

# **FORWARD PLAN OF DECISIONS AND NOTIFICATION OF EXEMPT ITEMS**

Plan Number 006

December 2020 to February 2021

The next forward plan covering the period January 2021 to March 2021 will be published on  
18<sup>th</sup> December 2020

Published by: West Northamptonshire Democratic Services

Leader of the West Northamptonshire Shadow Authority: Councillor Ian McCord

## INTRODUCTION

This is the West Northamptonshire Shadow Authority's Forward Plan. It is published pursuant to The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. Its purpose is to provide the required 28 days notice of the Shadow Authority's intention to take 'key decisions' and to hold meetings or parts of meetings in private. It gives advance notice of all the "key decisions" and other executive decisions which the Shadow Executive or another body or officer so authorised are likely to take over a four-month period. The Plan is updated on a monthly basis.

At times it may be necessary for the West Northamptonshire Shadow Authority to give consideration to items where the public must be excluded from the meeting. Members of the public are excluded from meetings whenever it is likely that, in the view of the nature of the business to be transacted or the nature of the proceedings that confidential information would be disclosed. This includes exclusion from access to any pertinent documents. Details of the exemption categories can be found in the 'Access to Information Procedure Rules' section in the Shadow Authority's Constitution. This plan provides advance notice of any items which may be held in private.

Each entry identifies:

- The matter in respect of which a decision is to be made.
- The name of the decision-making body.
- The date on which, or the period within which, the decision will be taken.
- How and to whom representations (about the decision) can be made.
- What reports/papers are, or will be, available for public inspection.

The concept of a "key decision" is intended to capture the most important or significant decisions. "Key decisions" will be made at meetings open to the press and public. The press and public will only be excluded from such meetings as and when the Shadow Authority's Monitoring Officer determines that this is necessary in order to avoid the public disclosure of confidential or exempt information.

A Key Decision means a decision which is likely: -

- (a) to result in the relevant local authority incurring expenditure which is, or the making of savings which are significant. For the purposes of the West Northamptonshire Shadow Authority, significant shall be defined as expenditure or savings of £500,000 or more in a single transaction or related series of transactions.
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the relevant local authority."

In determining the meaning of “*significant*” for these purposes the West Northamptonshire Shadow Authority will have regard to any guidance for the time being issued by the Secretary of State in accordance with section 9Q of the Local Government Act 2000 Act

Other decisions that will be published in the Forward Plan include:

- (a) The draft Budget or a draft of one or other of the plans or strategies which make up the Shadow Authority’s “policy framework”. The Shadow Executive’s role in relation to these matters will be to agree a draft which will then be presented to the Shadow Authority Full Council for approval (details of all of plans/strategies etc which are to be considered within the life of the plan are set out at the back of the plan); and
- (b) Other decisions which, whilst they are not “key decisions”, are considered by the Leader to have significant cross-cutting or corporate implications.

The Members of the Shadow Executive are:	
Councillor Ian McCord	Leader of the West Northamptonshire Shadow Authority
Councillor Jonathan Nunn	Deputy Leader of the West Northamptonshire Shadow Authority
Councillor Richard Auger	
Councillor Elizabeth Bowen	
Councillor Rebecca Breese	
Councillor Adam Brown	
Councillor Matthew Golby	
Councillor Phil Larratt	

All general questions about the contents of this Forward Plan, the arrangements for taking key decisions or requests for documents connected to any of these decisions should be raised with Democratic Services.

Please email: [democraticservices@westnorthants.gov.uk](mailto:democraticservices@westnorthants.gov.uk)

Subject of the decision:	Committee	Responsible Shadow Executive Member	Is it a key decision?	Will the report contain exempt information?	Reason for exemption, if any	Anticipated Date of Decision:	Report Author	Supporting documents (if any):
<b>December 2020</b>								
No meeting scheduled.								
<b>January 2021</b>								
Programme Director's Update and Budget Monitoring Report	Shadow Executive	-	No	No	N/A	5 & 26 Jan 2021	Jane Carr	
Programme Change Requests	Shadow Executive	-	No	No	N/A	5 & 26 Jan 2021	Programme Leads	
Discretionary Non-Domestic Rates (NNDR)	Shadow Executive	-	Yes	No	N/A	5 Jan 2021	Martin Henry	
Discretionary Housing Payments	Shadow Executive	-	Yes	No	N/A	5 Jan 2021	Martin Henry	
Preparation of the Annual Budget 2021/22 and Medium Term Financial Plan. To note: <ul style="list-style-type: none"> <li>• Fees and Charges Schedule</li> <li>• DSG Statement</li> <li>• Capital Strategy</li> <li>• Treasury Management Strategy</li> <li>• FUCR Strategy</li> </ul>	Shadow Executive	-	No	No	N/A	5 Jan 2021	Martin Henry	See list of appendices

<b>Subject of the decision:</b>	<b>Committee</b>	<b>Responsible Shadow Executive Member</b>	<b>Is it a key decision?</b>	<b>Will the report contain exempt information?</b>	<b>Reason for exemption, if any</b>	<b>Anticipated Date of Decision:</b>	<b>Report Author</b>	<b>Supporting documents (if any):</b>
Highways Procurement	Shadow Executive	-	No	No	N/A	5 Jan 2021	Graeme Kane	
Private Sector Housing Policy	Shadow Executive	-	Yes	No	N/A	26 Jan 2021	Jane Carr	
Enforcement Policy	Shadow Executive	-	Yes	No	N/A	26 Jan 2021	Jane Carr	
Aligned Tenancy Agreement	Shadow Executive	-	Yes	No	N/A	26 Jan 2021	Jane Carr	
Countywide archives service	Shadow Executive	-	Yes	No	N/A	26 Jan 2021	Jane Carr	
Countywide heritage service	Shadow Executive	-	Yes	No	N/A	26 Jan 2021	Jane Carr	
Internal Audit Governance	Shadow Executive	-	No	No	N/A	26 Jan 2021	Martin Henry	
Internal Audit Plan	Shadow Executive	-	No	No	N/A	26 Jan 2021	Martin Henry	
Risk Management Strategy	Shadow Executive	-	No	No	N/A	26 Jan 2021	Martin Henry	
External Audit Appointment	Shadow Executive	-	Yes	No	N/A	26 Jan 2021	Martin Henry	
Local Council Tax Reduction Scheme 2021-2022	Shadow Executive	-	Yes	No	N/A	26 Jan 2021	Martin Henry	
Rebranding Day 1 Items and Costings	Shadow Executive	-	No	No	N/A	26 Jan 2021	Martin Cox	

Subject of the decision:	Committee	Responsible Shadow Executive Member	Is it a key decision?	Will the report contain exempt information?	Reason for exemption, if any	Anticipated Date of Decision:	Report Author	Supporting documents (if any):
Opus Report	Shadow Executive	-	No	No	N/A	26 Jan 2021	Martin Cox	
HR Policy Principles	Shadow Executive	-	No	No	N/A	26 Jan 2021	Martin Cox	
Assets, Capital Schemes and Reserves Notification Process – Update Report	Shadow Executive	-	No	No	Paragraph 3 – financial information	5 & 26 Jan 2021	Martin Henry	
<b>February 2021</b>								
Programme Director's Update and Budget Monitoring Report	Shadow Executive	-	No	No	N/A	12 Feb 2021	Jane Carr	
Programme Change Requests	Shadow Executive	-	No	No	N/A	12 Feb 2021	Programme Leads	
Annual Budget 2021/22 and Medium Term Financial Plan: <ul style="list-style-type: none"> <li>• Fees and Charges Schedule</li> <li>• DSG Statement</li> <li>• Capital Strategy</li> <li>• Treasury Management Strategy</li> <li>• FUCR Strategy</li> <li>• Consultation Feedback</li> <li>• Section 25 report –</li> </ul>	Shadow Executive	-	No	No	N/A	12 Feb 2021	Martin Henry	See list of appendices

<b>Subject of the decision:</b>	<b>Committee</b>	<b>Responsible Shadow Executive Member</b>	<b>Is it a key decision?</b>	<b>Will the report contain exempt information?</b>	<b>Reason for exemption, if any</b>	<b>Anticipated Date of Decision:</b>	<b>Report Author</b>	<b>Supporting documents (if any):</b>
Statement of Robustness • Council Tax Resolution								
Allocations Policy	Shadow Executive	-	Yes	No	N/A	12 Feb 2021	Jane Carr	
Income Management Policy	Shadow Executive	-	Yes	No	N/A	12 Feb 2021	Jane Carr	
Rent Setting Policy	Shadow Executive	-	Yes	No	N/A	12 Feb 2021	Jane Carr	
Tenancy Policy	Shadow Executive	-	No	No	N/A	12 Feb 2021	Jane Carr	
Social Housing Fraud Policy	Shadow Executive	-	Yes	No	N/A	12 Feb 2021	Jane Carr	
Resident Involvement Policy	Shadow Executive	-	Yes	No	N/A	12 Feb 2021	Jane Carr	
Appeals Policy	Shadow Executive	-	Yes	No	N/A	12 Feb 2021	Jane Carr	
Temporary Accommodation Policy	Shadow Executive	-	Yes	No	N/A	12 Feb 2021	Jane Carr	
Suitable Discharge Policy for Homelessness	Shadow Executive	-	Yes	No	N/A	12 Feb 2021	Jane Carr	
Spend to Save Policy – Homelessness	Shadow Executive	-	Yes	No	N/A	12 Feb 2021	Jane Carr	
Severe Weather Emergency Protocol (SWEP) Policy – Homelessness	Shadow Executive	-	Yes	No	N/A	12 Feb 2021	Jane Carr	

Subject of the decision:	Committee	Responsible Shadow Executive Member	Is it a key decision?	Will the report contain exempt information?	Reason for exemption, if any	Anticipated Date of Decision:	Report Author	Supporting documents (if any):
West Unitary grants and community support allocation policy	Shadow Executive	-	Yes	No	N/A	12 Feb 2021	Jane Carr	
Constitution for the West Northamptonshire Unitary Council	Shadow Executive	-	No	No	N/A	12 Feb 2021	Catherine Whitehead	
Scheme of Members' Allowances	Shadow Executive	-	No	No	N/A	12 Feb 2021	Catherine Whitehead	
Assets, Capital Schemes and Reserves Notification Process – Update Report March 2021	Shadow Executive	-	Yes	No	Paragraph 3 – financial information	12 Feb 2021	Martin Henry	
Programme Director's Update and Budget Monitoring Report	Shadow Executive	-	No	No	N/A	23 Mar 2021	Jane Carr	
Programme Change Requests	Shadow Executive	-	No	No	N/A	23 Mar 2021	Programme Leads	
Customer Experience Strategies	Shadow Executive	-	No	No	N/A	23 Mar 2021	Richard Ellis	
Insurance – Details of Insurer and Cover/Cost	Shadow Executive	-	Yes	No	N/A	23 Mar 2021	Martin Henry	
Assets, Capital Schemes and Reserves Notification Process – Update Report	Shadow Executive	-	No	No	Paragraph 3 – financial information	23 Mar 2021	Martin Henry	