



PUBLISHED: 12 FEBRUARY 2010

FORWARD PLAN

FOR THE PERIOD 1 MARCH 2010 TO 30 JUNE 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 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	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 March 2010 to 30 June 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
Rent Arrears Incentives	To approve proposals to offer rent incentives to tenants	Cabinet	3 Mar 2010	NON-KEY		Copy of draft report	23.02.10 Cllr Beardsworth Christine Ansell, Head of Landlord Services cansell@northampton.gov.uk
Delapre Abbey Stable Block	Cabinet to approve concessionary terms for a 5-year lease of the property to Friends of Delapre Abbey subject to conditions. Approval is also sought to delegate the final decision relating to the satisfaction of the conditions to the Portfolio Holder for Finance and relevant Directors.	Cabinet	3 Mar 2010	NON-KEY	Relevant officers and Friends of Delapre Abbey	Correspondence, e-mail and discussion	23.02.10 Cllr Perkins Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk
Hunsbury Hill Disused Public Conveniences: Report on objections received to proposed disposal of public open space.	To give authority to dispose of the property by way of lease.	Cabinet	3 Mar 2010	NON-KEY	Ward Councillors, general public (responses to public advertisements)	e-mail, telephone	23.02.10 Cllr Perkins Simon Dougall, Asset Manager sdougall@northampton.gov.uk
Neighbourhood Model	To agree in principle to a new approach to neighbourhood working	Cabinet	3 Mar 2010	NON-KEY	A range of stakeholders	Verbally and by writing	23.02.10 Cllr PD Varnsberry/Cllr T Crake Julie Seddon julieseddon@northampton.gov.uk




 = Key Decision


Forward Plan : 1 March 2010 to 30 June 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
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
Countywide Scrutiny Arrangements	To recommend to council the adoption of a protocol governing involvement in countywide overview and scrutiny arrangements	Cabinet	3 Mar 2010	NON-KEY	Borough Solicitor, Chair of Overview and Scrutiny	Individual meetings	23.02.10 Cllr PD Varnsberry Tracy Tiff, Scrutiny Officer ttiff@northampton.gov.uk
Implementation of the second generation managed service Agency Staff Contract	 To approve the continuation of the provision of Agency Staff to the council through managed service	Cabinet	17 Mar 2010	KEY	Service managers, HR, Finance	Engagement in implementation team	09.03.10 Cllr Perkins Garry Pyne, Head of Northamptonshire Area Procurement Service gpyne@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	17 Mar 2010	KEY	Internally: Housing directorate, Planning and regeneration directorate; West Northants JPU; WNDC, DDC and SNC.	Meetings and correspondence.	09.03.10 Cllrs Beardsworth/Church Paul Lewin, Planning Policy and Conservation Manager plewin@northampton.gov.uk







 = Key Decision

Forward Plan : 1 March 2010 to 30 June 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
Performance Monthly Report - January 2010	To note the current position	Cabinet	17 Mar 2010	NON-KEY	Heads of Service	Meetings with Accountants	09.03.10 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	17 Mar 2010	NON-KEY	Budget Managers, Management Board, Portfolio Holder for Finance	Budget Monitoring process and call over	09.03.10 Cllr Perkins Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk
Housing Revenue Account (HRA) Monitoring - Period 10	To note the current position as at the end of period 10	Cabinet	17 Mar 2010	NON-KEY	Budget Managers, Heads of Service, Management Board, Portfolio Holder	Monthly meetings, briefings and call-over	09.03.10 Cllr Perkins Gavin Chambers, Head of Finance and Assets gchambers@northampton.gov.uk
Capital Programme 2009-10 - Position as at end of January 2010	 To note the report for information and approval of any appraisals and variations to the Capital Programme.	Cabinet	17 Mar 2010	KEY	Budget Manager, Finance Manager (Capital and treasury), Corporate Director (Chief Executive), head of Service, Portfolio Holder, Section 151 Officer	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.	09.03.10 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	28 Apr 2010	KEY	Tenants, partners, Portfolio Holder, Borough Solicitor, Chief Executive	Copy of the draft report	20.04.10 Cllr Beardsworth Fran Rodgers, Head of Housing Need and Support frodgers@northampton.gov.uk

 = Key Decision


Forward Plan : 1 March 2010 to 30 June 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 Standard	 To approve the lettable standard	Cabinet	28 Apr 2010	KEY	Tenants	Survey and meeting with Sounding Board members	20.04.10 Cllr Beardsworth Christine Ansell, Head of Landlord Services cansell@northampton.gov.uk
Rechargeable Repairs Policy	 To approve the rechargeable repairs policy	Cabinet	28 Apr 2010	KEY	Tenants, Finance department, Borough Solicitor	Copy of the draft report	20.04.10 Cllr Beardsworth Christine Ansell, Head of Landlord Services cansell@northampton.gov.uk
Asset Management Strategy 2010 - 2013	 Adoption of Strategy	Cabinet	28 Apr 2010	KEY	Partner public sector bodies	By mail, e-mail, telephone and face to face meetings where appropriate.	20.04.10 Cllr Perkins Gavin Chambers, Head of Finance and Assets gchambers@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	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
Cliftonville Review	 To approve the outcome of the Cliftonville Review	Cabinet	28 Apr 2010	KEY	Members, HR, Finance and Legal	As part of the Review	20.04.10 Cllr Perkins/Cllr B Markham Isabell Procter, Director of Finance and Support iprocter@northampton.gov.uk
DCMS "Free Swimming Initiative" performance	Cabinet to note the report	Cabinet Cabinet	28 Apr 2010	NON-KEY			20.04.10 Cllr PD Varnsberry Ian Redfern, Head of Leisure and Culture iredfern@northampton.gov.uk







🔑 = Key Decision


Forward Plan : 1 March 2010 to 30 June 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	28 Apr 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.	20.04.10 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 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
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
Estate Services Review	🔑 To consider provision of cleaning service, funded by Service Charging	Cabinet	19 May 2010	KEY		Copy of draft report	11.05.10 Cllr Beardsworth Christine Ansell, Head of Landlord Services cansell@northampton.gov.uk



 = Key Decision

Forward Plan : 1 March 2010 to 30 June 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
Equalities and Engagement (Forums) Report	 To approve the updates to the Single Equalities Scheme and changes to Forums and equalities governance structures	Cabinet	19 May 2010	KEY	Forum co-Chairs, Corporate Equalities Steering Group	Variety of meetings, e-mail and other communications between January and April 2010	11.05.10 Cllr PD Varnsberry Thomas Hall, Head of Policy and Community Engagement thall@northampton.gov.uk
Vulnerable Tenants Strategy	 To approve the strategy	Cabinet	19 May 2010	KEY	Stakeholders working with vulnerable tenants, Tenants Sounding Board	Survey of views and discussions over draft proposals	11.05.10 Cllr Beardsworth Christine Ansell, Head of Landlord Services cansell@northampton.gov.uk
Sheltered Housing Service Review for Independent Living Options	 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	19 May 2010	KEY	Tenants of sheltered housing	Using the consultation toolkit, public consultation meetings, area surgeries, postal/telephone surveys	11.05.10 Cllr Beardsworth Fran Rodgers, Head of Housing Need and Support frodgers@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

 = Key Decision

Forward Plan : 1 March 2010 to 30 June 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
Approval of the Financial Implications of the Pay and Grading Review	 To approve the budgetary implications of the Pay and Grading Review	Cabinet	28 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/ B Markham Catherine Wilson, Head of Human Resources cwilson@northampton.gov.uk