr Beardsworth Lesley Wearing, Director of Housing lwearing@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	25 Nov 2009	KEY	All council tenants	By the issue of a written notice	17.11.09 Cllr Beardsworth Brian Queen, Interim Housing Consultant bqueen@northampton.gov.uk

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Leisure and Sport Strategic Business Review	🔑 To agree a Leisure and Sport facilities strategy and to agree implementation of the preferred Management option.	Cabinet	25 Nov 2009	KEY	Stakeholders	Meetings, discussions etc	16.10.09 Cllr P. D Varnserry Ian Redfern, Head of Leisure and Culture iredfern@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 Chris Cavanagh, Head of Regeneration and Development ccavanagh@northampton.gov.uk
Medium Term Financial Strategy 2010 - 2013	🔑 to approve the Medium Term Financial Strategy 2010-13	Cabinet	25 Nov 2009	KEY	Head of Performance and Improvement, Head of Policy and Community Engagement, Management Board, Portfolio Holder.	The two Heads of Service consulted directly and involved in update of their areas, Portfolio Holder through Briefings and Management Board through call-over.	17.11.09 Cllr Perkins Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk



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Prudential Indicators for Capital Finance - Monitoring to end of September 2009	To: <ul style="list-style-type: none"> Note the 2009-10 prudential indicator monitoring information to the end of September 2009 Recommend to Council that they approve any revisions to the Prudential Indicators for 2009-10 	Cabinet	25 Nov 2009	NON-KEY	Section 151 Officer, Monitoring Officer, Portfolio Holder for Finance	Briefing notes and/or meetings	17.11.09 Cllr Perkins 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
General Fund Revenue Budget Monitoring 2009/10 Period 6	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



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Housing Revenue Account (HRA) Monitoring 2009-10 Period 6	To note the current position as at the end of period 6	Cabinet	25 Nov 2009	NON-KEY	Budget Managers, Heads of Service, Management Board, Portfolio Holder	Monthly meetings, briefings and call-over	17.11.09 Cllr Perkins Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk
Capital Programme Monitoring 2009-10 Period 6: Project Appraisals and Variations	 to note the report for information and approval of any appraisals and variations to the Capital Programme	Cabinet	25 Nov 2009	KEY	The Budget Manager, the Finance Manager (Capital and Treasury), the Corporate Director (or 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 and variations detailing the project and its relevance and importance to the Authority.	17.11.09 Cllr Perkins Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk
PRIVATE Housing Support - Proposed New Service	 To consider new proposals for the Housing Solutions Service	Cabinet	25 Nov 2009	KEY	Portfolio Holder, Management Board	Copy of the Draft Report	17.11.09 Cllr Beardsworth Fran Rodgers, Head of Housing Need and Support frodgers@northampton.gov.uk




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Housing PFI - amended proposals	 Cabinet to agree revised proposals for the Housing PFI project and to confirm resource allocations to the project.	Cabinet	16 Dec 2009	KEY	Director of Finance, Borough Solicitor, Portfolio Holder, local residents, Ward Councillors and stakeholders.	Draft copy of the report.	08.12.09 Cllr Beardsworth Lesley Wearing, Director of Housing lwearing@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	16 Dec 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.	08.12.09 Cllr Perkins Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk


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Premises Closure Orders	 To endorse the protocol in relation to the Premises Closure Legislation for NBC. That the powers under the relevant Act be delegated to the Chief Executive, Directors or Borough Solicitor for authorising the issue of a closure notice, consulting with the police, applying for a closure order and taking enforcement action in relation to any such closure order.	Cabinet	16 Dec 2009	KEY	Safer Stronger Northampton Partnership	Via Safer Stronger Northampton Partnership Board	08.12.09 Cllr PD Varnsberry Steve Elsey, Head of Public Protection selsey@northampton.gov.uk
Council Tax Base 2010-2011	 to approve the tax base calculation, which will allow the budgets and council tax to be set within their legal timeframe.	Cabinet	16 Dec 2009	KEY	Finance and Support, Section 151 Officer, Borough Solicitor	Part of the report generating process	08.12.09 Cllr Perkins
Draft Corporate Plan 2010-2013	 to approve the Draft Corporate Plan for public consultation	Cabinet	16 Dec 2009	KEY	Cabinet, Management Board, Heads of Service, wider focus group(s)	In person	08.12.09 Cllr B Hoare Cara Boden, Assistant Chief Executive cboden@northampton.gov.uk


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Draft Capital Programme for 2010-11 to 2012-13	 To approve the draft Capital Programme for 2010-11 to 2012-13	Cabinet	16 Dec 2009	KEY	The Budget Manager, the Finance Manager (Capital and Treasury), the Corporate Director (or Chief Executive), Head of Service, the Member with Portfolio, the Section 151 Officer.	Sign off of capital appraisal forms detailing the project and its relevance and importance to the Authority	08.12.09 Cllr Perkins Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk
Draft General Fund Revenue Budget 2010-2013	Draft GF Revenue Budget for consultation purposes	Cabinet	16 Dec 2009	NON-KEY	Public, Overview and Scrutiny, Management Board, Budget Managers, Heads of Service	Through the budget build process and the public consultation process	08.12.09 Cllr Perkins Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk
Performance Monthly Report - October 2009	To note the current position	Cabinet	16 Dec 2009	NON-KEY	Heads of Service	Meetings with Accountants	08.12.09 Cllr B Hoare Dale Robertson, Head of Performance and Improvement drobertson@northampton.gov.uk



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General Fund Revenue Monitoring 2009-10 Period 7	To note the forecast year end position as at the end of Period 7 and to approve any call on reserves	Cabinet	16 Dec 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.	08.12.09 Cllr Perkins Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk
Housing Revenue Account (HRA) Monitoring 2009-10 Period 7	To note the current position as at the end of Period 7	Cabinet	16 Dec 2009	NON-KEY	Budget Managers, Heads of Service, Management Board, Portfolio Holder	Monthly meetings, briefings and call-over	08.12.09 Cllr Perkins Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk
Capital Programme Monitoring 2009-10 Period 7: Project Appraisals and Variations	 to note the report for information and approval of any appraisals and variations to the Capital Programme	Cabinet	16 Dec 2009	KEY	The Budget Manager, the Finance Manager (Capital and Treasury), the Corporate Director (or 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 and variations detailing the project and its relevance and importance to the Authority.	08.12.09 Cllr Perkins Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk



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The Service and Maintenance of Hard Wired Sheltered Housing Schemes and Private Life Lines	 PRIVATE Approval of Contract Procedure/Award	Cabinet	16 Dec 2009	KEY	Council Officers	Draft report	08.12.09 Cllr Beardsworth, Chris Murray, Interim Ind Living Mgr Fran Rodgers, Head of Housing Need and Support frodgers@northampton.gov.uk
Update of Bye-law for Good Rule and Government covering the Borough of Northampton	 to approve draft bye-law for Good Rule and Government for the Borough of Northampton to go forward to the Public Consultation stage	Cabinet	20 Jan 2010	KEY	General Public	Public notice in local press and copy of byelaw available for view at the Guildhall for period of at least one month.	12.01.10 Cllr P D Varnsvery Steve Elsey, Head of Public Protection selsey@northampton.gov.uk
General Fund Revenue Budget Monitoring 2009-10 Period 8	To note the forecast year-end position as at end of Period 8 and to approve any call on reserves	Cabinet	20 Jan 2010	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.	12.01.10 Cllr Perkins Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk




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Housing Revenue Account (HRA) Monitoring 2009-10 Period 8	To note the current position as at the end of Period 8	Cabinet	20 Jan 2010	NON-KEY	Budget Managers, Heads of Service, Management Board, Portfolio Holder	Monthly meetings, briefings and call-over	12.01.10 Cllr Perkins Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk
Capital Programme 2009-10 Monitoring Period 8: Project Appraisals and Variations	 to note the report for information and approval of any appraisals and variations to the Capital Programme	Cabinet	20 Jan 2010	KEY	The Budget Manager, the Finance Manager (Capital and Treasury), the Corporate Director (or 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 and variations detailing the project and its relevance and importance to the Authority.	12.01.09 Cllr Perkins Gavin Chambers, Head of Finance and Assets gchambers@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	10 Feb 2010	KEY	Legal Services, Town Centre Manager, Street Scene, commercial businesses and trade groups in the town centre, Police	Letters and meetings	02.02.10 Cllr Crake Steve Elsey, Head of Public Protection selsey@northampton.gov.uk


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Performance Monthly Report - December 2009	To note the current position	Cabinet	10 Feb 2010	NON-KEY	Heads of Service	Meetings with Accountants	02.02.10 Cllr B Hoare Dale Robertson, Head of Performance and Improvement drobertson@northampton.gov.uk
Prudential Indicators 2010-2013	 Recommendation of Prudential Indicators 2010 – 2013 to Council for approval	Cabinet	24 Feb 2010	KEY	Management Board, Chief Finance Officer, Head of Finance	Through the call-over process and meetings with the Head of Finance and Chief Finance Officer	16.02.09 Cllr Perkins Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk
Capital Programme 2010-2013	 Recommendation of Capital Programme and Capital Strategy 2010 – 2013 to Council for approval	Cabinet	24 Feb 2010	KEY	Public, Management Board, Chief Finance Officer, Heads of Service, Project Managers, Portfolio Holders	Through the budget consultation process, call-over process, capital programme build process and Management Board meetings, capital appraisals, meetings with the Head of Finance and Chief Finance Officer.	16.02.09 Cllr Perkins Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk
General Fund Revenue Budget 2010-2013	 Recommendation of GF Revenue Budget 2010 – 2013 to Council for approval	Cabinet	24 Feb 2010	KEY	Public, Overview and Scrutiny, Management Board, Budget Managers, heads of Service	Through the budget build process and the public consultation process	16.02.10 Cllr Perkins Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk

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Treasury Strategy 2010 - 2013	 Recommendation of Treasury Strategy 2010 – 2013 to Council for approval	Cabinet	24 Feb 2010	KEY	Management Board, Chief Finance Officer, Head of Finance, Sector	Through the call-over process, - mail liaison with Sector, meetings with Head of Finance and Chief Finance Officer	16.02.09 Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk