

FORWARD PLAN OF DECISIONS AND NOTIFICATION OF EXEMPT ITEMS

Plan Number 08

February 2021 to April 2021

The next forward plan covering the period March 2021 to May 2021 will be published on 12th
January 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.

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| 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

| 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): |
|---|------------------|-------------------------------------|-----------------------|---|-------------------------------------|-------------------------------|-----------------|--------------------------------|
| December 2020 | | | | | | | | |
| No meeting scheduled. | | | | | | | | |
| January 2021 | | | | | | | | |
| Programme Director's Update and Budget Monitoring Report | Shadow Executive | - | No | No | N/A | 26 Jan 2021 | Jane Carr | |
| Programme Change Requests | Shadow Executive | - | No | No | N/A | 26 Jan 2021 | Programme Leads | |
| Local Council Tax Reduction Scheme 2021-2022 | Shadow Executive | - | Yes | No | N/A | 26 Jan 2021 | Martin Henry | |
| West Northamptonshire Policy Adoption | Shadow Executive | - | No | No | N/A | 26 Jan 2021 | Various | |
| Highly Complex Autism tender | Shadow Executive | - | No | No | N/A | 26 Jan 2021 | Katie Brown | |
| Assets, Capital Schemes and Reserves Notification Process – Update Report | Shadow Executive | - | No | No | Paragraph 3 – financial information | 26 Jan 2021 | Martin Henry | |
| February 2021 | | | | | | | | |
| Programme Director's Update and Budget Monitoring Report | Shadow Executive | - | No | No | N/A | 12 Feb 2021 | Jane Carr | |

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|--|------------------|--|------------------------------|--|-------------------------------------|--------------------------------------|----------------------|---------------------------------------|
| Programme Change Requests | Shadow Executive | - | No | No | N/A | 12 Feb 2021 | Programme Leads | |
| Annual Budget 2021/22 and Medium Term Financial Plan. | Shadow Executive | - | No | No | N/A | 12 Feb 2021 | Martin Henry | |
| Opus Report | Shadow Executive | - | No | No | N/A | 12 Feb 2021 | Martin Cox | |
| Rebranding Day 1 Items and Costings | Shadow Executive | - | No | No | N/A | 12 Feb 2021 | Martin Cox | |
| Eclipse Report | Shadow Executive | - | Yes | No | N/A | 12 Feb 2021 | Anna Earnshaw | |
| Enforcement Policy | Shadow Executive | - | Yes | No | N/A | 12 Feb 2021 | Martin Cox | |
| West Northamptonshire Policy Adoption | Shadow Executive | - | No | No | N/A | 12 Feb 2021 | Various | |
| Constitution for the West Northamptonshire Unitary Council | Shadow Executive | - | No | No | N/A | 12 Feb 2021 | Catherine Whitehead | |
| HR Policy Principles | Shadow Executive | - | No | No | N/A | 12 Feb 2021 | Martin Cox | |
| Draft Waste Management Policy | Shadow Executive | - | No | No | N/A | 12 Feb 2021 | Jane Carr | |
| Private Sector Housing Enforcement Policy | Shadow Executive | - | No | No | N/A | 12 Feb 2021 | Jane Carr | |
| Website Accessibility Policy | Shadow Executive | - | Yes | No | N/A | 12 Feb 2021 | Richard Ellis | |

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|---|------------------|-------------------------------------|-----------------------|---|-------------------------------------|-------------------------------|---------------------|--------------------------------|
| Aligned Tenancy Agreement | Shadow Executive | - | Yes | No | N/A | 12 Feb 2021 | Jane Carr | |
| Inter-Authority Arrangements, including archives and heritage services | Shadow Executive | - | No | No | N/A | 12 Feb 2021 | Catherine Whitehead | |
| Taxi Licensing Policy – Request to consult | Shadow Executive | - | No | No | N/A | 12 Feb 2021 | Jane Carr | |
| Assets, Capital Schemes and Reserves Notification Process – Update Report | Shadow Executive | - | Yes | No | Paragraph 3 – financial information | 12 Feb 2021 | Martin Henry | |
| March 2021 | | | | | | | | |
| 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 | |
| Insurance – Details of Insurer and Cover/Cost | Shadow Executive | - | Yes | No | N/A | 23 Mar 2021 | Martin Henry | |
| Website Content Publication Policy | Shadow Executive | - | Yes | No | N/A | 23 Mar 2021 | Richard Ellis | |
| Customer Experience Strategies | Shadow Executive | - | Yes | No | N/A | 23 Mar 2021 | Richard Ellis | |
| West Northamptonshire Policy Adoption | Shadow Executive | - | No | No | N/A | 23 Mar 2021 | Various | |

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| Assets, Capital Schemes and Reserves Notification Process – Update Report | Shadow Executive | - | No | No | Paragraph 3 – financial information | 23 Mar 2021 | Martin Henry | |