



Forward Plan

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

November 2021 – March 2022

Date of publication:
3rd November 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
Garden Waste Collection Services	Cabinet	No	Open	Phil Larratt	9 Nov 2021		
To grant a long lease to the Wildlife Trust for Bedfordshire, Cambridgeshire & Northamptonshire of Barnes Meadows, Northampton at a peppercorn rent	Cabinet	No	Open	Cabinet Member for Finance	9 Nov 2021	Stuart Timmiss	
Council Taxbase and Council Tax Reduction Scheme	Cabinet	No	Open	Councillor Malcolm Longley	9 Nov 2021	Martin Henry	
Public consultation on West Northamptonshire Upper Nene Valley Gravel Pits Special Protection Area (SPA) Mitigation Strategy and adoption of the Upper Nene Valley Gravel Pits SPA Supplementary Planning Document (SPD) for the West Northamptonshire Are	Cabinet	No	Open	Councillor Rebecca Breese	9 Nov 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
Cottesbrooke Conservation Area: To seek agreement to hold a 6-week public consultation on the draft Cottesbrooke Conservation Area Appraisal and Management Plan and proposed changes to the conservation area boundary (NEW)	Cabinet	Yes	Open	Councillor Rebecca Breese	9 Nov 2021	Stuart Timmiss	
Decisions taken by the Leader of the Council under urgency procedures: Northampton Partnership Homes – Westbridge lease and development, Planning Policy Committee and Appointment to West Midlands Rail Ltd.	Cabinet	Yes	Open	Councillor Rebecca Breese	9 Nov 2021	Catherine Whitehead	
Review of WNC Constitution	Cabinet, Planning Policy Committee	No	Open	Councillor Mike Hallam	9 Nov 2021	Catherine Whitehead	

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	No	Open	Catherine Whitehead	7 Dec 2021	Catherine Whitehead	
To consider the consultation responses to the Deanshanger Village Design Statement and proposed modifications to the Document.	Cabinet	No	Open	Councillor Rebecca Breese	7 Dec 2021	Stuart Timmiss	
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	7 Dec 2021	Stuart Timmiss	
Northampton Railway Station Multi Story Car Park Proposal	Cabinet	Yes	Fully exempt	Councillor Lizzy Bowen	7 Dec 2021	Stuart Timmiss	
Sixfields Report	Cabinet	Yes	Open	Councillor Malcolm Longley	7 Dec 2021	Stuart Timmiss	

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Review of Bus Lane Enforcement	Cabinet	No	Open	Councillor Phil Larratt	7 Dec 2021	Stuart Timmiss	
Review of Maintenance of Waste Vehicles	Cabinet	Yes	Open	Councillor Phil Larratt	7 Dec 2021	Stuart Timmiss	
Revenue Budget Monitoring - Quarter 2 2021-22	Cabinet	No	Open	Councillor Malcolm Longley	7 Dec 2021	Martin Henry	
Capital Monitoring - Quarter 2 2021-22	Cabinet	Yes	Open	Councillor Malcolm Longley	7 Dec 2021	Martin Henry	
Treasury Management Update - Quarter 2 2021-22	Cabinet	No	Open	Councillor Malcolm Longley	7 Dec 2021	Martin Henry	
Draft Budgets- General Fund Revenue and Capital	Cabinet	No	Open	Councillor Malcolm Longley	7 Dec 2021	Martin Henry	

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Draft Budgets-HRA Revenue and Capital	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	
Transformation Update - Quarter 2	Cabinet	No	Open	Councillor Malcolm Longley	7 Dec 2021	Martin Henry	
Central Area Growth Board terms of reference	Cabinet	Yes	Open	Councillor Rebecca Breese	7 Dec 2021	Stuart Timmiss	
North West Relief Road: To update Cabinet on progress with the scheme and on the Authority's bid to the Levelling Up Fund agreed in June 2021	Cabinet	Yes	Fully exempt	Councillor Phil Larratt	7 Dec 2021	Stuart Timmiss	

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Adopting the draft Customer Experience Strategy which outlines the approach we will take in WNC to improving resident experience and maximise the value of the public pound (NEW)	Cabinet	No	Open	Councillor Mike Hallam	7 Dec 2021	Sarah Reed	
Findings of Staff Survey and People Strategy (NEW)	Cabinet	No	Open	Councillor Mike Hallam	7 Dec 2021	Sarah Reed	
Corporate Plan – Quarterly Performance Update , Q2	Cabinet	No	Open	Councillor Jonathan Nunn	7 Dec 2021	Anna Earnshaw	
Report from the Overview and Scrutiny Committee (if any)	Cabinet	No	Open		18 Jan 2022	Catherine Whitehead	
Final Opening Balance Sheet (post audit)	Cabinet	No	Open	Councillor Malcolm Longley	18 Jan 2022	Martin Henry	

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Report from the Overview and Scrutiny Committee (if any)	Cabinet	No	Open		15 Feb 2022		
Final Budgets-General Fund Revenue and Capital	Cabinet	No	Open	Councillor Malcolm Longley	15 Feb 2022	Martin Henry	
Final Budgets-HRA Revenue and Capital	Cabinet	No	Open	Councillor Malcolm Longley	15 Feb 2022	Martin Henry	
Report from the Overview and Scrutiny Committee (if any)	Cabinet	No	Open		8 Mar 2022	Catherine Whitehead	
Revenue Budget Monitoring - Quarter 3 2021-22	Cabinet	No	Open	Councillor Malcolm Longley	8 Mar 2022	Martin Henry	
Capital Monitoring - Quarter 3 2021-22	Cabinet	No	Open	Councillor Malcolm Longley	8 Mar 2022	Martin Henry	

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Treasury Management Update - Quarter 3 2021-22	Cabinet	No	Open	Councillor Malcolm Longley	8 Mar 2022	Martin Henry	
Transformation Update - Quarter 3	Cabinet	No	Open	Councillor Jonathan Nunn	8 Mar 2022	Jane Carr	
Corporate Plan – Quarterly Performance Update Q3	Cabinet	No	Open	Councillor Jonathan Nunn	8 Mar 2022	Anna Earnshaw	