

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

**Meeting:** West Northamptonshire Shadow Overview and Scrutiny Committee

**Date:** Monday 25 January 2021

**Time:** 6:00 pm

**Venue:** Virtual meeting via Zoom

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

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

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[tiff@northampton.gov.uk](mailto:tiff@northampton.gov.uk)

### Agenda

Item No	Subject	Page Number
1	Apologies for non-attendance	-
2	Notifications of requests to address the meetings	-
3	Members' Declarations of Interest	-
4	Chair's Announcements	-
<b>Items requiring a decision</b>		
5	Minutes <i>The Overview and Scrutiny Committee to approve the minutes of the meeting held on 12 January 2021</i>	3-10
6	Governance Scrutiny <i>The Overview and Scrutiny Committee to provide scrutiny input in relation to the draft Constitution for West Northamptonshire Council</i>	11-20
7	Draft budget report - Budget consultation report <i>The Overview and Scrutiny Committee to consider the Chair's report regarding the Committee's comments on the draft Budget 2021-2022 and Medium-Term Financial Plan - General Fund Revenue and Capital.</i>	21-29

8	WNSA – Executive Forward Plan  <i>The Overview and Scrutiny Committee to consider the WNSA Executive Forward Plan for potential future pre-decision Scrutiny</i>	31-37
<b>Urgent Business</b>		
Urgent Business Such other business which, by reasons of the special circumstances to be specified, the Chair is of the opinion is of sufficient urgency to warrant consideration. (Members who wish to raise urgent business are requested to inform the Chair beforehand.)		
9	None notified	
<b>Exempt Items</b>		
In respect of the following items the Chairman may move the resolution set out below, on the grounds that if the public were present it would be likely that exempt information (information regarded as private for the purposes of the Local Government Act 1972) would be disclosed to them: The Committee is requested to resolve: “That under Section 100A of the Local Government Act 1972, the public be excluded from the meeting for the following item(s) of business on the grounds that if the public were present it would be likely that exempt information under Part 1 of Schedule 12A to the Act of the descriptions against each item would be disclosed to them”		
		<b>Exempt Category</b>
-	None Notified	

**Catherine Whitehead, Proper Officer**

**Date Issued: 15 January 2021**

**WEST NORTHAMPTONSHIRE  
SHADOW OVERVIEW AND SCRUTINY COMMITTEE**

**Tuesday, 12 January 2021**

**Shadow Overview and Scrutiny Committee Members present:**

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

**Other Members Present:**

Councillor Rebecca Breese	Chair, Budget and MTFP Task & Finish Group, West Northamptonshire Shadow Authority
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**Officers present:**

Ed Bostock	Democratic Services Officer, Northampton Borough Council
George Candler	Chief Executive, Northampton Borough Council
Jane Carr	Transformation Director, West Northamptonshire Authority
Anna Earnshaw	Chief Executive, West Northamptonshire Authority
Cathi Hadley	Shared Director of Children's Services and Statutory DCS, North & West Northamptonshire Shadow Authorities
Martin Henry	Chief Finance Officer, West Northamptonshire Authority
Andrew Hunkin	Legal and Democratic Lead, Future Northants
Paul Hymers	Strategic Finance Adviser, South Northants Council
Alex Melia	Democratic Services Officer, West Northamptonshire Shadow Authority (Minutes)
James Smith	Deputy S151 Officer, Northamptonshire County Council
Tracy Tiff	Democratic and Member Services Manager, Northampton Borough Council

**1. APOLOGIES FOR NON-ATTENDANCE**

None received.

**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 asked for Members of the Committee willing to act as observers on relevant Task & Finish groups. Councillor Emma Roberts and James Hill volunteered to act as observers. The meeting dates would be provided to Councillors Roberts and Hill.

#### **5. MINUTES OF THE MEETING HELD ON 15 DECEMBER 2020**

**RESOLVED:** That the Shadow Overview and Scrutiny Committee approved the minutes of the meeting held on 15 December 2020 as a true and accurate record.

#### **6. FINANCE SCRUTINY**

Councillor Rebecca Breese introduced the report and highlighted the salient points:

- The report contains the first Draft Revenue Budget for 2021/22 and Medium-Term Financial Plan for the new West Northamptonshire Council, and comes for consideration here as part of the consultation process.
- Comments on the proposed budget from this consultation process and the Shadow Overview & Scrutiny Committee will be taken to the the shadow executive for consideration as part of the final budget proposal before the Budget is sent for approval at the West Northamptonshire Shadow Authority meeting in February 2021.
- The current plans assume no service reductions and a Council Tax increase of 1.99% for core activities and the full 3% social care precept increase as allowed by central government.
- The Council Tax Harmonisation Task and Finish Group met on 19th June and 21st July to consider the options for Council Tax harmonisation and concluded that, in order to maximise income, harmonisation should be based on applying the referendum limit to the average level of current Band D rates. This approach was endorsed by the Shadow Executive Committee on 25th August.
- As this is the first budget created for the West Northamptonshire Council, due diligence has been given to forming the baseline figures transferring from the sovereign councils. There will be some inherent risk associated with the demand on services in the first year, which is augmented by the impact of Covid-19.
- Where such risks cannot be mitigated by the provisional settlement, attempts have been made to mitigate these issues through contingency funding in the plans.
- Post-vesting day, officers and the Executive will work together to provide a three-year corporate plan encompassing the corporate priorities that allow West Northamptonshire Council to operate as a high-functioning, sustainable authority.

The Chair notified attendees that following the all-member briefing, the Shadow Overview & Scrutiny Committee had submitted questions in advance of the meeting. In consultation with the Chief Finance Officer, West Northamptonshire Authority, it was agreed that this item would be split into sub-sections based on these questions and their responses.

#### **Transformation**

1. We would like to know more about the transformation programme. What is in the revised programme? The cost is £2.9m each year for the transformation team.

The Chief Finance Officer advised that:

- The cost represents that of providing a transformation team able to deliver the transformation required to deliver streamlined services, to reduce duplication and to make service operating models more efficient.
- The majority of the £2.9m is made up of staffing costs funding of 52 posts in addition to the Director of Transformation.
- There is also a spending budget of £20,000 to deal with the cost of running the service such as any general IT requirements, stationery costs, mileage and expenses claims.

The Transformation Director, West Northamptonshire Shadow Authority, noted that some transformation resources have been reallocated due to a lack of capacity caused by the impact of Covid-19.

2. There is £500,000 for efficiency saving projects which brings the 2021/22 budget to £3.4m. Is this funded from earmarked Reserves of Capital Receipts?

The Chief Finance Officer advised that:

- This is in addition to the £2.9m and the assumption within the draft budget is that it is funded through reserves. This will be an 'invest to save' fund whereby services can bid for this funding if they can demonstrate ongoing savings that will deliver savings in excess of the funding they are bidding for.
  - A 'Future Use of Capital Receipts' policy will form part of the final budget report to allow for the potential transfer of the funding of these costs into capital. However, the position set out in the draft budget report is cautious at this stage and assumes funding through revenue reserves.
3. What are the priority services which need to be brought together to produce more efficient operating models? What is the projected cost/ savings?

The Chief Finance Officer noted that senior management savings will total £1.9m. This reflects that there will only be one Chief Executive across West Northamptonshire rather than four and the numbers of directors and their support will be less than is currently in the sovereign councils. In addition to this, savings from service transformation will equate to approximately £1.8m.

The Transformation Director noted that three main priority areas for the first years of the authority are being developed in conjunction with the Transformation Task & Finish Group:

- Tier 4 – the management level below senior officers.
- Services hosted by West Northamptonshire Council.
- The aggregation of District and Borough services post vesting day.

The Shadow Overview and Scrutiny Committee made comment, asked questions and received the following feedback:

- The Transformation Director, West Northamptonshire Shadow Authority, noted that some transformation resources have been reallocated due to a lack of capacity caused by the impact of Covid-19.
- Members queried the potential of paying a national living wage to employees and whether this had been included in the draft budget. The Chief Finance Officer advised that there is provision to pay the national living wage where applicable, but that a formal living wage accreditation has not been assumed at this stage.

- Members expressed concerns that savings made from the reduction of senior management during the transformation process may reduce the capacity to take on new projects and whether the £1.9m of projected savings has taken account of elements such as senior figures in the Children’s Trust.
- The Chief Executive, West Northamptonshire Authority, emphasised that the Children’s Trust has a separate budget, therefore the £1.9m figure quoted does not include extra senior figures in the organisation. It was also noted that the draft budget has deliberately assumed further savings below senior management as transformation is still required.
- In response to a question, the Transformation Director, West Northamptonshire Authority, advised that the transformation team will become a permanent feature of the new authority, transferring to a “business as usual” approach as seen in other unitary authorities.
- Members asked for clarity on the budget-setting process as sovereign council audits have not taken place. The Chief Finance Officer advised that the process has remained consistent with other budgets, with estimates made based on earmarked reserves and general fund balances.
- In response to a question regarding audit fees, Councillor Rebecca Breese confirmed that this point has been raised in meetings with MHCLG and will continue.
- Members highlighted the complex nature of the budget with regards to the amalgamation of separate licensing authorities.
- In response, the Chief Finance Officer, noted that the pooled fees and charges from the four sovereign Councils had over 1600 individual elements. It was advised work in this area is ongoing and that a schedule on harmonised fees and charges will form part of the final budget proposal. The Chief Finance Officer agreed to update Members on the progress of this work.

### **Covid-19 Funds**

1. What is the total of government Covid-19 grants to sovereign councils?

The Chief Finance Officer discussed the figures and provided details to the Committee.

He also advised on the total Covid-19 support that had been announced in the provisional settlement for West Northamptonshire for Financial Year 2021-22.

It was also noted that other specific, smaller funds have been received by the sovereign councils this year covering issues such as: care homes support, DEFRA – food support for vulnerable families, the winter support grant – to support community resilience, help with people self-isolating, help with bills and food for vulnerable families with children and a Contain Grant – for testing and outbreak management.

2. The long-term effects of Covid-19 on health, education employment, the economy and poverty are unquantifiable at present. How much of these government grants will transfer to WNC?

The remaining balance of grants from Daventry, Northampton and South Northants will transfer across to West Northamptonshire. Any balance of County Council funding will be allocated between West Northants and North Northants but will also transfer across. These amounts would be in addition to the funds provisionally allocated for Covid-19 for next year totalling £12.652m which will be payable directly to West Northants.

3. Is there a Covid-19 recovery plan? Will any current and future grants be ring-fenced?

It is expected that any Covid-19 related funding would be allocated to the costs of Covid-19 now and in the future.

The Chief Executive, West Northamptonshire Authority, commented as follows:

- The figures for Covid-19 funding are constantly changing, as further support is announced by central government and extra demands become apparent.
- Some funds are ring-fenced and must be spent in the current financial year.
- A Covid-19 recovery plan is in place and is being constantly worked on.
- Work is ongoing with the sovereign councils to administer business grants where necessary to aid economic recovery.

The Chair of the Shadow Overview and Scrutiny Committee highlighted the unforeseen nature of future demand on services due to the impact of Covid-19.

The Chief Executive, West Northamptonshire Authority noted that estimates for the allocation of funds are being consistently reviewed, citing the increased demand on mental health services as an example.

The Shadow Overview and Scrutiny Committee made comment, asked questions and heard:

- Members queried the references to “Covid-19 pressures” in the draft budget and requested further detail on the allocation of funds to specific service areas.
- The Chief Executive, West Northamptonshire Authority, confirmed that most grants have conditions that must be validated, such as the displacement of those in Adults Services into care homes. For clarity, these have been referred to as Covid-19 pressures within the report to signify the additional impact on services from Covid-19.
- Members expressed concern over contingency plans related to Covid-19 and the impact on community groups and council services.
- The Chief Executive, West Northamptonshire Authority, noted the significant pressure on services and advised that the budget assumes that current funding remains, with priorities set through a three-year corporate plan.

## **Reserves**

1. The sovereign councils held substantial Reserves. How much will transfer to West Northamptonshire Council?

The Chief Finance Officer advised that:

- All of the district and borough council reserves held at the end of this financial year will transfer to West Northamptonshire Authority, along with a share of the County Council reserves held at the end of this financial year.
- These figures cannot be confirmed until the accounts for the current financial year (2020-21) have been finalised and this will take place after vesting day.
- Estimates have been made for what will be held at the end of this financial year in reserves and therefore the amount expected to be available for West Northamptonshire, which is a minimum of £95m, split into estimates of: general fund balances of £30m and earmarked reserves of £65m.

2. How much of these are being used to balance the budget?

The Chief Finance Officer noted that the draft budget assumes the following use of the above reserves:

- Up to £5m general fund reserves to fund the general contingency budget if required.
- Up to £3.4m use of earmarked reserves to fund transformation team and 'invest to save' fund to deliver ongoing efficiency savings which are expected to deliver ongoing savings that exceed these costs funded through reserves.
- Enterprise Zone admin costs of £661,000 to be funded through the Enterprise Zone earmarked reserves.
- Elections costs of £560,000 to be funded through the election's reserves.

### 3. Are Capital Receipts being used for General Funds?

The Chief Finance Officer commented that West Northamptonshire Council is not allowed to transfer capital receipts into the general fund. However, some allowable costs may be transferred from revenue into capital receipts, to free up revenue funding which can be used more flexibly than capital funding sources.

The Shadow Overview and Scrutiny Committee made comment, asked questions and received the following feedback:

- Members expressed concern over the reduction in Total Capital Programme Expenditure in the years following the financial year 2021-22.
- The Chief Finance Officer noted that Capital Programmes are being aggregated for 2021-22. Following this, future Capital Programmes will undergo a bidding, evaluation and review process moving forward.
- Members asked for clarity over the discrepancy in figures for the S106 Funded Highway Schemes listed in the report. In response, the Chief Finance Officer offered to provide further breakdown of the detail for this scheme outside of the meeting.
- The Deputy S151 Officer, Northamptonshire County Council clarified that funding is not allocated by scheme, but rather there are schemes included in the Capital Programme noted in appendix E to the report that have been funded by S106.
- Questions were raised over existing capital projects agreed by sovereign councils and whether these have been considered by the draft budget. The Chief Finance Officer advised that where there was slippage on capital schemes, these schemes will continue into the West Northamptonshire Council.
- Members enquired about the Northampton North West Relief Road project and how this would affect finances in future. The Chief Executive, Northampton Borough Council, advised that a funding package is set to be worked through and the aim is to commence the project in the autumn next year.

### **Children's Trust**

1. There is a budget of £136.37m for the Children's Trust to deliver children's services. This is a demand led service with unpredictable areas of spend especially when the full effects of Covid-19 are understood. Where in the budget is a contingency to cover extra funding?

The Shared Director of Children's Services and Statutory DCS, North & West Northamptonshire Shadow Authorities, commented as follows:

- The total figure quoted is for the contract across Northamptonshire. West Northamptonshire Council's share of this is estimated to be approximately £76.01m, but after taking into account grant funding and other income the net costs of Children's Trust contract to the authority is £68.3m.



- There is a provision for £0.85m in the West Northamptonshire draft budget for the estimated 21/22 impact of Covid-19 relating to the Children's Trust against the provisional settlement announcement of 21/22 Covid-19 grants.
  - This calculation is based on the full year effect of the staffing and care costs to support the forecast additional children coming into care in 20/21 due to Covid-19. This is not included in the contract sum and will be held by the Council contingent upon the Trust providing evidence of demand.
  - Any additional demand led pressures would have to be dealt with in year or with the use of some of the general contingency set aside within the budget plans.
2. A business plan will present the case for extra funding. Against what criteria will this be agreed? Will there be no reduction in staffing or service?

The Shared Director of Children's Services and Statutory DCS, commented as follows:

- The financial performance for the initial 17-month contract sum which includes 2021/22 will be monitored through the Finance Mechanism.
- Any changes will go through the governance process which has been put in place.
- For future years, the process for agreeing contract sum will be alongside the Council's business planning and budget setting processes.

The Chief Executive, West Northamptonshire Authority, added that in the first instance, the Children's Trust is required to meet excess demand from its own reserves.

The Shadow Overview and Scrutiny Committee made comment, asked questions and heard:

- In response to a question, the Shared Director of Children's Services and Statutory DCS agreed to provide further updates on Transport Optimisation after a review.

### **Additional Comments**

The Shadow Overview and Scrutiny Committee made comment, asked questions and heard:

- Members expressed concern that they felt that the budget consultation does not adequately consider the concerns of residents and questioned whether the expenditure package will provide quality services.
- Members noted the lack of references to residents' contribution to the Office of Northamptonshire Police, Fire & Crime Commissioner. After discussion, it was emphasised that if there is a separate cost due, the budget report should reflect this.

**RESOLVED:** That the Shadow Overview and Scrutiny Committee considered the attached reports that were considered by the Shadow Executive on 5 January 2021 and made comment as detailed above.

## **7. WNSA – EXECUTIVE FORWARD PLAN**

George Candler, Chief Executive, Northampton Borough Council introduced the WNSA Executive Forward Plan and highlighted the salient points:

- The Shadow Executive meeting in February 2021 will receive the outcomes of the draft budget consultation.

- The Shadow Overview & Scrutiny Committee meeting scheduled for 25 January 2021 will look at the West Northamptonshire Council constitution to help shape the outlook of Overview & Scrutiny in the new authority.
- The meeting of the Committee scheduled for 2 March 2021 will centre on summarising the work of the Shadow Overview & Scrutiny Committee over the past year and ensuring that this work is taken forward into West Northamptonshire Council.

**RESOLVED:** That the Shadow Overview & Scrutiny Committee noted the contents of the Forward Plan.

## **8. URGENT ITEMS**

There were none.

## **9. EXEMPT ITEMS**

There were none.

There being no further business, the meeting concluded at 20.11 hours.

## **WEST NORTHAMPTONSHIRE SHADOW AUTHORITY**

### **OVERVIEW AND SCRUTINY COMMITTEE**

**25 January 2021**

<b>Report Title</b>	<b>A new Constitution for West Northamptonshire Council</b>
<b>Report Author</b>	<b>Catherine Whitehead, Director of Legal and Democratic Services</b>

#### **1. Purpose**

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- 1.1 The new West Northamptonshire Council is required to have a constitution and this report sets out the process followed to prepare the draft constitution. The report seeks the Overview and Scrutiny Committee's views on the proposed Constitution based on this process.

#### **2. Recommendations**

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- 2.1 To consider and comment on the proposed Constitution for West Northamptonshire Council.

#### **3. Issues and Choices**

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##### **3.1 Report Background**

- 3.1.1 A new council presents a rare opportunity to set out new ways of operating, but also to explain how it intends to operate in a different way so that it encourages public involvement in the democratic process and helps to inform and engage, avoiding some of the traditional approaches which can present a barrier to wider public involvement.
- 3.1.2 The four local authorities within West Northamptonshire all have their own constitution which have provided a useful background to current decision making arrangements. However a unitary Council requires a new Constitution which draws upon but is not the same as any existing Constitution. The decision about the style of that document is one of the ways the new Council can signal that this is a new council with a different look and feel from its predecessors.

##### **3.2 The Drafting of the Constitution**

3.2.1 The Council is required by Section 9P of the Local Government Act 2000 to have a Constitution which must contain:

- (a) a copy of the authority's standing orders for the time being,
- (b) a copy of the authority's code of conduct (if any) for the time being under section 28 of the Localism Act 2011,
- (c) such information as the Secretary of State may direct, and
- (d) such other information (if any) as the authority considers appropriate.

3.2.2 To take forward the drafting of the Constitution a Member Task and Finish Group was set up, chaired by Councillor Adam Brown with Councillors Phil Larratt, Michael Clarke, Sally Beardsworth and Charles Manners also members of the group. During November and December the Task and Finish Group has met almost weekly to consider the various sections of the new Constitution. Meetings of the group provided a steer on the principles, framework and key provisions. The Task and Finish Group has had the following meetings:

No.	Date	Topics Explored with Members
1.	1 July 2020	Operation of Group and adoption of the terms of reference.
2.	29 July	Considerations of current governance structures used by unitary authorities.  LGA's recommendation of a good example of leader and cabinet – Cornwall Council.  Consideration of Committee System Structure.
3.	20 August	Legal Advice on the models of Constitution available.  Initial draft - Council Procedure Rules / Meeting Procedure Rules
4.	16 September	Second draft - Council Procedure Rules / Meeting Procedure Rules
5.	16 October	Initial draft: <ul style="list-style-type: none"> <li>• Access to Information Procedure Rules</li> <li>• Executive Procedure Rules</li> <li>• Interim arrangements</li> </ul>
6.	12 November	Presentation by the new MO <ul style="list-style-type: none"> <li>• Approach and next steps</li> <li>• Governance Structures</li> <li>• Scoping and Planning Document</li> <li>• Cabinet Procedure Rules (final draft) and initial draft - Summary and Explanation</li> </ul>

		<ul style="list-style-type: none"> <li>• Initial consideration - Overview and Scrutiny function</li> <li>• Interim Arrangements</li> </ul>
7.	25 November	<p>Democratic Arrangements - A New Constitution for West Northants</p> <ul style="list-style-type: none"> <li>• Constitution Index</li> <li>• Summary and Explanation</li> <li>• Public Participation in West Northants – initial draft</li> <li>• Proper Officer List</li> <li>• Overview and Scrutiny Procedure Rules – Initial draft</li> <li>• Council Procedure Rules final draft</li> </ul>
8.	2 December	<ul style="list-style-type: none"> <li>• Proposed Committee Structure for the new Council</li> <li>• Scheme of Delegation Principles</li> </ul>
9.	9 December	<p>Terms of Reference of Governance Committees</p> <ul style="list-style-type: none"> <li>• Democracy and Standards</li> <li>• Audit and Governance</li> <li>• Pensions</li> <li>• Senior Appointments</li> </ul> <p>Councillors</p> <ul style="list-style-type: none"> <li>• Role of Councillors</li> <li>• Code of Conduct</li> <li>• Member Complaints Procedure</li> <li>• Member Officer Protocol</li> </ul> <p>Officers</p> <ul style="list-style-type: none"> <li>• Scheme of Delegation Draft</li> <li>• Proper Officers (review)</li> </ul>
10.	22 December	<ul style="list-style-type: none"> <li>• First Draft of New Constitution</li> </ul>
11.	15 January 2021	<ul style="list-style-type: none"> <li>• Glossary</li> <li>• Planning Protocol</li> <li>• Planning Committees Terms of Reference</li> <li>• Finance Procedure Rules</li> <li>• Contract Procedure Rules</li> <li>• Employee Code of Conduct</li> </ul>

### 3.3 Principles

3.3.1 The Member Task and Finish Group agreed the following Principles, which have enabled members and officers to work together collaboratively to shape and frame a new constitution:

- Transparency – makes it clear what our rules are
- Accountability – explains clearly who makes which decisions
- Efficiency – keeps the cost of decision making down
- Accessibility – is accessible to all
- Inclusivity – encourages public participation
- Concise – describes what it needs to succinctly.

### **3.4 Style**

3.4.1 The Member Task and Finish Group was also supportive of the idea that the way the document is drafted and published supports the principle of accessibility and inclusivity, both digitally and more generally. It also recommended that the Constitution should be easy to read and written wherever possible using plain English, and with any technical terms being clearly explained and set out in a glossary.

### **3.5 Structure**

3.5.1 The Task and Finish Group also chose a new structure for the Constitution based on the key decision making bodies, to make it easier for those consulting the constitution to find what they are looking for:

- Non-executive
- Executive
- Scrutiny
- Joint Arrangements
- Councillors
- Officers.

3.5.2 This is a departure from the Model Constitution which was introduced by the DETR in 2000. That guidance has now been archived although it continues to inform many constitutions.

3.5.3 It was also agreed that in order to keep the document short, Standing Orders such as procedures for contracting should be in guidance documents sitting outside the Constitution. Schemes of delegation should also be prepared as catch-all delegations with exceptions to avoid the risk of omissions.

### **3.6. Approach**

3.6.1 The officers prepared a number of slide presentations to discuss with the members of the Task and Finish Group. A steer from members was obtained and the results of the steer and the slides have been used to draft the Constitution.

3.6.2 The Constitution is a living document and although it will be approved by the Shadow Authority in the first instance it is not necessary to take changes back

to full council where the relevant decision maker has made a decision. E.g. the Cabinet can change the portfolios without the need for this to be referred to Council as this is an Executive decision. Where the Cabinet makes changes the Monitoring Officer will be able to amend the Constitution as a 'consequential amendment'. This is provided for within the Constitution.

3.6.3 The Constitution has been drafted in accordance with the steer from Members. The draft Constitution has been referred to the Task and Finish Group.

### **3.7 Progress:**

#### **Parts 1 and 2 Summary and Articles**

3.7.1 The Summary and Articles section of the Model Constitution contains an overview of the Council. It is the part of the Constitution which is directed to the public as it includes a broad description of the rights of citizens as well as a basic statement about how the Council operates.

3.7.2 In addition to the broad description this section usually contains some specific information e.g. the content of the Council's Policy Framework. The detailed information in Part 1 is set out in a series of 15 Articles. The majority of detailed rules are set out in the later parts of the Constitution.

3.7.3 The new approach that has been taken for the Constitution deletes the Articles and provides a simple introduction and summary which includes the necessary information to provide a broad overview. This will form the basis of the information which is presented on the website as the content for the Council pages.

#### **Part 3 Responsibility for Functions**

3.7.4 The remainder of the Constitution is set out in specific sections in a different order to the Model Constitution. It is drafted as follows:

##### **Non-Executive**

3.7.5 Council:

The functions of Council, the overall policy framework and budget and how Council make decisions. The Council Procedure Rules set out how the Council will operate.

3.7.6 Council Committees:

Detailed consultation has taken place to draw up a draft committee structure which will form the basis of the delegation of functions to committees within the Constitution.

- **Planning**  
Detailed work has been carried out by the Planning work stream and the Member Task and Finish Group on planning which has been shared with the Constitution Task and Finish Group. The terms of reference of the committee are not disputed and have been drafted in accordance with the instructions of the Planning Work stream.

- **Licensing**  
Details of the Licensing Committee arrangements have been considered by the Communities Board and this has been provided to the Constitution Task and Finish Group.
- **Senior Appointments Committee**  
Detailed procedures for the Senior Appointments Committee have been drafted by the HR work stream and considered by the Constitution Task and Finish Group. Comments have been referred back to HR.
- **Democracy and Standards Committee, Audit and Governance Committee, Pensions Committee.**  
Documents have been prepared for the Member Task and Finish Group with specific recommendations which have been agreed by Members.
- **Localism Arrangements**  
These arrangements are currently subject to a separate piece of work which will take place once the new Council is in place. Existing arrangements will be maintained in relation to key boards and groups until that review is complete.

## **Executive**

### **3.7.7 Executive Procedure Rules**

A detailed analysis has been presented to the Member Task and Finish Group including comparisons with other councils and a clear steer has been provided on the key elements of the way the Council will operate. The Executive will be called Cabinet and will have 9 members plus the Leader and there will be portfolios which can be established at the discretion of the Leader.

### **3.7.8 Access to Information Procedure Rules**

Detailed recommendations have been referred to the Member Task and Finish Group and these have resulted in a steer on, for example, the definition of a key decision.

## **Scrutiny**

3.7.9 Scrutiny arrangements have been the subject of consultation with the Scrutiny Committee including the process of Scrutiny which is not detailed in the Constitution. The broad framework for establishing a work programme has been included.

### **3.7.10 Rules of Procedure**

The detail of Call-in processes and grounds for Call-in have been the subject of a presentation to Members and a steer has been provided.

## **Joint Arrangements**

3.7.11 The North and West Joint Committee will deal with shared service arrangements.

3.7.12 PATROL work - the terms of reference of these joint arrangements will be included within the new Constitution.



### 3.7.13 Police, Fire and Crime Panel

Separate work has been undertaken to identify the changes needed to the membership of statutory bodies in which the existing councils have duplicated membership. The Police and Crime Panel will need to decide those new arrangements and that decision has been referred to their meeting.

## **Councillors**

### 3.7.14 Members' Allowances Scheme

A separate report will be presented on Members' Allowances – once the scheme is finalised it will be incorporated into the Constitution.

### 3.7.15 Roles of Councillors (Job Descriptions)

### 3.7.16 Members' Code of Conduct and Complaints Procedure

Details of the proposed new Code of Conduct have been referred to the Member Task and Finish Group along with a complaints procedure for handling member complaints, and a procedure for recording Members' registers of interests.

### 3.7.17 Members' Planning Protocol

This is subject to further discussion with the Member Planning Task and Finish Group.

### 3.7.18 Member/Officer Protocol

Details of the proposed Member/Officer Protocol have been discussed with the Member Task and Finish Group.

## **Officers**

### 3.7.19 Management Structure

This has been finalised and a high level structure is included.

### 3.7.20 Proper Officer Functions

A detailed list of proper officer functions has been drawn up following consultation with the Task and Finish Group.

### 3.7.21 Scheme of Delegation to Officers

A proposed format and style of the Officer Delegation scheme has been described to members and approved in principle (this is described in detail below). The members have yet to discuss and agree the level of delegation within the scheme. The levels set out in the procedure rules for employment, contracts, finance and property will play a significant role in determining the level of delegation to officers. Work is underway to determine the legal and finance reservations.

### 3.7.22 Employees' Code of Conduct

This is being drafted as part of the wider work on Terms and Conditions.

### 3.7.23 Contract/Finance/Employment Procedure Rules

Contract and Employment Procedure Rules are included. The Finance Procedure Rules are being drafted and have been delayed due to the more pressing work required on the Budget by finance colleagues.

### **3.8 Interim Arrangements**

3.8.1 Between 1 April, when the Constitution comes into effect, and the fourth day after the election (the date specified in the Order) the Shadow Period continues and the Shadow Executive will continue to be responsible for the majority of decisions. During this period a streamlined committee structure will be in place. This is set out in the Interim Arrangements section of the Constitution. This will fall away after the election and will be removed from the Constitution and the substantive Committee Structure will then be in place and appointed to at the Annual General Meeting.

### **3.9 Delegation of Responsibilities**

3.9.1 Executive and Non-Executive distinctions will be illustrated through charts.

3.9.2 When an officer is appointed as a Proper Officer, e.g. the Head of Paid Service, this has the effect of legislation providing powers directly to an officer role and these powers cannot be exercised by any other decision maker other than a properly appointed deputy.

3.9.3 In reviewing the delegations to officers the extent of officer delegation should be made transparent and will need to be kept current in order to ensure that the Council is not open to challenge. If each individual officer power is listed there is a high risk that a power may be missed. Recognising this many authorities have adopted the approach of reversing the scheme so that officers are delegated all powers within a certain functional area EXCEPT .... and the exceptions would make clear those matters which officers can not decide and which must be reserved to Members. This provides greater clarity about matters which are reserved to Members whilst reducing the risk that the scheme becomes out of date or misses a relevant power. It also avoids the need to amend the scheme with each change of legislation.

3.9.4 The Exceptions will be detailed under a number of headings:

- Financial
- Legal
- Contractual
- Land
- Planning
- Temporary delegations (e.g. on capital schemes).

3.9.5 The scheme sets out which individuals/bodies are required to make decisions at each level. Where consultation is required with a particular officer e.g. the s151 Officer, this will be detailed within the scheme. Decision making will always sit with a single body or person (not more than one) so that there is clear accountability for the decision and no risk of conflicting decisions being made. An early draft has been included.

**3.10. A new Section on Public Participation**

3.10.1 There is a widespread principle that public participation builds a more engaged citizenry, increases the legitimacy of decisions, and helps ensure that policy-makers have valuable local knowledge. As proposed above, by drawing together information about how the public can participate, the Constitution can reinforce the encouragement of public participation. A new section on Public Participation has been included.

**3.11. Next Steps**

3.11.1 There are some parts of the Constitution still outstanding – in particular some elements of the Scheme of Delegation and Finance Procedure Rules. There is further work on the refinement of other sections.

3.11.2 The chart below shows the path for the Constitution to approval. The Constitution will come into effect on 1 April 2021. The interim arrangements section will apply an alternative committee structure for a limited period of time.

<u>Date</u>	<u>Event</u>
13 January	West Implementation Executive is consulted on a first draft of the Constitution
25 January	Shadow Overview and Scrutiny Committee is consulted on the draft of the Constitution
12 February	Final Draft is referred to Shadow Executive for a decision on the Executive decisions and delegations within the Constitution subject to approval of the document by the Shadow Authority
23 February	The Shadow Authority considers the final draft of the Constitution
1 April	The Constitution comes into effect
10 May	The interim arrangements fall away on the fourth day after election day (6 May 2021).

**4. Implications (Including financial implications)**

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**4.1 Resourcing requirements**

4.1.1 The publication of the Constitution is proposed to have limited cost as it will be published digitally. However the Council is required to provide a hard copy at a fee if requested to do so. The initial digital preparation may also require some design/development.

4.1.2 It is suggested that some limited documentation will need to be prepared to enable new members and the public to have a broad outline of the new arrangements.

4.1.3 The Constitution is being drafted by existing staff employed by the authorities and there are no additional costs.

**4.2. Legal implications**

4.2.1 This report relates to the high level legal requirements and the legal implications are detailed within the body of the report.

**4.3 Climate Impact**

4.3.1 There are no specific climate impacts resulting from this report. The principles of the Constitution as drafted include efficiency and accountability. This is designed to ensure that meetings to determine a decision are kept to a single decision making body which reduces the need for meetings and, where applicable ,documentation.

**4.4 Community Impact**

4.4.1 The draft Constitution introduces a new section dedicated to public participation in decision making. This is designed to encourage and support community involvement in decision making to help to ensure that future impacts are understood as part of the decision making process.

4.4.2 Existing Community Boards will continue to be supported until new arrangements can be put in place. The new Council will conduct a review of the needs of community based governance including local boards and forums. It is intended that this work will include public and stakeholder engagement.

<b>Background Papers</b>	Background Paper: New Council Constitutions: Guidance to English Authorities
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# WEST NORTHAMPTONSHIRE SHADOW AUTHORITY OVERVIEW AND SCRUTINY COMMITTEE

25 January 2021

Report of the Chair of the West Northamptonshire Shadow Overview and  
Scrutiny Committee

<b>Report Title</b>	<b>Budget Consultation – Draft General Fund and HRA Budget</b>
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## List of Appendices

**Appendix A – Draft Report – Shadow Overview and Scrutiny Committee’s  
comments on the Draft General Fund and HRA Budget**

### **1. Purpose**

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- 1.1 To provide, as part of the budget consultation process, the comments of the West Northamptonshire Shadow Overview and Scrutiny Committee on the draft Budget 2021-2022 and Medium-Term Financial Plan – General Fund Revenue and Capital.

### **2. Recommendations**

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- 2.1 It is recommended that the Shadow Overview and Scrutiny Committee considers for approval the attached report (Appendix A) of the Chair of the West Northamptonshire Shadow Overview and Scrutiny Committee that details the Committee’s comments on the draft Budget 2021-2022 and Medium Term Financial Plan – General Fund Revenue and Capital.

### **3. Issues and Choices**

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#### **3.1 Report Background**

- 3.1.1 At its meeting on 12 January 2021, the Shadow Overview and Scrutiny Committee undertook Finance Scrutiny and comprehensively considered and provided comment on the draft budget report as part of the budget consultation process.
- 3.1.2 The Committee’s comments will therefore be formalised at its meeting on 25 January 2021. Attached at Appendix A is the Chair’s draft report, containing a

precis of these comments, for the Committee to consider, provide comment and to approve. This report will then be appended to the report on the Budget 2021-2022 and Medium Financial Plan – General Fund Revenue and Capital and Housing Revenue Account that will be presented to West Northants Authority at its meeting on 23 February 2021.

#### **4. Implications (Including financial implications)**

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##### **4.1 Financial**

4.1.1 The Committee received in-depth financial details in relation to the draft budget as part of the consultation process.

##### **4.2 Resources and Risk**

4.2.1 None arising directly from this report.

##### **4.3 Legal**

4.3.1 The duties to undertake Overview and Scrutiny are set out in the Local Government Act 2000.

4.3.2 Article 6 of the West Northamptonshire Shadow Authority's constitution sets out the responsibilities of the Overview and Scrutiny Committee.

##### **4.4 Equality and Health**

4.4.1 None specifically from this report.

#### **5. Background Papers**

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5.1 Report of the Shadow Executive Committee – 5 January 2021 – Draft Budget 2021-2022 and Medium-Term Financial Plan – General Fund Revenue and Capital.

5.2 Report of the Executive Director – Finance – to the Shadow Overview and Scrutiny Committee – 12 January 2021 - Draft Budget 2021-2022 and Medium-Term Financial Plan – General Fund Revenue and Capital and Housing Revenue Account.

**Report Author: Tracy Tiff  
Democratic and Member Services Manager**

# WEST NORTHAMPTONSHIRE SHADOW AUTHORITY

## Report of the Shadow Overview and Scrutiny Committee

### 1 Purposes

- 1.1 The purpose of this report is to provide, as part of the budget consultation process, the comments of the West Northamptonshire Shadow Overview and Scrutiny Committee on the draft Budget 2021-2022 and Medium-Term Financial Plan – General Fund Revenue and Capital.

### 2 Context and Background

- 2.1 At its meeting on 8 September 2020 the Shadow Overview and Scrutiny Committee approved its Work Programme for 2020/2021. Budget finance scrutiny was programmed to take place at the meeting of the Committee on 12 January 2021. In-depth finance scrutiny took place at this meeting. The Shadow Overview and Scrutiny Committee considered and provided comment on the draft budget 2021-2022 and Medium-Term Financial Plan – General Fund Revenue and Capital as detailed in section 3 of this report.

### 3 Finance Scrutiny

- 3.1 Key areas of the draft budget were considered and commented on by the Shadow Overview and Scrutiny Committee in relation to:

- § Transformation
- § Impact of the Covid19 Pandemic on budgets
- § Reserves
- § Children's Trust

#### Transformation

The comprehensive responses to the Shadow Overview and Scrutiny Committee's main questions and comments in relation to Transformation were around the issues as detailed below:

The costs of £2.9 million each year are in relation to the Transformation Team and are made up of staffing costs funding 52 posts, in addition to the Director of Transformation. The budget represents the cost of providing a Transformation Team that will provide the transformation required to deliver streamlined services to reduce duplication and to make service operating models more efficient. Additionally, there is a spending budget of £20,000 in respect of running the service.



There is a budget of £500,000 for efficiency saving projects which is in addition to the above cost of £2.9 million. The assumption within the draft budget is that it is funded through reserves. It will be an 'invest to save' fund whereby services can bid for this funding if they can demonstrate ongoing savings that will deliver savings in excess of the funding they are bidding for.

As part of the final budget report, a 'Future Use of Capital Receipts' policy will be devised that will allow the Authority to potentially transfer the funding of these costs into capital (and therefore free up revenue reserves).

Due to the unprecedented situation of the Covid 19 pandemic, the transformation programme was revised because there was less capacity in the extended year. Priority services within years one to three will consist of Tier 4 Managers, hosted services and the aggregation of Borough and District services. Within the draft budget plans, there are two budget savings incorporated relating to transformation savings:

Senior management savings of £1.9 million  
Savings from service transformation equating to approximately £1.8 million

The Shadow Overview and Scrutiny Committee felt that the pooling of business rates was important and queried if this loss of income could be reclaimed from Government.

The shadow overview and scrutiny committee commented about the costs of closing the accounts of the sovereign councils and queried whether these costs could be reclaimed from Government.

A system-wide approach in relation to partnership working has been agreed.

There is provision in the draft budget for the inclusion of the Living Wage but there are no formal assumptions that the Authority will be an Accredited Living Wage employer.

### **Funds for support in relation to Covid 19**

The Committee enquired and was advised of the total of Government grants specific to providing support for Covid 19 for the Sovereign Councils of the West for 2020/2021:

Local Authority	First Tranche of Covid-19 Funding	Second Tranche of Covid-19 Funding	Third Tranche of Covid-19 Funding	Fourth Tranche of Covid-19 Funding	Total Covid-19 Additional Funding
Daventry	£37,299	£864,167	£125,557	£129,581.00	£1,156,604
Northampton	£120,318	£2,239,849	£437,160	£1,225,563.00	£4,022,890
South Northamptonshire	£33,212	£937,698	£106,259	£100,000.00	£1,177,169
<b>Total district and borough allocations 2020-21</b>	<b>£190,829</b>	<b>£4,041,714</b>	<b>£668,976</b>	<b>£1,455,144</b>	<b>£6,356,663</b>
<b>Total Northamptonshire County Council 2020-21</b>	<b>£17,262,065</b>	<b>£13,354,058</b>	<b>£4,748,971</b>	<b>£8,362,994.00</b>	<b>£43,728,088</b>

Total Covid 19 support announced in the provisional settlement for West Northamptonshire for Financial Year 2021-22:

West Northamptonshire Provisional Allocations 2021-22	£
General COVID support (National amount £1.55bn)	9,542,136
COVID - LCTRS (National amount £670m)	3,109,482
<b>Total provisional COVID allocations 2021-22</b>	<b>12,651,618</b>
'Irrecoverable' collection fund losses (National amount £762m) - Yet to be allocated	

The remaining balance of grants from Daventry District Council, Northampton Borough Council and South Northants Council will transfer across to West Northamptonshire.

Any balance of Northamptonshire County Council funding will be allocated between West Northamptonshire Authority and North Northamptonshire Authority but will also transfer across. These amounts will be in addition to the funds provisionally allocated for Covid 19 for next year totalling £12.652 million which will be payable directly to West Northamptonshire Authority. It is expected that any Covid 19 related funding will be allocated to the costs of Covid 19, now and in the future.

Other specific, smaller, funds have been received by Northamptonshire County Council in 2020/21 for:

- Care homes support
- DEFRA – food support for vulnerable families
- The winter support grant – to support community resilience, help with people self-isolating, help with bills and food for vulnerable families with children
- Contain Grant – for testing, outbreak management

The Committee enquired about the development of a Covid 19 recovery plan. In response to the query regarding ringfencing of Covid19 funds, it was confirmed that it is expected that any Covid-19 related funding would be allocated to the

costs of Covid-19 now and in the future. A Covid-19 recovery plan is in place and is being worked on consistently.

## **Reserves**

The full responses to the Shadow Overview and Scrutiny Committee's main questions and comments regarding reserves were around:

All the District and Borough Councils reserves held at the end of this financial year will transfer to West Northamptonshire Council. A share of Northamptonshire County Council reserves held at the end of this financial year will transfer to West Northamptonshire Council. It was noted that it is expected that this will be a minimum of £95 million and will be split down to an estimate of:

- general fund balances of £30 million
- earmarked reserves of £65 million

The draft budget assumes the following use of the above reserves:

Up to £5 million general fund reserves to fund the general contingency budget if required

Up to £3.4 million use of earmarked reserves to fund transformation team and 'invest to save' fund to deliver ongoing efficiency savings which are expected to deliver ongoing savings that exceed these costs funded through reserves

Enterprise zone admin costs of £661,000 to be funded through the Enterprise Zone earmarked reserve

Elections costs of £560,000 to be funded through the elections reserve

## **Children's Trust**

The responses to the Committee's main questions and comments in relation to the Children's Trust were around:

There is a budget of £136.37 million for the Children's Trust to deliver children's services. This is a demand led service with unpredictable areas of spend especially when the full effects of Covid 19 are understood.

The draft budget does include a contingency to cover extra funding. This is the total figure for the contract across the whole of Northamptonshire.

The West's share of this budget is estimated to be approximately £76.01 million, but after considering, grant funding and other income, the net costs of Children's Trust contract to the West is £68.3 million. In addition, there is a provision for £0.85 million in the West Northamptonshire draft budget for the estimated 2021/2022 impact of Covid 19 relating to the Children's Trust.

This calculation is based on the full year effect of the staffing and care costs to support the forecast additional children coming into care in 20/21 due to Covid 19. This is not included in the contract sum and will be held by the Council contingent upon the Children's Trust providing evidence of demand. Any additional demand led pressures will have to be dealt with in year, or with the use of some of the general contingency set aside within the budget plans.

The financial performance for the initial 17-months contract sum which includes 2021/22 will be monitored through finance mechanism. Any changes will go through the governance process which has been put in place. For future years, the process for agreeing contract sum will be alongside the Council's business planning and budget setting processes.

### **Other issues raised**

The following issues were also raised:

- Fees and Charges were highlighted as an area of interest and it was agreed that the once the Fees and Charges paper was finalised it would be shared with the member
- It was agreed that further information would be provided on the proposal in Appendix B4 which showed a saving of £128,000 against 'Transport Optimisation'.
- The calculation on aggregation savings would be shared with members
- Further details on the S106 funding, detailed in the Capital Programme, coming from each sovereign council would be provided.
- Members expressed concern about the limited amount of public consultation that had taken place on the budget

#### **4 Conclusion**

- 4.1 At its meeting on 12 January 2021, the Shadow Overview and Scrutiny Committee undertook comprehensive Finance Scrutiny and considered in depth the draft budget; providing comment as part of the West Northamptonshire Authority budget consultation process.

#### **5 Recommendation**

- 5.1 It is recommended that this report is forwarded to the Executive Director – Finance to be appended to the report to the West Northamptonshire Shadow Authority on the budget 2021 -2022 and Medium-Term Financial Plan – General Fund Revenue and Capital and Housing Revenue Account.



## **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 12<sup>th</sup>  
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.

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	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	
<b>February 2021</b>								
Programme Director's Update and Budget Monitoring Report	Shadow Executive	-	No	No	N/A	12 Feb 2021	Jane Carr	

<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>
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	

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):
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	
<b>March 2021</b>								
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	

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