



**PUBLISHED:**

## **FORWARD PLAN**

### **FOR THE PERIOD 2 JANUARY 2012 TO 30 APRIL 2012**

#### **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 purpose the minimum financial threshold will be £250,000;
- 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 David Mackintosh	Leader of the Council	cllr.dmackintosh@northampton.gov.uk
Councillor John Caswell	Deputy Leader and Portfolio Holder for Environment	cllr.jcaswell@northampton.gov.uk
Councillor Alan Bottwood	Portfolio Holder for Finance	cllr.abottwood@northampton.gov.uk
Councillor Tim Hadland	Portfolio Holder for Regeneration, Enterprise and Planning	cllr.thadland@northampton.gov.uk
Councillor Mary Markham	Portfolio Holder for Housing	cllr.mmarkham@northampton.gov.uk
Councillor Brandon Eldred	Portfolio Holder for Community Engagement	cllr.beldred@northampton.gov.uk

### What is the role of Overview and Scrutiny?


The Council has one Overview and Scrutiny Committee that appoints three Panels for Environment, Housing and Planning & Regeneration.

The Committee and Panels role is to contribute to the development of Council policies and to consider any matter affecting the area of Northampton or its citizens. In addition, the Committee also scrutinises decisions of the Cabinet. 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 0300 330 7000.

For general information about the decision-making process please contact Democratic Services at The Guildhall, St Giles Square, Northampton NN1 1DE  
Tel: 01604 837722, E-mail:democraticservices@northampton.gov.uk  
Councillor David Mackintosh Leader of Northampton Borough Council





 = Key Decision


**Forward Plan : 2 January 2012 to 30 April 2012**

<b>Subject</b>	<b>Expected Decision to be Made ( = KEY decision)</b>	<b>Decision to be made by</b>	<b>Expected Date of Decision</b>	<b>Key or Non-Key Decision</b>	<b>Who Will be consulted</b>	<b>How will they be consulted</b>	<b>Report Published /Portfolio Holder/ Contact Officer</b>
Duston Community Centre - Transfer to Duston Parish Council	To approve in principle the transfer of the freehold of Duston Community Centre to the Parish Council.	Cabinet	18 Jan 2012	NON-KEY	Duston Parish Council, Ward Councillors.	By telephone and in writing.	10-01-2012 Cllr Edred Thomas Hall, Head of Policy and Community Engagement thall@northampton.gov.uk
Community Forums Report	Cabinet to welcome and approve the work of the Forums including the Stamp out Hate Crime campaign which it's hoped to continue into 2012-13.	Cabinet	18 Jan 2012	NON-KEY			10-01-2012 Cllr Eldred Thomas Hall, Head of Policy and Community Engagement thall@northampton.gov.uk
Equalities Report	 Approve the equality strategy 'Our approach to equalities'.	Cabinet	18 Jan 2012	KEY			10-01-2012 Cllr Edred Thomas Hall, Head of Policy and Community Engagement thall@northampton.gov.uk
Community Governance Review	 To approve a proposal to undertake a Community Governance review in Northampton.	Cabinet	18 Jan 2012	KEY	All wards	There will be extensive consultation with local communities, elected members and other relevant stakeholders.	10-01-2012 Nicci Marzec, Director of the Local Strategic Partnership nmarzec@northampton.gov.uk





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Community Infrastructure Levy	 Cabinet approve the recommendation approach towards taking forward the adoption of a Community Infrastructure Levy for Northampton.	Cabinet	18 Jan 2012	KEY	Consultation will be consistent with the contents of the Council's Statement of Community Involvement and Consultation Toolkit and the relevant statutory instruments. It will include public sector service providers, private sector utility companies/infrastructure providers, businesses, developers, landowners, Councillors and the wider community.	Through letters, public notices, email, internet and paper copies.	10-01-2012 Cllr Hadland Paul Lewin, Planning Policy and Conservation Manager plewin@northampton.gov.uk
HRA - Self Financing Business Plan	 Report of Director of Housing	Cabinet	18 Jan 2012	KEY			10-01-2012 Cllr Markham Christine Ansell, Head of Landlord Services cansell@northampton.gov.uk
Capital Appraisals and Variations	 Approval of new 2011-12 in-year capital appraisals and variations.	Cabinet	18 Jan 2012	KEY	Directors and Portfolio Holders.	Briefing from relevant budget/project manager,	10-01-2012 Cllr Bottwood Bill Lewis, Head of Finance blewis@northampton.gov.uk




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Affordable Housing Draft Supplementary Planning Document/Interim Position	 Cabinet approval of an affordable Housing Draft Supplementary Planning Document/ Interim Position Statement for public consultation.	Cabinet	18 Jan 2012	KEY	Developers/landowners, Homes and Communities Agency, registered social landlords, statutory consultees, interest groups and the general public.	Notice, email, letter, website and provision of copies at the Guildhall and libraries in the Borough.	10-01-2012 Cllr Hadland Sue Bridge, Head of Planning sbridge@northampton.gov.uk
Property Disposal Programme - 2011-12	 Approval of disposal	Cabinet	8 Feb 2012	KEY	Ward Councillors and all Councillors where necessary.	By mail, e-mail, telephone and face to face meetings where appropriate.	31-01-2012 Cllr Hadland Simon Dougall, Asset Manager sdougall@northampton.gov.uk
Response of Cabinet to Recommendations made by O & S Panel H on 25th May 2011 concerning less and other contractual provision relating to Sixfields Stadium	Provide formal response to recommendations.	Cabinet	8 Feb 2012	NON-KEY	Relevant Organisations – as appropriate.	By mail, email, telephone and face to face meetings where appropriate	31-01-2012 Cllr Hadland Simon Dougall, Asset Manager sdougall@northampton.gov.uk
Finance and Performance Report	 Noting the report, approval of any relevant capital appraisals.	Cabinet	8 Feb 2012	KEY			Cllr Bottwood 31-01-2012 Bill Lewis, Head of Finance blewis@northampton.gov.uk




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Draft Developer Contributions Supplementary Planning Document (SPD)	 To agree for the Draft SPD to be released for formal publication consultation in line with planning regulations.	Cabinet	8 Feb 2012	KEY	Everyone on the Council's LDF database including key stakeholders, Government Organisations community groups, developers and the general public.	Email notification, advert notice, press release, hard copies at libraries and One Stop Shop.	31-01-2012 Cllr Hadland Richard Palmer, Planning Policy Team Leader
Capital Appraisals and Variations	 Approval of new 2011-12 in-year capital appraisals and variations.	Cabinet	8 Feb 2012	KEY	Director and Portfolio Holders.	Briefing from relevant budget/project manager.	31-01-2012 Cllr Bottwood Bill Lewis, Head of Finance blewis@northampton.gov.uk
Treasury Management Strategy 2012-2015	Recommendation of the Treasury Management Strategy 2012-2015 for Council approval.	Cabinet	22 Feb 2012	NON-KEY	Sector, Management Board, Portfolio Holder	Discussion and Call Over	14-02-2012 Cllr Bottwood Bill Lewis, Head of Finance blewis@northampton.gov.uk
General Fund Revenue Budget Setting 2012-2015	Cabinet recommendation to Council to approve the General Fund Revenue Budget.	Cabinet	22 Feb 2012	NON-KEY	Public, Business, Staff, Management Board, Overview and Scrutiny, Audit Committee.	Participated in development of Council priorities during 2010/11 and invited to participate in consultation on draft budget proposals during January/February.	14-02-2012 Cllr Bottwood Bill Lewis, Head of Finance blewis@northampton.gov.uk






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HRA Budget and Rent Setting	Cabinet recommendation to Council to approve the HRA Budget and Rent	Cabinet	22 Feb 2012	NON-KEY	Public, Business, Staff, Management Board.	Mid November 2011 consultation meeting with Tenant Sounding Board members, Staff and Management Board involved in development and challenge of budget proposals.	14-02-2012 Cllr Bottwood Bill Lewis, Head of Finance blewis@northampton.gov.uk
Prudential Indicators for Capital Finance 2012-2015	Recommendation for the Prudential Indicators for Capital Finance 2012-2015 for Council approval	Cabinet	22 Feb 2012	NON-KEY	Sector, Management Board, Portfolio Holder	Discussion and Call Over	14-02-2012 Cllr Bottwood Bill Lewis, Head of Finance blewis@northampton.gov.uk
Corporate Plan 2012-15	 Agree to recommend the 2012-15 Corporate Plan to Council for approval.	Cabinet	22 Feb 2012	KEY	Heads of Service, Management Board and Cabinet Members.	Meetings with Management Board, Heads of Service and Cabinet.	14-02-2012 Cllr Mackintosh Dale Robertson, Head of Performance and Improvement drobertson@northampton.gov.uk
Capital Programme and Capital Strategy 2012-2015	Agree to recommend the capital programme 2012/13 and capital strategy 2012-15 to Council for approval.	Cabinet	22 Feb 2012	NON-KEY	Budget Managers, Heads of Service and Management Board, public.	Budget Monitoring meetings, management board and Call Over, budget consultation will include capital strategy.	14-02-2012 Cllr Bottwood Bill Lewis, Head of Finance blewis@northampton.gov.uk
Air Quality Progress Report	 Decision to resolve four of the eleven Air Quality Management Areas within Northampton.	Cabinet	7 Mar 2012	KEY	Planning, Finance, Legal, NCC Highways, Highways Agency, Primary Care Trust.	By email	Cllr Caswell 28-02-2012 Ruth Austen rausten@northampton.gov.uk

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Procurement Strategy	 Approval of the revised Procurement Strategy	Cabinet	7 Mar 2012	KEY	Director of Finance and Support, Head of Finance, Management Board and Audit Committee.	The Procurement Strategy has been circulated for comment prior to seeking Cabinet approval.	28-02-2012 Cllr Bottwood Bill Lewis, Head of Finance blewis@northampton.gov.uk
Capital Appraisals and Variations	 Approval of new 2011-12 in-year capital appraisals and variations.	Cabinet	7 Mar 2012	KEY	Directors and Portfolio Holders.	Briefing from relevant budget/project managers.	28-02-2012 Cllr Bottwood Bill Lewis, Head of Finance blewis@northampton.gov.uk
Developer Contributions Supplementary Planning Document (SPD)	 To set out the representations received as a result of the public consultation and associated officer responses, together with any resultant amendments to the draft SPD. Following consideration of the responses and any proposed amendments, adoption of the SPD.	Cabinet	18 Apr 2012	KEY	Consultation would have been undertaken in conformity of the planning regulations.	Email notification, advert notice, press release, hard copies at libraries and One Stop Shop.	05-04-2012 Cllr Hadland Richard Palmer, Planning Policy Team Leader
Extension of Cleaning Services	 Approval to extend the cleaning service to flats and maisonettes that do not currently receive a service and review arrangements for existing services.	Cabinet	18 Apr 2012	KEY	All those tenants affected will be consulted individually.	By survey and information leaflets.	05-04-2012 Cllr Markham Christine Ansell, Head of Landlord Services cansell@northampton.gov.uk



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Tenant Involvement Strategy	 Approve the tenant involvement strategy.	Cabinet	9 May 2012	KEY	All tenants.	Individually	30-04-2012 Cllr Markham Christine Ansell, Head of Landlord Services cansell@northampton.gov.uk
Overview and Scrutiny: Scrutiny Panel 1 - Hate Crime	To receive the report of the Overview and Scrutiny Panel 1 – Hate Crime	Cabinet	9 May 2012	NON-KEY	All Members of the Overview and Scrutiny Committee. Members of Scrutiny Panel 1. Expert Advisors.	Meetings of the Overview and Scrutiny Committee. Meetings of the Scrutiny Panel. Expert Adviser evidence.	30-04-2012 Cllr Mackintosh Tracy Tiff, Overview and Scrutiny Officer ttiff@northampton.gov.uk
Overview and Scrutiny Report: Scrutiny Panel 2: Independent Living Strategy	To receive the report of the Overview and Scrutiny Panel 2 Independent Living Strategy.	Cabinet	9 May 2012	NON-KEY	All Members of the Overview and Scrutiny Committee. Members of Scrutiny Panel 2. Expert Advisors.	Meetings of the Overview and Scrutiny Committee. Meetings of the Scrutiny Panel Expert Adviser evidence.	30-04-2012 Cllr Markham Tracy Tiff, Overview and Scrutiny Officer ttiff@northampton.gov.uk
Strategic Business Review - ICT	 Approve recommendations in relation to the future provision of ICT and Print Services.	Cabinet	9 May 2012	KEY			30-04-2011 Cllr Bottwood Marion Goodman, Head of Customer Services and ICT mgoodman@northampton.gov.uk
Finance and Monitoring Outturn Report	 Noting the report, approval if any relevant capital appraisals	Cabinet	25 Jul 2012	KEY	Budget holders, Management Board.	Budget Monitoring Process	17-07-2012 Cllr Bottwood Bill Lewis, Head of Finance blewis@northampton.gov.uk