



PUBLISHED: 13 JANUARY 2010

## FORWARD PLAN

### FOR THE PERIOD 1 FEBRUARY 2010 TO 31 MAY 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](http://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 purposes 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	<a href="mailto:cllr.bhoare@northampton.gov.uk">cllr.bhoare@northampton.gov.uk</a>
Councillor Paul Varnsvery	Deputy Leader and Portfolio Holder for Community Engagement	<a href="mailto:cllr.pdvarnsvery@northampton.gov.uk">cllr.pdvarnsvery@northampton.gov.uk</a>
Councillor Sally Beardsworth	Portfolio Holder for Housing	<a href="mailto:cllr.sbeardsworth@northampton.gov.uk">cllr.sbeardsworth@northampton.gov.uk</a>
Councillor Richard Church	Portfolio Holder for Planning and Regeneration	<a href="mailto:cllr.rchurch@northampton.gov.uk">cllr.rchurch@northampton.gov.uk</a>
Councillor Trini Crake	Portfolio Holder for Environment	<a href="mailto:cllr.tcrake@northampton.gov.uk">cllr.tcrake@northampton.gov.uk</a>
Councillor Brian Markham	Portfolio Holder for Performance and Support	<a href="mailto:cllr.bmarkham@northampton.gov.uk">cllr.bmarkham@northampton.gov.uk</a>
Councillor David Perkins	Portfolio Holder for Finance	<a href="mailto:cllr.dperkins@northampton.gov.uk">cllr.dperkins@northampton.gov.uk</a>

### 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](http://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](mailto:fmcgown@northampton.gov.uk).  
Councillor Brian Hoare, Leader of Northampton Borough Council





 = Key Decision


**Forward Plan : 1 February 2010 to 31 May 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
Response to O & S 2 Recommendations following the Call-In of New Tenants Participation Structure Decision made by Cabinet on 14 October 2009	 To agree the process of forming Tenant Area Partnership Boards	Cabinet	10 Feb 2010	KEY	Borough Solicitor, Section 151 Officer, Portfolio Holder	Draft report	02.02.10 Cllr Beardsworth Lesley Wearing, Director of Housing lwearing@northampton.gov.uk
Identification of the Primary Shopping Area and Town Centre as defined in Planning Policy Statement 6 Planning for Town Centres: Proposed for Consultation Purposes	To issue the identified primary shopping area and town centre for consultation purposes.	Cabinet	10 Feb 2010	NON-KEY	Range of stakeholders, including businesses such as retailers, developers and their agents, local councillors, town centre partnership and the general public.	Notification through consultation letter, website and e-mail.	02.02.10 Cllr Church Sue Bridge, Head of Planning sbridge@northampton.gov.uk
Wootton Conservation Area Re-Appraisal	To adopt the proposed boundary amendments outlined in the document	Cabinet	10 Feb 2010	NON-KEY	Residents of the area, public, external organisations and appropriate officers	Letter, e-mail, leaflet circulated locally and to all properties in the conservation area.	02.02.10 Cllr Church Sue Bridge, Head of Planning sbridge@northampton.gov.uk






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Award of Build Contract on the Local Authority new Build Schemes	 To agree that the Director of Housing, in consultation with the Portfolio Holder, be given delegated authority to approve the appointment of the successful tender and agree final terms for the build contracts on the HCA Local Authority New Build Scheme and Bid	Cabinet	10 Feb 2010	KEY	Director of Finance, Borough Solicitor, Portfolio Holder, Director of Housing, Director of Planning and Regeneration.	Copy of the Draft report	02.02.10 Cllr Beardsworth Lesley Wearing, Director of Housing lwearing@northampton.gov.uk
Leisure and Sport Strategic Business Review - Facilities Strategy	 To agree a Leisure and Sport Facilities Strategy.	Cabinet	10 Feb 2010	KEY	Stakeholders	Meetings, discussions etc	02.02.10 Cllr P. D Varnsberry Ian Redfern, Head of Leisure and Culture iredfern@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	10 Feb 2010	KEY	Board, Trade Unions, General Purposes Committee for changes to terms and Conditions	Reports to Board and trade unions, General Purposes Committee 2 February 2010	02.02.10 Cllr Perkins Catherine Wilson, Head of Human Resources cwilson@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






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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	10 Feb 2010	KEY	Council Officers	Draft report	02.02.10 Cllr Beardsworth, Chris Murray, Interim Ind Living Mgr Fran Rodgers, Head of Housing Need and Support frodgers@northampton.gov.uk
Estate Services Review	 To consider provision of cleaning service, funded by Service Charging	Cabinet	24 Feb 2010	KEY		Copy of draft report	16.02.10 Cllr Beardsworth Christine Ansell, Head of Landlord Services cansell@northampton.gov.uk
Amendments to the Scheme for the Recovery of Building Regulation Charges	To approve increases of charges within the scheme	Cabinet	24 Feb 2010	NON-KEY	Portfolio Holder, Director of Planning and Regeneration, Head of Planning, Head of Finance and Legal Services	Management meetings, one-to-ones, briefing notes	16.02.10 Cllr Church Sue Bridge, Head of Planning sbridge@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
Housing Revenue Account Budget 2010-2013	 Recommendation of Housing Revenue Account 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
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, e-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




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Rent Arrears Incentives	 To approve proposals to offer rent incentives to tenants	Cabinet	3 Mar 2010	KEY		Copy of draft report	23.02.10 Cllr Beardsworth Christine Ansell, Head of Landlord Services cansell@northampton.gov.uk
Leisure and Sport Strategic Business Review - Management Options Appraisal	 Agree Implementation of the Preferred Management Option	Cabinet	3 Mar 2010	KEY	Stakeholders	Variety of mechanisms	23.02.10 Cllr PD Varnsberry Julie Seddon julieseddon@northampton.gov.uk
Asset Management Strategy 2010 - 2013	 Adoption of Strategy	Cabinet	3 Mar 2010	KEY	Partner public sector bodies	By mail, e-mail, telephone and face to face meetings where appropriate.	23.02.10 Cllr Perkins Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk
General Fund Revenue Budget Monitoring - P9 December 2009	To note the position as at the end of December 2009.	Cabinet	3 Mar 2010	NON-KEY	Budget Managers, Management Board, Portfolio Holder for Finance	Budget Monitoring process and Call Over.	23.02.10 Cllr Perkins Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk
Housing Revenue Account (HRA) Monitoring P9	To note the current position as at the end of period 9	Cabinet	3 Mar 2010	NON-KEY	Budget Managers, Heads of Service, Management Board, Portfolio Holder	Monthly meetings, briefings and call-over	23.02.10 Cllr Perkins Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk

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Capital Programme 2009-10 - Position as at end of December/January	 To note the report for information and approval of any appraisals and variations to the Capital Programme	Cabinet	3 Mar 2010	KEY	Budget Manager, Finance Manager (Treasury and Capital), Corporate Director (Chief Executive), Heads of Service, Portfolio Holder, Section 151 Officer	Monthly monitoring budget meetings with budget holders to provide monitoring figures, review and sign off of capital appraisal forms and variations detailing the project and its relevance and importance to the authority.	23.02.10 Cllr Perkins Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk
Choice Based Lettings (CBL) Allocations Policy	 To approve the revised allocations policy	Cabinet	24 Mar 2010	KEY	Tenants, partners, Portfolio Holder, Borough Solicitor, Chief Executive	Copy of the draft report	16.03.10 Cllr Beardsworth Fran Rodgers, Head of Housing Need and Support frodgers@northampton.gov.uk
Performance Monthly Report - January 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
General Fund Revenue Budget Monitoring P10 January 2010	To note the position at the end of January 2010	Cabinet	24 Mar 2010	NON-KEY	Budget Managers, Management Board, Portfolio Holder for Finance	Budget Monitoring process and call over	16.03.10 Cllr Perkins Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk





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Housing Revenue Account (HRA) Monitoring - Period 10	To note the current position as at the end of period 10	Cabinet	24 Mar 2010	NON-KEY	Budget Managers, Heads of Service, Management Board, Portfolio Holder	Monthly meetings, briefings and call-over	16.03.10 Cllr Perkins Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk
<b>Capital Programme 2009-10 - Position as at end of January 2010</b>	 <b>To note the report for information and approval of any appraisals and variations to the Capital Programme.</b>	Cabinet	24 Mar 2010	KEY	<b>Budget Manager, Finance Manager (Capital and treasury), Corporate Director (Chief Executive), head of Service, Portfolio Holder, Section 151 Officer</b>	<b>Monthly monitoring meetings with budget holders to provide monitoring figures, review and sign off of capital appraisal forms and variations detailing the project and its relevance and importance to the authority.</b>	<b>16.03.10 Cllr Perkins Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk</b>
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	28 Apr 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.	20.04.10 Cllr P D Varnsberry Steve Elsey, Head of Public Protection selsey@northampton.gov.uk
Corporate Debt Policy	 To approve the Council's policy towards the collection of debt across Northampton Borough Council	Cabinet	28 Apr 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	20.04.10 Cllr Perkins Robin Bates rbates@northampton.gov.uk

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Performance Monthly Report - February 2010	To note the current position	Cabinet	28 Apr 2010	NON-KEY	Heads of Service	Meetings with Accountants	20.04.10 Cllr B Markham Dale Robertson, Head of Performance and Improvement drobertson@northampton.gov.uk
<b>Equalities and Engagement (Forums) Report</b>	 <b>To approve the updates to the Single Equalities Scheme and changes to Forums and equalities governance structures</b>	Cabinet	19 May 2010	<b>KEY</b>	<b>Forum co-Chairs, Corporate Equalities Steering Group</b>	<b>Variety of meetings, e-mail and other communications between January and April 2010</b>	<b>11.05.10 Cllr PD Varnserry</b> <b>Thomas Hall, Head of Policy and Community Engagement</b> thall@northampton.gov.uk