



# **Forward Plan**

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

**August 2022 – January 2023**

Date of publication:  
10<sup>th</sup> August 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:** 3 May 2022; 14 June 2022; 12 July 2022; 13 September 2022; 11 October 2022; 8 November 2022; 6 December 2022; 17 January 2023; 13 February 2023; 7 March 2023; 11 April 2023.

### **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

---

<sup>1</sup> 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
<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	
<b>Scrutiny of Children's Services Performance</b>	Cabinet	No	Open		13 Sep 2022	James Edmunds	
<b>Scrutiny of proposed changes to the provision of NHS dialysis in Northampton - use of Riverside House</b>	Cabinet	Yes	Open		13 Sep 2022	James Edmunds	
<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	

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
Youth Justice Plan	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	
<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>	Cabinet	Yes	Open	Councillor David Smith	13 Sep 2022	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
<b>Towns Fund: Four Waterside and Marefair business case and delivery strategy 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 Daniel Lister	13 Sep 2022	Stuart Timmiss	
<b>Corporate Plan – Quarterly Performance Report</b>	Cabinet	No	Open	Councillor Jonathan Nunn	13 Sep 2022	Rebecca Peck	
<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>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>Housing Strategy</b>	Cabinet	Yes	Open	Councillor Adam Brown	13 Sep 2022	Stuart Lackenby	
<b>RIPA Policy and Review</b>	Cabinet	No	Open	Councillor Mike Hallam	13 Sep 2022	Sarah Reed	
<b>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 Northamptons</b>	Cabinet	Yes	Open	Councillor Fiona Baker	13 Sep 2022	Stuart Lackenby	
<b>Council Tax Reduction Scheme 2023-2024</b>	Cabinet	Yes	Open	Councillor Malcolm Longley	13 Sep 2022	Martin Henry	
<b>Property-related policies</b>	Cabinet	No	Open	Councillor Malcolm Longley	13 Sep 2022	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
<b>Budgets for death management and related services</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	
<b>UK Shared Prosperity Fund – To note the completed WNC Investment Plan for UKSPF Funding which was submitted to DLUCH</b>	Cabinet	No	Open	Councillor Daniel Lister	13 Sep 2022	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
<b>Management of St John's Tiffield site</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 Malcolm Longley	13 Sep 2022	Stuart Timmiss	
<b>To agree the tariff charged by the Hackney Carriages licensed by the Council</b>	Cabinet	Yes	Open	Councillor Phil Larratt	13 Sep 2022	Stuart Timmiss	
<b>Annual Report from the Local Government and Social Care Ombudsman</b>	Cabinet	No	Open	Councillor Mike Hallam	13 Sep 2022	Sarah Reed	

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
<b>Towns Fund Leisure Project Business Case</b>	Cabinet	Yes	Fully exempt 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Councillor Daniel Lister	13 Sep 2022	Stuart Timmiss	
<b>Towns Fund: 24 Guildhall Road - Phase 2 works</b>	Cabinet	Yes	Open	Councillor Daniel Lister	13 Sep 2022	Stuart Timmiss	
<b>To formally approve the renewal of Microsoft 365 licences for council staff</b>	Cabinet	Yes	Open	Councillor Mike Hallam	13 Sep 2022	Chris Wales	
<b>Award of Contract WSP</b>	Cabinet	Yes	Open	Councillor Phil Larratt	13 Sep 2022	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
<p><b>Options and Business Case relating to the future delivery of legal services</b></p>	<p>Cabinet</p>	<p>Yes</p>	<p>Fully exempt 3, 4  Information relating to the financial or business affairs of any particular person (including the authority holding that information)  Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under the authority.</p>	<p>Councillor Mike Hallam</p>	<p>13 Sep 2022</p>	<p>Catherine Whitehead</p>	

<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>Place Overview and Scrutiny Committee - Tree Policy and Strategy for West Northamptonshire Council - NEW</b>	Cabinet	No	Open		11 Oct 2022	Catherine Whitehead	
<b>Purchase of properties in Brackley</b>	Cabinet	Yes	Open	Councillor Daniel Lister	11 Oct 2022	Stuart Timmiss	
<b>Final Outturn Report</b>	Cabinet	No	Open	Councillor Malcolm Longley	11 Oct 2022	Martin Henry	
<b>Amendment to the Article of Association of Northamptonshire Partnership Homes</b>	Cabinet	Yes	Open	Councillor Adam Brown	11 Oct 2022	Stuart Timmiss	
<b>Report from the Overview and Scrutiny Committee (if any)</b>	Cabinet	No	Open		8 Nov 2022	Catherine Whitehead	

<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>Review of Bus Subsidies</b>	Cabinet	No	Open	Councillor Phil Larratt	8 Nov 2022	Stuart Timmiss	
<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</b>	Cabinet	No	Open	Councillor Jonathan Nunn	6 Dec 2022	Anna Earnshaw	
<b>Approval of declaration of Northampton Air Quality Management Area: Cabinet to approve the declaration of an extended air quality management area in Northampton</b>	Cabinet	Yes	Open	Councillor Phil Larratt	6 Dec 2022	Stuart Timmiss	
<b>Quarter 2 Revenue Finance Report</b>	Cabinet	No	Open	Councillor Malcolm Longley	6 Dec 2022	Martin Henry	

<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>Quarter 2 Capital Finance Report</b>	Cabinet	No	Open	Councillor Malcolm Longley	6 Dec 2022	Martin Henry	
<b>Draft Budget Report</b>	Cabinet	No	Open	Councillor Malcolm Longley	6 Dec 2022	Martin Henry	
<b>Report from the Overview and Scrutiny Committee (if any)</b>	Cabinet	No	Open		17 Jan 2023	Catherine Whitehead	