



PUBLISHED: 17TH MAY 2010

FORWARD PLAN

FOR THE PERIOD 1 JUNE 2010 TO 30 SEPTEMBER 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 June 2010 to 30 September 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
Voids Lettable Standards	 To approve the lettable standard	Cabinet	9 Jun 2010	KEY	Tenants	Survey and meeting with Sounding Board members	01.06.10 Cllr Beardsworth Christine Ansell, Head of Landlord Services cansell@northampton.gov.uk
Parish Partnerships - the Northamptonshire Councils' Charter	 Cabinet to approve the Charter	Cabinet	9 Jun 2010	KEY	Chief Executive, Directors and Heads of Service and other officers whose services are directly affected by the Charter; Members of Cabinet	Via E-mail and face-to-face discussions	01.06.10 Cllr PD Varnsberry Cassie Triggs ctriggs@northampton.gov.uk
Choice Based Lettings (CBL) Allocations Policy	 To approve the revised allocations policy	Cabinet	9 Jun 2010	KEY	Tenants, partners, Portfolio Holder, Borough Solicitor, Chief Executive	Copy of the draft report	01.06.10 Cllr Beardsworth Fran Rodgers, Head of Housing Need and Support frodgers@northampton.gov.uk
Overview and Scrutiny Community Centres Task and Finish Group	To consider the final report of the Overview and Scrutiny Community Centres Task and Finish Group	Cabinet	9 Jun 2010	NON-KEY	Borough Solicitor and the Chair of Overview and Scrutiny	Individual Meetings	01-06-2010 Cllr Paul Varnsberry Tracy Tiff, Scrutiny Officer ttiff@northampton.gov.uk




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Forward Plan : 1 June 2010 to 30 September 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
Housing Strategy	 To approve the final version of the Housing Strategy for adoption and publishing	Cabinet	9 Jun 2010	KEY	Portfolio Holder for Housing, Director of Housing, Director of Planning and Regeneration, Director of Finance, Borough Solicitor, Members of the Public, External Stakeholders.	12-week consultation period to respond to Draft Housing Strategy; 2 consultation events for all members of the public to attend during the 12-week consultation period; copy of the draft strategy to be sent to all external stakeholders for comments.	01.06.10 Cllr Beardsworth Fran Rodgers, Head of Housing Need and Support frodgers@northampton.gov.uk
PFI Housing	 To approve revised HRA budget for the Council's PFI Housing Project.	Cabinet	9 Jun 2010	KEY	Finance, Legal, Housing and Planning.	At Project Board meetings.	01.06.10 Cllr Beardsworth Chris Cavanagh, Head of Regeneration and Development ccavanagh@northampton.gov.uk

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Forward Plan : 1 June 2010 to 30 September 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
Housing Asset Management Strategy	 To approve the final version of the Housing Asset Management Strategy for adoption and publication.	Cabinet	9 Jun 2010	KEY	Portfolio Holder for Housing; Director of Housing; Director of Planning and Regeneration; Director of Finance; Borough Solicitor; Members of the public; External stakeholders.	12-week consultation period to respond to Housing Asset Management Strategy. Consultation events for members of the public to attend during 12-week consultation period. Copy of draft strategy sent to external stakeholders for comments.	01.06.10 Cllr Beardsworth Christine Ansell, Head of Landlord Services cansell@northampton.gov.uk
West Northamptonshire Strategic Housing Market Assessment and Affordable Housing Planning Policy	 To note the outputs of the Housing Market Assessment. To agree the Council's position in seeking to negotiate affordable housing in new developments in advance of a policy being adopted within the Local Development Framework.	Cabinet	9 Jun 2010	KEY	Internally – Housing Directorate, Planning and Regeneration Directorate, West Northamptonshire Joint Planning Unit, West Northamptonshire Development Corporation, Daventry District Council and South Northamptonshire Council.	Meetings and Correspondence.	01.06.10 Cllr Beardsworth & Cllr Church Paul Lewin, Planning Policy and Conservation Manager plewin@northampton.gov.uk



🔑 = Key Decision


Forward Plan : 1 June 2010 to 30 September 2010

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Equalities and Engagement (Forums) Report	🔑 To approve the updates to the Single Equalities Scheme and changes to Forums and equalities governance structures	Cabinet	9 Jun 2010	KEY	Forum co-Chairs, Corporate Equalities Steering Group	Variety of meetings, e-mail and other communications between January and April 2010	01.06.10 Cllr PD Varnsberry Thomas Hall, Head of Policy and Community Engagement thall@northampton.gov.uk
Garage Review	🔑 To note the outcome of the review and approve the recommendations	Cabinet	9 Jun 2010	KEY	Tenants	Survey and meetings with Sounding Board members	01.06.10 Cllr Beardsworth Christine Ansell, Head of Landlord Services cansell@northampton.gov.uk
Rent Arrears Recovery Strategy	🔑 To approve the strategy	Cabinet	9 Jun 2010	KEY	Tenants	Surveys and meetings with Sounding Board members	01.06.10 Cllr Beardsworth Christine Ansell, Head of Landlord Services cansell@northampton.gov.uk
Capital Programme - Capital project appraisals and project variations	🔑 Approval of capital project appraisals and/or variations	Cabinet	9 Jun 2010	KEY	Budget Manager; Finance Manager (Capital and Treasury); Corporate Director (or Chief Executive); head of Service; Member with Portfolio; Section 151 Officer.	Review and sign off of capital appraisal forms and variations detailing the project and its relevance and importance to the authority	01.06.10 Cllr Perkins Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk
Finance Monitoring Dashboard to the End of May 2010	Note the report and agree any necessary action	Cabinet	9 Jun 2010	NON-KEY	Management Board – Budget Managers	Board via Call over and budget managers through budget monitoring	01-06-2010 Cllr D Perkins Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk





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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
Land at Barnes Meadow - Dedication of Two Plots of land for Highway Improvements	To confirm approval to the disposal of the above after giving consideration to any objections that may have been received following the advertisement of these two areas of public open space	Cabinet	9 Jun 2010	NON-KEY	All interested parties	Through adverts in Local Press	Cllr D Perkins 01-06-2010 Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk
O & S Sheltered Housing and Housing Options for Older People	To consider the final report of the Overview and Scrutiny Sheltered Housing Options for Older People Task and Finish Group	Cabinet	9 Jun 2010	NON-KEY	Overview and Scrutiny Committee 2 (Housing and Environment); Overview and Scrutiny Sheltered Housing and Housing Options for Older People Task and Finish Group	Individual meetings	01.06.10 Cllr Beardsworth Tracy Tiff, Scrutiny Officer ttiff@northampton.gov.uk
Leaseholders Insurance Contact	 Approval to delegate the responsibility for the contract award of the Leaseholders Insurance Tender to the Director of Finance and Support and the Portfolio Holder for Finance	Cabinet	9 Jun 2010	KEY	Before starting the procurement process we have consulted with the Leaseholders and will feedback the developments at key stages	Correspondence	01-06-2010 Cllr David Perkins Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk
Finance Monitoring Dashboard to the End of May 2010	Note the report and agree any necessary action	Cabinet	30 Jun 2010	NON-KEY	Management Board, Budget Managers	Board via Call over and budget managers through budget monitoring	22-06-2010 Cllr David Perkins Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk


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Delapre Abbey Options Appraisal	 To determine the way forward on options for the restoration and development of Delapre Abbey and Parkland	Cabinet	30 Jun 2010	KEY	Management Board, Delapre Abbey Preservation Trust	Draft report and meetings	18.06.10 Cllr Perkins Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk
Approval of the Financial Implications of the Pay and Grading Review	 To approve the budgetary implications of the Pay and Grading Review	Cabinet	30 Jun 2010	KEY	Board, Trade Unions, General Purposes Committee for changes to terms and conditions	Reports to Board and Trade Unions, General Purposes Committee (tbc June 2010)	18.06.10 Cllr Perkins Catherine Wilson, Head of Human Resources cwilson@northampton.gov.uk
Leaseholders Insurance Contract	 Approval to delegate the responsibility for the contract award of the Leaseholders Insurance to Tender to the Director of Finance and Support and the Portfolio Holder for Finance	Cabinet	30 Jun 2010	KEY	Before starting the procurement process we have consulted with the Leaseholders and will feedback the developments at key stages	Correspondence	22-06-2010 Cllr David Perkins Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk
Overview and Scrutiny Cost of Consultants Task and Finish Group report	To consider the final report of the Overview and Scrutiny Cost of Consultants Task and Finish Group	Cabinet	30 Jun 2010	NON-KEY	The Borough Solicitor and the Chair of Overview and Scrutiny	Individual Meetings	Cllr D Perkins 22-06-2010 Tracy Tiff, Scrutiny Officer ttiff@northampton.gov.uk




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Authorisation for the Health Protection Agency to act in the role of the Proper Officer for the Council for the purposes of the Public Health (Control of Disease) Act 1984 as amended.	To approve the Proper Officer function being carried out by suitably qualified and authorised officers of the Health Protection Agency.	Cabinet	30 Jun 2010	NON-KEY	Solicitor to the Council and the Health Protection Agency.	Correspondence.	18.06.10 Cllr Crake Steve Elsey, Head of Public Protection selsey@northampton.gov.uk
Transforming Public Services- A Shared Customer Service Contact Centre with NCC	To consider developing a shared customer contact centre with NCC.	Cabinet	30 Jun 2010	KEY	NCC	Discussions.	18.06.10 Cllr B Markham Isabell Procter, Director of Finance and Support iprocter@northampton.gov.uk
Outturn Performance Report 2009-10	To note the current position	Cabinet	30 Jun 2010	NON-KEY	Heads of Service, Directors	Draft Report	18.06.10 Cllr B Markham Dale Robertson, Head of Performance and Improvement drobertson@northampton.gov.uk
Draft Housing Revenue Account Outturn 2009/10	To note the outturn (also may include items that need approval)	Cabinet	30 Jun 2010	NON-KEY	Budget Managers, Heads of Service, Directors, Management Board, Portfolio Holder	Draft outturn figures and draft report through the usual reporting process	18.06.10 Cllr Perkins Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk






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Draft General Fund Outturn 2009/10	To note the outturn (may also include items that need approval)	Cabinet	30 Jun 2010	NON-KEY	Budget Managers, Heads of Service, Directors, Management Board, Portfolio Holder	Draft outturn figures and draft report through the usual reporting process	18.06.10 Cllr Perkins Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk
Land at Barnes Meadow - Dedication of Two Plots of land for Highway Improvements	To confirm approval to the disposal of the above after giving consideration to any objections that may have been received following the advertisement of these two areas of public open place	Cabinet	30 Jun 2010	NON-KEY	All interested parties	Through adverts in the local Press	Cllr D Perkins 22-06-2010 Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk
Draft Capital Outturn 2009/10	 To note the outturn (may also include items that need approval)	Cabinet	30 Jun 2010	KEY	Budget managers, Heads of Service, Directors, Management Board, Portfolio Holder	Draft figures and draft report through the usual reporting process	18.06.10 Cllr Perkins Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk
Capital Programme - Capital project appraisals and project variations	 Approval of capital project appraisals and/or variations	Cabinet	30 Jun 2010	KEY	Budget Manager; Finance Manager (Capital and Treasury); Corporate Director (or Chief Executive); Head of Service; Member with Portfolio; Section 151 Officer.	Review and sign off of capital appraisal forms and variations detailing the project and its relevance and importance to the Authority	18.06.10 Cllr Perkins Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk






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Review of the regime of charging for pre-planning application advice	 To note recommendation/for information.	Cabinet	28 Jul 2010	KEY	Finance.	Discussion and draft report.	20.07.10 Cllr Church Councillor David Garlick, Chair of General Purposes Committee, Deputy Chair Overview & Scrutiny 3 cllr.dgarlick@northampton.gov.uk
Leaseholder's Insurance Contract	 Approval to delegate the responsibility for the contract award of the Leaseholder's Insurance Tender to the Director of Finance and Support and the Portfolio Holder for Finance	Cabinet	28 Jul 2010	KEY	Before starting the procurement process we have consulted with the Leaseholders and we will feedback the developments at key stages	Correspondence	20-07-2010 - Cllr David Perkins Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk
PFI Housing	 To received progress on PFI project and to make any necessary decisions in relation to it.	Cabinet	28 Jul 2010	KEY	Finance, Legal, Housing and Planning.	At Project Board Meetings.	20.07.10 Cllr Beardsworth Chris Cavanagh, Head of Regeneration and Development ccavanagh@northampton.gov.uk
May Performance Report	To note the current position.	Cabinet	28 Jul 2010	NON-KEY	Heads of Service and Directors.	Draft report.	18.06.10 Cllr B Markham Dale Robertson, Head of Performance and Improvement drobertson@northampton.gov.uk
Vulnerable Tenants Strategy	 To approve the strategy	Cabinet	28 Jul 2010	KEY	Stakeholders working with vulnerable tenants, Tenants Sounding Board	Survey of views and discussions over draft proposals	20.07.10 Cllr Beardsworth Christine Ansell, Head of Landlord Services cansell@northampton.gov.uk




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Future of Sheltered Housing and Options for Independent Living	 To pilot a number of different ways of working within the sheltered housing services to increase the flexibility of the service and delivery of options available to customers to promote independent living.	Cabinet	28 Jul 2010	KEY	Tenants of sheltered housing	Using the consultation toolkit, public consultation meetings, area surgeries, postal/telephone surveys	20.07.10 Cllr Beardsworth Fran Rodgers, Head of Housing Need and Support frodgers@northampton.gov.uk
RSL Framework	 To approve the Framework Agreement as part of the procurement process for the appointment of Affordable Housing Investment Partners	Cabinet	28 Jul 2010	KEY	Portfolio Holder for Housing, Director of Housing, Director of Planning and Regeneration, Director of Finance, Borough Solicitor, RSL Partners, procurement team, Legal Services	Copy of Framework Agreement and Cabinet Report	20.07.10 Cllr Beardsworth Fran Rodgers, Head of Housing Need and Support frodgers@northampton.gov.uk
Corporate Debt Policy	 To approve the Council's policy towards the collection of debt across Northampton Borough Council	Cabinet	28 Jul 2010	KEY	Internal: Revenues and Benefits, Housing and Finance; External: Third sector welfare agencies	Input to policy from internal departments and external review and comments on draft policy from the third sector	20.07.10 Cllr Perkins Bill Lewis, Finance Manager blewis@northampton.gov.uk
Extension of Caretaking and Cleaning Service	 To consider provision of cleaning service, funded by Service Charging	Cabinet	28 Jul 2010	KEY	Cllr Beardsworth	Copy of draft report	20.07.10 Cllr Beardsworth Christine Ansell, Head of Landlord Services cansell@northampton.gov.uk



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Cliftonville Review	 To approve the outcome of the Cliftonville Review	Cabinet	28 Jul 2010	KEY	Members, HR, Finance and Legal	As part of the Review	20.07.10 Cllr Perkins Isabell Procter, Director of Finance and Support iprocter@northampton.gov.uk
Land at Barnes Meadow- Dedication of Two Plots of Land for Highways Improvements	To confirm approval to the disposal of two plots of land for highways improvements at Barnes Meadow following consideration of any objections to the advertisement to dispose of public open space for this purpose.	Cabinet	28 Jul 2010	NON-KEY	All interested parties.	Advertisement in the press.	20.07.10 Cllr Perkins David Fletcher, Senior Estates Officer dfletcher@northampton.gov.uk
Finance Monitoring Dashboard to the End of May 2010	Note the report and agree any necessary action.	Cabinet	28 Jul 2010	NON-KEY	Management Board and Budget Managers.	Board via Call Over and budget managers through budget monitoring.	18.06.10 Cllr Perkins Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk
PFI Housing	 To received progress on PFI project and to make any necessary decisions in relation to it.	Cabinet	22 Sep 2010	KEY	Finance, Legal, Housing and Planning.	At Project Board meetings.	14.09.10 Cllr Beardsworth Chris Cavanagh, Head of Regeneration and Development ccavanagh@northampton.gov.uk

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BME Housing Strategy 2010-2013	 To approve the final version of the BME Housing Strategy for adoption and publication	Cabinet	22 Sep 2010	KEY	Portfolio Holder for Housing; Director of Housing; Director of Planning and Regeneration; Director of Finance; Borough Solicitor; members of the public, external stakeholders	12-week consultation period to respond to Draft BME Housing Strategy; 2 consultation events for all members of the public to attend during the 12-week consultation period; copy of the draft strategy sent to all external stakeholders for comments.	20.07.10 Cllr Beardsworth Fran Rodgers, Head of Housing Need and Support frodgers@northampton.gov.uk
Quarter 1 Performance Reports 2010-11	To note the current position.	Cabinet	22 Sep 2010	NON-KEY	Heads of Service and Directors.	Draft report.	14.09.10 Cllr B Markham Dale Robertson, Head of Performance and Improvement drobertson@northampton.gov.uk
Quarter 1 - Forecast Red Measures Report	To note the current position.	Cabinet	22 Sep 2010	NON-KEY	Heads of Service and Directors.	Draft report.	14.09.10 Cllr B Markham Dale Robertson, Head of Performance and Improvement drobertson@northampton.gov.uk