

# A G E N D A

---

## NORTH NORTHAMPTONSHIRE JOINT COMMITTEE

---

**Date:** Monday, 10<sup>th</sup> February 2020  
**Time:** 6.30 pm  
**Location:** Council Chamber  
East Northamptonshire Council  
Cedar Drive  
Thrapston  
NN14 4LZ

**Committee Administrator:** Anne Ireson  
☎ 01536 534398  
✉ [democracy@kettering.gov.uk](mailto:democracy@kettering.gov.uk)

Item No	Subject
1.	Apologies
2.	Minutes of the meeting of the North Northamptonshire Joint Committee held on 16 <sup>th</sup> January 2020 to be approved and signed by the Chair.
3.	Declarations of Interest  - <i>Disclosable Pecuniary Interests</i> - <i>Personal Interests</i>
4.	Matters of urgency arising since the summons and agenda were issued, and communicated to the Chair, which require the Joint Committee's determination
5.	Chair to inform members of requests received from the public to address the Joint Committee in accordance with Standing Orders.
6.	Future Northants Programme Update – Presentation <i>Paul Helsby</i>
7.	Future Northants Finance Monitoring Report <i>Audra Statham</i>
8.	Future Northants Engagement Strategies (Internal and External) <i>Louise Spolton</i>
9.	Governance Working Group – Interim Report <i>Cllr Ekins</i>
10.	Structural Change Order Verbal Update <i>Theresa Grant</i>
11.	Close of Meeting

Agenda issued 31<sup>st</sup> January 2020

## **Membership of the North Northamptonshire Joint Committee**

Borough Council of Wellingborough:	Cllr Martin Griffiths Cllr Tom Partridge-Underwood Cllr Andrew Scarborough
Corby Borough Council:	Cllr Tom Beattie Cllr Jean Addison Cllr Kevin Watt
East Northamptonshire District Council:	Cllr Steven North Cllr David Jenney Cllr John Farrar
Kettering Borough Council:	Cllr Russell Roberts Cllr Ian Jelley Cllr Mick Scrimshaw
Northamptonshire County Council:	Cllr Victoria Perry Cllr Jonathan Ekins Cllr Jason Smithers

### ***Substitute Members***

*Councillors Mark Pengelly, Bob Eyles and David Sims (Corby); Councillors Helen Howell, Andrew Mercer and Richard Gell (East Northamptonshire); Councillors Lloyd Bunday, Lesley Thurland and Clark Mitchell (Kettering); Councillors Tim Allebone, Barry Graves and Elayne Francis (Wellingborough); tbc (Northamptonshire County Council)*

### **Reporting on Meetings of the North Northamptonshire Joint Committee**

Members of the press and public are entitled to report on meetings of the North Northamptonshire Joint Committee, except in circumstances where they have been excluded in accordance with national rules.

If you wish to report on this meeting, please telephone or email the Committee Administrator at least two days before the meeting to enable us to provide reasonable facilities for you to do so.

If you are planning to attend, and do not wish to be recorded or photographed, please inform the Chair at the start of the meeting.

### **Public Participation in Meetings of the North Northamptonshire Joint Committee**

If you want to ask a question or address the Committee on any item on the agenda, you must write to or email the Committee Administrator, using the email address given on the front page of this agenda, at least two clear working days prior to the day of the meeting. If you want to ask a question, then your full question must be submitted so that a response can be provided at the meeting. If a substantive response cannot be given, then a written response will be provided instead. You will be allowed up to three minutes to either ask your question or address the Committee.

### **Private and Confidential Items**

The press and members of the public can be excluded from business of the meeting on the grounds that it involves items of business which include the likely disclosure of exempt information as defined by Schedule 12A to the Local Government Act 1972. The reason for discussing the issue in private is indicated on the Order of Business.

## **MEETINGS AT EAST NORTHAMPTONSHIRE COUNCIL**

### **FIRE/EMERGENCY EVACUATION**

Please read the fire/emergency evacuation instructions before the meeting begins. These are displayed at the entrance to the Council Chamber.

If the emergency alarm sounds you must evacuate the building immediately to the nearest signed fire exit and proceed to the main car park as directed by staff. Further instructions will then be given.

This page is intentionally left blank

## NORTH NORTHAMPTONSHIRE JOINT COMMITTEE

**Meeting held on 16<sup>th</sup> January 2020  
at Corby Borough Council**

**Present:** Councillor Martin Griffiths (Borough Council of Wellingborough) – Chair  
Councillor Tom Beattie (Corby Borough Council) – Vice Chair  
Councillor Jean Addison (Corby Borough Council)  
Councillor Jonathan Ekins (Northamptonshire County Council)  
Councillor Helen Howell (East Northamptonshire District Council)  
Councillor Ian Jelley (Kettering Borough Council)  
Councillor David Jenney (East Northamptonshire District Council)  
Councillor Tom Partridge-Underwood (Borough Council of Wellingborough)  
Councillor Victoria Perry (Northamptonshire County Council)  
Councillor Russell Roberts (Kettering Borough Council)  
Councillor Andrew Scarborough (Borough Council of Wellingborough)  
Councillor Mick Scrimshaw (Kettering Borough Council)  
Councillor Jason Smithers (Northamptonshire County Council)  
Councillor Kevin Watt (Corby Borough Council)

**Also Present:** Theresa Grant (Chief Executive, Northamptonshire County Council)  
Paul Gault (Monitoring Officer, Corby Borough Council)  
Paul Helsby (Programme Director)  
Anne Ireson (Committee Administrator)

### **NNJC.24 APOLOGIES**

Apologies for absence were received from Councillors Steven North and John Farrar of East Northamptonshire Council.

It was noted that Councillor Helen Howell was acting as a substitute for Councillor North.

### **NNJC.25 MINUTES**

**RESOLVED** that the minutes of the meeting held on 16<sup>th</sup> September 2019 be approved and signed by the Chair.

### **NNJC.26 DECLARATIONS OF INTEREST**

None.

**NNJC.27     MATTERS OF URGENCY**

None

**NNJC.28     PUBLIC SPEAKERS**

Dr David Jones of Healthwatch submitted a question in respect of Item 6 on the agenda in accordance with Standing Orders.

Councillor Chris Stanbra of Northamptonshire County Council requested to address the Committee on Items 8 and 13 on the agenda in accordance with Standing Orders.

**NNJC.29     TERMS OF REFERENCE AND REVISED COMMITTEE MEETING SCHEDULE**

A report was submitted which outlined amendments to the Terms of Reference agreed by sovereign councils for the North Northamptonshire Joint Committee and which sought agreement to a revised schedule of meetings.

Dr David Jones of Healthwatch addressed the Committee, outlining the budget and functions of Healthwatch. He then asked the following question:-

*“What steps are the Joint Committees taking to ensure that the new unitary authorities put respect for diversity and equality of opportunity at the heart of their mission and values so that these principles clearly shape their approaches to developing health and social care services, in partnership with NHS colleagues and others?”*

The Chair responded as follows:-

*“We would like to take this opportunity to highlight that we, the five constituent authorities that make up this Committee, have always integrated our equality and diversity commitments into our day-to-day work, and that approach remains as we move towards two new authorities in the county.*

*The Prospectus for Change document published earlier this year sets out our commitment to establishing a strong vision for equality and improving equality outcomes through a set of agreed principles that include:-*

- *working with our partners to secure the best outcomes for our communities*
- *embracing technological innovation that supports our services and the needs of customers*
- *making decisions informed by robust and focused data, evidence and intelligence*

*We know that working with our partners is the most efficient way of addressing any local inequalities and will help us to create two new authorities that will meet the diverse needs of our staff, residents and businesses, not just in health and social care but in all services.*

*To underpin the commitment made in the prospectus, I would like to propose that, following the establishment of the North Northamptonshire shadow authority, a working party be set up to support delivery of equality and diversity management in the design of services and to help promote areas of good practice.”*

Dr Jones thanked the Committee for its response, welcoming the commitment to partnership working.

**RESOLVED** that;

- (i) the revised schedule of meetings for the North Northamptonshire Joint Committee, as detailed in Appendix 1 of the report, be approved; and
- (ii) the amended Terms of Reference for the North Northamptonshire Joint Committee, as detailed in Appendix 2 of the report; be approved.

*(Councillor Tom Partridge-Underwood joined the meeting at 7.15 pm)*

## **NNJC.30 FUTURE NORTHANTS PROGRAMME UPDATE**

Members received a presentation which gave an update on the Future Northants Programme in relation to the following projects:-

- Programme Set-up and Discovery phase
- Design Phase Approach
- Communications and Engagement

Following the presentation, members noted that the Northamptonshire (Structural Changes) Order 2019 had been laid in Parliament and was expected to become legislation during February 2020.

During discussion, members questioned the timing of member engagement for background work, the formal approval process to be adopted during the next three months and member visits to the engine room.

Members noted that the presentation represented a condensed version of the full document. Key points for member engagement in terms of the straw man were outlined in the wider, more detailed Future Northants programme document. Working groups would be set up for the two joint committees when the straw man had been drawn together and touch points had been factored in for member engagement and full member briefings. Visits to the engine room would also be arranged during this time.

During further discussion, assurances were sought that the final blueprint would not be produced until the Joint Committee had finished its work.

In terms of the formal approval process, reference was made to the Terms of Reference of the Joint Committee. Recommendations to the Shadow Council and its Committees would be submitted for approval once the Shadow Council had been set up in May 2020. The Shadow Council would be the sovereign body going forward from that point. Time for finalising blueprints had been factored into this process.

In accordance with the Structural Changes Order, final decisions on many issues could not be taken until the Shadow Council met. However, normal business could progress until this time and it was not anticipated that the progress of the programme team would be hindered.

The Discovery phase of the Future Northants Programme had recently concluded with all outcomes achieved. Anticipated outcomes through the Design phase, including the financial position, had been set out. From February 2020, these would be monitored against the Future Northants baseline financial position and reported to the Joint Committee.

The Chair thanked officers for the update and presentation.

## **NNJC.31 FUTURE NORTHANTS FINANCIAL UPDATE**

A report was submitted which provided an update on the baseline financial position for the Future Northants Programme and advised of the financial control/reporting processes for the Programme.

Councillor Stanbra of Northamptonshire County Council addressed the Committee, urging caution and pointing out that the County Council was facing a shortfall of £500,000 this financial year and was unlikely to



deliver the savings set out at the beginning of the year. He also asked how the Adults TOM calculation had been made.

In response to Councillor Stanbra's comments, Members noted that the baseline financial position for the Future Northants programme, as set out in the report, represented a baseline against which monitoring could take place. From February 2020, a monitoring report would be produced for the Joint Committee for each meeting.

It was anticipated that, by the end of the current financial year, Northamptonshire County Council would balance its budget and deliver the total savings figure, mitigating any shortfall with substitute savings. Non-recurring savings had been accounted for in the budget for next year. It was stressed that unitary authorities would not inherit any legacy under-achievements in savings from the County Council. There was confidence that the benefits realisation model would be achieved.

During debate on the financial update the following points were made:-

- Confirmation was sought that all Northamptonshire Councils had make provision in their budgets for a further £1.9m contribution from each council
- Proper governance and scrutiny for each council in respect of virement decisions of the Leaders' Oversight Board should be ensured as there could potentially be conflicts of interest
- What would the position of the Leaders' Oversight Board be after establishment of the Shadow Council?
- Caution regarding the Northamptonshire County Council budget position was urged and projected savings in the medium term questioned

In response, Members noted that individual councils' budgets would not be approved until February. However, it had been agreed that each council would include a £1.9m contribution in their proposed budgets. The eight Leaders and eight Chief Executives that constituted the Leaders' Oversight board had all adopted the statement contained within the submitted report giving authority to S151 officers and Leaders to make decisions on the contribution. Therefore, the Board was made up of sixteen people who had all been given statutory authority to make decisions on behalf of their council. This type of collective decision-making was legitimate.

The eight sovereign councils would remain accountable for their activities until 31<sup>st</sup> March 2021 and decisions would still have to be made by sovereign authorities on recommendations from Shadow Councils. The Shadow Council would not have a budget in its own right. Therefore sovereign councils would still have to approve financial decisions.

It was noted that the decision-making process was outlined in the Structural Changes Order. The first review of monitoring against the baseline financial position would be carried out and submitted to the Joint Committee at its meeting to be held on 10<sup>th</sup> February 2020 and would be in the public domain, which would ensure transparency. It had been agreed that scrutiny would be carried out by individual councils. Any virements would be transparent through programme financial reporting to the Joint Committee, with officers instructed by elected members to deliver outcomes.

Discussion was then held on the method of multiplication of savings over a five-year period. It was noted that this figure represented a typical medium-term financial plan, showing anticipated savings each year.

**RESOLVED** that

- (i) the baseline financial position for the level of Future Northants programme investment and benefits estimated to arise from the LGR Programme as shown in Appendix 1 of the report be noted;
- (ii) the financial monitoring process for reporting to the Joint Committee outlined in section 4.1 of the report be noted; and
- (iii) the Future Northants programme delegations for reporting virement between Programme Workstreams and the process for reporting changes to the baseline financial position for investment and benefits outlined in section 4.2 of the report be noted.

**NNJC.32      GOVERNANCE WORKING GROUP REPORT**

A report from the Chair of the Governance Working Group was considered regarding progress made to date on the compilation of a draft Constitution for the North Northamptonshire Shadow Council.

It was planned to submit some parts of the draft Constitution to the next meeting of NNJC for consideration.

Debate ensued on timings of planned meetings for the Shadow Council and its Committees. Members expressed some concern over the planned start time for Executive meetings and the timing of Shadow Council meetings which were scheduled to take place during the afternoon.

Members requested that enough time to read the draft sections of the Constitution be given to Members prior to meetings.

The Chair thanked members of the Working Group for their work.

**RESOLVED** that the progress made by the Governance Working Group be noted and a copy of the draft Shadow Council Constitution (or parts of the Constitution) be submitted to the Joint Committee meeting on 10<sup>th</sup> February 2020.

**NNJC.33 INDEPENDENT REMUNERATION PANEL WORKING GROUP – INTERIM REPORT**

A report from the Chair of the Independent Remuneration Panel Working Group was submitted regarding recommendations made by the Group for the Joint Committee to determine. An update on the work of the group was also given.

In response to a question, it was noted that projected costs of the Panel were based on £600-£700 per day, with a figure included for travel and other expenses incurred by panel members.

During debate, Members urged that Carers' Allowance be taken into account as it would be important to remove as many obstacles as possible to allow elected members to attend meetings.

It was noted that all members of current Independent Remuneration Panels in Northamptonshire had been contacted inviting expressions of interest in sitting on the Panel for the Shadow Council.

**RESOLVED** that:-

(i) the Joint Committee delegate to the lead Monitoring Officer authorisation to contact:-

- Professor Steve Leach
- Ms Sue Watts
- Mr Gerard Dempsey

to confirm their acceptance of a position on the Independent Remuneration Panel for the North Northamptonshire Shadow Council;

(ii) Professor Steve Leach be invited to act as Chair of the Panel;

- (iii) the lead Monitoring Officer liaise with the Panel Members to arrange for the conduct of the review exercise, within the timetable set for the establishment of a Shadow Council;
- (iv) the Panel, at a minimum, be invited to accept representations from the Independent Remuneration Panel Working Group;
- (v) the reasonable costs of Panel Members be met from the Local Government Reorganisation programme, following discussion between the lead Monitoring Officer and the lead Chief Finance Officer; and
- (vi) should a need arise, delegation be given to the lead Monitoring Officer to liaise with Independent Members from other local authorities to fill any vacancy that may arise in Panel membership.

**NNJC.34     STATUTORY OFFICER APPOINTMENTS WORKING GROUP – INTERIM REPORT**

Notes of the Statutory Officer Appointments Working Group were submitted for consideration.

The Chair of the Working Group verbally presented a summary of recommendations at the meeting.

The Chair thanked members of the Working Group for their work.

**RESOLVED** that the notes of the Statutory Officer Appointments Working Group be received.

**NNJC.35     INTERIM STATUTORY OFFICER RECRUITMENT**

A report was submitted which outlined the approach to the recruitment of interim statutory roles for the North Northamptonshire Shadow Unitary Council.

During debate, Members emphasised the need to ensure that the selection process was robust and subject to scrutiny. It was felt that officers should check and verify references. It was noted that the sub-group could carry out shortlisting, but the selection process must be carried out by members of the Shadow Council within fourteen days of it being formed.

**RESOLVED** that the recruitment and selection approach to the Interim appointments of Head of Paid Service, Section 151 Officer and Monitoring Officer be endorsed.

**NNJC.36**      **CONTINUATION BEYOND 8.30 pm**

In accordance with Standing Orders, it was

**RESOLVED** that the meeting continue beyond 8.30 pm, if necessary, in order to conclude the business of the meeting.

**NNJC.37**      **PERMANENT STATUTORY OFFICER RECRUITMENT**

A report was submitted which outlined the proposed approach and timetable in relation to the permanent recruitment of statutory roles for the North Shadow Unitary Council.

Councillor Stanbra of Northamptonshire County Council addressed the meeting in accordance with Standing Orders. He stated that the permanent statutory officer roles were fundamental to the success of the new authorities and the timetable should allow for the Shadow Authority to agree the selection process and possibly carry out technical interviews. The timetable should also allow the new Chief Executive to have involvement in shaping the senior officer team.

In response, Members noted that the structure of the recruitment process would ensure the decision was taken by the Shadow Authority. However, preparatory work would be undertaken first to enable that decision to be made and the ideal situation would be to include the Chief Executive in decisions on senior officer appointments.

Debate was held on likely costs for recruitment agencies and consultants. It was noted that these had been based on estimates, with the likely costs included within the budget.

It was felt that provision for the cost of appointing to some non-statutory roles should also be included, as it was possible that the Shadow Authority may want to continue further with recruitment to other senior leadership roles.

**RESOLVED** that:-

- (i) the key milestones and timescales for permanent recruitment be endorsed;

- (ii) the tendering specification (Appendix 1 of the report) be approved and the tendering process be started in January 2020 and a provider engaged for February 2020;
- (iii) the following next steps be approved:
  - North Northamptonshire Joint Committee agree permanent Statutory Officer job descriptions and remuneration packages
  - the roles be advertised nationally through search agency (*subject to agreement of job descriptions, remuneration packages and Statutory Changes Order being agreed.*)

At the conclusion of the meeting the Chair thanked officers and members for their work.

(The meeting started at 6.30 pm and ended at 8.29 pm)

Signed .....  
Chair

AI-kbc



# FUTURE NORTHANTS

February 2020 Programme Update

# Programme Directors Update

- Programme Status – High Level
- Design Phase Status
- Statutory Roles – Update
- Engagement with Trade Unions
- Communications and Engagement update

Page 16



FUTURE  
NORTHANTS





# Programme Status – High Level

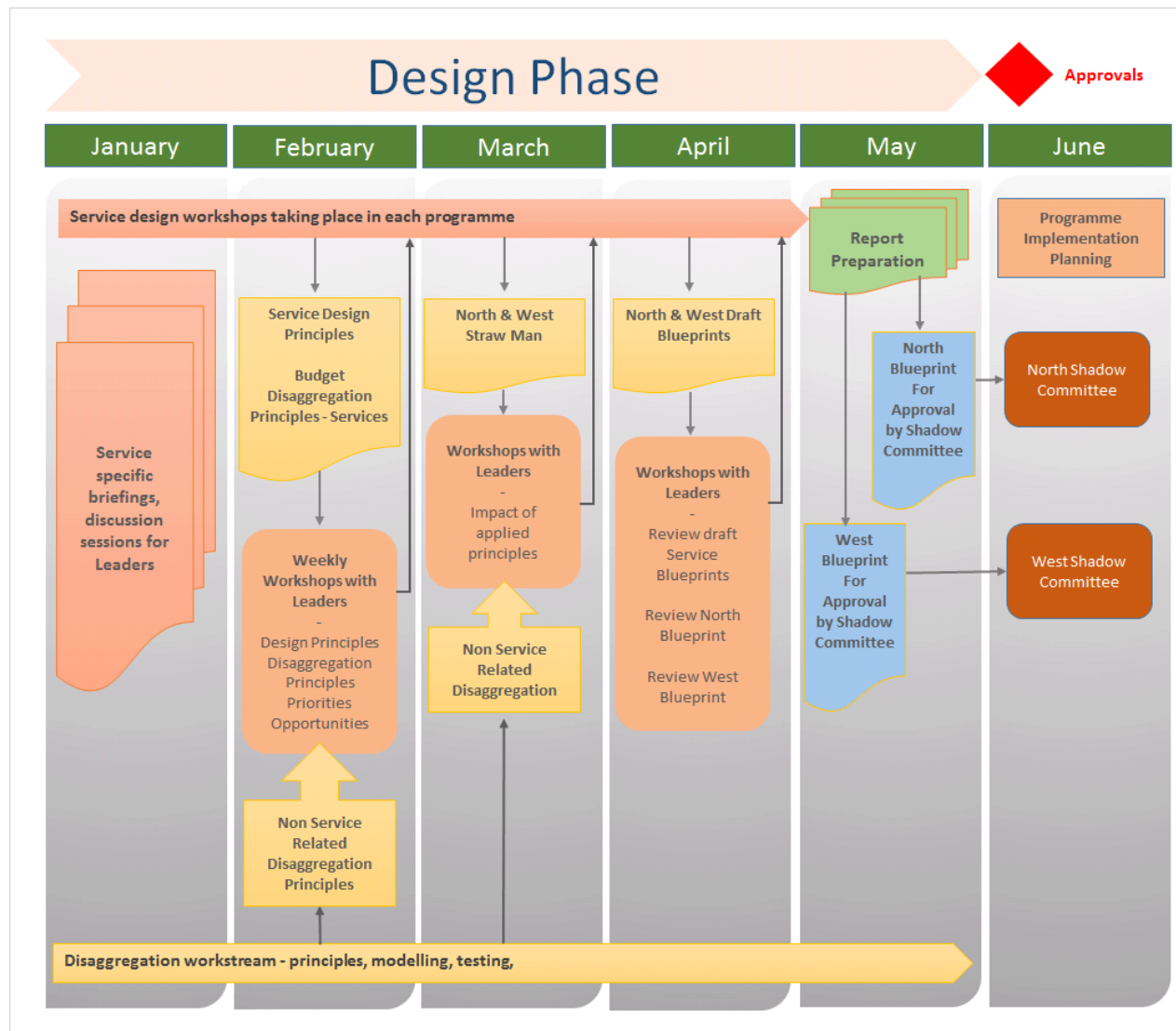
Page 17

<b>Finance</b>	<b>Overall Status</b>	<b>Comments</b>
Programme Running Costs	G	
Benefits Realisation	G	
Disaggregation/Aggregation	G	
Financial Modelling	G	
<b>Day One Preparations</b>	<b>Overall Status</b>	<b>Comments</b>
Scoping activity	A	Further work required to to fully map and display in engine room
<b>May Preparations</b>	<b>Overall Status</b>	<b>Comments</b>
Interim/Perm Stat Recruitment	G	Further work required to to fully map and display in engine room



# Design Phase

- The programme of work to deliver the design phase is staged month by month
- February is the commencement of the design principles phase
- These principles will be applied to the formative design (strawman) for further testing in March
- Preparation of Blueprints will take place in April
- Joint Committee will take recommendation to Shadow Unitary

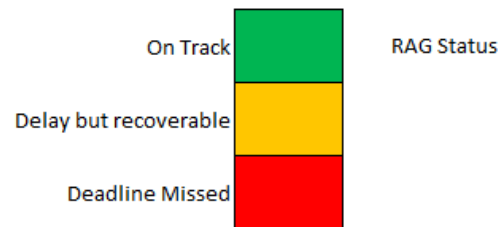


# Design Phase Tracking Status

- December preparation completed
- Monitoring progress on completing the January outputs
- February design workshops underway

Page 19

	2019	2020					
	Dec	Jan	Feb	Mar	Apr	May	Jun
Programme Status Report - Design Phase	Preparation	Service Briefings	Design Workshops	Straw Man	Draft Blue Prints	Reports	Approvals
Adult Social Care							
Children's Social Care and Education							
Growth and Infrastructure and Public estates							
Revs and Bens							
Communities amd Leisure							
Housing							
Corporate Services and Customer and Digital							
Regulatory and Environmental Services							



# Recruitment to Statutory Roles

## **Interim Recruitment - Statutory Roles (Head of Paid Service, Monitoring Officer, s.151 Officer)**

- ✓ NNJC endorsed the interim recruitment and selection approach, 16 January 2020
- ✓ Meetings to be diarised with 'Interim Appointments Task and Finish Working Group' to progress recruitment actions

## **Permanent Recruitment update – Statutory Roles (Head of Paid Service, Monitoring Officer, s.151 Officer, DCS and DASS)**

- ✓ NNJC endorsed the permanent recruitment and selection approach and high level timescale, 16 January 2020
- ✓ Benchmarking of market rates for statutory roles undertaken – to be shared through established governance structure for decision on advertised salary ranges for roles
- ✓ Draft role profiles for statutory roles in development
- ✓ Procurement process for external search agency underway



FUTURE  
NORTHANTS



# Unitary Working With Trade Unions Agreement

- ✓ Design Board agreed Unitary Working with Trade Unions Agreement and 2.5 days facility time to coordinate unitary related trade union activities -16 January 2020
- ✓ Discussions with the trade unions ongoing – additional feedback received from Trade Unions 22 January 2020
- ✓ Diary appointments for both Trade Union Forums being progressed for meetings over the next 10-12 months.

Page 21



# Communications and engagement

## Recent activity

- ✓ All Northamptonshire staff briefings – presentations, Q&As
- ✓ Issued first of regular staff and Cllr newsletters with portfolio and programme updates
- ✓ Engine Room set up and used for several briefings and tours
- ✓ Comms and Engagement leads on all programmes of work
- ✓ External and internal engagement strategies developed (agenda item)



# Communications and engagement

## Coming up

- Branding Audit to commence and planning timelines for branding and requirements for day one.
- SCO progress announcements
- Change Champions Events
- Engine room tours for all elected members
- Elections preparations



# Change Champions

- Two sessions held based on North/West geography
- First meeting of borough and district champions with some county champions attending in the north and in the west.
- Champions asked to share perceptions of the programme and challenges facing staff
- Networking opportunity
- **Excellent turnout with circa 120 colleagues attending**





## NORTH NORTHAMPTONSHIRE

<b>Committee</b>	<b>Joint Committee</b>	Item 7	Page 1 of 4
<b>Report Originator</b>	Audra Statham Programme Team Finance Enabler Chief Finance Officer Daventry District Council	<i>Fwd Plan Ref No:</i> N/A	
<b>Wards Affected</b>	All	10 <sup>th</sup> February 2020	
<b>Title</b>	<b>Future Northants Finance Monitoring Report</b>		

### 1. PURPOSE OF REPORT

To provide a summary of the forecast outturn position for the Future Northants Programme.

### 2. BACKGROUND

- 2.1 At the meeting of the 16<sup>th</sup> January 2020, this committee were presented with a report that set out the Future Northants Programme baseline financial position, as summarised below.

Estimated Total Investment	Forecast Annual Budget Savings
£43.5m	£85.9m

- 2.2 The investment would be funded from Business Rates Retention Pilot monies, contributions from each of the eight councils in Northamptonshire and Northamptonshire County Council transformation budgets.
- 2.3 The investment is anticipated to realise significant benefits for the residents of the North Northamptonshire. The benefits expected to arise will be financial through being more efficient and non-financial through better management of service demand and improvements to service levels.
- 2.4 This report provides an update on the outturn position, compared to the baseline, for the Future Northants Programme.
- 2.5 It should be noted that the investment of £43.5m does not include any update on budget proposals for transformation during 2020/21 from any of the eight authorities. Once the 2020/21 budgets have been finalised the position will be updated and reported back to this committee.

## NORTH NORTHAMPTONSHIRE

<b>Committee</b>	<b>Joint Committee</b>	Item 7	Page 2 of 4
------------------	------------------------	-----------	----------------

### 3. REPORT

3.1 The investment and benefits by workstream are set out in Appendix 2.

3.2 The summary outturn position is shown below:

	Total Budget £'000	Forecast £'000	Variance £'000
<b>Investment Costs</b>			
Programme Team	8,183	6,958	-1,189
Business Rates Retention Pilot	15,050	15,050	0
NCC Transformation	2,952	2,273	-679
Other Programme Costs	17,265	17,265	0
<b>Total Investment</b>	<b>43,450</b>	<b>41,566</b>	<b>-1,868</b>

<b>Benefits</b>			
Business Rates Retention Pilots	36,619	36,619	0
NCC Transformation	41,415	33,898	7,517
LGR	7,900	7,900	0
<b>Total Benefits</b>	<b>85,934</b>	<b>78,417</b>	<b>7,517</b>

3.3 Explanations for variances:

Programme Team (£1,189k favourable variance)

Compared to the baseline position not all posts were filled from the assumed start day in September 2019. Whilst it is currently showing a favourable position, due to these vacancies, it is inevitable that more staff will be needed later on as the level of work has not diminished and will still need completing. It is also certain that when the eventual splits of the North and West workstreams happen that the programme team requirements will need reviewing.

NCC Transformation (£679k favourable variance on investment - £7,517k adverse on Benefits)

It has been widely reported to NCC Cabinet, the latest being 14<sup>th</sup> January 2020, the position on both the investment and savings forecast outturn

## NORTH NORTHAMPTONSHIRE

Committee	<b>Joint Committee</b>	Item 7	Page 3 of 4
-----------	------------------------	-----------	----------------

position producing the above variances. Please see Appendix 1 for an extract from that report explaining the variances in full.

- 3.4 It is important to note that the variance on Benefits of £7,517k has been mitigated with savings and additional income across all services in NCC to produce their current overall projected outturn position of £29k underspend, to be confirmed at February Cabinet. The £7,517K has been robustly challenged and any savings that are not achievable have been built back into the 2020/21 base budget for NCC, with a corresponding host of savings to mitigate that position. The new savings proposals are approximately £23m for 20/21. These proposals are all part of the current budget setting cycle and will be confirmed in February 2020.
- 3.5 The Future Northants Programme have come to the end of the discovery phase and are now entering the design phase. Much of the programme budget is forecast in line with the baseline budget set. As the design phase matures the proposed investment and benefits expected will be robustly challenged, in line with the governance arrangements set out in the North Northants Joint Committee report on 16<sup>th</sup> January 2020. The forecast outturn position will be reported to; the Design Board and Leaders Oversight Board on a monthly basis and each North and West Joint Committee as they are scheduled.
- 3.6 There are no direct policy implications arising from the report.
- 3.7 There are no direct human resource implications arising from the report. However, the Future Northants Programme budget does include monies for staffing to deliver the programme.
- 3.8 Risk management is a core element of the Future Northants programme. Each of the programme portfolios and work streams have risk registers embedded within them in line with established project management methodologies. These risk registers are reviewed at each portfolio board meeting. Risks are also reported by exception to Design Board and Leaders Oversight Board.
- 3.9 There are no direct equality and health implications arising from the report.

#### **4. FINANCIAL IMPLICATIONS**

- 4.1 The report is financial in nature and clearly sets out the financial implications.

#### **5. LEGAL IMPLICATIONS**

- 5.1 There are no direct legal implications arising from the report

## NORTH NORTHAMPTONSHIRE

Committee	<b>Joint Committee</b>	Item 7	Page 4 of 4
-----------	------------------------	-----------	----------------

### 6. CONCLUSION

- 6.1 In line with the governance arrangements agreed the financial outturn position will be reported on a regular basis to the Design Board, Leaders Oversight Board and both North and West Joint Committees.

### 7. RECOMMENDATION

- i) Note the forecast outturn position for the Future Northants Programme.

## Appendix 1 – Extract from Northamptonshire County Council Cabinet Report

**Table Three: Transformation Projects 2019-20**

Transformation Projects 2019-20	Original Estimate 2019/20 £000	Revised Estimate Spend 2019/20 £000	Variance on Spend 2019/20 £000	Comment on Variance	Planned Saving 2019/20 £000	Revised Planned Saving 2019/20 £000	Variance on Planned Savings 2019/20 £000	Comment on Variance
<b>Agency Staff Conversion:</b> Reduce the number of agency staff in social work teams through enabling their transfer into the Council's staffing establishment	293	32	261	There have been four successful conversions in 2019-20 to date. Future uptake is currently expected to be limited at this stage, pending the success of a revised campaign.	-1,624	-77	1,547	Current forecasts are based on the part year effect of the 4 successful conversions that have occurred so far in 2019-20. The full year base budget savings going forwards from this one off investment total £100k. Assumptions have been made that there will be limited further conversions until a revised campaign is developed, at which point assumptions will be reviewed.
<b>Renegotiation of Contract:</b> Appointment of legal advisors who will deliver the renegotiation of the Shaw PFI contract - savings to accrue from 2020-21 onwards	168	168	0		0	0	0	
<b>Local Government Reorganisation:</b> Costs associated with the proposed local government reorganisation in Northamptonshire	950	0	950	This represents the County Council's 2019-20 contribution to the costs of the LGR Programme.	0	0	0	
<b>Estimated voluntary redundancy costs</b> associated with reducing the size of the workforce	1,000	800	200	Revised estimate of final position. Will be revised when final confirmation is received.	-1,460	-664	796	Revised estimate of final position. Final saving is dependent on confirmation of final leave dates.

<b>Annual Cost of the Future Northants Programme, as per Strategy</b>	2,598	2,209	389	Revised estimate based on latest forecast of staffing costs'	0	0	0	
<b>A review of the pricing and delivery of Learning Disability services</b> , changing the way we buy care services for adults with learning disabilities from private providers, to meet the increasing demand in the most cost-effective way. This will ensure we have more certainty of our cost and can consider better ways of providing improved outcomes.	723	723	0		-2,800	-2,800	0	
<b>Committed Cost of the Unitary Programme</b> - the costs associated with the employment of project colleagues, engaged in the set-up of the Future Northants Programme	298	298	0		0	0	0	
<b>Libraries Transformation Programme</b> - delivering provision of a fully comprehensive and efficient service	272	174	98	Reassessment of staff time input to deliver project. Also, capitalisation of IT and decommissioning costs.	-381	-315	66	Due to delayed implementation, an element of the property related savings will not be realised in 2019-20 as expected.
<b>Transformation Roles in Children's service</b> - supplements the transformation resources already in place through the council wide Transformation Programme to provide a coordinated approach and focus touch points within the CFN leadership team that have complete oversight and accountability for driving transformation and savings delivery across the Directorate.	180	60	120	Slippage in anticipated recruitment to posts.	0	0	0	
<b>Single handed project</b> - Reducing the level of resource associated with home care by using specialist equipment and training to reduce existing care or reduce care packages.	260	260	0		-1,000	-1,000	0	
<b>Canary Pilot</b> - Installing monitoring systems to enable long term care package savings.	53	53	0		-400	-436	-36	Current forecast suggests over delivery of target in 2019-20 due to success earlier in the year
<b>Total:</b>	<b>6,795</b>	<b>4,777</b>	<b>2,018</b>		<b>-7,665</b>	<b>-5,292</b>	<b>2,373</b>	

## 9 2019-20 Savings Delivery Performance

- 9.1 The Council has a total savings requirement of £43.4m in 2019-20. Of this, £41.4m is within 2019-20 budget set in February 2019; £1.1m is other savings measures embedded in the brought forward base from 2018-19; and £0.5m in income proposals, as set out in the table below. The deliverability of these proposals is being monitored by each accountable service lead, budget manager and senior officers.
- 9.2 The Transformation Programme is divided into four work streams – Children's, Adults, Place and Corporate. Each work stream has its own Programme Board led by the Senior Responsible Officer, which will meet on a monthly basis throughout the year. The role of the Board is to provide robust governance and assurance by monitoring and managing programme progress, savings, impacts, risks, issues, interdependencies and benefits. This is to ensure that transformation and savings are delivered in line with corporate priorities, agreed savings targets and the Medium Term Financial Plan. Each programme Board will report to the central Transformation Board, chaired by the Chief Executive.
- 9.3 The latest assessment on the deliverability of the £43.4m savings proposals is set out in the Table below, by work stream.

**Table Five: 2019-20 Savings Proposals**

	Target Savings £000	Savings budgeted to be delivered at Period 12 £000	Variance currently forecast at Period 12 <i>Under/(Over) delivery</i> £000
Corporate Services	(1,578)	(1,505)	73
Children First Northamptonshire (CFN)	(10,296)	(4,326)	5,971
Place	(2,645)	(2,795)	(150)
Northamptonshire Adult Social Services (NASS)	(23,284)	(22,952)	332
Cross-cutting Programme	(3,220)	(1,928)	1,292
LGSS	(369)	(369)	0
Public Health & Wellbeing	(23)	(23)	0
<b>Total, 2019-20 savings:</b>	<b>(41,415)</b>	<b>(33,898)</b>	<b>7,517</b>

This page is intentionally left blank



## Future Northants Programme Summary

APPENDIX 2

Programme/Workstream	LGR	Adult	Health & Social Care	Childrens	Education	Public	Growth & Infrastructure	Housing	Revenues & Benefits	Corporate	Customer	Regulatory	Environmental	Total Budget Theresa Grant £000	Actual	Variance
	Programme	Social Care	Integration	Social Care	Services	Estates	George	Norman	Graham	Services	Contact	Services	Services			
SRO	Paul Helsby	Oliver	David Oliver	Liz Elliott	Liz Elliott	George Chandler	George Chandler	Stronach	Soulsby	Richard Ellis	Richard Ellis	Ian Vincent	Ian Vincent			
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000			
<u>Investment Costs</u>																
Programme Team	8,183	0	0	0	0	0	0	0	0	0	0	0	0	8,183	6,994	1,189
Business Rates Retention Pilot	1,350	2,350	0	2,000	0	0	250	0	0	3,450	5,650	0	0	15,050	15,050	0
NCC Transformation	1,275	1,204	0	473	0	0	0	0	0	0	0	0	0	2,952	2,273	679
Other Programme Costs	17,265	0	0	0	0	0	0	0	0	0	0	0	0	17,265	17,265	0
<b>Total Investment</b>	<b>28,073</b>	<b>3,554</b>	<b>0</b>	<b>2,473</b>	<b>0</b>	<b>0</b>	<b>250</b>	<b>0</b>	<b>0</b>	<b>3,450</b>	<b>5,650</b>	<b>0</b>	<b>0</b>	<b>43,450</b>	<b>41,582</b>	<b>1,868</b>
<u>Benefits</u>																
Business Rates Retention Pilots	0	24,459	0	6,100	0	0	60	0	0	3,000	3,000	0	0	36,619	36,619	0
NCC Transformation	3,220	23,284	23	10,296	0	0	2,645	0	0	1,947	0	0	0	41,415	33,898	7,517
LGR	7,900	0	0	0	0	0	0	0	0	0	0	0	0	7,900	7,900	0
<b>Total Benefits</b>	<b>11,120</b>	<b>47,743</b>	<b>23</b>	<b>16,396</b>	<b>0</b>	<b>0</b>	<b>2,705</b>	<b>0</b>	<b>0</b>	<b>4,947</b>	<b>3,000</b>	<b>0</b>	<b>0</b>	<b>85,934</b>	<b>78,417</b>	<b>7,517</b>

# Future Northants Programme Investment

APPENDIX 2

Programme/Workstream	LGR Programme	Adult Social Care	Health & Social Care Integration	Childrens Social Care	Education Services	Public Estates	Growth & Infrastructure	Housing	Revenues & Benefits	Corporate Services	Customer Contact	Regulatory Services	Environmental Services	Total Theresa Grant £000	Actual	Variance
	Paul Helsby £000	David Oliver £000	David Oliver £000	Liz Elliott £000	Liz Elliott £000	George Chandler £000	George Chandler £000	Norman Stronach £000	Graham Soulsby £000	Richard Ellis £000	Richard Ellis £000	Ian Vincent £000	Ian Vincent £000			
<u>Programme Team</u>																
LGR	5,585													5,585	4785	800
NCC	2,598													2,598	2209	389
<b>Total</b>	<b>8,183</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,183</b>	<b>6,994</b>	<b>1,189</b>
<u>Business Rates Retention Pilot</u>																
Rapid response team (BRR36)		1,200												1,200	1200	0
Adults TOM review (BRR09)		400												400	400	0
Adults Review task force team (BRR08)		400												400	400	0
Overnight carers scheme (BRR45)		350												350	350	0
Improving CFNs fostering programme (BRR04)				470										470	470	0
CFN workforce programme (BRR26)				735										735	735	0
CFN practice improvement programme (BRR046)				795										795	795	0
Shared Services redesign & consolidation (BRR20)										3,200				3,200	3,200	0
Customer & Digital Strategy (BRR18)											5,650			5,650	5,650	0
Contracts Review (BRR21)										250				250	250	0
Strategic Infrastructure Plan (BRR10)							250							250	250	0
Unallocated funds	1,350													1,350	1,350	0
	1,350	2,350	0	2,000	0	0	250	0	0	3,450	5,650	0	0	15,050	15,050	0
<u>NCC Transformation</u>																
Social Workers Agency Staff Conversion				293										293	32	261
Renegotiation of Shaw Care PFI Contract		168												168	168	0
Voluntary Redundancy Costs	1,000													1,000	800	200
Review of Pricing & Delivery of Learning Disability Services		723												723	723	0
Committed Cost to Unitary Programme	3													3	3	0
Libraries Transformation Programme	272													272	174	98
Transformation Roles in Childrens Services				180										180	60	120
Single Handed Project (Home Care through Specialist Equipment & Training)		260												260	260	0
Canary Pilot (Monitoring systems for long term care packages)		53												53	53	0
	1,275	1,204	0	473	0	0	0	0	0	0	0	0	0	2,952	2,273	679
<u>Other Programme Costs</u>																
Resource - backfill	2,000													2,000	2,000	0
Legal advice	400													400	400	0
Restructuring costs	7,900													7,900	7,900	0
Shadow statutory appointments	832													832	832	0
Shadow member appointments	360													360	360	0
Recruitment to senior appointments	160													160	160	0
Branding & signage	500													500	500	0
National pay and conditions	750													750	750	0
Programme delivery contingency	3,106													3,106	3,106	0
LGR pre submission costs (May-Aug 2018)	148													148	148	0
LGR pre submission costs (Sept 18 - Aug 19)	1,109													1,109	1,109	0
	17,265	0	0	0	0	0	0	0	0	0	0	0	0	17,265	17,265	0
<b>Total</b>	<b>28,073</b>	<b>3,554</b>	<b>0</b>	<b>2,473</b>	<b>0</b>	<b>0</b>	<b>250</b>	<b>0</b>	<b>0</b>	<b>3,450</b>	<b>5,650</b>	<b>0</b>	<b>0</b>	<b>43,450</b>	<b>41,582</b>	<b>1,868</b>
<u>Memorandum - NCC Transformation (2019/20 budget only, excludes 2018/19)</u>																
- NCC Transformation Team	2,598	0	0	0	0	0	0	0	0	0	0	0	0	2,598	2209	389
- NCC Transformation	1,275	1,204	0	473	0	0	0	0	0	0	0	0	0	2,952	2,273	679
	3,873	1,204	0	473	0	0	0	0	0	0	0	0	0	5,550	4482	1,068

(figures as per NCC Cabinet 14 January 2020)

# Future Northants Programme Benefits

APPENDIX 2

Programme/Workstream	LGR Programme	Adult Social Care	Health & Social Care Integration	Childrens Social Care	Education Services	Public Estates	Growth & Infrastructure	Housing	Revenues & Benefits	Corporate Services	Customer Contact	Regulatory Services	Environmental Services	Total Theresa Grant £000	Actual	Variance
SRO	Paul Helsby £000	David Oliver £000	David Oliver £000	Liz Elliott £000	Liz Elliott £000	George Chandler £000	George Chandler £000	Norman Stronach £000	Graham Soulsby £000	Richard Ellis £000	Richard Ellis £000	Ian Vincent £000	Ian Vincent £000			
<u>Business Rates Retention Pilot</u>																
Rapid response team (BRR36)		8,833												8,833	8,833	0
Adults TOM review (BRR09)		14,000												14,000	14,000	0
Adults Review task force team (BRR08)		1,000												1,000	1,000	0
Overnight carers scheme (BRR45)		626												626	626	0
Improving CFNs fostering programme (BRR04)														2,300	2,300	0
CFN workforce programme (BRR26)														1,400	1,400	0
CFN practice improvement programme (BRR046)														2,400	2,400	0
Shared Services redesign & consolidation (BRR20)										2,500				2,500	2,500	0
Customer & Digital Strategy (BRR18)												3,000		3,000	3,000	0
Contracts Review (BRR21)										500				500	500	0
Strategic Infrastructure Plan (BRR10)								60						60	60	0
	0	24,459	0	6,100	0	0	60	0	0	3,000	3,000	0	0	<b>36,619</b>	<b>36,619</b>	<b>0</b>
<u>NCC Transformation</u>																
Planned Savings 2019/20	1,379	19,084												1,379	949	-430
			23											19,084	18,716	-368
				8,672										23	23	0
							2,645							8,672	4,249	-4,423
														2,645	2,795	150
										1,947				1,947	1,874	-73
<u>Flexible Use of Capital Receipts (FUCR) Savings</u>																
Social Workers Agency Staff Conversion				1,624										1,624	77	-1,547
Voluntary Redundancy Costs	1,460													1,460	664	-796
Review of Pricing & Delivery of Learning Disability Services		2,800												2,800	2,800	0
Libraries Transformation Programme	381													381	315	-66
Single Handed Project (Home Care through Specialist Equipment & Training)		1,000												1,000	1,000	0
Canary Pilot (Monitoring systems for long term care packages)		400												400	436	36
	3,220	23,284	23	10,296	0	0	2,645	0	0	1,947	0	0	0	<b>41,415</b>	<b>33,898</b>	<b>-7,517</b>
<u>LGR Programme</u>																
PwC Aug 2018 Report:																
- FTE	6,600													6,600	6,600	0
- IT	0													0	0	0
- Property	800													800	800	0
- Democratic	500													500	500	0
	7,900	0	0	0	0	0	0	0	0	0	0	0	0	<b>7,900</b>	<b>7,900</b>	<b>0</b>
<b>Total</b>	<b>11,120</b>	<b>47,743</b>	<b>23</b>	<b>16,396</b>	<b>0</b>	<b>0</b>	<b>2,705</b>	<b>0</b>	<b>0</b>	<b>4,947</b>	<b>3,000</b>	<b>0</b>	<b>0</b>	<b>85,934</b>	<b>78,417</b>	<b>-7,517</b>

- Notes:
- LGR Programme savings as identified by PwC in their report dated August 2018 adjusted for IT savings which are included in the Shared Service Redesign and Consolidation (BRR20) and Property savings of £3m included in Customer and Digital Strategy (BRR18).
  - NCC Transformation benefits total £41.4m as per Cabinet report in January 2020
  - NCC Transformation benefits split between flexible Use of Capital Receipts (FUCR) and other benefits.
  - Further NCC Transformation benefits are anticipated when the Budget for 2020/21 is approved in February 2020.

This page is intentionally left blank

<b>Committee</b>	<b>Joint Committee</b>	Item 8	Page 1 of 2
<b>Report Originator</b>	Louise Spolton	<i>Fwd Plan Ref No:</i> N/A	
<b>Wards Affected</b>	ALL	10 <sup>th</sup> February 2020	
<b>Title</b>	<b>Future Northants Engagement Strategies (Internal and External)</b>		

### 1. PURPOSE OF REPORT

To note the internal engagement strategy and external engagement strategy for the Future Northants programme.

### 2. BACKGROUND

These strategies are based on the design principles set out in the Prospectus for Change:

- “We will engage with our communities to help them build their own capacity” (North)
- “We will optimise the use of our partners’ resources and assets to deliver shared outcomes” (North)

A workshop was held in 2019 with leaders of the eight existing authorities to develop these principles and set programme engagement objectives which include ensuring that stakeholders are fully engaged with throughout the entirety of the programme.

While it is acknowledged that the programme will result in two unitary authorities with their own identities and priorities, these strategies represent a shared desire to engage with stakeholders throughout the design, creation and stabilisation of the two new authorities.

### 3. REPORT

These are high level strategies as each of the 13 portfolios, and the projects within those portfolios, will have their own detailed engagement strategies and plans which will identify all engagement opportunities and a suitable approach based on subject matter, defined stakeholders and appropriate methods. A toolkit is being developed to support Senior Responsible Officers and their portfolio teams in identifying these opportunities and defining the best engagement method for stakeholders to take part.

## NORTH NORTHAMPTONSHIRE

Committee	<b>Joint Committee</b>	Item 8	Page 2 of 2
-----------	------------------------	-----------	----------------

#### 4. **FINANCIAL IMPLICATIONS**

The strategies set out the existing engagement tools available to use and which will incur minimal costs. For example, for external engagement we will maximise use of existing community and partner forums and for internal engagement, we will use staff intranets and meetings, the trade union forum and councillor briefings and meetings.

NCC has an online consultation hub which offers the option to purchase a second site on behalf of the programme at a reduced cost of approximately £8,000. This site would be fully branded as Future Northants and would be heavily promoted through our suite of communications channels.

#### 5. **LEGAL IMPLICATIONS**

Where statutory consultation is required, the NCC consultation team will provide support to ensure all obligations are met.

#### 6. **CONCLUSION**

The internal and external engagement strategies set the overall principles for engagement throughout the programme. The Future Northants programme has a number of phases, and the engagement strategies will evolve alongside the programme.

#### 7. **RECOMMENDATION**

That the North Northamptonshire Joint Committee note the internal and external engagement strategies.

#### Appendices:

- A. Internal engagement strategy
- B. External engagement strategy

## **Future Northants Internal Engagement Strategy**

### **1. Purpose**

This strategy is designed to set the overall principles for engagement and consultation with internal stakeholders in the Future Northants programme. For the purposes of this strategy, internal stakeholders are members of staff, councillors and Trade Unions. While it is acknowledged that the programme will result in two unitary authorities with their own identities and priorities, this strategy represents a shared desire to engage with our internal stakeholders throughout the design, creation and stabilisation of the two new authorities.

### **2. Principles underpinning this strategy**

This strategy is being delivered by Northamptonshire's current local authorities, and will be used by the Shadow Authorities as the programme moves through the different phases until the proposed Go Live date of 1 April 2021. The strategy will ensure that consultation and engagement activity is:

- accessible and inclusive
- genuine and honest
- appropriate for the purpose
- compliant with any statutory requirements
- efficient, using existing mechanisms and forums where possible
- used to inform the development of unitary authorities

The strategy covers the spectrum of consultation and engagement from specific and formal consultation to the broader and more varied types of engagement activity.

The Future Northants Programme has a number of phases, and the engagement strategy will evolve alongside the projects as they progress.

### **3. Context**

The Government has proposed the creation of two new unitary councils in Northamptonshire to provide all local government services in the county. This would come into being on 1 April 2021 and Northamptonshire's current eight councils will cease to exist.

The new North Northamptonshire unitary authority will cover the areas of Corby Borough Council, East Northamptonshire Council, Kettering Borough Council and Borough of Wellingborough Council. A new unitary council for West Northamptonshire will cover the areas of Daventry District Council, Northampton Borough Council and South Northamptonshire Council. Services



currently provided by Northamptonshire County Council and the districts and boroughs will be delivered by the two new councils.

The creation of North Northamptonshire Council and West Northamptonshire Council is an opportunity to develop and transform services so they deliver what residents and businesses need, are modern and provide good value for money. Internal engagement is key to transforming services and maintaining support of the programme.

#### **4. Objectives**

The primary objective of this strategy is to ensure that opportunities for consultation and engagement with internal stakeholders are used to enable the effective development of the new unitary authorities. The Future Northants Programme has a number of phases, and this strategy will evolve alongside the projects. The strategy aims to:

- Drive engagement of staff, members and Trade Unions across all partner councils at all stages of establishing the unitary councils.
- Empower staff, members and Trade Unions to be part of the unitary journey to ensure they feel informed, engaged and positive, have the opportunity to feed back, and be involved in shaping the future of the two new organisations.
- Promote involvement and participation opportunities to ensure staff, members and Trade Unions are given the chance to have their say and their voices are heard.

The benefits of achieving these objectives include:

- different professional perspectives that provide a more comprehensive view of staff and resident needs
- better services through shared wider experiences and ideas from subject matter experts
- a wider understanding of the unitary model and the opportunities it can bring for professional development
- greater chance of staff retention through continual collaboration
- support for the programme and its ambitions
- well-informed and engaged staff and members who provide an effective ambassadorial role front-line when dealing with residents.

#### **5. Target audiences**

Everyone who works in the existing Northamptonshire authorities has an interest in the creation of the two new unitary authorities.





The use of a stakeholder matrix will help to identify who is a stakeholder for projects on an individual basis, and the toolkit will help to establish whether there is a need for formal consultation and whether more informal engagement would benefit the project.

The following list is by no means exhaustive or hierarchical and additional stakeholders may be identified as the programme progresses, particularly in terms of segmentation within the larger stakeholder groups:

- Staff
- Trade Union members
- District, borough and county council members

## **6. Channels**

A range of channels across partner councils and the programme will be used to engage with the internal stakeholders throughout the programme:

- Intranets
- Internal newsletters
- Core brief/team briefs
- Email/ emailed bulletins (staff and members)
- Video
- Staff meetings
- Trade Union meetings
- Council meetings
- Programme engagement workshops – leaders
- Programme briefings for members
- Change Champions network

## **7. Resources**

### **Staff**

Change Managers focus on the people change required to successfully deliver the programme. Each portfolio is allocated a Change Manager in order to understand and tailor the approach to change, based on the requirements of the employees of each authority impacted by the portfolio.



Change Managers retain a helicopter view of their portfolio and drive employee engagement in order to share information and collect feedback to inform the programme approach and future communication required.

By driving active engagement with employees, their aim is to enable faster adoption, higher utilisation and proficiency to use the changes implemented.

One of the key resources supporting this activity is the change champion network. Led by change managers, change champions have volunteered to adopt the role in addition to their substantive post. Change Champions are advocates of the programme and support two way communication between the wider workforce and the programme. Via regular engagement with the change managers, change champions are provided with programme updates prior to wider dissemination and support their teams and colleagues to receive and understand the information we share. The network provides a vital 'temperature check' across the business about how our employees are feeling, any myths/rumours and insight into any potential gaps in communication.

Change Managers work intrinsically with their communication lead to review the stakeholder maps at each stage of the programme, ensure an appropriate approach/channels are used to deliver key messages and link comms leads to project managers for communication support as required.

A proportion of the Change Manager role provides coaching to all levels of managers and supervisors as they help their colleagues through change. This includes senior leaders and execs in helping them fulfil the role of change sponsor.

## **Trade Unions**

Engagement and consultation with Trade Union members will be carried out as per the working group agreement [INSERT LINK TO FINAL DOCUMENT](#)

This document provides a transparent mechanism for the Future Northants team and the eight employers to meaningfully engage trade unions in the work the employers are undertaking in preparation for the two new authorities in Northamptonshire.

## **Members**



Leaders of all eight authorities are primarily engaged with via the Leaders Oversight Board and programme workshops, which are hosted by programme officers.

All other members are engaged in the programme via their own council's respective Local Government reform committees/ working groups alongside the regular updates from the communication leads. Briefings for members of all Northamptonshire councils on progress with the programme will be held at appropriate times. These sessions will be opportunities to ask questions of the programme team and the Senior Responsible Officers.

## **8. Governance**

Staff consultation and engagement activity within each programme area will be planned and agreed by the Change Manager and Communications Lead and signed off by the Senior Responsible Officer (SRO). Planned activity will be managed and monitored by the Change Managers and the Future Northants Communications and Engagement Lead.

Trade Union consultation and engagement will be governed as per the working group agreement with activity and results being fed back to the Comms and Engagement lead.

Engagement with members will be monitored by leaders and chief executives with feedback being provided via the Design Board and Leaders Oversight Board meetings.

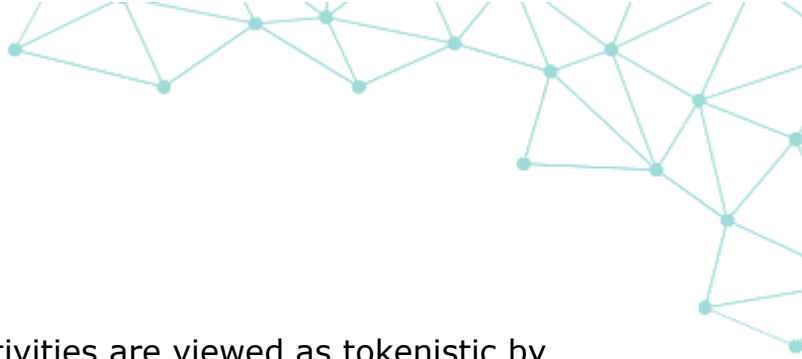
## **9. Risks**

The following risks should be considered as part of the consultation and engagement approach of the programme, and ultimately the two unitary authorities. These may also change over time and may need to be reviewed.

- Too much divergence in the approach to consultation and engagement leads to feelings of dissatisfaction and inequality between the stakeholders of the North and West authorities
- The scope of the programme and the scarcity of consultation and engagement resources amongst existing staff means that requirements around consultation and engagement are not met. Furthermore, that statutory consultation is not carried out which raises the risk of legal challenge
- The desire to adopt an individual consultation and engagement approach for each unitary authority could result in duplication and increased costs



## FUTURE NORTHANTS



- Consultation and engagement activities are viewed as tokenistic by stakeholders which in turn could lead to lack of engagement and dissatisfaction with the Future Northants programme.
- Inadequate staff engagement leading to difficulties with recruitment and retention, resulting in potential deterioration of services
- Inadequate engagement with members leading to lack of understanding or confusion about the work of the programme
- Significant and unexpected change in government or parliamentary process delays progress

## Future Northants External Engagement Strategy

### 1. Purpose

This strategy is designed to set the overall principles for engagement and consultation with external stakeholders in the Future Northants programme. While it is acknowledged that the programme will result in two unitary authorities with their own identities and priorities, this strategy represents a shared desire to engage with stakeholders to ensure that the new local government landscape in Northamptonshire meets the needs of residents, service users and partners.

For the purposes of this strategy, staff, councillors and trade unions are considered internal stakeholders.

### 2. Context

The Government is proposing to create two new unitary councils in Northamptonshire to provide all local government services in the county. This would come into being on 1 April 2021 and Northamptonshire's current eight councils will cease to exist.

The new North Northamptonshire unitary authority will cover the areas of Corby Borough Council, East Northamptonshire Council, Kettering Borough Council and Borough of Wellingborough Council. A new unitary council for West Northamptonshire will cover the areas of Daventry District Council, Northampton Borough Council and South Northamptonshire Council. Services currently provided by Northamptonshire County Council and the districts and boroughs will be delivered by the two new councils.

The creation of North Northamptonshire Council and West Northamptonshire Council is an opportunity to develop and transform services so they deliver what residents and businesses need, are modern and provide good value for money. The ongoing process of engagement will play an important role in achieving this.

### 3. Principles

This strategy will be delivered by Northamptonshire's current local authorities, and will be used by the Shadow Authorities as the programme moves through the different phases until the proposed Go Live date for the two unitary authorities of 1 April 2021. The strategy will ensure that engagement activity is:

- accessible and inclusive
- genuine and honest
- appropriate for the purpose
- compliant with any statutory requirements

- efficient, using existing mechanisms and forums where possible
- used to inform the development of unitary authorities, and that how this happens is fed back to stakeholders.

The strategy covers the spectrum of consultation and engagement from specific and formal consultation to the broader and more varied types of engagement activity.

#### **4. Objectives**

The primary objective of this Strategy is to ensure that opportunities for engaging external stakeholders (partners, service users and the wider public) are used to support the development of the new unitary authorities.

Engagement and consultation can help develop more robust commissioning plans for the new unitary authorities by:

- Considering and involving different perspectives to gain a more comprehensive view of what is needed
- Helping to prioritise and plan better services through wider experiences
- Fostering innovation as ideas for better services can come from all areas of our community
- Raising awareness and creating wider understanding of the role of the new unitary authorities and the commissioning process.
- Informing people of how the change to unitary will, or will not, affect the services they receive

The Future Northants Programme has a number of phases, and the engagement strategy will evolve alongside the projects as they progress.

#### **5. Resources**

Each of the eight authorities undertakes consultation and engagement activity to some extent, although this is often done as part of another role, e.g. consulting on planning matters by Planning staff, engagement alongside communications activity by Communications staff. Only NCC has a Consultation Team consisting of 2.5 FTE. There are no dedicated consultation resources within the Future Northants Programme Team.

The majority of consultation and engagement activity will therefore need to be sought externally and will have cost implications. Each portfolio will need to scope out the level of consultation and engagement required for their projects to create a programme engagement plan which will then be costed.

Costs of practical tools e.g. consultation software personalised to the two unitary authorities, the hire of venues, provision of refreshments, reimbursements for participants will also need to be considered, although every effort will be made to use existing resources.

A toolkit to support consultation and engagement activity will be produced to accompany this strategy. Advice and guidance on statutory requirements can be provided from existing specialist resource, alongside the planning of engagement activity.

## 6. Governance

External consultation and engagement activity within each programme area will be planned and agreed by the Programme Manager and Communications Lead and signed off by the Senior Responsible Officer (SRO). Planned activity will be fed in to an overarching Consultation and Engagement Planner for the Programme, which will be managed and monitored by the Future Northants Communications and Engagement Lead.

## 7. Stakeholders

Everyone who lives and/or works in Northamptonshire has an interest in the creation of the two new unitary authorities.

Common top-line external stakeholders across the Future Northants programme are:

1. **MPs, Whitehall and Westminster**
2. **Public service delivery partners** (NHS, Police and so on)
3. **Town and Parish Councils** (recognised separately from other partners, due to their strategic importance)
4. **The voluntary and community sector**
5. **General public** (of whom specific service users are an important subset)
6. **The business sector** (businesses, LEAs, local chambers of commerce, Federation of Small Businesses, BIDs, Oxford/Cambridge corridor organisations)
7. **Other partner organisations** (including neighbouring authorities).
8. **Suppliers & contractors**

The following matrix plots the above stakeholders (identifiable by list number) considering the following key factors:

- **Influence** – are they powerful or influential either directly in their decision making ability or in how loud, well-placed or authoritative their voice is?
- **Interest/informed** – how interested is that stakeholder at the moment in this process?

### External stakeholders' matrix



Each programme will adopt a similar approach to identify and plot its own set of stakeholders with specific interest in the projects that are being developed and delivered in that area. This will be used to determine the level of engagement required with each audience.

## 8. Risks

The following risks should be considered as part of the consultation and engagement approach of the programme, and ultimately the two unitary authorities. These may also change over time and may need to be reviewed.

- Too much divergence in the approach to consultation and engagement leads to feelings of dissatisfaction and inequality between the stakeholders of the North and West authorities
- The scope of the programme and the scarcity of consultation and engagement resources amongst existing staff means that requirements around consultation and engagement are not met. Furthermore, that statutory consultation is not carried out which raises the risk of legal challenge



- The desire to adopt an individual consultation and engagement approach for each unitary authority could result in duplication and increased costs
- Consultation and engagement activities are viewed as tokenistic by stakeholders which in turn could lead to lack of engagement and dissatisfaction with the Future Northants programme.

## 9. Consultation and engagement channels

Full use will be made of existing channels available to the eight authorities, alongside others as required, depending on resource and cost.

Existing external engagement channels include:

- **Online consultations** (e.g. surveys via council websites, online consultation hubs)
- **Residents' Panels**
- **Focus groups**
- **Public meetings and drop-in events**
- **Town and parish council and community forums**
- **Informal online participation** (such as feedback and comments via existing social media channels)
- **All channels identified in the Communications Strategy** – engagement and communications complement each other closely and more informal engagement can dovetail with communications messages issued via channels ranging from social media and press updates to residents' magazines and community publications.

## 10. Review and evaluation

Future actions for implementing this strategy will include reviewing and evaluating the effectiveness of the councils' existing channels and resources for external engagement and exploring opportunities to share and improve these ahead of the new unitary authorities. Examples might include aggregating/disaggregating existing people's panels and focus groups to tailor them towards the two new unitary authorities, reviewing and consolidating online consultation software etc.

Engagement activity will be evaluated and reviewed on a rolling basis by each programme team to identify any opportunities for improvement.

This page is intentionally left blank

<b>Committee</b>	<b>Joint Committee</b>	Item 9	Page 1 of 3
<b>Report Originator</b>	Councillor Jonathan Ekins Paul Goult	<i>Fwd Plan Ref No:</i> N/A	
<b>Wards Affected</b>	ALL	10 <sup>th</sup> February 2020	
<b>Title</b>	<b>Governance Working Group – Interim Report</b>		

**1. PURPOSE OF REPORT**

For Members to receive an interim report from the Chair of the Governance Working Group regarding progress made to date on the compilation of a draft Constitution for the North Northamptonshire Shadow Council.

**2. BACKGROUND**

The North Northamptonshire Joint Committee agreed at its meeting on 24<sup>th</sup> June 2019 to establish a working group to draw-up a draft Constitution for adoption by the Shadow Council. Any draft Constitution would need to be referred by the Joint Committee for consideration by the Shadow Council at its inaugural meeting (likely to be May 2020).

Councillor Jonathan Ekins (NCC) was appointed Chair of the Working Group. The other members of the Group include – Cllr Bob Eyles (CBC), Cllr Andy Mercer (ENC), Cllr Lloyd Bunday (KBC) & Cllr Barry Graves (BCW). The Group is supported by officers from CBC, NCC, ENC & BCW.

The Group has met in Wellingborough on 8<sup>th</sup> August 2019, 3<sup>rd</sup> September 2019, 26<sup>th</sup> September 2019 & 24<sup>th</sup> October 2019. The Group is next due to meet on 13<sup>th</sup> February 2020.

**3. REPORT**

The Group have been working to a Scoping Report agreed at its inaugural meeting, and previously reported to the Joint Committee.

The Group noted that a large part of the draft Constitution’s text would be dictated by law and statutory guidance, therefore it was keen to concentrate on “exceptions”, those areas of the Constitution where there could be “local choice”.

These “local choice” items included –

- Committee Structure
- Overview & Scrutiny Arrangements
- Public Participation and Access to Information

## NORTH NORTHAMPTONSHIRE

Committee	<b>Joint Committee</b>	Item 9	Page 2 of 3
-----------	------------------------	-----------	----------------

- Member Officer Protocol
- Code of Conduct for Members
- Standing Orders – Rules of Procedure
- Financial Procedure Rules

It was noted by the Group that the section relating to Member Allowances was being considered by a separate body, but would eventually need to be included in the Shadow Council's Constitution.

### **Discussions on “local choice” issues**

At the previous meeting of the North Northamptonshire Joint Committee, Members received an update of the discussion undertaken by the Working Group. Due to the unscheduled General Election progress on the draft Constitution has been delayed, but work is underway to achieve the necessary deadline.

Attached as appendices to this report are draft documents covering two important areas of the Constitution:-

- Access to Information
- Meeting Procedure Rules

### Further work to be undertaken

The Group will consider the following areas at its next meeting:-

- Articles of the Constitution
- Code of Conduct for Members
- Member Officer Protocol

The Group intend to meet to finalise the draft document, prior to its circulation to the Joint Committee membership.

#### **4. FINANCIAL IMPLICATIONS**

There are currently no direct additional costs related to the work of the Working Group. Officer support will continue to be drawn from partner authorities.

#### **5. LEGAL IMPLICATIONS**

The Working Group is tasked with compiling a draft Constitution for the Shadow Council, incorporating all relevant laws and statutes. The Northamptonshire (Structural Changes) Order 2019 currently being considered by Parliament

## NORTH NORTHAMPTONSHIRE

Committee	<b>Joint Committee</b>	Item 9	Page 3 of 3
-----------	------------------------	-----------	----------------

tasks the inaugural Shadow Full Council meeting with adopting a Constitution, to include executive governance arrangements.

### 6. **CONCLUSION**

The Working Group has made progress in identifying the key issues of “local choice” and commencing consideration of those items. Officers have been requested to draft documentation, based upon preferences expressed at the Working Group.

The final consultation and sign-off on the draft Constitution will need to be made by the Joint Committee, prior to its submission to the inaugural meeting of the Shadow Full Council.

### 7. **RECOMMENDATION**

- i) **Approve the appendices for inclusion in the draft Constitution; and**
- ii) **Note the progress made by the Governance Working Group and agree to receive a further update on the draft Shadow Council Constitution at the Joint Committee meeting on 5th March 2020.**

#### Appendices

Access to Information  
Standing Orders - Rules of Procedure

This page is intentionally left blank

## APPENDIX A – Part 4 Access to Information Procedure Rules

### **A Access to Information Procedure Rules**

#### **1 General**

- 1.1 These rules apply to all meetings of the Shadow Council, its Committees and Sub-Committees and to public meetings of the Shadow Executive Committee.
- 1.2 In these Rules the word “meeting” means a meeting or meetings of any of these bodies unless specified otherwise.
- 1.3 These rules do not affect any other specific rights to information contained elsewhere in this Constitution or the law.
- 1.4 Members of the public may attend all public meetings subject to the exceptions contained in these Rules.
- 1.5 Members of the press and public are also entitled to film, audio record and report on meetings of the Shadow Council, Committees and Shadow Executive Committee, except in circumstances where the public have been excluded as permitted by law. Any such filming, audio recording or reporting shall be in accordance with any guidelines published by the Shadow Council on its website or made available at the meeting.

#### **2 Notice of Meetings**

- 2.1 The Shadow Council will give, wherever possible, at least five clear working days’ notice of any such meeting by publicising, including by electronic means, relevant details.
- 2.2 A copy of the official notice will also be published on the Shadow Council’s website.

#### **3 Agenda and Supporting Papers – Rights of Access**

- 3.1 Copies of the Agenda and supporting papers will be made available on the Shadow Council’s website, for inspection by the public at least five clear working days before the meeting. Where an item is added to an Agenda at a later date, a supplementary agenda will be made available, with any supporting papers, to the public as soon as possible.
- 3.2 The Shadow Council will supply on request copies of any agenda and reports which are open to public inspection, and if the Monitoring Officer thinks fit, copies of any further documents supplied to Shadow Councillors relating to that item.
- 3.3 The Shadow Council may require any person to make a payment in advance covering postage and actual costs incurred connected to the supply of the papers in Rule 3.2 above.

## **APPENDIX A – Part 4 Access to Information Procedure Rules**

### **4 Access to Decision Records, Minutes, Agenda and Supporting Papers after a meeting**

4.1 The Shadow Council will make electronically available, for a period of six years from the date of the meeting:

- (a) the minutes of the meeting where, unless these rules or the Constitution minutes are required to be made, excluding any part of the minutes relating to the conduct of business when the public were not present or where exempt or confidential information would be disclosed;
- (b) the records of decisions taken, together with reasons by the Shadow Executive Committee, excluding any part of the record relating to the conduct of business when the public were not present or where exempt or confidential information would be disclosed;
- (c) where information relating to a decision is considered in private, a summary of the proceedings to provide a reasonably fair and coherent record will be provided excluding any information which is of a confidential or exempt nature; and
- (d) the agenda and supporting papers covering items which were considered when the public were entitled to be present.

### **5 Background Documents**

5.1 The Officer, in whose name an item is to be submitted for decision, will set out in the agenda a list of the background documents which in his/her opinion:

- (a) relates to the subject matter of the item in question;
- (b) discloses any facts or matters on which the agenda item or an important part of it has been based; and
- (c) has been relied upon to a material extent in preparing the agenda item.

5.2 The Officer, in whose name an item is to be submitted for decision, will set out in the agenda a list of background documents which in his/her opinion:

- (a) relates to the subject matter of the item in question;
- (b) discloses any facts or matters on which the agenda item or an important part of it has been based; and
- (c) has been relied upon to a material extent in preparing the agenda item.

5.3 Background documents which have been made available for public inspection will continue to be available for a period of four years from the date the decision is made.



## **APPENDIX A – Part 4 Access to Information Procedure Rules**

### **6 Definition of Confidential and Exempt Information**

- 6.1 For the purposes of these Rules the definitions of confidential and exempt information are set out below.
- 6.2 Confidential information means information supplied or given to the Shadow Council by a Government Department on terms which forbid its disclosure to the public or is information which cannot be disclosed to the public by Order of the Courts.
- 6.3 Exempt information is information falling within any of the categories set out in Appendix 1 subject to the conditions noted in that Appendix.

### **7 Exclusion of the Public from Meetings**

#### Confidential Information – Requirement to Exclude

- 7.1 The public will be excluded from meetings whenever it is likely, in view of the nature of the business to be transacted or the proceedings, that confidential information, as described in Rule 6.2 above will be disclosed.

#### Exempt Information – Discretion to Exclude

- 7.2 In the case of exempt information, the public may be excluded from a meeting where Rule 6.3 and Appendix 1 applies.

### **8 No public right of access to agenda papers**

- 8.1 The Monitoring Officer, where he/she considers it necessary, may refuse access by the public to any agenda or supporting papers which in his/her opinion relate to items during which, in accordance with Rule 7 above, the meeting is not to be open to the public. Any such papers will be clearly marked “Not for Publication” and will contain the category of information to be disclosed as set out in Appendix 1 to these Rules. Similar provisions apply to the disclosures of documents related to decisions of the Shadow Council, including the Shadow Executive Committee.

### **9 The Shadow Executive Committee: Application of these Rules**

- 9.1 Rules 10 to 20 will apply to the Shadow Executive Committee and any Committees or Sub-Committees which it may establish from time to time.
- 9.2 Where the Shadow Executive Committee, including a Committee or Sub-Committee of the Shadow Executive Committee meet to discuss a Key Decision, with an officer or officers present, within 28 days of the date according to the Forward Plan by which it is to be decided, then the Shadow Executive Committee must comply with Rules 1 to 8 above unless Rule 12 (general exception) or 13 (special urgency) apply. This requirement does not apply where the sole purpose of the meeting is for officers to brief Shadow Councillors.

## **APPENDIX A – Part 4 Access to Information Procedure Rules**

### **10 Procedure before taking a Key Decision**

- 10.1 Subject to Rules 12 or 13, a Key Decision cannot be taken unless:
- (a) a notice (“the Forward Plan”) has been published in connection with the matter in question and made available to the public at the main office of the Shadow Council;
  - (b) at least 28 clear calendar days have elapsed since publication of the Forward Plan;
  - (c) where the decision is to be taken at a meeting of the Shadow Executive Committee, including a Committee or Sub-Committee of the Shadow Executive Committee, public notice of the meeting has been given under Rule 2 above.

### **11 The Forward Plan**

- 11.1 The Forward Plan will be prepared on behalf of the Leader on a monthly basis to cover a four-month period beginning with the first day of any month. The Forward Plan will be rolled forward and published each month to cover the four-month period beginning again with the new date of publication. There will be instances where it is impracticable to include an item in the Forward Plan. In this case Rule 12 or 13 below will apply.
- 11.2 The Forward Plan will contain such matters considered to be Key Decisions to be taken during the period covered by the Forward Plan.
- 11.3 The Forward Plan will describe in respect of each matter the following particulars:
- (a) the matter relating to the decision to be made;
  - (b) the name and title of the decision taker if an individual, or the name and details of the membership where the decision taker is a body;
  - (c) the date on which, or the period within which, the decision will be taken;
  - (d) the identity of the principal groups whom the decision taker proposes to consult before taking the decision;
  - (e) the means by which any such consultation is proposed to be undertaken;
  - (f) the steps any person might take to make representations to the Shadow Executive Committee or decision taker about the matter before the decision is made, and the date by which those steps must be taken.
  - (g) a list of the documents to be submitted to the decision taker for consideration in relation to the matter;

## **APPENDIX A – Part 4 Access to Information Procedure Rules**

- (h) the address from which, subject to any prohibition or restriction on their disclosure, copies of, or extracts from, any document listed in the forward plan is available;
- (i) that other documents relevant to the matter may be submitted to the decision taker; and
- (j) the procedure for requesting details of those documents (if any) as they become available.

11.4 Where in relation to any matter where the public may be excluded from a public meeting under Rule 7, or documents relating to the decision need not be disclosed to the public, the Forward Plan must contain the particulars of the matter, but may not contain any confidential information, exempt information or particulars of the advice of a political adviser or assistant.

### **12 General exception for Key Decisions**

12.1 If a matter which is likely to be a Key Decision has not been included in the Forward Plan then, subject to Rule 13, the decision may still be taken if:

- (a) the decision has to be taken by such a date that it is impracticable to defer the decision until it can be included in the next Forward Plan and until the start of the first month to which the next Forward Plan relates;
- (b) the Monitoring Officer has informed the Chairman of the Overview and Scrutiny Committee, or if there is no such person, each member of the Committee in writing, by notice, of the matter to which the decision is to be made;
- (c) the Monitoring Officer has made copies of that notice available to the public at the main office of the Shadow Council; and
- (d) at least five clear working days have elapsed since the Monitoring Officer complied with his/her obligations under this paragraph.

12.2 Where such a decision is taken by the Shadow Executive Committee, it must be taken in public subject to any requirements relating to the disclosure of confidential or exempt information and the exclusion of the public.

### **13 Special urgency for Key Decisions**

13.1 If by virtue of the date by which a Key Decision must be taken, the requirements of Rule 12 above cannot be followed, then the decision can only be taken if the decision maker (if an individual) or the Chairman of the body taking the decision, obtains the agreement of the Chairman of the Overview and Scrutiny Committee that the taking of the decision cannot be reasonably deferred. If there is no Chairman of the Overview and Scrutiny Committee or if he/she is unable to act, then the agreement of the Chairman of the Shadow Council, or in his/her absence the Vice Chairman will suffice.

## **APPENDIX A – Part 4 Access to Information Procedure Rules**

- 13.2 In addition to the requirement for the Chairman to agree to the matter being dealt with as urgent business, the Chairman of the Overview and Scrutiny Committee will be consulted, and may comment, on the subject matter of the decision itself.

### **14 Report to Shadow Council**

- 14.1 If the Overview and Scrutiny Committee is of the opinion that a Key Decision has been taken which was not:

- (a) included in the Forward Plan; or
- (b) the subject of the general exception procedure under Rule 12 above; or
- (c) the subject of an agreement with the Overview and Scrutiny Committee Chairman, or the Chairman/Vice Chairman of the Shadow Council under Rule 13 above:

The Committee may require the Shadow Executive Committee to submit a report to the Shadow Council within such reasonable time as the Committee specifies.

- 14.2 In response to any requirement under Rule 14.1 above, the Shadow Executive Committee will prepare a report for submission to the next available meeting of the Shadow Council. However, if the next meeting of the Shadow Council is within 7 clear working days of the resolution of the Committee, then the report may be submitted to the subsequent meeting. The report to the Shadow Council will set out particulars of the decision, the individual or body taking the decision, and if the Shadow Executive Committee is of the opinion that it was not a Key Decision, the reasons for that opinion.

### **15 Record of decisions of the Shadow Executive Committee**

- 15.1 After any meeting of the Shadow Executive Committee or any of its Committees or Sub-Committees, whether held in public or private, the Monitoring Officer or their nominee, or where no officer was present, the person presiding at the meeting, will normally produce as soon as practicable an electronic record of every decision taken at that meeting. The record will include:

- (a) a record of the decision including the date it was made;
- (b) a record of the reasons for the decision;
- (c) details of any alternative options considered and rejected by the decision taker;
- (d) a record of any conflict of interest relating to the matter decided which is declared by any member of the decision taker; and
- (e) in respect of any declared conflict of interest, a note of any dispensation granted by the Monitoring Officer.

## **APPENDIX A – Part 4 Access to Information Procedure Rules**

### **16 Meeting of the Shadow Executive Committee in private**

- 16.1 Where a meeting of the Shadow Executive Committee, including a Committee or Sub-Committee of the Shadow Executive Committee, is to be held in private under these Rules, at least 28 clear days before the meeting, the Shadow Executive Committee shall make available at the main office of the Shadow Council a notice of its intention to hold a meeting in private giving reasons as to why the meeting is to be held in private.
- 16.2 At least five clear working days before the meeting, the Shadow Executive Committee must make available at the main office of the Shadow Council a further notice of its intention to hold a meeting in private containing: the reasons as to why the meeting is to be held in private; details any representation received by the Shadow Executive Committee about why the meeting should be open to the public; and a statement of the Shadow Executive Committee's response to any such representations.
- 16.3 Copies of the notices required by Rules 17.1 and 17.3 shall be sent to the Chairman of the Overview and Scrutiny Committee.
- 16.4 Where the date by which a private meeting must be held makes compliance with Rules 17.1 and 17.2 impracticable, the meeting may only be held in private where the Shadow Executive Committee has obtained agreement from:
- (a) the Chairman of the Overview and Scrutiny Committee; or
  - (b) if there is no such person, or if the Chairman of the Overview and Scrutiny Committee is unable to act, the Chairman of the Shadow Council; or
  - (c) where there is no Chairman of either the Overview and Scrutiny Committee or of the Shadow Council able to act, the Vice-Chairman of the Shadow Council.

### **17 Attendance at private meetings of the Shadow Executive Committee**

- 17.1 Any Member of the Shadow Executive Committee may attend a private meeting of a Committee or Sub-Committee of the Shadow Executive Committee whether or not they are members of that body unless the body determines otherwise.
- 17.2 Any Shadow Executive Committee member who is not a member of such a Committee or Sub-Committee shall be entitled to speak with the consent of the person presiding but not to vote.

### **18 Officer attendance at Shadow Executive Committee Meetings**

- 18.1 The Head of Paid Service, the Chief Finance Officer and the Monitoring Officer, or their nominees, are entitled to attend any meeting of the Shadow Executive Committee. The Shadow Executive Committee cannot meet unless the Monitoring Officer has been given reasonable notice that a meeting is to take

## **APPENDIX A – Part 4 Access to Information Procedure Rules**

place. This provision also applies to Committees and Sub-Committees of the Shadow Executive Committee.

- 18.2 A private meeting of the Shadow Executive Committee, including a Committee or Sub-Committee of the Shadow Executive Committee, may only take place in the presence of the Monitoring Officer or his/her nominee, who shall have responsibility for recording and publicising any decisions.

### **19 Decisions by Members of the Shadow Executive Committee**

- 19.1 Where an individual member of the Shadow Executive Committee receives a report, which he/she intends to take into account in making any Key Decision for which they have delegated authority, then he/she will not make the decision until at least five clear working days after receipt of that report.

- 19.2 On giving of such a report to a member of the Shadow Executive Committee, the person who prepared the report will give a copy of it to the Chair of the Overview and Scrutiny Committee as soon as reasonably practicable, and make it publicly available at the same time.

- 19.3 As soon as reasonably practicable after an executive decision has been taken by a delegated member of the Shadow Executive Committee, a written record of the decision must be produced which must include the following:

- (a) a record of the decision including the date it was made;
- (b) a record of the reasons for the decision;
- (c) details of any alternative options considered and rejected by the Member;
- (d) a record of any conflict of interest relating to the matter decided which is declared by any Member of the Shadow Executive Committee who is consulted by the Member which relates to the decision; and
- (e) the provisions of Rules 4 and 5 will also apply to the making of decisions by Executive Committee Members.

### **20 Record of Executive and non-Executive decisions taken by Officers**

- 20.1 As soon as reasonably practicable after an officer has made a decision which is an Executive decision (i.e. the responsibility of the Shadow Executive Committee) a written statement will be prepared including:

- (a) a record of the decision including the date it was made;
- (b) a record of the reasons for the decision;
- (c) details of any alternative options considered and rejected by the officer when making the decision;
- (d) a record of any conflict of interest declared by any Executive Member who is consulted by the officer which relates to the decision; and

## APPENDIX A – Part 4 Access to Information Procedure Rules

- (e) in respect of any declared conflict of interest, a note of dispensation granted by the Monitoring Officer.
- 20.2 Any record prepared in accordance with Rule 21.1 and any report considered by the officer and relevant to the decision will be available for public inspection at the main office of the Shadow Council and on the Shadow Council's website.
- 20.3 Rules 21.1 to 21.2 do not apply to day-to-day administrative or operational decisions of the Shadow Council taken by officers in connection with the discharge of functions which are the responsibility of the Shadow Executive Committee.
- 20.4 As soon as reasonably practicable after an officer has made a decision under an express delegation from the Shadow Council, its Committees, Sub-Committees or any Joint Committee in which the Shadow Council is involved or under a general delegation from one of these bodies where the effect of the decision is to grant a permission or licence, affect the rights of an individual or award a contract or incur expenditure, which in either case materially affects the Shadow Council's position a written statement will be prepared including:
  - (a) a record of the decision including the date it was made;
  - (b) a record of the reasons for the decision;
  - (c) details of any alternative options considered and rejected by the officer when making the decision; and
  - (d) a record of the name of any Shadow Councillor or local government body who has declared an interest (for decisions taken under an express delegation).
- 20.5 Any record prepared in accordance with Rule 21.4 together with any background papers considered by the officer and relevant to the decision will be available for public inspection at the main office of the Shadow Council and on the Shadow Council's website.
- 20.6 Rules 21.4 to 21.5 do not apply to:
  - (a) routine administrative and organisational decisions;
  - (b) decisions on operational matters such as day-to-day variations in services;
  - (c) decisions if the whole or part of the record contains confidential or exempt information; and
  - (d) decisions that are already required to be published by other legislation, provided the record published includes the date the decision was taken and the reasons for the decision.

## **APPENDIX A – Part 4 Access to Information Procedure Rules**

### **21 Access to documents – Overview and Scrutiny Committee**

- 21.1 Subject to Rule 22.4 below, any member of the Overview and Scrutiny Committee is entitled to copies of any document which is in the possession or control of the Leader and/or the Shadow Executive Committee including its Committees and Sub-Committees and which contains material relating to:
- (a) any business transacted at a public or private meeting of the Shadow Executive Committee including any of its Committees and Sub-Committees;
  - (b) any decision taken by an individual member of the Shadow Executive Committee; or
  - (c) any Executive decision taken by an officer in accordance with Part 3 of this Constitution.
- 21.2 Where a member of the Overview and Scrutiny Committee (including its Sub-Committees) requests a document which falls within Rule 22.1 the Leader must provide that document as soon as reasonably practicable and in any case no later than 10 clear working days after the Leader receives the request.
- 21.3 Subject to Rule 22.4 the Chairman of the Overview and Scrutiny Committee is entitled to see papers in relation to private decisions of the Shadow Executive Committee before the decision is made.
- 21.4 Where the Leader so determines, a member of the Overview and Scrutiny Committee will not be entitled to:
- (a) any document that is in draft form;
  - (b) any such document or part of a document that contains exempt or confidential information, unless that information is relevant to an action or decision he/she is reviewing or scrutinising or any review contained in any programme of work of the Committee;
  - (c) the advice of a political advisor.

Where the Leader determines that a member of the Overview and Scrutiny Committee is not entitled to a copy of a document, or part of any such document, for the reasons set out above the Leader must provide the Overview and Scrutiny Committee with a written statement setting out their reasons for that decision.

### **22 Additional rights of access for Shadow Councillors**

- 22.1 All Shadow Councillors will be entitled to inspect any document which is in the possession or under the control of the Leader and or the Shadow Executive Committee including its Committees or Sub-Committees and contains material relating to any business to be transacted at a public meeting; any business previously transacted at a private meeting; any decision made by an individual Member; or an Executive decision by an officer unless in the opinion of the Monitoring Officer it contains exempt information falling within the categories of



## **APPENDIX A – Part 4 Access to Information Procedure Rules**

exempt information as set out in the Appendix; or it contains the advice of a political advisor.

- 22.2 All Shadow Councillors will be entitled to inspect any document (except those available only in draft form) in the possession or under the control of the Leader or the Shadow Executive Committee including its Committees and Sub-Committees which relates to any Key Decision unless Rule 22.1 above applies.
- 22.3 In relation to public meetings, where a document is required to be available for inspection by all Shadow Councillors under Rule 23.1 it must be available for at least 5 clear working days before the meeting except where the meeting is convened at shorter notice or an item is added to an agenda at shorter notice in which case the document must be available for inspection when the meeting is convened or the item is added to the agenda.
- 22.4 In relation to private meetings, decisions made by an individual Member or Executive decisions made by an officer, where a document is required to be available for inspection by all Shadow Councillors under Rule 23.1 must be available with 1 working day of the meeting concluding or where an Executive decision is made by an individual Member or an officer within 1 working day of the decision being made.
- 22.5 These rights of a Shadow Councillor are additional to any right he/she may have.

## **APPENDIX A – Part 4 Access to Information Procedure Rules**

### **Appendix 1 – Descriptions of Exempt Information**

Exempt information means information falling within the following categories (subject to any qualification):

- (1) Information relating to any individual.
- (2) Information which is likely to reveal the identity of an individual.
- (3) Information relating to the financial or business affairs of any particular person (including the authority holding that information).
- (4) Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
- (5) Information in respect of which a claim of legal professional privilege could be maintained in legal proceedings.
- (6) Information which reveals that the authority proposes –
  - (a) To give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
  - (b) To make an order or direction under any enactment.
- (7) Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

#### **Qualifications**

Information falling within the above descriptions is not exempt information if it is required to be registered under:

- (a) The Companies Acts (as defined in section 2 of the Companies Act 2006);
- (b) The Friendly Societies Act 1974;
- (c) The Friendly Societies Act 1992;
- (d) The Co-operative and Community Benefit Societies Act 2014;
- (e) The Building Societies Act 1986; or
- (f) The Charities Act 2011.

Information is not exempt information if it relates to proposed development for which the local planning authority may grant itself planning permission or permission in principle pursuant to Regulation 3 of the Town and Country Planning General Regulations 1992.

Information which –

- (a) Falls within any of the descriptions above; and

Is not prevented from being exempt by the previous two qualifications is exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

## APPENDIX B – Meeting Procedure Rules

### D Meeting Procedure Rules

#### Part A – Shadow Council meetings

##### 1 Shadow Council meetings

- 1.1 The Shadow Council will decide when its meetings will take place. Details will be contained in a calendar of meetings which will be approved by the Shadow Council.
- 1.2 Meetings of the Full Council will normally commence at 2:00 pm. The Chairman, or the Shadow Council, can agree to hold a meeting at a different place or time.
- 1.3 A special meeting can be called by resolution or by the Chairman, or five Shadow Councillors comprising more than one political group can ask the Chairman, in writing, to call a special meeting. If the Chairman does not agree, then those Shadow Councillors can call the meeting by giving written notice to the Monitoring Officer.

##### 2 Chairman and Vice-Chairman of the Shadow Council

- 2.1 At its first meeting, the Shadow Council will elect its Chairman and appoint its Vice-Chairman for the Shadow Period.
- 2.2 The Chairman of the Shadow Council, or in his/her absence the Vice-Chairman (who will have the same powers and duties as the Chairman), will preside at meetings of the Shadow Council. Where both the Chairman and Vice-Chairman are absent, the Shadow Council will appoint another Shadow Councillor, other than a member of the Shadow Executive Committee, to chair the meeting, who will have the same powers and duties as the Chairman.

##### 3 Quorum

- 3.1 No business shall be dealt with at a Shadow Council meeting if there are fewer than 20 Shadow Councillors present. Where the meeting has started, and the number of Shadow Councillors present is fewer than 20 Shadow Councillors, the Chairman will adjourn the meeting. Where the Chairman does not give a date and/or time, all business not completed will be considered at the next meeting.

##### 4 What the Shadow Council can decide

- 4.1 The Shadow Council will decide such matters as required by the law, and those matters set out in Part 3 of this Constitution.

##### 5 Order of business

- 5.1 Business shall be dealt with in the order in which it is set out in the agenda unless the Shadow Council decides otherwise.

## **APPENDIX B – Meeting Procedure Rules**

### **6 Urgent business**

- 6.1 Business cannot be dealt with at a Shadow Council meeting unless it is included in the summons or unless the Chairman has agreed in consultation with the Head of Paid Service that it is urgent and cannot wait until the next scheduled meeting. The Chairman must give the reasons for urgency, which must be recorded in the minutes of the meeting.

### **7 Confirmation of Minutes**

- 7.1 Minutes of the last Shadow Council meeting must be confirmed at the next ordinary meeting of the Shadow Council.
- 7.2 Only matters relating to the accuracy of the minutes can be raised, which must be done by way of a motion which is proposed, seconded and voted upon. Where no issues are raised, or after the motion has been dealt with, the Chairman shall sign the minutes.

### **8 Record of Shadow Executive Committee decisions and minutes of Committees and Sub-Committees**

- 8.1 The record of decisions of the Shadow Executive Committee and the minutes of any other committees will be submitted to the next ordinary meeting of the Shadow Council.
- 8.2 The record of decisions will be noted and the minutes will be received by a decision of the Shadow Council.
- 8.3 Any question about the accuracy of any matter before the Shadow Council from the Shadow Executive Committee or a Committee must be considered and determined by the Shadow Executive Committee or that Committee at its next meeting. It is not a matter for the Shadow Council.

### **9 Matters for decision by the Shadow Council**

- 9.1 All matters for decision by the Shadow Council shall be included within the agenda.
- 9.2 When the item is reached on the agenda, the Leader or the Chairman of the relevant Committee will, where appropriate, move the recommendation or advice of the Shadow Executive Committee or Committee, or endorsement of a Shadow Executive Committee or a Committee decision. Another Shadow Councillor may second the motion and may reserve the right to speak until later in the debate.
- 9.3 The Chairman cannot ask the Shadow Council to agree to withdraw a recommendation of the Shadow Executive Committee or a Committee unless new and relevant information has become available after the decision of the body concerned. The information must be disclosed to the Shadow Council. The relevance of the information to be determined by the Monitoring Officer, in consultation with the Chairman.

## **APPENDIX B – Meeting Procedure Rules**

### **10 Motions moved without notice**

- 10.1 Appendix 1 lists those motions and amendments which can be moved at a Shadow Council meeting without notice.

### **11A Questions by Members at Shadow Council Meetings**

- 11.1 A Shadow Councillor may ask the Chairman, Leader, or the Chairman of a Committee any question about a matter which the Shadow Council, the Shadow Executive Committee or a Committee has powers, duties or responsibilities.
- 11.2 Questions, which are to be limited to 50 words or fewer, must be sent in writing to the Monitoring Officer at least three clear working days before the meeting.
- 11.3 The Chairman may agree to take urgent questions where he considers that it has not been possible for a Shadow Councillor to give the required notice, provided that a copy of the question is given to the Monitoring Officer before the meeting starts.
- 11.4 A question will be rejected by the Chairman in consultation with the Monitoring Officer where it:
- (a) does not relate to a matter for which the Shadow Council/committee has a responsibility or which affects the Shadow Council's administrative area;
  - (b) is defamatory, frivolous, offensive, vexatious, unlawful or otherwise improper;
  - (c) requires the disclosure of confidential or exempt information;
  - (d) names or identifies individual service users, members of staff or members of staff of partner agencies; or
  - (e) is considered to be inappropriate for the particular meeting.
- 11.5 A Shadow Councillor may ask no more than one question at any meeting.
- 11.6 Subject to Rule 11.5 questions will be asked in the order of receipt and answered without discussion. In replying, the Shadow Councillor answering the question will use their reasonable endeavours to address the matters raised in the question. The Shadow Councillor to whom the question is addressed may decline to answer any question or may: reply direct, reply by reference to a publication, or reply by written answer with a copy to such other Shadow Councillors as the Shadow Council agrees, or refer the question to the Shadow Executive Committee or an appropriate committee.
- 11.7 Following the answer to each question, the questioner may, with the permission of the Chairman, ask a supplementary question which relates to the initial answer. A reply may not be given if the question is: not related to the initial

## **APPENDIX B – Meeting Procedure Rules**

answer; is unduly lengthy; or is inappropriate. The Shadow Councillor answering the supplementary question will decide whether or not to reply.

11.8 Where a question submitted under this Rule relates to a matter that appears on the agenda for that meeting, the question shall be put and answered in accordance with this Procedure Rule, at the start of the consideration of that matter.

11.9 The time allowed for Members to ask questions under this Rule will be a maximum of 30 minutes, but is otherwise a matter for the discretion of the Chairman who, in exercising his/her discretion, will have regard to the business to be transacted at the meeting and the objective of ensuring that the meeting is managed efficiently.

### **11B Public Participation at Shadow Council meeting**

11.10 A public speaking time and public question facility will apply to Shadow Council meetings as detailed in Appendix 6.

### **12 Notices of Motion**

12.1 A notice of motion must relate to matters for which the Shadow Council has responsibility.

12.2 The arrangements for submitting and dealing with notices of motion are set out in Appendix 2.

### **13 Rules of Debate**

13.1 The rules of debate to be followed at Shadow Council meetings are set out in Appendix 3.

### **14 Rescission of earlier resolution**

14.1 Subject to Rule 14.2, at a meeting of the Shadow Council, no motion or amendment shall be moved to rescind any resolution of the Shadow Council which was passed within the preceding three months or which is to the same effect as one which has been rejected within that period.

14.2 Such a motion may be moved if:

- (a) it is recommended by the Shadow Executive Committee or a Committee; or
- (b) notice of such motion has been given under Rule 12 and signed by at least 20 Shadow Councillors who include members from more than one recognised political group.

### **15 Voting**

15.1 Each Shadow Councillor has one vote.

## **APPENDIX B – Meeting Procedure Rules**

- 15.2 Voting will be by a show of hands or where practical and the means are available to those present, by electronic means.
- 15.3 When a Shadow Councillor asks for a recorded vote to be taken, and 8 other Shadow Councillors show support for the request, the vote will be recorded to show whether each Shadow Councillor voted for or against the motion or abstained.
- 15.5 A Shadow Councillor may require, after a vote is completed, that the minutes of the meeting record how he/she voted or abstained.
- 15.6 A Shadow Councillor may, immediately after the item of business is voted upon, request that a lost motion or amendment be recorded in the minutes.
- 15.7 Where there are equal votes cast for a motion or amendment the Chairman or the person presiding will have a second or casting vote.

### **16 Offices and Appointments**

- 16.1 Voting to elect or appoint the Chairman and Vice-Chairman of the Shadow Council, or Shadow Councillors to any office or position where more than one person is nominated shall be a show of hands or where practical and the means are available to those present, by electronic means.
- 16.2 If on a vote no person receives more than half of the votes cast, the name of the person with the least number of votes will be withdrawn. Further votes will be held until one person receives a clear majority.
- 16.3 The Chairman, or person presiding, will have a second or casting vote where the votes are equal.

### **17 Election of Chairman of Committees and Sub-Committees**

- 17.1 The Chairman and Vice-Chairman of every Committee and Sub-Committee including the Shadow Executive Committee will be elected at the first meeting of the Shadow Council where possible.
- 17.2 The Shadow Councillor elected to each office must be a member of the relevant Committee or Sub-Committee.
- 17.3 Where a vacancy occurs in any office, an election will be held at the next ordinary meeting of the Shadow Council unless the Shadow Council decides otherwise.
- 17.4 Unless the Shadow Council decides otherwise, the election will be conducted by a show of hands and may relate to a number of offices. Rule 16 will apply.
- 17.5 Where a Chairman and Vice-Chairman are absent from a meeting of the relevant body, a Chairman will be appointed from those members of the body present, provided the meeting is quorate and subject to any restrictions on the eligibility of Shadow Executive Committee members for appointment.

## **APPENDIX B – Meeting Procedure Rules**

### **18 Urgent Business – Non-Shadow Executive Committee matters**

- 18.1 An item of urgent business which has to be decided before the next meeting of the Shadow Council and which does not fall within the Shadow Executive Committee's functions and responsibility can be determined by the lead officer of the Central Implementation Team, subject to the procedure in Appendix 4.

### **Part B – Committee and Sub-Committee Meetings**

#### **19 Programme of Meetings**

- 19.1 Meetings of Committees and Sub-Committees will be set out in the calendar of meetings approved by the Shadow Council under Rule 1.1. There will be a presumption against alterations to the date, time and venue for meetings.
- 19.2 When it is necessary to alter the date, time and/or venue of a scheduled meeting, or to arrange a special meeting, the Monitoring Officer will consult the Chairman of the relevant Committee or Sub-Committee before any action is taken, ensuring the business requirements of the Council are taken into account.

#### **20 Quorum at Committees and Sub-Committees**

- 20.1 No item of business will be transacted at a meeting of a committee or sub-committee unless there are at least one-third of the members of the body present. However, where the total membership of any committee or sub-committee comprises 11 or fewer members, the quorum shall be 3.

#### **21 Minutes of Committees and Sub-Committees**

- 21.1 The minutes of a Committee or Sub-Committee must be confirmed at its next meeting.
- 21.2 Only matters relating to the accuracy of the minutes can be raised. Where accuracy is questioned, this must be by a motion which is proposed, seconded and voted upon.
- 21.3 Where no issues of accuracy are raised, or after any motion has been dealt with, the Chairman shall sign the minutes.
- 21.4 The minutes of any Sub-Committee must be submitted to the next meeting of the parent Committee by the Sub-Committee Chairman.
- 21.5 Members may ask a question or comment on any minute. The Chairman of the Sub-Committee will then reply. There will be no debate on any question or comment raised under this procedure and no further motions can be moved.
- 21.6 Where a member has a question or comment on an exempt, private or confidential minute, the question or comment must be taken in private session after the press and public have been excluded. This will normally be taken once all public business has been completed.



## **APPENDIX B – Meeting Procedure Rules**

21.7 Any question about the accuracy of any minute of a body must be considered and determined by that body at its next meeting.

### **22 Motions moved without Notice at Committees and Sub-Committees**

22.1 Appendix 1 lists those motions and amendments which can be moved without notice.

### **23 Rules of Debate at Committees and Sub-Committees**

23.1 Appendix 3 sets out the rules of debate.

### **24 Voting**

24.1 Voting at Committee and Sub-Committee meetings will be by a show of hands.

24.3 A Shadow Councillor may require, after a vote is completed, that the minutes of the meeting record how he/she voted or abstained.

24.4 A Shadow Councillor may request that a lost motion or amendment be recorded in the minutes by requesting this immediately after the vote is taken.

24.5 Where there are equal votes cast for a motion or amendment, the person presiding at the meeting will have, and must exercise, a second or casting vote.

### **25 INTENTIONALLY LEFT BLANK**

### **26 Mover of a motion at Shadow Council under Rule 12: Attendance at Committee and Sub-Committee**

26.1 Where a motion has been referred under Rule 12 from the Shadow Council to a Committee or Sub-Committee for consideration and report, the mover of the motion has the right to attend the meeting and to explain the motion.

26.2 The mover of the motion will be advised of the date and time of the meeting at which the matter is to be considered and he/she will be sent a copy of the relevant papers.

### **27 Requests by a Member for items of business to be included on agendas of a Committee or Sub-Committee**

27.1 Appendix 5 to these Procedure Rules sets out details of the process by which a Shadow Councillor can ask for an item of business to be included on the agenda of a Committee or Sub-Committee meeting.

### **28 Questions submitted by Members of the Public**

28.1 The Shadow Council has a procedure to enable members of the public to submit questions at ordinary meetings of its Committees and Sub-Committees. This is set out in Appendix 6.

## **APPENDIX B – Meeting Procedure Rules**

### **30 Committee and Sub-Committee Agenda – Urgent items of business**

- 30.1 Generally, business will only be transacted at meetings of Committees and Sub-Committees which appears in the agenda and which has been available for public inspection at least five clear working days before the meeting or, where the meeting is convened at short notice, from the time the meeting is convened.
- 30.2 The Chairman of the Committee or Sub-Committee may agree to deal with an item of business at the meeting, subject to consultation with the Monitoring Officer, if, in his/her opinion, the matter is urgent given the circumstances requiring a decision. The Chairman's ruling and the reasons for urgency will be recorded in the minutes of the meeting.

### **31 Attendance of Shadow Councillors at Committees and Sub-Committees of which they are not members**

- 31.1 Notwithstanding their rights as a member of the public, a Shadow Councillor may attend any meeting of a Committee or Sub-Committee (except meetings of the Senior Officer Appointments Committee) to which he/she has not been appointed, for the purposes of performing his/her duties as a Shadow Councillor, including when exempt or private and confidential business is transacted.
- 31.2 A Shadow Councillor will be given, when he/she arrives at the meeting a copy of the agenda and relevant papers, subject to any restrictions imposed under the Access to Information Procedure Rules.
- 31.3 The Shadow Councillor has no right to vote, but may speak with the consent of the Chairman of the meeting.

### **32 Overview and Scrutiny Committees/Sub-Committees**

- 32.1 In applying these Rules to Overview and Scrutiny Committees and Sub-Committees, regard shall be had to the Overview and Scrutiny Procedure Rules which are contained in Part 4 of this Constitution.

## **Part C – General Provisions**

### **33 Records of Attendance**

- 33.1 The Monitoring Officer will keep a record of Members attending any meeting of the Shadow Council, the Shadow Executive Committee, any Committee or Sub-Committee.

### **34 Disclosure of Confidential/Exempt Matters**

- 34.1 No Shadow Councillor shall disclose to any person the whole or any part of the contents of any agenda, report or other document which is marked "confidential" or "not for publication" unless and until the document has been made available to the public or the press by or on behalf of the Shadow Council, the Shadow Executive Committee, a Committee or Sub-Committee.

## **APPENDIX B – Meeting Procedure Rules**

- 34.2 No Shadow Councillor shall disclose to any person other than a Shadow Councillor any matter arising during the proceedings of the Shadow Council, the Shadow Executive Committee, any Committee or Sub-Committee and which comes to his/her knowledge by virtue of his/her office as a Member where such disclosure would prejudice the interest of the Shadow Council or would be contrary to law.
- 34.3 No Shadow Councillor shall, without the consent of the Chairman of the appropriate body, disclose to any person any decision or proceedings of that body except:
- (a) when a report on the matter has been circulated to the Shadow Council by that body; or
  - (b) when the decision has become public knowledge; or
  - (c) when the matter comes within the powers of that body and a final decision has been made upon it; provided that this paragraph shall not authorise any disclosure which would contravene Rules 34.1 or 34.2.

### **35 Disorderly conduct by Members**

- 35.1 If at a meeting any Shadow Councillor, in the opinion of the person presiding, misconducts themselves in any way, the person presiding or any other Shadow Councillor may move "*That the Shadow Councillor be not further heard*". The motion, if seconded, shall be put and determined without discussion.
- 35.2 If the Shadow Councillor continues the misconduct after a motion under Rule 35.1 has been carried, the person presiding may: either move "*That the Shadow Councillor do leave the meeting*" (in which case the motion shall be put and determined without seconding or discussion); or adjourn the meeting.
- 35.3 In the event of general disturbance by Shadow Councillors at any meeting which, in the opinion of the person presiding, renders the due and orderly dispatch of business impossible, the person presiding, will have the power to adjourn the meeting.

### **36 Disturbance by members of the Public**

- 36.1 If a member of the public interrupts the proceedings at any meeting the person presiding shall warn him/her. If he/she continues, the person presiding shall order his/her removal from the meeting. In cases of general disturbance in any part of the meeting room open to the public, the person presiding shall order that part to be cleared.
- 36.2 The Chairman has the right to maintain order during the meeting and ensure the proper, lawful and efficient transaction of the business specified on the agenda.

## **APPENDIX B – Meeting Procedure Rules**

### **37 Variation and revocation of Procedure Rules**

- 37.1 Any motion to vary or revoke these Rules shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Shadow Council.

### **38 Suspension of Procedure Rules**

- 38.1 Subject to Rule 38.2, any of the preceding Procedure Rules may be suspended in respect of any business at a meeting of the Shadow Council, a Committee or Sub-Committee where its suspension is moved except where this would be in contravention of statute.
- 38.2 A motion to suspend Procedure Rules shall not be moved without notice (that is under Procedure Rule 10) unless there shall be present at least one-third of the Members of the Shadow Council or that Committee or Sub-Committee respectively.

### **39 Interpretation of Procedure Rules**

- 39.1 The ruling of the person presiding as to the construction or application of any of these Procedure Rules, or as to any proceedings of the Shadow Council, shall not be challenged at any meeting.
- 39.2 The person presiding, prior to enacting Rule 39.1, shall consult on any question of interpretation with the Monitoring Officer or their designated nominee.

### **40 Submission of Notices by Members – Electronic Means**

- 40.1 A Shadow Councillor may communicate, by electronic means, any notice under any of the Shadow Council's Procedural Rules to initiate any process or procedure provided it is clear that the notice has been originated by that Member.

## **APPENDIX B – Meeting Procedure Rules**

### **Appendix 1 - Procedure Rules relating to the Shadow Council: Meeting Procedure Rules 10 and 29 – Motions which may be moved without Notice**

1. Appointment of a Chairman of the meeting at which the motion is made;
2. Motions relating to the accuracy of the minutes of the Shadow Council, a Committee or Sub-Committee;
3. That an item of business specified in the summons should have precedence;
4. Reference to the Shadow Council, a Committee, Sub-Committee or the Shadow Executive Committee;
5. Appointment of or appointment to Committees, Sub-Committees or the Shadow Executive Committee occasioned by an item mentioned in the summons of the meeting;
6. Receipt of records of decisions and minutes of Committees and Sub-Committees;
7. Adoption of recommendations of the Shadow Executive Committee, Committees and Sub-Committees and any consequent resolutions;
8. That leave is given to withdraw a motion;
9. Receipt of reports of officers and any consequent resolutions;
10. Extending the time limit for speeches;
11. Amendment to motions;
12. That the Shadow Council proceed to the next business;
13. That the question be now put;
14. That the debate be now adjourned;
15. That the Shadow Council do now adjourn;
16. Authorising the dealing of documents;
17. Suspending Procedure Rules, in accordance with Procedure Rule 38;
18. Motion under Section 100A(4) of the Local Government Act 1972 (as amended) to exclude the press and public;
19. That a Shadow Councillor named under Procedure Rule 35 should not be heard further or should leave the meeting; or
20. Giving consent of the Shadow Council where consent of the Shadow Council is required by these Procedure Rules.

## **APPENDIX B – Meeting Procedure Rules**

### **Appendix 2 – Procedure Rules relating to the Shadow Council: Meeting Procedure Rule 12 – Notices of Motion**

#### **1 Procedure**

Notice of every motion (other than a motion which under Procedure Rule 10 may be moved without notice) shall be given in writing, signed by the Member(s) of the Shadow Council giving the notice, and delivered, at least seven clear working days before the next meeting of the Shadow Council, to the office of the Monitoring Officer by whom it shall be dated, in the order in which it is received.

#### **2 Scope**

Motions must be about matters for which the Shadow Council has direct responsibility. If it is determined by the Monitoring Officer, in consultation with the Chairman, that the proposed motion is irrelevant, defamatory, frivolous, vexatious, unlawful or otherwise improper, it will not be listed on the agenda.

#### **3 Motions to be set out in Summons**

The summons for every ordinary meeting of the Shadow Council will set out all motions of which notice has been duly given, unless the Member giving the notice has stated in writing, when giving it, that he/she proposed to move it at some later meeting, or has since withdrawn it. The motions will be listed in the summons according to whether they relate to Shadow Executive or non-Shadow Executive Committee functions but otherwise in the order in which they have been received.

#### **4 Withdrawal of Motion which is before the Shadow Council**

Where a notice of motion is before the Shadow Council having been formally moved and seconded and the mover wishes subsequently to withdraw it, he/she with the consent of the seconder may do so in writing and with the consent of the Chairman of the Shadow Council again in writing.

#### **5 Motions not moved**

If a motion set out in the summons is not moved either by a Shadow Councillor who gave notice of it or by some other Shadow Councillor on his/her behalf it shall, unless postponed by consent of the Shadow Council, be treated as withdrawn and shall not be moved without fresh notice.

#### **6 Automatic reference to Shadow Executive Committee, Committee/Sub-Committee – non-Shadow Executive Committee Function**

If the subject of any motion (which does not relate solely to any Shadow Executive Committee function or part of a function) comes within the powers, duties and responsibilities of any Committee or Sub-Committee or the Shadow Executive Committee, it shall, when it has been moved and seconded, stand referred without discussion to such of those bodies as the Chairman may

## **APPENDIX B – Meeting Procedure Rules**

determine, for consideration and report. However, if the Chairman considers it conducive to the despatch of business, the motion may be dealt with at the meeting at which it was brought forward. Unless the Chairman has indicated that he/she proposes to deal with the motion at the meeting, the mover may formally move the motion and reserve the right to speak until the report on the motion comes before the Shadow Council.

Advice to the Shadow Council on any referred Notice of Motion under this section will be formulated by the Shadow Executive Committee and by such other bodies (Committees/Sub-Committees) as are deemed appropriate. The report to the Shadow Council will set out the views of all bodies consulted on the Notice of Motion. The minutes of a Committee or Sub-Committee containing advice to the Shadow Council on any referred Notice of Motion shall be dealt with separately from the other minutes of those bodies.

### **7 Automatic reference to the Shadow Executive Committee – Shadow Executive Committee Function**

If the subject of any motion of which notice has been duly given comes solely within the powers, duties and responsibilities of the Shadow Executive Committee, it shall, when it has been moved and seconded, stand referred to the Shadow Executive Committee to determine subject to the advice from any other body whose views are sought as determined by Shadow Council. The mover on formally moving the motion has the right to speak to the motion. The seconder may also speak to the motion. The Chairman will allow a period of fifteen minutes for a debate on any notices of motion. This period shall include any speeches made by the mover and seconder of the motion in question. At the end of the debate if sooner or upon the expiration of the fifteen minutes, the appropriate Shadow Executive Committee member shall have the opportunity to respond. No speeches including the response will exceed three minutes. No amendments to the motion may be moved. The motion will then stand referred to the Shadow Executive Committee.

There are no rights of “*call in*” or “*reference to the Shadow Council*” where the Shadow Executive Committee has discharged a motion submitted under this Procedure Rule.

### **8 Deferment of a Notice of Motion**

Where a notice of motion has been moved and seconded, and referred for advice, the consideration of the motion may be deferred where the mover and seconder signify in writing his/her agreement to the deferral and the Chairman of the Shadow Council indicates, in writing, his/her agreement on behalf of the Shadow Council. The matter would then come to a subsequent meeting of the Shadow Council for report and decision.

## **APPENDIX B – Meeting Procedure Rules**

### **Appendix 3 - Procedure Rules relating to the Shadow Council: Committees and Sub-Committees – Meeting Procedure Rules 13 and 23 – Rules of Debate**

#### **1 Motions and Amendments**

No motion or amendment shall be discussed unless it has been proposed and seconded. Where required by the Chairman, motions or amendments shall be put in writing and handed to the Chairman before they are further discussed or put to the meeting. At meetings other than those of the full Shadow Council, the Chairman of that meeting may, at his/her discretion, allow a motion or amendment to be put which is not in writing, provided that the Chairman has concluded that the wording of the motion or amendment is understood by all members of the body concerned. This requirement does not apply to motions submitted under Procedure Rule 12.

#### **2 Secunder's Speech**

When seconding a motion or amendment a Shadow Councillor may advise the Chairman that he/she will reserve his/her right to speak until a later period in the debate.

#### **3 Only one Shadow Councillor to speak at a time**

When speaking at a Shadow Council meeting a Shadow Councillor shall normally stand and address the Chairman. While a Shadow Councillor is speaking the other Shadow Councillors will remain seated, unless rising on a point of order or in personal explanation.

#### **4. Content and length of speeches**

A Shadow Councillor will confine his/her speech to the question under discussion, a personal explanation or a point of order. Except as indicated below, in the case of speeches made by Shadow Councillors when the Shadow Council is agreeing a budget, or where the Shadow Council, Committee or Sub-Committee otherwise agrees, the speech of the mover of a motion shall not exceed five minutes and all other speeches shall not exceed three minutes..

In advance of the meeting at which the Shadow Council is due to agree a budget, the Shadow Council's recognised political groups may agree a protocol which makes provision for a limited number of speeches to be made on behalf of each Political Group, and which exceed the three minute limitation contained in these Rules. The Chairman will have discretion as to how such a protocol will be implemented at the meeting and, where no agreement can be reached between the Political Groups, whether and (if so) how any extension of the three minute limitation might be permitted to operate.



## **APPENDIX B – Meeting Procedure Rules**

### **5 When a Shadow Councillor may speak again**

At a Shadow Council meeting a Shadow Councillor who has spoken on any motion shall not speak again whilst it is the subject of debate, except:

- (a) To speak once on an amendment moved by another Shadow Councillor;
- (b) If the motion has been amended since he/she last spoke, to move a further amendment;
- (c) If his/her first speech was an amendment moved by another Shadow Councillor, to speak on the main issue, whether or not the amendment on which he/she spoke was carried;
- (d) In exercise of a right of reply given by paragraph 11 or 13 of this Appendix;
- (e) On a point of order referring to the specific Procedure Rule;
- (f) By way of personal explanation; or
- (g) To move one of the motions specified in 12 (b) to (j), below when the procedure in those paragraphs shall be followed.

At Committees or Sub-Committees Shadow Councillors may, at the discretion of the Chairman, speak more than once.

### **6 Amendments to Motions**

An amendment must be relevant to the motion and shall be either:

- (a) To leave out words;
- (b) To leave out words and add others;
- (c) To insert and add words;

But such amendment shall not have the effect of negating the motion before the Shadow Council.

### **7 Notice and Number of Amendments**

7.1 A Shadow Councillor who wishes to propose an amendment to a motion submitted in accordance with Procedure Rule 13 shall be required to submit that motion to the Monitoring Officer no less than two clear working days before the start of the meeting. Amendments to reports of which notification has been included within the summons of the meeting may be moved without notice.

7.2 Only one amendment may be moved and discussed at a time. No further amendment shall be moved until the amendment under discussion has been disposed of, although the Chairman may allow two or more amendments to be discussed (but not voted on) together if this would facilitate the proper conduct of the business before the meeting.

### **8 Status of Amendments**

If an amendment is lost, another amendment may be moved on the original motion. If an amendment is carried, the motion as amended shall take the place

## **APPENDIX B – Meeting Procedure Rules**

of the original motion and shall become the motion upon which any further amendment may be moved.

### **9 Alterations to Motions or Amendments**

A Shadow Councillor may alter a motion or amendment of which he/she has given notice and may also, with the consent of the seconder, alter a motion or amendment which he/she has moved. In both cases, the consent of the Shadow Council (the Committee or Sub-Committee) is required. There should be no discussion on whether consent should or should not be given.

### **10 Withdrawal of Motion**

A motion or amendment may be withdrawn by the mover provided the seconder and the meeting, without discussion, agree. Once the mover has asked permission to withdraw, there should be no further discussion, unless the meeting refuses to agree to the request.

### **11 Right of Reply**

The mover of the motion shall have a right to reply at the close of the debate on the motion, immediately before it is put to the vote. If an amendment is moved, the mover of the original motion shall have a right to reply at the close of the debate on the amendment but shall not otherwise speak on it. The mover of the amendment shall have no right of reply to the debate on his/her amendment.

### **12 Motions which may be moved during debate**

When a motion is under debate no other motion shall be moved except the following:

- (a) To amend the motion;
- (b) To adjourn the meeting;
- (c) To adjourn the debate;
- (d) To proceed to the next business;
- (e) To suspend Procedure Rules;
- (f) To refer a matter to the Shadow Council, Shadow Executive Committee, a Committee or Sub-Committee for consideration or reconsideration;
- (g) That the question be now put;
- (h) That a Shadow Councillor be not further heard;
- (i) By the Chairman under Procedure Rule 35.2, that a Shadow Councillor do leave the meeting;
- (j) A motion under Section 100A(4) of the Local Government Act 1972 (as amended) to exclude the public.

### **13 Closure Motions**

A Shadow Councillor may move, without comment, at the conclusion of a speech of another Shadow Councillor, "*That the Shadow Council proceed to the next business*", "*That the question be now put*", "*That the debate be now*

## **APPENDIX B – Meeting Procedure Rules**

*adjourned*”, or “*That the Shadow Council do now adjourn*”. When one of these motions has been seconded the Chairman shall proceed as follows:

- (a) On a motion to proceed to next business – unless in his/her opinion the matter before the meeting has been insufficiently discussed, he/she shall first give the mover of the original motion the right to reply, and then put to the vote the motion to proceed to next business;
- (b) On a motion that the question be now put – unless in his/her opinion the matter before the meeting has been insufficiently discussed, he/she shall put to the vote the motion that the question be now put and, if it is passed, give the mover of the original motion the right to reply before putting the motion to the vote;
- (c) On a motion to adjourn the debate or the meeting – if in his/her opinion the matter before the meeting has been insufficiently discussed on that occasion he/she shall put the adjournment motion to the vote without giving the mover of the original motion the right to reply on that occasion.

### **14 Points of Order**

A Shadow Councillor may rise on a point of order or in personal explanation and shall be entitled to be heard immediately. A point of order shall relate only to an alleged breach of a Procedure Rule or statutory provision and the Shadow Councillor shall specify the Procedure Rule or statutory provision and the way in which he/she considers it has been breached. A personal explanation shall be confined to some material part of a former speech by him/her which may appear to have been misunderstood in the current debate.

### **15 Ruling of Chairman on a Point of Order/Personal Explanation**

The ruling of the Chairman of the meeting on a point of order or on the admissibility of a personal explanation shall not be open to discussion and shall be final.

### **16 Respect for the Chair**

At the Shadow Council meeting whenever the Chairman rises during a debate a Shadow Councillor then standing shall sit down and the Shadow Council shall be silent. In Committee or Sub-Committee meetings, whenever the Chairman rises from his/her seat, the Shadow Councillors should remain in their seats and the Committee or Sub-Committee shall be silent.

## **APPENDIX B – Meeting Procedure Rules**

### **Appendix 4 - Procedure Rules relating to the Shadow Council, Committees and Sub-Committees: Meeting Procedure Rules 18 and 30 – Urgent Business**

#### **Non-Shadow Executive Committee Functions**

##### **1 Approval of urgent business**

Where any matter is urgent and cannot await the next meeting, the lead officer of the Central Implementation Team may take the necessary action, provided that he/she has first consulted the relevant Chairman (or Vice-Chairman if he/she is not available) and where appropriate the relevant statutory officer(s).

##### **2 Consultation**

A copy of the consultation document shall be sent to the Leader, the appropriate Shadow Executive Committee members, the Chairman of the Overview and Scrutiny Committee, the Party Group leaders and where appropriate the local ward Shadow Councillors.

##### **3. Written Approval**

Any such approval shall be in writing, and shall only be given after consultation with the Chief Finance Officer and the Monitoring Officer.

##### **4. Obligations of the Monitoring Officer**

The Monitoring Officer shall forthwith supply a copy of any approval requiring a report to Committee or Sub-Committee which has been given by him/her to the lead officer of the Central Implementation Team and the Chief Finance Officer.

##### **5 Report to Committee**

A report of any action under paragraphs 1 to 4 above of this Procedure Rule shall be made available by electronic means to all Shadow Councillors of the Shadow Council.

#### **Shadow Executive Committee Functions**

##### **6 Consultation**

The lead officer of the Central Implementation Team shall have sole discretion to decide the matter, having first taken into account any views of Shadow Councillors consulted under this procedure. A copy of the consultation document under this procedure shall also be sent to the Leader, the Chairman of the Overview and Scrutiny Committee, the appropriate Shadow Executive Committee member and the local ward Shadow Councillors.

##### **7 Written Approval**

Any such approval shall be in writing, and shall only be given after consultation with the Chief Finance Officer and the Monitoring Officer.

## **APPENDIX B – Meeting Procedure Rules**

### **8 Obligations**

A copy of any approval which has been obtained under paragraphs 6 to 7 above shall be supplied forthwith to the Monitoring Officer and the Chief Finance Officer.

### **9 Report to Shadow Executive Committee**

A report of any decision under paragraphs 6 to 7 above shall be made available by electronic means to all.

### **10 Access to Information**

In processing and deciding any matter under paragraphs 6 to 9 above, the relevant requirements of the Access to Information Procedure Rules will apply, as set out in this Constitution.

## **APPENDIX B – Meeting Procedure Rules**

### **Appendix 5 – Procedure Rules relating to Committees and Sub-Committees: Meeting Procedure Rule 27 – Agenda items submitted by Shadow Councillors**

- 1 This Rule does not apply to special meetings of Committees and Sub-Committees or to the Shadow Executive Committee.
- 2 A shadow Councillor may, by notice given to the Monitoring Officer no later than ten clear working days before the appropriate scheduled meeting request that an item of business be included on the agenda of a Committee or Sub-Committee.
- 3 A Shadow Councillor may not give notice of more than one item of business for any one meeting. The notice shall state the nature of the business and shall include the signature of that Shadow Councillor.
- 4 This procedure shall not apply where the item of business, if agreed, would have the effect of rescinding or amending any resolution passed by a Committee or Sub-Committee of the Shadow Council within the preceding 6 months.
- 5 This procedure will apply to Shadow Councillors of the Overview and Scrutiny Committee exercising their rights under Section 9FC of the Local Government Act 2000 and Overview and Scrutiny Committee Procedure Rule 32 to have an item, within the remit of that particular body, included on the agenda and discussed at the next meeting of that body. The restrictions in paragraph 3 on the number of items shall not apply.

## **APPENDIX B – Meeting Procedure Rules**

### **Appendix 6 – Procedure Rules relating to Shadow Council meetings, Committees and Sub-Committees: Meeting Procedure Rules 11B and 28**

- 1 Members of the public may ask questions at meetings of the full Shadow Council, Shadow Executive Committee, and Committees of the Shadow Council. The protocol for questions is as follows:
  - (a) Subject to the requirements of this protocol, a member of the public who lives, works or studies in the area of the Shadow Council may submit a written question to the Leader of the Shadow Council or the Chairman of the Shadow Council or Chair of a Committee of the Shadow Council.
  - (b) A person wishing to ask a question shall submit the question in writing which must be received by the Monitoring Officer by 12:00 NOON ten clear working days before the meeting of the Shadow Council at which it is to be asked. The person's name and address must be included.
  - (c) A question shall relate to Shadow Council business and shall be so framed as to elicit information rather than make a statement. The Monitoring Officer, in consultation with the Chairman, shall determine the validity of questions submitted.
  - (d) Questions shall be printed in order of receipt and circulated to Shadow Councillors prior to the commencement of the Shadow Council meeting. No discussion shall be allowed upon questions or answers.
  - (e) If questions are unsuitable in form, frivolous, defamatory, derogatory, repetition (the same question or similar has been put to the meeting in the previous 6-months) or relate to a matter which the Shadow Council would be likely to consider in the absence of the press and public, the Monitoring Officer, in consultation with the Chairman of the Shadow Council, shall have the right to rule the question out of order.
  - (f) A written response to each valid question received will also be circulated to councillors attending the meeting. Public questioners will not be permitted to ask supplementary questions.
- 2 Members of the public may make statements at meetings of the full Shadow Council, Shadow Executive Committee, and Committees of the Shadow Council in relation to reports on the agenda for that meeting. The protocol for statements is as follows:
  - (a) Subject to the requirements of this protocol, a member of the public who lives, works or studies in the area of the Shadow Council may be allowed to address the meeting to comment on a report listed on the agenda.

## APPENDIX B – Meeting Procedure Rules

- (b) A person wishing to make a statement under this protocol shall submit a request to address the relevant meeting two clear working days prior to the date of the meeting. The request to be made in writing or by electronic means to the Monitoring Officer. The speaker should clearly indicate which report item they wish to comment upon.
- 3 The procedure to be followed for public participation would be as follows:
- (a) The Chairman would announce the report agenda item;
  - (b) The officer/Member/report author would present the report;
  - (c) Public speakers would be called to address the meeting, in the order requests were received;
  - (d) Each public speaker is limited to a maximum of three minutes each on a report;
  - (e) There is no limit to the number of public speakers on a report item, however the Chairman has the right to limit the number called in order to ensure the efficient and timely determination of Council business;
  - (f) Where there is a significant number of requests received, members of the public will be encouraged to nominate a spokesperson or spokespersons, in order to ensure the key points of concern or information are efficiently communicated in the time permitted.
  - (g) Following public participation, the report would be subject to debate and determination by Members. No further public participation is permitted.



## APPENDIX B – Meeting Procedure Rules

### Appendix 7 - North Northamptonshire Shadow Council's Petitions Scheme

#### Introduction

All petitions sent or presented to North Northamptonshire Shadow Council will receive an acknowledgement within 10 working days of receipt. This will set out what the Council plan to do with the petition and when you can expect to hear from us again.

The Council will treat something as a petition if it is identified as being a petition, or if it seems to the Council that it is intended to be a petition and contains details and signatures of five or more people. The people who sign the petition must live, work or study within North Northamptonshire. However where a matter may impact significantly beyond the Council's boundary (e.g. West Northamptonshire) the Council may exercise its discretion to take the views of these stakeholders into account.

The Council categorises petitions as follows – further details on these categories are explained in more detail later in the scheme:

Category	Signatory Threshold	Description
Petition which triggers a debate	1,500 +	Any petition with 1,500 or more signatures will trigger a debate at Full Council
Petition which calls an officer to account	750 – 1,499	Any petition with 750 – 1,499 signatures will summon a senior officer of the Council to give evidence at a public Council meeting
Standard Petition	5 – 749	Any petition with 5 – 749 signatures will be referred to a senior officer of the Council to provide a response

#### How can I submit a petition?

Paper petitions must be sent to:

XXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXX

## **APPENDIX B – Meeting Procedure Rules**

### **e-Petitions**

Petitions can be created, signed and submitted online via the Council's website.

In addition to submitting a hard copy petition or an e-petition you may also verbally present your petition at a relevant meeting of the Council or its committees. Meetings dates and times are published on the North Northamptonshire Shadow Council's website. Where a petition is presented the normal process is that the text of the petition is read out to the meeting following which, without any debate on the issues, the committee requests that the relevant officer prepare a formal written response to the petition.

If you would like to present your petition to a Council meeting please contact XXXXXXXXXXXX on XXXXXXXXXXXX at least 10 working days before the date of the meeting and they will talk you through the process.

### **How will the Council process my petition?**

Once a petition is received it will be checked to see if it meets the criteria defined in the Scheme and the Appendices. If there are any concerns about the validity of a petition, for example where key information is missing, the Council's Monitoring Officer will be consulted and will determine if the petition is valid. The Council will inform you if it considers the petition to be invalid and the reason why.

Following the above, and within ten working days of receiving the petition, an acknowledgement will be sent to the lead petitioner. Once the petition has been verified and acknowledged no further signatures can be added to the petition.

To ensure that people know what we are doing in response to the petitions we receive, details of petitions submitted to us will be published on the North Northamptonshire Shadow Council's website, except in cases where this would be inappropriate. The name of the petition organiser will be placed on the website but not their contact details.

The key Council roles in addressing petitions are:

#### Democratic Services

Democratic Services will provide advice to lead petitioners regarding the process to be followed and advice on Council meeting dates etc.

#### Monitoring Officer

The Council's Monitoring Officer is responsible for checking the validity of any petition received and acknowledging receipt.

#### Lead Officer

Any petition received will be allocated to a lead Council officer who will co-ordinate a response to the lead petitioner. Where a petition relates to a particular ward or area, the lead officer will keep local ward councillors up-to-date on the petitions progress and any response submitted.

## APPENDIX B – Meeting Procedure Rules

### Overview & Scrutiny Committee

Information on all petitions is shared with the Council's Overview & Scrutiny Committee who focus on whether petitions are being responded to in a timely and sufficiently clear and robust manner. Scrutiny may also use petitions to identify where there may be issues in terms of Council policy that they wish to review in more detail as part of their work programme.

### **What are the guidelines for submitting a petition?**

- Petitions submitted to the Shadow Council must include:
  - i) A clear and concise statement covering the subject of the petition. It should state what action the petitioners wish the Shadow Council to take
  - ii) Details of each person supporting the petition including –
    - Their name
    - Their signature and;
    - Their qualifying address (the qualifying address will be an address in North Northamptonshire where they live, work or study)
- Petitions must be accompanied by full contact details, including an address, for the lead petitioner (petition organiser). This is the person the Council will contact to explain how the Council will respond to the petition. The lead petitioner should make clear that they live, work or study in the North Northamptonshire area.
- The subject matter of the petition must be regarding matters that fall within the responsibility or remit of the Shadow Council. It should be noted in the period up to 1<sup>st</sup> April 2021 existing principal councils will continue to operate within North Northamptonshire and continue to provide services etc to the public.
- Petitions which are considered to be vexatious, abusive or otherwise inappropriate will not be accepted. Please read the Council's Terms and Conditions (Appendix A) before submitting a petition.
- In the period immediately before an election or referendum the Council may need to deal with your petition differently – if this is the case the Council will explain the reasons and discuss the revised timescale which will apply.
- If a petition does not follow the guidelines set out above, the Council may decide not to do anything with it. In that case, the Council will write to the lead petitioner to explain the reasons.
- Before submitting a petition, you should first check with your local councillor or with North Northamptonshire Shadow Council to see if the action is already

## **APPENDIX B – Meeting Procedure Rules**

being taken in connection to your concerns and to determine if the Shadow Council is the most appropriate organisation to receive your petition.

### **How will the Council respond to petitions?**

If the Council can do what your petition asks for, the acknowledgement may confirm that the Council have taken the action requested and the petition will be closed. If the petition has enough signatures to trigger a Full Council debate, or a senior Council officer giving evidence, then the acknowledgement will confirm this and tell you when and where the meeting will take place. If the petition needs more investigation, the Council will tell you the steps it plans to take.

The Council's response to a petition will depend on what a petition asks for and how many people have signed it. These responses can include:

- Taking the action that is requested in the petition;
- Undertaking further research into the matter;
- Referring the petition for consideration by one of the Council's committees; or
- Consideration in some form of public Council meeting.

If your petition is about something which the Shadow Council has no direct control or responsibility we will seek to direct you to the appropriate body.

### **Standard Petition**

If a petition contains 5 – 749 signatures and is validated by the Monitoring Officer it will be directed to a senior Council officer to consider and provide a response. If the petition relates to a specific ward or area the local councillors will be kept updated.

### **Officer Evidence**

If a petition contains between 750 – 1,499 signatures and is validated by the Monitoring Officer, the lead petitioner may request that the relevant Council officer be called to give evidence at a public meeting of the Overview & Scrutiny Committee. The Monitoring Officer will liaise with colleagues and the Chair of the Overview & Scrutiny Committee to ensure that the appropriate officer attends.

The Overview & Scrutiny Committee will normally endeavour to consider the petition at its next meeting. The lead petitioner (or their nominated substitute) will be given 5 minutes to present the petition to the Committee. The nominated Council officer will be given 5 minutes to respond. The councillors on the Committee will then discuss the petition. The Committee will then decide how to respond to the petition at the meeting and may:

- Request the Executive Committee to undertake the action the petition requests, or not, for reasons put forward in the debate; or
- Recommend that further investigation is undertaken into the matter by the Executive Committee.

As a scrutiny committee the Overview & Scrutiny Committee has no power to make decisions on actions to be undertaken by the Full Council or the Executive Committee.

## **APPENDIX B – Meeting Procedure Rules**

### **Full Council Debates**

If a petition contains 1,500 or more signatures the lead petitioner may ask that it be debated by the Shadow Full Council (unless the petition is requesting that a senior Council officer give evidence at a public Council meeting). This means that the issue raised in the petition will be discussed at a meeting which all Councillors can attend. In such cases petitions must be received by the Council at least ten working days before the date of the Full Council meeting.

The Council will normally endeavour to consider the petition at its next meeting, although where this is not possible, consideration will then take place at the following meeting. The lead petitioner will be given five minutes to present the petition at the meeting and the petition will then be discussed by Councillors for a maximum of a further fifteen minutes.

The Council will decide how to respond to the petition at this meeting. They may decide to take the action the petition requests, not to take the action requested for reasons put forward in the debate, or to commission further investigation into the matter, for example by a relevant committee. Where the issue is one that the Executive Committee is required to make the final decision, the Full Council may note the petition or make recommendations to the Executive Committee.

Full Council cannot make decisions where the subject matter of a petition falls to the Executive Committee to decide.

### **e-Petitions**

#### **What is an e-petition?**

An e-petition is a petition which is submitted electronically to the Shadow Council for consideration in relation to a particular issue or concern. It differs from a traditional paper based petition in that it is accessible to anyone who wishes to sign it through the Shadow Council's website. E-petitions must follow the same guidelines as paper petitions and will be dealt with in the same manner.

#### **Who can submit an e-petition?**

As with paper based petitions, to submit an e-petition to the Shadow Council, you must live, work or study within North Northamptonshire. Therefore if you are not a resident of North Northamptonshire, please include a "qualifying address" which will be the address in North Northamptonshire where you work or study.

The Council will need full contact details of the person who is leading on the petition. Therefore you will need to register on the Shadow Council's website. It is a straightforward process which requires you to provide the Council with a few details for when we need to contact you about the petition.

There is a limit of 28 days for the petition to be "live" on the Shadow Council's website for signatures. When the "live" period is over, the way in which the Council responds, as with paper petitions, will depend on how many signatures are submitted.

## **APPENDIX B – Meeting Procedure Rules**

### **Who can sign an e-petition?**

If you are signing an e-petition you will be required to provide us with basic personal information (an email address and an address including a postcode). Each signatory must give a separate email address. Your name (but no other details) will be published on the e-petitions section of the website. The Council will only use the information you provide to validate your signature and that you live, work or study in North Northamptonshire.

You can only sign an e-petition once. The list of signatories will be checked by officers and any duplicate signatures or vexatious, abusive or otherwise inappropriate content will be removed.

Further details in relation to e-Petitions is given in Appendix B.

### **What can I do if I feel my petition has not been dealt with properly?**

If you feel that the Shadow Council have not dealt with your petition properly you may write to the Shadow Council's Monitoring Officer at the address below:

XXXXXXXXXXXXXXXXXXXX

### **How else can I have my say?**

You can contact your local ward Councillor(s). Details of these are listed on the Shadow Council's website.

If you live in a settlement with a parish or town council you could request that they raise the issue with the Shadow Council on your behalf.

You could contact a local community association or tenants & residents group and request that they raise the issue with the Shadow Council on your behalf.

## **APPENDIX B – Meeting Procedure Rules**

### **APPENDIX A**

#### **Terms and Conditions**

Petitioners may freely disagree with the Council or call for changes of policy. The Council will not attempt to exclude critical views and decisions to accept or reject will not be made on a party political basis. However, to protect this service from abuse, petitions should meet some basic criteria:

The Council shall only receive petitions which comply with this rule.

No petition from a Councillor or member of the public shall be accepted

- (a) Which contains abusive, defamatory or offensive language or relates to a specific and identifiable person;
- (b) At the Annual Meeting of the Council, a Special Meeting of the Council, or at any meeting of the Council summoned for the purposes of considering the budget;
- (c) In relation to an individual's particular circumstances;
- (d) About any matter where there is a right of appeal to the courts, a tribunal or to a government minister or an any matter which, in the opinion of the Monitoring Officer, is of a quasi-judicial nature; or
- (e) About any matter which has been the subject of an issue raised by a petition or of a decision of Full Council or the Executive Committee within the previous six-months.

No petition from a member of the public shall be accepted:-

- (a) From or on behalf of a political party or organisation or in connection with the activities and aims of such a party or organisation, or from a staff group, which instead should use the proper procedures, such as through management and trades union representatives; or
- (b) If the petition applies to a planning or licensing application, is a statutory petition (i.e. petition relating to a change in Council governance), or on a matter where there is already an existing right of appeal, such as Council Tax banding and non-domestic rates, as other procedures apply and the petition will not be dealt with under this Scheme. The petition organiser will be informed where this is the case and what steps they should take.

## **APPENDIX B – Meeting Procedure Rules**

### **APPENDIX B**

#### **Further information in relation to e-Petitions**

##### **How do I start an e-petition?**

On the Active E-Petitions homepage, select the “Submit a new e-Petition” option. You will be prompted to enter a title which the system will automatically check against e-Petitions to allow you to see if a similar one has been considered recently.

You will then need to fill in the online form. There are various stages to this, if it is your first petition, you will need to register, by way of entering a validation code of letters/numbers at the bottom of the registration form and validate your registration when you receive an email. The petition will be submitted to the Democratic Services team, they will check over the petition and contact you if there are any queries. Please note that this may take up to 5 working days before it is published online. If you have already registered on the system, you just need to type in your user name and password.

You will then need to fill in the details in the boxes on screen with details of the petition, i.e what you are asking. There is also a space for further supporting details.

A short name is also needed for your petition in order to generate a web link to the e-petition.

##### **What happens to an e-Petition which has been submitted?**

Following auto receipt by the system it will be checked over for its validity. You will then be contacted to discuss making the petition live on the website.

##### **How do I sign an active e-Petition?**

Anyone wishing to sign an e-Petition has to click on a link on one of the Active Petitions via the e-Petitions homepage.

Unless you are already a user and can log onto the system with your existing user name and password, you will be prompted to register as a new user with your contact details (and, so we can ascertain you are a valid use, enter a validation code of letters/numbers at the bottom of the registration form).

As a new user, you will then be requested to validate your account via a link sent to your registered email address before being able to sign the petition. You will only be allowed one signatory per email address to ensure that the process is not abused. Where people share the same email address the second or further signatories are invited to indicate in writing that they support the petition.

If you are not a resident of North Northamptonshire please use the name and address of your workplace or educational establishment for registration purposes.



## **APPENDIX B – Meeting Procedure Rules**

### **Privacy Policy**

The details you provide to the Council are needed to validate your petition but will not be published on the website. This is equivalent to the process for a paper petition. On completion of the e-Petition, your details will be forwarded to the lead petitioner.

This page is intentionally left blank