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Meeting: Democracy and Standards Committee
Date: Tuesday 8th February, 2022
Time: 7.00 pm
Venue: Council Chamber, Swanspool House, Wellingborough, Northants, NN8 1BP

To members of the Democracy and Standards Committee

Councillors Lora Lawman (Chair), Macaulay Nichol (Vice-Chair), Lyn Buckingham, Emily Fedorowycz, Kirk Harrison, Gill Mercer and Michael Tye

Substitutes:
Councillors Paul Bell, Jonathan Ekins, Philip Irwin, Kevin Watt, Leanne Buckingham, Dez Dell.

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Adele Wylie, Monitoring Officer
North Northamptonshire Council



Proper Officer
Monday 31 January 2022

This agenda has been published by Democratic Services.

Committee Administrator: Carol Mundy

☎01933 231 521

✉Carol.Mundy@northnorthants.gov.uk

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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

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Minutes of a meeting of the Democracy and Standards Committee

Held at 7pm on Tuesday 16 November 2021 in the
Council Chamber, Swanspool House, Wellingborough, NN8 1BP

Present:-

Members:

Councillor Lora Lawman (Chair)
Councillor Lyn Buckingham
Councillor Emily Fedorowycz
Councillor Kirk Harrison

Councillor Macaulay Nichol
Councillor Gill Mercer
Councillor Michael Tye

Officers

Adele Wylie,
Director of Legal and Democratic
Services
Rob Harbour,
Assistant Director, Growth and
Regeneration

Paul Goult,
Interim Democratic Services
Manager
Carol Mundy,
Senior Democratic Services Officer
(Committees/Members)

1 Apologies for absence

There were none.

2 Members' Declarations of Interest

There were no declarations made.

3 Minutes of the meeting held on 16 September 2021

The minutes of the meeting held on 16 September 2021 were approved.

4 North Northamptonshire Council - Constitutional Amendments

It was noted that there were no Constitutional amendments.

5 Democracy and Standards Committee - Terms of Reference

The annexed circulated report of the Director of Legal and Democratic Services was received to approve amendments to the terms of reference for the Democracy and Standards Committee as detailed in the appendix to the report.

The committee welcomed the changes but suggested that the minimum quorum be increased from four to five. Officers advised that a quarter of voting members was normal practice and that as substitute councillors were permitted a minimum of four would be adequate. It was agreed that at 5.2 (b) the Planning Code of Conduct be updated to the Planning Protocol to ensure consistency.

Reference was also made to Standards training and it was confirmed that training would be provided to appointed parish and town representatives prior to them being able to sit on a committee.

A discussion took place over public participation and particularly clause 6.6(iii) which would be re-worded to make it clearer.

Resolved to recommend to Council:

- (i) approval of the draft Terms of Reference (detailed at Appendix A);
- (ii) that authority be given to the monitoring officer to arrange for a pool of town and parish councillors (a maximum of four) to be recruited and for the successful nominees to be ratified by the Democracy and Standards Committee;
- (iii) that the monitoring officer be authorised to make ancillary amendments to the Constitution as required.

6 Planning Protocols

The annexed circulated report of the Assistant Director - Growth and Regeneration was received to consider a draft Planning Protocol and draft Planning Committee Site Visit Protocol as per the appendices attached thereto.

The Planning Protocol set out the guidance and framework for decision making with its aim being to ensure the integrity of the planning system, and make sure it was open and fair to all parties with planning decisions being made in an open, impartial manner, subject to material planning consideration and to mitigate against accusations of bias that could be made against the planning authority.

The assistant director referenced the site visit protocol which provided clear guidance to members who wished to undertake a site visit prior to determining applications for planning consent. Such site visits would be undertaken in exceptional circumstances.

The committee asked if there had been any progress with the use of technology for site viewing. The assistant director clarified that this had been raised at the constitution working group on 4 November and that it was something that could be revisited in the future and, if agreed, would be added to the protocol.

The committee further discussed the protocols and suggested various clerical amendments and raised queries on some of the points which the assistant director advised and responded on and clarified those amendments that would be incorporated into the documentation.

RESOLVED to recommend to Council:

- (i) the approval of the Planning Protocol (as detailed at Appendix A);
- (ii) the approval of the Planning Committee Site Visit Protocol (as detailed at Appendix B).

(There was one abstention.)

7 Recording of Council Meetings by the Press and Public - Protocol

The annexed circulated report of the Director of Legal and Democratic Services was received to seek approval to the draft Recording of Council Meetings by the Press and Public Protocol.

The protocol was appended to the report and proposed for adoption by Council to ensure that the rights and responsibilities of the council, press and public were in place for the recording of those council meetings, that were open to attendance by the press and public.

The committee gave its support to the protocol.

RESOLVED to recommend to Council that the Recording of Council Meetings by the Press and Public Protocol be adopted.

8 Politically Restricted Posts - Appeals Procedure

The annexed circulated report of the Director of Legal and Democratic Services was received to seek approval to the procedure for determining appeals, made by officers, in relation to the designation of a post as 'politically restricted', as per the draft Politically Restricted Posts - Appeals Procedure as appended thereto.

The authority, by law, can designate certain posts as 'politically restricted', thus preventing the postholder from having an active political role in, or outside, the workplace. A postholder would automatically be disqualified from standing for or holding elected office and such restrictions are incorporated in the terms of the employee's contract of employment. Such employee would also be prohibited from canvassing on behalf of a political party or a person who is or seeks to be a candidate, speaking on behalf of or undertaking work or activity that may give the impression that they are advocating support for a political party.

An appropriate appeal mechanism must be in place with this committee determining such appeals along with one of the Independent Persons. The proposed procedure had been endorsed at the recent Enabling Services Directorate Consultative Forum for approval by the committee.

RESOLVED that the Politically Restricted Posts - Appeals Procedure, as detailed in Appendix A to the report, be approved.

9 Review of Members' Allowances 2022 - Dispensation

The annexed circulated report of the Director of Legal and Democratic Services was received to seek dispensation for North Northamptonshire Councillors and any co-opted members to remain in a meeting room, take part in any discussion and vote on any matter relating to any office for which they receive an allowance. Such dispensation also applies to any outside body to which they are appointed whereby they receive a taxable income or allowance and would be granted until May 2024.

Under the provisions of the Localism Act 2011, a dispensation can be granted, whereby a member may have a disclosable pecuniary interest.

The committee raised concern that Members would decide on allowances. The director explained that the Independent Remuneration Panel would look at the current scheme and comparable schemes and would make the judgment which had to be approved by Council.

RESOLVED that:

- (i) approval be given to the granting of a dispensation, until 31 May 2024, to all members to enable them to discuss and vote on any council matter as a result of an interest that may arise, due to receiving an allowance from North Northamptonshire Council;
- (ii) approval be given to the granting of a dispensation, until 31 May 2024, to enable a member to discuss and vote on any council matter as a result of an interest that may arise due to a member receiving a taxable income or allowance from any outside body to which they have been appointed by North Northamptonshire Council;
- (iii) approval be given to members being advised to review and update, if necessary, their Declaration of Interest Form to ensure that receipt of an allowance from North Northamptonshire Council, is included.

10 Local Government Boundary Commission for England - Review of Electoral Arrangements

The annexed circulated report of the Interim Electoral Services Manager was received to advise members of the forthcoming review of electoral arrangements in North Northamptonshire by the Local Government Boundary Commission for England and to seek approval to establish a cross party member/officer working group to formulate and consider new electoral arrangements within the scope of the review.

The draft timeline for the process was outlined along with the key considerations of the review.

The committee noted the extensive work that would be required to undertake the review, with one member querying the numbers for the working group as she considered this lacked political balance and suggested that the number be increased to seven, five Conservatives, one Labour and one Green Alliance.

The director of Legal and Democratic Services clarified that the working group was cross-party as there was no requirement for political balance. It would be made up of five members and this was not restricted to the Democracy and Standards Committee, though the working group would feed-back to the committee. Group leaders had been asked for their nominations for the working group.

The committee debated this with many expressing a preference for this to remain as a cross-party working group, to ensure that it was not overly political and considered the proposal for five members was adequate. Members were aware that they could individually, and within political groups, make submissions to the Local Government Boundary Commission for England.

The chair proposed that the working group be made up of five members, three Conservatives, one Labour and one Green Alliance and this was seconded by Councillor Harrison.

The debate continued in relation to numbers and the director suggested that an additional resolution be added as follows:

‘that the working group has authority to increase the membership of the working group in the future, if it needs to do so’.

With this addition the proposal was put to the vote and declared carried, with one abstention.

RESOLVED that approval be given to:

- (i) the establishment of a cross-party member/officer working group of five elected members (three Conservative, one Labour and one Green Alliance) to formulate and consider recommendations for electoral arrangements for North Northamptonshire, such membership to be agreed by the leaders of the respective groups;
- (ii) the draft timeline for completion of the initial stage of the review (preparation and delivery of the high-level submission);
- (iii) the membership of such working group being increased by the working group in the future, should it need to do so.

11 Close of meeting

The chair closed the meeting at 9.15pm.

Chair

Date

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Democracy and Standards Committee 8th February 2022

Report Title	Constitutional Amendments – Planning Committees
Report Author	Adele Wylie – Director of Governance & HR/Monitoring Officer Adele.wylie@northnorthants.gov.uk

List of Appendices

- Appendix A –** Planning Committees Public Participation Policy and Guidance
Note to Chairs
- Appendix B –** Officer Scheme of Delegation

1. Purpose of Report

- 1.1. For the Committee to consider revisions to the administration and operation of the Planning Authority’s committees, namely –
- Planning Committee Public Participation Policy
 - Officer Delegation Scheme
 - Area Committees Quorum

2. Executive Summary

- 2.1. The Constitutional Working Group (CWG) met on 20th December 2021 to consider revisions to the administration and operation of both Area Planning Committees and the Strategic Planning Committee. This was in addition to “planning committee” matters approved by Full Council on 1st December 2021.
- 2.2. Planning Committee Public Participation Policy – following previous discussion at Full Council regarding the current Planning Committee Public Participation Policy, the CWG reviewed the current policy and discussed whether any amendments were to be recommended.

“1.3” – Speakers to be “*advised*” to be available from the advertised meeting start time. In addition, if an approved speaker is unable to attend the meeting they may specify a named substitute to address the committee on their behalf.

“2.6” - Amend “*two ward councillors*” to “*three ward councillors*”.

“2.9” – To Amend to read – “Once a speaker has completed their presentation to the committee the Chair will allow committee members the opportunity to question a speaker where a point of clarification is required to inform the committee’s debate. This should be strictly on points of clarification on which the Chair will determine its validity”.

Details of the proposed revised Policy are provided in Appendix A together with the suggested Guidance Note for Chairs.

- 2.3 Officer Delegation Scheme – The CWG considered the current delegation scheme and the “trigger points” when an application for planning consent was brought before a committee. It was noted there was disparity as to how a body or individual objection resulted in an application being determined by a committee. CWG considered the current procedure in relation to public objections, local council objections and ward member objections. In the interests of openness and transparency it was felt that there needed to be some consistency and clarity. Details of the current Scheme and the proposed Scheme are detailed in Appendix B.
- 2.4 Quorum – As the current quorum for Area Committees was five Members, out of a membership of nine Members, CWG felt this needed to be reviewed. CWG are recommending that the quorum for Area Committees be reduced from five to four Members.

3. Recommendations

- 3.1. It is recommended: -
- (a) That the revised Planning Committee Public Participation Policy and the Guidance for Chairs of Planning Committees in the use of Chair’s Discretion (Appendix A) be agreed for referral to Full Council for approval;
 - (b) That the revised Officer Delegation Scheme (Appendix B) be agreed for referral to Full Council for approval; and
 - (c) That the quorum for Area Planning Committees be reduced from 5 to 4 Members and this be referred to Full Council for approval.
- 3.2. *(Reason for Recommendations – the recommendations are being proposed to provide clarity to public participation at meetings of the Planning Authority, and to provide consistency on application of the Officer Delegation Scheme.)*
- 3.3. *(Alternative Options Considered – CWG did consider whether the default number of public speakers be increased, however it was not felt appropriate to increase at this time. CWG noted that the Chair had discretion to allow additional public contributions, and the issuing of the Guidance Note would assist Chairs in determining whether it was appropriate to exercise their discretion).*

4. Report Background

- 4.1. The current Planning Authority decision-making structure has been in operation since May 2021. The Council had previously agreed for the formation of four Area Committees (based upon the area previously administered by the former district councils and a Strategic Planning Committee to determine larger applications, cross-boundary issues etc.
- 4.2. The current Planning Committee Public Participation Policy was devised during the Shadow Authority period, following discussions at a cross-party task and finish group. The basic principles applied were similar to those in operation among some of the former district councils. The policy has now been in operation since the beginning of the current Municipal Year.
- 4.3. Following discussion at the Constitutional Working Group (CWG) on 20th December 2021, group members felt that the fundamental principles applied were reasonable and no significant changes were being proposed at this time. It was recognised by the group that the application of “chair’s discretion” in relation to expanding the public participation element at meetings had resulted in some discussion outside of planning meetings. The group was keen for the discretionary element to be retained; however, it was recognised that some clearer guidance on its application would be useful.
- 4.4. The group considered a draft guidance note that if agreed could be circulated to the chairs of planning committees. The note included some points and questions that a chair could address when considering whether to use their discretion to allow additional public participation. The guidance was not binding, and the final decision on the application of any discretion rested with the respective chair.
- 4.5. In relation to the Officer Scheme of Delegation it was noted that overall, this was operating appropriately, however there were occasions when matters that did not require a committee determination were being included on an agenda. This was identified as being a result of inconsistency in the scheme in relation to the procedure followed in addressing public, statutory and non-statutory representations.
- 4.6. The group agreed that there needed to be a standard approach, particularly ensuring that there was a Member/Officer decision relating to what constituted a significant material planning consideration and the requirement for a committee determination on an application. Consequently (as detailed in Appendix B), it was being proposed to standardise the procedure to be followed in relation to public representations, local council representations and ward member representations.
- 4.7. In addition, the group felt that the threshold for submission of an application for committee determination needed to be revised. Currently in relation to public objections the threshold was three written material planning objections received; this applied to both Area Committees and the Strategic Planning Committee. The group proposed that the threshold for reference to committee be raised for Area

Committees to five valid public objections received and raised to ten valid public objections received for the Strategic Planning Committee.

- 4.8. Finally, the group considered the quorum figure for Area Committees. It is currently set at five Members, from a full membership of nine Members on each Area Committee. It was noted that each Area Committee had appointed named substitutes. It was suggested that the current figure be reduced to four Members. It was suggested that this would assist in mitigating the potential for Member absences due to sickness, work, holidays, or potential conflict of interests. The proposal for consideration is to reduce the quorum figure for Area Committees from five to four.

5. Issues and Choices

- 5.1. The group is not currently recommending any significant changes to the Public Participation Policy, which overall has operated adequately. Chairs will be encouraged to refer to the Guidance Note where it is felt appropriate to do so.
- 5.2. It is suggested that there are inconsistencies in the approach taken for applications to be placed on agendas for committee determination and a more standardised approach is adopted to ensure that those applications which require Member determination are prioritised.
- 5.3. Whilst there have been no inquorate meetings it is felt that the quorum for Area Committees is revised and more proportionate given the full membership of these committees.

6. Next Steps

- 6.1. If the committee agrees, the recommendations will be referred to the next available Full Council meeting for formal approval. Until Full Council approve these changes the current provision detailed in the Council's Constitution will apply.

7. Implications (including financial implications)

7.1. Resources and Financial

- 7.1.1. None specific to this report.

7.2. Legal and Governance

The Public Participation Policy, the Officer Scheme of Delegation and the quorum issue are matters for local determination. These are currently itemised in the Council Constitution. Full Council are required to approve any amendment to these matters.

7.3. **Relevant Policies and Plans**

None specific to this report.

7.4. **Risk**

- 7.4.1. It is important that there is a clear Public Participation Policy for the Authority. Variations in practise from committee to committee may result in potential challenge to the decision-making process. Whilst there is an element of discretion (chair's discretion), it is being recommended that adherence to the proposed guidance note will lessen the opportunity of a successful challenge being made.

Failure to have an effective Officer Delegation Scheme in place may result in confusion and delay in the Planning Authority's decision-making process. Applicants need assurance that that there is a clear decision-making path, whilst the public need certainty as to how any legitimate objections can be appropriately dealt with.

7.5. **Consultation**

- 7.5.1. The proposals have been discussed by the Constitutional Working Group (CWG), with input from the Authority's planning and democratic services teams.

7.6. **Equality Implications**

- 7.6.1. Whilst it is recognised that each of the former sovereign authorities dealt with these issues slightly differently, the aim is to standardise the approach across North Northamptonshire to ensure consistency across the four Area Committees and the Strategic Planning Committee.

The current Participation Policy and Officer Scheme of Delegation was put in place soon after Vesting Day. The Authority has now had several months of these being in operation and can make a more considered judgement as to whether these documents need to be revised/amended.

It is important that there is consistency of approach for the benefit of the members, officers, public and applicants.

7.7. **Climate Impact**

- 7.7.1. None specific to this report.

7.8. **Community Impact**

- 7.8.1. There are no significant changes proposed to the current Public Participation Policy. Issuing the Guidance Note to Chairs will assist in ensuring that due consideration is given to where an application before committee has received

significant objections and requests to speak incorporating material planning considerations.

7.9. Crime and Disorder Impact

7.9.1. None specific to this report.

8. Background Papers

8.1. Council Constitution.

Procedures for speaking at planning committees

1. If you wish to speak at a planning committee

- 1.1. Please register with Democratic & Legal Services before 12 noon on the working day before the Committee is due to meet by emailing democraticservices@northnorthants.gov.uk
- 1.2. The time, date and details of the venue can be found on the agenda
- 1.3. Speakers are advised to be available from the advertised meeting start time, as the order that agenda items are discussed may vary.

2. At the meeting

- 2.1. The Committee Chair will run through procedures and check whether registered speakers are present. Agenda items may not necessarily be discussed in the order they appear on the agenda.
- 2.2. For each item, the Committee Chair will introduce the item and ask the Planning Officer to present their report and any updates. The Chair will then call any registered speakers to present their comments to the Committee.
- 2.3. The order of speakers will be:
 - a) Planning Officer who presents their report
 - b) One third party speaker for and one third party speaker against the proposal
 - c) One Parish/Town Council representative
 - d) One Ward Councillor
 - e) Applicant or their agent/representative
 - f) Planning Officer who concludes prior to Member discussion
- 2.4. Third party speakers for or against the proposal will be registered on a first come first served basis.
- 2.5. Where there is significant demand for public speaking on a proposal more than one speaker for and against the proposal may be permitted, but this will only

be at the discretion of the Committee Chair. The Chair in determining whether to allow additional public speaking time should refer to the Guidance Note attached to this procedure.

- 2.6. Where more than one ward councillor wishes to speak they should in the first instance seek to collaborate and agree between them who will represent the ward and the content of the presentation. If ward councillors cannot agree this, the allocated time permitted (5 minutes) will be divided on a 50/50 basis.
- 2.7. Third Party Speakers, Agent/Applicant and Town/Parish representatives will be limited to speak for 3 minutes each after which you will be asked to stop.
- 2.8. Ward councillors will be limited to speak for 5 minutes (unless the time allocation has been divided between ward councillors) after which you will be asked to stop.
- 2.9. Once speakers have completed their presentation to the committee the Committee Chair will allow committee members to question a speaker strictly on points requiring clarification and in order to inform the committee debate. The Chair reserves the right to terminate any contribution if it is deemed not to be addressing the clarification requested.
- 2.10. To ensure the smooth running of the meeting, once you have spoken and answered any questions from the committee members, you will not be able to add anything.
- 2.11. The Committee will then discuss and debate the application.

3. Tips on speaking

3.1. What should you speak about?

- a) Explain the proposal or the reasoning behind it, or
- b) Explain the effect of the development on you
- c) Make your comments within the framework of planning legislation, for example:
 - Planning Policy (Development Plan)
 - Government guidance
 - Design, appearance, layout
 - Residential amenity
 - Highway safety and traffic
 - Character of the area, historic buildings
 - Noise, disturbance, smell
 - What should you not do?

- d) Talk about non-planning issues (e.g., private property rights/right to a view, effect on property value, developer's motives etc)
- e) Make personal or slanderous statements which could result in legal action against you
- f) Refer to sensitive personal information about any other person (for advice on what this means please contact the Local Authority)
- g) To make the most effective use of your time try not to repeat Committee report information

Guidance for Chairs of Planning Committees in the use of Chair's Discretion re. Public Speaking

This is guidance only. Ultimately the Chair has responsibility for deciding whether to use their discretion to allow additional public speaking time, however upon receiving a request to do so this should be considered allowing for reasonableness and practicality and considered on a "case-by-case" basis. The onus is on the Chair to ensure that the business of the meeting is dealt with in an efficient and business-like manner.

If the officer recommendation in the report before Committee is to REFUSE planning consent, the Chair would not normally exercise their discretion to allow additional public speakers, above those indicated in the Public Participation Policy.

If the officer recommendation in the report before Committee is to GRANT planning consent, the Chair should reasonably consider using their discretion to allow additional speakers, above those indicated in the Public Participation Policy, if: -

- (i) The application has generated a significant number of Third-Party objections, relating to material planning considerations;
- (ii) That advice is taken from both legal and democratic services staff as to the desirability of allowing additional Third-Party contributions in the interest of reasonableness, and the extent of any application of discretion;
- (iii) That the Chair exercises their discretion in a reasonable manner; there is no requirement to allow every requesting objector the opportunity to speak;
- (iv) If the Chair allows objectors increased time to speak, that an increase in speaking allocation for the Applicant/Agent/Third-Party in favour of an application is permitted, if requested; this does not have to be exactly the same but proportionate;
- (v) If the matter under discussion has previously been deferred that preference be given to objectors yet to speak on the item;
- (vi) That objectors who are direct neighbours or have financial interest in the site or own land or property adjoining the site are given preference;
- (vii) That the time permitted for Third-Party public speaking on an item does not exceed 30 minutes in total;
- (viii) That Third-Party public speakers are reminded to avoid repetition where possible and to observe the time allocation provided.

Part 9.2 Officer Scheme of Delegation

Suggested amendment to the current Officer Scheme of Delegation, intended to align the process for town and parish referrals, objectors and that applied to ward councillors.

CURRENT (Page 246)	PROPOSED (Page 246)
<p>Planning Applications where there is a material written objection from the relevant town or parish council that is contrary to the officer's proposed decision and that the officer has been unable to satisfactorily resolve.</p> <p>A relevant town or parish council is the one in which the development proposal is located or partly located.</p>	<p>Delegated authority should not be exercised where a town or parish council has submitted a written objection that is contrary to the officer's proposed decision subject to the criteria below: -</p> <ul style="list-style-type: none"> (i) The written objection was received by the Planning Authority within the statutory period specified for consultation; (ii) The written objection is from a relevant town or parish council in which the development proposal is located or partly located; (iii) The written objection contains a matter(s) relating to substantive material planning consideration(s); (iv) That an attempt has been made by the Planning Authority to liaise with the town or parish council to seek withdrawal of said objection(s) by means of explanation, amendment to the proposal or by means of condition; (v) That the Chair, Vice Chair, and a senior planning officer agree that the objection received from a town or parish council contains a substantive material planning consideration determination of which cannot be resolved outside of a committee resolution.

Suggested amendment to the current Officer Scheme of Delegation, in relation to public objections received.

CURRENT (Page 247)	PROPOSED (Page 247)
<p>Delegated authority should not be exercised where the application has been the subject of three written material planning objection(s) within 21 calendar days from the date the application was first published on the Council’s website and which has not been resolved to the satisfaction of the senior planning officer through negotiation and/or the proposed imposition of condition(s) and approval is recommended.</p>	<p>Delegated authority should not be exercised where a minimum of 5 objectors (Area Committee) or 10 objectors (Strategic Planning Committee) have submitted a written objection that is contrary to the officer’s proposed decision subject to the criteria below: -</p> <ul style="list-style-type: none"> (i) The written objection(s) were received by the Planning Authority within the statutory period specified for consultation; (ii) The written objection was from a resident or business living or located in the area served by the committee, in which the development proposal is located or partly located; (iii) The written objection contains a matter(s) relating to substantive material planning consideration(s); (iv) That an attempt has been made by the Planning Authority to liaise with the objector(s) to seek withdrawal of said objection(s) by means of explanation, amendment to the proposal or by means of condition; (v) That the Chair, Vice Chair, and a senior planning officer agree that the objection received from an objector contains a substantive material planning consideration determination of which cannot be resolved outside of a committee resolution.

Suggested amendment to the current Officer Scheme of Delegation, in relation to ward councillor objections received.

CURRENT (Page 247)	PROPOSED (Page 247)
<p>Delegated authority should not be exercised where an application has been “called in”. To be “called in” the following criteria shall be met:</p> <p>The councillor(s) shall submit the request in writing setting out the material planning issue/s.</p> <p>The request shall be received by the relevant senior planning officer within 21 calendar days from the date the application was first published on the Council’s website and notified to councillors, or during any further notification period required following receipt of amendments to the scheme.</p> <p>The request shall be considered by the Chair or Vice Chair of the relevant planning committee in consultation with the senior planning officer and upon agreement that the referral contains a material planning issue the application shall be “called in”.</p>	<p>Delegated authority should not be exercised where serving NNC councillor has submitted a written objection that is contrary to the officer’s proposed decision subject to the criteria below: -</p> <ul style="list-style-type: none"> (i) The written objection was received by the Planning Authority within the statutory period specified for consultation; (ii) The written objection is from a councillor serving the ward in which the development proposal is located or partly located; (iii) The written objection contains a matter(s) relating to substantive material planning consideration(s); (iv) That an attempt has been made by the Planning Authority to liaise with the ward councillor to seek withdrawal of said objection(s) by means of explanation, amendment to the proposal or by means of condition; (v) That the Chair, Vice Chair, and a senior planning officer agree that the objection received from the ward councillor contains a substantive material planning consideration determination of which cannot be resolved outside of a committee resolution.

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Democracy and Standards Committee 8th February 2022

Report Title	Independent Review Panel (IRP) – Review of Members’ Allowances 2022
Report Author	Adele Wylie – Director of Governance & HR/Monitoring Officer Adele.wylie@northnorthants.gov.uk

List of Appendices

- Appendix A1** – Copy of Briefing Report 2022
Appendix A2 - Minute extract 25.2.21
Appendix B - Copy of current approved Allowance Scheme 2021/22
Appendix C - Quantitative Data

Please note – that appendices references in the Copy of Briefing Report 2022 relate to those appendices circulated to Members by email on 17th January 2022. Appendix D The Corporate Plan has not been reproduced for this report.

1. Purpose of Report

- 1.1. For the Committee to note the current consultation underway in relation to a review of the Members’ Allowances Scheme, and for the Committee to determine whether it wished to make any representations to the IRP prior to the closing date for consultation responses on 24th February 2022.

2. Executive Summary

- 2.1. A review of the approved Members Allowances Scheme is currently underway. This commenced on 17th January 2022. A timetable for the completion of the review process is indicated within the Briefing Report (Appendix A1) on Page 9 section 3.
- 2.2. Following completion of the review process the IRP’s report will be submitted to Annual Council on 26th May 2022 for consideration.

3. Recommendations

3.1. It is recommended: -

- (a) The Committee note the Members' Allowances consultation underway; and
- (b) Whether they wish to make direct representation to the IRP on behalf of the Committee and the nature of that representation.

3.2. *(Reason for Recommendations – to allow the Committee the opportunity to comment on the current Members' Allowances consultation).*

4. Report Background

4.1. The Briefing Report (Appendix A1) details the scope of the review, within the statutory guidelines laid down. The review is being undertaken over a longer timetable than previously to allow plenty of opportunity for Members to register their views and comments for consideration by the IRP.

The IRP is requested to review the level and application of the following allowances, and make recommendations for any changes that it considers necessary following the review -

- a basic allowance for 78 unitary councillors
- special responsibility allowances for the Leader, Deputy Leader and Executive Members
- allowances for the leaders of recognised political groups
- special responsibility allowances for the Chairs and Vice Chairs of Committees
- an allowance and the application of travel and subsistence allowances for the Independent Person(s) and Co-opted Members.
- appropriate civic allowances for the Chair and Deputy Chair of the council
- childcare and dependants' carer's allowances

taking account of: -

- (a) quantitative data relating the operation of the governance structure from 26th May 2021 to 31st December 2021 (See **Appendix C**);
- (b) qualitative information received from representations received; and
- (c) the Council's Corporate Plan, which was adopted by Council on 1st December 2021

5. Issues and Choices

- 5.1. The Committee is invited to note the current consultation exercise and to determine whether it wishes collectively to make representations, the nature of those representations and the manner they wish to be relayed to the IRP (i.e.. In writing and/or by virtual meeting).
- 5.2. Members are reminded that they are entitled to make individual representations to the IRP or respond through their respective recognised political group.

6. Next Steps

- 6.1. Any comments or representations the Committee wish to make will be relayed to the IRP for consideration. It should be noted that the Committee do not have a mandate to make representations on behalf of the whole Council but may do so on behalf of the Committee only.
- 6.2. It should be noted that the IRP's final report will be considered by the Committee on 4th April 2022, where the Committee may wish to make comment. The final report is also due to be considered by the Executive on 14th April 2022. Any comments made by the Committee and the Executive will accompany the final report when submitted to Full Council for determination on 26th May 2022.

7. Implications (including financial implications)

7.1. Resources and Financial

- 7.1.1. None specific to this report. Any potential financial implications will be considered upon the outcome of the IRP review process.

7.2. Legal and Governance

The review is being undertaken within the regulations laid down by statute. Full Council are required to consider the outcomes of the IRP review exercise and pay appropriate notice to those outcomes..

7.3. Relevant Policies and Plans

None specific to this report.

7.4. Risk

- 7.4.1. None specific to this report.

7.5. Consultation

- 7.5.1. All Members are being consulted on this item.

7.6. **Equality Implications**

None specific to this report.

7.7. **Climate Impact**

None specific to this report.

7.8. Community Impact

None specific to this report.

7.9. Crime and Disorder Impact

7.9.1. None specific to this report.

8. Background Papers

8.1. Council Constitution.

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INDEPENDENT REMUNERATION PANEL BRIEFING PACK

Review: 4th March 2022

January 2022

1. BACKGROUND AND TERMS OF REFERENCE FOR THE INDEPENDENT REMUNERATION PANEL

- 1.1. North Northamptonshire Council began providing services to the residents and businesses of North Northamptonshire on 1st April 2021. North Northamptonshire Council is responsible for the former duties, responsibilities, assets and liabilities of the former Borough Council of Wellingborough, Corby Borough Council, East Northamptonshire Council, Kettering Borough Council and Northamptonshire County Council (disaggregated). The new unitary authority provides more efficient service delivery with considerable opportunities to develop and transform services to improve outcomes and increase value for money.
- 1.2. Allowances for councillors must be determined by councils after consideration of recommendations by an Independent Remuneration Panel (IRP), which must operate in accordance with a framework set out in legislation.
- 1.3. IRPs consider and recommend fair schemes of remuneration for councillors which take into account their statutory responsibilities and the roles councillors are required to fulfil as an elected member of the council. IRPs also have an important role in highlighting how barriers to people becoming councillors can be removed.
- 1.4. The membership of the IRP for North Northamptonshire is:
 - Professor Steve Leach – Emeritus Professor of Local Government at De Montfort University and an experienced chair of IRPs.
 - Ms Sue Watts Business Development Director of Age UK, a representative of the voluntary sector and experienced IRP member.
 - Gerard Dempsey JP – a background in financial management, a lay member of the Lord Chancellor’s Advisory Committee and experienced IRP member.
- 1.5. On 5th February 2021, the IRP conducted a review to consider the role of members of North Northamptonshire Council and subsequently made recommendations on a scheme of members’ allowances. A scheme for North Northamptonshire Council was then adopted by the Shadow Council at a meeting held on 25th February 2021.

North Northamptonshire Council

- 1.6. North Northamptonshire Council comprises 78 Members, elected across 26 wards.

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- 1.7. Elections to North Northamptonshire Council took place on 6th May 2021.
- 1.8. A Children's Trust has been created that acts on behalf of the two new unitary councils in Northamptonshire. The Children's Trust undertakes the majority of duties and responsibilities formerly undertaken by Northamptonshire County Council in this service area but the Council retains an Intelligent Client Function to ensure that it meets its statutory duties.
- 1.9. North Northamptonshire Council is a direct provider of social housing, the housing stocks from the former Kettering Borough Council and Corby Borough Council having been transferred to the Council.
- 1.10. The Council has adopted a Constitution based upon what is often referred to as a "hybrid model of governance". It is still legally a Leader and Cabinet governance model. However, cross-party Executive Advisory Panels, led by a relevant Executive member, provide support on policy development and make recommendations to the Executive before they make decisions. This allows more inclusive member decision-making.

Terms of Reference for the IRP

- 1.11. The scheme of members' allowances for North Northamptonshire Council took effect from 1st April 2021. **Appendix A** provides an extract from the minutes of the meeting of the Shadow Authority held on 25th February 2021 for information.
- 1.12. Item 12 of the resolution refers to the need to carry out a review of members' allowances after one year, when experience of operating the new decision-making structure would have accumulated. The Independent Remuneration Panel will meet on 4th March 2022 to review its original recommendations and consider representations that have been made by members of the Council, senior officers and the Council's Independent Persons.
- 1.13. The 2022 review of members' allowances is to be conducted in accordance with the timeline set out on Page 6-7 of this Briefing Report.
- 1.14. The current scheme of members' allowances is attached as **Appendix B**.
- 1.15. The IRP is requested to review the level and application of the following allowances, and make recommendations for any changes that it considers necessary following the review, taking account of: -
 - (a) quantitative data relating the operation of the governance structure from 26th May 2021 to 31st December 2021 (See **Appendix C**)
 - (b) qualitative information received from representations received

(c) the Council's Corporate Plan, which was adopted by Council on 1st December 2021 (See **Appendix D**)

- a basic allowance for 78 unitary councillors
- special responsibility allowances for the Leader, Deputy Leader and Executive Members
- allowances for the leaders of recognised political groups
- special responsibility allowances for the Chairs and Vice Chairs of Committees
- an allowance and the application of travel and subsistence allowances for the Independent Person(s) and Co-opted Members.
- appropriate civic allowances for the Chair and Deputy Chair of the council
- childcare and dependants' carer's allowances

1.16. Roles and Responsibilities

- 1.16.1 All elected members of North Northamptonshire Council are expected to fulfil certain responsibilities on behalf of the public and the constituents within their respective wards. They are expected to represent their local communities and contribute to the decision-making process of the Council as defined in the Constitution. Members are expected to develop links with local partners and stakeholders, including representing the Council on outside bodies where appointed. Members, working with officers, will ensure that appropriate policies and strategies are implemented and Council resources are utilised in an efficient and effective manner in support of said policies and strategies. All Members are obliged to adhere to any codes of conduct and other approved policies or protocols in undertaking their duties and responsibilities. In addition, Members are expected to attend training and/or briefings associated with their role(s), particularly where they are expected to undertake decision-making responsibilities e.g., planning, licensing etc.
- 1.16.2 Full Council comprises all 78 of the elected members of North Northamptonshire Council. Full Council exercises decision making subject to statute and designated in the approved Council Constitution.
- 1.16.3 The Council operates an Executive governance model. The 78 councillors meeting in Full Council elect a Leader of the Council, who in turn appoints other members to an Executive. The Executive meets monthly to determine those matters which are required by law and/or the Council's Constitution to be determined by them. Each member of the Executive has areas of

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responsibility/interest and will liaise with appropriate officers to discuss issues/draft recommendations in relation to those specific service areas and represent the Executive on other bodies and at meetings where required.

- 1.16.4 As part of the “hybrid model of governance”, the Leader has established Executive Advisory Panels, each of which are chaired by an Executive member. These Panels are cross-party comprising of non-Executive members. They are intended to assist in informing decisions of the Executive, and their comments or observations on matters requiring an Executive decision are considered prior to the Executive determining such recommendations. The Panels have an important role in assisting in formulating policy and strategy, providing a non-Executive perspective of issues requiring determination.
- 1.16.5 The Council currently participates in two joint committees established with our colleagues in West Northamptonshire Council. These joint committees relate to Executive functions, with membership appointed by the respective Leaders of each council. Currently there are two joint committees, one relating to Shared Services and one relating to Children’s Services.
- 1.16.6 The Council has certain statutory *quasi-judicial* functions that it is required to undertake, particularly in relation to its responsibilities as the Planning Authority and the Licensing Authority for North Northamptonshire. These are non-Executive functions.
- a) In relation to its role as the Planning Authority, the Council have established four Area Planning Committees to determine minor applications for planning consent etc in the respective areas. Major applications, cross-area applications, and applications for certain other planning consents e.g., minerals, are determined by a Strategic Planning Committee.
 - b) In relation to its role as Licensing Authority, the Council has established a Licensing & Appeals Committee. The full committee rarely meets however sub-committees (panels) meet to determine issues relating to Hackney Carriage licensing, Liquor licensing, etc.
- 1.16.7 The Council has established a Democracy and Standards Committee to undertake the role of monitoring the effectiveness and efficiency of the Council’s Constitution and fulfilling the Council’s responsibilities for the monitoring of the Councillor Code of Conduct and determining any allegations received that said Code has been breached by an elected member. Certain other miscellaneous issues relating to governance and the

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political structure of the Council are also discussed and/or determined by this committee.

- 1.16.8 The Council's statutory scrutiny function is undertaken by two bodies established under the Constitution.
- a) The Scrutiny Commission has an overarching role across all service areas to ensure that the Council's agreed policies and strategies are being delivered efficiently and effectively. The Scrutiny Commission is also able to hold the Executive to account, should the Commission feel that a decision taken by the Executive may not be in the best interests of the Council and public, or has failed to take significant information into account prior to a decision being made.
 - b) The Finance & Resources Scrutiny Committee has particular responsibility for monitoring the effective use of the Council's financial resources in the delivery of services and implementation of agreed Council policies or strategies.
- 1.16.9 The Audit & Governance Committee provides assurance to the Council in relation to the governance, risk management framework and associated financial control environment. The committee undertakes non-Executive functions.
- 1.16.10 The Health & Wellbeing Board is a statutory committee that provides an opportunity for Council members and partner representatives to consider policies and strategies aimed at securing better health and wellbeing outcomes for local citizens.
- 1.16.11 The Employment Committee is a non-Executive committee, in general dealing with matters relating to the recruitment and conduct of senior officers of the Council (Chief Officers/Deputy Chief Officers).
- 1.16.12 Full Council appoints each year elected members to fulfil the respective roles of Chair and Vice-Chair of North Northamptonshire Council. These members act as the "civic representatives" of the Council. The Chair chairs meetings of Full Council and acts in an ambassadorial role, promoting the Council and acting as representative at civic occasions. The Vice-Chair deputises where appropriate.
- 1.16.13 On occasion, Full Council, the Executive, or a committee may establish a working group or task & finish group to assist in considering an issue(s) for formal determination by a parent body at a later date. Examples of this include the standing Constitutional Working Group established by the Democracy &

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Standards Committee, which reviews potential amendments to the Constitution prior to formal determination. The ad hoc Boundary Review Group assists in formulating the Council's recommended response to reviews of electoral boundaries. The Finance & Resources Scrutiny Committee establishes task & finish groups to assist in formulating the Committee's response to the Council's Budget Consultation Process. The Scrutiny Commission establishes task & finish groups in relation to specific topics, in order to assist in the formulation by the Executive and/or Full Council of future Council policies, strategies or priorities.

2. OBJECTIVES OF THE REVIEW

- 2.1. North Northamptonshire Council requires a scheme of Members' Allowances that adequately supports Councillors and provides the best possible opportunity for any resident who is qualified to become a local councillor to stand for election and serve. Financial support for councillors must therefore reinforce the culture of a forward-looking and developing Council and address, as far as possible, any disincentives to serving as a councillor.
- 2.2. The Scheme of Members' Allowances for North Northamptonshire Council should be in accordance with all relevant legislation and the scheme should be capable of supporting any new statutory activities or duties that may be introduced.
- 2.3. The Budget for North Northamptonshire Council is due to be approved by the Council at its meeting on 23rd February 2022. The Council requests the panel to consider a scheme only against the objectives of the review. The Council will consider any affordability issues.
- 2.4. Does the Panel endorse the following basic principles of the current Scheme of Members' Allowances?
 - 2.4.1. Only one Special Responsibility Allowance should be payable to any member
 - 2.4.2. Duties qualifying for a Special Responsibility Allowance must be within one or more of the following categories:
 - (a) acting as leader or deputy leader of a political group
 - (b) being a member of the authority's Executive
 - (c) being the Chair or Vice Chair of the Council or a Committee
 - (d) representing the Council at meetings of or arranged by any other body
 - (e) membership of a committee or sub-committee which meets with exceptional frequency or for exceptionally long periods

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- (f) any other duties which require time and effort equal to, or greater than, the other examples listed

2.5. Does the Panel endorse that the basic allowance continue to be increased annually in line with other officer pay awards?

Ward Councillors - Basic Allowance

2.6 The IRP is requested to consider a basic allowance for 78 councillors. The Council comprises 26 wards in total, each electing three councillors. The wards are based on the former Northamptonshire County Council divisions. The current electorate of each ward varies in size from 8,589 electors in one ward, to 11,553 electors in another.

2.7. The average ratio of councillor/elector across North Northamptonshire (based upon January 2022 data) is 1:3349. Councillors undertake the normal duties and responsibilities associated with constituents' enquiries and complaints.

2.8. Following the creation of North Northamptonshire Council, the Local Government Boundary Commission for England (LGBCE) indicated its intention to conduct a review of the electoral arrangements for North Northamptonshire. The Council is now undertaking work in connection with the review of electoral arrangements. The primary reason for undertaking a review is to improve electoral equality across the council's area. The outcome of the review will be implemented in time for the 2025 full council elections. The LGBCE review will look at:

- the total number of councillors elected to the local authority;
- the number and boundaries of wards for the purposes of the election of councillors;
- the number of councillors for any ward; and
- the name of any ward

2.9 The Leader has announced a member empowerment fund that can be utilized by members and will allow them to determine projects within their wards.

The Executive (Cabinet)

2.9. The Leader normally chairs meetings of the Executive. The IRP is requested to consider and recommend allowances for:

- The Leader
- The Deputy Leader
- Executive Members

2.10. The Executive currently comprises of eight members in addition to the Leader and Deputy Leader. Members of the Executive are allocated portfolios by the Leader. Portfolio holders take the lead in representing the

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Executive both internally and externally in their areas. However, Portfolio Holders are not delegated authority to make individual decisions.

- 2.11 In addition to considering and recommending a level of allowances for the Leader, Deputy Leader and Executive Members, the Panel is requested to recommend whether a future increase/decrease in the size of the Cabinet should result in an increase/decrease in the overall budget for the Cabinet or whether the increase/decrease should be shared.

Leaders of Opposition Groups

- 2.12 The IRP is requested to review allowances for the leaders of recognised political groups. A recognised political group must consist of a minimum of two councillors.

Chairs and Vice Chairs

- 2.13. The IRP is requested to review the allowances for chairs of other committees, and whether an allowance for vice-chairs should be applicable.

Civic Allowances for the Chair and Deputy Chair of North Northamptonshire Council

- 2.14 The IRP is requested to review allowances for the Chair and Deputy Chair of the Council. These are known as “civic allowances”.

- 2.15. The Chair is responsible for chairing Full Council meetings and acting as an ambassador for the Council at civic and community events.

Independent Person(s) and Co-opted Members

- 2.16. The Council is required by law to adopt a code of conduct and make arrangements under which allegations can be investigated and decisions on allegations can be made about councillors. North Northamptonshire Council currently has appointed three Independent Persons in accordance with the provisions of The Localism Act 2011. The Independent Person plays a key role in promoting and maintaining high standards of conduct amongst councillors.

- 2.17. The IRP is requested to review the current allowance of £400 per meeting attended by Independent Persons and Co-opted Members.

Information Technology (IT)

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- 2.18. North Northamptonshire Council places a strong emphasis on the use of information technology by councillors and all members have been offered a device to facilitate their use of information technology in their role.

Childcare and Dependant's Carers' Allowance

- 2.19. The Council is keen to ensure that councillors who have childcare or other caring responsibilities are not disadvantaged from fully participating in council activities. The IRP is asked to review the current annual limit of £6,500 and consider whether this allowance should be increased to ensure that it meets the requirements of the Living Wage criteria.

Travel, Mileage and Subsistence Allowances

- 2.20. The IRP is requested to review the current travel, mileage and subsistence allowances relating to those councillors engaged in the authorised business of the council. Travel, Mileage and Subsistence allowances for Councillors should, as far as possible, align with allowances for staff.

3. TIMESCALE, CORONAVIRUS AND RESOURCES

- 3.1. The timescale for the review is set out below:

Steps	Dates
Letter to all Councillors; Group Leaders; Chief Executive; Director of Governance and HR & Monitoring Officer and existing Independent Persons	Week commencing 17 th January 2022
Publicity for the review on North Northamptonshire website and social media and a media release with a link to further information (this briefing pack)	by Friday, 21st January 2022
Deadline for representations/comments	Thursday, 24 th February 2022
Zoom meetings with individuals or groups of individuals will be arranged if necessary during the review period.	
IRP meets via Zoom	Friday, 4 th March 2022

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Steps	Dates
IRP's report and recommendations to be submitted	By Monday, 28 th March 2022
Statutory Notice Northants Telegraph website Notice in newspaper (published Thursdays) Council's website	As soon as possible after receipt of IRP recommendations
Democracy & Standards Committee to consider IRP's recommendations and make its own recommendations to the Council's Executive and/or full Council	Monday, 4 th April 2022
Executive to consider IRP's recommendations and make its own recommendations to full Council	Thursday, 14 th April 2022
Full Council meets to consider IRP recommendations and any recommendations made by the Executive and/or the Democracy and Standards Committee and approve a Scheme of Members' Allowances to take effect from 27 th May 2022	Thursday, 26 th May 2022

Coronavirus

- 3.2. The Panel will decide on the methods it will use for the review in accordance with health protection regulations, local restrictions, government guidance and any legislation that may be applicable as a result of the Covid-19 Pandemic.

Resources

- 3.3 Officers will provide administrative support to the Panel as required.
- 3.4 Members and officers will be available to discuss any issue with the Panel. The Council expects the Panel to make use of any relevant previous work in this area.

11. SCHEME OF MEMBERS' ALLOWANCES – REPORT OF THE INDEPENDENT REMUNERATION PANEL

The circulated report of the Director of Legal and Democratic Services was received in relation to the recommendations of the Independent Remuneration Panel to approve a scheme of Members' allowances for North Northamptonshire Council to take effect from 1 April 2021 until the scheme is amended or revoked by the council.

Mr Ged Dempsey, a member of the Independent Remuneration Panel, joined the meeting and presented the report, explaining how conclusions and recommendations had been reached, and that they were based on the proposed governance structure. The panel had also taken into consideration the need to encourage a more diverse selection of the community to stand for election to ensure there were no financial barriers to prevent people from standing.

The draft scheme was appended to the report and detailed the allowances that members would receive. This equated to £1,260,000 for the municipal year 2021-22.

Councillor Griffiths proposed the motion, and this was seconded by Councillor Jelley.

The chairman opened the report for debate.

Continuation of meeting - Before the debate commenced, Councillor Smithers proposed that as the revised guillotine time extension for the meeting (to 11.30pm) was approaching that the meeting continue for a further 20 minutes, to conclude the agenda, and in accordance with the constitution. This was seconded by Councillor Griffiths.

Members voted, using the electronic poll on the Zoom platform. There were 85 votes cast, with 70 votes in favour, 14 against and one abstention. The motion was declared carried and it was resolved that the meeting would continue until 11.50pm.

Councillors Hakewill, G Mercer, Maguire, Allebone, Maxwell, Simmons, Howes, McGhee, Aslam, Jelley and Smithers all spoke. Many supported the recommendations contained within the report and considered them to be fair and appropriate. Other councillors shared various concerns including the difference in the allowances proposed for councillors in the West to that in the North; the lack of IT allowance, and the cost of broadband which members considered was essential to conduct their role. Comments were also made about the best way in which to attract younger councillors and how to encourage diversity so that councillors could stand for election from all walks of

life, including those with disabilities. Councillors commented that under the current scheme those with disabilities would often be prevented from standing as the allowance would affect any benefits they were in receipt of.

Councillor Simmons proposed an amendment to the scheme to enable an IT allowance to be paid and to reduce the general allowance, this would have the effect of reducing the income tax paid to HMRC and enable VAT to be recovered by the council, also from HMRC. Councillor Aslam seconded this proposal. On debating the proposal Councillor Aslam withdrew as seconder. Another seconder was not found, and the amendment fell and was not debated.

Mr Dempsey responded to some of the queries and explained that there had not been any discussions with the IRP acting in the West and that the allowance had been decided on independently and were based on best judgment and with the information the panel had at the time. The report suggested that the scheme be reviewed in a year. Regarding an IT allowance, it was the intention that all councillors would be provided with a suitable device for use for council business. The cost of broadband had been included within the allowances

Councillor Griffiths responded to other points raised.

The chairman closed the debate and put to the motion to the vote.

Members voted, using the electronic poll on the Zoom platform. There were 84 votes cast, with 80 votes in favour, two against and two abstentions. The motion was declared carried.

RESOLVED that approval be given to the Independent Remuneration Panel's recommendation for the Members' Allowance Scheme for North Northamptonshire from 1 April 2021 as follows:

1.1

- (1) The basic allowance in North Northamptonshire be set at £12,500;
- (2) Special Responsibility Allowances should be allocated as follows:

	£
Leader of the Council	27,000
Deputy leader of the Council	18,000
Member of the Executive:	13,500
Leader of the largest opposition party	10,000
Deputy leader of the largest opposition party (if 15 or over)	4,000
Leader of a party with 10 or more members	7,000
Leader of a party with 4 to 9 members	4,000
Chair of Scrutiny Committee (see recommendation 3 below)	13,500
Chair of Strategic Planning Committee	7,500
Chair of an Area Planning Committee	3,750

Chair of Licensing & Appeals Committee (see recommendation 4 below)	7,500
Chair of Audit and Governance Committee (see para 2.33 of the report)	7,500
Chair of Democracy and Standards Committee	7,500
Chairs of Employment Committee and Police & Crime Panel and Health and Wellbeing Board	4,000

- (3) A total allowance of £40,000 should be allocated to the Scrutiny function to be distributed within this financial envelope;
- (4) A total allowance of £10,000 be set aside and allocated amongst members chairing Licensing Panels of major significance during the municipal year;
- (5) The personal civic allowance paid to the chair of the Council should be set at £10,000 and that of the Deputy Chair, £5,000;
- (6) SRAs should not, at the present time, be allocated to the vice-chairs of the committees and boards listed. This recommendation should be reviewed at the end of the 2021-22 municipal year;
- (7) An attendance allowance of £400 per meeting should be paid to noncouncil members that have been co-opted onto council committees such as Audit and Governance and Democracy and Standards, to the Parent Governor representative on the Scrutiny Committee and to any other co-optees subsequently appointed;
- (8) No hourly rate should be specified for the childcare and dependant's carers' allowance. Payment should be made on the production of receipts, within a maximum ceiling of £6,500 per municipal year for any one councillor;
- (9) The criterion used for the annual updating of members allowances should be the NJC pay award to officers;
- (10) Travel and subsistence allowances should be in accordance with HMRC specified mileage allowances and the LGA recommended travel and subsistence payments. These rates should be equally applicable to co-opted members.
- (11) No additional allowance for IT equipment and use should be paid to members. The Basic Allowance has been set to incorporate an IT element.
- (12) The allowances scheme should be reviewed in a year's time, when experience of operating the new decision-making structure will have accumulated;
- (13) If the size of the executive is reduced, then the total allocation to the executive members should be redistributed within the same financial envelope, unless the change involves a substantial delegation of executive responsibilities to officers;
- (14) If a councillor holds two positions of which SRAs are payable, it is only the higher of these SRAs which can be claimed;
- (15) A 'diversity strategy' aimed at encouraging a wider range of groups to stand for council election should be a priority for the new council; (16) Where appropriate, those individuals who are Members of North

Northamptonshire Council from 1 April 2021 will receive pro-rata payments of Basic and SRA allowances for the period up to 10 May 2021 (to be known as the 'Interim Arrangement');

- 1.2 The council is required to determine how the total allowance of £40,000 allocated to the scrutiny function should be distributed. It is proposed that this will be determined by the new council early in the municipal year by Members.
- 1.3 The council is required to determine how the total allowance of £10,000 allocated to the licensing function should be distributed. It is proposed that this will be determined by the new council early in the municipal year by members.
- 1.4 That council adopt a scheme of Members' Allowances for North Northamptonshire Council with effect from 1 April 2021 until the scheme is amended by the North Northamptonshire Council and that the draft Scheme attached at appendix 2 to the report be approved.

Part 8.6

Scheme of Members' Allowances

Scheme of Members Allowances

The Council operates a scheme of members' allowances based upon recommendations of an Independent Remuneration Panel. All councillors receive a basic allowance and certain councillors and other co-opted members also receive special responsibility allowances as office holders. The scheme is regulated by the Local Government Act 2000, and the Local Authorities (Members' Allowances) Regulations 2003.

1. The Scheme

1.1. This scheme is made in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003. It has effect from 1st April 2021 until further notice.

2. Basic Allowance

2.1. A Basic Allowance shall be paid each financial year to each member in twelve instalments. The amount of the allowance to be as shown in the Schedule.

3. Special Responsibility Allowance

3.1. A Special Responsibility Allowance shall be paid each financial year in twelve instalments to the postholders identified in the Schedule to this scheme, provided that no individual receives more than one allowance. The amount of each allowance to be as shown in the Schedule.

3.2. If a chair, because of illness or other reasons, is unable to carry out his or her responsibilities for three months or more, then the proportionate part of their Special Responsibility Allowance should be transferred to the vice chair who is taking over their responsibilities.

4. Executive

4.1. The overall allowances allocation to the executive is £153,000 and represents the level of responsibility attributable to the Executive. If that level remains unchanged, but the size of the Executive is reduced, then this allocation should be redistributed amongst the remaining members of the Executive, depending on the way in which responsibilities have been reallocated. It is only if the reduction in Executive size is premised on a significant reduction in the overall level of responsibility (for instance by the devolution of the responsibility for a range of decisions

to officers) that existing Special Responsibility Allowances should be maintained for the remaining Executive members.

5. Childcare and Dependant's Carers' Allowance

5.1. Members may claim for the reimbursement of costs of care for their children or dependants as are necessarily incurred in the performance of their duties as a councillor, up to a maximum of £6,500 per annum. Claims must be supported by receipts for costs incurred.

6. Travel and Subsistence Allowances

6.1. Travel

6.1.1. Members may claim travel allowances as set out in the Schedule for the following approved duties:-

- A meeting of the Council or its committees, sub-committees, working groups, boards, panels or forums (whether a member, an observer or a speaker)
- A meeting of a joint committee, working group, board, panel or forum of two or more local authorities
- A meeting of an outside body to which the member has been appointed by the Council
- An approved duty as a member appointed to an outside body
- Official and courtesy visits on behalf of the authority
- Meetings of other local authorities or bodies as the Council's representative
- Travel expenses incurred by members in their representational role (eg site meetings)
- Members' training events
- Approved conferences and seminars

6.1.2. Members cannot claim travel and subsistence allowances in respect of the following:-

- Meetings that have been convened wholly or partly for political purposes, for example, group meetings
- Any journey that is undertaken on behalf of another local authority

6.1.3. Members must record start and end odometer readings when claiming travel allowances for approved duties and these must be inserted on the travel claim form.

6.2. Mode of Transport

6.2.1. Consideration must be given to the most environmentally-friendly method of undertaking the journey. Wherever practicable, journeys should be undertaken with other members and/or officers of the Council

using the same vehicle. Where journeys involve travel outside Northamptonshire, the use of public transport should be considered as a first choice. In considering the mode of transport councillors must take into the account the following:

- Accessibility of public transport
- Closeness of the destination to a convenient public transport interchange
- Whether two or more members or officers are travelling to the same destination
- Time of both the outward travel and the return journey
- Safety of using public transport (e.g if travelling back alone late at night)

6.3. Public Transport Fares

6.3.1. Public transport fares will be reimbursed on the basis of standard class fares unless otherwise authorised by the Council's Director of Legal and Democratic Services/Monitoring Officer. Claims must be supported by receipts. The cost of parking at a railway station will not be reimbursed (unless disabled) if a suitable free car park is available within half a mile from the railway station.

7. Subsistence Expenses

7.1. Maximum subsistence allowances are as set out in the Schedule. Receipts for expenditure in relation to subsistence expenses must be produced in support of claims.

8. Membership of Other Local Authorities

8.1. Where a member of the Council is also a member of another local authority, that member may not receive travel and/or subsistence allowances from more than one authority in respect of the same meeting, event or duties.

9. Renunciation of Allowances

9.1. Members may, by notice in writing to the Director of Legal and Democratic /Monitoring Officer, elect to forego any part of their entitlement to an allowance under this scheme. A Member who has elected to forego any part of their entitlement to an allowance under this scheme may at any time revoke that election by giving notice in writing to the Director of Legal and Democratic & Monitoring Officer. The revocation shall take effect and the allowances foregone shall become payable from the date of its receipt.

10. Pro-rata Payments

10.1. Where a Member becomes a Councillor, or ceases to be a Councillor, part-way through the financial year, or the scheme is amended, the level of basic and special responsibility allowance shall be payable pro-rata for the period of the year served. Where a Member assumes or relinquishes an office attracting a Special Responsibility Allowance part-way through a year, that payment shall also be pro-rata to the period of service.

11. Withholding of Allowances

11.1. If a Member is suspended from duty during an investigation in accordance with the Arrangements for Dealing with Standards Investigations (see the approved Constitution of North Northamptonshire Council), allowances will not be paid to the councillor concerned during the period of investigation. In accordance with Part III of the Local Government Act 2000, where payment of any allowance has already been made in respect of any period during which a councillor is:-

- suspended or partially suspended
- ceases to be a member of the authority
- is in any other way not entitled to receive the allowance in respect of that period

the Council may require that such part of the allowance as relates to that period be repaid to the authority.

12. Claims and Payments

12.1. Claim forms will be available to all Councillors on becoming a member of the authority. Claims for travel and subsistence allowances should be claimed monthly and supported by receipts.

13. Annual Increase

13.1. The amounts paid under the scheme shall be increased on 1st April each year. The criterion used for the annual updating of members allowances should be the NJC pay award to officers.

14. Publicity

14.1. The Council is required to publish recommendations of the Independent Remuneration Panel, its Scheme of Allowances and actual allowances paid to members each year.

Appendix 1

Members' Allowances Scheme Schedule

(with effect from 1st April 2021)

Amounts of Allowances (2021-2022) – Table

Basic Allowance (per annum)	£12,500
Special Responsibility Allowances (per annum)	
Leaders' allowances:	
Leader of the Council	£27,000
Deputy Leader of the Council	£18,000
Leader of the largest opposition party	£10,000
Deputy Leader of the largest opposition party (<i>group size of 15 or over</i>)	£4,000
Leader of a party with 10 or more members	£7,000
Leader of a party with 4-9 members	£4,000
Executive (Cabinet) Members excluding the Leader and Deputy Leader of the Council (<i>see note (i) below</i>)	£13,500
Chair of Scrutiny Committee (<i>see note (ii) below</i>)	£13,500
Chair of Strategic Planning Committee	£7,500
Chair of an Area Planning Committee	£3,750
Chair of Licensing and Appeals Committee (<i>see note (iii) below</i>)	£7,500
Chair of Audit and Governance Committee (<i>see note (iv) below</i>)	£7,500
Chair of Democracy and Standards Committee	£7,500
Chairs of Employment Committee, the Police and Crime Panel and the Health and Well-being Board	£4,000
Co-opted Members and Independent Persons	£400 per meeting
Childcare and Dependant's Carers' Allowance	Reimbursement of cost up to a maximum of £6,500 per municipal year
Mileage allowance and subsistence payments	HMRC specified mileage allowances LGA recommended travel and subsistence payments

Civic Allowances

Chair of the Council	£10,000
Deputy Chair	£5,000

Note (i) - If the size of the Executive is reduced, then the total allocation to the Executive members should be redistributed within the same financial envelope, unless the change involves a substantial delegation of executive responsibilities to officers.

Note (ii) - A total allowance of £40,000 should be allocated to the Scrutiny function to be distributed as determined by the Council.

Note (iii) - A total allowance of £10,000 should be set aside and allocated amongst members chairing Licensing Panels of major significance during the course of a municipal year.

Note (iv) - the council may set a different figure for an independent chair, reflecting a negotiated outcome

Note (v) – the personal Civic Allowances will be supplemented by a hospitality and events budget held by the Council (see Shadow Executive Committee resolution 26th November 2020).

Note (vi) – At the time the IRP considered the issue of Area Planning Committees, two committees were being proposed. As a result of consultation with Members the proposal is now for four committees. The Schedule has been amended to reflect this change with the agreement of the IRP Chair.

End of Scheme of Members' Allowances

March 2021

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Meeting Title	Number of Members	Number of Portfolio Holders/Special positions	Postponed	Average Duration of Meeting (hours)
Council	78	10 Portfolio / 13 Special Positions	6	0
Executive	10	10	9	0
Area Planning Committee - Corby	9	2	7	3
Area Planning Committee - Kettering	9	1	7	0
Area Planning Committee - Thrapston	9	2	7	1
Area Planning Committee - Wellingborough	9	4	7	1
Audit and Governance Committee	10	2	3	0
Democracy and Standards	7	1	6	2
Employment Committee	13	3	0	0
Licensing and Appeals Committee	13	4	11	2
Strategic Planning Committee	13	2	7	3
EAP Climate Change Environment and Growth	7	2	7	?
EAP Education, Skills and Employment	7	3	10	4
EAP Health & Wellbeing and Vulnerable People	7	1	7	0
EAP Planning Policy	7	3	7	1
EAP Service Delivery, Performance and Customers	7	2	6	0
Health and Wellbeing Board	19	2	3	0
Corporate Parenting Board			0	0
Joint Children's Trust Committee	6	3	7	3
Shared Services Joint Committee	6	3	7	1
Outside Bodies Scrutiny Panel	6	1	2	0
Scrutiny Commission	13	1	4	1
Finance and Resources Scrutiny Committee	12	3	4	0
Levelling Up Communities Review	7	1	1	0
Schools Forum	N/A	N/A	N/A	N/A
Tenants Forum	N/A	N/A	N/A	N/A
Member Transformation Board	3	2	10	0
Constitutional Working Group	6	1	5	0
Average			5.769230769	0.88

Portfolios: 10
Specials: 13

Expected attendance Attended % attended

Executive:

Jason Smithers	16	15	93.75
Helen Howell	11	8	72.7
David Brackenbury	14	14	100
Lloyd Bunday	20	18	90
Scott Edwards	17	14	82.4
Helen Harrison	20	16	80
David Howes	11	8	72.7
Graham lawman	15	14	93.3
Andy Mercer	12	12	100
Harriet Pentland	17	16	94.1

Chairs:

Kevin Watt
Mark Rowley
Jennie Bone
Clive Hallam
Andrew Weatherill
Lora Lawman
Jonathan Ekins
Steven North
Mark Pengelly
Zoe McGhee
David Jenney
Wendy brackenbury
de Cappell Brooke

Council
Executive
Regulatory and Governance
Executive Advisory Panels
Boards
Joint Committees
Scrutiny Committee
Forums and Partnership Bodies
Internal Meetings
Constitutional

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Democracy and Standards Committee 8th February 2022

Report Title	Draft Municipal Timetable 2022/2023
Report Author	Adele Wylie – Director of Governance & HR/Monitoring Officer Adele.wylie@northnorthants.gov.uk

List of Appendices

Appendix A – Draft Municipal Timetable 2022/2023

1. Purpose of Report

1.1. For the Committee to note the draft Municipal Timetable 2022/23 and register any comments, prior to final determination by Full Council.

2. Executive Summary

- 2.1. Annual Council is required to approve a calendar of meetings prior to the commencement of each new municipal year. Attached as Appendix A is a copy of the draft timetable for 2022/23.
- 2.2. The draft timetable references the formal meetings of the Council, Executive, committees, Executive Advisory Panels, and other standing bodies.
- 2.3. The draft timetable is still subject to consultation and is being tabled at Democracy and Standards Committee as part of that consultative process.
- 2.4. It is intended to table the final draft timetable to Full Council on 31st March 2022 to provide initial approval. This would be subject to final ratification by Annual Council as per Part 3.2 para 2.2.1(k) of the Council's Constitution. In order to provide some certainty to members, officers, and the public it is intended to table the draft at Full Council in March in order to commence provisional programming of meetings and booking of venues.

3. Recommendations

3.1. It is recommended: -

- (a) The Committee note the draft Municipal Timetable 2022/2023; and

(b) Provide any comment on the draft prior to its submission by the Proper Officer to Full Council on 31st March 2022.

3.2. *(Reason for Recommendations – to allow the Committee the opportunity to comment on the draft timetable. Any comments received will be taken into consideration prior to compilation of the final draft to be determined by Full Council).*

4. Report Background

4.1. The Council is required to agree and publish a timetable of meetings for the subsequent Municipal Year. This assists members, officers and the public in knowing when particular meetings are to be held during the following 12-months. The Municipal Year runs from Annual Council to Annual Council. The next Annual Council is scheduled for Thursday 26th May 2022.

4.2. The timetable should include reference to the formal meetings of the Council and any other standing bodies. It is recognised that some meetings are ad hoc in nature e.g., Employment Committee, Licensing Sub-committee etc and would be called as and when required.

5. Issues and Choices

5.1. Members will note that in the draft timetable Full Council meetings are scheduled for 2:00 pm start time, with the Budget Full Council commencing at 10:00 am. It is recognised that Full Council will wish to consider this going forward, in reference to previous discussions at Council. The draft timetable allows flexibility for the start time of Full Council to be 10:00 am, 2:00 pm or later. That will be a matter for debate by Members.

5.2. In order to address comments received during the year, it is being proposed that Area Planning committee meetings be held on a Wednesday evening, with the four Area committees meeting on a cyclical basis. Strategic Planning Committees would continue to meet on a Monday evening.

5.3. The proposed dates of Executive Advisory Panels are scheduled to meet two-weeks prior to meetings of the Executive, therefore allowing an opportunity for the Panels to be consulted on draft reports prior to Executive determination.

5.4. Meetings of the Constitutional Working Group (CWG), Democracy and Standards Committee and Full Council have been aligned to ensure that matters requiring determination have a clear pathway from CWG through to Full Council.

5.5. Meetings of the Scrutiny Commission have been timetabled to allow for the call-in procedure to be operated effectively if required, to ensure that final decision making is not overly delayed.

5.6. Approval of the timetable by Council does not preclude extraordinary meetings being called if there is a business need to do so.

- 5.7. It should be noted that whilst Council will be requested to agree the timetable, until a summons and agenda are issued for a meeting the meeting is not lawfully called. Whilst a meeting may be scheduled in the agreed timetable, if there is a lack of business then a summons may not be issued; this is usually in consultation with the appropriate Chair.

6. Next Steps

- 6.1. The Committee's comments will be taken into consideration prior to a final report and draft timetable being submitted to Full Council.

7. Implications (including financial implications)

7.1. Resources and Financial

- 7.1.1. None specific to this report.

7.2. Legal and Governance

The Constitution Part 3.2 requires Full Council determination on the Municipal Timetable of meetings.

7.3. Relevant Policies and Plans

None specific to this report.

7.4. Risk

- 7.4.1. An early determination of the timetable will assist members, officers and the public, ensuring that proposed meeting times and dates are known well in advance. It will also allow for the early booking of appropriate venues.
- 7.4.2. Officers would be able to plan in advance on when matters for Member determination could be tabled.

7.5. Consultation

- 7.5.1. The draft Municipal Timetable has been tabled at Democracy and Standards Committee as part of the consultative process. Final determination of this matter rests with Full Council.

7.6. Equality Implications

None specific to this report.

7.7. Climate Impact

None specific to this report.

7.8. Community Impact

There are currently no proposals to change the timings of the formal meetings of the Council. It is recognised that Members will wish to revisit the start times of Full Council meetings; the draft timetable can accommodate any decision reached on that matter.

In addition, it should be noted that the procurement exercise for upgraded audio-visual equipment in the Corby Council Chamber is currently underway. This will allow for the live streaming of meetings held in that Chamber, and for recordings to be accessible via You Tube.

7.9. Crime and Disorder Impact

7.9.1. None specific to this report.

8. Background Papers

8.1. Council Constitution.

W/C	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	
	23 May	24 May	25 May	26 May	27 May			
		CLT						
1	2:00 Transformation Board			2:00 Annual Council				
	7:00 Strategic Planning Committee							
	30 May	31 May	1 June	2 June	3 June			
2				BANK HOLIDAY	BANK HOLIDAY			
	6 June	7 June	8 June	9 June	10 June			
3		CLT						
			2:00 Shared Services Committee North	2:00 Health & Wellbeing Board				
			7:00 Area Planning Thrapston					
	13 June	14 June	15 June	16 June	17 June			
4		CLT		10:00 Executive				
		7:00 Licensing & Appeals	7:00 Area Planning Kettering					

W/C	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	20 June	21 June	22 June	23 June	24 June		
5	9:30 Constitutional Working Group	CLT					
	2:00 Audit & Governance			1:00 Police Fire & Crime Panel			
		7:00 Finance & Resources	7:00 Area Planning Wellingborough				
	27 June	28 June	29 June	30 June	1 July		
6	2:00 EAP Health - HWVP	CLT	9:30 EAP Service - SDPC	9:30 EAP Education - ESE	9:30 EAP Climate - CCEG		
	2:00 Transformation Board						
	7:00 Strategic Planning Committee	5:00 EAP Planning - PP	7:00 Area Planning Corby				
	4 July	5 July	6 July	7 July	8 July		
7		CLT					
			2:00 Children's Trust Committee West				
		7:00 Scrutiny Commission	7:00 Area Planning Thrapston				
	11 July	12 July	13 July	14 July	15 July		
8		CLT		10:00 Executive			
			2:00 Shared Services Committee West				
	7:00 Democracy & Standards		7:00 Area Planning Kettering				

W/C	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	18 July	19 July	20 July	21 July	22 July		
9		CLT					
			7:00 Area Planning Wellingborough				
	25 July	26 July	27 July	28 July	29 July		
10		CLT					
				2:00 Full Council			
	7:00 Strategic Planning Committee		7:00 Area Planning Corby				
	1 August	2 August	3 August	4 August	5 August		
11		CLT	9:30 EAP Service - SDPC	9:30 EAP Education - ESE	9:30 EAP Climate - CCEG		
	2:00 Transformation Board	2:00 EAP Health - HWVP					
	5:00 EAP Planning - PP	7:00 Scrutiny Commission	7:00 Area Planning Thrapston				
	8 August	9 August	10 August	11 August	12 August		
12		CLT					
			7:00 Area Planning Kettering				

W/C	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	15 August	16 August	17 August	18 August	19 August		
13		CLT		10:00 Executive			
			2:00 Shared Services Committee North				
		7:00 Finance & Resources	7:00 Area Planning Wellingborough				
	22 August	23 August	24 August	25 August	26 August		
14	9:30 Constitutional Working Group	CLT					
	2:00 Audit & Governance						
	7:00 Strategic Planning Committee		7:00 Area Planning Corby				
	29 August	30 August	31 August	1 September	2 September		
15	BANK HOLIDAY	CLT	9:30 EAP Health - HWVP	9:30 EAP Service - SDPC	9:30 EAP Climate - CCEG		
		2:00 EAP Education - ESE					
			7:00 Area Planning Thrapston				
	5 September	6 September	7 September	8 September	9 September		
16		CLT					
	2:00 Transformation Board		2:00 Children's Trust Committee North	1:00 Police Fire & Crime Panel			
	5:00 EAP Planning - PP	7:00 Scrutiny Commission	7:00 Area Planning Kettering				

W/C	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	12 September	13 September	14 September	15 September	16 September		
17		CLT		10:00 Executive			
	7:00 Democracy & Standards		7:00 Area Planning Wellingborough				
	19 September	20 September	21 September	22 September	23 September		
18		CLT					
			2:00 Shared Services Committee West	2:00 pm Health & Wellbeing Board			
	7:00 Strategic Planning Committee		7:00 Area Planning Corby				
	26 September	27 September	28 September	29 September	30 September		
19		CLT	9:30 EAP Service - SDPC	9:30 EAP Education - ESE	9:30 EAP Climate - CCEG		
		2:00 EAP Health - HWVP		2:00 Full Council			
	5:00 EAP Planning - PP	7:00 Licensing & Appeals	7:00 Area Planning Thrapston				
	3 October	4 October	5 October	6 October	7 October		
20		CLT					
		7:00 Scrutiny Commission	7:00 Area Planning Kettering				

W/C	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	10 October	11 October	12 October	13 October	14 October		
21		CLT		10:00 Executive			
	2:00 Transformation Board						
			7:00 Area Planning Wellingborough				
	17 October	18 October	19 October	20 October	21 October		
22	9:30 Constitutional Working Group	CLT					
	7:00 Strategic Planning Committee	7:00 Finance & Resources	7:00 Area Planning Corby				
	24 October	25 October	26 October	27 October	28 October		
23		CLT	9:30 EAP Health - HWVP	9:30 EAP Service - SDPC	9:30 EAP Climate - CCEG		
	2:00 Audit & Governance	2:00 EAP Education - ESE	2:00 Shared Services Committee North				
	5:00 EAP Planning - PP		7:00 Area Planning Thrapston				
	31 October	1 November	2 November	3 November	4 November		
24		CLT					
		7:00 Scrutiny Commission	7:00 Area Planning Kettering				

W/C	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	7 November	8 November	9 November	10 November	11 November		
25		CLT		10:00 Executive			
			2:00 Children's Trust Committee West				
	7:00 Democracy & Standards		7:00 Area Planning Wellingborough				
	14 November	15 November	16 November	17 November	18 November		
26		CLT					
	2:00 Transformation Board						
	7:00 Strategic Planning Committee		7:00 Area Planning Corby				
	21 November	22 November	23 November	24 November	25 November		
27		CLT	9:30 EAP Service - SDPC	9:30 EAP Education - ESE	9:30 EAP Climate - CCEG		
		2:00 EAP – Health - HWVP		2:00 Full Council			
	5:00 EAP Planning - PP		7:00 Area Planning Thrapston				
	28 November	29 November	30 November	1 December	2 December		
28		CLT					
			2:00 Shared Services Committee West	1:00 Police Fire & Crime Panel			
		7:00 Scrutiny Commission	7:00 Area Planning Kettering				

W/C	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	5 December	6 December	7 December	8 December	9 December		
29		CLT					
				2:00 Health & Wellbeing Board			
			7:00 Area Planning Wellingborough				
	12 December	13 December	14 December	15 December	16 December		
30	9:30 Constitutional Working Group	CLT		10:00 Executive			
	7:00 Strategic Planning Committee	7:00 Finance & Resources	7:00 Area Planning Corby				
	19 December	20 December	21 December	22 December	23 December		
31		CLT	9:30 EAP Service - SDPC	9:30 EAP Climate - CCEG			
	2:00 Audit & Governance	2:00 EAP Health - HWVP	2:00 EAP Education - ESE				
	5:00 EAP Planning - PP	7:00 Licensing & Appeals	7:00 Area Planning Thrapston				
	26 December	27 December	28 December	29 December	30 December		
32							
	BANK HOLIDAY	BANK HOLIDAY					

W/C	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	2 January	3 January	4 January	5 January	6 January		
33	BANK HOLIDAY	CLT					
		2:00 Transformation Board					
	9 January	10 January	11 January	12 January	13 January		
34		CLT		10:00 Executive			
			2:00 Children's Trust Committee North				
	7:00 Democracy & Standards		7:00 Area Planning Kettering				
	16 January	17 January	18 January	19 January	20 January		
35		CLT					
			2:00 Shared Services Committee North				
		7:00 Finance & Resources	7:00 Area Planning Wellingborough				
	23 January	24 January	25 January	26 January	27 January		
36		CLT					
				2:00 Full Council			
	7:00 Strategic Planning Committee		7:00 Area Planning Corby				

W/C	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	30 January	31 January	1 February	2 February	3 February		
37		CLT	9:30 EAP Service - SDPC	9:30 EAP Education - ESE	9:30 EAP Climate - CCEG		
		2:00 EAP Health - HWVP		1:00 Police Fire & Crime Panel			
	5:00 EAP Planning - PP	7:00 Scrutiny Commission	7:00 Area Planning Thrapston				
	6 February	7 February	8 February	9 February	10 February		
38		CLT		10:00 Executive (Budget)			
	2:00 Transformation Board						
			7:00 Area Planning Kettering				
	13 February	14 February	15 February	16 February	17 February		
39		CLT		10:00 Executive			
				1:00 Police Fire & Crime Panel TBC			
		7:00 Finance & Resources	7:00 Area Planning Wellingborough				
	20 February	21 February	22 February	23 February	24 February		
40	9:30 am Constitutional Working Group	CLT		10:00 Full Council TBC Budget			
	2:00 Audit & Governance		2:00 Shared Services Committee West				
	7:00 Strategic Planning Committee		7:00 Area Planning Corby				

W/C	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	27 February	28 February	1 March	2 March	3 March		
41	10:00 Full Council TBC Budget	CLT	9:30 EAP Health - HWVP	9:30 EAP Service - SDPC	9:30 EAP Climate - CCEG		
		2:00 EAP Education - ESE	2:00 Children's Trust Committee West				
		7:00 Scrutiny Commission	7:00 Area Planning Thrapston				
	6 March	7 March	8 March	9 March	10 March		
42		CLT					
	5:00 EAP Planning - PP		7:00 Area Planning Kettering				
	13 March	14 March	15 March	16 March	17 March		
43		CLT		10:00 Executive			
	2:00 Transformation Board						
	7:00 Democracy & Standards		7:00 Area Planning Wellingborough				
	20 March	21 March	22 March	23 March	24 March		
44		CLT					
	7:00 Strategic Planning Committee		7:00 Area Planning Corby				

W/C	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	27 March	28 March	29 March	30 March	31 March		
45		CLT	9:30 EAP Service - SDPC	9:30 EAP Education - ESE	9:30 EAP Climate - CCEG		
		2:00 EAP Health - HWVP	2:00 Shared Services Committee North	2:00 Full Council			
	9:30 EAP Planning - PP	7:00 Licensing & Appeals	7:00 Area Planning Thrapston				
	3 April	4 April	5 April	6 April	7 April		
46		CLT			BANK HOLIDAY		
		7:00 Scrutiny Commission					
	10 April	11 April	12 April	13 April	14 April		
47	BANK HOLIDAY	CLT					
	17 April	18 April	19 April	20 April	21 April		
48	9:30 Constitutional Working Group	CLT		10:00 Executive			
				1:00 Police Fire & Crime Panel			
		7:00 Finance & Resources	7:00 Area Planning Kettering				

W/C	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	24 April	25 April	26 April	27 April	28 April		
49		CLT	9:30 EAP Health - HWVP	9:30 EAP Service - SDPC	9:30 EAP Climate - CCEG		
	2:00 Audit & Governance	2:00 EAP Education - ESE					
	5:00 EAP Planning - PP		7:00 Area Planning Wellingborough				
	1 May	2 May	3 May	4 May	5 May		
50	BANK HOLIDAY	CLT					
		2:00 Transformation Board	2:00 Children's Trust Committee North				
			7:00 Area Planning Corby				
	8 May	9 May	10 May	11 May	12 May		
51		CLT		10:00 Executive			
	7:00 Democracy & Standards	7:00 Scrutiny Commission	7:00 Area Planning Thrapston				
	15 May	16 May	17 May	18 May	19 May		
52		CLT					
			2:00 Shared Services Committee West				
	7:00 Strategic Planning Committee		7:00 Area Planning Kettering				

W/C	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	22 May	23 May	24 May	25 May	26 May		
53		CLT					
				2:00 Annual Council	<i>NB. Earliest date for dispatch of agendas.</i>		
		7:00 Scrutiny Commission	7:00 Area Planning Wellingborough				
	29 May	30 May	31 May	1 June	2 June		
1	BANK HOLIDAY	CLT					
	5 June	6 June	7 June	8 June	9 June		
2		CLT					
			7:00 Area Planning Corby				
	12 June	13 June	14 June	15 June	16 June		
3		CLT					
	7:00 Strategic Planning Committee	7:00 Finance & Resources	7:00 Area Planning Thrapston				