



Forward Plan

Incorporating the Private Executive Meeting Notice and the Notice of Intention to make Key Decision

September 2021 – January 2022

Date of publication: 8th September 2021

Cabinet Forward Plan and Notices required by the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

There is a legal requirement for local authorities to publish a notice setting out the key executive decisions that will be taken by the appropriate decision maker at least 28 clear days before such decisions are to be taken. This Forward Plan incorporating the Notice of Intention to make Key Decision sets out the executive decisions (including key decisions) which are intended to be taken at West Northamptonshire Council during the next four months.

The plan also sets out where, if at all, it is anticipated that part of a Cabinet meeting will be held in private. This is where confidential or exempt information (as set out below) is likely to be made known. Notice is hereby given that it may be necessary for part of a Cabinet meeting to be held in private because it becomes apparent at the meeting that confidential or exempt information will otherwise be made known. Should this become apparent at the meeting the relevant part of the meeting will only be held in private upon the passing of a resolution which (where exempt information will be made known) describes the description of exempt information pursuant to Schedule 12A of the Local Government Act 1972.

Paragraph 1 Information relating to an individual

Paragraph 2 Information which is likely to reveal the identity of an individual

Paragraph 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)

Paragraph 4 Information relating to any consultations or negotiations, in connection with any labour matters arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority

Paragraph 5 Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings

Paragraph 6 Information which reveals that the authority proposes:

- (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
- (b) to make an order or direction under any enactment

Paragraph 7 Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime;

Confidential Information Information given to the Council by a Government Department on terms which forbid its public disclosure or information which cannot be publicly disclosed by Court Order.

Any member of the public wishing to make a representation about why a meeting or part of a meeting should be open to the public and not held in private should do so at the address given below ten working days before the meeting date. In all cases details of the representation and the response to it will be published with the agenda for the meeting.

The Forward Plan will be updated and rolled forward on a monthly basis. As this takes place, the programme will be adjusted, and further decisions will be added, or anticipated ones may be rescheduled or removed. The summary shows the decisions programmed to be taken during each month. A likely date of decision is shown, but it is possible that a decision may be rescheduled to a later month.

If a key decision is not included in the published Forward Plan for 28 clear days before a decision needs to be taken a Chair of the Overview and Scrutiny Committees must be notified and a supplement to the Forward Plan published at least 5 clear days before the date on which the decision is proposed to be taken. If the date by which the decision has to be made makes compliance with this requirement impracticable the decision can only be made with the consent of a Chair of the Overview and Scrutiny Committees who must be satisfied that the making of the decision is urgent and cannot reasonably be deferred.

If it is necessary to discuss an issue in private and 28 days' notice has not been given the decision may only be taken or the item discussed in private where the Cabinet has obtained the agreement of the Chairs of the Overview and Scrutiny Committees, who must be satisfied that the need for the item to be taken to the meeting is urgent and cannot reasonably be deferred.

Key Decisions

Key decisions are those which are financially significant (in terms of spending or savings) for the service or function concerned **or** which will have a significant impact on communities, usually in two or more wards in the Council area.

The Council has decided that a decision will be financially significant if its impact is equivalent in value to more than £500,000.

In assessing the impact on local people in two or more wards (including businesses and organisations) the following factors will be borne in mind:

- The number of users of the service in the wards affected.
- Whether the impact will be short term or last for a number of years or be permanent.
- The nature of the impact on communities in terms of economic, social and environmental well-being
- Whether a significant degree of discretion is to be exercised by the decision-maker.

Under the Council's constitution, key decisions are made by Cabinet, a sub-committee of Cabinet, officers, area committees or under joint arrangements.

Officers may occasionally make key decisions on behalf of the Cabinet. Where a decision is expected to be taken by an officer, this will be identified in the attached Forward Plan.

In all cases the documents submitted to the decision maker to inform their decision shall be a report and all documents submitted to the decision maker will be available at www.westnorthants.gov.uk

Meeting Dates¹

Dates of Cabinet Meetings 2021/22: 6 June 2021; 13 July 2021; 14 September 2021; 12 October 2021; 9 November 2021; 7 December 2021; 12 January 2022; 15 February 2022; 8 March 2022; 12 April 2022

Contact

If you have any queries about this Forward Plan, please contact via the following:

Email: democraticservices@westnorthants.gov.uk

Or by writing to:

Democratic Services
West Northamptonshire Council
One Angel Square
Angel Street
Northampton
NN1 1ED

¹ Meetings are subject to change and cancellation. Members will be notified, and the website updated accordingly.

Subject of the Decision	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private	Portfolio Holder	Proposed date of Decision	Contact Officer	Documents to be Submitted to decision maker
Report from the Overview and Scrutiny Committee (if any)	Cabinet	Yes	Open		14 Sep 2021		Report from the Overview and Scrutiny Committee (if any)
Revenue Budget Monitoring - Period 4 2021-22 and Provisional Outturn 2020-21	Cabinet	No	Open	Councillor Malcolm Longley	14 Sep 2021	Martin Henry	
Capital Monitoring - Period 4 2021-22 and Provisional Outturn 2020-21	Cabinet	No	Open	Councillor Malcolm Longley	14 Sep 2021	Martin Henry	
Re-Procurement of Facilities Management Contracts	Cabinet	Yes	Open	Councillor Mike Hallam	14 Sep 2021	Stuart Timmiss	
Corporate Performance Report	Cabinet	Yes	Open	Councillor Matt Golby	14 Sep 2021	Anna Earnshaw	

Subject of the Decision	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private	Portfolio Holder	Proposed date of Decision	Contact Officer	Documents to be Submitted to decision maker
Transformation Update Q1 2021-22	Cabinet	No	Open	Leader of the Council	14 Sep 2021	Jane Carr	
Local Government and Social Care Ombudsman Annual Review	Cabinet	No	Open	Leader of the Council	14 Sep 2021	Sarah Reed	
West Northamptonshire Strategic Planning: Local Development Scheme for West Northamptonshire, West Northamptonshire Statement of Community Involvement	Cabinet	Yes	Open	Councillor Rebecca Breese	14 Sep 2021	Stuart Timmiss	
A422 Farthinghoe Bypass Update	Cabinet	No	Open	Councillor Phil Larratt	14 Sep 2021	Stuart Timmiss	
Regulatory Services Statutory Plans - Food Safety and Food Standards Service Plans (NEW)	Cabinet	No	Open	Councillor David Smith	14 Sep 2021	Stuart Timmiss	

Subject of the Decision	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private	Portfolio Holder	Proposed date of Decision	Contact Officer	Documents to be Submitted to decision maker
Conservation Areas: Hellidon Conservation Area: To consider representations on a consultation on the Statement of Community Involvement- Spratton Conservation Area: To consider representations on a consultation on the Statement of Communi	Cabinet	Yes	Open	Councillor Rebecca Breese	14 Sep 2021	Stuart Timmiss	
Innovative Flood Resilience Project	Cabinet	No	Open	Councillor Phil Larratt	14 Sep 2021	Stuart Timmiss	
New secondary free school for northern Northampton	Cabinet	Yes	Open	Councillor Fiona Baker, Councillor Malcolm Longley	14 Sep 2021	Stuart Timmiss	
Service contracts authorisations	Cabinet	Yes	Open	Councillor Mike Hallam	14 Sep 2021	Stuart Timmiss	
Towns Fund Business Case - 78 Derngate Project and Old Black Lion	Cabinet	No	Open	Councillor Lizzy Bowen	14 Sep 2021	Stuart Timmiss	

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Proposal for capital funding to replace the Library Management System and associated hardware	Cabinet	Yes	Part exempt	Councillor Adam Brown	14 Sep 2021	Stuart Lackenby	
To consider options for Local Council Tax Reduction Scheme 2022-23 for consultation purposes only	Cabinet	Yes	Open	Councillor Malcolm Longley	14 Sep 2021	Martin Henry	
Variation to Agreement to Lease of Stable Block at Delapre Abbey	Cabinet	No	Open	Councillor Malcolm Longley	14 Sep 2021	Martin Henry	
Report from the Overview and Scrutiny Committee (if any)	Cabinet	Yes	Open		12 Oct 2021		
Revenue Finance Report 2020-21	Cabinet	No	Open	Councillor Malcolm Longley	12 Oct 2021	Martin Henry	
Capital Finance Report 2020-21	Cabinet	Yes	Open	Councillor Malcolm Longley	12 Oct 2021	Martin Henry	

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Grant Funding Policy	Cabinet	Yes	Fully exempt	Councillor Adam Brown	12 Oct 2021	Stuart Lackenby	
Medium Term Financial Strategy	Cabinet	No	Open	Councillor Malcolm Longley	12 Oct 2021	Martin Henry	
Capital Strategy	Cabinet	No	Open	Councillor Malcolm Longley	12 Oct 2021	Martin Henry	
HRA Business Plan	Cabinet	No	Open	Councillor Malcolm Longley	12 Oct 2021	Martin Henry	
Draft Opening Balance Sheet	Cabinet	No	Open	Councillor Malcolm Longley	12 Oct 2021	Martin Henry	
Acquisition of family homes to alleviate the costs of temporary accommodation	Cabinet	Yes	Open	Councillor Adam Brown	12 Oct 2021	Stuart Timmiss	

Subject of the Decision	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private	Portfolio Holder	Proposed date of Decision	Contact Officer	Documents to be Submitted to decision maker
To consider the report and recommendations of the independent examiner appointed to undertake the examination of the Overstone Neighbourhood Development Plan	Cabinet	Yes	Open	Councillor Rebecca Breese	12 Oct 2021	Stuart Timmiss	
Northampton Blue Plaque Scheme	Cabinet	No	Open	Councillor Adam Brown	12 Oct 2021	Stuart Timmiss	
Northampton Railway Station Multi Story Car Park Proposal	Cabinet	Yes	Part exempt	Councillor Lizzy Bowen	12 Oct 2021	Kevin Langley	
Review of Bus Lane Enforcement	Cabinet	No	Open	Councillor Phil Larratt	12 Oct 2021	Stuart Timmiss	
Towns Fund Business Case: Old Black Lion	Cabinet	No	Open	Cabinet Member for Economic Development, Town Centre Regeneration and Growth	12 Oct 2021	Stuart Timmiss	

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To grant a long lease to the Wildlife Trust for Bedfordshire, Cambridgeshire & Northamptonshire of Barnes Meadows, Northampton at a peppercorn rent (NEW)	Cabinet	Yes	Open	Cabinet Member for Finance	12 Oct 2021	Stuart Timmiss	
Local Enforcement Plan - a new plan has been drafted and outlines the proposed approach for Planning Enforcement in West Northants (NEW)	Cabinet	Yes	Open	Cabinet Member for Finance	12 Oct 2021	Stuart Timmiss	
Sixfields Report (NEW)	Cabinet	Yes	Open	Councillor Malcolm Longley	12 Oct 2021	Stuart Timmiss	
To consider the report and recommendations of the Independent Examiner appointed to undertake the examination of the Hackleton Neighbourhood Development Plan.	Cabinet	Yes	Open	Councillor Lizzy Bowen	12 Oct 2021	Stuart Timmiss	

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To consider the report and recommendations of the independent examiner appointed to undertake the examination of the Overstone Neighbourhood Development Plan (NDP) (NEW)	Cabinet	Yes	Open	Councillor Lizzy Bowen	12 Oct 2021	Stuart Timmiss	
Garden Waste Collection Services (NEW)	Cabinet	Yes	Open	Phil Larratt	12 Oct 2021	Stuart Timmiss	
Bus Service Improvement Plan (NEW)	Cabinet	Yes	Open	Councillor Phil Larratt	12 Oct 2021	Stuart Timmiss	
To consider a response to the Government's consultation on the creation of a vision for the Oxford-Cambridge Arc (NEW)	Cabinet	No	Open	Councillor Phil Larratt	12 Oct 2021	Stuart Timmiss	
Hardingstone Bike Park – Update and Operator Arrangements NEW)	Cabinet	No	Part exempt	Councillor Phil Larratt	12 Oct 2021	Stuart Timmiss	

Subject of the Decision	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private	Portfolio Holder	Proposed date of Decision	Contact Officer	Documents to be Submitted to decision maker
Sponne Arcade Short Stay Car Park Redevelopment (NEW)	Cabinet	Yes	Open	Councillor Phil Larratt	12 Oct 2021	Stuart Timmiss	
24 Guildhall Road Update and Operator Arrangements (NEW)	Cabinet	Yes	Open	Councillor Phil Larratt	12 Oct 2021	Stuart Timmiss	
To consider the report and recommendations of the Independent Examiner appointed to undertake the examination of the Clipston Neighbourhood Development Plan (NEW)	Cabinet	No	Open	Councillor Rebecca Breese	12 Oct 2021	Stuart Timmiss	
Custom and Self Build Register (NEW)	Cabinet	No	Open	Councillor Rebecca Breese	12 Oct 2021	Stuart Timmiss	

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The improvement of the energy efficiency of council homes, using the Local Authority Delivery Phase 2 (LAD2) scheme and the Social Housing Decarbonisation Fund (SHDF)	Cabinet	Yes	Fully exempt	Councillor Adam Brown	12 Oct 2021	Stuart Timmiss	
Neighbourhood Planning Report	Cabinet	Yes		Councillor Rebecca Breese	12 Oct 2021	Stuart Timmiss	
Report from the Overview and Scrutiny Committee (if any)	Cabinet	No	Open		9 Nov 2021		
Revenue Budget Monitoring - Period 6 2021-22	Cabinet	No	Open	Councillor Malcolm Longley	9 Nov 2021	Martin Henry	
Capital Monitoring - Period 6 2021-22	Cabinet	Yes	Open	Councillor Malcolm Longley	9 Nov 2021	Martin Henry	

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Council Taxbase and Council Tax Reduction Scheme	Cabinet	No	Open	Councillor Malcolm Longley	9 Nov 2021	Martin Henry	
Review of Maintenance of Waste Vehicles	Cabinet	Yes	Open	Councillor Phil Larratt	7 Dec 2021	Stuart Timmiss	
Report from the Overview and Scrutiny Committee (if any)	Cabinet	No	Open	Catherine Whitehead	7 Dec 2021	Catherine Whitehead	
Revenue Budget Monitoring - Period 7 2021-22	Cabinet	Yes	Open	Councillor Malcolm Longley	7 Dec 2021	Martin Henry	
Capital Monitoring - Period 7 2021-22	Cabinet	Yes	Open	Councillor Malcolm Longley	7 Dec 2021	Martin Henry	
Draft Budgets- General Fund Revenue and Capital (NEW)	Cabinet	No	Open	Councillor Malcolm Longley	7 Dec 2021	Martin Henry	

Subject of the Decision	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private	Portfolio Holder	Proposed date of Decision	Contact Officer	Documents to be Submitted to decision maker
Draft Budgets-HRA Revenue and Capital (NEW)	Cabinet	No	Open	Councillor Malcolm Longley	7 Dec 2021	Martin Henry	
Treasury Management Strategy	Cabinet	No	Open	Councillor Malcolm Longley	7 Dec 2021	Martin Henry	
Review of Maintenance of Waste Vehicles: To update cabinet on the results of the review of arrangements for the maintenance of waste vehicles (NEW)	Cabinet	Yes	Open	Councillor Phil Larratt	7 Dec 2021	Stuart Timmiss	