

North Northamptonshire Shadow Authority

FORWARD PLAN OF DECISIONS **1 December 2020 to 31 March 2021**

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 Property, Assets and Housing
Councillor Jason Smithers	Deputy Leader of the North Northamptonshire Shadow Authority Highways, Transport, Environment and Climate
Councillor Jean Addison	Customer services, Digital and Transformation
Councillor Tom Beattie	Corporate
Councillor Wendy Brackenbury	Children, Families and Education
Councillor Martin Griffiths	Adults, Health and Wellbeing and Communities
Councillor Ian Jelley	Finances and Revenues and benefits
Councillor David Jenney	Growth, Infrastructure, Regeneration, Skills and Employment
Councillor Steven North	Planning, Strategic Planning, Regulatory and enforcement services
Councillor Tom Partridge-Underwood	Sports, Leisure, Culture and Tourism

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

December 2020

Subject of the decision:	Decision Maker	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):
Draft Medium-Term Financial Plan and Budget 2021/22 *Includes below	Shadow Executive	Yes	No	N/A	07 Dec 2020	Glenn Hammons/ Janice Gotts	

*Includes General Fund Revenue Budget 2021/22 and Medium Term Financial Plan; Capital Strategy & Programme

January 2021

Subject of the decision:	Decision Maker	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 Status	Shadow Executive	No	No	N/A	07 Jan 2021	Lisa Hyde	
Assets, Capital Schemes and Reserves Notification Process	Shadow Executive	No	Yes	Paragraph 3-financial information	07 Jan 2021	Glenn Hammons/ Janice Gotts	
Programme Change Requests	Shadow Executive	Yes	No	N/A	07 Jan 2021	Programme Leads	
Service Policies for Review	Shadow Executive	Yes	No	No	07 Jan 2021	Andrew Hunkin	

January 2021

Subject of the decision:	Decision Maker	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):
Task & Finish Group Updates: <ul style="list-style-type: none"> • Terms of reference for Unitary Authority's Statutory Boards • Unitary Council's Governance Framework 	Shadow Executive	Yes	No	N/A	07 Jan 2021	Task & Finish Group Chairs	
NNDR (Business Rates) Discretionary Rate Relief	Shadow Executive	Yes	No	N/A	07 Jan 2021	Janice Gotts / Lucy Hogston	
Discretionary Housing Payments	Shadow Executive	Yes	No	N/A	07 Jan 2021	Janice Gotts / Lucy Hogston	
Recovery & Enforcement Policy	Shadow Executive	Yes	No	N/A	07 Jan 2021	Janice Gotts / Lucy Hogston	
Equalities Policy & Strategy	Shadow Executive	No	No	N/A	07 Jan 2021	Martin Cox	
Housing Revenue Account	Shadow Executive	Yes	No	N/A	07 Jan 2021	Glenn Hammons/ Janice Gotts	
Community Safety Plan 2021	Shadow Executive	No	No	N/A	07 Jan 2021	Mike Greenway	
Council Tax Support Scheme- Outcome of Consultation	Shadow Executive	Yes	No	N/A	07 Jan 2021	Janice Gotts/ Lucy Hogston	

February 2021

Subject of the decision:	Decision Maker	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 Status	Shadow Executive	No	No	N/A	03 Feb 2021	Lisa Hyde	
Assets, Capital Schemes and Reserves Notification Process	Shadow Executive	No	Yes	Paragraph 3-financial information	03 Feb 2021	Glenn Hammons/ Janice Gotts	
Service Policies for Review	Shadow Executive	Yes	No	N/A	03 Feb 2021	Andrew Hunkin	
Task & Finish Group Updates	Shadow Executive	No	No	N/A	03 Feb 2021	Task & Finish Group Chairs	
Private Sector Housing Policy	Shadow Executive	Yes	No	N/A	03 Feb 2021	Chair of Place Board	
Enforcement Policy	Shadow Executive	Yes	No	N/A	03 Feb 2021	Chair of Place Board	
Aligned Tenancy Agreement	Shadow Executive	Yes	No	N/A	03 Feb 2021	Chair of Place Board	
Countywide Archives Service	Shadow Executive	Yes	No	N/A	03 Feb 2021	Chair of Place Board	
Countywide Heritage Service	Shadow Executive	Yes	No	N/A	03 Feb 2021	Chair of Place Board	
Audit Committee Terms of Reference	Shadow Executive	No	No	N/A	03 Feb 2021	Glenn Hammons/ Janice Gotts	
Financial Procedures & Regulations	Shadow Executive	No	No	N/A	03 Feb 2021	Glenn Hammons/ Janice Gotts	

February 2021

Subject of the decision:	Decision Maker	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):
Risk Management Strategy	Shadow Executive	No	No	N/A	03 Feb 2021	Glenn Hammons/ Janice Gotts	
Rebranding Day 1 Items and Costings	Shadow Executive	No	No	N/A	03 Feb 2021	Martin Cox	
HR Policy Principles	Shadow Executive	No	No	N/A	03 Feb 2021	Martin Cox	
Medium Term Financial Plan and Budget 2021/22 – for recommendation to Shadow Authority *Includes below	Shadow Executive	Yes	No	N/A	10 Feb 2021	Glenn Hammons/ Janice Gotts	

*Includes General Fund Revenue Budget 2021/22 and Medium Term Financial Plan; Report on Robustness of Budget Estimates and Adequacy of Reserves; Capital Strategy & Programme; Treasury Management Strategy; Council Tax Requirement

March 2021

Subject of the decision:	Decision Maker	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 Status	Shadow Executive	No	No	N/A	04 Mar 2021	Lisa Hyde	
Assets, Capital Schemes and Reserves Notification Process	Shadow Executive	No	Yes	Paragraph 3-financial information	04 Mar 2021	Glenn Hammons/ Janice Gotts	
Service Policies for Review	Shadow Executive	Yes	No	N/A	04 Mar 2021	Andrew Hunkin	
Task & Finish Group Updates	Shadow Executive	No	No	N/A	04 Mar 2021	Task & Finish Group Chairs	
Income Management Policy	Shadow Executive	Yes	No	N/A	04 Mar 2021	Chair of Place Board	
Rent Setting Policy	Shadow Executive	Yes	No	N/A	04 Mar 2021	Chair of Place Board	
Tenancy Policy	Shadow Executive	No	No	N/A	04 Mar 2021	Chair of Place Board	
Appeals Policy	Shadow Executive	Yes	No	N/A	04 Mar 2021	Chair of Place Board	
Temporary Accommodation Policy	Shadow Executive	Yes	No	N/A	04 Mar 2021	Chair of Place Board	
Suitable Discharge Policy for Homelessness	Shadow Executive	Yes	No	N/A	04 Mar 2021	Chair of Place Board	

March 2021

Subject of the decision:	Decision Maker	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):
Spend to Save Policy-Homelessness	Shadow Executive	Yes	No	N/A	04 Mar 2021	Chair of Place Board	
North Unitary Grants and Community Support Policy	Shadow Executive	Yes	No	N/A	04 Mar 2021	Chair of Place Board	
Scheme of Members Allowances – for recommendation to Shadow Authority	Shadow Executive	No	No	N/A	04 Mar 2021	Adele Wylie	
Constitution for the North Northamptonshire Unitary Council – for recommendation to Shadow Authority	Shadow Executive	Yes	No	N/A	04 Mar 2021	Adele Wylie	
Programme Status	Shadow Executive	No	No	N/A	25 Mar 2021	Lisa Hyde	
Assets, Capital Schemes and Reserves Notification Process	Shadow Executive	No	Yes	Paragraph 3-financial information	25 Mar 2021	Glenn Hammons	
Day 1 Readiness	Shadow Executive	No	No	N/A	25 Mar 2021	George Candler	

March 2021

Subject of the decision:	Decision Maker	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):
Service Policies for Review	Shadow Executive	Yes	No	N/A	25 Mar 2021	Andrew Hunkin	
Task & Finish Group Updates	Shadow Executive	No	No	N/A	25 Mar 2021	Task & Finish Group Chairs	
Customer Experience Strategies	Shadow Executive	No	No	N/A	25 Mar 2021	Richard Ellis	
Procurement/SLA Contract Procedure Rules	Shadow Executive	Yes	No	N/A	25 Mar 2021	Martin Cox	
Insurance- Details of Insurer and Cover/Cost	Shadow Executive	Yes	No	N/A	25 Mar 2021	Martin Cox	