



Forward Plan

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

January 2024 – May 2024

Date of publication:
9th January 2024

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: 17 January 2023; 13 February 2023; 7 March 2022; 11 April 2022; 9 May 2023; 13 June 2023; 11 July 2023; 19 September 2023; 10 October 2023; 14 November 2023; 19 December 2023; 16 January 2024; 13 February 2024; 12 March 2024; 16 April 2024; 7 May 2024

Contact

If you have any queries about this Forward Plan, please contact Democratic Services 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	No	Open		16 Jan 2024		
Admissions Arrangements for C and VC schools, and WNC co-ordinated schemes	Cabinet	Yes	Open	Councillor Fiona Baker	16 Jan 2024	Marie Johnson	
Disposal of land off Watering Lane, Collingtree, Northampton	Cabinet	Yes	Open	Councillor Malcolm Longley	16 Jan 2024	Simon Bowers	
Northamptonshire Tourism Strategy - Adoption of the strategy and agreement of necessary next steps to grow the visitor economy	Cabinet	Yes	Open	Councillor Daniel Lister	16 Jan 2024	Louis Devayya	
Commissioning a unified digital network for WNC	Cabinet	Yes	Open	Councillor Mike Hallam	16 Jan 2024	Chris Wales	

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
Interim Bus Policy - Cabinet will be invited to adopt the Interim Bus Policy and receive an update on funding for support to local bus services	Cabinet	Yes	Open	Councillor Phil Larratt	16 Jan 2024	James Povey	
The future of Ridgway House, Towcester	Cabinet	Yes	Open	Councillor Matt Golby	16 Jan 2024	Neil Cox	
Office Optimisation Phase 2 Costs	Cabinet	Yes	Open	Councillor Malcolm Longley	16 Jan 2024	Simon Bowers	
Safeguarding Children Board Annual Report	Cabinet	Yes	Open	Councillor Fiona Baker	16 Jan 2024	Stuart Lackenby	
Bus shelter advertising concession contract procurement approval	Cabinet	Yes	Open	Councillor Phil Larratt	16 Jan 2024	Simon Bowers	
Bereavement Services Phase 1 Business Plan	Cabinet	Yes	Open	Councillor David Smith	16 Jan 2024	Simon Bowers	

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Strategic acquisition	Cabinet	Yes	Fully exempt 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Councillor Malcolm Longley	16 Jan 2024	Simon Bowers	
Report from the Overview and Scrutiny Committee (if any)	Cabinet	No	Open		13 Feb 2024		
Q3 Revenue Monitoring Report	Cabinet	No	Open	Councillor Malcolm Longley	13 Feb 2024	Louise Gatehouse	
Q3 Capital Monitoring Report	Cabinet	No	Open	Councillor Malcolm Longley	13 Feb 2024	Louise Gatehouse	

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Final Budget – General Fund Revenue and Capital	Cabinet, Council	No	Open	Councillor Malcolm Longley	13 Feb 2024	Martin Henry	
Final Budget – HRA Revenue and Capital	Cabinet, Council	No	Open	Councillor Malcolm Longley	13 Feb 2024	Martin Henry	
Hosting the functions of the South East Midlands Local Enterprise Partnership (SEMLEP)	Cabinet	No	Open	Councillor Jonathan Nunn	13 Feb 2024	Peter Hackett	
County Hall grant of leaseholds, etc.	Cabinet	Yes	Open	Councillor Malcolm Longley	13 Feb 2024	Simon Bowers	
Provision of an Environmental Enforcement Contract to supplement the work of the Environmental Crime team	Cabinet	Yes	Open	Councillor David Smith	13 Feb 2024	Karen Pell	
Bikeability Contract Tender	Cabinet	Yes	Open	Councillor Phil Larratt	13 Feb 2024	Lisa Hyde	

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Recommissioning of Extra Care Services	Cabinet	Yes	Open	Councillor Matt Golby	13 Feb 2024	Stuart Lackenby	
Disposal of land at New Manor Farm by leasehold	Cabinet	Yes	Open	Cabinet Member for Finance	13 Feb 2024	Simon Bowers	
Procurement and Implementation of Education Case Management System	Cabinet	Yes	Open	Cabinet Member for Children, Families and Education	13 Feb 2024	Nikita Wiseman	
Report from the Overview and Scrutiny Committee (if any)	Cabinet	No	Open		12 Mar 2024	Catherine Whitehead	
Overstone Leys Primary School - update on timelines and next steps for the Free school presumption process	Cabinet	Yes	Open	Councillor Fiona Baker	12 Mar 2024	Shazia Umer	
A45 Northampton Growth Management Scheme	Cabinet	Yes	Open	Councillor Phil Larratt	12 Mar 2024	Amanda Jacobs	

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Events use of WNC Land Charges	Cabinet	Yes	Open	Councillor Malcolm Longley	12 Mar 2024	Simon Bowers	
Future of Mayorhold Car Park	Cabinet	Yes	Open	Councillor Malcolm Longley	12 Mar 2024	Simon Bowers	
Racecourse Car Park Management	Cabinet	Yes	Open	Councillor Phil Larratt	12 Mar 2024	Simon Bowers	
Corporate Plan – Quarterly Performance Report	Cabinet	No	Open	Councillor Jonathan Nunn	12 Mar 2024	Richard Corless	
Parks Strategy	Cabinet	Yes	Open	Councillor Phil Larratt	12 Mar 2024	Simon Bowers	
Report from the Overview and Scrutiny Committee (if any)	Cabinet	No	Open		16 Apr 2024	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
West Northants Draft Homelessness and Rough Sleeping Strategy - approval to adopt	Cabinet	Yes	Open	Councillor Adam Brown	16 Apr 2024	Jacqueline Brooks	
Approval of declaration of Northampton Air Quality Management Area	Cabinet	Yes	Open	Councillor Phil Larratt	16 Apr 2024	Ruth Austen	
Report from the Overview and Scrutiny Committee (if any)	Cabinet	No	Open		7 May 2024	Catherine Whitehead	
To consider and adopt the proposed Town Centre Waste Policy	Cabinet	No	Open	Councillor Phil Larratt	7 May 2024	Ruth Austen	
Large Scale solar electricity generation	Cabinet	Yes	Open	Councillor Malcolm Longley	7 May 2024	Simon Bowers	