



PUBLISHED: 13 NOVEMBER 2009

FORWARD PLAN

FOR THE PERIOD 1 DECEMBER 2009 TO 31 MARCH 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 Brian Hoare	Leader of the Council and Portfolio Holder for Partnership & Improvement	cllr.bhoare@northampton.gov.uk
Councillor Paul Varnsvery	Deputy Leader and Portfolio Holder for Community Engagement	cllr.pdvarnsvery@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 Brian Markham	Portfolio Holder for Performance and Support	cllr.bmarkham@northampton.gov.uk
Councillor David Perkins	Portfolio Holder for Finance	cllr.dperkins@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, Democratic Services Manager at The Guildhall, St Giles Square, Northampton NN1 1DE Tel: 01604 837101, E-mail: fmcgown@northampton.gov.uk.
Councillor Brian Hoare, Leader of Northampton Borough Council

 = Key Decision

Forward Plan : 1 December 2009 to 31 March 2010

Subject	Expected Decision to be Made ( = KEY decision)	Decision to be made by	Expected Date of Decision	Key or Non-Key Decision	Who Will be consulted	How will they be consulted	Report Published /Portfolio Holder/ Contact Officer
Review of Car Parking Operations and Charging Strategy	 Cabinet to agree proposed changes and to note areas for future improvement	Cabinet	16 Dec 2009	KEY	Portfolio Holder, Service Managers	Verbally	08.12.09 Cllr Crake Derrick Simpson, Support Services Manager dsimpson@northampton.gov.uk
Implementation of Outstanding IBS Housing Database Modules	To note recommendations following an independent review and approve the allocation of additional capital funds for the implementation of further business critical modules.	Cabinet	16 Dec 2009	NON-KEY	Director of Finance and Support, Director of Housing Services, Borough Solicitor, Portfolio Holder, Head of Landlord Services	Copy of the draft report	08.12.09 Cllr Beardsworth Brian Queen, Interim Housing Consultant bqueen@northampton.gov.uk
People Plan	 To approve the People Plan 2009-2013	Cabinet	16 Dec 2009	KEY	Board Members, Heads of Service, Trade Unions	Consultation has already taken place through formal meeting process	08.12.09 Cllr B Markham Catherine Wilson, Head of Human Resources cwilson@northampton.gov.uk
Greenfield Avenue - Final Terms of Disposal	 To approve the final terms of disposal	Cabinet	16 Dec 2009	KEY	Director of Housing, Borough Solicitor, Director of Finance and Support, Director of Planning and Regeneration, Ward Councillors, Portfolio Holder	Copy of the draft report	08.12.09 Cllr Beardsworth Brian Queen, Interim Housing Consultant bqueen@northampton.gov.uk

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Future of Archway Cottages, Abington Park	🔑 to consider objections received to the proposed disposal of public open space and to decide whether or not to confirm the 'in principle' decision made by Cabinet on 7 April 2008.	Cabinet	16 Dec 2009	KEY	Abington Conservation Society, Friends of Abington Park	Face to face meetings and by telephone/ writing	08.12.09 Cllr Perkins Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk
Cycling within the Racecourse	To decide whether to give authority for cycling in The Racecourse	Cabinet	16 Dec 2009	NON-KEY	Friends of the Racecourse, Ward Councillors	Meetings, letter	08.12.09 Cllr Crake Simone Wade, Head of Neighbourhood Environmental Services swade@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 Ian Tyrer, Council Tax Manager ityrer@northampton.gov.uk
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 Markham 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 Markham Dale Robertson, Head of Performance and Improvement drobertson@northampton.gov.uk
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

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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
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 By-law for Good Rule and Government covering the Borough of Northampton	 to approve draft by-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 bylaw available for view at the Guildhall for period of at least one month.	12.01.10 Cllr P D Varnsberry Steve Elsey, Head of Public Protection selsey@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	20 Jan 2010	KEY	Director of Finance, Borough Solicitor, Portfolio Holder, local residents, Ward Councillors and stakeholders.	Draft copy of the report.	12.01.10 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	20 Jan 2010	KEY	All council tenants	By the issue of a written notice	12.01.10 Cllr Beardsworth Brian Queen, Interim Housing Consultant bqueen@northampton.gov.uk
Flexible Warranting for Health and Safety Enforcement	The Head of Public Protection to be given delegated powers to authorise enforcement officers from the other district councils in Northamptonshire and the health and Safety Executive to work on behalf of Northampton Borough Council in relation to pre agreed health and safety enforcement activity.	Cabinet	20 Jan 2010	NON-KEY	Borough Solicitor	E-mail	12.01.10 Cllr Crake Steve Elsey, Head of Public Protection selsey@northampton.gov.uk
Leisure and Sport Strategic Business Review	🔑 To agree a Leisure and Sport facilities strategy and to agree implementation of the preferred Management option.	Cabinet	20 Jan 2010	KEY	Stakeholders	Meetings, discussions etc	12.01.10 Cllr P. D Varnsberry Ian Redfern, Head of Leisure and Culture iredfern@northampton.gov.uk





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Performance Monthly Report - November 2009	To note the current position	Cabinet	20 Jan 2010	NON-KEY	Heads of Service	Meetings with Accountants	12.01.10 Cllr B Markham Dale Robertson, Head of Performance and Improvement drobertson@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
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.	12.01.10 Cllr Perkins Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk





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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
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 Markham Dale Robertson, Head of Performance and Improvement drobertson@northampton.gov.uk
Corporate Plan 2010-2013	 Approval of the Corporate Plan	Cabinet	24 Feb 2010	KEY	Management Board and Members; Residents, partners and stakeholders	Citizen Panel survey and focus groups; on-line survey	16.02.10 Cllr B Markham 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	16.02.10 Cllr Perkins Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk


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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.	16.02.10 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
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	16.02.10 Cllr Perkins Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk
Performance Monthly Report - January 2010	To note the current position	Cabinet	3 Mar 2010	NON-KEY	Heads of Service	Meetings with Accountants	23.02.10 Cllr B Markham Dale Robertson, Head of Performance and Improvement drobertson@northampton.gov.uk

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Performance Monthly Report - February 2010	To note the current position	Cabinet	24 Mar 2010	NON-KEY	Heads of Service	Meetings with Accountants	16.03.10 Cllr B Markham Dale Robertson, Head of Performance and Improvement drobertson@northampton.gov.uk