



**PUBLISHED:**

## **FORWARD PLAN**

### **FOR THE PERIOD 1 MARCH 2012 TO 29 JUNE 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 : 1 March 2012 to 29 June 2012**

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
St James Employment Area Local Development Order	To review representations made on the draft St James Employment Area Local Development Order and if necessary approve any proposed changes to the Order, prior to its submission to the Secretary of State and subsequent adoption by the Council.	Cabinet	7 Mar 2012	NON-KEY	Consultation will be undertaken with a range of organisations, owners and occupiers within and out with the proposed area, consistent with the relevant planning regulations.	Letter, email notification, site notice, advert notice, press release, hard copies at libraries and Guildhall One Stop Shop.	28-02-2012 Cllr Hadland Sue Bridge, Head of Planning sbridge@northampton.gov.uk
Response to Cabinet to recommendations made by O & S Scrutiny Panel H on the 25th May 2011 concerning lease and other contractual provisions relating to Sixfields Stadium	Provide formal response to recommendations.	Cabinet	7 Mar 2012	NON-KEY	Relevant organisations – as appropriate.	By mail, email, telephone and face to face meetings where appropriate.	28-02-2012 Cllr Hadland Chris Cavanagh, Head of Regeneration and Development ccavanagh@northampton.gov.uk




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Review of discretionary business rates scheme	🔑 To agree to undertake a process, in conjunction with the voluntary and community sector to consult on the criteria for awarding discretionary business rates relief following the localisation of National Non-Domestic Rates (NDR) expected to take effect from 1 <sup>st</sup> April 2013	Cabinet	7 Mar 2012	KEY	Representatives of the voluntary and community sector (wide consultation on the review itself will follow if the report is approved)	Direct discussion.	28-02-2012 Cllr Eldred Thomas Hall, Head of Policy and Community Engagement thall@northampton.gov.uk
Sheltered Housing Review	🔑 To accept the initial findings of the Sheltered Housing Review and agree a further period of consultation.	Cabinet	7 Mar 2012	KEY	All sheltered housing tenants, voluntary and statutory agencies, future customers of the services, employees of the service and community/faith organisations.	Questionnaires, telephone interviews, focus groups and one to one meetings	28-02-2012 Cllr Markham Fran Rodgers, Head of Strategic Housing frodgers@northampton.gov.uk
Parking at St John's Surface Car Park and at Albion Place	To consider issues that may arise out of formal advertisement of proposed amendments to an existing Off Street Parking Places Order.	Cabinet	7 Mar 2012	NON-KEY	No one specifically, the report will deal with public responses received (if any) to formal advertisement process.	N/A	28-02-2012 Cllr Hadland Simon Dougall, Asset Manager sdougall@northampton.gov.uk





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Proposed Billing Road Conservation Area	 Consider representations made on the potential designation of the Billing Road Conservation Area and if necessary approve amendment to the boundary, area assessment and management plan prior to the designation of the Billing Road Conservation Area.	Cabinet	7 Mar 2012	KEY	Partner organisations, Local Residents, Business and Amenity Groups.	Letter and information leaflet, all details available on web.	28-02-2012 cllr T Hadland Sue Bridge, Head of Planning sbridge@northampton.gov.uk
Kingsley Article 4 Direction	To revoke the existing Kingsley Article 4 Direction (in place for the original extent of the Kingsley Conservation Area) and to serve a new Article 4 Direction for the current Kingsley Conservation Area as extended in March 2009.	Cabinet	7 Mar 2012	NON-KEY	All owners/occupiers within proposed Article 4 Direction area.	Information leaflet and letter.	28-02-2012 Cllr Hadland Sue Bridge, Head of Planning sbridge@northampton.gov.uk
Finance and Performance Report	 Noting the report, approval of any relevant capital appraisals.	Cabinet	7 Mar 2012	KEY			28-02-2012 Cllr Bottwood Bill Lewis, Head of Finance blewis@northampton.gov.uk






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Planning Obligations - Supplementary Planning Document (SPD)	 To agree for the Draft SPD to be released for formal publication consultation in line with planning regulations.	Cabinet	7 Mar 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.	28-02-2012 Cllr Hadland Richard Palmer, Planning Policy Team Leader
Community Centres - Appointments of Management Organisations	 To approve in principle, the appointment of community organisation(s) to run one or more community centre(s).	Cabinet	28 Mar 2012	KEY	Local community organisations, ward councillors, support organisations (Community Matters, Northampton Volunteering Centre, Locality etc) NBC Asset Management, Finance and Legal Services.	Regular meetings of project team and programme board: direct enquiry.	20-03-2012 Cllr Eldred Thomas Hall, Head of Policy and Community Engagement thall@northampton.gov.uk
Capital Appraisals and Variations	 Approval of new 2011-12 in-year capital appraisals and variations.	Cabinet	28 Mar 2012	KEY	Director and Portfolio Holders.	Briefing from relevant budget/project manager.	20-03-2012 Cllr Bottwood Bill Lewis, Head of Finance blewis@northampton.gov.uk
Ombudsman Report regarding an application for Disabled Facilities Grant	1) Note the report 2) Note the actions taken in response to that report	Cabinet	28 Mar 2012	NON-KEY	Legal services, the applicant.	N/A	20-03-2012 Fran Rodgers, Head of Strategic Housing frodgers@northampton.gov.uk





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Land at Midsummer Meadow, Becketts Park and Delapre Park	 Approval in principle to the disposal of land by private treaty that is identified in a proposed compulsory purchase order to be sought by WNDC.	Cabinet	28 Mar 2012	KEY	Relevant Bodies	By mail, email, telephone and face to face meetings where appropriate.	20-03-2012 Cllr Hadland Simon Dougall, Asset Manager sdougall@northampton.gov.uk
Procurement Strategy	 Approval of the revised Procurement Strategy	Cabinet	18 Apr 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.	05-04-2012 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	18 Apr 2012	KEY	Planning, Finance, Legal, NCC Highways, Highways Agency, Primary Care Trust.	By email	Cllr Caswell 05-04-2012 Ruth Austen rausten@northampton.gov.uk
Community Centres - Appointment of Management Organisations	To approve in principle the appointment of community organisation(s) to run one or more community centre(s).	Cabinet	18 Apr 2012	NON-KEY	Local community organisations, ward councillors, support organisations (Community Matters, Northampton Volunteering Centre, Locality etc) NBC Asset Management, Finance and Legal Services.	Regular meetings of project team and programme board; direct enquiry.	05-04-2012 Cllr Eldred Thomas Hall, Head of Policy and Community Engagement thall@northampton.gov.uk
Capital Appraisals and Variations	 Approval of new 2011-12 and 2012-13 in-year capital appraisals and variations.	Cabinet	18 Apr 2012	KEY	Directors and Portfolio Holders.	Briefing from relevant budget/project manager	05-04-2012 Cllr Bottwood Bill Lewis, Head of Finance blewis@northampton.gov.uk

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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
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





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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
Central Area Action Plan Submission Document	 To review representations made on the focused changes together with additional minor proposed amendments to the plan. To approve the Plan for submission to the Planning Inspectorate for Examination.	Cabinet	9 May 2012	KEY	The document has been extensively consulted upon previously; however, as part of the submission process organisations and individuals including those previously consulted will be notified of the submission.	Letter, email notification, press release, hard copies at libraries and Guildhall One Stop Shop.	30-04-2012 Cllr T Hadland Richard Palmer, Planning Policy Team Leader
Capital Appraisals and Variations	 Approval of new 2011-12 and 2012-13 in-year capital appraisals and variations	Cabinet	9 May 2012	KEY	Directors and Portfolio Holders	Briefing from relevant budget/project managers	30-04-2012 Cllr Hadland Bill Lewis, Head of Finance blewis@northampton.gov.uk

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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
Corporate Performance Outturn 2011-12	That Cabinet note the contents of the report and considers what actions are necessary, if any, to address arising issues.	Cabinet	25 Jul 2012	KEY	Directors and Heads of Services.	Via the Performance Management Framework	17-07-2012 Cllr Mackintosh Dale Robertson, Head of Performance and Improvement drobertson@northampton.gov.uk