

West Northamptonshire

SHADOW AUTHORITY



Meeting: West Northamptonshire Shadow Authority

Date: 18 August 2020

Time: 7:00 pm

Venue: Virtual meeting via Zoom

Members of the West Northamptonshire Shadow Authority are summoned to attend a meeting to consider the items of business listed on the agenda below:

The meeting will be available for the public to view here:

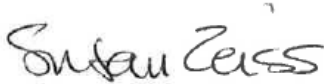
<https://www.youtube.com/channel/UCujrRO-y6RzkN6zPQ-xNAtA>

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Contact: democraticservices@westnorthants.gov.uk

Item		Page no.
01	To receive apologies for non-attendance	-
02	To approve the minutes of the meeting held on 2nd June 2020	7-12
03	To receive declarations of interest	-
04	To receive announcements from the Chair	-
05	To receive statements from members of the public This item is limited to 30 minutes.	-
06	Question submitted by councillors and members of the public Questions of which prior notice have been given may be asked of the Chair, Leader, Portfolio Holder or the Chair of a Committee. This item is limited to 30 minutes.	-
07	To receive the Record of Decisions of the Shadow Executive Committee and the minutes of other committees: <ul style="list-style-type: none"> a) Shadow Executive Committee – 9th June 2020 b) Shadow Executive Committee – 23rd June 2020 c) Shadow Executive Committee – 21st July 2020 d) Shadow Overview & Scrutiny Committee – 30th June 2020 (draft) e) Shadow Senior Appointments Committee – 7th July 2020 (draft) 	13-14 15-16 17-18 19-20 21-22

08	<p>Appointment of the Chief Executive</p> <p>Report by the Senior Appointments Committee.</p>	23-25
09	<p>West Northamptonshire Shadow Authority Scheme of Allowances 2020-21</p> <p>Report by the Independent Remuneration Panel</p>	27-38
10	<p>West Northamptonshire Shadow Authority Governance</p> <p>Report by the Monitoring Officer</p>	39-42
11	<p>Motion on notice</p> <p>11 a) Motion submitted by Councillor Gareth Eales</p> <p>Reorganisation, 12 years of austerity, Brexit, Covid 19 - all of these challenges are going to have an impact on local economies, demand pressures, staffing.</p> <p>We therefore call on the shadow authority to communicate with all the trade unions to ensure we maximise the goodwill and expertise of the staff body in managing the challenges of reorganisation. We ask the Shadow Authority to recommend to the new authority they continue to work in partnership with all the trade unions and ensure regular dialogue and comprehensive communications.</p> <p>We further call on the Shadow Authority to request that the future employers include information about trade unions in the induction packs for new staff, including senior appointments.</p> <p>11 b) Motion submitted by Councillor Zoe Smith</p> <p>Our Sovereign Councils have agreed there is a climate emergency. As the shadow successor authority, we have agreed a task and finish environment group to advise on the way forward. We call on this group to consider:</p> <ul style="list-style-type: none"> • how best to draw on the knowledge, expertise and commitment of climate emergency Groups; • how to engage all partners in this issue; and • how to put the climate emergency on everyone’s agenda and in everyone’s work plan. <p>11 c) Motion submitted by Councillor Jonathan Harris</p> <p>The recent decision by NCC to go ahead with arranging and awarding the Highways Maintenance Contract is premature. The new West Northamptonshire Council should make these decisions as the contract need not start until 2022 and its impact will be felt for years to come.</p> <p>This Shadow Council is asked, therefore, to request that NCC does not adopt a new Highways Maintenance Contract covering West Northamptonshire and that approval of any contract is deferred until it can be considered by the new West Northamptonshire Council in 2021 and as</p>	-

	part of that process, the option of bringing the maintenance work in-house is thoroughly assessed.	
12	Urgent Items To consider any items of business of which notice has been given to the Proper Officer prior to the first meeting of the Shadow Authority and the Chairman considers to be urgent pursuant to the LGA 1972.	
	 Susan Zeiss, Proper Officer 10th August 2020	

Democratic Services
c/o One Angel Square
Angel Street
Northampton
NN1 1ED

What is the Shadow Authority?

In accordance with Government legislation, a West Northamptonshire Shadow Authority has been established in order to oversee preparations for the establishment of a new local authority for West Northamptonshire by April 2021. It is responsible for certain major decisions, including setting the budget for the new authority.

Who are the members of the Shadow Authority?

The shadow authority is composed of all of the existing borough, district and county councillors in the West Northamptonshire area:

Daventry District Council	Northampton Borough Council	Northamptonshire County Council	South Northamptonshire Council
Number of Wards: 16	Number of Wards: 33	Number of Divisions: 31	Number of Wards: 27
Number of Councillors: 36	Number of Councillors 44 (one vacancy)	Number of Councillors: 30 (one vacancy)	Number of Councillors: 41 (one vacancy)
Johnnie Amos Richard Auger Adam Brown Nick Bunting Alan Chantler Daniel Cribbin Stephen Dabbs Deanna Eddon Rupert Frost Jo Gilford Liz Griffin Lauryn Harrington-Carter Jonathan Harris Alan Hills Amy Howard Wayne Howard Cécile Irving-Swift David James Catherine Lomax Malcolm Longley Peter Matten Richard Micklewright Chris Millar Colin Morgan Stephen Osborne Kevin Parker Sarah Peck Jason Pritchard Wendy Randall Ken Ritchie Ian Robertson John Shephard David Smith Mike Warren Mark Wesley Lesley Woolnough	Tony Ansell Rufia Ashraf Mohammed Azizur-Rahman Sally Beardsworth Jane Birch Alan Bottwood Muna Cali Nazim Choudary Clement Chunga Julie Davenport Janice Duffy Gareth Eales Terrie Eales Brandon Eldred Penelope Flavell Matthew Golby Luke Graystone Tim Hadland Mike Hallam Anamul Haque Stephen Hibbert James Hill Paul Joyce Andrew Kilbride Samuel Kilby-Shaw Anna King Jamie Lane Phil Larratt Christopher Malpas Brian Markham Mary Markham Les Marriott Arthur McCutcheon Dennis Meredith Jonathan Nunn Brian Oldham	Richard Auger* Fiona Baker* Jane Birch* Lizzy Bowen Rebecca Breese* Adam Brown* Robin Brown Pinder Chauhan Michael Clarke Julie Davenport* Gareth Eales* Matthew Golby* André Gonzalez de Savage Mike Hallam* Amy Howard* Cécile Irving-Swift* Andrew Kilbride* Stephen Legg Malcolm Longley* Arthur McCutcheon* Dennis Meredith* Ian Morris Stephen Osborne* Suresh Patel* Anjona Roy Sam Rumens Judy Shephard Danielle Stone* Winston Strachan Allen Walker*	Ann Addison Mark Allen Robert Atkinson Anthony Bagot-Webb Fiona Baker Dermot Bambridge Sandra Barnes MBE Phil Bignell Caryl Billingham MBE Rebecca Breese John Budden Carole Clarke Roger Clarke Stephen Clarke Karen Cooper Richard Dallyn Hywel Davies Peter Davies Valerie Furniss Andrew Grant David Harries BEM Rosie Herring Steven Hollowell Gregor Hopkins Martin Johns Chris Lofts Dennis Loveland Charles Manners Ian McCord Abigail Medina Alice Kim Ord Ken Prichard Peter Rawlinson Lisa Samiotis Mary-Anne Sergison-Brooke Sandi Smallman

	Niles Ramesh-Parekh Suresh Patel Emma Roberts Catherine Russell Brian Sargeant Zoe Smith Danielle Stone Graham Walker		Catherine Tarbun John Townsend Allen Walker Elaine Wiltshire Paul Wiltshire
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When does the Shadow Authority meet?

The Shadow Authority meets in accordance with the schedule below, but it may meet more frequently if required. Meetings take place on Tuesdays at 7pm

- Tuesday 18 August 2020
- Tuesday 15 September 2020
- Tuesday 16 February 2021

The venue will be confirmed when the papers for a particular meeting are published, but at the moment meetings are taken place virtually. Members of the public who wish to view the meeting can do so via the West Northamptonshire Democratic Services YouTube Channel here:

<https://www.youtube.com/channel/UCujrRO-y6RzkN6zPQ-xNAtA>

How do I find out about what is being discussed at future meetings?

The agenda and reports for all meetings are published 5 working days in advance and can be downloaded here:

<https://cmis.northamptonshire.gov.uk/cm5live/WestNorthamptonshireShadowAuthority.aspx>

Can I participate in meetings?

Shadow Authority meetings are normally held in public. At present, members of the public may watch the proceedings via YouTube (see link above) in place of attending meetings in person. Members of the public who live or work in the area of the Shadow Authority may request to make a statement on any item on the public part of the agenda. Any person who wishes to make such a statement must submit their statement to the Monitoring Officer, via Democratic Services, at least 24 hours before the start of the meeting.

Declarations of Interest

Shadow Councillors are reminded that the Code of Conduct contains provisions relating to the declaration of interests. Please refer to the Code of Conduct for a fuller description of what constitutes an interest. Shadow Councillors are reminded of the seriousness of failing to declare an interest. Shadow Councillors are reminded that if they have a Discloseable Pecuniary Interest or a significant Non-Statutory Discloseable Interest in a matter to be discussed, whether registered or not, they must not take part in the debate or vote on that matter and should remove themselves from the meeting room irrespective of whether they are a member of the committee.

Members are reminded that under the Code of Conduct, they need only declare the existence of an interest if that interest is not already listed in their register of interests. When declaring an interest at a meeting, councillors are asked to state:

- The item number in which they have an interest;
- The nature of the interest; and
- Whether the interest is a Discloseable Pecuniary Interest or Non-statutory Disclosable Interest.

It is the responsibility of individual Shadow Councillors to decide whether any of these provisions apply in particular circumstances, but Shadow Councillors may wish to seek the advice of the Interim Monitoring Officer before the meeting.

WEST NORTHAMPTONSHIRE SHADOW COUNCIL

Tuesday, 2nd June 2020**Present:**

Councillor	Authority	Councillor	Authority
Ann Addison	SNC	Gregor Hopkins	SNC
Mark Allen	SNC	Amy Howard	DDC/NCC
Johnnie Amos	DDC	Wayne Howard	DDC
Tony Ansell	NBC	Cécile Irving-Swift	DDC/NCC
Rufia Ashraf	NBC	David James	DDC
Robert Atkinson	SNC	Martin Johns	SNC
Richard Auger	DDC/NCC	Paul Joyce	NBC
Mohammed Azizur Rahman	NBC	Andrew Kilbride	NBC/NCC
Anthony Bagot-Webb	SNC	Anna King	NBC
Fiona Baker	SNC/NCC	Jamie Lane	NBC
Dermot Bambridge	SNC	Phil Larratt	NBC
Sandra Barnes MBE	SNC	Chris Lofts	SNC
Sally Beardsworth	NBC	Catherine Lomax	DDC
Phil Bignell	SNC	Malcolm Longley	DDC/NCC
Caryl Billingham MBE	SNC	Dennis Loveland	SNC
Jane Birch	NBC/NCC	Ian McCord	SNC
Lizzy Bowen	NCC	Christopher Malpas	NBC
Rebecca Breese	SNC/NCC	Charles Manners	SNC
Adam Brown	DDC/NCC	Brian Markham	NBC
John Budden	SNC	Mary Markham	NBC
Nick Bunting	DDC	Les Marriott	NBC
Muna Cali	NBC	Dennis Meredith	NBC/NCC
Alan Chantler	DDC	Chris Millar	DDC
Pinder Chauhan	NCC	Colin Morgan	DDC
Nazim Choudary	NBC	Jonathan Nunn	NBC
Clement Chunga	NBC	Alice Kim Ord	SNC
Michael Clarke	NCC	Nilesh Ramesh Parekh	NBC
Stephen Clarke	SNC	Kevin Parker	DDC
Karen Cooper	SNC	Suresh Patel	NBC/NCC
Daniel Cribbin	DDC	Jason Pritchard	DDC
Stephen Dabbs	DDC	Ken Prichard	SNC
Julie Davenport	NBC/NCC	Wendy Randall	DDC
Peter Davies	SNC	Peter Rawlinson	SNC
Janice Duffy	NBC	Ken Ritchie	DDC
Gareth Eales	NBC/NCC	Emma Roberts	NBC
Terrie Eales	NBC	Anjona Roy	NCC
Brandon Eldred	NBC	Sam Rumens	NCC
Penelope Flavell	NBC	Catherine Russell	NBC
Rupert Frost	DDC	Lisa Samiotis	SNC
Valerie Furniss	SNC	Brian Sargeant	NBC
Jo Gilford	DDC	John Shephard	DDC
Matthew Golby	NBC/NCC	Judy Shephard	NCC
André Gonzalez de Savage	NCC	Sandi Smallman	SNC
Andrew Grant	SNC	David Smith	DDC
Luke Graystone	NBC	Zoe Smith	NBC
Liz Griffin	DDC	Danielle Stone	NBC/NCC

Tim Hadland	NBC	Winston Strachan	NCC
Mike Hallam	NBC/NCC	Catherine Tarbun	SNC
Anamul Haque	NBC	Allen Walker	SNC/NCC
David Harries BEM	SNC	Graham Walker	NBC
Lauryn Harrington-Carter	DDC	Mike Warren	DDC
Jonathan Harris	DDC	Mark Wesley	DDC
Rosie Herring	SNC	Elaine Wiltshire	SNC
Stephen Hibbert	NBC	Paul Wiltshire	SNC
James Hill	NBC	Lesley Woolnough	DDC
Alan Hills	DDC		

Officers in attendance:

Ed Bostock	Democratic Services Officer, NBC
George Candler	Interim Chief Executive, West Northamptonshire Shadow Authority
Anna Earnshaw	Deputy Chief Executive and Director of Adults' Services, Public Health and Wellbeing
Richard Ellis	Chief Executive, SNC
Theresa Grant	Chief Executive, NCC and Strategic Delivery Director, Northamptonshire LGR Programme
Paul Hanson	Democratic Services Manager, NCC
Paul Helsby	Programme Director, Northamptonshire Unitary Integrated Programme
Martin Henry	Interim Chief Finance Officer, West Northamptonshire Shadow Authority
Kathryn Holton	Democratic Services Officer, DDC
Andrew Hunkin	Executive Director: Resources (Monitoring Officer), SNC and Legal and Democratic Lead, Future Northants Programme
Maisie McInnes	Democratic Services Officer, NBC
Rebecca Peck	Assistant Director to the Chief Executive, NCC
Jeremy Rawling	Head of Programme Management Office, Future Northants Programme
Tracy Tiff	Democratic Services Manager, NBC
Ian Vincent	Chief Executive, SNC
Richard Woods	Democratic Services Officer, SNC
Susan Zeiss	Interim Monitoring Officer, West Northamptonshire Shadow Authority

1. OPENING OF THE MEETING

Theresa Grant, Proper Officer, called the meeting to order and invited the High Sheriff of Northamptonshire, Mr Paul Parsons Esq., to address the meeting.

Mr Parsons stated that the first meeting of the Shadow Authority represented an historic occasion. He summarised the historic ties between the office of High Sheriff and the county of Northamptonshire, noting their origins in the middle ages. He noted that the reorganisation of local government in the county had only taken place on such a scale on one other occasion since the late 19th century.

2. ELECTION OF THE CHAIR OF THE SHADOW AUTHORITY

The Democratic Services Manager called for nominations for the position of Chair of the Shadow Authority for the period 2020-21.

Councillor Alan Hills proposed and Councillor Mary Markham seconded “That Councillor Chris Millar be elected Chair of the West Northamptonshire Shadow Authority for the year 2020-21”. Councillor Hills explained that he had known Councillor Millar from the time he was first elected in 2002. He praised his leadership of Daventry District Council through both good and difficult times. Councillor Markham stated that she had worked alongside Councillor Millar and felt he would make an excellent Chair.

Upon the vote being taken, the motion was carried and Councillor Chris Millar was elected Chair. He accepted office by making the Declaration of Acceptance to Office and then took the Chair.

Councillor Millar thanked members for electing him as Chair of the Shadow Authority. He explained that he intended to manage meetings in a way that would be fair and mindful of the rights of members, but also efficient and effective. He explained the procedures by which meetings would be managed and thanked members for their cooperation.

3. APOLOGIES

Apologies were received from Councillor Arthur McCutcheon (NBC/NCC), Councillor Peter Matten (DDC), Councillor Abigail Medina (SNC), Councillor Ian Morris (NCC), Councillor Brian Oldham (NBC) and Councillor Lisa Samiotis (SNC)

4. DECLARATIONS OF INTEREST

There were none.

5. CONSTITUTION AND CODE OF CONDUCT FOR THE WEST NORTHAMPTONSHIRE SHADOW AUTHORITY

Councillor Rawlinson proposed the report of the Governance Task and Finish Group of the West Northamptonshire Joint Committee for adoption. In doing so, he explained that the Task and Finish Group had sought to make the Shadow Authority as open and transparent as possible, without compromising its efficiency.

Councillor Larratt seconded adoption of the report.

Shadow Councillors commented as follows:

- The Task and Finish Group members had worked well together and had formed recommendations by consensus;
- The Shadow Authority should recognise the importance of engagement with young people and revisit the issue of a youth council;
- The Shadow Authority should find a way to advance the cause of localism in a relatively large authority area. The views of parish and town councils and voluntary organisations would be important;
- It was suggested that the importance of climate change should be reflected in the principles of decisions making set out at Article 12;
- The Chair should hold the explicit power to reorder the business of meetings so as not to inconvenience members of the public exercising their right to attend;
- The gender neutrality of the constitution was praised; and
- Some members felt that opposition councillors should have greater representation on task and finish groups.

In responding to comments, Councillor Rawlinson wished the new Task and Finish Group well in their endeavours.

RESOLVED: that the Shadow Authority:

- a) noted the work undertaken by the Governance Task and Finish Group of the West Northamptonshire Joint Committee (WNJC) in relation to the draft Constitution, including the Code of Conduct for Members;
- b) approved and adopted the draft Constitution for the Shadow Authority attached at Appendix 1 to the report.
- c) approved the draft Code of Conduct for Members attached to the Constitution;
- d) approved the use of a system of recording member attendance at meetings of the Shadow Authority, its Executive, Committees and Sub-committees;
- e) delegated to the Interim/Appointed Monitoring Officer of the Shadow Authority the power to make typographical and non-substantial changes to the approved constitution, in consultation with the Chair of the Governance Task and Finish Group / Shadow Executive member responsible for governance; and
- f) Agreed that the Interim/Appointed Monitoring Officer, in consultation with the Chair of Standards Committee and the Chair of the Governance Task and Finish Group commences recruitment for Statutory Independent Persons to perform the functions required in relation to standards under Article 10 of the Constitution and in relation to statutory officers' disciplinary procedures under the Staff Employment Procedure Rules.

6. APPOINTMENT OF VICE-CHAIR

The Chair called for nominations for the position of Vice-Chair of the Shadow Authority for the period 2020-21.

Councillor André Gonzalez de Savage proposed and Councillor John Shephard seconded "That Councillor Pinder Chauhan be appointed Vice-Chair of the West Northamptonshire Shadow Authority for the year 2020-21". Councillor Gonzalez de Savage praised Councillor Chauhan's ability to work with businesses and the community in the local area.

Upon the vote being taken, the motion was carried and Councillor Chauhan was appointed Vice-Chair. She accepted office by making the Declaration of Acceptance of Office.

Councillor Chauhan thanked shadow councillors for electing her. She stated that she would act as the link between shadow councillors and the Chair and would represent all councillors in this regard.

7. APPOINTMENT OF INTERIM STATUTORY OFFICERS

Councillor Ian McCord proposed and Councillor Jonathan Nunn seconded the adoption of the recommendations set out in the report. Councillor Alan Chantler advised the Shadow Council that, as Chair of the relevant Task and Finish Group, he was pleased that the process and resulted in a satisfactory outcome.

RESOLVED that: the Shadow Authority agreed the following officer recommendations for statutory designations as below:

- a) Mr George Candler as the Interim Head of Paid Service;
- b) Ms Susan Zeiss as the Interim Monitoring Officer; and
- c) Mr Martin Henry as the Interim Chief Finance Officer (S.151 Officer).

8. COMMITTEE PROPORTIONALITY AND APPOINTMENT OF MEMBERS TO COMMITTEES

The Chair invited the Monitoring Officer to present the report. The Monitoring Officer advised shadow councillors that the report asked the Shadow Authority to note or confirm a number of decisions relating to the structure and governance of the Shadow Authority. She asked members to note that the Structural Change Order mandated that the Shadow Authority adopt a Leader and Cabinet Executive as defined by Part 1A of the Local Government 2000, as well as setting out the names of the Leader and Deputy Leader of the Shadow Authority.

Shadow Councillors were advised that it remained for the Shadow Authority to confirm the apportionment of seats on committees in accordance with the requirements of the Local Government and Housing Act 1989 relating to political balance, as well as the appointment of Chairs and Deputy Chairs. A list of the members of committees, along with the Chairs and Deputy Chairs had been circulated to members prior to the meeting.

Shadow Councillors were reminded that there would have to be a separate vote in respect of recommendation v). This was because the proposal was for all groups to be represented on the Standards Committee and this would not be the case if the appointments to that committee were made in accordance with the ordinary requirements relating to political balance. Members were asked to note that, for this recommendation should take effect, the vote would require no members to vote against that particular recommendation.

Councillor Ian McCord proposed and Councillor Jonathan Nunn seconded the adoption of the recommendations set out in the report. In proposing the report, Councillor McCord made the following comments:

- The establishment of a West Northamptonshire Council would represent both a fresh start and a bright future for local government in the county;
- His visions for 2025 was for an authority that could offer outstanding provision for children's services, a care system that was integrated with the NHS and wider health economy, rising educational attainment and revitalised town centres;
- He drew attention to economic growth plans, ambitious housing and employment targets and local road and bypass schemes;
- He also underlined the protection of the countryside and natural environment
- The budget would also be balanced and reserves at healthy levels to give financial space for new investment opportunities;
- He called on shadow councillors to play their part in establishing effective and trusting partnerships with public services, parish and town councils and the voluntary and community sector, as well as businesses of all sizes; and
- He encouraged shadow councillors to work in a spirit of cooperation to resolve the issues faced by local government in the west of the county and deliver a bright future for citizens.

Shadow Councillors commented as follows:

- It was hoped that, in the spirit of collegiate working, all members would take the opportunity to attend and participate in committee meetings; and
- Some members felt that there should be a greater opportunity for opposition groups to participate in the work of the Task and Finish Groups;

In response, Councillor McCord stated that opposition groups had been free to choose their nominees to the Task and Finish Groups. He encouraged Shadow Councillors to speak positively of the Shadow Authority and contribute positively to achieving the common good.

RESOLVED that the Shadow Authority:

- a) Noted the creation of a leader and cabinet executive within the meaning of Part 1A of the Local Government Act 2000(a) (arrangements with respect to local authority governance) ("the shadow executive");**
- b) Noted the members of the Shadow Executive Committee set out at paragraph 3.3 of the report;**
- c) Received the names of the Leaders and Deputy Leaders of the political groups as set out at paragraphs 3.4 and 3.5 of the report;**
- d) Agreed to constitute and decide on the allocation of places on committees between the political groups in accordance with the political balance**

requirements of the Local Government and Housing Act 1989, as set out at paragraph 3.10; and

e) **Confirmed the appointment of Committee Chairs, Deputy Chairs and members.**

As two members voted against the recommendation to allocate a seat on the Standards Committee to the Independent Group, that part of the recommendation was not adopted.

9. APPOINTMENT OF INDEPENDENT REMUNERATION PANEL – MEMBERS' ALLOWANCES SCHEME

Councillor Suresh Patel proposed and Councillor Mike Warren seconded the adoption of the recommendations set out in the report. In proposing the report, Councillor Patel thanked the members of the Working Group for their input.

Shadow Councillors commented as follows:

- Some felt disappointment that the Panel would be composed of one woman and three men. Some also and also questioned the lack of a trade union representative and representatives of ethnic minorities;
- Shadow Councillors were encouraged to understand that the consideration and adopted of a scheme of allowances was a requirement of the Structural Change Order, but it was entirely possible that allowances could be set at zero; and
- The Panel would not only review allowances for the Shadow Authority, but also for the authority that would follow.

In response, Councillor Patel stated that he would note the comments made.

RESOLVED: that the Shadow Authority:

- a) noted the requirements in relation to members' allowances;**
- b) noted the preparatory work undertaken by the West Northamptonshire Joint Committee and its Independent Remuneration Panel Task and Finish Group in relation to members' allowances and appointment of an Independent Remuneration Panel;**
- c) agreed to establish an Independent Remuneration Panel consisting of four members and appoints the persons set out in Appendix A to the report;**
- d) agreed the terms of reference of the Panel as outlined in 3.1.8 (b) of the report;**
- e) delegated to the Interim Monitoring Officer for the West Northamptonshire Shadow Authority, in consultation with the Chair of the Governance Task and Finish Group, to determine the remuneration of the IRP members, taking account of the remuneration received by IRP members in each of the four West Northamptonshire authorities and on the basis of paragraph 3.1.8 (c) of the report.**

10. Adoption of Calendar of Meetings

Councillor Ian McCord proposed and Councillor Jonathan Nunn seconded the adoption of the recommendations set out in the report.

RESOLVED: that the Shadow Authority noted and agreed to adopt the calendar of meetings dates set out at Appendix 1.

There being no further business, the meeting ended at 8.45pm

Record of Decisions of the Shadow Executive Meeting Held on Tuesday 9th June 2020

Item and Subject	Decision	Responsible Officer
<p>Item 05 - The Joint Implementation Executive: Terms of Reference</p>	<p>RESOLVED: That the Shadow Executive approved Appendix 1 - the Joint Implementation Executive - Terms of Reference and Roles and Responsibilities.</p> <p>REASONS: The Joint Implementation Executive provides strategic direction and leadership for the timely delivery of the Future Northants Programme, with individual accountability to residents and sovereign Councils, to a “Safe and Legal” standard, with additional transformation where possible. The approval and adoption of terms of reference allows business and issues to be dealt with in a structured manner and will enhance efficient and effective programme management.</p> <p>ALTERNATIVE OPTIONS: To not approve the Joint Implementation Executive Terms of Reference. This option would mean the benefits set out above would not be realised.</p> <p>CONFLICTS OF INTEREST DECLARED AND DISPENSATIONS GRANTED: None.</p>	<p>Andrew Hunkin</p>
<p>Item 06 - West Northamptonshire Shadow Authority Task and Finish Groups: Terms of Reference</p>	<p>RESOLVED: That the Shadow Executive:</p> <p>(i) Approved the setting up of the following Task and Finish Groups:</p> <ul style="list-style-type: none"> • Council Governance • Council Tax Harmonisation • Budget and Medium Term Financial Plan (MTFP) • Senior Appointments • Vision and Culture • Transformation • Civic Functions • Equalities • Disaggregation • Communications and Engagement • Day One Accommodation. <p>(ii) Approved the setting up of an Environmental Task and Finish Group and requested</p>	<p>Andrew Hunkin</p>

	<p>officers put in place the necessary arrangements; and (iii) Approved the terms of reference for the West Northamptonshire Shadow Authority Task and Finish Groups (Appendices 1 to 11).</p> <p>REASONS: The Task and Finish Groups are intended to provide the following benefits:</p> <ul style="list-style-type: none"> • Facilitate a wider understanding of the issues being dealt with through the FN Programme, including interdependencies. • Broaden political ownership of the issues, recommendations and decisions. • Enable Members in the Groups to hold each other to account and to test out ideas informally with each other and officers. • Spread the workload (for Members) - when there is so much to do and so many meetings to attend. <p>ALTERNATIVE OPTIONS: To not establish Task and Finish Groups. This would increase the risk of not achieving the outcomes or key dates specified.</p> <p>CONFLICTS OF INTEREST DECLARED AND DISPENSATIONS GRANTED: None.</p>	
<p>Item 07 - Update on Recruitment of Senior Officers</p>	<p>RESOLVED: That the Shadow Executive noted the progress made and next steps with recruitment to the permanent roles.</p> <p>REASONS: to provide an update on the Statutory Officer Permanent Recruitment Process; including progress to date and timeline for next steps</p> <p>ALTERNATIVE OPTIONS: Report for information only.</p> <p>CONFLICTS OF INTEREST DECLARED AND DISPENSATIONS GRANTED: None.</p>	<p>Rebecca Peck</p>

Record of Decisions of the Shadow Executive Meeting Held on Tuesday 23rd June 2020

Item and Subject	Decision	Responsible Officer
Item 04 - Minutes of the meeting held on 9th June 2020	RESOLVED: That the Shadow Executive approved the minutes of the meeting held on 9th June 2020, subject to the correction that Mr Ian Vincent is Chief Executive of Daventry District Council.	Andrew Hunkin
Item 06 - The Assets, Capital Schemes and Reserves Notification Process	<p>RESOLVED: That the Shadow Executive approved and adopted the Assets, Capital Schemes and Reserves Notification Process as set out at Appendix 1 to the report.</p> <p>REASONS: When the new unitary councils come into existence from 1 April 2021, resources, investments and assets from the predecessor councils will transfer at that date. It is important that decisions and actions taken in the existing councils are made against the background of not adversely having an impact on the new unitary councils. While there is already a spirit of collaboration and co-operation in managing resources, investments and assets amongst the existing councils, it is felt that this would be enhanced by having a process that allows discussions to be held, and conclusions reached in a managed manner.</p> <p>ALTERNATIVE OPTIONS: To not adopt the Assets, Capital Schemes and Reserves Notification Process. The adoption of the Process allows discussions to be held and conclusions reached in a managed manner, reducing the risk of an individual council making a decision that may be detrimental to the unitary council.</p> <p>CONFLICTS OF INTEREST DECLARED AND DISPENSATIONS GRANTED: None.</p>	Andrew Hunkin
Item 07 - Programme Director's Update	<p>RESOLVED: That the Shadow Executive</p> <ul style="list-style-type: none"> a) Noted the progress being made to mobilise the programme ready for implementation. b) Approved and adopted the Change Management Strategy. c) Noted and approved the finance monitoring report. <p>REASONS: The report sets out the progress being made to mobilise the revised programme approach ready for implementation. It includes the finance monitoring report, the approach to change management and an update on the current status of communication completed or</p>	Paul Helsby

	<p>underway in relation to the changes to the programme.</p> <p>ALTERNATIVE OPTIONS: The report is largely for information only.</p> <p>CONFLICTS OF INTEREST DECLARED AND DISPENSATIONS GRANTED: None.</p>	
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Issued: 23rd June 2020

Record of Decisions of the Shadow Executive Committee Meeting Held on Tuesday 21st July 2020

Subject	Decision	Responsible Officer
Item 04 - Minutes of the meeting held on 23 rd June 2020	RESOLVED: That the Shadow Executive approved the minutes of the meeting held on 23 rd June 2020.	
Item 06 - Programme Director's Update	<p>RESOLVED: That the Shadow Executive:</p> <ul style="list-style-type: none"> a) Noted and approved the completion of the mobilisation phase of the programme ready for implementation. b) Noted the high level programme delivery status. c) Noted the update on change readiness and change champion recruitment. d) Noted the communication and engagement update. e) Noted the contents and progress on the development of the draft blueprint. f) Noted the Shadow Executive Portfolio structure. g) Noted and approved the finance monitoring report. <p>REASONS: The report sets out the progress being made to mobilise the revised programme approach ready for implementation. It includes the finance monitoring report, the approach to change management and an update on the current status of communication completed or underway in relation to the changes to the programme.</p> <p>ALTERNATIVE OPTIONS: The report is for information only.</p> <p>CONFLICTS OF INTEREST DECLARED AND DISPENSATIONS GRANTED: None.</p>	Paul Helsby
Item 07 - West Northants Shadow Authority Branding Report	<p>RESOLVED: That the Shadow Executive approved the interim brand for the West Northamptonshire Shadow Authority as set out at Appendix 1 to the report.</p> <p>REASONS: The interim brand for the Shadow Authority ensures clarity of authority and responsibility. The brand will be used on all shadow documentation and meeting collateral including screens and agendas. The</p>	Louise Spolton

	<p>West Northamptonshire Communications and Engagement Member Task and Finish group proposed the interim branding for approval.</p> <p>ALTERNATIVE OPTIONS: Failure to adopt the interim branding would not realise the benefits outlined above.</p> <p>CONFLICTS OF INTEREST DECLARED AND DISPENSATIONS GRANTED: None.</p>	
<p>Item 08 - Assets, Capital Schemes and Reserves Notification Process – Update Report</p>	<p>RESOLVED: That the Shadow Executive, in accordance with the adopted Assets, Capital Schemes and Reserves Notification Process:</p> <ul style="list-style-type: none"> a) Noted and endorsed the proposal for a New Secondary School for Daventry; b) Noted and endorsed the plan for Daventry Local Community Centres; c) Noted and endorsed the Leisure Facilities Covid-19 Situation; d) Noted and endorsed plans for the Provision of Temporary Accommodation; and e) Noted and endorsed the Proposed Purchase of a Property for Temporary Accommodation. <p>REASONS: Under the adopted process, the Shadow Executive is a consultee in relation to notifiable items.</p> <p>ALTERNATIVE OPTIONS: The Notification process is itself an alternative to a Section 24 notice and allows local needs to be met, such as certain exceptions, and builds on the spirit of collaboration and co-operation in managing resources, investments and assets that already exists amongst the existing councils.</p> <p>CONFLICTS OF INTEREST DECLARED AND DISPENSATIONS GRANTED: None.</p>	<p>George Candler</p>

Issued: 22nd July 2020

**WEST NORTHAMPTONSHIRE SHADOW
OVERVIEW AND SCRUTINY COMMITTEE**

Tuesday, 30 June 2020

Shadow Overview and Scrutiny Committee Members present:

Councillor Jane Birch (Chair)	Councillor Jamie Lane (Deputy Chair)
Councillor Ann Addison	Councillor Dermot Bambridge
Councillor Julie Davenport	Councillor Penny Flavell
Councillor Andre Gonzalez de Savage	Councillor Anamul Haque (Enam)
Councillor James Hill	Councillor Dennis Meredith
	Councillor Ken Pritchard
Councillor Ken Ritchie	Councillor Emma Roberts
Councillor Allen Walker	Councillor Mike Warren
Councillor Mark Wesley	

Other Shadow Council Members present:

Councillor Ian McCord Leader, West Northamptonshire Shadow Authority

Officers present:

George Candler	Interim Chief Executive, West Northamptonshire Shadow Authority
Martin Henry	Interim Chief Finance Officer, West Northamptonshire Shadow Authority
Susan Zeiss	Interim Monitoring Officer, West Northamptonshire Shadow Authority
Tracy Tiff	Democratic and Member Services Manager, Northampton Borough Council
Ed Bostock	Democratic Services Officer, Northampton Borough Council

Also present:

Ed Hammond, Director, Research and Campaigns, Centre for Public Scrutiny

1 APOLOGIES FOR NON- ATTENDANCE

There were none.

2 NOTIFICATIONS OF REQUESTS TO ADDRESS THE MEETING

There were none.

3 MEMBERS' DECLARATIONS OF INTEREST

There were none.

4 CHAIR'S ANNOUNCEMENTS

The Chair introduced Officers to the Shadow Overview and Scrutiny Committee.

5 TERMS OF REFERENCE FOR THE WEST NORTHANTS SHADOW OVERVIEW AND SCRUTINY COMMITTEE

The Democratic and Member Services Manager, Northampton Borough Council, introduced the report to the Shadow Overview and Scrutiny Committee and highlighted the salient points. At its meeting on 2 June 2020 the West Northamptonshire Shadow Authority had approved its constitution, which includes the Terms of Reference for the Shadow Overview and Scrutiny Committee.

RESOLVED: That the Shadow Overview and Scrutiny Committee noted the Terms of Reference and Roles and Responsibilities as set out at Appendix 1 to the report.

5 SCHEDULE OF MEETINGS FOR THE WEST NORTHANTS SHADOW OVERVIEW AND SCRUTINY COMMITTEE

The Chair advised the Shadow Overview and Scrutiny Committee of its schedule of meetings that had been approved by the West Northamptonshire Shadow Authority at its meeting on 2 June 2020. In response to a query regarding the work of the Committee, the Chair confirmed that in addition to the schedule of formal meetings for this Committee, informal meetings and workshops would be programmed in.

RESOLVED: That the Shadow Overview and Scrutiny Committee noted its Schedule of meetings:

30 June 2020

8 September

3 November

12 January 2021

2 March

URGENT BUSINESS

There was none.

There being no further business, the meeting concluded at 18:07 hours

West Northamptonshire Shadow Senior Appointments Committee Tuesday, 7th July 2020

Shadow Appointments Committee members present:

Councillor Richard Auger
Councillor Ian McCord (Leader and Chair)
Councillor Chris Millar
Councillor Jonathan Nunn
Councillor Danielle Stone

Other Shadow Council members present:

Councillor John Shephard
Councillor Graham Walker

Officers present:

Martin Cox
Marie Devlin-Hogg
Paul Hanson
Alex Melia
Susan Zeiss
Programme Lead, Corporate Programme, Future Northants Programme
HR Enabler, Future Northants Programme
Democratic Services Manager, NCC
Democratic Services Officer, West Northamptonshire Shadow Authority (Minutes)
Interim Monitoring Officer, West Northamptonshire Shadow Authority

1. APOLOGIES FOR NON-ATTENDANCE

Councillor Chris Lofts and Councillor Matt Golby.

2. NOTIFICATION OF REQUESTS TO ADDRESS THE MEETING

There were none.

3. MEMBERS' DECLARATIONS OF INTEREST

There were none.

4. ANNOUNCEMENTS

There were none.

5. SELECTION AND APPOINTMENTS PROCESS FOR SENIOR AND STATUTORY OFFICERS

The Programme Lead, Corporate Programme introduced the report to the Shadow Senior Appointments Committee and highlighted the salient points.

Members of the Shadow Senior Appointments Committee thanked the authors and commended the thorough and inclusive nature of the report.

In response to a question from a member of the Shadow Council, the Programme Lead, Corporate Programme clarified that for practical purposes, provisional interview panel dates had been set for the benefit of councillors. It was anticipated that these dates would be confirmed in due course.

It was also noted that further details of the job description and person specification for each role would be available to councillors once a longlist/shortlist had been made.

The recommendation was proposed and seconded. Upon the vote being taken it was

RESOLVED: That the Shadow Senior Appointments Committee

- 1. agreed to discharge the function of appointing the senior appointments to a sub-committee (known as the 'interview panel').**
- 2. Agreed to delegate authority to that sub-committee to:**
 - a) Shortlist and interview suitably qualified applicants; and**
 - b) Recommend the most suitable person for that position.**
- 3. Agreed that the interview panel be composed of 6 members for each role advertised with the exception of the shared Director of Children's Services role and that each interview panel be representative of the political balance of the Shadow Authority**
- 4. Agreed the proposed members of the interview panel for each role as noted in section 4 of the report;**
- 5. Agreed the proposal to engage a number of stakeholder panels as part of the recruitment and selection process as noted in section 5 of the report, including their size and composition, and delegated authority to the Central Implementation Team Lead Officer for Human Resources to confirm the final composition and weighting of the stakeholder panels in consultation with the Chair and Deputy Chair of the Committee.**

There being no further business, the meeting closed at 6:11pm.

WEST NORTHAMPTONSHIRE SHADOW AUTHORITY

SHADOW AUTHORITY MEETING

18th August 2020

Report Title	Appointment of the Chief Executive
Report Author	Marie Devlin-Hogg – Unitary HR Enabler (on behalf of the Senior Appointments Committee)

1. Purpose

- 1.1 The purpose of this report is to recommend to the Shadow Authority the appointment of the new permanent Chief Executive for the West Northamptonshire Council.

2. Recommendations

- 2.1 That Anna Earnshaw be confirmed as Chief Executive designate for the West Northamptonshire Shadow Authority from 1 October 2020 and that she be confirmed as the new permanent Chief Executive, Head of Paid Service and Returning Officer for the West Northamptonshire Council from 1 April 2021.
- 2.2 A salary of £170,000 (within the advertised salary grade £170,000 - £180,000) to be effective from 1 October 2020.

3. Recruitment & Selection

3.1 Report Background

- 3.1.1 The Northamptonshire (Structural Changes) Order 2020 requires the Shadow Authority for West Northamptonshire to appoint a permanent Chief Executive by 31 December 2020; prior to the formation of the new authority on 1 April 2021.
- 3.1.2 A national recruitment campaign was launched in late May 2020 for the permanent Chief Executive role, together with a number of other statutory roles; including Director of Finance (Section 151), Director of Adult Social Services (DASS), Director of Legal and Democratic Services (Monitoring Officer) and a shared Director Children's Services (DCS) to sit across both unitary authorities.

- 3.1.3 In July 2020, the Senior Appointments Task and Finish Group and Senior Appointments Committee developed the Chief Executive role profile and person specification for this recruitment. They also shaped a robust, holistic selection and interview process and agreed the Members who would undertake the appointment panel.
- 3.1.4 Penna are engaged as our Executive Search Partner and have supported the interview panel in the search for candidates; in addition to the longlisting and shortlisting process; which involved a professional technical adviser/assessor.
- 3.1.5 The Panel received a total of 25 applications from this campaign at the end of June and the longlisted 10 candidates on 13 July.

A shortlist of 5 candidates was then agreed by the panel, following the technical assessment stage. Assessment and interviews took place over a two-day period; with day one (3 August) involving the main member appointment panel and also member, partner and employee stakeholder panels. 3 candidates were then selected by the main appointment panel to take part in the final interview by the main appointment panel on 4 August.

- 3.1.6 The appointment panel received a briefing and training on recruitment and selection prior to the interviews, as agreed by the Joint Committee in January.
- 3.1.7 The final Interview for the Chief Executive was undertaken on Tuesday 4 August 2020. The main appointment panel (senior appointment sub committee) comprised:

Councillor Ian McCord – Chair of the Senior Appointments Panel, Leader of the West Northamptonshire Shadow Authority and Leader of South Northants Council.

Councillor Jonathan Nunn - Deputy Leader of the West Northamptonshire Shadow Authority and Leader of Northampton Borough Council.

Councillor Danielle Stone - West Northamptonshire Shadow Authority Opposition Leader (Labour) and Leader of the Labour Group at Northampton Borough Council.

Councillor Richard Auger - Leader of Daventry District Council.

Councillor Matt Golby - Leader of Northamptonshire County Council.

Councillor Chris Lofts of the Liberal Democrat Group and Leader of the Liberal Democrat Group at South Northamptonshire Council.

- 3.1.8 The conclusion of the appointment panel is to recommend the appointment of Anna Earnshaw as West Northamptonshire's new Chief Executive and designated Head of Paid Service. Anna is currently the Director of Adult Services and Deputy Chief Executive with Northamptonshire County Council and has a successful career in leadership, business change, transformation and social care; both in the public and private sector.
- 3.1.9 If agreed by the Shadow Authority, it is proposed that this appointment commences on the 1 October 2020. The role was advertised at a salary between £170 - £180k, based on benchmarking of similar sized councils. The salary offer will be made at the bottom of the salary range.

3.2 Issues and Choices

- 3.2.1 The assessment process on 3 August was part of a preferred approach by the Senior Appointment Task and Finish group to engage wider stakeholders to ensure a more holistic and informed recruitment process.
- 3.2.2 The panels assessed each candidate in a structured interview process against the requirements detailed in the person specification. Member, Partner and Employee stakeholder panels also fed into the process.
- 3.2.3 In recognition of the current Covid crisis all the interviews and stakeholder engagement sessions were conducted virtually and successfully using Zoom.
- 3.2.4 In accordance with the provisions of the Shadow Authority's Constitution, this recommendation has been sent in confidence to the members of the Shadow Executive in order to establish if any member of the Shadow Executive has any objection to the proposed appointment. No objections have been raised to this recommendation.

4. Implications (including financial implications)

4.1 Policy

- 4.1.1 The appointment of a Statutory Head of Paid Service by 31 December 2020 is a requirement that is laid down in the Northamptonshire (Structural Changes) Order 2020.

4.2 Resources and Risk

- 4.2.1 The appointment of Statutory Officers will enable a safe and legal transition from the shadow authority to the Unitary Council in 2021.

4.3 Legal

- 4.3.1 The appointments to the statutory officer designations ensures compliance with the Structural Change Order.

4.4 Equality and Health

- 4.4.1 The appointment process followed a fair and transparent process. Eligible candidates were invited to apply to a national and open recruitment campaign.

WEST NORTHAMPTONSHIRE SHADOW AUTHORITY

SHADOW AUTHORITY

18 August 2020

Report Title	SCHEME OF MEMBERS' ALLOWANCES 2020/2021
Report Author	Susan Zeiss, Interim Monitoring Officer

1. Purpose

- 1.1 The purpose of this report is to seek the Shadow Authority's approval of the Members' Allowances Scheme for 2020/21, as attached at Appendix B, to the period ending 31 March 2021, in order to comply with the requirements of the Northamptonshire (Structural Changes) Order (the Structural Changes Order), and having regard to the recommendations made by the Independent Remuneration Panel (the Panel).

2. Recommendations

- 2.1 It is recommended that: -
- 2.1.1 The Shadow Authority has regard to the recommendations made by the Independent Remuneration Panel and the Members' Allowances Scheme at Appendix B be adopted.
- 2.1.2 The Shadow Authority delegate authority to the Interim Monitoring Officer to:
- a) make the necessary changes to the Members' Allowances Scheme in the Shadow Authority's Constitution to reflect the Shadow Authority's decision, to include the full schedule of rates and allowances and terms and conditions; and
 - b) make arrangements for the publicity that the Shadow Authority is required to undertake in accordance with Regulation 16 of the Local Authorities (Members' Allowances) (England) Regulations 2003.

3. Issues and Choices

3.1 Report Background

3.1.1 Part 4 of the Structural Changes Order requires the Shadow Authority to prepare and adopt a scheme for the payment of allowances to its Members. In order to achieve this the Structural Changes applies the Local Authorities (Members' Allowances) (England) Regulations 2003 to the Shadow Authority and its Members in the same way that the Regulations apply to the District Councils and County Council and their Members.

3.1.2 In order to comply with the 2003 Regulations, the Shadow Authority must adopt a Scheme having regard to the recommendations of an Independent Remuneration Panel. A Panel was formally appointed by the Shadow Authority at its meeting on 2 June 2020 with the following remit:

- i. meet as appropriate, with support of the Interim Monitoring Officer;
- ii. consider the provisions which apply to Members' allowances for the Shadow Authority, the roles of Members of the Shadow Authority, including special responsibilities and make appropriate recommendations to the Shadow Authority;
- iii. consider the provisions which apply to Members' allowances for the West Northamptonshire Authority, the roles of Members of the West Northamptonshire Authority, including special responsibilities and make appropriate recommendations to the Shadow Authority;
- iv. report to the Shadow Authority in relation to the matters at ii. and iii

3.1.3 The Panel met on Monday 29 June 2020 and made the following recommendations:

Basic Allowance and Special Responsibility Allowances (SRA)

3.1.4 The Panel recommends that no basic allowance or special responsibility allowances shall be payable to Shadow Authority Members are set out in the report attached at 'Appendix A' and reflected in the draft Members' allowances scheme attached as 'Appendix B' subject to:

- i) The SRA for the Chair of the West Northamptonshire Shadow Authority be set at £5,000 and;
- ii) The SRA for the Chair of the Shadow Overview and Scrutiny Committee be set at £6,459 for the Shadow period.

Travel, Subsistence and Dependant Carers' Allowance

3.1.5 The Panel recommends that Members should be entitled to claim travel, subsistence and dependant carers allowances for attending Shadow Authority meetings and that these should be claimed from their own Councils. The Scheme applies for the Shadow Period, being the date of commencement of the Shadow Authority until 31 March 2021.

3.2 Issues and Choices

3.2.1 The Shadow Authority has discretion as to whether or not it accepts any of the recommendations proposed in the Panel's Report.

3.2.2 Whilst the Shadow Authority has discretion to resolve to make alterations to the Members' Allowances Scheme which may be different to those recommended by the Panel, it has a duty to have regard to the recommendations of the Panel in doing so. Members should give thorough consideration to the recommendations of the Panel to achieve compliance with this duty.

4. Implications (including financial implications)

4.1 Policy

4.1.1 When the Members' Allowances Scheme has been agreed, this will be published on the Shadow Authority's website. In addition to this, the Shadow Authority is also required by the Local Authorities (Members' Allowances) (England) Regulations 2003 to place an advert in one newspaper in circulation within the Shadow Authority area, showing the allowances that may be made to Members.

4.1.2 Members' allowances for West Northamptonshire Authority from 1 April 2021 will be reviewed by the Panel and reported to the Shadow Authority before the end of the Shadow period.

4.2 Resources and Risk

4.2.1 Budget: The budget implications should the Shadow Authority decide to introduce the special responsibility allowances (SRAs) to the Chair of the West Northamptonshire Shadow Authority and the Chair of the Shadow Overview and Scrutiny Committee during the Shadow period, as recommended by the Independent Remuneration Panel, will be £11,459 during that period.

4.2.2 Claims arising from travel, subsistence and dependent carers allowance will be met by Members' respective Sovereign Councils.

4.3 Legal

- 4.3.1 The Shadow Authority must establish an Independent Remuneration Panel whose function is to make recommendations to the Shadow Authority concerning allowances payable to Members. The Shadow Authority must have regard to the Panel's recommendations prior to making a Members' Allowances Scheme.
- 4.3.2 Regulation 16 of the 2003 Regulations states that after receiving a report from the Independent Remuneration Panel which sets out the Panel's recommendations, Local Authorities must ensure that copies of the report are available for inspection at their principal office at all reasonable hours. Local Authorities must also, as soon as reasonably practicable after they receive the report, publish a notice which:
- a) states that the Authority has received recommendations from an Independent Panel in respect of its scheme of allowances;
 - b) describes the main features of the Panel's recommendations including the amounts of allowances that the Panel has recommended should be payable to Members;
 - c) states that copies of the Panel's report are available at the authority's principal office and specifies the address of the principal office.

4 Equality and Health

- 4.1 The proposals are considered to have a neutral impact in terms of equality issues.
- 4.2 No Equality Impact Assessment has been carried out.

**Report of the Independent Remuneration Panel to the
West Northamptonshire Shadow Authority**

1. Introduction

- 1.1. The Northamptonshire (Structural Changes) Order 2020 (the Structural Changes Order) as amended contains specific provisions regarding Members allowances for the Shadow Council and the new West Northamptonshire Council after 2021. The Structural Changes Order applies regulations relating to Members' Allowances to the Shadow Council with modifications. The Structural Changes Order as amended requires the Shadow Council to:
- a) Formulate proposals for the Scheme of Members' Allowances to be adopted by the Shadow Council; and
 - b) Prepare and adopt a Scheme for the payment of such allowances; and
 - c) Formulate proposals for the Scheme of Members' Allowances to be adopted by the West Northamptonshire Council
- 1.2. The Structural Changes Order applied the Local Authorities (Members' Allowances) (England) Regulations 2003 to the West Northamptonshire Shadow Council and its Members, in the same way that the regulations apply to County and District Councils and its Members. The Local Authorities (Members' Allowances) (England) Regulations 2003 put in practice a consolidated and simplified framework for allowances that covers Principal Councils and Parish and Town Councils. It is highlighted however that the Order does not, however extend these Regulations to cover a review of Parish Council allowances.
- 1.3. Part 4 of the Regulations makes provision for the establishment of an Independent Remuneration Panel to make recommendations concerning Allowances. It is for the West Northamptonshire Shadow Authority to determine its Allowances Scheme, but the Shadow Council does have a legal duty to take account of the recommendations of the Independent Remuneration Panel (the Panel).

2 Background

- 2.1 The Panel was formally set up by the West Northamptonshire Shadow Authority at its inaugural meeting on 2 June 2020 with the following remit:
- i. meet as appropriate, with support of the interim Monitoring Officer;
 - ii. consider the provisions which apply to members' allowances for the Shadow Authority, the roles of members of the Shadow Authority, including special responsibilities and make appropriate recommendations to the Shadow Authority;
 - iii. consider the provisions which apply to members' allowances for the West Northamptonshire Council, the roles of members of the West Northamptonshire Council, including special responsibilities and make appropriate recommendations to the Shadow Authority;
 - iv. report to the Shadow Authority in relation to the matters at ii. and iii.
- 2.2 The Panel comprises John Cade (Chair), Professor Ann Tate, Alan Haynes and Colin Robinson. Previously the Director of Scrutiny with Birmingham City Council, John is now a member of the Institute of Local Government Studies at the University of Birmingham and also chairs several other Independent Remuneration Panels, including that of Northampton

Borough Council. Ann is the Chair of the Board at Arden University, previously the Vice-Chancellor at the University of Northampton, Ann also served as a Board member of the Higher Education Funding Committee for England. Ann is a member of South Northamptonshire Council's Independent Remuneration Panel. Alan qualified as a Chartered Engineer and had various roles in the railway industry, including roles associated with Health and Safety. Alan retired in 2006 and since 2013 has been appointed to one of the two Independent Persons to the Standards Committee at Northampton Borough Council and is the Chair of the Independent Remuneration Panel for Northamptonshire County Council. Colin is a retired Civil Service Inspector and a member of the Independent Remuneration Panel for Daventry District Council.

All members of the Panel are therefore experienced in Independent Remuneration Panel work.

2.3 The Panel met remotely on 29 June 2020 and was provided with background data to assist it in forming its recommendations for a Members' Allowance Scheme for the West Northamptonshire Shadow Authority:

- Roles and Responsibilities of the West Northamptonshire Shadow Authority, Shadow Executive, Portfolio Holders, Shadow Overview and Scrutiny Committee, the Senior Appointments Committee and the Standards Committee.
- Current Schemes of Member Allowances for each of the four Sovereign Councils: - Daventry District Council, Northampton Borough Council, South Northamptonshire County and Northamptonshire County Council.
- Details of the Councillors appointed to roles of special responsibility to West Northamptonshire Shadow Council
- Travel, subsistence and dependency allowance schemes of the four Sovereign Councils

3 Key Findings and recommendations

The Panel considered the information provided to it as detailed at paragraph 2.3 above and makes the following recommendations to West Northamptonshire Shadow Authority:

3.1 Basic Allowance

Regulation 4 Local Authorities (Members' Allowances) (England) Regulations 2003 provides as follows:

(1) An authority shall: -

- (a) make a scheme in accordance with these Regulations which shall provide for the payment of an allowance in respect of each year to each member of an authority, and the amount of such an allowance shall be the same for each such member ("basic allowance"); and
- (b) pay basic allowance and any other allowance permitted by these Regulations only in accordance with such a scheme.

In relation to Councillors' Scheme of Allowances, the constitution of the West Northamptonshire Shadow Authority states:

“10 Shadow Councillors’ Scheme of Allowances

10.1 Shadow Councillors shall be entitled to receive such allowances as are laid down from time to time in the Shadow Councillors’ Scheme of Allowances.”

In considering the information provided to it regarding the role of the Shadow West Northamptonshire Councillor, the Panel notes the key roles as:

- (a) as a body, they will: set the Shadow Council’s major plans, policies and strategies as required by law; perform those functions identified in the 2020 Order; and take decisions on such matters as must be reserved to the full Shadow Council by law or as provided for in this Constitution;
- (b) oversee the Shadow Council’s strategic and corporate management;
- (c) represent their communities and the views of their electorate in the decision making process;
- d) support, as appropriate, individuals in their dealings with the Shadow Council and represent them in seeking to resolve particular concerns or grievances;
- (e) balance the different interests of people within their constituency with a view to representing their constituency as a whole;
- (f) participate, as appropriate, in the decision-making, and overview and scrutiny processes; and
- (g) maintain the highest standards of conduct and ethics and observe the Shadow Council Members’ Code of Conduct.

The Panel further notes that the West Northamptonshire Shadow Authority will not be delivering services. All Members of the West Northamptonshire Shadow Authority receive a basic allowance from their respective Sovereign Councils and the Panel considers that the roles of the West Northamptonshire Shadow Councillor will be covered by the basic allowance provided by the relevant Sovereign Councils.

The Panel therefore recommends that the basic allowance paid to Members of the West Northamptonshire Shadow Authority to be set at zero.

3.2 Special Responsibility Allowances (SRAs)

Information provided to the Panel details that Shadow Authorities elsewhere agreed that SRAs would be kept to a minimum. The Panel further notes, that with the exception of the Chair of the Shadow Overview and Scrutiny Committee and the Chair and Vice Chair of the West Northamptonshire Shadow Authority, all Shadow Council Members with a role of special responsibility, are in receipt of an SRA from the Sovereign Council by whom they have been nominated. The Panel addresses each of the special responsibilities as detailed below:

3.2.1 Chair and Vice Chair of the West Northamptonshire Shadow Authority

The Panel recognises that chairing a meeting of the West Northamptonshire Shadow Authority could be complex and should therefore attract an allowance. It is anticipated that the Shadow Council will meet just four times during the Shadow period and the Shadow Council will receive the support of Officers. Although the terms of reference for the Chair of the West

Northamptonshire Shadow Authority includes a civic role on behalf of the Shadow Council, the Panel agrees that civic roles would continue to be undertaken by the relevant Mayors and Chairman of the Sovereign Councils. The role of Chair of the West Northamptonshire Shadow Authority should attract an SRA for the Shadow period.

The role of the Vice Chair of the West Northamptonshire Shadow Authority is to support the Chair in his civic duties and carry out civic duties as well on behalf of the Civic Office. It is not expected that such civic duties will be undertaken. The Vice Chair is also expected to deputise in the absence of the Chair in carrying out the responsibilities of the Office of Chair. The Panel agrees that the role of Vice Chair of the West Northamptonshire Shadow Authority should not attract an SRA for the Shadow period.

The Panel therefore recommends that the SRA for the Chair of the West Northamptonshire Shadow Authority be set at £5,000 per annum and to be set at zero for the Vice-Chair for the Shadow period.

3.2.2 Leader and Deputy Leader of the West Northamptonshire Shadow Authority

The Panel recognises the significance of the roles of the Leader and Deputy Leader of the Shadow Council and the time commitment expected. The Panel highlights that the Leader and Deputy Leader of the Shadow Council are both in receipt of an SRA from the Council by whom they have been nominated.

The Panel recommends that the SRA paid to the Leader and Deputy Leader of the West Northamptonshire Shadow Authority for the Shadow period be set at zero.

3.2.3 Members of the Shadow Executive

The Panel recognises that the Shadow Executive will have no executive responsibility for service delivery during the Shadow period and Members of the Shadow Executive will act as a collective rather than exercising individual executive responsibility. The Shadow Executive is made up of Leaders, Deputy Leaders and a Portfolio Holder of the four Sovereign Councils, all of which are in receipt of an SRA from the Council by whom they have been nominated.

The Panel recommends that the SRA paid to the Members of the Shadow Executive of the West Northamptonshire Shadow Authority for the Shadow period be set at zero.

3.2.4 Chair of the Shadow Standards Committee

The Panel recognises that the Chair and Deputy Chair of the Shadow Standards Committee are both in receipt of an SRA from the Council by whom they have been nominated.

The Panel recommends that the SRA that is paid to the Chair and the Deputy Chair of the Shadow Standards Committee be set at zero.

3.2.5 Chair of the Shadow Senior Appointments Committee

The Panel recognises that the Chair and Deputy Chair of the Shadow Senior Appointments Committee are both in receipt of an SRA from the Council by whom they have been nominated.

The Panel recommends that the SRA paid to the Chair of the Shadow Senior Appointments Committee be set at zero.

3.2.6 Chair of the Shadow Overview and Scrutiny Committee

The Chair of the Shadow Overview and Scrutiny Committee is not in receipt of an SRA from either Sovereign Councils (Northampton Borough Council and Northamptonshire County Council) that she is a member of.

In considering the SRA for the Chair of the Shadow Overview and Scrutiny Committee, the Panel notes the SRAs paid from the Sovereign Council for this role:

Daventry District Council	£6,213
Northampton Borough Council	£6,462.76
Northamptonshire CC	£8,853
South Northants Council	£4,308

The Panel agrees that it would be appropriate to recommend an average of the SRAs for the Chairs of the Overview and Scrutiny Committee from the four Sovereign Councils for the Chair of the Shadow Overview and Scrutiny Committee. This equates to an estimated amount of £6,459.

The Panel recommends that an SRA to be paid to the Chair of the Shadow Overview and Scrutiny Committee be set at £6,459 for the Shadow period.

3.3 Travel and Subsistence and dependant carer's allowance

The Panel recognises that the four Sovereign Councils acknowledge duties undertaken by Members of the West Northamptonshire Shadow Authority as an approved duty. Therefore, any travel, subsistence and dependant carer's allowance claims can be made in accordance with the Schemes in operation by each of the Sovereign Councils.

The Panel therefore recommends that any travel, subsistence and dependant carer's allowance claims is be made in accordance with the Travel, Subsistence and Dependant Carer's Schemes in operation by each of the four Sovereign Councils.

John Cade

Chair, Independent Remuneration Panel

Draft

WEST NORTHAMPTONSHIRE SHADOW AUTHORITY

SCHEME OF MEMBERS' ALLOWANCES 2020/2021

GUIDANCE NOTES FOR MEMBERS

In accordance with the Local Authorities (Member's Allowances) (England) Regulations 2003 (Statutory Instrument 2003 No 1021) this scheme was agreed at the meeting of the West Northamptonshire Shadow Authority held on 18 August 2020. This Scheme will be in place during the 2020/2021 Financial Year, beginning with the day on which the Northamptonshire (Structural Changes) Order 2020 came into force and ending on 31 March 2021 (the "Shadow Period").

1. The allowances approved for the Shadow Period are as follows:

1.1. Basic Allowance

Elected Members of all Councils comprising the West Northamptonshire Shadow Authority currently receive a basic allowance from their predecessor councils to recognise the time devoted to carry out their work as Councillors, including attendance at meetings, and constituency activities. These basic allowances are intended to cover incidental costs such as travel and subsistence.

The basic allowance of each Council applies equally to the business of the West Northamptonshire Shadow Authority as a function of all Councils as they transition into a new West Northamptonshire Council from 1 April 2021 with elections to the new Council taking place in May 2021. The amount of basic allowance payable to Members by the West Northamptonshire Shadow Authority will be set at nil.

The basic allowance for members of West Northamptonshire Council from 1 April 2021 onwards will be reviewed by an Independent Remuneration Panel and reported to the West Northamptonshire Shadow Authority before the cessation of the Shadow Period.

1.2. Special Responsibility Allowances (SRAs)

The amount of special responsibility allowances payable to Members by the West Northamptonshire Shadow Authority will be set at nil, subject to the following exceptions:

Chair of the Shadow Overview and Scrutiny Committee

The SRA for the Chair of the Shadow Overview and Scrutiny Committee will be set at £6,459.

Chair of the West Northamptonshire Shadow Authority

The SRA for the Chair of the Shadow Overview and Scrutiny Committee will be set at £5,000.

1.3. Travelling, Subsistence and Dependant Carers' Allowances

Travel, subsistence and dependant carers' claims must be made in accordance with the Schemes operated by each of the District Councils and the County Council in West Northamptonshire, and by Members submitting claims to their respective Council. The rates for travelling and subsistence allowances are set out in the schemes of Daventry District Council, Northampton Borough Council, Northamptonshire County Council and South Northants Council.

1.4. Co-opted and Independent Members

There will be no co-opted members of Committees appointed to sit on Panels and for a constituted meeting by the West Northamptonshire Shadow Authority, so no allowance is required.

During the Shadow Period, there will be an Independent Person (who will be appointed) who will be consulted on any Code of Conduct or Standards matters.

2. Submission of Claims

Claims for allowances must be made in accordance with the existing arrangements operated by each of the District Councils and the County Council in West Northamptonshire of which the claimant is a Member.

3. Duration of Scheme

This Scheme is for the period during the 2020/2021 Financial Year, beginning with the day on which the Northamptonshire (Structural Changes) Order 2020 came into force and ending on 31 March 2021 (the "Shadow Period").

4. Review of Scheme

The Scheme for the new West Northamptonshire Council from 1 April 2021 onwards, will be reviewed by an Independent Remuneration Panel and reported to the West Northamptonshire Shadow Authority before the cessation of the Shadow Period.

5. Enquiries

If Members have any queries regarding claims for allowances, they can contact their respective Democratic Services Team:

Daventry District Council – governance@daventrydc.gov.uk

Northampton Borough Council – democractiservices@northampton.gov.uk

Northamptonshire County Council democraticservices@northamptonshire.gov.uk

South Northants Council - democracy@cherwellandsouthnorthants.gov.uk

WEST NORTHAMPTONSHIRE SHADOW AUTHORITY

SHADOW AUTHORITY MEETING

18 August 2020

Report by the Interim Monitoring Officer

Report Title	West Northamptonshire Shadow Authority Governance – committee appointments, constitution update and appointment of an Independent Person.
Report Author	Susan Zeiss, Interim Monitoring Officer susan.zeiss@westnorthants.gov.uk

1. Purpose

- 1.1.1 The purpose of this report is to advise the Shadow Authority of changes to committee membership since the last meeting of the Shadow Authority, as well as some minor changes to the Shadow Authority's constitution that have been made by the Interim Monitoring Officer under the powers delegated by the Shadow Authority. The report also provides an update further to the delegation to the Interim/Appointed Monitoring Officer to make arrangements for the appointment of an Independent Person for the Shadow Authority.

2. Recommendations

- 2.1 It is recommended that the Shadow Authority:
- a) Notes and approves the changes to committee membership set out in section 3.1;
 - b) Notes and approves the updates to the Constitution that have been made by the Monitoring Officer under powers delegated by the Shadow Authority as set out in section 3.2; and
 - c) Notes and approves the appointment of Mr Tom Edwards as Independent Person to the Shadow Authority, as set out in section 3.3.

3. Issues and Choices

3.1 Committee Membership

- 3.1.1 A range of custom and practise exists among sovereign authorities in relation to in-year changes to committee membership. In the case of the Shadow Authority, the Monitoring Officer has taken the view that changes to membership expressed by group leaders on behalf of groups should be reported to the next Shadow Authority meeting.

3.1.2 There are two changes to report, both of which concern the Overview and Scrutiny Committee. These changes generally relate to the establishment of task and finish groups by the Shadow Executive on 9th June and the appointment of Shadow Councillors to those groups. It is considered good practice to separate the membership of the task and finish groups from the Overview and Scrutiny Committee in order to avoid potential conflicts. The Shadow Authority is asked to note and approve the following changes in relation to membership of the Overview and Scrutiny Committee: Councillor David Smith has replaced Councillor John Shephard. Councillor Emma Roberts has replaced Councillor Les Marriott.

3.2 The Constitution

3.2.1 The Shadow Authority approved a Constitution at its inaugural meeting on 2nd June 2020. The Constitution was developed by a working group established by the West Northamptonshire Joint Committee in compliance with statutory requirements, including the Structural Changes Order establishing the Shadow Authority.

3.2.2 At the aforementioned meeting, the Shadow Authority delegated to the Interim Monitoring Officer the power to make such typographical or non-substantial amendments to the Constitution as may be necessary. A number of such amendments have been identified and these are listed below:

- a) Part 3 (Responsibility for Functions) contains an error at Paragraph 5.1 (g). Where it is stated the functions of the Shadow Council include “approving and adopting the Shadow Councillors’ Scheme of Allowances and developing the Scheme of Allowances for West Northamptonshire Council, including any pension provision for Members...” the reference to Pensions must be removed. Councillors are precluded from becoming active members of the Local Government Pension Scheme by virtue of The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014.
- b) Part 4 B (Shadow Executive Procedure Rules) contains a cross-referencing error. At Paragraph 5.14 it states “Questions can be submitted by members of the public at meetings of the Shadow Executive Committee in accordance with Shadow Council Procedure Rule 35 and Appendix 6 of the Shadow Council Procedure Rules”. This should read “in accordance with Shadow Council Procedure Rule 11 and Appendix 6”
- c) Part 4A contains two typing errors.
 - At Paragraph 7, the word “Press” has one “s” omitted in both the heading and in the body of subparagraph 7.1.
 - At Paragraph 18 the words “or not” have been omitted from the third line of subparagraph 18.1, which should read “...Committee whether or not they are members of that body...”
- d) Part 4D (Meeting Procedure Rules), Appendix 4 Paragraph 4 contains some words which have been struck through and should have been

omitted from the final version. The words “lead officer of the Central Implementation Team” will be removed from that Paragraph.

3.3 The Independent Person

3.3.1 The Northamptonshire (Structural Changes) Order 2020 applies various legislation regarding the conduct of members to the Shadow Authority. This includes the elements of the Localism Act 2011 that require local authorities to ensure arrangements for investigating and making decisions in relation to complaints under the Code of Conduct include provision for the appointment of one or more Independent Persons.

3.4.2 For the purpose of the Shadow Authority, a person may not be appointed as an Independent Person if:

- a) they are a member or officer of the authority;
- b) they are a relative (as defined in the Act) or close friend of a person who is a member or officer of the authority;
- c) they have in the five years prior to their appointment been a member or officer of the authority.

A person may not be appointed as an Independent Person unless:

- d) the vacancy has been advertised in such a manner as the authority considers is appropriate to bring it to the attention of the public; and
- e) they have submitted an application to fill the vacancy of an Independent Person.

3.5.3 At the meeting of the Shadow Authority held on 2nd June 2020, authority was delegated to the Interim/Appointed Monitoring Officer to undertake the recruitment process to allow selection of an appropriate person(s) to the role of Independent Person.

3.3.2 Pursuant to this delegation, the Interim/Appointed Monitoring Officer arranged for the role to be advertised via the West Northamptonshire Authority communications and engagement channels, including the Shadow Authority’s website. The role was also advertised to existing Independent Persons appointed by West Northamptonshire sovereign authorities. A number of expressions of interest were received, leading to a shortlisting and interview process. The outcome of that process is that Mr Tom Edwards is to be appointed as the Independent Person for the Shadow Authority.

3.3.3 Mr Tom Edwards has considerable experience as an Independent Person and currently undertakes the same role for both Cherwell District Council and South Northamptonshire Council. He is also a member of Football Association’s Serious Case Panel (formerly the National Anti-Discrimination Chairman’s Panel). He has significant experience of complaint investigation and handling. Mr Edwards’ professional background is in Local Government in a neighbouring county, a position from which he retired in 2008.

3.3.4 In line with the requirements of the delegation to the Interim Monitoring Officer, both the Chair of the Standards Committee and the Chair of the Governance Task and Finish Group have been consulted on the appointment.

4. Implications (including financial implications)

4.1 Policy

4.1.1 The adoption of the Constitution and its proper maintenance are considered fundamental to the effective operation of the Shadow Authority.

4.2 Resources and Risk

4.2.1 None arising directly

4.3 Legal

4.3.2 The Constitution establishes a clear framework for the steps to be taken by the Shadow Authority in discharging its functions.

4.4 Equality and Health

4.4.1 None specifically.