

Meeting: North Northamptonshire Shadow Overview and Scrutiny Committee
Date: Thursday 9th July 2020
Time: 7:00 pm
Venue: Virtual meeting via Zoom

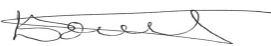
Committee Membership:

Councillors Scrimshaw (Chair), Perry (Vice Chair), Beirne, Brown, Davies, Hakewill, Harrison, Henley, Lawman, McEwan, Pengelly, Rowley, Titcombe.

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	Page no.
01	Apologies for non-attendance	
02	Notification of requests to address the meeting	
03	Members' Declarations of Interest	
04	Announcements	
Items requiring a decision		
05	Terms of Reference and Meeting Schedule of the Shadow Overview and Scrutiny Committee	3-7
06	Forward Plan of Decisions - July to October 2020	9-14
Exempt Items		
07	None notified.	
Urgent Items		
08	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.	
09	Close of Meeting	
	Liz Elliott, Interim Head of Paid Service, North Northamptonshire Shadow Authority  Proper Officer 1st July 2020	

Members of the Committee are reminded that a training session will follow the conclusion of the formal business of the meeting.

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

SHADOW OVERVIEW AND SCRUTINY COMMITTEE

9th July 2020

Report of the Interim Monitoring Officer

Report Title	Terms of Reference and Meeting Schedule of the Shadow Overview and Scrutiny Committee
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1. Purpose

1.1 The purpose of this report is for the Committee to note its Terms of Reference, as detailed within the approved Constitution for the North Northamptonshire Shadow Authority, and to note its Schedule of Meetings for 2020/2021.

2. Recommendations

2.1 It is recommended that the Committee:-

- (i) Note its responsibilities and Terms of Reference as detailed in Part 2 Articles and Part 3 Responsibility for Functions of the North Northamptonshire Shadow Authority Constitution (see Appendix 1 & 2); and
- (ii) Note its Schedule of Meetings 2020/2021 as detailed in the report (see 3.4).

3. Issues and Choices

3.1 Report Background

3.2 At its meeting on 4th June 2010, North Northamptonshire Shadow Authority approved its Constitution. Article 6 of Part 2 and Part 3 detail the role and responsibilities of the Shadow Authority's Overview and Scrutiny Committee.

3.3 The Shadow Authority at its meeting on 4th June 2020 agreed both the membership and chairing arrangements for the Committee. The Committee consists of 13 Shadow Members, allocated by political proportionality rules. The Chair for 2020/21 is Councillor Mick Scrimshaw, the Vice Chair for 2020/21 is Councillor Victoria Perry.

3.4 It was further agreed by the Shadow Authority, that the Committee would be scheduled to meet on a monthly basis. The agreed meeting dates are listed below:-

[Type text]

6th August 2020
10th September 2020
8th October 2020
12th November 2020
10th December 2020
14th January 2021
11th February 2021
11th March 2021

All meetings are scheduled to commence at 7:00 pm, and will be conducted as “virtual meetings” until further notice.

4. Implications (including financial implications)

4.1 Finance

4.1.1 None specific to this report.

4.2 Policy

4.2.1 None specific to this report.

4.3 Resources and Risk

4.2.1 Administrative support to the Committee will be provided by North Northamptonshire Democratic Services.

4.3 Legal

4.3.1 The governance arrangements stipulated in the Structural Changes Order (SCO) for the Shadow Authority were for the adoption of an Executive-style governance arrangement. This was endorsed by the Shadow Authority at its meeting on 4th June 2020. The Authority also agreed that one Overview and Scrutiny Committee be created for the purpose of the Authority fulfilling its statutory obligations.

4.4 Equality and Health

4.4.1 None specifically.

Report Author: Paul Goult (Joint Democratic Services Manager)

APPENDIX 1 - EXTRACT FROM THE SHADOW AUTHORITY CONSTITUTION

PART 2 - ARTICLES

Article 6 – Overview and Scrutiny Committee

1 Overview and Scrutiny

1.1 The Shadow Authority has established arrangements for the overview and scrutiny of decisions or other action taken by the Shadow Executive Committee and others in accordance with the Local Government Act 2000 as applied by the 2020 Order. This Article sets out those arrangements. It should be read in conjunction with the Overview and Scrutiny Procedure Rules.

1.2 The Shadow Authority will keep under review its overview and scrutiny arrangements and will make changes where it considers these are appropriate and will lead to improvements and an improved overview and scrutiny function.

2 Responsibilities of the Overview and Scrutiny Committee

2.1 The Overview and Scrutiny Committee has the functions set out in Part 3 of this Constitution.

3 Membership of the Overview and Scrutiny Committee

3.1 The Overview and Scrutiny Committee shall comprise 13 Shadow Members. The Chairman of the Committee will be a member of the largest opposition political group on the Shadow Authority who will be appointed by the Shadow Authority.

3.2 No member of the Shadow Executive Committee may be a member of the Overview and Scrutiny Committee or any Overview and Scrutiny task and finish panel.

3.3 Any body established under these Scrutiny arrangements will be a politically proportionate body reflecting the overall political representation on the Shadow Authority.

4 Conduct of Overview and Scrutiny Committee meetings

4.1 Conduct of the proceedings at Overview and Scrutiny Committee meetings shall be in accordance with the Shadow Authority and Overview and Scrutiny Procedure Rules as appropriate.

5 Task and Finish Panels

5.1 The Overview and Scrutiny Committee may establish such task and finish panels as it considers necessary after taking into account the availability of resources, the work programme and scope of the review.

5.2 The Committee will appoint the Chairman (and Vice Chairman, if appropriate) of each panel and agree the membership.

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APPENDIX 2 - EXTRACT FROM THE SHADOW AUTHORITY CONSTITUTION

PART 3 - RESPONSIBILITY FOR FUNCTIONS

7 Responsibility of the Overview and Scrutiny Committee

- 7.1 The Shadow Authority shall have one Overview and Scrutiny Committee, which may commission task and finish groups to undertake scrutiny projects. The Overview and Scrutiny Committee will specifically:
- (a) discharge the Shadow Authority's functions under Section 9F of the Local Government Act 2000;
 - (b) oversee the Shadow Authority's overall overview and scrutiny function including the preparation, implementation, monitoring and review of an annual work programme for overview and scrutiny;
 - (c) establish such task and finish groups, appointing the Chairman with such membership as it sees fit, to undertake overview and scrutiny on a task and finish basis;
 - (d) ensure that officers discharge their responsibilities effectively and efficiently in relation to the overview and scrutiny function;
 - (e) scrutinise decisions of the Shadow Executive Committee, and offer advice or make recommendations on the matter under scrutiny once the Overview and Scrutiny Committee have considered the issues;
 - (f) refer to the Shadow Authority, the Shadow Executive Committee or appropriate Committee/Sub-Committee any matter which, following scrutiny, the Overview and Scrutiny Committee determines should be brought to the attention of the Shadow Authority, Shadow Executive Committee or the Committee or Sub-Committee.
 - (g) if requested, offer any views or advice to the Shadow Executive Committee in relation to any matter referred to the Overview and Scrutiny Committee for consideration;
 - (h) undertake general policy reviews with a cross-service and multi-organisational approach wherever possible and make recommendations to the Shadow Authority or the Shadow Executive Committee to assist in the development of future policies and strategies;
 - (i) in performing its role, the Committee may consult and involve the local community and other public, private and voluntary bodies or organisations;
 - (j) review the Shadow Authority's response to its obligations in respect of the overall performance management regime and where appropriate advise the Shadow Executive Committee and the Shadow Authority of its findings;
 - (k) scrutinise decisions after implementation to examine their effect and outcomes;
 - (l) contribute to ensuring that the Shadow Authority develops and maintains effective policies and procedures for handling complaints and other customer feedback to the Shadow Authority; monitor the overall level and nature of complaints and other customer feedback received and make recommendations regarding actions to address identified issues as appropriate;

- (m) monitor the level and nature of Local Government and Social Care Ombudsman complaints and make recommendations regarding actions to address identified issues as appropriate to the Shadow Executive, Committees, Sub-Committees and officers; and
- (n) contribute to ensuring that the Shadow Authority has in place appropriate mechanisms to protect organisational integrity including the development of appropriate policies and guidance.

FORWARD PLAN OF DECISIONS 1 July 2020 to 31 October 2020

Published by: Democratic Services

Leader of the North Northamptonshire Shadow Authority: Councillor Russell Roberts

INTRODUCTION

This is the North Northamptonshire Shadow Authority's Forward Plan. It is published pursuant to The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. Its purpose is to provide the required 28 days notice of the Shadow Authority's intention to take 'key decisions' and to hold meetings or parts of meetings in private. It gives advance notice of all the "key decisions" and other executive decisions which the Shadow Executive or another body or officer so authorised are likely to take over a four month period. The Plan is updated on a rolling monthly basis.

At times it may be necessary for the North Northamptonshire Shadow Authority to give consideration to items where the public may be excluded from the meeting. Members of the public are excluded from meetings whenever it is likely that, in the view of the nature of the business to be transacted or the nature of the proceedings that confidential information would be disclosed. This includes exclusion from access to any pertinent documents. Details of the exemption categories can be found in the 'Access to Information Procedure Rules' section in the Shadow Authority's Constitution. This plan provides advance notice of any items which may be held in private.

Each entry in the forward plan identifies:

- The matter in respect of which a decision is to be made.
- The name of the decision making body.
- The date on which, or the period within which, the decision will be taken.
- How and to whom representations (about the decision) can be made.
- What reports/papers are, or will be, available for public inspection.

The concept of a "key decision" is intended to capture the most important or significant decisions. "Key decisions" will normally be made at meetings open to the press and public. The press and public will only be excluded from such meetings as and when the Shadow Authority's Monitoring Officer considers that this is necessary in order to avoid the public disclosure of confidential or exempt information.

The authority has decided that a Key Decision is one which is likely:-

- (a) to result in the authority incurring expenditure which is, or the making of savings which are significant.
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the relevant local authority."

In determining the meaning of "*significant*" for these purposes the North Northamptonshire Shadow Authority will have regard to any guidance for the time being issued by the Secretary of State in accordance with section 9Q of the Local Government Act 2000.

Other decisions that will be published in the Forward Plan include:

- (a) The draft Budget or a draft of one or other of the plans or strategies which make up the Shadow Authority’s “policy framework”. The Shadow Executive’s role in relation to these matters will be to agree a draft which will then be presented to the Shadow Authority Full Council for approval (details of all of plans/strategies etc which are to be considered within the life of the plan are set out at the back of the plan); and
- (b) Other decisions which, whilst they are not “key decisions”, are considered by the Leader to have significant cross-cutting or corporate implications.

The Members of the Shadow Executive Committee are:	
Councillor Russell Roberts	Leader of the North Northamptonshire Shadow Authority
Councillor Martin Griffiths	Deputy Leader of the North Northamptonshire Shadow Authority
Councillor Jean Addison	
Councillor Tom Beattie	
Councillor Wendy Brackenbury	
Councillor Ian Jelley	
Councillor David Jenney	
Councillor Steven North	
Councillor Tom Partridge-Underwood	
Councillor Jason Smithers	

All general questions or queries about the contents of this Forward Plan or about the arrangements for taking key decisions should be raised with Ben Smith, Joint Lead Democratic Services Manager.

Please email: democraticservices@northnorthants.gov.uk

Subject of the decision:	Body	Responsible Shadow Executive Member	Is it a key decision?	Will the report contain exempt information?	Reason for exemption, if any	Anticipated Date of Decision:	Report Author	Supporting documents (if any):
July 2020								
Future Northants Programme – Draft blueprints and Lead Authority Model (20/07/01)	Shadow Executive	-	No	No	N/A	23 July 2020	Paul Helsby and Anna Earnshaw	
Highways – procurement of new contract and extension of existing contract (20/07/02)	Shadow Executive	-	No	No	N/A	23 July 2020	Ian Vincent	
Programme Director's Update (20/07/03)	Shadow Executive	-	No	No	N/A	23 July 2020	Paul Helsby	
August 2020								
Programme Director's Update (20/08/01)	Shadow Executive	-	No	No	N/A	27 Aug 2020	Paul Helsby	
September 2020								
Programme Director's Update (20/09/01)	Shadow Executive	-	No	No	N/A	24 Sept 2020	Paul Helsby	
October 2020								

Subject of the decision:	Body	Responsible Shadow Executive Member	Is it a key decision?	Will the report contain exempt information?	Reason for exemption, if any	Anticipated Date of Decision:	Report Author	Supporting documents (if any):
Programme Director's Update (20/10/01)	Shadow Executive	-	No	No	N/A	29 Oct 2020	Paul Helsby	