

Record of Decisions of the Shadow Executive Committee Meeting Held on 24 November 2020

Item	Subject	Decision	Responsible Officer
04	Minutes of the meeting held on 27 October 2020	RESOLVED: That the Shadow Executive approved the minutes of the meeting held on 27 th October 2020.	Paul Hanson
06	Transformation Director's Update	<p>RESOLVED: That the Shadow Executive:</p> <ul style="list-style-type: none"> a) Noted the high level programme delivery status; b) Noted the update on change readiness; c) Noted the communication and engagement update; and d) 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>CONFLICT OF INTERESTS DECLARED AND DISPENSATIONS GRANTED: None.</p>	Jane Carr
07	Blueprint – Change Requests Process Report	<p>RESOLVED: That the Shadow Executive:</p> <ul style="list-style-type: none"> a) Approved the Change request process as outlined at Appendix A in the Change Request Form; and b) Approved the changes requested to the Blueprint as outlined at Appendix A in the Change request form. <p>REASONS: This process was proposed to ensure a clear governance and recording process for any changes to be made to the blueprint.</p> <p>ALTERNATIVE OPTIONS: If the requested change was not implemented, the North and West Unitary blueprints will not reflect revised treatments of functions.</p> <p>CONFLICT OF INTERESTS DECLARED AND DISPENSATIONS GRANTED: None.</p>	Anna Earnshaw

08	Future Northants Programme Governance Report	<p>RESOLVED: That the Shadow Executive:</p> <ul style="list-style-type: none"> a) Noted the contents of this report and the appendix; and b) Endorsed the approach being taken. <p>REASONS: The revisions to programme governance allow North and West Shadow Executive Members and officers to review and endorse decisions relating to delivery of their respective Blueprints in addition to maintaining the current forum to review and endorse joint matters where required.</p> <p>ALTERNATIVE OPTIONS: The alternative to the proposal described in the report would be to continue with the same governance arrangements that were created when the programme was reset earlier in the year. This option would not allow the flexibility needed between joint and North and West-specific matters and would eventually break, putting the programme delivery at risk. Conversely, the endorsed governance model allows the flexibility to vary the time allocation between joint and distinct matters.</p> <p>CONFLICT OF INTERESTS DECLARED AND DISPENSATIONS GRANTED: None.</p>	Jane Carr
09	Tier 1-3 Structure Report	<p>RESOLVED: That the Shadow Executive:</p> <ul style="list-style-type: none"> a) Noted and ratified the work undertaken to develop the proposed structure and the subsequent consultation process as specified in Section 4; b) Agreed the proposed leadership structure as per Appendix 1, noting that this is subject to consultation with our recognised Trade Unions and impacted employees, and therefore may result in some revisions being made as a result of the feedback received. Minor changes would be delegated to and actioned by the Head of Paid Service with any significant changes that are made as part of the formal consultation being shared with the Shadow Executive at a future meeting; and c) Noted and ratified the selection and recruitment principles as specified in section 5 & 6, subject to the outcomes of the consultation. 	Anna Earnshaw

		<p>REASONS: In September 2020 the Shadow Council agreed the blueprint for how West Northamptonshire would deliver its services in order to ensure that it was operating in a 'safe and legal plus' way from day one. This means having the staff, systems, budgets, procedures and policies to deliver statutory duties successfully and have clear lines of accountability. One element of the 'plus' principle to drive the new Council forward is to have a clear, single leadership structure in place before 1st April 2021 to deliver the best outcomes for residents and employees.</p> <p>ALTERNATIVE OPTIONS: In order for the Council to deliver its services in a "safe and legal plus" way from day 1, it needs to have a clear, single leadership structure in place before April 2021; building on the senior and statutory appointments that have already been undertaken. The report outlines details of the proposed new structure, the rationale and key principles that underpin it. If the Shadow Executive were to pursue an alternative to the report, it may affect the ability of the Council to deliver its services in a "safe and legal plus" manner on vesting day.</p> <p>CONFLICT OF INTERESTS DECLARED AND DISPENSATIONS GRANTED: None.</p>	
10	External Audit Appointments Arrangements	<p>RESOLVED: That the Shadow Executive agreed to "opt in" to the Public Sector Audit Appointments (PSAA) process</p> <p>REASONS: There is a statutory requirement for external auditors to be appointed for West Northamptonshire Council by no later than 31 December in the preceding financial year before vesting day. The option proposed aligns most closely with being a safe and legal authority on vesting day.</p> <p>ALTERNATIVE OPTIONS: West Northamptonshire Council could make a stand-alone appointment, for which it would be required to set up an Auditor panel, or it could create a Joint Auditor panel with other authorities. Both of these options were discounted as they are a higher risk to the West Northamptonshire Council operating in a safe and legal manner on vesting day.</p> <p>CONFLICT OF INTERESTS DECLARED AND DISPENSATIONS GRANTED: None.</p>	Martin Henry

11	Health, Safety & Wellbeing Policy	<p>RESOLVED: That the Shadow Executive:</p> <ul style="list-style-type: none"> a) Approved the Health, Safety & Wellbeing Policy; and b) Agreed to review and update the policy if necessary in approximately 12 months. <p>REASONS: This is a legal requirement under the Health and Safety at Work Act 1974 (HASAW Act). Each sovereign council currently has their own policy signed off by full council. This policy combines best practice and legal requirements from these into a fit for purpose policy for each new unitary council.</p> <p>ALTERNATIVE OPTIONS: The Shadow Executive endorsed an additional recommendation during the meeting: to review and update the Health, Safety & Wellbeing Policy in approximately 12 months. Although not a legal requirement, this allows for any issues arising from the policy to be addressed.</p> <p>CONFLICT OF INTERESTS DECLARED AND DISPENSATIONS GRANTED: None.</p>	Martin Cox
12a	Communications and Engagement – Logo/Visual Identity Approval	<p>RESOLVED: That the Shadow Executive:</p> <ul style="list-style-type: none"> a) Approved the final logo design; b) Noted that this design was shaped around the feedback from the online logo survey which went out to staff, Trade Unions, Cllrs, partners and the public; and c) Noted the use of talented in-house staff in the development and iteration of the logo throughout and avoidance of any extra cost to the FN Programme and the taxpayer. <p>REASONS: In June, the West Communications & Engagement Task & Finish Group were given a brief, to come up with ideas for a visual identity/logo for the new West Northamptonshire Council.</p> <p>ALTERNATIVE OPTIONS: Three preferred draft logo designs for West Northamptonshire Council went out via online survey to staff, Trade Unions, Councillors, partners and the public to seek opinion. The preferred design was that of four interlinked rings. The comments suggested the inclusion of three rings in the design, not four. The reason for the four were to incorporate NCC, NBC, DDC and SNC – that being said, in the final logo, three rings and the colours of these rings are to represent NBC (red), SNC (blue) and</p>	Martin Cox

		<p>DDC (green), and the rose emblem surrounding the rings is to represent NCC's current rose logo and also the Northamptonshire Rose which incorporates historic links to the county – Northamptonshire, The Rose of the Shires.</p> <p>CONFLICT OF INTERESTS DECLARED AND DISPENSATIONS GRANTED: None.</p>	
12b	Communications and Engagement – Visual Identity & Branding	<p>RESOLVED: That the Shadow Executive:</p> <ol style="list-style-type: none"> a) Duly noted the contents of the paper which outlined proposals for how the new branding should be implemented, along with the timescales; b) Granted Delegated Authority to the Transformation Directors and the Corporate Board in consultation with the West Communications and Engagement Task & Finish Group for approval of spend for re-branding critical items for Day One from the FN Communications & Engagement Project re-branding budget; c) Approved the proposed criteria for implementation of the new branding (including costs, timescales and responsibilities), broken down as follows: <ul style="list-style-type: none"> • Category 1 – Safe and Legal – Day One • Category 2 – Proactive Rebrand – Day Two Onwards • Category 3 – As and when d) Clearly agreed that Category 1 items are to be rebranded to be Safe and Legal for Day One; e) Agreed that if there are non-essential items suggested for Day One rebranding in addition to Category 1 items, e.g to assist with Cultural Change and Customer Need, that – given budget limitations and prioritisation – these items are also supported with funding from the respective FN workstreams and Programmes; and f) Approved the principle that items which require proactive rebranding post Day One will become BAU and will be funded by the services themselves. <p>REASONS: The entirety of the council branding will eventually need replacing but the cost of doing this</p>	Martin Cox

		<p>must be kept as low as possible. The proposals below advocate a phased implementation, meeting statutory requirements and ensuring coverage of key public-facing touch points and channels to launch the new authorities effectively. The final logo designs are also being presented for approval to the West Shadow Executive in this November round of meetings, and the visual identity/branding guidelines are being developed in time for a 'live' date (i.e. ready to use for preparation of items) of 4 January 2021.</p> <p>ALTERNATIVE OPTIONS: Legal advice from an in-house solicitor advised there is no legal requirement for the new logo to be used by any service: the legal requirement is for the name of the new council to be displayed which can be done in writing. However, a strong brand builds recognition, awareness and trust. For a council, strong branding helps residents understand the range of services available and how to access them. This in turn helps to increase resident satisfaction with the council. To achieve a strong brand, the branding must be used widely, clearly and consistently across all council services.</p> <p>CONFLICT OF INTERESTS DECLARED AND DISPENSATIONS GRANTED: None.</p>	
13	Assets, Capital Schemes and Reserves Notification Process – Chester House Estate Update	<p>RESOLVED: That the Shadow Executive, in accordance with the adopted Assets, Capital Schemes and Reserves Notification Process:</p> <p>a) Endorsed the decision of the sovereign Authority, NCC, to:</p> <ul style="list-style-type: none"> • Endorse the updated Business plan for Chester House Estate (formally Chester Farm) and acknowledge the progress made over the last 6 months; • Support the proposed media launch (date to be determined) post lifting of national restrictions; • Approve the proposal to uplift the budget by £850k for the bond funding which is required in order to complete the capital works as indicated in the December 2019 cabinet report; • Approve the uplift of the capital budget by £722k in respect of the Heritage Lottery Grant Funding previously assigned to revenue 	Kerry Purnell

		<p>for project management and other fees which will now be capitalised; and</p> <ul style="list-style-type: none"> • Approve the further uplift of the capital budget by £700k in anticipation of a further Heritage Lottery Grant. <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>CONFLICT OF INTERESTS DECLARED AND DISPENSATIONS GRANTED: None.</p>	
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Date Issued: 27 November 2020