

# Public Document Pack



**Meeting:** Democracy and Standards Committee  
**Date:** Monday 7th October, 2024  
**Time:** 7.00 pm  
**Venue:** Council Chamber, Corby Cube, Corby, Northants, NN17 1QG

**The meeting will be available for the public to view live at our Democratic Services' YouTube channel:**

<https://www.youtube.com/c/DemocraticServicesNorthNorthantsCouncil>

To members of the Democracy and Standards Committee

Councillor Andy Mercer (Chair), Councillor Ian Jelley (Vice-Chair), Councillor Jean Addison, Councillor Wendy Brackenbury, Councillor Robin Carter, Councillor Emily Fedorowycz, Councillor Matt Keane, Councillor Graham Lawman, Councillor Paul Marks, Councillor Dorothy Maxwell, Councillor Bill McElhinney, Councillor Kevin Watt and one vacancy

<b>Agenda</b>			
<b>Item</b>	<b>Subject</b>	<b>Presenting Officer</b>	<b>Page no.</b>
<b>01</b>	Apologies for absence		
<b>02</b>	Members' declarations of interest (if any)		
<b>03</b>	Minutes of the meeting held on 12 August 2024		5 - 8
<b>Items for discussion</b>			
<b>04</b>	Community Governance Reviews	Heather Jackson Head of Electoral Services	9 - 16
<b>05</b>	Appointment of co-opted Town and Parish representatives to the Democracy and Standards Committee	Ben Smith Head of Democratic Services	17 - 22
<b>06</b>	Close of meeting		

Sanjit Sull, Monitoring Officer  
North Northamptonshire Council

  
Proper Officer

Friday 27 September 2024

This agenda has been published by Democratic Services.

Committee Administrator: Carol Mundy

☎01933 231 521

✉Carol.Mundy@northnorthants.gov.uk

## Meetings at the Council Offices

Where there is a need for the Council to discuss exempt or confidential business, the press and public will be excluded from those parts of the meeting only and will have to vacate the room for the duration of that business.

## Public Participation

The Council has approved procedures for you to request to address meetings of the Council.

ITEM	NARRATIVE	DEADLINE
Members of the Public Agenda Statements	<p>If you want to address the committee you will need to give two full working days notice before the meeting.</p> <p>You can make a statement which must relate to an agenda item and you will be expected to attend the meeting to read out your statement. You will have a maximum of three minutes to make your statement and it will be made at the start of the relevant agenda item. Your statement will be considered during the subsequent debate.</p>	Wednesday 2 October 2024

Please see the [procedures for speaking at our meetings](#) before registering to speak.

If you wish to register to speak, please contact the committee administrator

## 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 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 Council's approved rules and protocols during the conduct of meetings. These are contained in the Council's approved Constitution.

If Members have any queries as to whether a Declaration of Interest should be made please contact the Monitoring Officer at – [monitoringofficer@northnorthants.gov.uk](mailto:monitoringofficer@northnorthants.gov.uk)

### **Press & Media Enquiries**

Any press or media enquiries should be directed through the Council's Communications Team to [NNU-Comms-Team@northnorthants.gov.uk](mailto:NNU-Comms-Team@northnorthants.gov.uk)

### **Public Enquiries**

Any press or media enquiries should be directed through the Council's Communications Team to [media@northnorthants.gov.uk](mailto:media@northnorthants.gov.uk)

### **Webcasting**

Meetings of the Council will be filmed by the Council for live and/or subsequent broadcast on the Council's website. The whole of the meeting will be filmed, except where there are confidential or exempt items. A copy will be retained in accordance with the Council's data retention policy.

If you make a representation to the meeting, unless you have specifically asked not to appear on the webcast, you are taking positive action to confirm that you consent to being filmed. You have been made aware of the broadcast and entering the Council Chamber you are consenting to be filmed by North Northamptonshire Council and to the possible use of those images and sound recordings for webcasting.

If you do not wish to have your image captured you should sit in the public gallery area that overlooks the Chamber.

The Council is obliged by law to allow members of the public to take photographs, film, audio-record, blog or tweet the proceedings at public meetings. The Council will only seek to prevent this should it be undertaken in a disruptive or otherwise inappropriate manner.

The Council intends to webcast all of its public meetings held at the Corby Cube, but if it is unable to do so, for the avoidance of doubt, the meeting will continue as scheduled and decisions and minutes made available on the Council's website in the normal manner.

If you have any queries regarding webcasting or the recording of meetings by the public, please contact [democraticservices@northnorthants.gov.uk](mailto:democraticservices@northnorthants.gov.uk)

This page is intentionally left blank

# Agenda Item 3



Minutes of the Democracy and Standards Committee held at 7pm on Monday 12 August, 2024, at the Council Chamber, Corby Cube, George Street, Corby, Northants, NN17 1QG

**Present: -**

Councillor Andy Mercer (Chair)  
Councillor Jean Addison  
Councillor Emily Fedorowycz  
Councillor Matt Keane  
Councillor Graham Lawman  
Councillor Barbara Jenney

Councillor Dorothy Maxwell  
Councillor Bill McElhinney  
Councillor Kevin Watt  
Councillor Jonathan Ekins

**Officers: -**

Sanjit Sull, Director of Law and Governance  
Heather Jackson, Head of Electoral Services  
Carol Mundy, Senior Democratic Services Officer (Committees and Members)  
Emma Robinson, Democratic Services Assistant.

The chair welcomed members and the viewing public to the meeting.

**97 Apologies for absence**

**Resolved** that apologies for absence were noted from Councillors Armour, W Brackenbury, Carter, Marks and Jelley.

(Councillors Ekins and Jenney attended the meeting as substitutes).

**98 Minutes of the meeting held on 4 June 2024**

The minutes of the meeting held on 4 June 2024 were received.

It was proposed by Councillor Mercer and seconded by Councillor Keane that the minutes be approved and signed as an accurate record of the meeting. On being put to the vote this was declared carried.

**Resolved** that the minutes of the meeting of 4 June 2024 be approved and signed as an accurate record of the meeting.

**99 Members Declarations of Interest (if any)**

**Resolved** to note there were no declarations of interest.

**100 Polling District and Polling Places Review 2024**

The circulated report of the Director of Law & Governance was received to seek approval for a further review of polling districts and polling places to reflect new electoral arrangements for North Northamptonshire Council to take effect in time for the local government parish and town council elections in May 2025.

The report was presented to committee by Heather Jackson, Head of Electoral Services. She set out the legal framework and detailed the proposed plan for the completion of the review by 30 November 2024.

The committee asked if information on the new boundaries could be provided. Miss Jackson confirmed that she was working with the Communications Team and this information would be available on the website. She would also arrange for this to be circulated with the Member Bulletin.

A question was asked about whether provision for future polling places on the new urban extensions would be considered. Miss Jackson confirmed that this would be looked at during the review.

Reference was made to the previous use of portacabins as polling stations and whether there was guidance on the size of polling districts. It was confirmed that polling districts could be of different sizes and frequently were, where possible the use of portacabins would be avoided.

Regarding the use of schools, it was confirmed that an elections officer would be delegated to liaise with any school, where it was the only option available. Where possible schools would not be used.

A request was made for polling places to be located near to transport links/bus stops and that accessibility for wheelchair users be priority. This was noted and best endeavours to use a location near to good transport links was always given, accessibility was also high priority, and suitable adaptations and/or assistance were available at polling stations.

A further question regarding the use of licensed premises was raised. The officer confirmed that it was permitted to use licensed premises, but their use was in exceptional circumstances where there was no alternative option.

It was proposed by Councillor Ekins and seconded by Councillor McElhinney that the recommendations in the report be put to the vote. The chair put the motion to the vote, and it was declared carried.

**Resolved that:**

- (i) the commencement of a further polling district and places review on 19 August 2024 be approved;
- (ii) the outline timetable for the review, as detailed in the report, be approved;
- (iii) the Electoral Registration Officer be authorised to take the necessary measures to give effect to local government boundary changes following the Local Government Boundary Commission for England's review of electoral arrangements for North Northamptonshire;
- (iv) the Electoral Registration Officer be authorised to take the necessary measures to give effect to any new or amended polling districts on completion of the polling district review, ensuring the register reflects the new boundaries that will take effect for the elections on 1 May 2025;
- (v) delegated power be given to the Director of Law and Governance to designate polling places in accordance with sections 18 and 18B of the Representation of the People Act 1983, such power to be exercised only in

circumstances where a decision is required at short notice and it is not possible to await a decision of the Democracy and Standards Committee.

**101 Any other items that the chair decides is urgent**

The chair referenced the minutes of the 4 June 2024 and informed the committee that an email had been circulated with some updated information about the recruitment process for the appointment of co-opted members to the committee.

Some members said they had yet to see the update and it was agreed that this would be recirculated for the avoidance of doubt.

**Resolved** that the information be noted.

**102 Close of meeting**

There being no further business the chair closed the meeting at 7.30pm

Chair.....

Date .....

This page is intentionally left blank





## Democracy and Standards Committee Monday 07 October 2024

<b>Report Title</b>	<b>Community Governance Reviews</b>
<b>Report Author</b>	<p><b>SRO Sanjit Sull – Director of Law &amp; Governance</b> (sanjit.sull@northnorthants.gov.uk)</p> <p><b>Report Author - Heather Jackson – Head of Electoral Services</b> (heather.jackson@northnorthants.gov.uk)</p>

<b>Are there public sector equality duty implications?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Does the report contain confidential or exempt information (whether in appendices or not)?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Applicable paragraph number/s for exemption from publication under Schedule 12A Local Government Act 1972</b>	

**List of Appendices**  
None

**1. Purpose of Report**

---

To seek approval on the principle of undertaking Community Governance Reviews of local Town and Parish Council electoral arrangements from September 2025.

**2. Executive Summary**

---

- 2.1. Following the Local Government Boundary Commission for England’s (LGBCE’s) review of electoral arrangements for North Northamptonshire Council, the final recommendations were taken forward into the North Northamptonshire (Electoral Changes) Order 2024. Article 4 and Schedule 2 to the Order set out the changes that are relevant to local parish and town council electoral arrangements. These include abolishing some of the existing parish wards and replacing them with new parish wards as well as making changes to the number of councillors representing those wards. To ensure the identities and interests of local towns and parishes are reflected in future community governance arrangements, this report sets out an outline timetable that will enable Community Governance Reviews to be undertaken

and completed within the recommended 12 month period and prior to the May 2029 local government elections.

### **3. Recommendations**

---

It is recommended that the Democracy and Standards Committee:

- 3.1 Approve the principle of undertaking Community Governance Reviews in respect of the electoral arrangements for Town and Parish Councils.
- 3.2 Approve the outline timetable for the review as set out in paragraph 5.5.
- 3.3 Reason for Recommendations
  - To enable reviews to be undertaken in accordance with legislation and guidance.
  - To ensure that community governance arrangements continue to support effective and convenient local governance and reflect the identities and interests of local communities in Town and Parish Council areas.

#### **3.4 Alternative Options Considered**

It is considered good practice that, where a Community Governance Review is initiated by the principal council, it should take no longer than 12 months to complete. As part of the process, it is essential to ensure adequate time is allocated to consultation to promote meaningful engagement in the review, and for the submission of representations from local communities.

**Option 1** - Begin the reviews in autumn 2024 with a view to implementing the outcomes in time for May 2025 elections. Starting the review before the May 2025 elections would require an extremely compact timetable with completion within a three-month period. This is considerably shorter than the recommended 12-month period and would significantly restrict opportunities to undertake meaningful consultation and enable Members to fully consider proposals and make recommendations. This would have a negative impact on the review process and may result in outcomes that do not effectively reflect the identities and interests of local communities. This option would also place significant additional pressure on the core election team. The team is currently undertaking the annual canvass as well as a full polling district and place review prior to updating the register of electors to reflect the new electoral arrangements detailed in the North Northamptonshire (Electoral Changes) Order 2024.

- 3.5 **Option 2** – Begin the review in September 2025. This option would see the review starting after the May 2025 elections and completed in the autumn of 2026. The period following the May 2025 elections would provide an opportunity for those parish and town councils impacted by the new electoral arrangements detailed in the Electoral Changes Order to settle in before considering any future proposals for change.

The proposed timetable facilitates two 10 week periods of consultation to enable Members and local communities sufficient opportunity to consider proposals and prepare representations and other feedback and to consider recommendations prior to creation of the final Reorganisation Orders. Where appropriate and necessary the timings also provide an opportunity to prepare and implement interim governance arrangements during the period between making the Community Governance Reorganisation Order and the scheduled May 2029 elections.

#### **4 Report Background**

---

- 4.1 Since 2008 district councils have had responsibility for undertaking Community Governance Reviews and for making decisions in connection with giving effect to recommendations made in those reviews.
- 4.2 The principal relevant legislation giving effect to the conduct of Community Governance Reviews including matters such as the creation of parishes and their electoral arrangements is Part 4 of the Local Government and Public Involvement in Health Act 2007 together with the relevant parts of the Local Government Act 1972. In addition the Council must also have regard to guidance published in 2010 by the Secretary of State and the LGBCE.
- 4.3 The Local Government and Public Involvement in Health Act 2007 requires that local people be consulted as part of the Community Governance Review process and that representations received in connection with the review are taken into consideration. Local people must also be notified of the outcomes of the review and any decisions taken.
- 4.4 The North Northamptonshire (Electoral Changes) Order 2024 abolished some parish and town council wards and replaced them with new wards. The Order also made provision for the number of councillors to be elected for each of the new wards.
- 4.5 The review would provide the opportunity to consider alternative arrangements to those provided in the North Northamptonshire Council (Electoral Changes) Order and to consider new proposals that would enable effective and convenient governance and further reflect the identity and interests of local communities.

#### **4.6 Timing of the Community Governance Review**

- 4.7 It is recommended that the Community Governance Review commences on 1 September 2025 with publication of agreed Terms of Reference.

### **5 Issues and Choices**

---

- 5.1 The LGBCE's final recommendations that were taken forward into the North Northamptonshire (Electoral Changes) Order 2024 impact some parish and town council ward boundaries and other electoral arrangements.
- 5.2 The opportunity to consider undertaking community governance reviews in early 2024 to consider potential amendments to the new boundaries and other matters was superseded by a number of unscheduled large scale elections including the Wellingborough Recall Petition and subsequent Parliamentary by election. This was followed shortly afterwards by the scheduled Police, Fire and Crime Commissioner election in May and then the UK Parliamentary General Election on 4 July 2024. These events placed unprecedented demand on the core election team and other service areas, and it was felt there was insufficient resource available to conduct reviews until after the parliamentary election had taken place.
- 5.3 A commitment was made to contact Parish and Town Councils and initial contact requesting expressions of interest in the review was forwarded to all parish and town council clerks on 11 April 2024. The responses ranged from considering changes to councillor numbers, parish ward names and internal parish ward boundaries to major projects including creating a new parish at Priors Hall Park. Following the Parliamentary General Election, Parish Clerks were contacted again on 20 August 2024. An update was provided in relation to next steps and that a report would be presented to Democracy and Standards Committee at the October 2024 meeting.
- 5.4 The community governance review will involve preparatory work and the extent and duration of this element of the process will depend on the scale and complexity of the review. It is particularly significant where proposals relate to making changes to existing arrangements, such as the creation of new parish areas or new parish wards. Consideration must be given to the matters of interest, desk-based research undertaken to gather relevant information, detailed maps prepared and draft terms of reference drawn up. An extensive review requires input from a diverse range of council service areas and sufficient time and resource must be allocated to facilitate each stage of the process.
- 5.5 It is proposed that the review should commence 1 September 2025. The proposed outline timetable is as follows:

<b>Stage of Review</b>	<b>Activity</b>	<b>Indicative Date</b>
<b>Initial report to Democracy and Standards Committee</b>	Agreement on principle of undertaking the review and outline timetable.	07 October 2024
<b>Preparation</b>	Consideration of matters of interest, information gathering, desk based research, local meetings and briefings, preparation of draft Terms of Reference for agreement by Democracy and Standards Committee.	Summer 2025
<b>Commencement</b>	Publication of terms of reference including timetable for the review.	01 September 2025
<b>Stage 1 Consultation – Initial submissions invited</b>	Initial submissions invited	01 September to November 2025 (for a period of 10 weeks)
<b>Stage 2 Consideration of submissions received</b>	Representations to be collated and investigated; draft recommendations to Committee to be prepared	December to March 2026
<b>Further report to Democracy and Standards Committee</b>	Agreement on draft recommendations	March 2026
<b>Stage 3 Consultation – draft recommendations</b>	Publication of agreed draft recommendations for further submissions/representations	April to June 2026 (for a period of 10 weeks)
<b>Stage 4 Consideration of submissions</b>	Final recommendations are prepared following consideration of final submissions	July to August 2026
<b>Decision of Committee</b>	Agreement on final recommendations ready for preparation of Reorganisation Order. Publication of final recommendations – concludes the review	August 2026
<b>Order made</b>	Publication of Order (and if necessary request made to Local Government Boundary Commission for consequential order to change district wards as appropriate).	August 2026 - exact date TBC

## 6 Next Steps

---

- 6.1 Following agreement from the Democracy and Standards Committee on the recommendation to undertake reviews in the period defined in the outline timetable, preparations will be made to formulate a project team to ensure successful delivery. Relevant information in respect of the participating parishes, towns and neighbourhood forums will be collated in readiness for drawing up draft Terms of Reference. A further report will be presented to Democracy and Standards Committee to agree the Terms of Reference, publication of which marks the start of the review.

## 7 Implications (including financial implications)

---

### 7.1 Resources and Financial

- 7.1.1 The cost of undertaking the reviews is already included within existing budget provision.

### 7.2 Legal and Governance

- 7.2.1 The principal legislation concerning community governance reviews and associated parish electoral arrangements is the Local Government and Public Involvement in Health Act 2007 and the Local Government Act 1972. The Council must also have regard to guidance published in 2010 by the Secretary of State and the LGBCE. This report seeks approval to commence a review that will be conducted in accordance with the above legislation and guidance.

### 7.3 Relevant Policies and Plans

- 7.3.1 Ensuring local communities have electoral arrangements that are effective and convenient and represent local interests and identities facilitates greater participation in the democratic process, enabling communities to influence local representation and policies that impact them. It helps to promote community identity, contributes to local economic development, and provides opportunities for greater sustainability.

### 7.4 Risk

- 7.4.1 There are no significant risks arising from the proposed recommendations in this report.

### 8.1 Consultation

Local government electors must be consulted as part of the review. In addition, the council must also consult any other person or body or local authority that may have an interest in the review. The outline timetable proposes two 10 week periods of consultation.

## **9.1 Equality Implications**

9.1.1 There are no identified equality implications arising from the proposed recommendations in this report

## **10.1 Climate Impact**

10.1.1 The review is primarily an office based exercise. Some visits may be made to local briefings and meetings within the council area.

## **11.1 Community Impact**

11.1.1 The report seeks to ensure that by undertaking community governance reviews, local communities have the opportunity to shape the electoral and governance arrangements for their local area.

## **11.2 Crime and Disorder Impact**

11.2.1 The process of the review is unlikely to impact crime and disorder in the Council area.

## **12 Background Papers**

---

Guidance on Community Governance Reviews - Department for Communities and Local Government, Local Government Boundary Commission for England (March 2010)  
<https://www.gov.uk/government/publications/community-governance-reviews-guidance>

This page is intentionally left blank



## DEMOCRACY AND STANDARDS COMMITTEE 7 October 2024

<b>Report Title</b>	<b>Appointment of co-opted Town and Parish representatives to the Democracy and Standards Committee</b>
<b>Report Author</b>	<b>Kamila Coulson-Patel, Assistant Director Legal and Democratic Services (Interim) and Deputy Monitoring Officer</b> <b><u><a href="mailto:Kamila.coulson-patel@northnorthants.gov.uk">Kamila.coulson-patel@northnorthants.gov.uk</a></u></b>

<b>Are there public sector equality duty implications?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Does the report contain confidential or exempt information (whether in appendices or not)?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Applicable paragraph number/s for exemption from publication under Schedule 12A Local Government Act 1972</b>	
<b>Which Corporate Plan priority does the report most closely align with? <u><a href="#">Our priorities for the future   North Northamptonshire Council (northnorthants.gov.uk)</a></u></b>	Modern public services

### List of Appendices

None

### 1. Purpose of Report

---

- 1.1. To update on the progress for the nomination and selection of the appointment of co-opted town and parish council representatives to the Democracy and Standards Committee.

### 2. Executive Summary

---

- 2.1. On 4<sup>th</sup> June 2024, the Democracy and Standards Committee considered a report on behalf of the Monitoring Officer relating to the appointment of the co-opted Town and Parish council representatives.
- 2.2. A process for nominations was agreed and this report details the process followed. This report proposes a recommendation to be made to full Council to appoint the three candidates as co-opted Town and Parish Council representatives to the Democracy and Standards Committee.

### **3. Recommendations**

---

- 3.1. It is recommended that the Democracy and Standards Committee:
  - (a) Note the process undertaken for the nominations and selection of co-opted Town and Parish representatives to the Democratic and Standards Committee and the candidates proposed for appointment.
  - (b) Recommend to full Council the appointment of the three candidates to be appointed as co-opted Town and Parish representatives to the Democracy and Standards Committee for a term of office until May 2025 with the provision to extend to May 2029 provided eligibility criteria is met.
- 3.2. Reason for Recommendations – The terms of reference for the Committee require co-opted Members, this recommendation to fill the vacancies ensures that the membership of the Committee is in line with the terms of reference. This recommendation arises from the earlier decision of the Committee to progress the appointment process for co-opted Town and Parish representatives.
- 3.3. Alternative Options Considered – To pause the appointment process and appoint after the election 2025. This option was disregarded on the basis the terms of reference for this committee require representatives. To pause the appointment until May 2025 further delays securing the full membership for this committee.
- 3.4. To appoint until May 2025 and have a new nomination and selection process for the term of office 2025-2029. This option was considered to have a disproportionate impact on resources including duplication of an induction training. In the event a representative is not eligible to serve as a co-opted member following the 2025 election the appointment process can be re-run for the number of vacancies. This would apply in the event of any ineligibility or inability to serve at any time during the term of office.

### **4. Report Background**

---

- 4.1. On 23<sup>rd</sup> August 2023, nominations were sought for three town and parish council representatives for the purpose of assisting with the Authority's obligations to deal with allegations of breaches of the Code of Conduct. Representatives may also be invited to meetings of the Committee by the Chair. This was offered on the basis the term of office for the initial appointments to end in May 2025 to coincide with the elections to NNC and town and parish councils. Should a town and parish councillor be re-elected they can be invited to have their appointments extended to May 2029 which will be considered for approval at full Council.
- 4.2. Clerks to all town and parish councils were approached and asked to support the process. The indicative timeline was as follows:

DATE	INDICATIVE MILESTONE
22 <sup>nd</sup> August 2024	Town and Parish Councils invited to nominate representatives for co-opted membership of North Northamptonshire Council (code of conduct matters)
<b>Sunday 8<sup>th</sup> September 2024 (11.59pm)</b>	<b>Deadline for Receipt of Nominations to be emailed to <a href="mailto:democraticservices@northnorthants.gov.uk">democraticservices@northnorthants.gov.uk</a></b>
w/c 9 <sup>th</sup> September 2024	Confirmation of Nominations received and call for election (if required) to Town and Parish councils
w/c 23 <sup>rd</sup> September 2024	Election period (if required) closes and results confirmed to Town and Parish councils
w/c 30 <sup>th</sup> September 2024	Report Issued to Democracy and Standards Committee meeting (date tbc)
24 <sup>th</sup> October 2024	NNC full Council Confirmation of Co-Optee Appointments

4.3. A total of seven nominations were received and an election period was opened from 20<sup>th</sup> September 2024 to 6<sup>th</sup> October 2024. Biographies were supplied and presented to each Council for consideration. The process by which councils exercise their vote/s was for each individual council to determine with the following restrictions:

- 4.3.1. Only one form may be completed on behalf of each Council;
- 4.3.2. In completing the form no more than three votes may be exercised by each council; and
- 4.3.3. Votes must be cast on behalf of the council by the clerk online no later than Sunday 6<sup>th</sup> October 2024.

4.4. The proposed timeline set out at 4.2 was adjusted to reflect a change in date of the planned council meeting from 24<sup>th</sup> October to 17<sup>th</sup> October which has resulted in the election not having concluded before publication of this report. It is intended that the names of the candidates for appointment will be presented at the meeting of the Democracy and Standards Committee.

## 5. Issues and Choices

---

5.1. As part of good governance and representation, the Committee has previously agreed that it is timely for the Council to formalise its arrangements for the appointment of co-opted town and parish representatives.

- 5.2. The nominations and election process has been agreed by the Democracy and Standards Committee and following its conclusion the Committee is now asked to recommend the three candidates for appointment to full Council.

## **6. Next Steps**

---

- 6.1. Subject to approval by the Committee, a report containing the biographies will be presented to full Council to recommending approval of the appointment. Upon the Council confirming the appointment, the candidates will be advised of their appointment and an induction undertaken by the Monitoring Officer or her deputy. The initial appointment will run until May 2025 and subject to eligibility criteria being fulfilled an extension of their term of office to May 2029 will be considered at annual Council following the May election.

## **7. Implications (including financial implications)**

---

### **7.1. Resources and Financial and Transformation**

- 7.1.1. The member allowance scheme contained within the constitution details the member allowance for co-opted members. The current member allowance is £400 per meeting to a maximum of £2,000 over a municipal year.

### **7.2. Legal and Governance**

- 7.2.1. The recommendation fulfils the legal requirement under section 28(7) of the Localism Act 2011 to appoint at least one independent person, and the Constitution's requirement to appoint at least one town and parish councillor to assist with the authority's obligations to deal with allegations of breaches of the code of conduct.

### **7.3. Relevant Policies and Plans**

This report aligns with the key commitment in the Corporate Plan 2020-25 of modern public services, by providing effective oversight of the Members' Code of Conduct.

### **7.4. Risk**

- 7.4.1. There are no significant risks arising from the proposed recommendations in this report.

### **7.5. Consultation**

- 7.5.1. As part of this process there has been a consultation with the Town and Parish Councils

### **7.6. Equality Implications**

- 7.6.1. The Council is committed to treating people fairly and in compliance with the Equality Act. Applications from a range of backgrounds will be encouraged.

### **7.7. Climate Impact**

7.7.1. Not applicable.

**7.8. Community Impact**

7.8.1. Not applicable.

**7.9. Crime and Disorder Impact**

7.9.1. Not applicable.

**8. Background Papers**

---

8.1. Localism Act 2011

8.2. North Northamptonshire Constitution

8.3. Report of Democracy and Standards 04<sup>th</sup> June 2024

This page is intentionally left blank