



To members of the North Northamptonshire Shadow Authority:

Councillors Abram, Adams, Addison, Allebone, Anslow, Aslam, Bain, P Beattie, R Beattie, T Beattie, Beeby, Beirne, Bell, Bone, Boto, D Brackenbury, W Brackenbury, Brookfield, A Brown, C Brown, M Brown, Bunday, Burton, Caine, Carr, Carter, Cassidy, Colquhoun, Currall, Dady, Dalziel, Davies, De Capell Brooke, Dearing, Derbyshire, Don, Dutton, Edwards, Ekins, Elliston, Emerson, Eyles, Farrar, Ferguson, Francis, French, Gell, Glithero, Gough, Goult, Graves, Greenwood-Smith, Griffiths, Groome, Hakewell, Hakewill, Hales, Hallam, Harrington, Harrison, Henley, Henson, Hobbs, Holloman, Howell, Howes, D Hughes, SHughes, Jackson, Jolley, B Jenney, D Jenney, Jones, Keane, Latta, G Lawan, L Lawman, Lee, Lewis, Maguire, Marks, Matthews, Maxwell, McCutcheon, McEwan, McGhee, A Mercer, G Mercer, Mitchell, Moreton, Morrall, Naden-Horley, North, O'Hara, Parker, Partridge-Underwood, Patel, Peacock, Pengelly, Pentland, Perry, J Pinnock, R Pinnock, Powell, Rahman, Reay, Reichhold, Riley, Roberts, Rowley, Scanlon, Scarborough, Scott, Scrimshaw, Shacklock, Simmons, Sims, Skittrall, Smith, Smithers, Smith-Haynes, Stanbra, Stanton, Stearn, Stevenson, Sumpter, Talbot, Tebbutt, Thurland, Titcombe, Tomas, Tye, Underwood, Vowles, Walia, Ward, M Waters, V Waters, Wathen, Watt, A Watts, B Watts, K Watts, Weatherill, Wellings, West, Wilkes, Wright, York

Dear Councillor,

Meeting: North Northamptonshire Shadow Authority

Date: Thursday, 20 August 2020

Time: 7:00 pm

Venue: Virtual meeting

Members of the North Northamptonshire Shadow Authority are summoned to attend the above meeting to consider the items of business listed on the agenda appended to this summons.

Yours sincerely,

Liz Elliott, Interim Head of Paid Service,
North Northamptonshire Shadow Authority

Proper Officer, 12th August 2020

The meeting of the Shadow Authority will be available for the public to view live at the 'Democratic Services North Northants' youtube channel:-
https://www.youtube.com/channel/UCcH_JAaHaMtgHDeMQEVXi2g/videos



Agenda for the meeting of the North Northamptonshire Shadow Authority taking place at 7.00pm, Thursday 20 August 2020.

This agenda has been published by Democratic Services.
Contact: democraticservices@northnorthants.gov.uk

Item	Subject	Page no.
01	To note apologies for non-attendance	
02	Members' Declarations of Interest	
03	Minutes of the meeting held on 4 June 2020 Only matters relating to the accuracy of the minutes may be raised.	08 -14
04	To receive the record of Shadow Executive Committee decisions and minutes of Committees and Sub-Committee Any questions about the accuracy of any matter from the Shadow Executive Committee or other Committee must be considered and determined by the Shadow Executive or that other Committee at its next meeting. it is not a matter for the Shadow Authority. <u>Shadow Executive Committee</u> i) Minutes of the meeting held Thursday 11 th June 2020 ii) Minutes of the meeting held Thursday 25 th June 2020 iii) Minutes of the meeting held Thursday 23 rd July 2020 <u>Shadow Overview & Scrutiny Committee</u> iv) Minutes of the meeting held Thursday 9 th July 2020 v) Minutes of the meeting held Thursday 6 th August 2020 <u>Shadow Senior Appointments Committee</u> vi) Minutes of the meeting held Thursday 9 th July 2020	15 - 53
05	Questions from the Public in accordance with Meeting Procedure Rule 11B To be received by the Interim Monitoring Officer by 12.00 noon, Wednesday 12 August 2020.	
06	Questions from Members in accordance with Meeting Procedure Rule 11A To be sent to the Monitoring Officer by Friday 14 August 2020.	
Items requiring a decision		
07	a) Selection and Appointment for Permanent Chief Executive/Head of Paid Service Report of the Chair of the Shadow Senior Appointments Committee	55 - 57

	<p>b) Amendments to the Constitution Report of the Interim Monitoring Officer</p> <p>c) Committee Proportionality and Appointment of Members to Committees Report of the Interim Monitoring Officer</p> <p>d) Report of the Independent Remuneration Panel into Members Allowances Report of the Chair of the Governance Task and Finish Group</p>	<p>59- 73</p> <p>75 - 77</p> <p>79 - 84</p>
<p>08</p>	<p>Notices of Motion received in accordance with Meeting Procedure Rule 12</p> <p>a) In relation to Shadow Executive functions</p> <p>i) The recent decision by Northamptonshire County Council to go ahead with arranging and awarding the Highways Maintenance Contract is premature.</p> <p>The new North Northamptonshire Council should make these decisions as the contract need not start until 2022 and its impact will be felt for years to come.</p> <p>This Shadow Council is asked, therefore, to request that Northamptonshire County Council does not adopt a new Highways Maintenance Contract covering North Northamptonshire and that approval of any contract is deferred until it can be considered by the new North Northamptonshire Council in 2021 and as part of that process, the option of bringing the maintenance work in-house is thoroughly assessed.</p> <p>Proposer Cllr. Chris Stanbra Secunder Cllr. Andrew Dutton</p> <p>b) In relation to non-Shadow Executive Functions None notified</p>	

Virtual Meetings

During the current Covid-19 pandemic, meetings of the Shadow Authority will be conducted via Zoom as virtual meetings. Those meetings which are normally accessible to the public will be live-streamed on YouTube at -

https://www.youtube.com/channel/UCcH_JAaHaMtgHDeMQEVXi2g/videos

Where there is a need for the Authority to discuss exempt or confidential business, the press and public will be excluded from those parts of the meeting only and will be unable to view proceedings.

Public Participation

The Shadow Authority has approved procedures for you to present petitions or request to address meetings of the Authority. These procedures are included within the Shadow Authority's Constitution. Please contact democraticservices@northnorthants.gov.uk for more information.

Members' Declarations of Interest

Members are reminded of their duty to ensure they abide by the approved Member Code of Conduct whilst undertaking their role as a Shadow Councillor. Where a matter arises at a meeting which **relates to** a Disclosable Pecuniary Interest, you must declare the interest, not participate in any discussion or vote on the matter and must not remain in the room unless granted a dispensation.

Where a matter arises at a meeting which **relates to** other Registerable Interests, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but must not take part in any vote on the matter unless you have been granted a dispensation.

Where a matter arises at a meeting which **relates to** your own financial interest (and is not a Disclosable Pecuniary Interest) or **relates to** a financial interest of a relative, friend or close associate, you must disclose the interest and not vote on the matter unless granted a dispensation. You may speak on the matter only if members of the public are also allowed to speak at the meeting.

Members are reminded that they should continue to adhere to the Authority's approved rules and protocols during the conduct of meetings. These are contained in the Authority's approved Constitution.

If Members have any queries as to whether a Declaration of Interest should be made please contact the Interim Monitoring Officer at - Bhupinder.gill@northnorthants.gov.uk

Press & Media Enquiries

Any press or media enquiries should be directed through the Authority's Communications Team to futurenorthants@northamptonshire.gov.uk

Public Enquiries

Public enquiries regarding the Authority's meetings can be made to democraticservices@northnorthants.gov.uk

NORTH NORTHAMPTONSHIRE SHADOW AUTHORITY

CHAIR OF THE COUNCIL
COUNCILLOR PAUL BELL



REPORTS OF MEETINGS
12TH AUGUST 2020

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North Northamptonshire Shadow Authority

Record of Minutes

Thursday 20th August 2020

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Shadow Executive Committee

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3. Minutes of the meeting held Thursday 25th June 2020 (Pages 20-26)

4. Minutes of the meeting held Thursday 23rd July 2020 (Pages 27-33)

Shadow Overview & Scrutiny Committee

5. Minutes of the meeting held Thursday 9th July 2020 (Pages 34-40)

6. Minutes of the meeting held Thursday 6th August 2020 (Pages 41-51)

Shadow Senior Appointments Committee

7. Minutes of the meeting held Thursday 9th July 2020 (Pages 52-54)

NORTH NORTHAMPTONSHIRE SHADOW AUTHORITY

Minutes of the inaugural meeting of the North Northamptonshire Shadow Authority held virtually (and at One Angel Square) on Thursday 4 June 2020.

Those present:

- The High Sheriff of Northamptonshire, Paul Parsons Esq.;
- Councillors: Abram, Adams, Addison, Allebone, Anslow, Aslam, Bain, Beattie P, Beattie T, Beattie R, Beeby, Beirne, Bell, Bone, Boto, Brackenbury D, Brackenbury W, Brookfield, Brown A, Brown C, Brown M, Bunday, Caine, Carr, Carter, Cassidy, Colquhoun, Currall, Dady, Dalziel, Davies, de Capell Brooke, Dearing, Derbyshire, Don, Dutton, Edwards, Ekins, Emerson, Farrar, Ferguson, Francis, French, Greenwood-Smith, Griffiths, Hakewill, Hales, Hallam, Harrington, Horley, Harrison, Henley, Henson, Hollobone, Holloman, Howell, Howes, Hughes S, Hughes D, Jelley, Jenney B, Jenney D, Jones, Keane, Lawman G, Lawman L, Lee, Lewis, Maguire, Marks, Matthews, Maxwell, McEwan, McGhee, McNab, Mercer A, Mercer G, Mitchell, Moreton, Morrall, North, O'Hara, Parker, Partridge-Underwood, Peacock, Pengelly, Pentland, Perry, Pinnock J, Reichold, Riley, Roberts, Rowley, Rutt, Scanlon, Scarborough, Scott, Scrimshaw, Shacklock, Simmons, Sims, Skittrall, Smith, Smith-Haynes, Smithers, Stanbra, Stanton, Stevenson, Sumpter, Talbot, Tebbutt, Thurland, Titcombe, Tomas, Tye, Walia, Ward, Waters M, Waters V, Wathen, Watt K, Watts B, Watts Keli, Weatherill, Wellings, West, Wilkes, Wright and York;
- Officers present: Mrs T Grant, Chief Executive, Northamptonshire County Council; Mrs E Elliott, Managing Director, Borough Council of Wellingborough; Mr B Gill, Head of Legal Services/Monitoring Officer, Kettering Borough Council; Mr G Hammons, Chief Finance Officer, East Northants District Council; Mr P Goult and Mr B Smith, Joint Lead Democratic Services Managers; Mrs A Ireson, Democratic Services Manager (Kettering Borough Council) and Mrs C A Mundy, Democratic Services Officer, (Borough Council of Wellingborough).

(Also present: Mr J Rawlings, Head of Programme Management, Northamptonshire County Council and Miss K Denton, Assistant Director, Borough Council of Wellingborough).

1. Introduction

Mrs Grant, Chief Executive, Northamptonshire County Council, addressed the meeting, explained the meeting etiquette and protocol and invited The High Sheriff of Northamptonshire, Paul Parsons to speak.

2. High Sheriff of Northamptonshire - Welcome

The High Sheriff of Northamptonshire welcomed everyone to the historical occasion and the inaugural meeting of the North Northamptonshire Shadow Authority, and

passed his best wishes to the residents and wished the new authority of North Northamptonshire a “fair wind and every good fortune”.

Councillor Russell Roberts, Leader of the North Northamptonshire Shadow Authority responded and thanked the High Sheriff for his kind words.

3. ELECTION OF CHAIRMAN FOR 2020/2021

Mr Goult, Joint Lead Democratic Services Manager, informed the meeting that the first item of business was to elect a chair for the year 2020/2021. He asked Councillor Griffiths to move the nomination for the position of chair.

Councillor Griffiths moved that Councillor Paul Bell be appointed as chair of the North Northamptonshire Shadow Authority.

Councillor Jelley seconded the nomination.

Councillor Bell accepted the nomination.

The proposition was put to the meeting.

Members voted, using the electronic poll on the Zoom platform. There were 112 votes in favour, three votes against and seven abstentions.

The motion was declared carried and Councillor Bell read and signed his declaration of acceptance of office, and thanked members for electing him.

RESOLVED that Councillor Bell be duly elected as chairman for the North Northamptonshire Shadow Authority.

Councillors R Roberts, T Beattie, L Jones and C Stanbra congratulated the chairman on his election.

The chairman continued with the meeting.

4. APOLOGIES

Apologies were received and noted from Councillors Elliston, Eyles, Gell, Gough, Graves, Groome, Patel, Underwood, Vowels and Watts.

5. DECLARATIONS OF INTEREST

Councillor Adams made a declaration as an employee of Northamptonshire County Council.

RESOLVED that this declaration be noted.

(Councillor Rutt left the meeting at 7.25pm.)

6. CONSTITUTION & CODE OF CONDUCT FOR THE NORTH NORTHAMPTONSHIRE SHADOW AUTHORITY

The annexed circulated report of Mr P Goult, Joint Lead Democratic Services Manager, was received to seek approval to the draft constitution (including a draft code of conduct), both of which were appended to the report.

The chairman asked councillors to note that there was a three minute limit for each speaker when called.

Mr Goult reminded members that the Shadow Authority was obliged to approve a constitution at this meeting. The constitution was a working document and as such could be kept under review, amendments could be proposed, as necessary, and issues could be raised at the Governance Task & Finish Group, with any amendments being presented to a future meeting. He made particular reference to the following items:

Page 45 (g) - this paragraph would be removed from the constitution as it referred to pension provision for members, which was no longer relevant;

Page 105 refers to Daventry District Council (DDC) who has acted as 'banker' during the local government reorganisation process as the accountable body. DDC would continue to do so until the unitary council came into force in 2021;

Councillors Hakewill, Harrison and Stanbra spoke about the constitution, commenting on the content thereof and suggesting changes; clarification was also sought on the role of the chairman with regard to civic functions.

Mr Goult clarified that at the present time there was no civic office, this could develop and would be a key issue for the unitary council. He suggested that any specific concerns or comments on the constitution should be submitted to him in writing for discussion by the appropriate task & finish group.

Councillor Scrimshaw proposed an amendment to the procedure rules at 4.1 on page 63. Councillor Scrimshaw was advised that he was unable to propose an amendment as the constitution was yet to be adopted. Changes could be considered at the next meeting.

(Cllr Rutt, who had re-joined the meeting, left the meeting again at 7.45pm.)

Councillor Perry moved the recommendation contained within the report.

This proposal was seconded by Councillor Titcombe.

The chairman put the proposition to the meeting.

Members voted, using the electronic poll on the Zoom platform. The motion was declared carried with 109 votes in favour, three votes against and nine abstentions.

RESOLVED that:

- (i) The work undertaken by the North Northamptonshire Joint Committee's Governance Working Group be noted;
- (ii) Approval be given to the draft constitution for the shadow authority, as appended, to the report;
- (iii) Approval be given to the draft code of conduct for members, being included in the constitution;
- (iv) Approval be given to delegate to the interim monitoring officer the power to make typographical and non-substantive changes to the approved constitution as detailed in Article 14 (2.2) of the draft constitution;
- (v) Approval be given to delegate to the interim monitoring officer, in consultation with the chairman of the shadow authority and the chairman of the standards committee, arrangements for the recruitment of statutory

independent persons to perform the functions required in relation to standards under Article 10 of the constitution, and other duties specified in the constitution or by legislation;

7. APPOINTMENT OF VICE-CHAIRMAN

The chairman asked for nominations for the appointment of a vice-chairman for the North Northamptonshire shadow authority.

Councillor Jelley proposed that Councillor David Brackenbury be appointed as vice-chairman for the North Northamptonshire Shadow Authority.

This nomination was seconded by Councillor Griffiths.

There were no further nominations and the chairman asked Councillor Brackenbury if he wished to accept the nomination.

Councillor Brackenbury confirmed his acceptance of the nomination.

The chairman then put the proposal to the vote.

Members voted, using the electronic poll on the Zoom platform. There were 112 votes in favour, two votes against and seven abstentions.

The chairman declared the motion carried and extended his congratulations to Councillor Brackenbury. Councillor Brackenbury read and signed his declaration of acceptance of office, and thanked members for electing him.

RESOLVED that Councillor David Brackenbury be elected as vice-chairman of North Northamptonshire Shadow Authority.

8. DESIGNATION OF INTERIM STATUTORY OFFICERS TO THE NORTH NORTHAMPTONSHIRE SHADOW AUTHORITY

The annexed circulated report of the appointments panel was received.

Councillor Roberts addressed the meeting and reported that interviews for the interim statutory officer positions had taken place on Thursday 14 May 2020; each candidate had been assessed against the structured review process and against the requirements detailed in the person specification for the interim designations. Councillor Roberts moved that Mrs E Elliott be appointed as Interim Head of Paid Service; Mr B Gill be appointed as Interim Monitoring Officer; and Mr Glenn Hammons be appointed as Interim Chief Finance Officer (Section 151 Officer).

This proposal was seconded by Councillor Griffiths.

The chairman put the proposal to the vote.

Members voted, using the electronic poll on the Zoom platform. There were 111 votes in favour, two votes against and seven abstentions.

RESOLVED that approval be given to the appointment of:

- (i) Mrs E Elliott as Interim Head of Paid Service;
- (ii) Mr B Gill as Interim Monitoring Officer; and
- (iii) Mr G Hammons as the Interim Chief Finance Officer (Section 151 Officer).

9. COMMITTEE PROPORTIONALITY AND APPOINTMENT OF MEMBERS TO COMMITTEES

The annexed circulated report of the interim monitoring officer was received on committee proportionality and the appointment of members to committees in accordance with the Local Government and Housing Act 1989.

Details of membership, from the respective groups, had been received and distributed prior to the meeting.

The interim Monitoring Officer presented the report to the meeting. He referenced the standards committee and explained that, to reflect the requirements in the draft constitution, an additional member had been added to allow the participation of the Liberal Democrat group, which would ensure that all political groups were represented. He informed members that for this proposal to be carried, no votes could be registered against such proposal.

Members discussed the recommendations before them, expressing some concern that the geographical proportionality had been overlooked and only the political proportionality had been taken into consideration. A member also felt that the circulated committee membership indicated a gender imbalance.

The interim Monitoring Officer explained that under the Local Government and Housing Act 1989 proportionality was decided on political groups and not geographic area.

The joint lead Democratic Services Manager explained that there would be two separate votes taken on this item; the first for recommendations one to four, and six; and the second for item five only, which would only pass if there were no votes against.

Councillor Jelley proposed the recommendations en bloc.

This was seconded by Councillor Skittrall.

The chairman put the proposed recommendations one to four and six to the vote first.

Members voted, using the electronic poll on the Zoom platform. There were 105 votes in favour, four votes against and 10 abstentions.

The recommendations one to four, and six, were declared carried.

The chairman then put recommendation five to the vote.

Members voted, using the electronic poll on the Zoom platform. There were 104 votes in favour, four against and 12 abstentions.

The vote was declared lost, as there had been four votes against.

RESOLVED that:

- (i) The creation of a leader and cabinet executive within the meaning of Part 1A of the Local Government Act 2000(a) arrangements with respect to local authority governance) (“the shadow executive”) be noted;

- (ii) The appointment of Councillors J Addison, T Beattie, W Brackenbury, M Griffiths, I Jelley, D Jenney, S North, T Partridge-Underwood, R Roberts and J Smithers to the shadow executive be noted;
- (iii) It be recognised that Councillor R Roberts be the leader of the Conservative group with Councillor M Griffiths as the deputy leader; Councillor T Beattie be leader of the Labour group with Councillor A Scarborough as deputy leader; Councillor R Groome be leader of the Independent group with Councillor R Gell as deputy leader; Councillor C Stanbra be leader of the Liberal Democrat group with Councillor A Dutton as deputy leader;
- (iv) Approval be given to the allocation of places on committees between the political groups in accordance with the political balance requirements of the Local Government and Housing Act 1989, as detailed within the report;
- (v) Approval be given to the appointment of chairs, deputy chairs and members to the Executive Committee, Overview and Scrutiny Committee, Standards Committee and Senior Appointments Committee as detailed in the circulated appendix.

10. APPOINTMENT OF THE INDEPENDENT REMUNERATION PANEL

The annexed circulated report of the interim Monitoring Officer was received to establish an Independent Remuneration Panel (IRP) to determine the allowances of members of the North Northamptonshire Shadow Authority and the North Northamptonshire Council.

Councillor Thurland proposed the recommendations in the report.

Councillor Davies seconded the proposal.

The chairman put the proposition to the vote.

Members voted, using the electronic poll on the Zoom platform. There were 116 votes in favour, zero votes against and five abstentions.

RESOLVED that:

- (i) The requirements in relation to members' allowances be noted;
- (ii) The preparatory work undertaken by the North Northamptonshire Joint Committee and its Independent Remuneration Panel working group in relation to members' allowances and the appointment of an Independent Remuneration Panel be noted;
- (iii) Approval be given to the establishment of an Independent Remuneration Panel consisting of three members, to include Professor Steve Leach, Ms Sue Watts and Mr Gerard Dempsey;
- (iv) Approval be given to the appointment of Professor Steve Leach as chair of the panel;
- (v) Approval be given to the terms of reference of the panel as outlined in 3.10 and 3.11 of the report;
- (vi) Approval be given to the reasonable costs of the chair and other panel members being met from the local government reorganisation programme, following discussion between the interim Monitoring Officer and interim Chief Finance Officer;
- (vii) Approval be given to delegate to the interim Monitoring Officer the arrangement to carry out the reviews as indicated in the report and to

arrange for the outcome of these reviews to be presented to the full shadow authority in due course.

11. ADOPTION OF THE CALENDAR OF MEETINGS

The annexed circulated report of the interim Monitoring Officer was received to approve the calendar of committee dates as appended to the report.

A member asked the location for future meetings, if they were not held remotely. It was clarified that the meetings would be held at Kettering Conference Centre.

A member also expressed thanks that meetings would be held at 7pm as this would enable working councillors and single parents to attend. The leader of Corby Borough Council also commended the working party for this decision.

One member felt that more councillors should be involved in the decision making process. It was explained that following the cancellation of the elections due to Covid-19, the Structural Change Order had been reviewed and this set out the terms of reference and the role of members for the shadow authority.

Councillor Wendy Brackenbury proposed the recommendation.

Councillor Jason Smithers seconded the proposal.

The chairman put the proposal to the vote.

Members voted, using the electronic poll on the Zoom platform. There were 116 votes in favour, three votes against and one abstention.

RESOLVED that approval be given to the adoption of the calendar of meetings for the period June 2020 to March 2021.

12. CLOSE OF MEETING

The chairman thanked the High Sheriff of Northamptonshire, members and officers for their attendance.

He had no further business for discussion and closed the meeting at 8.25pm.

North Northamptonshire Shadow Executive Committee

Minutes of the Meeting held at 7:00 pm on Thursday 11th June 2020
Held as a virtual meeting via Zoom

Present:-

Shadow Members

Councillor R Roberts (Leader of the Shadow Authority and Chair)
Councillor I Jelley
Councillor T Partridge-Underwood
Councillor J Smithers
Councillor D Jenney

Councillor M Griffiths (Deputy Leader of the Shadow Authority and Vice Chair)
Councillor T Beattie
Councillor S North
Councillor W Brackenbury
Councillor J Addison

Officers

L Elliott – Interim Head of Paid Service
T Grant – Strategic Delivery Director

B Gill – Interim Monitoring Officer
G Hammons – Interim Chief Finance Officer

B Smith – North Northamptonshire Democratic Services

K Denton – Borough Council of Wellingborough

P Goult – North Northamptonshire Democratic Services

J Rawlings – Future Northants Programme

A Hunkin – Enabling Lead for Legal and Democratic

M Devlin-Hogg – Enabling Lead for Human Resources

Also in attendance

Councillor C Stanbra
Councillor J Hakewill

1. Apologies for Absence

No apologies were received.

2. Notifications of requests to address the meeting

Two requests had been received under the approved Public Participation Procedure to address the Shadow Executive Committee. Under Agenda Item 5 “The Joint Implementation Executive – Terms of Reference”, both Councillor Chris Stanbra and Councillor Jim Hakewill had requested to speak.

3. Members' Declaration of Interest

Councillors were invited to declare any matters of interest on items to be discussed during the meeting. No declarations were made.

4. Announcements

There were no announcements.

5. The Joint Implementation Executive – Terms of Reference

Mr Andrew Hunkin (Enabling Lead for Legal and Democratic) introduced the report. The purpose of the report was to seek approval for the North Northamptonshire Shadow Executive Committee to participate in, and ratify the Terms of Reference of, the Joint Implementation Executive (JIE).

Membership of the Joint Implementation Executive would consist of the elected members of both the North and West Shadow Executive Committees, supported by interim statutory officers, officers from sovereign councils and members of the Programme Implementation Board (PIB).

The purpose of the Joint Implementation Executive would be to provide overall strategic direction for the timely delivery of the current Future Northants Programme. The Joint Implementation Executive would maintain an oversight of the activity and strategy of the Programme, and would ensure that key recommendations were made for each stage of the Programme for determination by respective Shadow Authority Executive Committees.

Appendix 1 accompanying the report, provided further details of the key objectives and responsibilities of the Joint Implementation Executive. It was noted that meetings would not be held in public, with items requiring greater public awareness being escalated through the respective Shadow Executive Committee.

It was being proposed, that the Joint Implementation Board would meet monthly, with items requiring formal elected member determination being directed to subsequent Shadow Executive Committee meetings.

The recommendation was MOVED by Councillor M Griffiths and SECONDED by Councillor I Jelley.

The Chair invited Councillor J Hakewill to address the Committee. Councillor Hakewill had submitted a number of questions, the first of which would be put direct to Committee, the remainder to be responded to in writing.

Councillor Hakewill asked *“In the interests of openness and transparency, what provision will be incorporated within the Shadow Executive Committee’s decision (on Thursday 11th June) enabling any member of the Shadow Authority to attend virtually, or when permissible in person, any of the Authority’s Task and Finish Panel meetings, including private and confidential items?”*

In response, the Chair informed Councillor Hakewill that he had submitted a similar written question to officers of the Shadow Authority the previous week; the answer provided by officers was unaltered.

The Chair invited Councillor C Stanbra to address the Committee. Councillor Stanbra raised concerns that meetings of the proposed Joint Executive Committee were to be held in private. Councillor Stanbra was concerned that there would be a lack of scrutiny by press, public and non-executive Members. Councillor Stanbra also noted that the Members on the Joint Implementation Executive and those on the Shadow Executive Committee were the same, so the chance of challenge at the point of formal determination of any recommendations was unlikely.

In response, the Chair thanked Councillor Stanbra for his comments; these were noted.

The Chair invited any other Shadow Executive Committee Member to comment. There were no further comments.

The recommendation having been MOVED and SECONDED was put to an electronic vote. There were 8 votes FOR, no votes AGAINST, and no ABSTENTIONS.

RESOLVED that:-

- i. Appendix 1 – The Joint Implementation Executive Terms of Reference and roles and responsibilities be approved.

(Councillor Steven North joined the meeting at this point)

6. North Northamptonshire Shadow Authority Task and Finish Groups – Terms of Reference

Mr Andrew Hunkin (Enabling Lead for Legal and Democratic) introduced the report. The purpose of the report was to establish a series of Task and Finish Groups covering key topics to assist with the formulation of proposals, for consideration by the Shadow Executive Committee prior to Vesting Day.

Details of the proposed Task and Finish Groups, their respective membership and Terms of Reference were included in the report before Members.

It was proposed that each Task and Finish Group be chaired by a Shadow Executive Committee Member, whilst the remaining membership of each Group be drawn from the wider Shadow Authority.

It was noted, that the proposed membership for the Civic Functions and the Equalities groups were identical. The Committee were informed that in an earlier proposal, these two subject areas were combined, however the final proposal was that they would be treated separately, albeit with the same chair and membership arrangements.

The recommendations were MOVED by Councillor I Jelley and SECONDED by Councillor M Griffiths.

The Chair invited any other Shadow Executive Committee Member to comment. There were no further comments.

Councillor T Beattie queried why Civic Functions and Equalities had been separated. It was noted that these two areas each needed specialist officer support and would each require specific consideration. It was felt that better outcomes would be achieved by establishing two separate groups.

Councillors J Smithers and I Jelley spoke in support of the establishment of the groups and hoped to see constructive progress made over the coming months.

The recommendation having been MOVED and SECONDED was put to an electronic vote. There were 10 votes FOR, no votes AGAINST, and no ABSTENTIONS.

RESOLVED that:-

- i. The setting up of the following Task and Finish Groups be approved:
 - a. Council Governance
 - b. Council Tax Harmonisation
 - c. Budget and Medium-Term Financial Plan (MTFP)
 - d. Senior Appointments
 - e. Vision and Culture
 - f. Transformation
 - g. Civic Functions
 - h. Equalities
 - i. Disaggregation
 - j. Communications and Engagement
 - k. Day One Accommodation; and
- ii. The terms of reference for the North Northamptonshire Shadow Authority Task and Finish Groups (Appendix 1-11) be approved.

7. Update on Recruitment of Senior Officers

Ms Marie Devlin-Hogg (Enabling Lead for Human Resources) presented the report to Members. The report indicated the current level of recruitment being undertaken, seeking to appoint the senior members of staff for the new unitary authority. Ms Devlin-Hogg briefly indicated the key points of the current national recruitment campaign being undertaken.

Included within the report, was an indicative timeline of recruitment, culminating in full Shadow Authority ratification of preferred candidates in early Autumn 2020.

The recommendation was MOVED by Councillor W Brackenbury and SECONDED by Councillor J Smithers.

The Chair invited any other Shadow Executive Committee Member to comment. There were no further comments.

Councillor T Beattie sought clarification on the respective roles of the newly established Senior Appointments Task and Finish Group and the Senior Appointments Committee. Members were informed that both the charring arrangements and membership of the Group and the Committee were the same. This would ensure consistency of approach through the process up to final appointment of successful candidates by the Shadow Authority.

The recommendation having been MOVED and SECONDED was put to an electronic vote. There were 10 votes FOR, no votes AGAINST, and no ABSTENTIONS.

RESOLVED that:-

- i. The progress made and next steps with recruitment to the permanent roles be noted.

8. Urgent Items

The Chair informed the meeting that there were no urgent items to be determined on this occasion.

9. Exempt Items

The Chair informed the meeting that there were no exempt items to be determined on this occasion.

10. Close of Meeting

The Chair declared the meeting closed at 7:22 pm.

North Northamptonshire Shadow Executive Committee

At 7:00 pm on Thursday 25th June 2020

Held as a virtual meeting via Zoom

Present:-

Shadow Members

Councillor R Roberts (Leader of the Shadow Authority and Chair)
Councillor I Jelley
Councillor T Partridge-Underwood
Councillor J Smithers
Councillor D Jenney

Councillor M Griffiths (Deputy Leader of the Shadow Authority and Vice Chair)
Councillor T Beattie
Councillor S North
Councillor W Brackenbury
Councillor J Addison

Officers

L Elliott – Interim Head of Paid Service
P Helsby – Programme Director

B Gill – Interim Monitoring Officer
G Hammons – Interim Chief Finance Officer

B Smith – North Northamptonshire Democratic Services

K Denton – Borough Council of Wellingborough

P Goult – North Northamptonshire Democratic Services

A Statham – Programme Team Finance Enabler

A Hunkin – Enabling Lead for Legal and Democratic

Also in attendance

Councillor A Dutton (for item 7)
Councillor A Lee (for item 7)
Councillor J Hakewill (for item 7)

11. Apologies for Absence

No apologies were received.

12. Minutes of the meeting held on 11th June 2020

The draft minutes of the Shadow Executive Committee meeting held on 11th June 2020 had been circulated.

Councillor Jelley MOVED and Councillor Beattie SECONDED that the minutes be approved as a correct record. The recommendation having been MOVED and SECONDED was put to an electronic vote. There were 10 votes FOR, no votes against, and no ABSTENTIONS.

RESOLVED that –

The minutes of the Shadow Executive Committee meeting held on 11th June 2020 be approved as a correct record and signed by the Chair.

13. Notifications of requests to address the meeting

The Chair was notified that three requests had been received under the approved Public Participation Procedure to address the Shadow Executive Committee. Under Agenda Item 7 “Future Northants Programme Update”, Councillor Andrew Dutton, Councillor Anne Lee and Councillor Jim Hakewill had requested to speak.

14. Change to the Order of Business

The Chair proposed that as there were three speakers for item 7 on the agenda that item 7 be brought forward for consideration as the first substantive item.

With the consent of members, the Chair proceeded with the remainder of business.

15. Members’ Declaration of Interest

Councillors were invited to declare any matters of interest on items to be discussed during the meeting. No declarations were made.

16. Announcements

There were no announcements.

17. Future Northants Programme Update

Mr Paul Helsby (Programme Director) introduced a presentation detailing the progress made to date on the implementation of the Future Northants Programme. The presentation included details of the Mobilisation Plan RAG Status, the Programme Management Structure, an update on the preparation of a blueprint for the new unitary authority, details relating to the assurance approach being undertaken for Day One (Vesting Day), the proposed Change Management Strategy, Communication and Engagement activity, and a Finance Report.

In relation to the Mobilisation Plan, it was noted that all activities on the Plan were GREEN status except Detailed Benefit Realisation and the ICT Plan which were both AMBER. Further detailed work was required on Benefits Realisation due to understandable delays whilst resources were directed to dealing with the current Covid-19 pandemic. In relation to the ICT Plan, this was underway but a number of issues needed to be resolved requiring further activity at district and county level.

In relation to Day One service arrangements, Mr Helsby assured the Committee that planning for the disaggregation of NCC services was well underway, and the majority of services would be disaggregated by Vesting Day. Those services which were not

disaggregated by Vesting Day, were likely to be hosted by a lead authority (either North or West) on behalf of both, but would eventually be disaggregated during 2021. It was noted that Children's Services would remain on a countywide basis, to be undertaken through a Trust. In addition progress was being made on planning for the aggregation of district services. Work on financial planning for the new authority had commenced, and Mr Helsby referenced the activity underway across three Task and Finish Groups. These Groups would report into the Shadow Executive Committee during 2020.

Also in relation to Day One assurance, it was stressed that the primary objective was that the new authority be "safe and legal" on Vesting Day. 50 Day One service requirements had already been identified, across a number of service areas. Mr Helsby explained that a significant amount of work had been undertaken prior to the Covid-19 crisis, and that this work had been utilised during recent weeks to develop further planning and map the critical path for each of the identified 50 Day One requirements.

Included with the agenda was a copy of a Change Management Strategy, which had been developed to assist Members and officers in developing the new unitary authority. Whilst it was a priority that the new authority operated in a "Safe and Legal" framework from Vesting Day, opportunities to improve and transform service delivery would be proposed where it was viable to do so. It was important that Members and officers understood the important role they respectively played in developing the structures and priorities for the new authority. Adoption of the proposed Strategy would assist in ensuring all participants felt valued and to encourage their participation.

It was noted that across the sovereign councils, over 300 staff had already signed-up as "Change Champions". It was hoped that more staff would become engaged, ensuring that all service areas were appropriately represented.

The Shadow Executive Committee noted that a revised Communications & Engagement Strategy was in place, an online consultation hub had been established, and the Future Northants website was being updated and expanded. In addition, it was noted that the Communications & Engagement Task and Finish Group had been established and had commenced its work.

Members noted that briefings for all Shadow Members were to be scheduled in the near future, in order to update Members on the progress of key issues including the establishment of a Children's Trust etc.

Mr Helsby concluded his presentation by confirming that the current overall cost of the LGR Programme was c.£44m. This had not changed from the previous report to the former North Northamptonshire Joint Committee earlier in the year. This figure included £2m transformation costs, scheduled over 2021/22 – 2022/23.

Ms Statham (Programme Team Finance Enabler) presented a report setting out the financial position of the LGR Programme based on the revised approach of "safe and legal" on Day One, with the capacity to continue full disaggregation of services and transformation post-Vesting Day.

It was noted that a financial outturn report for 2019/2020 would be presented to the next meeting of the Shadow Executive Committee.

The recommendations were **MOVED** by Councillor Griffiths and **SECONDED** by Councillor Jelley.

The Chair invited Councillor Andrew Dutton to address the Committee. Councillor Dutton acknowledged the financial and operational pressures that the current Covid-19 crisis were placing on sovereign councils, and on the LGR Programme. Councillor Dutton acknowledged the need for the new authority to function in a “safe and legal” manner from Vesting Day, but welcomed the stated intention to continue to seek transformation of services where feasible to do so prior to April 2021. Councillor Dutton felt it was important that the new unitary authority addressed the issue of deprivation in North Northamptonshire, and that all Shadow Members be given the opportunity to contribute in shaping the authority’s policies and activities. The Chair thanked Councillor Dutton for his contribution.

The Chair invited Councillor Lee to address the Committee. Councillor Lee raised concern regarding the governance model being adopted by the Shadow Authority, which Councillor Lee felt was “autocratic” in nature. Councillor Lee was concerned that the majority of Shadow Members and officers were not able to fully engage in the development of the new authority. Councillor Lee felt that there was a lack of detail in some of the presentation slides, and cited that further information regarding the 50 Day One activities would have been welcomed. Councillor Lee also expressed concern regarding the lack of detail relating to the ICT Plan. The Chair thanked Councillor Lee for her contribution.

The Chair invited Councillor Hakewill to address the Committee. Councillor Hakewill expressed the view that the timetable for the creation and operation of the new authority was extremely “tight”. Councillor Hakewill felt this time-pressure had obviously been exacerbated by the ongoing Covid-19 crisis. Councillor Hakewill also expressed concern regarding his perceived lack of transparency in the operation of the established Task and Finish Groups, and noted that no Group had an Independent Group Shadow Member included in its membership. Councillor Hakewill concluded by raising concerns that the potential impact of the LGR Programme on existing town and parish councils had yet to be discussed or quantified. Councillor Hakewill was concerned that potentially major services or liabilities may be forwarded to town and parish councils, with little notice or consultation, and this would have a significant potential impact on local precepts. The Chair thanked Councillor Hakewill for his contribution.

Following their contributions, Councillors Dutton, Lee and Hakewill left the meeting.

The Chair invited Shadow Executive Committee Members to comment on the presentation and report.

Councillor Beattie sought clarification from Mr Helsby in relation to what the public could expect from local services on Day One of the new unitary authority. Mr Helsby confirmed that there would be no diminution of services. The continuity of service delivery was a key priority, together with ensuring the new authority was “safe

and legal” on Vesting Day. Where opportunities for the transformation of services would be considered in the run-up to Vesting Day, these were likely to be “back-office” functions, and would not impact on frontline service delivery. The public should experience a seamless transition from the sovereign councils to the new authority.

Councillor Addison referred to the Mobilisation Plan on page 17 of the agenda, and sought clarification if those activities whose status were GREEN, were “strong” GREEN. Mr Helsby confirmed that they were “strong” GREEN.

Councillor Griffiths welcomed the presentation and report, and highlighted the positive start made by many of the Task and Finish Groups. Mr Helsby acknowledged that the Task and Finish Groups had made a constructive start to their respective tasks.

Councillor Beattie queried Ms Statham regarding reference on page 25 of the agenda to financial risks. Ms Statham stated that the potential impact of the Covid-19 crisis would need to be monitored. The Committee would be kept updated.

Councillor Beattie sought clarification in relation to the reduction of £300k under Shadow Member Appointments on page 26 of the agenda. Ms Statham explained that in the original budget, a full Shadow Allowance Scheme and other costs (£360k) had needed to be budgeted for in advance of the then proposed full elections in May 2020. As the situation had altered, with existing sovereign councillors also now filling Shadow Member positions, and that there was less of a need to backfill staffing costs, this budget element could be reduced to £60k.

Councillor Jenney commented in relation to Councillor Hakewill’s earlier comments, that there were no proposals to interfere with town & parish councils’ ability to set local precepts; that was a matter for them as sovereign local councils.

The recommendations having been MOVED and SECONDED were put to an electronic vote. There were 9 votes FOR, no votes AGAINST and no ABSTENTIONS.

RESOLVED that:-

- i. The progress being made to mobilise the programme ready for implementation be noted;
- ii. The Change Management Strategy be approved and adopted; and
- iii. The finance monitoring report be noted and approved.

18. The Assets, Capital Schemes and Reserves Notification Process

Mr Andrew Hunkin (Enabling Lead for Legal and Democratic) introduced the report.

The purpose of the report was to consider a process that allowed discussion and consultation in a managed manner, on any proposal from sovereign councils concerning assets, capital schemes and reserves.

It was stressed, that sovereign councils would continue to operate and determine their affairs during 2020/2021, however the proposed process would allow for the Shadow

Authority to be notified and consulted on any new significant financial spend or new financial liability being considered by sovereign councils.

A de minimis level of £100k was proposed in order to avoid the process becoming unmanageable. The key areas covered by the process would be the purchase, disposal or transfer of assets, new capital schemes with on-going financial commitments, and the proposed use of reserves above those already set out in sovereign council's approved budgets.

Some exceptions to the process were proposed. These included matters relating to Adult or Children Care Packages, and matters relating to HR and associated issues.

The recommendations were **MOVED** by Councillor Jelley and **SECONDED** by Councillor Griffiths.

The Chair invited Shadow Executive Committee Members to comment on the presentation and report.

Councillor Jelley felt that the proposed process represented a sensible safeguarding measure for the new authority, protecting public assets and ensuring the considered spend of public money. Sovereign councils would be able to continue to operate during 2020/2021 but the Shadow Authority would be consulted on proposed significant spend.

The recommendation having been **MOVED** and **SECONDED** was put to an electronic vote. There were 10 votes **FOR**, no votes **AGAINST** and no **ABSTENTIONS**.

RESOLVED that:-

- i. The Assets, Capital Schemes and Reserves Notification Process set out in Appendix 1 of the report be approved and adopted.

19. Exempt Items

The Chair informed the meeting that there were no exempt items to be determined on this occasion.

20. Urgent Items

The Chair informed the meeting that there were no urgent items to be determined on this occasion.

21. Close of Meeting

The Chair declared the meeting closed at 7:59 pm.

North Northamptonshire Shadow Executive Committee

Minutes of the Meeting held at 7:00 pm on Thursday 23rd July 2020

Held as a virtual meeting via Zoom

Present: -

Shadow Members

Councillor R Roberts (Leader of the Shadow Authority and Chair)	Councillor M Griffiths (Deputy Leader of the Shadow Authority and Vice Chair)
Councillor I Jelley	Councillor T Beattie
Councillor T Partridge-Underwood	Councillor S North
Councillor J Smithers	Councillor W Brackenbury
Councillor D Jenney	Councillor J Addison

Officers

L Elliott – Interim Head of Paid Service	B Gill – Interim Monitoring Officer
G Hammons – Interim Chief Finance Officer	P Helsby- Future Northants Programme Director
B Smith – North Northamptonshire Democratic Services	F McHugo- North Northamptonshire Democratic Services
P Goult – North Northamptonshire Democratic Services	L Spolton- Future Northants Communications & Engagement Enabler
K Turner- East Northamptonshire Council	

Also in attendance

Councillor C Stanbra

Councillor R Reichhold

22. Apologies for Absence

No apologies were received.

23. Minutes of the meeting held on 25th June 2020

The draft minutes of the Shadow Executive Committee meeting held on 25th June 2020 had been circulated.

Councillor W Brackenbury MOVED and Councillor I Jelley SECONDED that the minutes be approved as a correct record. The recommendation having been MOVED and SECONDED was put to a vote.

RESOLVED that –

- (i) The minutes of the Shadow Executive Committee meeting held on 25th June 2020 be approved as a correct record and signed by the Chair.

24. Notifications of request to address the meeting

Two requests to address the meeting had been received. One request had been received by Councillor Rupert Reichhold who asked -

“Could the Shadow Executive agree that the numbers & information officers are assembling in preparation for draft Budgets for 2021-22 about community organisations funded by all 8 Councils should include the Councils' advice on the value of the organisations to the community?”

In response Councillor Roberts informed Councillor Reichhold that advice would be consolidated and considered as part of the preparations for the draft budget for North Northamptonshire Council for 2021/22.

The Chair invited Councillor Reichhold to ask a supplementary question. Councillor Reichhold asked the Chair to confirm that once the draft budget was prepared it would be circulated for public consultation. The Chair confirmed that the draft budget would be subject to full public consultation.

Another request had been received under the approved Public Participation Procedure to address the Shadow Executive Committee. Under Agenda Item 6 and 7, Councillor Chris Stanbra had requested to speak.

Councillor Reichhold left the meeting at that point.

25. Members' Declaration of Interest

Councillors were invited to declare any matters of interest on items to be discussed during the meeting. No declarations were made.

26. Announcements

There were no announcements.

27. Programme Directors' Update

The Chair received the request to speak on item 6 and Councillor Stanbra was welcomed to the meeting.

Councillor Stanbra stressed the importance of ensuring that both trade unions and staff were fully engaged in the LGR Programme. Councillor Stanbra was concerned that the Change Champions recruitment was low in some areas and was concerned that this may indicate that staff did not feel fully engaged and valued.

Councillor Stanbra further enquired as to under the Adult Services Review of Target Operating Model section of the budget report in Appendix B1, whether the fees of Newton Europe were fully reflected. Councillor Stanbra sought clarification of where the consultant's fees featured in that particular item.

Councillor Stanbra left the meeting at that point.

Mr Paul Helsby introduced the report. The purpose of the report was to appraise the members of the progress being made to create North Northamptonshire Council.

A presentation detailing the progress made to date on the implementation of the Future Northants Programme was introduced by Mr Helsby. The presentation included details of the Programme Delivery RAG Status, change readiness and change champion recruitment, communication and engagement, progress on draft blueprint development, development of the portfolio structure and a finance monitoring report.

In relation to the Programme Delivery Mobilisation Plan, it was noted that all activities on the Plan were GREEN status except the ICT Plan which remained AMBER. Mr Helsby noted that the ICT Plan would be picked up by the Programme Report going forward, and that additional resources had been provided. Mr Helsby was confident that a GREEN status would be achieved.

Under the Programme Status Summary, four areas were showing as AMBER – Finance, Corporate, Children's and ICT; the remainder were all GREEN.

It was suggested that under the Corporate Programme, subject matter experts across the sovereign councils would be required to improve focus and resource capability. It was noted that the Children's Trust was on track to meet the go live date of 01/11/20 and measures were in place to ensure critical services are delivered and effective.

It was noted that the recruitment of Change Champions had been paused during the initial COVID-19 reaction phase and work is underway to fill gaps in representation across councils and service areas. Mr Helsby offered to discuss the Change Champions in more detail if requested. Mr Helsby also noted that portfolios had been set up and would offer members of the Shadow Executive Committee additional knowledge and experience of the key service areas.

Mr Glenn Hammons introduce the Budget Monitoring Report in the absence of Ms. A Statham. Mr Hammons noted that the report was for the current financial year and on

track to be within budget. It was indicated that some favourable savings were being made and that these would be set aside to mitigate risks. Mr Hammons noted that extra attention was being made to financial monitoring of the impacts of COVID-19. Mr Hammons highlighted the savings already achieved during the previous financial year alongside the current projection for 2020/2021.

Mr Hammons handed over to Mr Helsby. Mr Helsby responded to Councillor Stanbra's question and stated that the fees in relation to the consultancy support in Adult Services would be netted from the figures shown and no costs would incur if savings were not delivered. The Committee would receive a written response from Ms. Statham with more detail.

The Chair invited Shadow Executive Committee Members to comment on the presentation and report.

Councillor North sought clarification on whether the announced government loss of income top up of 75% had been included in the report figures. Mr Hammons confirmed that the report was based on information preceding the government announcements, and stated they would be included in the report to the next Shadow Executive Committee.

Councillor Smithers queried the deadline for ICT implementation with reference to the AMBER rating. Mr Helsby summarised components of the ICT Plan and explained the implementation as a live process. It was stated that management of the programme was in-house and reassurance is to be issued by mid-August.

Councillor Addison raised concerns over levels of trade union involvement and if this had been adequate. Councillor Beattie agreed the importance of trade union engagement and suggested lack of support for the move to unitary as a stumbling block to Change Champion recruitment. Mr Helsby noted a shift in uptake of engagement and had attended meetings with the Change Champions. Mr Helsby responded to the question of trade unions and stated that a series of meetings on specific programme elements had been in place before COVID-19 and that future involvement would be sought.

Councillor Griffiths expressed his thanks to all of the Task and Finish Groups for their excellent work, and the positive feedback received from the groups. Councillor Roberts agreed and commented that improving services was a universal aim.

Councillor Jelley queried the make-up of service area Change Champions and disparity between some services. Mr Helsby stated that recruits expressed areas of interest and it tended to relate to the function of their current role.

The recommendation having been MOVED by Councillor I Jelley and SECONDED by Councillor T Partridge-Underwood was put to an electronic vote. There were 10 votes FOR, 0 votes AGAINST and 0 ABSTENTIONS.

RESOLVED that:-

- (i) The completion of the mobilisation phase of the programme be noted and approved.
- (ii) The high level programme delivery status be noted
- (iii) The update on change readiness and change champion recruitment be noted.
- (iv) The communication and engagement update be noted.
- (v) The contents and progress on the development of the draft blueprint be noted.
- (vi) The development of a Portfolio Structure be noted.
- (vii) The finance monitoring report be noted and approved.

28. Shadow Authority Brand

Councillor Stanbra was readmitted to the meeting to ask his question on Item 7. Councillor Stanbra expressed concerns over future costs of substantive branding and suggested expenditure should be kept to a minimum.

Councillor Stanbra left the meeting at this point.

Councillor Addison presented the report as Chair of the North Communications and Engagement Task and Finish group.

The purpose of the report was to present the design for the North Northamptonshire Shadow Authority branding.

Councillor Addison noted the slight adaptation to the logos. Councillor W Brackenbury agreed with comments on keeping costs low and congratulated the group on their work.

The recommendations having been MOVED by Councillor I Jelley and SECONDED by Councillor T Beattie were put to an electronic vote. There were 10 votes FOR, 0 votes AGAINST and 0 ABSTENTIONS.

RESOLVED that:-

- (i) The interim brand for the North Northamptonshire Shadow Authority be approved.

29. Assets, Capital Schemes and Reserves Notification

Liz Elliot presented the report providing a brief background of the notification process outlined in Appendix C, and the timescales relating to the decision. As East Northamptonshire Council had needed to determine this matter ahead of the Shadow Executive Committee meeting, Councillor Roberts had given support to the decision on behalf of the Shadow Authority.

The purpose of the report was for the Shadow Executive Committee to note the two proposals from East Northamptonshire Council for the transfer of £300k project funding and the draw-down of £195k of reserves.

Mr K Turner, on behalf of East Northamptonshire Council, introduced the report and summarised the first proposal as a fund transfer from a dormant project to a new scheme. Mr Turner stated that the second proposal drew upon Business Rate Reserves to form part of an Economic Recovery Plan.

Councillor North referred to the Structural Changes Order and noted that the Shadow Executive had no right of veto regarding sovereign council spending. This was confirmed. It had been agreed that sovereign councils notify the Shadow Authority of significant new spend during 2020/21.

Councillor D Jenney commented that infrastructure and growth should be encouraged. Councillor Griffiths agreed and expressed that he was happy to support the report.

The recommendations having been MOVED by Councillor I Jelley and SECONDED by Councillor D Jenney were put to an electronic vote. There were 10 votes FOR, 0 votes AGAINST and 0 ABSTENTIONS.

RESOLVED that:-

- (i) The Leader of the Council's decision to endorse the two proposals from East Northamptonshire Council for the transfer of £300k project funding and the drawdown of £195k of reserves be noted.

30. Exempt Items

The Chair informed the meeting that there were no exempt items to be determined on this occasion.

31. Urgent Items

The Chair informed the meeting that there were no urgent items to be determined on this occasion.

32. Close of Meeting

The Chair declared the meeting closed at 8:18 pm.

North Northamptonshire Shadow Overview and Scrutiny Committee

At 7:00 pm on Thursday 9th July 2020
Held as a virtual meeting via Zoom

Present:-

Shadow Members

Councillor M Scrimshaw (Chair)	Councillor V Perry (Vice Chair)
Councillor J Beirne	Councillor C Brown
Councillor A Davies	Councillor J Hakewill
Councillor H Harrison	Councillor A Henley
Councillor L Lawman	Councillor P McEwan
Councillor M Pengelly	Councillor M Rowley
Councillor G Titcombe	

Officers

E Elliott – Interim Head of Paid Service	B Gill – Interim Monitoring Officer
Paul Goult – North Northamptonshire Democratic Services	G Hammons – Interim Chief Finance Officer
B Smith – North Northamptonshire Democratic Services	F McHugo – North Northamptonshire Democratic Services

Also in attendance

Mr E Hammond – Centre for Public Scrutiny (CfPS)

1. **Apologies for Absence**

No apologies were received.

2. **Notifications of requests to address the meeting**

No requests to address the meeting had been received on this occasion.

3. **Members' Declaration of Interest**

Councillors were invited to declare any matters of interest on items to be discussed during the meeting. No declarations were made.

4. **Announcements**

The Chair briefly summarised the role of the Committee and welcomed participants representing sovereign councils from across North Northamptonshire.

5. Terms of Reference and Meeting Schedule of the Shadow Overview and Scrutiny Committee

The report before Members detailed the Terms of Reference of the Committee as contained within the Authority's approved Constitution.

The report also contained details of the scheduled committee dates for the year 2020/2021.

The recommendations in the report were **MOVED** by Councillor M Scrimshaw, and **SECONDED** by Councillor H Harrison.

RESOLVED that:-

- i. The Committee's responsibilities and Terms of Reference as detailed in Part 2 Articles and Part 3 Responsibility for Functions of the North Northamptonshire Shadow Authority Constitution be noted; and
- ii. The Committee's Schedule of Meetings 2020/21 as detailed in the report be noted.

6. Forward Plan of Decisions – July to October 2020

The Committee received a copy of the Forward Plan of Decisions to be determined by the Shadow Executive Committee issued by the Shadow Authority for the period 1st July 2020 to 31st October 2020. It was noted by the Chair that currently there were few items listed on the Plan, and none of these was identified as a Key Decision.

The Chair stressed the importance of the Overview and Scrutiny Committee having the opportunity, where possible, to present the Shadow Executive Committee with its [Overview and Scrutiny] view on decisions under consideration prior to determination of those items. The Chair felt that by providing comment prior to determination this may provide the Shadow Executive Committee's decision making process with some additional benefit.

Councillor Hakewill noted that there were three items listed for the Shadow Executive Committee meeting of the 23rd July 2020. The exact details of these were unknown, and Councillor Hakewill wondered whether Overview and Scrutiny members would have the opportunity, even informally, to comment and feed-in views on these items. Councillor Hakewill recognised they were not marked as Key Decisions, however the determination of these items would have an impact up to Vesting Day, and potentially for the new unitary council.

The Chair agreed that it would be preferable for the Overview and Scrutiny Committee to be able to comment on items prior to determination as a general principle. The Chair recognised in relation to the Highways contract listed on the Forward Plan that would be currently for determination by Northamptonshire County Council, and the Shadow Authority were being consulted. The Chair also noted that

the Programme Director's Update item was something which it would not be unreasonable to receive after it had been to the Shadow Executive Committee.

The Interim Head of Paid Service indicated to the Committee, that the Future Northants Programme Draft Blueprint may provide a useful starting point for Members when considering their own work plan. In addition, the budget-setting process for 2021/22 would also provide the Committee with a significant item for discussion. It was confirmed that the Highways contract would be determined by the county council. The Interim Head of Paid Service also confirmed that a report on branding for the Shadow Authority only may be discussed on 23rd July 2020.

The Chair asked with regard to the items listed for the Shadow Executive Committee on 23rd July, what mechanism was in place for the Overview and Scrutiny Committee to be able to input views or comments prior to determination. The agenda and papers had yet to be issued.

The papers for the next Shadow Executive Committee would be published next week. It was noted that the Chair of the Overview and Scrutiny Committee was entitled to attend meetings of the Shadow Executive Committee and permitted to address the Committee.

The Chair queried, noting that the Committee had just agreed its schedule of meetings, whether the Overview and Scrutiny Committee could meet after the Executive's agenda had been published, in order to have time to consider potential comments that it wished to submit on decision items.

The Chair suggested that one potential mechanism for dealing with the business scheduled for the Executive on 23rd July, would be for Members of the Committee who had comments once the papers were issued to email around for discussion. As Chair, Councillor Scrimshaw could present agreed comments to the Executive at its meeting on 23rd July 2020.

The Chair suggested that officers may wish to look at rescheduling meetings of the Shadow Overview and Scrutiny Committee to accommodate the ability for the Committee's members to comment on the Shadow Executive Committee reports prior to determination. Officers agreed to look at the possibility of accommodating this.

Councillor Harrison agreed that it was preferable for the Committee to consider items prior to decisions being taken, rather than after the event. Councillor Harrison also sought confirmation that the Forward Plan was refreshed on a monthly basis. Officers confirmed that a new Forward Plan was issued on a monthly rolling basis covering a 6-month period.

Councillor Pengelly raised concerns regarding the Highways contract item, and sought clarity as to whether this was a countywide contract. Councillor Pengelly felt that it was important that Members had an opportunity to comment on any proposals.

The Interim Head of Paid Service understood that the Highways contract would be procured in two lots, North and West, whilst the service may not be fully disaggregated on Vesting Day it was intended for two separate contracts to operate. There were benefits in undertaking one procurement exercise for two lots. Any agreed contract would novate to the new unitary council.

The Chair was reminded of his right to address the Shadow Executive Committee when they considered this item, and that the final decision on this item rested with the county council. The Chair noted that on this occasion it may be necessary for Committee members to discuss their views collectively off-line, and for him to consider potential representations on this issue.

Councillor Lawman also expressed concerns regarding the Highways contract item, and that the decision making rested with the county council on this occasion. Councillor Lawman queried whilst recognising they may be two lots, whether they were interdependent upon each other as a contract. It was again confirmed that the county council would make the decision on the Highways contract, and it was not within the remit of the Shadow Authority to do so. The Interim Head of Paid Service stressed that sovereign councils were still able to determine items falling under their responsibility up until Vesting Day. The Shadow Authority, through the Shadow Executive Committee, were being consulted by the county council on this matter.

Councillor Perry reminded colleagues, that the Highways contract issue was tabled to be discussed by the county council's Cabinet next week, and Members could register to speak on that item if they wished.

Councillor Hakewill hoped that reports circulated to the Committee would be done so in a timely manner, and "to follow" items avoided. Councillor Hakewill also expressed concern that whilst recognising that the Chair had an automatic right to address the Shadow Executive Committee, the ability for other Members to address the Committee was restricted in his opinion.

Councillor Hakewill also expressed concerns regarding the role of the Task and Finish Groups established by the Shadow Executive Committee. These Groups did not have public meetings, nor were non-Group Members permitted to attend or have access to working documents and papers.

The Chair recognised the concerns raised by Councillor Hakewill regarding the Groups and felt that it was important that Overview and Scrutiny had some understanding of the Group's deliberations, in order to avoid potential duplication of effort at a later date. It was recognised that the Groups would report back to the Shadow Executive Committee, at which point the Overview and Scrutiny Committee could comment. It was suggested that it may be preferable to have an earlier understanding of the discussions and deliberations of the respective Groups.

Councillor Davies felt that it would be helpful for the Committee to have a better understanding of the key decisions to be made over the coming months, particularly a greater understanding of where decisions were likely to have a significant impact on the new unitary council.

The Chair commented that it would be useful to have an idea of the timeline for reporting-in for each of the Groups; this may aid the Committee in formulating their work plan. The Interim Head of Paid Service drew the Committee's attention to a previous report considered by the Shadow Executive Committee that detailed this information. Any recommendations from the Groups would feed into the Shadow Executive Committee, and be available for scrutiny. The Groups were not decision making bodies.

The Interim Head of Paid Service confirmed that the documentation relating to the Groups' work was not generally available, but suggested that some form of summary document may be prepared, which the Overview and Scrutiny Committee could consider ahead of any final Group recommendations. The Interim Head of Paid Service would consider this matter and report back to Committee.

The Chair requested that the timelines for the Groups be circulated to Committee members, and that potentially Committee Members may have access, in confidence, to the Group's papers ahead of any public discussion. A release of papers may assist in adding value to the Committee's subsequent discussions on the respective topics.

Councillor Beirne was concerned that if the Highways contract was poorly procured this would have ramifications for many years. Councillor Beirne requested details of the proposed timespan of the contract. It was agreed that a link to the county council Cabinet's Highways contract report be circulated to Members of the Committee.

Councillor Beirne also noted that there were likely to be county council Members from North Northamptonshire on the Cabinet: Members of the Overview and Scrutiny Committee could lobby those Cabinet Members if any concerns needed to be raised.

Councillor Harrison raised the issue that Shadow Members do not currently have North Northamptonshire email addresses. Councillor Harrison noted Shadow Executive Committee members had been given addresses and some officers. The Chair agreed that as a matter of urgency Members be furnished with their respective North Northamptonshire email addresses. Officers agreed to raise this matter with their colleagues at the PMO in order to try to expedite this matter.

Councillor Perry suggested that whilst welcoming a précis of the work undertaken by Task and Finish Groups as suggested, some Members may be happy to receive full documentation and that this be considered. Councillor Perry also suggested that Members of the Overview and Scrutiny Committee be allowed access to meetings of the Task and Finish Groups in an observer capacity. This would assist in Members having a better understanding of the subject matter, and assist in avoiding duplication of discussion at a later stage.

Councillor Hakewill agreed with this suggestion, and suggested that Members had a right to attend as observers. The Chair agreed with this proposal.

Returning to a previous discussion item, Councillor Lawman noted that the Highways contract report was being discussed by the county council Cabinet next week. As such, Councillor Lawman suggested that it was unlikely that the Shadow Overview and Scrutiny Committee would be able to influence the Cabinet prior to a decision being made.

Councillor Beirne expressed concern that there was a danger that the Committee may attempt to micro-manage officers and other Members, and that there was a need to clarify the role of the Committee to ensure that it focused on the appropriate items. Being new to the scrutiny role, Councillor Beirne sought clarification as to how the scrutiny function would fulfil its responsibilities going forward.

Councillor Perry **MOVED**, and Councillor Hakewill **SECONDED**, that the Shadow Overview and Scrutiny Committee Members be granted observer status to attend meetings of the Task and Finish Groups.

Councillor Henley in speaking in support of the proposal, suggested that it may be appropriate for officers to advise which of the Groups the Committee may have a particular interest in. Councillor Henley suggested that it may be appropriate for Committee Members' time to be allocated across the Groups to avoid duplication, and ensure that an informed contribution could be made at Committee when Group recommendations were formally tabled for discussion.

Councillor Hakewill suggested that it should be left to Members to decide whether they wished to attend all or some of the Group's meetings. Councillor Hakewill was aware some Groups had already met, and that some of these were likely to conclude their respective deliberations in a matter of weeks. Councillor Hakewill was concerned that waiting for the Shadow Executive Committee to consider this requests at its next meeting on 23rd July 2020 would be too late. The Chair noted this concern, and suggested that it may be appropriate to raise this matter, if agreed by Committee, with the Leader of the Authority direct.

RESOLVED that:-

- i. The Shadow Overview and Scrutiny Committee request that Members of the Committee be granted observer status to attend meetings of the Task and Finish Groups established by the Shadow Executive Committee.

Councillor Hakewill wondered whether it may be appropriate for the Committee to establish its own Task and Finish Panels rather than wait for a future meeting to do so, given that work on various topics was being undertaken at some pace to meet the Vesting Day deadline.

In addition, Councillor Hakewill queried whether Shadow Members could request sight of invoices being paid by the Shadow Authority on the Re-organisation Programme. The Interim Head of Paid Service informed the Committee that the Shadow Authority did not pay invoices direct, any costs incurred on the Programme were paid through the county council or Daventry District Council. Officers would advise Members accordingly where they could view transactional data. It was noted that a Financial Report would be tabled at the next Shadow Executive Committee

meeting, but officers would seek to inform Members where such information was available for perusal.

Councillor Pengelly requested what significant contracts were likely to be determined by the county council which would have an impact on the future unitary council. The Interim Head of Paid Service reminded the Committee that at the previous Shadow Executive Committee meeting it was agreed that any new spend (use of reserves, award of contracts etc) over £100k being proposed by sovereign councils needed to be submitted to the Shadow Authority for information. Any proposals would be tabled at the Shadow Executive Committee, but it would be a sovereign council responsibility to determine.

In conclusion, the Chair would instigate an email discussion with Committee Members outside of the meeting, with regard to any potential representations to be made to the Shadow Executive Committee on the Highways contract issue.

7. Exempt Items

There were no exempt items discussed.

8. Urgent Items

There were no urgent items discussed.

9. Close of Meeting

The Chair declared the meeting closed at 8:05 pm.

North Northamptonshire Shadow Overview and Scrutiny Committee

At 7:00 pm on Thursday 6th August 2020

Held as a virtual meeting via Zoom

Present:-

Shadow Members

Councillor M Scrimshaw (Chair)
Councillor J Beirne
Councillor G Titcombe
Councillor H Harrison
Councillor L Lawman
Councillor M Pengelly

Councillor M Rowley
Councillor C Brown
Councillor J Hakewill
Councillor A Henley

Officers

E Elliott – Interim Head of Paid Service
P Goult – North Northamptonshire
Democratic Services
B Smith – North Northamptonshire
Democratic Services

P Helsby – Programme Director
F McHugo – North Northamptonshire
Democratic Services

Also in attendance

Councillor C Stanbra (NCC)

33. Apologies for Absence

Apologies were received from Councillors Perry, Davies and McEwan.

34. Minutes of the Previous Meeting

The draft minutes of the Overview and Scrutiny Committee meeting held on 9th July 2020 had been circulated.

Councillor Scrimshaw MOVED and Councillor Titcombe SECONDED that the minutes be approved as a correct record.

RESOLVED that:-

The minutes of the meeting of the Overview and Scrutiny Committee held on 9th July 2020 be approved as a correct record and signed by the Chair.

Under this item, Councillor Hakewill suggested that additional information be provided on the agenda, to ensure that it was clear to members of the public when the deadline for addressing Committee was for each meeting. A contact telephone number should also be added.

Under this item, Councillor Harrison queried when councillors were due to receive their North Northamptonshire email addresses. The Interim Head of Paid Service had raised this issue with ICT but unfortunately there was no clear date provided as to when this would occur. The Interim Head of Paid Service stated that she would raise the matter again, but was not expecting the matter to be resolved quickly.

Under this item, Councillor Hakewill again requested where he would be able to review transactional data for the LGR Programme, namely expenditure above £500. It was noted that this data would be held by Daventry DC. A link to the appropriate website would be provided to Councillor Hakewill by the Interim Head of Paid Service.

35. Notifications of requests to address the meeting

It was noted that Councillor C Stanbra (NCC) had requested to address the Committee on Agenda Item 6 – Programme Director’s Update, and Agenda Item 7 – Forward Plan of Decisions.

36. Members’ Declaration of Interest

Councillors were invited to declare any matters of interest on items to be discussed during the meeting. No declarations were made.

37. Announcements

The Chair confirmed that following the previous meeting, he had written to the Leader of the Shadow Authority requesting that some attendance at meetings of the Task and Finish Groups by members of the Committee could be considered.

The Chair had also written to the Interim Head of Paid Service requesting discussion regarding how the Committee could constructively contribute into the LGR Programme.

38. Programme Director’s Update

Councillor C Stanbra was invited to address the Committee prior to the Programme Director’s Update being presented.

Councillor Stanbra stressed the importance of ensuring existing staff were fully engaged in the LGR Programme and the move to a new unitary authority. Councillor Stanbra stressed the need for full and meaningful engagement with the recognised trade unions, and the need to ensure there were appropriate numbers of Change Champions across the current sovereign councils. Councillor Stanbra requested an update on both of these issues. In addition, Councillor Stanbra drew reference to page 32 of the agenda (Appendix B1), and reference to the Adult Review of Target Operating Model. Whilst recognising that the cost of consultants was netted-off, Councillor Stanbra suggested that it may be more open and transparent to show the gross figure. Further comment was made by Councillor Stanbra, as to whether there was any update on progress towards profiling Future Northants Expenditure and Benefits Realisation for future years.

Paul Helsby introduced his report and presentation, which had been circulated to Members with the agenda. Paul Helsby reminded Members that the data included in the presentation was from early July 2020, and had been reported to the Shadow Executive Committee at its meeting on 23rd July 2020. The LGR Programme was currently in a reporting cycle, with an updated report to be tabled at the next Shadow Executive Committee (27th August 2020).

Paul Helsby explained that due to the Covid-19 pandemic, there had been a need to redesign the LGR Programme, taking into account the impact of council's response to the pandemic on new priorities, time and staffing resource.

The presentation included details of the Mobilisation Plan RAG Status, a Programme Status Summary, a Change Management Update, a Communication and Engagement Update, a Blueprint Progress Update and a Financial Report.

In relation to the Programme Status Summary, Paul Helsby highlighted that at the time on compilation of the report in July, there were four areas highlighted AMBER. A brief explanation regarding each of these areas was provided in the report, which Paul Helsby elaborated on.

With regard to Change Champions, Paul Helsby confirmed that the programme had been paused due to the need to prioritise resources to address Covid-19 and the change in circumstances. Those staff who were not redirected to address Covid-19, were engaged on addressing the need to redesign the LGR Programme in light of the change in circumstances, moving it from being as transformational in the initial phase, to being "safe and legal".

Paul Helsby confirmed that in addition to the 300 indicated in the report, approximately 30 additional Change Champions had been recruited over the last couple of weeks. A

GAP-analysis was being conducted to identify if any particular service areas were currently under-represented.

Paul Helsby recognised the normal interaction between trade unions and the respective sovereign councils was continuing. The PMO had started to develop a programme with trade unions regarding wider engagement; due to Covid-19 that programme had not been fully rolled-out. The key meetings on a county basis with trade unions had continued. The trade unions clearly wanted to know the fundamentals for their members e.g. where would staff be working, terms and conditions issues etc.

Work towards the disaggregation of County Council services was continuing, and hopefully further details regarding how this would impact on staff would be known in due course. There were unlikely to be any major changes for the vast majority of district council staff on Vesting Day, with most working from their current locations. Paul Helsby stressed that the LGR Programme was now focused on “Safe and Legal”. The trade unions were asking for information that the Programme did not currently have, but it was being stressed that it was not envisaged there would be significant changes for the majority of staff. The Blueprint currently being compiled would be shared with the trade unions, which would provide some further information.

With regards to Adult Services, there would be some transformation of services. These were highlighted in the recent series of Member briefings. Given that Adult Services were working to a different timetable, there would be the opportunity to share more detailed information with trade unions. It was intended to split Adult Services in a “soft way”, to operate from October 2020, so testing of processes and the financial implications could be monitored and kept under review.

In relation to the earlier query regarding consultants fees, Paul Helsby confirmed that this was akin to a “no win, no fee” scenario, and related to the level of savings achieved. The higher the level of savings, the higher the fee earned by the consultants. Paul Helsby stated that he would provide further information regarding this arrangement to Members, within the confidentiality of the commercial contract with the consultants.

In summarising, Paul Helsby pointed out in financial terms the Programme was on track and within budget. It was noted that there was projected to be £85m of financial benefit to be gained from the unitary programme. It was further noted that £35m of that saving had already been delivered in 2019/20, and were on track to deliver a further £14m by Vesting Day, leaving approximately £35m to be delivered by the two new unitary councils.

Paul Helsby informed the Committee that the opportunity had been taken when profiling the Programme, to provide a budget for North Northamptonshire to have its

own transformation capability; this was existing money from the funds already allocated to the Programme. There was 2-year provision, at no additional expense to existing sovereign councils.

In conclusion, Paul Helsby confirmed that the work programme ahead was ambitious and would require considerable staff time and resources. Paul Helsby provided a summary of the significant projects currently underway. Staff had responded well to the challenges, particularly the impact of Covid-19. It was important to recognise the efforts made by staff, and ensure that support was available during the coming months, to ensure that the Programme achieved the “Safe and Legal” objective on Vesting Day.

Councillor Scrimshaw noted those items on the Programme Status Summary marked as AMBER. In particular, Councillor Scrimshaw sought clarification around Children Services, and whether this was likely to be able to hit its targets. The Interim Head of Paid Service commented that there was no room for slippage regarding the creation of a Trust. The situation was being closely monitored. Assuming officers could ensure continued progress the 1st November 2020 would be met. Creation of the Trust was well-advanced. It was further noted, that the education service had been required to meet a number of challenges due to Covid-19, which had meant that some of the transformation work had been put on hold. Implementation of some of the transformation benefits would be later than originally planned.

Councillor Henley raised concern that the presentation before the Committee was 6-weeks old. Councillor Henley felt that for the Committee to “add value” there was a need for the information to be provided to the Committee’s membership sooner.

Councillor Henley also queried why on the Programme Status Summary there was no direction of travel in relation to the programmes marked AMBER, or a “return to GREEN” target date.

The Interim Head of Paid Service stated it was difficult to specify a “return to GREEN” date. Each programme comprised a considerable number of projects, each being monitored. The data behind the Summary was detailed and complex and would not be suitable for general distribution, however it was suggested that the Committee may wish to scrutinise the AMBER areas as part of its work programme.

The Interim Head of Paid Service did indicate that with regard to Children’s Services this was unlikely to turn to GREEN prior to 1st November 2020, as this was a high-risk area, but work streams within the project were being closely monitored.

It was noted that for the Committee to see early-sight of all reports there may be a need to significantly alter the approved committee timetable. Paul Helsby stressed that he would always try to give the Committee an early indication of progress, it was noted

that the Trust issued involved other partners, it was not just an NCC or Programme Team matter.

Councillor Pengelly suggested that his impression from trade union colleagues was that the dialogue with the Programme was not as good as presented, and there was a need for improvement. Councillor Pengelly wondered whether it may be appropriate for the trade union representatives to be invited to attend Committee, and provide their views.

Councillor Pengelly also questioned whether communication to the general public was satisfactory, as there seemed little direct communication or consultation. Councillor Pengelly questioned whether Members were receiving adequate information; there seemed to be bullet points but little detail. Councillor Pengelly felt that Members were not being kept up-to-date. Councillor Scrimshaw agreed that should there seem to be a discrepancy in what trade unions were saying regarding their involvement in the Programme, and what Members were being informed, the Committee may wish to explore that further.

The Interim Head of Paid Service informed Members that she, and her counterpart in the West, would be meeting with trade unions to hear any concerns; this was unlikely to be until after the summer holidays. If following that meeting, the trade unions still had concerns it was perhaps a matter that the Committee may wish to consider further.

The Interim Head of Paid Service also confirmed that discussions had been on-going with the trade unions regarding the establishment of a Children's Trust, as the timeline for this was more urgent. A strong communications strategy had been agreed in relation to Children's Services with staff and trade unions.

A Communications and Engagement Strategy had been approved by the Shadow Authority, and the Interim Head of Paid Service indicated that additional resources were to be provided to implement that.

Paul Helsby indicated due to the last few months, the Programme appreciated that some engagement had been delayed. It was recognised that the Committee would be setting its work programme later in the meeting. Paul Helsby suggested that there were possibly three areas that the Committee may wish to consider further scrutiny. These included the Human Resources work stream, ICT and the legal aspects that need to be in situ for Vesting Day.

Paul Helsby stated the presentation was high-level, however the Committee were entitled to look at the detail when they felt it appropriate to do so. It was intended to be a summary only. It was again emphasised that the Programme was playing "catch-up"

due to the lockdown period, and staff were working extremely hard to ensure the various work streams were completed.

In relation to the earlier question from Councillor Stanbra regarding financial profiling over future years, Paul Helsby confirmed that was stick work in progress, and would be completed when more certainty could be provided.

Councillor Scrimshaw thanked officers for their update regarding consultation and engagement with the trade unions, and requested that a summary of the outcome of the meeting between the Interim Heads of Paid Service and the trade unions be provided to the Committee in due course.

Councillor Pengelly again suggested that “backbench” Members were receiving very little information with regard to what progress was being made. Paul Helsby reminded the Committee that only recently all sovereign councils had received a briefing on Children’s Services, Adult Services and the LGR Programme. Pre-lockdown the LGR Engine Room at One Angel Square had been open to all Members to attend. Officers had made themselves as available as possible, given the difficult circumstances. Paul Helsby stressed that the recent briefing had been conducted at each of the eight sovereign councils.

The Interim Head of Paid Service informed Members that the recent briefing at the Borough Council of Wellingborough had been recorded, and a link to this could be provided to those Members who had missed their own briefing session. In addition, an updated newsletter had recently been circulated to all Members.

Discussions were ongoing with the Leader of the Shadow Authority, as to how backbenchers could become more involved, this include a recent email to all Members regarding gauging interest in involvement in any of the proposed portfolios. The Interim Head of Paid Service did comment that there was a significant amount of information in circulation, whilst recognising that this may be in different formats and locations. A review of Member communications could be conducted in due course.

The Interim Head of Paid Service also informed the Committee that she was due to meet with the Chief Executive of NCALC in the near future, to discuss engagement with local councils.

Councillor Hakewill suggested that he felt some Members were not being fully engaged. An opportunity had been missed in engaging more Members due to the exclusion from the Task and Finish Groups.

Councillor Hakewill also expressed concern that the timetable was very tight, and the current unitary proposal would not negate the underfunding of public services in the county.

Councillor Hakewill also queried the reference to the consultancy arrangement in Adult Services, referred to earlier in the meeting, and felt more detail of the arrangement and cost should be available. In addition, Councillor Hakewill wondered what the criteria for a RED would be in relation to the Programme Status. Paul Helsby explained that a RED would be where a deadline had been missed, and was unrecoverable. An AMBER was that concerns had been identified and mitigating action was being undertaken to bring the programme back on track. It was agreed that the Community may wish to “drill down” in more detail those items marked AMBER, to gain a better understanding of what problems there may be.

Councillor Harrison felt that Members could receive more detailed information, in order to gain a better understanding of the key issues. It was important that Members were provided easier access to the more detailed information, in order that Members could more completely fulfil their role. There was a balance of information to be achieved.

Councillor Hakewill noted that there was a current consultation underway with regard to Customer Service and how this would be delivered in the new unitary council. Councillor Hakewill suggested that it was restricted in the options provided to the public. It would be better to allow the public to express their preferences and then consider.

Councillor Hakewill also expressed concern in relation to the proposed portfolios, that there was no reference to rural matters, particularly in relation to parish and town councils. The Interim Head of Paid Services confirmed that “rural” liaison was to be covered by Councillor D Jenney within his portfolio. In addition, there was likely to be further discussion with parish and town councils to discuss potential for service delivery in the future post-Vesting Day.

Councillor Hakewill stressed that direct contact and discussion between local councils and the Shadow Authority would be welcomed. Councillor Hakewill was particularly concerned whether there was likely to be any impact in relation to precept-setting. It was confirmed that the Shadow Authority would not be looking for local councils to undertake any additional services, local councils should precept for their normal services currently undertaken.

39. Forward Plan of Decisions – August to November 2020

A copy of the recently issued Forward Plan for August to November 2020 had been circulated.

Councillor C Stanbra addressed the Committee. Councillor Stanbra suggested that there was an issue with the Forward Plan, as there were items which would likely have to come forward for determination but were not yet listed. Councillor Stanbra was

suggesting that an additional item be added to Forward Plans that detailed items to be determined in the future, but where no specific determination date could currently be given. This would at least make Members aware of what items were to appear later in the year for consideration.

The Interim Head of Paid Service confirmed that officers would consider the suggestion from Councillor Stanbra. The Interim Head of Paid Service also indicated that she was happy to circulate details regarding the work of the Task and Finish Groups and their respective key tasks and reporting deadlines.

Councillor Henley commented that certain items had been dropped from the previous Forward Plan. It may prove useful in future if items were dropped that a brief explanation as to why be provided. It was noted that the item on the NCC Highways Contract had been dropped; this was queried. The Interim Head of Paid Service confirmed that she had enquired why, but had yet to receive an answer. A further enquiry would be made, with the response circulated to Members.

40. Work Programme: Shadow Overview and Scrutiny Committee

Councillor Scrimshaw confirmed that following the previous Committee meeting, he had written to the Leader of the Shadow Authority with regard to the request for members of the Committee to be able to observe proceedings at the Task and Finish Groups. The Leader had indicated that some arrangement could possibly be considered, however no firm “counter proposal” had yet been received by Councillor Scrimshaw.

Councillors Scrimshaw and Perry had also written to the Interim Head of Paid Service, regarding how the Shadow Overview and Scrutiny Committee could play a constructive, pro-active role in discussions regarding the formulation of policy. Councillor Scrimshaw was concerned that currently the Committee were playing “catch-up” with decisions being taken by the Shadow Executive Committee without any scrutiny input. The Interim Head of Paid Service had responded and suggested that she meet with Councillors Scrimshaw and Perry to discuss. This invitation would be followed-up.

The Committee then considered what items that it wished to consider over future meetings.

A number of potential issues were raised including Adult Services, Children’s Services/Trust and the unitary council budget-setting 2020/21.

Councillor Rowley expressed a wish to investigate the consultancy arrangements around the Adult Review of Targeting Operating Model, as mentioned earlier in the meeting.

Members were reminded that their role was to scrutinise the development and introduction of the unitary council and not sovereign councils' current operational decisions.

Councillor Harrison supported the proposal to look at Adult Services, Children's Services and the 2020/21 budget. Councillor Harrison was particularly interested in the future unitary council input into Children's Service provision, and the role and/or accountability of future unitary Members.

Councillor Scrimshaw suggested that discussions could be held outside of the meeting with officers to agree a timetable for these items to be timetabled.

Councillor Hakewill suggested that the Leader of the Shadow Authority be invited to attend the Committee in future to provide an opportunity for a general Question & Answer session. In addition, when significant items are to be discussed, the appropriate portfolio holder be invited to attend, with relevant senior officers.

Councillor Hakewill also suggested a future item to discuss local council matters, where NCALC and others could be invited to attend.

Councillor Hakewill also drew reference to the current LGA consultation on a potential revision to the Code of Conduct, and wondered whether the Committee should feed into any response. The Interim Head of Paid Service suggested that the Interim Monitoring Officer could compile and circulate a briefing paper on the consultation.

Councillor Pengelly suggested that the Committee seek out best practise from elsewhere, particularly with other Children's Trust arrangements, to see how Members interact in those scenarios. Councillor Pengelly agreed that the future provision of Adult Services was an important issue for the Committee to consider. With regard to the Task and Finish Groups, Councillor Pengelly felt that the Committee should wait to see what proposals arose from the Groups' discussions, and comment accordingly.

Councillor Scrimshaw confirmed that he would discuss with officers outside of the meeting, on scheduling-in the items raised by Committee members.

41. Member Training and Development

The Committee briefly discussed what additional training and development they felt was required, in order for Members to constructively discuss the issues likely to arise at future meetings. It was noted that a number of significant topic areas would be discussed at future meetings, and it was agreed some background information in advance would be beneficial to Members.

The Interim Head of Paid Service indicated there was an aim to build upon the recent Member briefings.

Councillor Hakewill suggested there may be a benefit to hear from Members in other authorities who had gone through the unitary process. In addition, it may be of interest to consider what training will be made available to unitary Members after the election in May 2021. The Interim Head of Paid Service confirmed that the issue of Member training and induction was being considered as part of the Programme and by a Task and Finish Group. There were no confirmed proposals at present.

The Interim Head of Paid Service indicated some informal training sessions could be arranged in the interim.

Councillor Harrison felt interactive forums would be particularly beneficial, particularly with regard to Adult Services and Children's Service. Councillor Harrison agreed obtaining the experience of Members with knowledge of existing Children's Trusts would also be beneficial.

Councillor Scrimshaw suggested that he discuss future training needs with officers outside of the meeting, and that proposals be developed.

Councillor Henley sought confirmation that being a member of the Shadow Overview and Scrutiny Committee did not preclude a Member from working with any portfolio holder group. The Interim Head of Paid Service confirmed that all Members were being encouraged to work with portfolio holders within their respective subject areas.

42. Exempt Items

There were no exempt items discussed.

43. Urgent Items

There were no urgent items discussed.

44. Close of Meeting

The Chair declared the meeting closed at 9:07 pm

North Northamptonshire Shadow Senior Appointments Committee

At 5:30 pm on Thursday 9th July 2020

Held as a virtual meeting via Zoom

Present:-

Shadow Members

Councillor M Griffiths (Chair)
Councillor L Thurland (Vice-Chair)
Councillor A De Capell-Brooke
Councillor B Jenney
Councillor J Addison

Officers

M Cox – Director, Corporate
Programme
M Devlin-Hogg – HR Enabler
B Smith – North Northamptonshire
Democratic Services
P Goult – North Northamptonshire
Democratic Services
B Gill – Interim Monitoring Officer

1. Apologies for Absence

No apologies were received.

2. Notifications of requests to address the meeting

It was confirmed that there were no requests to address the meeting.

3. Members' Declaration of Interest

Councillors were invited to declare any matters of interest on items to be discussed during the meeting. No declarations were made.

4. Announcements

The Chair informed the meeting that there were no announcements.

5. Selection and Appointment for Permanent and Senior Statutory officers

Martin Cox (Director, Corporate Programme) and Marie Devlin-Hogg (HR Enabler for the Future Northants Programme) presented a report putting forward recommendations from the Senior Appointments Task and Finish Group in relation to the selection and appointment of permanent senior and statutory officer roles to the new North Northamptonshire Authority.

It was reported that the Task and finish Group had held two meetings, helping to create a very open, inclusive and best practice appointment process which would include engagement with stakeholders, partners, members, leaders and employees.

It was noted that since May, a recruitment exercise had been in progress which was a significant and critical requirement in the shaping of the new North Northamptonshire Unitary Council.

The five roles being appointed to were as follows:

- Chief Executive
- Director of Finance (Section 151)
- Director of Adult Social Services (DASS)
- Director of Legal and Democratic Services (Monitoring Officer)
- A shared Director Children's Services to sit across both unitary authorities; with oversight of the Children's Trust.

The Chair noted that it would be very to appoint the very best candidates for these important roles as early as possible in order that the senior appointees would share be able to share in members' goals, ambitions and aims for the new unitary authority.

It was clarified in respect of part six of the recommendations that the intention was for the implementation lead officer to work with the task and finish group at its next meeting to confirm final composition and weighting for the stakeholder panels.

It was anticipated that following the interview process, the appointments would go forward to the Shadow Authority for its approval during August and September 2020.

RESOLVED that:-

- (i) The processes specified in paragraphs 3.2 a- d of the report be ratified and adopted;
- (ii) The function of appointing the senior appointments be delegated to a sub-committee (known as the 'interview panel'); ensuring that at least one member of the Shadow Executive Committee is in its membership;

(iii) Authority be delegated to the interview panel to:

- a) Shortlist and interview suitably qualified applicants;
- b) Recommend the most suitable person for the position.

(Reason - in accordance with the requirements set out in Part 4F of the Constitution (Staff Employment Procedure Rules)).

(iv) The interview panel will comprise of 5 members for each of the roles advertised, with the exception of the shared Director of Children's Services role; and that the interview panel is representative of the political balance of the Shadow Authority;

(v) The proposed membership of the interview panel for each role be approved, as noted in section 4 of the report;

(vi) The proposed stakeholder panels for each role as part of the recruitment and selection process be approved, as noted in section 5 of the report; including the composition of these panels; and authority be delegated to the central implementation team lead officer for human resources to confirm their final composition and weighting, in consultation with the Chair and Deputy Chair of the Senior Appointments Committee.

6. Exempt Items

The Chair informed the meeting that there were no exempt items to be determined on this occasion.

7. Urgent Items

The Chair informed the meeting that there were no urgent items to be determined on this occasion.

8. Close of Meeting

The Chair declared the meeting closed at 5:44 pm.

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NORTH NORTHAMPTONSHIRE SHADOW AUTHORITY

SHADOW AUTHORITY MEETING

20th August 2020

Report of the Chair of the Shadow Senior Appointments Committee

Report Title	Permanent Appointment of the Chief Executive for North Northamptonshire Council
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1. Purpose

- 1.1 The purpose of this report is to recommend to the Shadow Authority the appointment of the new permanent Chief Executive for the North Northamptonshire Council.

2. Recommendations

- 2.1 That Rob Bridge be confirmed as Chief Executive designate for the North Northamptonshire Shadow Authority (start date to be agreed following approval) and that he be confirmed as the new permanent Chief Executive, Head of Paid Service and Returning Officer for the North Northamptonshire Council from 1 April 2021.
- 2.2 That approval be given to a salary of £170,000 (within the advertised salary grade £170,000 - £180,000).

(Reason for Recommendations – The appointment of Chief Executive is for decision by the Shadow Authority. In line with government guidance and the importance of transparency and of objective justification for senior salaries the basis for the recommended salary is set out in this paper.)

3. Report Background

3.1 Recruitment and Selection

- 3.1.1 The Northamptonshire (Structural Changes) Order 2020 requires the Shadow Authority for North Northamptonshire to appoint a permanent Chief Executive by 31 December 2020; prior to the formation of the new authority on 1 April 2021.
- 3.1.2 A national recruitment campaign was launched in late May 2020 for the permanent Chief Executive role, together with a number of other statutory roles; including Director of Finance (Section 151), Director of Adult Social Services (DASS), Director of Legal and Democratic Services (Monitoring Officer) and a shared Director Children's Services (DCS) to sit across both unitary authorities.

- 3.1.3 In July 2020, the Senior Appointments Task and Finish Group and Shadow Senior Appointments Committee developed the Chief Executive role profile and person specification for this recruitment. They also shaped an inclusive and holistic selection and interview process; agreeing partner, member and employee stakeholder panels and also the members of the sub-committee forming the main appointment panel.
- 3.1.4 Penna are engaged as our Executive Search Partner and have supported the appointment panel in the search for candidates; in addition to the longlisting and shortlisting process; which involved a professional technical adviser/assessor.
- 3.1.5 The main appointment panel received a total of 19 applications from this campaign at the end of June and the longlisted 10 candidates on 13 July 2020.

A shortlist of 5 candidates was then agreed by the main appointment panel, following the technical assessment stage. Assessment and interviews took place over a two-day period; with day one (5 August) involving the main member appointment panel and also member, partner and employee stakeholder panels. 3 candidates were then selected by the main appointment panel to take part in the final interview by the main appointment panel on 6 August.

- 3.1.6 The appointment panel received a briefing and training on recruitment and selection prior to the interviews, as agreed by the North Northamptonshire Joint Committee in January 2020.
- 3.1.7 The final Interview for the Chief Executive was undertaken on Thursday 6 August 2020. The main appointment panel (senior appointment sub committee) comprised:

Councillor Russell Roberts – Leader of the North Northamptonshire Shadow Authority and Leader of Kettering Borough Council.
 Councillor Martin Griffiths - Deputy Leader of the North Northamptonshire Shadow Authority and Leader of the Borough Council of Wellingborough.
 Councillor Steven North - Leader of East Northamptonshire Council.
 Councillor Tom Beattie – Leader of Corby Borough Council
 Councillor Jason Smithers – Designated Member Representative for Northamptonshire County Council.

- 3.1.8 The conclusion of the main appointment panel is to recommend the appointment of Rob Bridge as North Northamptonshire’s permanent Chief Executive and designated Head of Paid Service. Rob is currently Chief Executive (Head of Paid Service) at Welwyn Hatfield Borough Council and prior to that, he undertook the role of Corporate Director and Chief Finance Officer at Fenland District Council. He has significant experience in leading the transformation and place shaping agenda.
- 3.1.9 Should the Shadow Authority agree this recommendation, a start date will be confirmed with the candidate; taking into account their notice obligations. The role was advertised at a salary between £170 - £180k, based on benchmarking of similar sized unitary councils. The salary offer will be made at the bottom of the salary range.

3.2 Issues and Choices

- 3.2.1 The assessment process carried out on 5 August was part of a preferred approach by both the Senior Appointment Task and Finish Group and Shadow Senior Appointments Committee to engage wider stakeholders to ensure an inclusive and informed recruitment process.

- 3.2.2 The stakeholder panels assessed each candidate in a structured interview process against the requirements detailed in the person specification.
- 3.2.3 In accordance with part F of the Shadow Authority's Constitution, the Staff Employment Procedure Rules this recommendation was sent in confidence to each member of the Shadow Executive Committee in order to establish if any member of the Shadow Executive Committee has any objection to the proposed appointment. No objections from the Leader, on behalf of the Shadow Executive Committee have been raised to this recommendation.

4. Implications (including financial implications)

4.1 Policy

- 4.1.1 The appointment of a Statutory Head of Paid Service by 31 December 2020 is a requirement that is laid down in the Northamptonshire (Structural Changes) Order 2020.

4.2 Resources and Risk

- 4.2.1 The appointment of Statutory Officers will enable a safe and legal transition from the shadow authority to the Unitary Council in 2021.

4.3 Legal

- 4.3.1 The appointments to the statutory officer designations ensures compliance with the Structural Change Order.

4.4 Equality and Health

- 4.4.1 The appointment process followed a fair and transparent process. Eligible candidates were invited to apply to a national and open recruitment campaign.

Report Author:

**Marie Devlin-Hogg – Unitary HR Enabler, Future Northants Programme
(On behalf of the Shadow Senior Appointments Committee)**

NORTH NORTHAMPTONSHIRE SHADOW AUTHORITY

SHADOW AUTHORITY MEETING

20th August 2020

Report of the Interim Monitoring Officer

Report Title	Amendments to the Constitution
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1. Purpose

1.1 The purpose of this report is to request that the Shadow Authority approve amendments to the Authority's Constitution.

2. Recommendations

2.1 It is recommended that the Shadow Authority:

- i) Approve the suggested procedure in Appendix A for in-year changes to committee membership and the filling of any vacant positions of Chair and/or Vice-Chair that may arise;
- ii) Approve the introduction of Substitute Members for standing committees as detailed in Appendix B;
- iii) Approve the amendments for Public and Member Participation as detailed in Appendix C;
- iv) Approve the amendment to Article 7 of the Constitution, to allow the Leader of the Authority to delegate decisions or responsibilities to other members of the Executive Committee as detailed in Appendix D;
- v) Approve the removal of meeting procedure rule 8 as detailed in Appendix E;
- vi) Notes the intention of the Interim Monitoring Officer to reformat the Meeting Procedure Rules to aid interpretation, and recirculate the Constitution to Shadow Authority Members after such reformatting is completed.

3. Issues and Choices

3.1 Report Background

3.2 The Shadow Authority at its inaugural meeting on 4th June 2020 approved a Constitution. The Constitution was largely based on work undertaken by a working group established by the former North Northamptonshire Joint Committee.

- 3.3 The approved Constitution complied with statutory requirements, including the Structural Changes Order establishing the Shadow Authority.
- 3.4 At the Shadow Authority meeting on 4th June 2020, and subsequently, requests have been received to consider additional or amended content. The areas of particular interest related to –
- In-year changes to standing committee membership
 - Substitute Members
 - Public and Member Public Participation
 - Delegation of decisions and responsibilities to Shadow Executive Committee Members
 - Reformatting of the Meeting Procedure Rules
- 3.5 Changes to committee membership. Once the number of seats allocated to a political group have been calculated and approved by Council, the responsibility for determining which councillor takes a seat on a particular committee is a matter to be determined within the respective groups and the proper officer simply notes and acts upon the wishes communicated to them. Council has no decision making powers on this issue and receipt of such information is purely administrative. Whilst custom and practise among sovereign councils differs, it is proposed that any in-year changes in standing committee membership, may be made by the recognised political groups without reporting to the full Shadow Authority (see Appendix A). Any changes would be notified to the Interim Monitoring Officer by the Leader of the respective group.
- 3.6 Substitute committee members. Currently there is no provision in the Constitution for substitute Members to attend standing committees when a committee member is unable to do so. To ensure that both political balance is maintained, and that meetings are quorate, it is being proposed that substitute named Members be created. There are number of options available to facilitate such a move, unnamed or named substitutes. This is further discussed in the attachment (see Appendix B).
- 3.7 Councillor and Public participation. It is proposed that the currently approved Participation Rules for the Public and Members be reviewed and expanded, in line with the recommendations contained in Appendix C. Currently there are different rules for asking questions or addressing a forum for both members of the public and for councillors dependent upon the forum that one wishes to address. It is proposed to simplify the rules to provider greater consistency across the forums and also reduce the notice period required. Adoption of these revised rules will provide the opportunity for greater participation and provide greater clarity to both the public and Members.
- 3.8 Delegation by the leader. Currently under Article 7 (6.1), the Shadow Executive Committee may delegate any of its powers or functions to the Leader, another member of the Shadow Executive Committee, a sub-committee established by the Shadow Executive Committee or an officer of the Shadow Authority. It is being suggested that this be amended to allow the Leader of the Shadow Authority to make any such delegations (see Appendix D).
- 3.9 Receipt of Committee Minutes As indicated in Appendix E, the Shadow Authority is currently required to receive the minutes of the Shadow Executive Committee

and other standing committees (meeting procedure rule “8” on page 76 of the Constitution). These minutes are presented to the Shadow Authority for information only. It is proposed that this administrative task be deleted from the meeting procedure rules. Committee minutes and reports are accessible to all Shadow Members via the committee administration system.

- 3.10 **Reformatting** The current presentation of the meeting procedure rules requires readers to repeatedly turn between the text of the rules and appendices, making comprehension of them more difficult than it should be. The rules should be simple and easy to follow by all. It is proposed that the Meeting Procedure Rules be reformatted in order to make them more “user friendly” for Members, officers and the public. It is not being proposed to alter the content, but to reformat the existing content and recirculate. This exercise would be conducted by the Interim Monitoring Officer. Once complete an electronic version of the reformatted document would be circulated to all Shadow Authority Members and posted on the Authority’s website.

The appendices attached to this report provide details regarding the proposed amendments to the Constitution. These proposals are significant enough to require Member approval; the Interim Monitoring Officer has delegated authority to approve minor or inconsequential amendments only

4. Implications (including financial implications)

4.1 Policy

- 4.1.1 None specific to this report.

4.2 Resources and Risk

- 4.2.1 It is being suggested that the proposed amendments would provide greater clarity in decision making, ensure that decision making is conducted in a more efficient, open and transparent manner and increase the ability for both the public and Members to participate in the activities of the Shadow Authority.

4.3 Legal

- 4.2.1 The Structural Changes Order (as amended) made allowance for the Shadow Authority to operate under executive governance for 2020/21; the Constitution adopted by the Shadow Authority on 4th June 2020 allows for executive governance. The proposed amendments detailed in the report and appendices comply with all statutory requirements.

4.4 Equality and Health

- 4.4.1 None specific to this report.

Report : Bhupinder Gill (Interim Monitoring Officer)

APPENDIX A

North Northamptonshire Shadow Authority - Committee Membership (In-year changes)

The Shadow Authority at its meeting on 4th June 2020 confirmed the committee membership for the year 2020/2021.

Currently, there is no delegation to allow for in-house changes to this membership except with the Shadow Authority's express approval.

The recommendation is for a delegation to be agreed based upon the procedure detailed below:-

Shadow Executive Committee

The composition of the Shadow Executive is determined by the Structural Changes Order (SCO). The Executive consists of the Leaders of the four district authorities, together with a further representative (chosen by the Leader) of the respective authority. In addition, the Leader of the County Council has nominated two representatives (who must be NCC Cabinet members).

Should a Leader of one of the district authorities resign, vacate office, etc then the new Leader of that authority would take up post, and may confirm or amend the authority's second representative.

In relation to NCC, the Leader of NCC may amend their representation, ensuring any replacement is a Cabinet member serving a North Northamptonshire division.

Any changes in Shadow Executive membership must be communicated to the Interim Monitoring Officer in writing as soon as practicable.

Standing Committees of the Shadow Authority

- Overview and Scrutiny Committee
- Standards Committee
- Senior Appointments Committee

The membership of the standing committees of the Shadow Authority were approved by the Authority at its meeting on 4th June 2020. Membership was informed by nominations from the respective recognised political groups.

It is being proposed that any changes to committee membership may be made in-year without reference to the Shadow Authority.

If any amendments are to be made to committee membership, the Leader of the respective recognised political group will inform the Interim Monitoring Officer in writing of any proposed amendments. Any amendments will take immediate effect, unless a summons for the relevant committee has been issued for a meeting, in which case the amendment will take effect following completion of said meeting.

Chair and Vice-Chair Positions

Shadow Executive Committee

Arrangements for appointment to the positions of Leader (Chair) and Deputy Leader (Vice-Chair) are contained within the SCO and the approved Constitution.

Standing Committees of the Shadow Authority

- Overview and Scrutiny Committee
- Standards Committee
- Senior Appointments Committee

The positions of Chair and Vice-Chair were approved by the Shadow Authority at its meeting on 4th June 2020.

In the event of an in-year vacancy to the position of Chair or Vice-Chair the Committee will elect a Chair, or appoint a Vice-Chair from their membership for the duration of the municipal year. No reference-back to the full Shadow Authority is required. Such appointments need to comply with the requirements of the approved Constitution.

APPENDIX B

North Northamptonshire Shadow Authority – Substitute Committee Members

Currently there are currently no substitute arrangements for any of the standing committees of the Shadow Authority.

The Shadow Executive Committee is prohibited by legislation to have substitutes.

Whilst practise among sovereign councils varies, the Shadow Authority has the following options to consider in respect of the remaining standing committees –

OPTION 1 - Status Quo (No substitutes)

Whilst this may not cause an issue for committees with larger membership, on smaller committees (or sub-committees) the risk of meetings failing to be quorate, or maintain political balance increases.

OPTION 2 - Named Substitutes

Specific members of the Shadow Authority would be designated as substitutes. Ensuring there are recognised named substitutes provides resilience should full committee Members need to submit apologies, ensures that political balance is maintained and that meetings are unlikely to be inquorate. Named substitutes also provide accountability to the public.

OPTION 3 - Unnamed Substitutes

Substitutes drawn from the full Shadow Authority membership, no previous notification required. Would ensure that should full committee Members need to submit apologies, ensures that political balance is maintained and that meetings are unlikely to be inquorate. Does not provide the same level of public accountability and unnamed substitutes may reduce familiarisation with the subject matter.

Proposal

The Shadow Authority approves named substitutes for its standing committees (excluding the Shadow Executive Committee). The number of named substitutes allowed by a recognised group, would be proportionate to their representation on a committee, with a minimum of 1 but in no case greater than 50%..

Named substitutes would be listed on the summons together with the full committee membership. This provides openness for the public to know in advance of the meeting the names of the potential decision makers.

Apologies for absence by a member of a committee for a forthcoming meeting should be notified to North Northamptonshire Democratic Services as soon as possible, to ensure this is recorded in the subsequent minutes of that meeting. It is the responsibility of the non-attending Member, or their respective political group, to ensure substitute arrangements are put in place, and Democratic Services notified.

Any substitute Member attending a meeting on behalf of a colleague, would have full speaking and voting rights as a full Member of the committee, for the duration of that meeting only. They shall be recorded in the minutes as attending.

If a named substitute has been called to attend a meeting due to the absence of a full Member, they should inform Democratic Services prior to the start of the meeting.

If the Chair is absent, the Vice-Chair will chair the meeting. If both the Chair and Vice-Chair are absent, those Members attending shall elect one of their number to the chair, for the duration of that meeting only.

If any standing committee establishes a sub-committee, the general principles adopted by the parent committee would apply.

It is further recommended, that should any training or development events, informal briefings etc be organised for the full Members of a committee, that named substitutes are also invited to attend.

If the above proposal is adopted, the substitute arrangements would be as follows -

Shadow Executive Committee	No substitutes
Shadow Overview and Scrutiny Committee <u>Full Membership</u> 8 Conservative Group Members 4 Labour Group Members 1 Independent Group Member	4 Conservative Group named substitutes 2 Labour Group named substitutes 1 Independent Group named substitute
Shadow Standards Committee <u>Full Membership</u> 4 Conservative Group Members 2 Labour Group Members 1 Independent Group Member	2 Conservative Group named substitutes 1 Labour Group named substitutes 1 Independent Group named substitute
Shadow Senior Appointments Committee <u>Full Membership</u> 4 Conservative Group Members 1 Labour Group Member	2 Conservative Group named substitutes 1 Labour Group named substitute

Please note that Task & Finish Groups/Panels or working groups are not obligated to comply with the above arrangements.

APPENDIX C

North Northamptonshire Shadow Authority – Member and Public Participation in Shadow Authority Meetings

Shadow Executive Committee Meeting	Current Process	Suggested Amendment
Chairman of the Overview and Scrutiny Committee Agenda Statements	<ul style="list-style-type: none"> May attend any public meeting of the Executive and speak to any matter on the agenda of that meeting 	None
Other Shadow Members Questions		<ul style="list-style-type: none"> Written questions of up to 50 words maximum Received at least 2 clear working days prior to the meeting No more than one question per meeting from a Shadow Member Chair's discretion on supplementary question Twenty-minute period for Shadow Member questions - Chair's discretion
Other Shadow Members Agenda Statements	<ul style="list-style-type: none"> May speak at public meetings of the Executive subject to permission by the Chair 	<ul style="list-style-type: none"> Shadow Members may make statements at Executive meetings in relation to reports on the agenda A request to address the Executive must be received two clear working days prior to the date of the meeting The Shadow Member has a maximum of 3 minutes to address the Executive – Chair's Discretion There is no limit on the number of Shadow Members who may speak on an agenda item, however the Chair has the right to limit the number called Twenty-minute period for Shadow Member

		statements - Chair's discretion
Other Shadow Members Agenda Items	<ul style="list-style-type: none"> • May request the Leader to place an item on the Executive agenda. The Leader has sole discretion as to whether to accede to the request, and if agreed, whether the Shadow Member may speak to the item when considered 	None
Members of the Public Questions	<ul style="list-style-type: none"> • Questions may be submitted by members of the public to meetings of the Executive or any sub-committee • The question must be in writing, and submitted 10 clear working days prior to the Executive meeting • There are no supplementary questions permitted, and no debate on questions or answers 	<ul style="list-style-type: none"> • Delete "10 clear working days" replace with "2 clear working days" • Twenty-minute period for Public questions - Chair's discretion
Members of the Public Agenda Statements	<ul style="list-style-type: none"> • Members of the public may make statements at Executive meetings in relation to reports on the agenda • A request to address the Executive must be received two clear working days prior to the date of the meeting • The member of the public has a maximum of 3 minutes to address the Executive • There is no limit on the number of public speakers on an agenda item, however the Chair has the right to limit the number called 	Twenty-minute period for Member of the public statements - Chair's discretion

Full Shadow Authority Meetings	Current Process	Suggested Amendment
Shadow Members Questions	<ul style="list-style-type: none"> • Written questions of up to 50 words maximum • Received at least 3 clear working days prior to the meeting • No more than one question per meeting from a Shadow Member • Chair's discretion on supplementary question • Thirty-minute period for Shadow Member questions - Chair's discretion 	<ul style="list-style-type: none"> • Delete "3 clear working days" replace with "2 clear working days" • Twenty-minute period for Shadow Member questions - Chair's discretion
Members of the Public Questions	<ul style="list-style-type: none"> • Questions may be submitted by members of the public to meetings of the Shadow Authority • The question must be in writing, and submitted 10 clear working days prior to the Shadow Authority meeting • There are no supplementary questions permitted, and no debate on questions or answers 	<ul style="list-style-type: none"> • Delete "10 clear working days" replace with "2 clear working days" • Twenty-minute period for Public questions - Chair's discretion • Twenty-minute period for Members of the public questions - Chair's discretion •
Members of the Public Agenda Statements	<ul style="list-style-type: none"> • Members of the public may make statements at Shadow Authority meetings in relation to reports on the agenda • A request to address the Shadow Authority must be received two clear working days prior to the date of the meeting • The member of the public has a maximum of 3 minutes to address the Shadow Authority • There is no limit on the number of public speakers on an agenda item, however the Chair 	<ul style="list-style-type: none"> • No more than one statement per meeting from a Member of the public • Twenty-minute period for Member of the public statements - Chair's discretion •

	has the right to limit the number called	
Shadow Members Motions	<ul style="list-style-type: none"> • Motions for Shadow Authority meetings must be submitted at least 7 clear working days before the date of the meeting • Motions on Executive matters will be referred without debate to the Executive, once moved and seconded 	None.

Non-Executive Committees and Sub-Committees	Current Process	Suggested Amendments
Members of the Public Questions	<ul style="list-style-type: none"> • Questions may be submitted by members of the public to meetings of a committee • The question must be in writing, and submitted 10 clear working days prior to the committee meeting • There are no supplementary questions permitted, and no debate on questions or answers 	<ul style="list-style-type: none"> • Delete “10 clear working days” replace with “2 clear working days” • These rules do not apply to meetings of a sub-committee established by the Senior Appointments Committee. • Twenty-minute period for Public questions - Chair’s discretion
Members of the Public Agenda Statements	<ul style="list-style-type: none"> • Members of the public may make statements at committee meetings in relation to reports on the agenda • A request to address the committee must be received two clear working days prior to the date of the meeting • The member of the public has a maximum of 3 minutes to address the committee • There is no limit on the number of public speakers on an agenda item, however the Chair has the right to limit the number called 	<ul style="list-style-type: none"> • These rules do not apply to meetings of a sub-committee established by the Senior Appointments Committee. • Twenty-minute period for Member of the public statements - Chair’s discretion
Other Shadow Members Agenda Statements	<ul style="list-style-type: none"> • May speak at public meetings of the committee subject to permission by the Chair 	<ul style="list-style-type: none"> • Shadow Members may make statements at committee meetings in relation to reports on the agenda • A request to address the committee must be received two clear working days prior to the date of the meeting • The Shadow Member has a maximum of 3 minutes to address the

		<p>committee</p> <ul style="list-style-type: none"> • There is no limit on the number of Shadow Members who may speak on an agenda item, however the Chair has the right to limit the number called • These rules do not apply to meetings of or a sub-committee established by the Senior Appointments Committee. • Twenty-minute period for Shadow Member statements - Chair's discretion •
Other Shadow Members Questions		<ul style="list-style-type: none"> • Written questions of up to 50 words maximum • Received at least 2 clear working days prior to the meeting • No more than one question per meeting from a Shadow Member • Chair's discretion on supplementary question • Twenty-minute period for Shadow Member questions - Chair's discretion • These rules do not apply to meetings of a sub-committee established by the Senior Appointments Committee.

North Northamptonshire Shadow Authority – Shadow Executive Committee delegation of powers and/or functions

Extract from the current Constitution

Article 7 – The Shadow Executive Committee

The Shadow Executive Committee can exercise any executive power. Alternatively, the Executive Committee may arrange for the discharge of any executive functions by: the Leader, another member of the Shadow Executive Committee; a sub-committee of the Shadow Executive Committee; or an officer of the Shadow Authority.

Proposed amended Article 7

The Shadow Executive Committee can exercise any executive power. The Leader of the Council may arrange for the discharge of any executive powers, functions or responsibilities by: him/herself, another member of the Shadow Executive Committee; a sub-committee of the Shadow Executive Committee; or an officer of the Shadow Authority.

APPENDIX E

Under “Meeting Procedure Rules” (page 76 of the Constitution), it is proposed that procedure rule 8 is removed, as detailed below -

8 Record of Shadow Executive Committee decisions and minutes of Committees and Sub-Committees

- 8.1 The record of decisions of the Shadow Executive Committee and the minutes of any other committees will be submitted to the next ordinary meeting of the Shadow Authority.
- 8.2 The record of decisions will be noted and the minutes will be received by a decision of the Shadow Authority.
- 8.3 Any question about the accuracy of any matter before the Shadow Authority from the Shadow Executive Committee or a Committee must be considered and determined by the Shadow Executive Committee or that Committee at its next meeting. It is not a matter for the Shadow Authority.

NORTH NORTHAMPTONSHIRE SHADOW AUTHORITY

SHADOW AUTHORITY MEETING

20th August 2020

Report of the Interim Monitoring Officer

Report Title	Committee Proportionality and Appointment of Members to Committees
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1. Purpose

- 1.1 This report provides an update on the membership of political groups on the Shadow Authority since the last review at its inaugural meeting In June 2020.

2. Recommendations

It is recommended that the Shadow Authority:

- i) notes the revised membership of the political groups;
- ii) approves the revised allocation of places on committees between the political groups;
- iii) approves the revised membership of individual committees.

(Reason for recommendations: to accord with political balance requirements of the Local Government and Housing Act 1989, as set out at paragraph 3.6.)

3. Issues and Choices

3.1 Report Background

- 3.2 The Local Government and Housing Act 1989,(the Act) and its associated regulations, requires the Shadow Authority, as soon as practicable following changes to its membership, to review the representation of political groups and determine the allocation of seats (i.e. proportionality) to committees.
- 3.3 The Act states that when carrying out calculations that apply to political balance on committees, only those elected members who are members of political groups are to be counted. However, the Authority can determine whether it wishes to allocate a seat(s) to a member not part of a political group on such committees as the Authority deems necessary by passing a resolution with no Members voting against.

- 3.4 At the meeting of the Shadow Authority held on 4 June 2020, the composition of the political groups was as follows, with a total of 151 councillors:

Group	Conservative	Labour	Independent	Liberal Democrat	<i>Unaligned</i>	<i>Total</i>
Cllrs	97	44	7	2	1	151
%	64.6	29.3	4.6	1.3	0.7	99.9
Committee Seats	16	7	2	0	NA	25
%	64	28	8	0	NA	100

- 3.5 Following recent changes to membership at the sovereign councils, the new composition of political groups is as follows, with a total of 148 councillors:

Group	Conservative	Labour	Independent	Liberal Democrat	<i>Unaligned</i>	<i>Total</i>
Cllrs	96	42	6	2	2	148
%	64.8	28.3	4.0	1.4	1.4	99.9
Committee Seats	16	7	1	1	NA	25
%	64.0	28.0	4.0	4.0	NA	100

- 3.6 The following principles must be applied in allocating committee places, in order of priority:

3.6.1 That not all seats on any committee are allocated to the same political group;

3.6.2 That the majority of seats on all committees are allocated to the political group that has a majority of the Shadow Authority's membership or as otherwise reflects the make-up of the Shadow Authority;

3.6.3 That subject to 3.6.1. and 3.6.2 above, the number of seats for all main committees which are allocated to each political group bears the same proportion to the total of all the seats on the main committees as is borne by the number of members of that group to the membership of the Shadow Authority; and

3.6.4 Subject to 3.6.3 the numbers of seats on the individual Committees allocated to each political group bears the same proportion to the number of seats of that Committee as is borne by the number of members of that group to their membership of the Authority.

- 3.7 There are 25 allocated Committee places which must now be allocated as follows: 16 Conservative, 7 Labour, 1 Independent Group, and 1 Liberal Democrat Group.

3.8 The allocation of seats for the recognised groups between the Committees is now as follows:

Group/ Committee	Conservative	Labour	Independent	Liberal Democrat	Total
	Entitled (Allocated)	Entitled (Allocated)	Entitled (Allocated)	Entitled (Allocated)	
Overview and Scrutiny Cttee	8.43 (8)	3.69 (4)	0.53 (1)	0.18 (0)	(13)
Senior Appointments Committee*	3.24 (4)	1.41 (1)	0.2 (0)	0.07 (0)	(5)
Standards Committee	4.54 (4)	1.99 (2)	0.28 (0)	0.09 (1)	(7)
Total	16.22 (16)	7.09 (7)	1.01 (1)	0.34 (1)	(25)

* It should be noted that under Article 8 of the Authority's Constitution there is a requirement for at least one member of the Senior Appointments Committee to also be a member of the Shadow Executive Committee.

3.9 The group leaders are requested to inform the interim monitoring officer of revised memberships of Committees within 7 days of this meeting of the Shadow Authority.

4. Implications (including financial implications)

4.1 Policy

4.1.1 None specifically.

4.2 Resources and Risk

4.2.1 None

4.3 Legal

4.2.1 The Shadow Authority has obligations under the Local Government and Housing Act 1989 and its associated regulations to review the representation of political groups and determine the allocations of seats.

4.4 Equality and Health

4.4.1 None specifically.

Report Author: Ben Smith (Joint Lead Democratic Services Manager)

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NORTH NORTHAMPTONSHIRE SHADOW AUTHORITY

SHADOW AUTHORITY MEETING

20th August 2020

Report of the Chair of the Governance Task & Finish Group

Report Title	Members' Allowance Scheme 2020/2021 – Report from the Independent Remuneration Panel
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1. Purpose

1.1 The purpose of this report is to receive the recommendations of the Independent Remuneration Panel (IRP), established by the Shadow Authority, in relation to the adoption of a Members' Allowance Scheme for 2020/2021.

2. Recommendations

It is recommended that the Shadow Authority:

- i) Approve the recommendations contained within the Independent Remuneration Panel's report; and
- ii) Note that the Panel will commence work on drawing-up recommendations for a Members' Allowances Scheme for North Northamptonshire Council, as required by the Structural Changes Order (as amended).

3. Issues and Choices

3.1 Report Background

3.2 Members are aware that allowances are payable to those elected as local councillors and that these are paid in accordance with a scheme of allowances approved by the council of which they are a member. Since councils approve the scheme of allowances payable to their members, regulations have been made by Parliament which set rules about the allowances, including requiring councils to have regard to recommendations made by a panel of independent persons when setting those allowances.

3.3 The Northamptonshire (Structural Changes) Order 2020 (as amended) contained specific provisions regarding members' allowances for the Shadow

Authority, and for the new North Northamptonshire Council following Vesting Day on 1st April 2021.

3.4 The Structural Changes Order applied the regulations relating to members' allowances to the Shadow Authority with modifications. The Order as amended required the Shadow Authority to:

- i) Formulate proposals for the scheme of members' allowances to be adopted by the Shadow Authority;
- ii) Prepare and adopt a scheme for the payment of such allowances; and
- iii) Formulate proposals for the scheme of members' allowances to be adopted by the North Northamptonshire Council.

3.5 Importantly the Order required the Shadow Authority, when taking the steps at 3.4, to appoint an Independent Remuneration Panel (IRP) and to have regard to the recommendations made in a report by that Panel.

3.6 At its meeting on 4th June 2020, the Shadow Authority agreed to the establishment of a Panel consisting of –

- Professor Steve Leach – Emeritus Professor of Local Government at De Montfort University and an experienced chair of IRPs.
- Ms Sue Watts – of Age UK, a representative of the voluntary sector and experienced IRP member.
- Gerard Dempsey JP – a background in financial management, a lay member of the Lord Chancellor's Advisory Committee and experienced IRP member.

It was further agreed by the Shadow Authority that Professor Steve Leach be appointed as Chair of the IRP.

3.7 The Panel's initial task was to formulate recommendations for the Shadow Authority in relation to a Members' Allowance Scheme for 2020/2021 (the "Shadow Period").

3.8 A second review to consider the role of members of the new North Northamptonshire Council, including special responsibilities, will be undertaken.

3.9 There was clearly a distinction to be made between the role(s) of members in the Shadow Authority, and the role(s) of members in the new North Northamptonshire Council. The IRP took this into account when formulating its proposals.

3.10 A copy of the Panel's final report is attached as Appendix A. The key recommendations forwarded by the Panel are –

- A basic allowance of £1,000 should be allocated to the members of the shadow authority.
- A special responsibility allowance of £6,000 should be allocated to the authority's leader.

- A special responsibility allowance of £4,000 should be allocated to the other members of the executive
 - A special responsibility allowance of £2,000 should be allocated to the chairs of the Overview and Scrutiny Committee and Appointments Committee respectively.
 - A special responsibility allowance of £4,000 should be allocated to the chair of the Shadow Authority
 - All allowances should be backdated to the date of the inception of the Shadow Authority.
 - All travel and subsistence expenses and carers allowances should be met by the five participating local authorities.
- 3.11 It should be noted under the Structural Changes Order (as amended), a Shadow Member may receive a basic allowance from the Shadow Authority OR continue to receive a basic allowance from their sovereign council, but cannot receive both.
- 3.12 It should be noted under the Structural Changes Order (as amended), a Shadow Member may receive one special responsibility allowance from the Shadow Authority OR where applicable, continue to receive a special responsibility allowance from their sovereign council, but cannot receive both.

4. Implications (including financial implications)

4.1 Policy

4.1.1 None specific to this report.

4.2 Resources and Risk

4.2.1 It should be noted, that the proposed scheme fully costed totals £202,000 if all proposed allowances were claimed. Given that the level of basic allowance and the proposed special responsibility allowances are far less than currently approved within sovereign councils, it is expected any cost to the Shadow Authority would be nil or minimal.

4.3 Legal

4.2.1 Local Authorities must follow the process set out in the Local Authorities (Members Allowances) (England) Regulations 2003 when setting the scheme of allowances payable to their members. Those provisions apply to the Shadow Authority as modified by the Structural Changes Order (as amended). The body of this report sets out the relevant provisions of both and recommends the appropriate steps to take to comply with these.

4.4 Equality and Health

4.4.1 None specific to this report.

Report Author: Paul Goult (Joint Lead Democratic Services Manager)

Members Allowances in the North Northamptonshire Shadow Authority

Report of the Independent Review Panel

Context

- 1.1 Elections for the North Northampton Shadow Authority were due to be held in May 2020, but had to be postponed until May 2021, because of the Coronavirus pandemic. As a result, membership of the Shadow Authority was appointed rather than elected in May 2020, to carry out the necessary preparatory work over the 2020-21 municipal year. Shadow authorities are required to establish a members' allowances panel to make recommendations as to what allowances should be paid to the authority's members over the period of their existence. The Panel was appointed in June 2020 and comprises the chair, Steve Leach (Emeritus Professor of Local Government, De Montfort University), Ged Dempsey (retired CEO of an International Retail Company and member of the Judiciary and the Lord Chancellor's Advisory Committee for Justice) and Sue Watts (Business Development Director, Age UK, Northamptonshire). The Panel participated in a zoom meeting on 15th July 2020. It wishes to express its thanks to Paul Goult of Corby Borough Council for setting up the meeting and the helpful briefings and information he provided for the Panel.
- 1.2 The Shadow Authority consists of all the members of the four constituent district councils (Corby, Wellingborough, Kettering and East Northamptonshire) plus those members of Northamptonshire County Council whose wards fall within the North Northamptonshire. The resulting total membership is 152. Following discussions with MHCLG, an executive of ten members has been established, two from each of the five local authorities concerned. The role of leader of the Shadow Authority is filled by the leader of Kettering Borough Council and that of his deputy by the leader of Wellingborough Council. All the remaining cabinet positions have been filled by leading members from the five authorities, typically leaders and their deputies.
- 1.3 A chair and vice-chair have been elected for the Shadow Authority, which has so far had one meeting, organised on a virtual basis (this is likely to be the case for the foreseeable future). The executive meets monthly, on the same basis. A further three or four meetings of the full authority are envisaged, before it ceases to exist. A streamlined committee system has been established, which comprises an Overview and Scrutiny committee (which is chaired by a minority party member) an Appointments Committee (chaired by the deputy leader) and a Standards Committee, which may never be required to meet.
- 1.4 The key tasks facing the Shadow Authority are the production of an implementation plan to facilitate the transition to the new unitary authority, which will have as a key element the goal of ensuring continuity of service provision: the setting of a budget for the first year of new authority's existence: and making the key appointments for the new authority including head of paid service, monitoring office and finance officer. It will have no responsibility for service delivery throughout the year of its existence.
- 1.5 The government has issued a regulation which is germane to this Panel's deliberations. If a Shadow Authority member receives a basic allowance from his or her parent authority (as will invariably be the case) then he or she cannot claim a basic allowance from the Shadow Authority. To do so, he or she would have to forego the allowance from their parent authority. A similar provision applies to any special responsibility allowances

(SRA) which the Panel might recommend. Councillors in this position are required to choose between accepting this SRA or retaining the SRA they have been allocated in their parent authority. They cannot claim both.

- 1.6 The Panel had the benefit of studying the report of the Members Allowances Panel which operated when local government in Dorset was going through a similar period of transition, with a Shadow Authority in operation for a one-year period

Analysis and Recommendations

- 2.1. The responsibilities of the Shadow Authority, though of undoubted significance, do not equate with those of the coterminous district and county councils, all of whom have responsibility for the delivery of key local services. It follows that the levels of the basic allowance and the SRAs which this Panel decides to recommend are likely to be much less than those received by the 152 members of the Shadow Authority in their parent authorities. In the case of the Shadow Authority's executive, it has already been noted that all its members hold senior positions in their own authorities. The likely outcome is that most, if not all, of the Shadow Authority members will choose the basic allowance and/or SRA which they receive from their parent authorities, rather than the much smaller allowances associated with the Shadow Authority
- 2.2 It was an awareness of a parallel situation in Dorset which led to the Members Allowances Panel there to recommend a basic allowance of zero! This option was considered by this Panel but rejected on the basis that the basic allowance should be a fair reflection of the responsibilities attached to the work of the Shadow Authority. Whether or not members choose to accept it is a matter for them, rather than the Panel.
- 2.3. These responsibilities involve preparing for and attending the four or five meetings scheduled for the Shadow Authority and being party to some important decisions, in particular setting the budget for the new authority. In some case there will be additional responsibilities associated with membership of the Overview and Scrutiny, Appointments or Standards Committees. Many of the 'backbench' members will be involved in the work of one or other of the eleven 'task and finish' groups, (all of which are chaired by a member of the executive) which have set up to advise the executive on specific issues. There is no equivalent to the ward-related work involved in their parent authorities. In the Panel's view a basic allowance of £1,000 would be a fair level of remuneration for the responsibilities involved.
- 2.4. The Panel considered the case for allocating SRAs to the various formal positions which had been designated on the Authority. The leader of the Authority clearly merited an SRA (a view with which the report of the Dorset panel concurred). This, the Panel felt, was also the case with other members of the executive. It is the executive which will have the responsibility of taking the many executive decisions which will be required in the managing the transition to the new unitary authority.
- 2.5 During the municipal year 2019-2020 a similar role was played by the small group of leading members who were involved in the North Northamptonshire Joint Committee, which was then playing a lead role in preparations for the election to the North Northamptonshire Council, scheduled for May 2020, but which in the event had to be postponed. The Wellingborough members' allowances panel was asked to consider the case for increasing the SRA of the chair of the leader of Wellingborough Council (who

was at the time the chair of the Joint Committee), in the light of the extra workload this role had placed on him. The Panel recommended an increase in the leader's SRA of around £2,500 to reflect these circumstances. The responsibilities of the leader of the Shadow Authority are likely, in so far as the Panel can judge, to be considerably more demanding. In the Dorset report, an SRA of £10,000 was recommended for the leader of the Shadow Authority. The Panel felt that this figure, which is close to the average of the SRAs allocated to the leaders of the four North Northamptonshire district councils, was too high, given the lack of service responsibilities involved in the work of shadow authorities. It recommends that an SRA of £6,000 be allocated to the leadership position, and an SRA of £4,000 be allocated to other members of the executive, all of whom will be heavily involved in the detailed preparations for the inception of the unitary authority.

- 2.6. Considering the other formal positions established, the Chair of the Shadow Authority is likely to prove a particularly demanding role, steering 152 members through a series of virtual meetings. This conclusion is similar that reached by the Dorset panel. The panel recommends that an SRA of £4,000 be allocated to this position (the comparative Dorset figure was £5,000). It is not yet clear what the workload of the Overview and Scrutiny Committee will comprise, but in principle it is an important 'checks and balances' element in the Shadow Authority. An SRA of £2,000 was felt to be appropriate. The Appointments Committee will also have an important role to play. Its chair should receive a similar SRA (£2,000). In the Panel's view, the Standards Committee is unlikely to be required to meet. No SRA is felt to be needed, but if this assumption about its role should prove unwarranted, the Panel should be notified.
- 2.7 The Panel was of the view that all claims for travel and subsistence expenses plus childcare and dependent carers allowances should be dealt with by the four district councils and county council.
- 2.8. All allowances should be backdated to the May 2020, when the Shadow Authority was established.

Summary of recommendations

- A basic allowance of £1,000 should be allocated to the members of the shadow authority.
- A special responsibility allowance of £6,000 should be allocated to the authority's leader.
- A special responsibility allowance of £4,000 should be allocated to the other members of the executive
- A special responsibility allowance of £2,000 should be allocated to the chairs of the Overview and Scrutiny Committee and Appointments Committee respectively.
- A special responsibility allowance of £4,000 should be allocated to the chair of the Shadow Authority
- All allowances should be backdated to the date of the inception of the Shadow Authority.
- All travel and subsistence expenses and carers allowances should be met by the five participating local authorities.