



**PUBLISHED:**

## **FORWARD PLAN**

### **FOR THE PERIOD 3 SEPTEMBER 2012 TO 31 DECEMBER 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 Cabinet Member for Environment	cllr.jcaswell@northampton.gov.uk
Councillor Alan Bottwood	Cabinet Member for Finance	cllr.abottwood@northampton.gov.uk
Councillor Tim Hadland	Cabinet Member for Regeneration, Enterprise and Planning	cllr.thadland@northampton.gov.uk
Councillor Mary Markham	Cabinet Member for Housing	cllr.mmarkham@northampton.gov.uk
Councillor Brandon Eldred	Cabinet Member 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


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<b>Subject</b>	<b>Expected Decision to be Made</b> (  = KEY decision)	<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>
Enterprise Zone Business Plan and Financial Model	 For Cabinet to approve the principles and approach set out.	Cabinet	12 Sep 2012	KEY	SEMLEP EZ Board, WNDC.	Briefings	04-09-2012 Cllr Hadland Chris Cavanagh, Head of Regeneration and Development ccavanagh@northampton.gov.uk
Community Centres- Appointment of Management Organisation(s)	To approve the appointment of community organisation(s) to run one or more community centre(s)	Cabinet	12 Sep 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.	04-09-2012 Cllr Eldred Nicci Marzec, Head of Partnership Support nmarzec@northampton.gov.uk
Community Forums Report	Recognise and welcome the work of the forums.	Cabinet	12 Sep 2012	NON-KEY	Forum Co chairs.	L Ambrose will liaise with them	04-09-2012 Cllr Mackintosh Lindsey Ambrose, Community Engagement and Equalities Officer lambrose@northampton.gov.uk
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	12 Sep 2012	KEY	All those tenants affected will be consulted individually.	By survey and information leaflets.	04-09-2012 Cllr Markham Mary Wood, Interim Head of Landlord Services mwood@northampton.gov.uk






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Shared Legal Service with East Northamptonshire Council	 To approve a shared legal service with ENC.	Cabinet	12 Sep 2012	KEY	Management Board and Staff.	Briefing including Business Case.	04-09-2012 Cllr Macksintosh Francis Fernandes, Borough Secretary ffernandes@northampton.gov.uk
Pre-Submission West Northamptonshire Joint Core Strategy Proposed Changes - Response	 Approve recommended representations on the proposed changes.	Cabinet	12 Sep 2012	KEY	Housing Directorate and other relevant specific areas.	Comment on the Cabinet paper.	04-09-2012 Cllr Hadland Paul Lewin, Planning Policy and Conservation Manager plewin@northampton.gov.uk
Designation of the Spring Boroughs Neighbourhood Plan Area	 Approve the application of a Neighbourhood Planning Area	Cabinet	12 Sep 2012	KEY	Not applicable	Not applicable.	04-09-2012 Cllr Hadland Sue Bridge, Head of Planning sbridge@northampton.gov.uk
Disposal of Museum Artefact	 Agreement to dispose of a significant museum artefact, and therein to take all necessary steps to achieve that disposal.	Cabinet	12 Sep 2012	KEY	Relevant elected members, key agencies, affected people and organisations, other museums, staff and other relevant parties.	A variety of mechanisms including face to face and written.	04-09-2012 Cllr Eldred Julie Seddon, Director of Customers and Cultural Services julieseddon@northampton.gov.uk
Tenant Engagement Strategy	 Approve the Tenant Engagement Strategy.	Cabinet	12 Sep 2012	KEY	All tenants.	Individually	04-09-2012 Cllr Markham Tim Ansell, Housing Services Manager tansell@northampton.gov.uk




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Proposed Registered Provider affordable housing development at Greenfield Avenue former garage site	 Approve disposal of the former garage site through the Registered Provider framework at less than best value in order to develop affordable housing. Approve delegated decision authority to negotiate the terms of the disposal.	Cabinet	12 Sep 2012	KEY	Ward Councillors, local residents.	Written to, consultation events, email.	04-09-2012 Cllr Markham Gary Parsons, Housing Strategy and Performance Manager gparsons@northampton.gov.uk
Kingsley Article 4 Direction	 Kingsley Article 4 Direction to be confirmed	Cabinet	12 Sep 2012	KEY	The consultation has already taken place. There has been one formal objection to the making of the Article 4 Direction Order. Cabinet need to consider this objection in a quasi legal capacity.	No further consultation required	04-09-2012 Cllr Hadland Sue Bridge, Head of Planning sbridge@northampton.gov.uk
Finance and Performance Report to the end of June	 That Cabinet note the contents of the report and considers what actions are necessary, if any, to address arising issues.	Cabinet	12 Sep 2012	KEY	Directors and Heads of Service.	Via the Performance Management Framework.	04-09-2012 Cllr Mackintosh Catherine Wilson, Head of Business Change cwilson@northampton.gov.uk
Property Strategy	 Approval appropriate delegation arrangements for specific decisions.	Cabinet	12 Sep 2012	KEY	Management Board and Cabinet Members.	Discussion and Call Over.	04-09-2012 Cllr Markham Bill Lewis, Head of Finance blewis@northampton.gov.uk




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Shared Regeneration Programme	For Cabinet to note progress of key regeneration projects.	Cabinet	12 Sep 2012	NON-KEY	Senior Management and Cabinet Members.	Briefings.	07-09-2012 Cllr Hadland Chris Cavanagh, Head of Regeneration and Development ccavanagh@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	3 Oct 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.	25-09-2012 Cllr Hadland Richard Palmer, Planning Policy Team Leader
Local Government Shared Services Outline Business Case	 To consider the outlined Business Case for LGSS	Cabinet	3 Oct 2012	KEY			25-09-2012 Cllr Mackintosh Isabell Procter, Director of Resources iprocter@northampton.gov.uk




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Affordable Housing Interim Statement - Adoption	 Adoption of the Affordable Housing Interim Statement	Cabinet	3 Oct 2012	KEY	The document has been subject to extensive consultation. This includes internally and externally with developers/registereds, landlords, general public, other interest groups and those on the Local Development Framework database (over 500 notifications)	Via a variety of media, notices within the local press, email, letter, website, making the document available in libraries and in the One Stop Shop	25-09-2012 Cllr Hadland Sue Bridge, Head of Planning sbridge@northampton.gov.uk
Protocol for preparation of a Neighbourhood Development Plan within Northampton under the Localism Act 2011	 Approve a protocol for determining Neighbourhood Planning areas for civil parished and non-parished areas within the Borough; and the prioritisation for the allocation of NBC resources for Neighbourhood Planning.	Cabinet	3 Oct 2012	KEY	Not Applicable	Not Applicable	Sue Bridge, Head of Planning sbridge@northampton.gov.uk

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Property Services Materials	Approval of the most efficient and economic method to provide materials for Property Services Staff to repair council houses and corporate properties.	Cabinet	14 Nov 2012	NON-KEY	Unions and affected staff.	Regular meeting and updates.	06-11-2012 Cllr Markham Mary Wood, Interim Head of Landlord Services mwood@northampton.gov.uk
Finance and Performance Report to the end of September	 That Cabinet note the contents of the report and considers what actions are necessary, if any, to address arising issues.	Cabinet	14 Nov 2012	KEY	Directors and Heads of Service.	Via the Performance Management Framework.	06-11-2012 Cllr Mackintosh Catherine Wilson, Head of Business Change cwilson@northampton.gov.uk
Sheltered Housing Review (Support Provision)	 That Cabinet note the outcomes from new customer consultation and approve the new support provision for the Sheltered Housing Service.	Cabinet	14 Nov 2012	KEY	All customers who currently receive the service, all future/potential customers, all stakeholders, statutory agencies and voluntary agencies, faith groups, community organisations and elected politicians.	Focus Groups, One to One meetings, questionnaires, drop-in surgeries, Web based questionnaires, specific customer consultation events etc.	06-11-2012 Cllr Markham Fran Rodgers, Head of Strategic Housing frodgers@northampton.gov.uk
Treasury Management Mid Year Report 2012-13	That Cabinet recommend to Council that they note the Council's treasury management performance to 230 <sup>th</sup> September 2012.	Cabinet	14 Nov 2012	NON-KEY	S. 151 Officer, Monitoring Officer, Cabinet Member for Finance, Audit Committee.	Briefing notes, reports and/or meetings.	06-11-2012 Cllr Bottwood Robin Bates, Head of Finance and Resources rbates@northampton.gov.uk





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Medium Term Financial Strategy Update	Approve the updates to the Medium Term Financial Strategy.	Cabinet	14 Nov 2012	NON-KEY	N/A	N/A	06-11-2012 Cllr Bottwood Robin Bates, Head of Finance and Resources rbates@northampton.gov.uk
Tenancy Strategy 2012-2013	 Approve the Tenancy Strategy and the accompanying Tenancy Policy.	Cabinet	12 Dec 2012	KEY	Private Registered Providers, Homes and Communities Agencies, Management Board, Housing, Planning, General Public (12 week consultation) Tenants and households on the Housing Register.	16 week consultation with documents on the internet for comments with a purpose built questionnaire. Awareness Session in the Great Hall for all Consultees, Tenants Area Panels in July and internal briefing sessions for staff.	Cllr Markham 04-12-2012 Gary Parsons, Housing Strategy and Performance Manager gparsons@northampton.gov.uk
Housing Allocations Scheme	 Approval of the Housing Allocations Scheme	Cabinet	12 Dec 2012	KEY	All customer on the housing register, housing association partners, statutory and voluntary agencies, elected members, trade union staff at NBC and community forums/community organisations and faith groups.	Questionnaire, one to one meetings, surgeries, focus groups, forums, drop in sessions and letters.	04-12-2012 Cllr Markham Fran Rodgers, Head of Strategic Housing frodgers@northampton.gov.uk

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Draft Budget 2013-2016	Approve the draft capital and revenue budgets for consultation with the public.	Cabinet	19 Dec 2012	NON-KEY	The public and local businesses.	Online and paper survey and meetings	11-12-2012 Cllr Bottwood Robin Bates, Head of Finance and Resources rbates@northampton.gov.uk
Council Tax Reduction Scheme	 Approval of Local Council Tax Reduction Scheme design.	Cabinet	19 Dec 2012	KEY	Public and Stakeholders.	6 week consultation with documents on the internet for comments with a purpose built questionnaire. Meetings held with third sector and attendance at minority forums.	11-12-2012 Cllr Bottwood Robin Bates, Head of Finance and Resources rbates@northampton.gov.uk