



# **Forward Plan**

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

**July 2022 – December 2022**

Date of publication:  
6<sup>th</sup> July 2022

## **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](http://www.westnorthants.gov.uk)

### **Meeting Dates<sup>1</sup>**

**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 Sofia Neal-Gonzalez, Democratic Services via the following:

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

Or by writing to:

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

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

<b>Subject of the Decision</b>	<b>Decision Maker</b>	<b>Key Decision (Yes/No)</b>	<b>Item likely to be considered in private</b>	<b>Portfolio Holder</b>	<b>Proposed date of Decision</b>	<b>Contact Officer</b>	<b>Documents to be Submitted to decision maker</b>
<b>Report from the Overview and Scrutiny Committee (if any)</b>	Cabinet	No	Open		12 Jul 2022	Catherine Whitehead	
<b>Quarter 4 Revenue Update</b>	Cabinet	No	Open	Councillor Malcolm Longley	12 Jul 2022	Martin Henry	
<b>Quarter 4 Capital Update</b>	Cabinet	No	Open	Councillor Malcolm Longley	12 Jul 2022	Martin Henry	
<b>Regulatory Services Service Plans - To approve Food Safety and Food Standards Service Plans for 2022/23 and to note the contents of other Statutory Service Plans in Regulatory Services (NEW)</b>	Cabinet	No	Open	Councillor David Smith	12 Jul 2022	Stuart Timmiss	
<b>Approval of WNC's Digital, Technology &amp; Innovation strategy</b>	Cabinet	Yes	Open	Councillor Jonathan Nunn	12 Jul 2022	Sarah Reed	

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<b>Proposal to establish a 50 place, Special Educational Needs &amp; Disability (SEND) unit for pupils with Autistic Spectrum Condition (ASC) at Hunsbury Park Primary School, Northampton</b>	Cabinet	Yes	Open	Councillor Fiona Baker	12 Jul 2022	Chris Kiernan	
<b>Pay and Grading Proposal</b>	Cabinet	No	Open	Councillor Mike Hallam	12 Jul 2022	Sarah Reed	
<b>Future Rail Services for Northampton - West Coast Partnership</b>	Cabinet	Yes	Open	Councillor Phil Larratt	12 Jul 2022	Stuart Timmiss	
<b>Improvements to Property Access Control System (approval of budget)</b>	Cabinet	No	Open	Councillor Malcolm Longley	12 Jul 2022	Stuart Timmiss	
<b>Local Nature Recovery Strategy (acceptance of nomination as lead authority)</b>	Cabinet	No	Open	Councillor Malcolm Longley	12 Jul 2022	Stuart Timmiss	

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<b>Asset Disposals</b>	Cabinet	No	Open	Councillor Malcolm Longley	12 Jul 2022	Stuart Timmiss	
<b>UK Shared Prosperity Fund</b>	Cabinet	Yes	Open	Councillor Malcolm Longley	12 Jul 2022	Jane Carr	
<b>Report from Overview and Scrutiny - Highways Contract</b>	Cabinet	No	Open		13 Sep 2022	Catherine Whitehead	
<b>Report from Overview and Scrutiny Committee - Outcome of the Call In - UK Levelling Up Fund</b>	Cabinet	No	Open		13 Sep 2022	Catherine Whitehead	

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<b>Risk Based Verification Report</b>	Cabinet	Yes	Part exempt 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Councillor Malcolm Longley	13 Sep 2022	Martin Henry	
<b>Youth Justice Plan</b>	Cabinet	No	Open	Councillor Fiona Baker	13 Sep 2022	Stuart Lackenby	
<b>Proposal to establish a new 250 place, 'all-through' Special Educational Needs &amp; Disability (SEND) School for pupils with Autistic Spectrum Condition (ASC) at Tiffield St John's site, Tiffield, West Northamptonshire.</b>	Cabinet	Yes	Open	Councillor Fiona Baker	13 Sep 2022	Chris Kiernan	



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<p><b>The implementation of a new Public Spaces Protection Order (PSPO) across the former Daventry District and South Northants Council administrative areas of West Northamptonshire, which would be in force until September 2023.</b></p>	Cabinet	Yes	Open	Councillor David Smith	13 Sep 2022	Stuart Timmiss	
<p><b>Towns Fund: Four Waterside and Marefair business case and delivery strategy report</b></p>	Cabinet	Yes	Part exempt 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Councillor Lizzy Bowen	13 Sep 2022	Stuart Timmiss	
<p><b>Corporate Plan – Quarterly Performance Report</b></p>	Cabinet	No	Open	Councillor Jonathan Nunn	13 Sep 2022	Rebecca Peck	

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<b>Quarter 1 Revenue Finance Report</b>	Cabinet	No	Open	Councillor Malcolm Longley	13 Sep 2022	Martin Henry	
<b>Quarter 1 Capital Finance Report</b>	Cabinet	No	Open	Councillor Malcolm Longley	13 Sep 2022	Martin Henry	
<b>Housing Strategy</b>	Cabinet	Yes	Open	Councillor Adam Brown	13 Sep 2022	Stuart Lackenby	
<b>Final Outturn Report</b>	Cabinet	No	Open	Councillor Malcolm Longley	13 Sep 2022	Martin Henry	
<b>Review of Bus Subsidies</b>	Cabinet	No	Open	Councillor Phil Larratt	13 Sep 2022	Stuart Timmiss	

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Approval of declaration of Northampton Air Quality Management Area: Cabinet to approve the declaration of an extended air quality management area in Northampton	Cabinet	Yes	Open	Councillor Phil Larratt	13 Sep 2022	Stuart Timmiss	
RIPA Policy and Review (NEW)	Cabinet	No	Open	Councillor Mike Hallam	13 Sep 2022	Sarah Reed	
Recommissioning of the Holiday Activities and Food Programme - The purpose of this report is to seek approval from Cabinet for the procurement of a supplier to coordinate the delivery of the Holiday Activities and Food Programme in North Northampton	Cabinet	Yes	Open	Councillor Fiona Baker	13 Sep 2022	Stuart Lackenby	
Council Tax Reduction Scheme 2023-2024 (NEW)	Cabinet	Yes	Open	Councillor Malcolm Longley	13 Sep 2022	Martin Henry	

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<b>Property-related policies (NEW)</b>	Cabinet	No	Open	Councillor Malcolm Longley	13 Sep 2022	Stuart Timmiss	
<b>Purchase of properties in Brackley (NEW)</b>	Cabinet	Yes	Open	Councillor Daniel Lister	13 Sep 2022	Stuart Timmiss	
<b>Budgets for death management and related services (NEW)</b>	Cabinet	No	Fully exempt 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Councillor David Smith	13 Sep 2022	Stuart Timmiss	
<b>Multiply Funding – To note the completed WNC Investment Plan for Multiply Funding which was submitted to DfE on 30th June 2022</b>	Cabinet	No	Open	Councillor Daniel Lister	13 Sep 2022	Jane Carr	

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<b>Report from the Overview and Scrutiny Committee (if any)</b>	Cabinet	No	Open		11 Oct 2022	Catherine Whitehead	
<b>Place Overview and Scrutiny Committee - Tree Policy and Strategy for West Northamptonshire Council - NEW</b>	Cabinet	No	Open		11 Oct 2022	Catherine Whitehead	
<b>Report from the Overview and Scrutiny Committee (if any)</b>	Cabinet	No	Open		8 Nov 2022	Catherine Whitehead	
<b>Report from the Overview and Scrutiny Committee (if any)</b>	Cabinet	Yes	Open		6 Dec 2022	Catherine Whitehead	
<b>Corporate Plan – Quarterly Performance Report (NEW)</b>	Cabinet	No	Open	Councillor Jonathan Nunn	6 Dec 2022	Anna Earnshaw	
<b>Quarter 2 Revenue Finance Report (NEW)</b>	Cabinet	No	Open	Councillor Malcolm Longley	6 Dec 2022	Martin Henry	

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<b>Quarter 2 Capital Finance Report (NEW)</b>	Cabinet	No	Open	Councillor Malcolm Longley	6 Dec 2022	Martin Henry	
<b>Draft Budget Report (NEW)</b>	Cabinet	No	Open	Councillor Malcolm Longley	6 Dec 2022	Martin Henry	