



Meeting: North Northamptonshire Shadow Executive Committee

Date: Thursday 26th November 2020

Time: 7:00 pm

Venue: Virtual meeting via Zoom

Committee Membership:

Councillors Roberts (Chair), Griffiths, Addison, Beattie,
W Brackenbury, Jelley, D Jenney, North, Partridge-Underwood, Smithers (Vice-Chair)

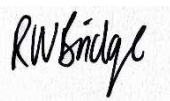
Members of the Committee are invited to attend the above meeting to consider the items of business listed on the agenda.

The meeting 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

This agenda has been published by Democratic Services.

Contact: democraticservices@northnorthants.gov.uk

Item	🔑	Subject	Officer Presenting Report	Page No
01		Apologies for non-attendance		-
02		Notification of requests to address the meeting		-
03		Members' Declarations of Interest		-
04		Minutes of the meeting held on 29 October 2020		5 - 10
Items requiring a decision				
05		Programme Governance Structure	Lisa Hyde	11 - 20
06		Programme Status <ul style="list-style-type: none"> • Director of Transformation's Report • Day 1 Readiness • Financial Monitoring 	Lisa Hyde / Glenn Hammons	21 - 44
07		Blue Print – Change Request Process <i>To set out and approve the Change Request Process for the North Northamptonshire Blueprint and the required changes to the current blueprint.</i>	Lisa Hyde	45 - 58

08	Task & Finish Group Updates <ul style="list-style-type: none"> Civic Functions- <i>Recommendations on future civic and ceremonial arrangements for the new Council.</i> 	Martin Hammond	59 - 64
09	Assets, Capital Schemes & Reserves Notifications <ul style="list-style-type: none"> Chester Farm- <i>To notify changes to the financing arrangements of the Chester Farm project as recently determined by NCC</i> 	Kerry Purnell	65 - 80
010	Appointment of Auditors <i>To appoint external auditors for the year 2021/2022</i>	Glenn Hammons	81- 88
011	Development of proposals for the Senior Leadership Structure <i>To agree the Senior Leadership structure and ratify selection processes</i>	Rob Bridge	89 - 104
012	Health, Safety & Wellbeing Policy <i>To approve a Health & Safety policy to meet the legal requirement under the Health and Safety at Work Act</i>	Martin Cox	105-120
013	Logos & Branding Audit - <i>To agree the form, use and roll out of the Council's branding and logo</i> <ul style="list-style-type: none"> a) Logo/Visual Identity b) Visual Identity Branding 	Martin Cox	121-134 135-140
Exempt Items			
014	None notified		
Urgent Items			
015	To consider any items of business of which notice has been given to the Proper Officer prior to the meeting of the Shadow Executive and the Chairman considers to be urgent pursuant to the LGA 1972.		
016	Close of Meeting		
	Rob Bridge, Head of Paid Service, North Northamptonshire Shadow Authority  Proper Officer 18th November 2020		

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.

ITEM	NARRATIVE	DEADLINE									
Members of the Public Questions	Questions may be submitted by members of the Public to meetings of the committee. The question must be in writing and submitted 2 clear working days prior to the meeting. There are no supplementary questions permitted, and no debate on questions or answers. A period of 30 minutes (Chair's Discretion) is allocated for Public Questions.	5:00 pm Monday 23 rd November 2020									
Members of the Public Agenda Statements	Members of the Public may make statements at meetings in relation to reports on the agenda. A request to address the committee must be received 2 clear working days prior to the meeting. The member of the Public has a maximum of 3 minutes to address the committee. A period of 30 minutes (Chair's Discretion) is allocated for Public Statements.	5:00 pm Monday 23 rd November 2020									
Other Shadow Members Questions	Written questions of up to 50 words maximum permitted. To be received at least 2 clear working days prior to the meeting. Chair's discretion on supplementary question. A period of 30 minutes (Chair's Discretion) is allocated for Other Shadow Members Questions.	5:00 pm Monday 23 rd November 2020									
Other Shadow Members Agenda Statements	Other Shadow Members may make statements at meetings in relation to reports on the agenda. A request to address the committee must be received 2 clear working days prior to the meeting. The Shadow Member has a maximum of 3 minutes to address the committee. A period of 30 minutes (Chair's Discretion) is allocated for Shadow Member Statements.	5:00 pm Monday 23 rd November 2020									
Members of the Public Petitions	<p>Anyone who lives, works or studies in North Northamptonshire may submit a petition to the Shadow Authority. Depending on the size of your petition it will be responded to as follows:-</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Signatory Threshold</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Petition which triggers a debate</td> <td>1,500 +</td> <td>Any petition with 1,500 or more signatures will trigger a debate at a Full Authority meeting</td> </tr> <tr> <td>Petition which calls an officer to account</td> <td>750 – 1,499</td> <td>Any petition with 750 – 1,499 signatures will summon a senior officer of the Authority to give evidence at a public Authority meeting</td> </tr> </tbody> </table>	Category	Signatory Threshold	Description	Petition which triggers a debate	1,500 +	Any petition with 1,500 or more signatures will trigger a debate at a Full Authority meeting	Petition which calls an officer to account	750 – 1,499	Any petition with 750 – 1,499 signatures will summon a senior officer of the Authority to give evidence at a public Authority meeting	
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Petition which triggers a debate	1,500 +	Any petition with 1,500 or more signatures will trigger a debate at a Full Authority meeting									
Petition which calls an officer to account	750 – 1,499	Any petition with 750 – 1,499 signatures will summon a senior officer of the Authority to give evidence at a public Authority meeting									

	Standard Petition	5 – 749	Any petition with 5 – 749 signatures will be referred to a senior officer of the Authority to provide a response	
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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 –

MartinHammond@kettering.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