



**Meeting:** North Northamptonshire Shadow Executive Committee

**Date:** Wednesday 3<sup>rd</sup> February 2021

**Time:** 7:00 pm

**Venue:** Virtual meeting via Zoom



**Committee Membership:**

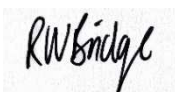
Councillors Roberts (Chair), Smithers (Vice-Chair), Addison, Beattie, W Brackenbury, Griffiths, Jelley, D Jenney, North, Partridge-Underwood.

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](https://www.youtube.com/channel/UCcH_JAaHaMtgHDeMQEVXi2g/videos)

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Contact: [democraticservices@northnorthants.gov.uk](mailto:democraticservices@northnorthants.gov.uk)

Item	 (Key Decision)	Subject	Officer Presenting Report	Page No
01		Apologies for non-attendance		-
02		Notification of requests to address the meeting		-
03		Members' Declarations of Interests		-
04		Minutes of the meeting held on 7 January 2021		5 - 14
<b>Items requiring a decision</b>				
05		Task and Finish Group Updates a. Transformation	Lisa Hyde	15 - 18
06		Programme Change Requests a. Opus b. Commissioning and Sufficiency	Programme Leads	19 - 30
07		Private Sector Housing Policy	John Conway	31 - 76
08		Housing Allocations Policy	John Conway	77 - 160
09		Household Waste & Recycling and Street Cleaning Policy	Ian Smith	161 - 212
010		Borough Council of Wellingborough Street Scene Service – Future Strategic Level Options	Ian Smith	213 - 218

011		Returning Officer Fees	Adele Wylie	219 - 230
012		Approval for Delegated Authority – Intention to Tender for Complex Autism Services	Katie Brown	231 - 350
013		Eclipse: Contract and Budget Changes	Anna Earnshaw	351 - 362
014		HR Policies – Delegation of Employment policies	Marie Devlin-Hogg	363 - 366
<b>Exempt Items</b>				
015		Assets, Capital Schemes and Reserves Notifications <ul style="list-style-type: none"> <li>Community Facility Lease Arrangements</li> </ul>	Jonathan Waterworth	<b>To Follow</b>
<b>Urgent Items</b>				
016		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.		
017		Close of Meeting		
		Rob Bridge, Chief Executive, North Northamptonshire Shadow Authority  <b>Proper Officer</b> <b>26<sup>th</sup> January 2021</b>		

## 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](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 Friday 29 <sup>th</sup> January 2021									
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 Friday 29 <sup>th</sup> January 2021									
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 Friday 29 <sup>th</sup> January 2021									
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 Friday 29 <sup>th</sup> January 2021									
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](mailto: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 Monitoring Officer at – [Adele.Wylie@northnorthants.gov.uk](mailto:Adele.Wylie@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](mailto:futurenorthants@northamptonshire.gov.uk)

### Public Enquiries

Public enquiries regarding the Authority’s meetings can be made to [democraticservices@northnorthants.gov.uk](mailto:democraticservices@northnorthants.gov.uk)