



## Council

**A meeting of Council will be held at The Forum, Moat Lane, Towcester, Northants NN12 6AD on Wednesday 2 October 2019 at 6.00 pm  
Councillors are hereby summoned to attend**

## Agenda

<b>1</b>	<b>Apologies for Absence</b>
<b>2</b>	<b>Declarations of Interest</b> Members are asked to declare any interest and the nature of that interest which they may have in any of the items under consideration at this meeting.
<b>3</b>	<b>Minutes of Council (Pages 1 - 10)</b> To confirm the Minutes of the meeting of the Council held on 24 July 2019.
<b>4</b>	<b>Chairman's Announcements</b> To receive communications from the Chairman of the Council.
<b>5</b>	<b>Announcements by the Leader of the Council and the Chief Executive</b> To receive communications from the Leader of the Council and the Chief Executive
<b>6</b>	<b>Questions to the Leader of the Council and the Chief Executive</b> The Chairman to invite questions to the Leader of the Council and the Chief Executive relevant to their announcements

### Council Business Reports

<b>7</b>	<b>Local Government Reform in Northamptonshire - Additional Terms of Reference for the West Northamptonshire Joint Committee (Pages 11 - 20)</b> Report of Executive Director: Resources
----------	---

	<p><b>Purpose of report</b></p> <p>To amend the Terms of Reference for the West Northamptonshire Joint Committee.</p> <p><b>Recommendations</b></p> <p>The meeting is recommended:</p> <p>1.1 To agree the revised and augmented Terms of Reference set out in Appendix 2 of this report and delegate the necessary powers and authority to the West Northamptonshire Joint Committee.</p> <p>1.2 Subject to approving the resolution as per above, to delegate authority to the Monitoring Officer in consultation with the Leader of the Council, to amend the 'West Northamptonshire Joint Committee Agreement' to incorporate the changes agreed by Council.</p>
<p><b>8</b></p>	<p><b>Amendment to the Appointments and Personnel Committee</b> (Pages 21 - 24)  Report of Executive Director: Resources</p> <p><b>Purpose of report</b></p> <p>To consider amendments to the membership, terms of reference and title of the Council's Appointments and Personnel Committee.</p> <p><b>Recommendations</b></p> <p>The meeting is recommended to agree that:</p> <p>1.1 The Appointments and Personnel Committee be retitled as the Organisational Development and Personnel Committee.</p> <p>1.2 The committee's terms of reference are added to so that it is able to consider organisational or staffing matters arising in the period leading up to the unitary government vesting day; and so that it is able to consider the impact of any local government reorganisation proposals, or shared service proposals, on the Council's current organisational and staffing arrangements.</p> <p>1.3 The Organisational Development and Personnel Committee is not subject to the political balance requirements and comprises eight elected members (six Conservative, one Liberal Democrat and one Independent) of which at least two elected members are not Cabinet Members.</p> <p>1.4 Authority be delegated to the Monitoring Officer to amend the Constitution accordingly.</p>
<p><b>9</b></p>	<p><b>Results of Middleton Cheney By-Election, Allocation of Seats and Membership of Committees</b> (Pages 25 - 30)  Report of Chief Executive</p> <p><b>Purpose of report</b></p>

To advise Council of the results of the by-election for the Middleton Cheney ward held on 12 September 2019, and to note the constitution of the council, political balance calculations and allocation of seats on committees that are subject to the political balance requirements following the by-election.

For the purposes of the allocation of seats subject to the political balance requirements, this report assumes that the recommendations at the previous agenda item, "Amendments to the Appointments and Personnel Committee" have been agreed. If this is not the case, alternative calculations will be tabled at the meeting.

### **Recommendations**

The meeting is recommended:

- 1.1 To note the results of the by-election for the Middleton Cheney ward held on 12 September 2019.
- 1.2 To note the constitution of the Council, the political balance calculations and the allocation of seats on committees that are subject to the political balance requirements following the by-election.
- 1.3 To note the appointments and amendments to Committees in light of the revised allocation of seats on committees that are subject to the political balance requirements (to be advised at the meeting).

## **10 Urgent Business (previously agreed with the Chairman)**

### **11 Exclusion of Press and Public**

The following report contains exempt information as defined in the following paragraph of Part 1, Schedule 12A of Local Government Act 1972.

3– Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Members are reminded that whilst the following item has been marked as exempt, it is for the meeting to decide whether or not to consider it in private or in public. In making the decision, members should balance the interests of individuals or the Council itself in having access to the information. In considering their discretion members should also be mindful of the advice of Council Officers.

Should Members decide not to make a decision in public, they are recommended to resolve as follows:

"That under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the grounds that, if the public and press were present, it would be likely that exempt information falling under the provisions of Schedule 12A, Part I, Paragraph 3 would be disclosed to them, and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information."

12	<b>Former Co-op Site, Sponne Arcade, Richmond Road, Towcester (Pages 31 - 40)</b> Exempt report of Executive Director: Resources
----	---

*Richard Ellis*

Richard Ellis  
 Chief Executive  
 24 September 2019

**Council Members:**

Councillor Rosie Herring (Chairman)

Councillor Anthony S. Bagot-Webb (Vice-Chairman)

Councillor Ann Addison

Councillor Mark Allen

Councillor Robert G. Atkinson

Councillor Fiona Baker

Councillor Dermot Bambridge

Councillor Sandra Barnes MBE

Councillor Phil Bignell

Councillor Caryl Billingham MBE

Councillor Rebecca Breese

Councillor John Budden

Councillor Carole Clarke

Councillor Roger Clarke

Councillor Stephen Clarke

Councillor Karen Cooper

Councillor Richard Dallyn

Councillor Hywel Davies

Councillor Peter Davies

Councillor Valerie Furniss

Councillor Andrew Grant

Councillor David Harries BEM

Councillor Steven Hollowell

Councillor Gregor Hopkins

Councillor Martin Johns

Councillor Chris Lofts

Councillor Dennis Loveland

Councillor Charles Manners

Councillor Ian McCord

Councillor Abigail Medina

Councillor Alice Kim Ord

Councillor Ken Pritchard

Councillor Peter Rawlinson

Councillor Adil Sadygov

Councillor Lisa Samiotis

Councillor Mary-Anne Sergison-Brooke

Councillor Sandi Smallman

Councillor Catharine Tarbun

Councillor John Townsend

Councillor Allen Walker

Councillor Elaine Wiltshire

Councillor Paul Wiltshire

## **Information about this Agenda**

### **Apologies for Absence**

Apologies for absence should be notified to [democracy@cherwellandsouthnorthants.gov.uk](mailto:democracy@cherwellandsouthnorthants.gov.uk) or 01295 221534 prior to the start of the meeting.

### **Declarations of Interest**

Members are asked to declare interests at item 2 on the agenda or if arriving after the start of the meeting, at the start of the relevant agenda item.

### **Local Government and Finance Act 1992 – Budget Setting, Contracts & Supplementary Estimates**

Members are reminded that any member who is two months in arrears with Council Tax must declare the fact and may speak but not vote on any decision which involves budget setting, extending or agreeing contracts or incurring expenditure not provided for in the agreed budget for a given year and could affect calculations on the level of Council Tax.

### **Evacuation Procedure**

When the continuous alarm sounds you must evacuate the building by the nearest available fire exit. Members and visitors should proceed to the assembly area adjacent to The Mill as directed by Democratic Services staff and await further instructions.

### **Access to Meetings**

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named below, giving as much notice as possible before the meeting.

### **Mobile Phones**

Please ensure that any device is switched to silent operation or switched off.

### **Queries Regarding this Agenda**

Please contact Natasha Clark, Democratic and Elections, 01295 221589  
[democracy@cherwellandsouthnorthants.gov.uk](mailto:democracy@cherwellandsouthnorthants.gov.uk)

This page is intentionally left blank

## South Northamptonshire Council

### Council

Minutes of a meeting of the Council held at The Forum, Moat Lane, Towcester, Northants NN12 6AD on Wednesday 24 July 2019 at 6.00 pm.

Present      Councillor Rosie Herring (Chairman)  
                 Councillor Anthony S. Bagot-Webb (Vice-Chairman)  
                 Councillor Ann Addison  
                 Councillor Robert G. Atkinson  
                 Councillor Fiona Baker  
                 Councillor Dermot Bambridge  
                 Councillor Sandra Barnes MBE  
                 Councillor Phil Bignell  
                 Councillor Caryl Billingham MBE  
                 Councillor Rebecca Breese  
                 Councillor John Budden  
                 Councillor Roger Clarke  
                 Councillor Stephen Clarke  
                 Councillor Karen Cooper  
                 Councillor Richard Dallyn  
                 Councillor Hywel Davies  
                 Councillor Valerie Furniss  
                 Councillor Andrew Grant  
                 Councillor David Harries BEM  
                 Councillor Steven Hollowell  
                 Councillor Gregor Hopkins  
                 Councillor Martin Johns  
                 Councillor Chris Lofts  
                 Councillor Dennis Loveland  
                 Councillor Charles Manners  
                 Councillor Ian McCord  
                 Councillor Abigail Medina  
                 Councillor Alice Kim Ord  
                 Councillor Ken Pritchard  
                 Councillor Peter Rawlinson  
                 Councillor Adil Sadygov  
                 Councillor Mary-Anne Sergison-Brooke  
                 Councillor Catharine Tarbun  
                 Councillor John Townsend  
                 Councillor Elaine Wiltshire  
                 Councillor Paul Wiltshire

Apologies      Councillor Carole Clarke  
for                Councillor Peter Davies  
Absence:        Councillor Lisa Samiotis  
                      Councillor Sandi Smallman  
                      Councillor Allen Walker

Officers: Richard Ellis, Chief Executive  
Jane Carr, Executive Director: Operations  
Peter Holt, Assistant Director: Communications, Engagement and Transformation (Deputy Monitoring Officer)  
Paul Hymers, Head of Finance (Deputy Section 151 Officer)  
Natasha Clark, Governance and Elections Manager

20 **Welcome**

The Chairman welcomed Paul Hymers, Head of Finance & Deputy Section 151 Officer to his first meeting of Council and Peter Holt who was attending in his new capacity as Deputy Monitoring Officer.

21 **Declarations of Interest**

There were no declarations of interest.

22 **Minutes of Council**

The minutes of the meeting of Council held on 15 May 2019 were agreed as a correct record and signed by the Chairman.

23 **Chairman's Announcements**

The Chairman made the following announcements:

**General Housekeeping**

The Chairman welcomed the members of the public in attendance at the Council meeting and reminded attendees that members of the public were permitted to film, broadcast and report on the meeting, subject to the efficient running of the meeting not being affected.

There were no planned fire drills so if the alarm did sound, the evacuation instructions given by officers should be followed.

The Chairman reminded all meeting attendees to switch mobile phones to silent

**Chairman's Engagements**

The Chairman advised that a copy of the events she had attended was included in the agenda pack adding that she had spent some of the afternoon with Customer Services department and CSN Resources and it has been very interesting to meet the staff and learn more about the important work they do for the council.

### **Lady Boswell**

The Chairman referred to the sad passing of Lady Helen Boswell on 17 July and advised Council she would write to Lord Boswell of Aynho on behalf of the council to express condolences.

### **Post**

The Chairman reminded Members to collect any post from pigeon holes.

## **24 Public Participation**

There was no public participation.

## **25 Written Questions**

The Chairman advised Council that two written questions had been received and were published with the agenda. The questions would be dealt with in the order submitted.

The first question was from Councillor Medina to the Leader of the Council, Councillor McCord relating to the Towcester relief road.

“I represent Potterspury and Whittlebury communities and am aware that the completion of the Towcester Relief Road is an issue that concerns not only Towcester but the area surrounding it. I regularly attend Parish Council meetings when the relief road is often raised.

Can the Leader advise if he agrees that regular written updates on progress on the relief road should be provided by officers to members who request them?”

In response to the question, the Leader advised that he had agreed, and already did, give information to Members who requested.

By way of a supplementary question, Councillor Medina asked to receive regular updates explaining that she had asked officers but been advised updates were given to Cabinet.

In response to the supplementary question, the Leader explained that the start date would be March 2020 as it had been confirmed this week that Persimmon would fill the funding gap and he would circulate this information to Members. Going forward, the Chief Executive would include in his monthly update to Members.

The second question was from Councillor Medina and addressed to the Leader, Councillor McCord relating to electric vehicle charge points.

“Building on the electric vehicle charging facilities that were successfully installed in the Northampton Short Stay car park, can the Leader advise Council what plans exist to implement similar facilities in all Council controlled car parks across the District.

Can he also advise what steps are being taken to persuade privately owned car parks that are open to the public to also install similar facilities.”

In response to the question, the Leader explained that current charge points were running at 10% capacity, however he acknowledged that the cycle whereby electric charge points were needed so people would be encouraged to buy electric cars. The options needed to be looked at, including the possibility of bringing through the Budget and Financial Strategy Committee as a capital bid.

As Councillor Samiotis had submitted apologies for the meeting there was not a supplementary question.

## 26 Motions

The Chairman advised Council that two motions had been submitted and were published with the agenda. The motions would be dealt with in the order submitted.

### Climate Change

It was proposed by Councillor Lofts and seconded by Councillor Johns that the following motion be adopted:

*“South Northamptonshire Council has a good record of tackling environmental issues and as the new Unitary Council approaches, it is important that we continue to champion our approach. There have been several national and local expressions of the strength of public opinion in London and Northamptonshire on the issue of climate change and the need to address carbon reduction to protect the health and wellbeing of future generations. It should be noted that in response to these concerns, the UK parliament has declared a Climate Emergency.*

*Action on Climate Change must be shared across all levels of government and we have a duty to limit the impacts of Climate Breakdown. It is proposed, therefore:*

- *That this Council confirms the national Climate Emergency as it applies in West Northamptonshire and commits to a target of making West Northamptonshire carbon neutral by 2030.*
- *This Council further commits to work with partners to deliver that goal. Where appropriate, this Council will place climate change on the agenda of meetings with partners and will encourage joint working across all sectors of local governance.*
- *Council also calls upon its successor West Northamptonshire Unitary Council to continue this work once it comes into existence.*
- *This Council requests a report to be submitted to a meeting of full council before the end of March 2020 detailing the actions that have been taken to address this motion.*

- *Council also requests an updated report to a meeting of full council not more than 12 months thereafter setting out the further actions that have been taken and detailing how progressing this target has been communicated to and integrated within the start up plans of its successor council.*

*Members should note that Daventry, Northampton and Northamptonshire Councils have all supported a similar approach.”*

Councillor Bambridge proposed the following amendment to insert the underlined text and delete the crossed through text, which was seconded by Councillor Bignell. “*South Northamptonshire Council has a good record of tackling environmental issues and as the new Unitary Council approaches, it is important that we continue to champion our approach. There have been several national and local expressions of the strength of public opinion in London and Northamptonshire on the issue of climate change and the need to address carbon reduction to protect the health and wellbeing of future generations. It should be noted that in response to these concerns, the UK parliament has declared a Climate Emergency-and set a new target in law to be net carbon zero by 2050.*

*Action on Climate Change must be shared across all levels of government and we have a duty to limit the impacts of Climate Breakdown. It is proposed, therefore:*

- *~~That this Council confirms the national Climate Emergency as it applies in West Northamptonshire and commits to a target of making West Northamptonshire carbon neutral by 2030.~~*
- *~~This Council further commits to work with partners to deliver that goal. Where appropriate, this Council will place climate change on the agenda of meetings with partners and will encourage joint working across all sectors of local governance.~~*
- *This Council notes that the impacts of climate change are already causing serious damage around the world*
- *This Council will establish a Working Group under the auspices of the Scrutiny Committee to assess the existing carbon footprint of the district and review potential actions and associated cost estimates this Council could take to limit the effects of Climate Change in South Northamptonshire*
  - *The Working Group (of up to 10 members) will be cross party, not politically balanced and not limited to current members of the Scrutiny Committee*
  - *A budget of £25,000 will be made available from reserves for any expenses related to the investigation*
- *This Council requests the Scrutiny Committee to report back to Council before the end of December 2019, with their findings along with recommendations for actions and budgets.*
- *Council also calls upon its successor West Northamptonshire Unitary Council to continue this work once it comes into existence.*
- *~~This Council requests a report to be submitted to a meeting of full council before the end of March 2020 detailing the actions that have been taken to address this motion.~~*
- *~~Council also requests an updated report to a meeting of full council not more than 12 months thereafter setting out the further actions that have been taken and detailing how progressing this target has been communicated to and integrated within the start up plans of its successor council.”~~*

On being put to the vote, the amendment was approved. The motion as amended was debated and on being put to the vote, was supported.

### **'Refill'**

It was proposed by Councillor Tarbun and seconded by Councillor Lofts that the following motion be adopted:

*"South Northamptonshire Council has a good record on environmental issues including recycling and as we move forward into our new Unitary Council, it is important we continue this approach.*

*In the UK we have some of the highest quality drinking water in the world – from our taps. Despite this the consumption of bottled water has doubled over the last 15 years, an estimated 7 billion plastic water bottles are used in the UK each year. Millions of bottles are estimated to be littered, landfilled or incinerated every day producing dangerous levels of CO2 emissions every year. Once plastics enter our oceans they break into micro-plastics, and these are found throughout our oceans and the impact on our wildlife has become catastrophic.*

*So how can our council help in reducing this?*

*By Introducing 'Refill' - a free tap water initiative. It is designed to reduce plastic pollution, making refilling your water bottle easy, attractive and rewarding. If all the refill stations are used just TWICE a week we would save more than 14 million bottles a year, making carrying a refillable bottle a social norm. 340 million plastic bottles would be saved every year if just one in 10 Brits refilled every week.*

*I propose that our council head a campaign in our towns of Brackley and Towcester to encourage local businesses to register as a refill station, they will also have a sticker in the window to alert passers by that they are welcome to go in and fill up their bottle for FREE."*

Councillor Bambridge proposed the following amendment to insert the underlined text and delete the crossed through text, which was seconded by Councillor Bignell:

*"South Northamptonshire Council has a good record on environmental issues including recycling and as we move forward into our new Unitary Council, it is important we continue this approach.*

*In the UK we have some of the highest quality drinking water in the world – from our taps. Despite this the consumption of bottled water has doubled over the last 15 years, an estimated 7 billion plastic water bottles are used in the UK each year. Millions of bottles are estimated to be littered, landfilled or incinerated every day producing dangerous levels of CO2 emissions every year. Once plastics enter our oceans they break into micro-plastics, and these are found throughout our oceans and the impact on our wildlife has become catastrophic. ~~So how can our council help in reducing this?~~*

~~*By Introducing 'Refill' – a free tap water initiative. It is designed to reduce plastic pollution, making refilling your water bottle easy, attractive and rewarding. If all the refill stations are used just TWICE a week we would save more than 14 million bottles a year, making carrying a refillable bottle a social norm. 340 million plastic bottles would be saved every year if just one in 10 Brits refilled every week. I propose that our council head a campaign in our towns of Brackley and Towcester to encourage local businesses to register as a refill station, they will also have a sticker in the window to alert passers by that they are welcome to go in and fill up their bottle for FREE.*~~

*This council pledges to continue playing a leading role in participating in and promoting the Refill Scheme in the district by supplying free tap water to visitors to the Forum building and being actively involved in encouraging local businesses to participate in the scheme including advertising the fact. This will be achieved through visits by its Environmental Health team and by talking to business groups and publicity. Refill estimates that if all the Refill stations are used twice a week more than 14 million plastic bottles a year can be saved and if one in 10 people in Britain refilled every week 340 million bottles could be saved."*

On being put to the vote, the amendment was approved. The motion as amended was debated and on being put to the vote, was supported.

## **Resolved**

(1) That the following motion, as amended, be adopted:

South Northamptonshire Council has a good record of tackling environmental issues and as the new Unitary Council approaches, it is important that we continue to champion our approach. There have been several national and local expressions of the strength of public opinion in London and Northamptonshire on the issue of climate change and the need to address carbon reduction to protect the health and wellbeing of future generations. It should be noted that in response to these concerns, the UK parliament has declared a Climate Emergency and set a new target in law to be net carbon zero by 2050.

Action on Climate Change must be shared across all levels of government and we have a duty to limit the impacts of Climate Breakdown. It is proposed, therefore:

- This Council notes that the impacts of climate change are already causing serious damage around the world
- This Council will establish a Working Group under the auspices of the Scrutiny Committee to assess the existing carbon footprint of the district and review potential actions and associated cost estimates this Council could take to limit the effects of Climate Change in South Northamptonshire
  - The Working Group (of up to 10 members) will be cross party, not politically balanced and not limited to current members of the Scrutiny Committee

- A budget of £25,000 will be made available from reserves for any expenses related to the investigation
- This Council requests the Scrutiny Committee to report back to Council before the end of December 2019, with their findings along with recommendations for actions and budgets.
- Council also calls upon its successor West Northamptonshire Unitary Council to continue this work once it comes into existence.

(2) That the following motion, as amended, be adopted:

South Northamptonshire Council has a good record on environmental issues including recycling and as we move forward into our new Unitary Council, it is important we continue this approach.

In the UK we have some of the highest quality drinking water in the world – from our taps. Despite this the consumption of bottled water has doubled over the last 15 years, an estimated 7 billion plastic water bottles are used in the UK each year. Millions of bottles are estimated to be littered, landfilled or incinerated every day producing dangerous levels of CO2 emissions every year. Once plastics enter our oceans they break into micro-plastics, and these are found throughout our oceans and the impact on our wildlife has become catastrophic.

This council pledges to continue playing a leading role in participating in and promoting the Refill Scheme in the district by supplying free tap water to visitors to the Forum building and being actively involved in encouraging local businesses to participate in the scheme including advertising the fact. This will be achieved through visits by its Environmental Health team and by talking to business groups and publicity. Refill estimates that if all the Refill stations are used twice a week more than 14 million plastic bottles a year can be saved and if one in 10 people in Britain refilled every week 340 million bottles could be saved.

## 27 **Announcements by the Leader of the Council and the Chief Executive**

The Leader, Councillor McCord, referred to the recent resignation of former Councillor Jonathon Riley and thanked him for his services to the district.

The Chief Executive had no announcements.

## 28 **Questions to the Leader of the Council and the Chief Executive**

Councillor Johns referred to draft Sports and Leisure Strategy which he supported and asked the Leader, Councillor McCord, if there would be a similar strategy for arts and culture to help sustain and improve mental health.

The Leader invited the Portfolio Holder for Wellbeing, Councillor Cooper, to respond. Councillor Cooper explained that the next, and final, strategy was a Community Strategy which would pick these aspects up.

**29 'Making' (Adoption) of the Roade Neighbourhood Plan**

The Assistant Director for Planning and Economy submitted a report to consider the outcome of the Referendum on the Roade Neighbourhood Plan and to formally 'make' the Neighbourhood Plan.

**Resolved**

- (1) That the Referendum result of the 20 June 2019, where 94.2% of those who voted, were in favour of the Roade Neighbourhood Plan, which is above the required 50%, be noted.
- (2) That it be agreed to 'make' the Roade Neighbourhood Plan, as recommended by the Planning Policy and Regeneration Committee, so that it continues to have effect as part of the statutory Development Plan for the District.
- (3) That the issuing and publication of a Decision Statement, as recommended by the Planning Policy and Regeneration Strategy Committee be approved.

**30 Food and Health and Safety Service Plan 2019/20**

The Assistant Director Environment and Regulatory Services submitted a report to consider formal approval of the annual Food and Health & Safety Service Plan 2019/20.

**Resolved**

- (1) That the Food and Health & Safety Service Plan 2019/20 (annex to the Minutes, as set out in the Minute Book) be approved.

**31 Appointment of Section 151 Officer**

The Chief Executive submitted a report to designate the appropriate officer of the Council as its Section 151 Officer as required by the Constitution and legislation.

**Resolved**

- (1) That Martin Henry be designated as the Council's Section 151 Officer with effect from his employment start date, 9 September 2019, with South Northamptonshire Council.

**32 Calendars of Meetings 2019/2020 and 2020/21**

The Executive Director – Resources submitted a report for Council to consider minor revisions to the calendar of meetings for the municipal year 2019/20 and the calendar of meetings for the municipal year 2020/21.

In presenting the report, the Leader of the Council, Councillor McCord, advised Members that the April 2020 Cabinet meeting would take place on Tuesday 14 April rather than Monday 13 April as this was Easter Monday.

**Resolved**

- (1) That the revised calendar of meetings for South Northamptonshire Council for the municipal year 2019/20 (annex to the Minutes as set out in the Minute Book) be approved.
- (2) That the calendar of meetings for South Northamptonshire Council for the municipal year 2020/21 (annex to the Minutes as set out in the Minute Book) be approved.

**33 Appointments to Outside Bodies, Internal Working Groups and Member Champions 2019/2020**

The Executive Director: Resources submitted a report to advise the Council of Cabinet decisions regarding appointments to outside bodies, internal working groups and Member Champions for 2019/2020.

**Resolved**

- (1) That the appointments to outside bodies, internal working groups and Member Champions for 2019/2020 be noted.
- (2) That delegated authority be granted to the Executive Director: Resources, in consultation with the Chairman of the Council, to appoint Members to any appropriate outside bodies relating to non-executive functions, and to designate attendance as an approved duty.

**34 Urgent Business (previously agreed with the Chairman)**

There were no items of urgent business.

The meeting closed at 7.10 pm

Chairman:

Date:

## South Northamptonshire Council

### Council

2 October 2019

<p><b>Local Government Reform in Northamptonshire – Additional Terms of Reference for the West Northamptonshire Joint Committee</b></p>
---

### Report of Executive Director: Resources

This report is public

#### Purpose of report

To amend the Terms of Reference for the West Northamptonshire Joint Committee.

#### 1.0 Recommendations

The meeting is recommended:

- 1.1 To agree the revised and augmented Terms of Reference set out in Appendix 2 of this report and delegate the necessary powers and authority to the West Northamptonshire Joint Committee.
- 1.2 Subject to approving the resolution as per above, to delegate authority to the Monitoring Officer in consultation with the Leader of the Council, to amend the 'West Northamptonshire Joint Committee Agreement' to incorporate the changes agreed by Council.

#### 2.0 Introduction

- 2.1 The Secretary of State issued a Written Statement on 14 May 2019 in which he stated that there would be two new single tier councils established for the county of Northamptonshire, operational from 1 April 2021.
- 2.2 A West Northamptonshire Council is to comprise the geographical areas of the existing councils of Northampton Borough Council, South Northamptonshire Council and Daventry District Council.
- 2.3 In order to give legal effect to this decision, the Ministry of Housing, Communities and Local Government (MHCLG) will lay a statutory instrument before both Houses of Parliament known as the Structural Changes Order for Northamptonshire (SCO). When made, the SCO will create two shadow unitary authorities, which will

undertake the necessary preparation work for the new unitary authorities, as well as determine the date for the full power and authority of all the current Northamptonshire councils to transfer to these authorities.

- 2.4 The SCO will also provide for the establishment of joint committees in both the West and the North and outline the tasks that these committees need to complete in order to prepare for the formation of the shadow authorities.

### **3.0 Report Details**

- 3.1 On 27 February 2019, Full Council agreed to set up the West Northamptonshire Joint Committee (WNJC) with defined terms of reference and associated delegated authority. This committee met on 26 March; 14 May and 5 June 2019, and undertook and completed a number of matters, through member-led task and finish groups including the adoption of a draft constitution for the shadow authority, remuneration panel issues and the process for the appointment of interim statutory officers. The original terms of reference were very limited by design and are attached as Appendix 1 to this report.
- 3.2 The augmented/extended terms of reference have been developed with input and agreement from the monitoring officers in Northamptonshire taking into account the terms of reference used in other unitary projects - for example Dorset; and the draft SCO that MHCLG provided on 18 September 2019.
- 3.3 The draft SCO, if approved in its current form, will require the establishment of a joint committee for the West (already established) with specific functions outlined in the SCO. There is a massive programme of works and decisions that are required to be made leading up to the establishment of the shadow authority - many of which have a lead-in time. The joint committee has advantages of being member-led and the formality of the committee requires openness and transparency in its decision-making. For all these reasons, it is proposed that the WNJC's terms of reference are amended and augmented as set out at Appendix 2.
- 3.4 Full agreement on the extended terms of reference is required in the West as the WNJC will need to work to one set of terms of reference. The same terms of reference will therefore be taken for approval to all sovereign councils in the West.
- 3.5 The WNJC has already met three times. Further meetings will, once the extended terms of reference have been agreed, be called in order that the WNJC can agree a second tranche work programme and facilitate the smooth transition to the shadow unitary authority.
- 3.6 The WNJC also has a Joint Committee Agreement that sets out standing orders and operating practices for the committee. Following the finalisation of the SCO and amendments to the terms of reference, subsequent changes to the Agreement may be required. It is proposed that any such changes are delegated to the Monitoring Officer in consultation with the Leader of the Council.

## **4.0 Conclusion and Reasons for Recommendations**

- 4.1 The WNJC is designed to provide the partner councils with the opportunity to come to a collective position in a timely manner. Given the tight timeframe, this is particularly beneficial.
- 4.2 The recommendations within this report allow the widening of the WNJC's terms of reference so that it is able to prepare for the shadow authority.

## **5.0 Consultation**

- 5.1 Not applicable

## **6.0 Alternative Options and Reasons for Rejection**

- 6.1 Option 1 – to not widen the WNJC's terms of reference. This would severely limit the WNJC's ability to fulfil the requirements of the SCO and hinder preparedness for the shadow authority. It would result in some decisions having to be made through each individual council. This option is consequently rejected.

## **7.0 Implications**

### **Financial Implications**

- 7.1 Under the Local Government Act 1972, the expenses incurred by a joint committee shall be defrayed by the constituent councils in such proportions as they may agree or, in the case of disagreement, by an arbitrator appointed by the Secretary of State.

Councils within Northamptonshire have agreed budgets for the unitary programme.

Comments checked by:

Martin Henry, Executive Director: Finance and S151 Officer

Tel: 01327 322094, martin.henry@southnorthants.gov.uk

### **Legal Implications**

- 7.2 There are powers under section 101(5) of the Local Government Act 1972 which enable local authorities to enter into joint arrangements with one or more local authorities to discharge its functions.

The SCO is not as yet in force, but it is anticipated that it will be imminently. Once it is in force it will impose legal obligations on South Northamptonshire Council and the other councils on matters outlined in the SCO.

This report has been approved by the County Monitoring Officers Group.

Comments checked by:

Peter Holt, Assistant Chief Executive  
Tel: 01327 322289, [peter.holt@southnorthants.gov.uk](mailto:peter.holt@southnorthants.gov.uk)

### **Risk Implications**

- 7.3 A risk register has been compiled for Local Government Reorganisation. Agreeing appropriate ToR for the WNJC should help mitigate a number of risks that have been identified. Risks will be discussed regularly and escalated as and when necessary to the Leadership Risk Register.

Comments checked by:  
Geoff Kent, Assistant Director: Customers and Corporate Services  
Tel: 01327 322183, [geoff.kent@cherwellandsouthnorthants.gov.uk](mailto:geoff.kent@cherwellandsouthnorthants.gov.uk)

## **8.0 Decision Information**

### **Wards Affected**

All

### **Links to Corporate Plan and Policy Framework**

All

### **Lead Councillor**

Councillor Rebecca Breese - Portfolio Holder for Local Government Reform

### **Document Information**

<b>Appendix No</b>	<b>Title</b>
Appendix 1	West Northamptonshire – Current Terms of Reference
Appendix 2	West Northamptonshire – Proposed Terms of Reference
<b>Background Papers</b>	
None	
<b>Report Author</b>	Andrew Hunkin, Executive Director: Resources
<b>Contact Information</b>	0300 003 0202 <a href="mailto:Andrew.hunkin@southnorthants.gov.uk">Andrew.hunkin@southnorthants.gov.uk</a>

### West Northamptonshire Joint Committee

#### Current Terms of Reference

1. To consider and recommend a Constitution to be adopted by the Shadow Authority at its inaugural Full Council meeting;
2. To consider and recommend a Members Code of Conduct to be adopted by the Shadow Authority at its inaugural Full Council meeting;
3. To agree and undertake the recruitment process for the selection of the posts of Interim Head of Paid Service, Interim Chief Finance Officer (section 151 Officer) and Interim Monitoring Officer for the Shadow Authority and recommend to the Shadow Authority at its inaugural meeting nominations for the three interim statutory Officers;
4. To consider and recommend to the Shadow Authority at its inaugural meeting a nomination for the post of Returning Officer;
5. To monitor and seek to mitigate any potential risks associated with the Local Government Reform programme (LGR), the creation of a Shadow Authority and creation of a unitary authority for West Northamptonshire and to establish/agree relevant protocols or process's to manage the risks to LGR;
6. To establish and propose a Calendar of Meetings for the Shadow Council for adoption at its inaugural meeting.
7. To respond to consultations on the content of orders, consents or any other matters where specifically requested to do so by the West Steering Group
8. To establish/agree any protocol or process which, if not implemented timeously, may threaten the establishment of a Unitary Council within the deadline set by the Secretary of State.
9. To receive recommendations/reports from work streams that require Joint Committee approval so long as those relate to the Joint Committee's terms of reference referenced above.
10. To agree the process for an independent review of a scheme of Members Allowances for the Shadow Authority, including the setting up of an Independent Remuneration Panel and to recommend to the Shadow Authority a scheme of Members Allowances for adoption at its inaugural meeting;

This page is intentionally left blank

**West Northamptonshire Joint Committee**  
**Proposed Terms of Reference**

Italics = minor changes

Bold = additions

Page 17

1. To consider and recommend a Constitution to be adopted by the Shadow Authority at its inaugural Full Council meeting.
2. To consider and recommend a Members' Code of Conduct to be adopted by the Shadow Authority at its inaugural Full Council meeting.
3. To agree and undertake the recruitment process for the selection of <i>and the designations</i> of Interim Head of Paid Service, Interim Chief Finance Officer (section 151 officer) and Interim Monitoring Officer for the Shadow Authority and recommend to the Shadow Authority at its inaugural Full Council meeting nominations for the three interim statutory officers.
4. To consider and recommend to the Shadow Authority at its inaugural Full Council meeting a nomination for the post of Returning Officer.
<b>5. To consider and initiate appropriate mechanisms for the recruitment and designation of a permanent Chief Executive (Head of Paid Service) and other statutory officers, including provisional terms and conditions, including salary, and method of selections, so that the earliest possible appointments can be made by the Shadow Authority.</b>
6. To monitor and seek to mitigate any potential risks associated with the Local Government Reform (LGR) programme, the creation of a Shadow Authority and creation of a unitary council for West Northamptonshire and to establish/agree protocols or processes to manage the risks to LGR.
7. To establish and propose a Calendar of Meetings for the Shadow Authority for adoption at its inaugural Full Council meeting.
8. To respond to consultations on the contents of orders, consents or any other matters where specifically requested to do so by the <i>Leaders Oversight Board or Design Board</i> .

- 9. To identify and approve a policy framework (including production of draft policy statements and supporting procedures) relevant to the required statutory compliance of the new unitary council.**
10. To agree the process for an independent review of a scheme of Members' Allowances for the Shadow Authority, including the setting up of an Independent Remuneration Panel and to recommend to the Shadow Authority a scheme of Members' Allowances for adoption at its inaugural Full Council meeting.
- 11. To agree a mechanism for expenditure incurred by the officer(s) responsible for the conduct of the election on 7<sup>th</sup> May 2020 for North Northamptonshire Council and West Northamptonshire Council to be paid. The cost to be divided among, and paid by, the County Council, North Northamptonshire councils and the West Northamptonshire councils.**
- 12. To agree a mechanism for expenditure incurred by the shadow authorities to be divided among, and paid by, the County Council, the North Northamptonshire councils and the West Northamptonshire councils.**
13. To prepare and keep under review an Implementation Plan to include such plans and programmes as are in the opinion of the Joint Committee necessary to secure the effective, efficient and timely discharge of any functions necessary and/or proscribed in a future Structural Changes Order.
14. To form a team of officers as an "Implementation Team" for the purpose of assisting the Joint Committee to discharge its functions.
- 15. To take steps to prepare for the economic, effective, efficient and timely transfer of the functions, property, rights and liabilities of the County Council and district/borough councils to the new unitary council.**
16. To develop and oversee early enabling strategies including, but not limited to, organisation design process and principles, ICT, digital transformation, organisational development and assets.
17. To identify, promote and ensure collaborative working between councils and to ensure that all Members are kept fully briefed and engaged in establishing a new unitary council.
- 18. To oversee the development and delivery of a comprehensive communications and engagement strategy that addresses the requirements of Members, staff, town and parish councils, local partners and wider stakeholders and, to consider how decisions and issues shall be communicated to local people and stakeholders, and to engage with stakeholders on matters within the purview of the Joint Committee.**

**19. To liaise with relevant internal and external auditors and ensure their focus supports the development of the new unitary council.**

**20. To agree an induction and training programme for newly elected Members for 2020/2021.**

**21. To agree support services for newly elected Members for 2020/21.**

**22. To progress arrangements for civic and ceremonial matters and functions related to the new unitary council.**

This page is intentionally left blank

## South Northamptonshire Council

### Council

2 October 2019

<p><b>Amendment to the Appointments and Personnel Committee</b></p>
---

### Report of Executive Director: Resources

This report is public

#### Purpose of report

To consider amendments to the membership, terms of reference and title of the Council's Appointments and Personnel Committee.

#### 1.0 Recommendations

The meeting is recommended to agree that:

- 1.1 The Appointments and Personnel Committee be retitled as the Organisational Development and Personnel Committee.
- 1.2 The committee's terms of reference are added to so that it is able to consider organisational or staffing matters arising in the period leading up to the unitary government vesting day; and so that it is able to consider the impact of any local government reorganisation proposals, or shared service proposals, on the Council's current organisational and staffing arrangements.
- 1.3 The Organisational Development and Personnel Committee is not subject to the political balance requirements and comprises eight elected members (six Conservative, one Liberal Democrat and one Independent) of which at least two elected members are not Cabinet Members.
- 1.4 Authority be delegated to the Monitoring Officer to amend the Constitution accordingly.

#### 2.0 Introduction

- 2.1 The Council's governance arrangements include a Joint Arrangements Steering Group (JASG) that since 2011 has overseen the development and implementation of the joint arrangements for Cherwell District and South Northamptonshire councils. As JASG is a steering group rather than a committee it did not need to conform to political balance rules and so allowed wider group representation.

- 2.2 During 2019 its focus has been on the service separation programme. The proposals for the final service to be separated were considered by JASG on 15 July.
- 2.3 For the time being, JASG will remain and deal with any further separation issues that may arise, and its future will be considered at the 2020 Annual Council meeting.
- 2.4 The Council's governance arrangements also include an Appointments and Personnel Committee which is responsible for determining the terms and conditions on which staff are employed, considering and finalising new and amended personnel policies for recommendation to Council, the promotion of good industrial relations and equal opportunities for all employees.

### **Terms of Reference**

- 2.5 The Appointments and Personnel Committee's terms of reference allow it to consider any issues that arise from separation, but it is proposed that they are added to so that the committee is able to consider organisational or staffing matters arising in the period leading up to the unitary government vesting day, such as any joint arrangements that may be put in place; and so that it is able to consider the impact of any local government reorganisation proposals on the Council's current organisational and staffing arrangements.
- 2.6 The proposed additions are:
- To consider any interim or temporary joint staffing and organisational arrangements proposed with any other councils or agencies in the period leading up to the creation of unitary government for Northamptonshire.
  - To consider the impact on the Council of any staffing or organisational proposals arising from the local government reorganisation programme.
- 2.7 A training and development programme will be developed and implemented, including recruitment and interviewing skills, to ensure that the committee is able to fulfil its terms of reference.

### **Title and Membership of the Committee**

- 2.8 It is proposed that the title of the Appointments and Personnel Committee is changed to the Organisational Development and Personnel Committee, to reflect its wider remit.
- 2.9 It is also proposed that the committee is not subject to the political balance requirements and comprises eight elected members (six Conservative, one Liberal Democrat and one Independent) of which at least two elected members are not Cabinet Members.
- 2.10 It is further proposed that authority be delegated to the Monitoring Officer to amend the Constitution accordingly.
- 2.11 These new arrangements cause review of the overall balance of the Council irrespective of it occurring (in this case) ahead of the Annual Meeting. The rules also allow for variation of normal political balance arrangements; namely, if the Council wishes to adopt committee memberships which do not accord with political balance arrangements this must be agreed *nem con* (i.e. without any Member voting against).

Hence the report to Full Council includes for confirmation of the Council's representation on both the Organisational Development and Personnel Committee and across all of its committees.

### **3.0 Conclusion and Reasons for Recommendations**

- 3.1 With the separation programme proposals either in place or being implemented, it is unlikely that JASG will need to meet again. As this was a steering group rather than a committee it did not need to conform to political balance rules and so allowed wider group representation.
- 3.2 The Appointments and Personnel Committee terms of reference would not allow it to consider any future joint arrangements or the impact on the Council of any staffing or organisational proposals arising from the local government reorganisation programme. It is therefore felt beneficial to amend the terms of reference of the committee – to be renamed Organisational Development and Personnel Committee - and to widen membership representation.

### **4.0 Consultation**

- 4.1 Not applicable.

### **5.0 Alternative Options and Reasons for Rejection**

- 5.1 Option 1 – to not make the changes set out in this report. The disadvantages of this option have been clearly laid out within this report; and it is consequently rejected.

Option 2 – to make the changes to the terms of reference as set out in this report but to apply political balance to the Organisational Development and Personnel Committee. This would result in not all groups being represented on the committee, or the committee being of such a size that it could become unwieldy. This option is therefore rejected.

### **6.0 Implications**

#### **Financial and Resource Implications**

- 6.1 There are no financial implications arising from this report

Comments checked by:

Martin Henry, Executive Director: Finance and S151 Officer

Tel: 01327 322094, martin.henry@southnorthants.gov.uk

#### **Legal Implications**

- 6.2 It is a function of Full Council to agree and/or amend the terms of reference for committees, deciding on their composition and making appointments to them. It is also a legal requirement for Full Council to agree proportionality.

Comments checked by:  
Peter Holt, Assistant Chief Executive  
Tel: 01327 322289, [peter.holt@southnorthants.gov.uk](mailto:peter.holt@southnorthants.gov.uk)

### **Risk Implications**

6.3 In ensuring the legal requirements are met, risk to the authority is mitigated.

Comments checked by:  
Geoff Kent, Assistant Director: Customers and Corporate Services  
Tel: 01327 322183, [geoff.kent@cherwellandsouthnorthants.gov.uk](mailto:geoff.kent@cherwellandsouthnorthants.gov.uk)

## **7.0 Decision Information**

### **Wards Affected**

All

### **Links to Corporate Plan and Policy Framework**

All

### **Lead Councillor**

Peter Rawlinson, Portfolio Holder: Finance and Governance.

### **Document Information**

<b>Appendix No</b>	<b>Title</b>
None	
<b>Background Papers</b>	
None	
<b>Report Author</b>	Andrew Hunkin – Executive Director: Resources and Monitoring Officer
<b>Contact Information</b>	Tel: 0300 003 0202 <a href="mailto:andrew.hunkin@southnorthants.gov.uk">andrew.hunkin@southnorthants.gov.uk</a>

## South Northamptonshire Council

### Council

2 October 2019

<b>Result of Middleton Cheney By-Election, Allocation of Seats and Membership of Committees</b>
---

### Report of Chief Executive

This report is public

#### Purpose of report

To advise Council of the results of the by-election for the Middleton Cheney ward held on 12 September 2019, and to note the constitution of the council, political balance calculations and allocation of seats on committees that are subject to the political balance requirements following the by-election.

For the purposes of the allocation of seats subject to the political balance requirements, this report assumes that the recommendations at the previous agenda item, "Amendments to the Appointments and Personnel Committee" have been agreed. If this is not the case, alternative calculations will be tabled at the meeting.

#### 1.0 Recommendations

The meeting is recommended:

- 1.1 To note the results of the by-election for the Middleton Cheney ward held on 12 September 2019.
- 1.2 To note the constitution of the Council, the political balance calculations and the allocation of seats on committees that are subject to the political balance requirements following the by-election.
- 1.3 To note the appointments and amendments to Committees in light of the revised allocation of seats on committees that are subject to the political balance requirements (to be advised at the meeting).

#### 2.0 Introduction

- 2.1 Following the resignation of Councillor Jonathan Riley, a by-election for the vacant seat in the Middleton Cheney ward of South Northamptonshire Council was held on 12 September 2019.

- 2.2 Following a district by-election, the result is reported to Council for information. Any adjustments to the allocation of seats and substitutes and amendments to Committee membership are also reported.

### **3.0 Report Details**

#### **Middleton Cheney ward By-Election**

- 3.1 The overall turnout for the by-election for the Middleton Cheney ward held on 12 September 2019 was 26.9%.

- 3.2 The number of votes cast for the candidates was:

Mark James Allen (Liberal Democrat) – 384 votes

Alison Frazer Mitchell Eastwood (The Conservative Party Candidate) - 345 votes

Arthur Greaves (Labour Party) – 59 votes

Adam John Sear (Green Party Candidate) – 89 votes

- 3.3 Mark James Allen (Liberal Democrat) was duly elected.

#### **Constitution of the Council**

- 3.4 Following the by-election, the constitution of the council is as follows:

Conservative: 33 (79%)  
Independent: 3 (7%)  
Liberal Democrat: 6 (15%)

#### **Allocation of Seats to Proportional Committees**

- 3.5 Following the election, the allocation of seats to committees that are subject to political balance calculations are set out in the table below. The calculations assume that the recommendations set out in the previous agenda item “Amendments to the Appointments and Personnel Committee” have been approved and therefore this committee is not included in committees subject to political balance calculations

- 3.6 There are no changes to the allocation of seats to committees that are not subject to political balance calculations.

- 3.7 The position regarding those committees that are subject to political balance calculations is set out below:

<b>Political Balance</b>	<b>TOTAL</b>	<b>CON</b>	<b>IND</b>	<b>LIB DEM</b>
Appeals Committee	5	4	0	1
Budget & Financial Strategy Committee	12	9	1	2
Licensing Committee	12	<i>10 (+1)</i>	1	<i>1 (-1)</i>
Planning Committee	14	11	1	2
Planning Policy & Regeneration Strategy Committee	12	9	1	2
Scrutiny Committee	15	12	1	2
West Northamptonshire Joint Committee	4	3	0	1
<b>Proportional Total by Committee</b>	74	58	5	11
<b>Aggregate Entitlement</b>	74	58	5	11
<b>Adjustment Required</b>	N/A	+1	0	-1

3.8 As a result of the revised allocation of seats to committees that are subject to the political balance requirements, the Liberal Democrat Group is required to release one seat to the Conservative Group.

3.9 Councillor Lofts, Leader of the Liberal Democrat Group, has advised that he will give a seat on the Licensing Committee to the Conservative Group. This is indicated in italics in the table above.

3.10 As a result of the revised political balance calculations, the Conservative Group has one fewer member on each of the following committees:

Budget and Financial Strategy Committee  
 Planning Policy and Regeneration Strategy Committee

Councillor McCord, Leader of the Conservative Group, will advise which Members will step down from each of the above listed committees.

3.11 As a result of the revised political balance calculations, the Liberal Democrat Group has one additional member on each of the following committees:

Budget and Financial Strategy Committee  
 Planning Policy and Regeneration Strategy Committee

Councillor Lofts, Leader of the Liberal Democrat Group, will advise which Members he will appoint to each of the above listed committees.

- 3.12 As set out in paragraph 3.7, the Liberal Democrat Group is required to give a seat to the Conservative Group. Previously the Liberal Democrat Group was required to give a seat to the Independent Group. The revised proportionality calculations no longer require this, therefore the following change to the membership of the Appeals Committee is necessary:

Remove: Councillor Caryl Billingham (Independent Group)

Add: *Councillor Lofts, Leader of the Liberal Democrat Group, to advise*

- 3.13 With the exception of the Appointments and Personnel Committee (assuming recommendations at the previous agenda item agreed), all other appointments to Committees remain as appointed at the Annual Council meeting held on 15 May 2019.

## **4 Conclusion and Reasons for Recommendations**

- 4.1 The results of the by-election for the Middleton Cheney ward is submitted to Council for information. The Council is required to agree the allocation of seats on committees that are subject to the political balance requirements and to agree the appointments to each of the Committees in accordance with the nominations made by political groups.

## **5.0 Consultation**

Political Group Leaders and Independent Group Spokesman

## **6.0 Alternative Options and Reasons for Rejection**

- 6.1 The following alternative option has been identified and rejected for the reasons as set out below.

Option 1: To amend the appointments to Committees. However, Council is obliged to appoint members to Committees in accordance with the wishes of the relevant political group, so this option is rejected.

## **7.0 Implications**

### **Financial and Resource Implications**

- 7.1 There are no direct financial implications arising from this report

Comments checked by:  
Martin Henry, Executive Director: Finance and S151 Officer  
Tel: 01327 322094, [martin.henry@southnorthants.gov.uk](mailto:martin.henry@southnorthants.gov.uk)

### Legal Implications

7.2 It is a legal requirement for Council to agree proportionality and appoint committees.

Comments checked by:  
Andrew Hunkin, Executive Director: Resources,  
Tel: 0300 003 0202 [andrew.hunkin@southnorthants.gov.uk](mailto:andrew.hunkin@southnorthants.gov.uk)

### Risk Implications

7.3 In ensuring the legal requirements are met, risk to the authority is mitigated.

Comments checked by:  
Geoff Kent, Assistant Director: Customers and Corporate Services  
Tel: 01327 322183, [geoff.kent@cherwellandsouthnorthants.gov.uk](mailto:geoff.kent@cherwellandsouthnorthants.gov.uk)

## 8.0 Decision Information

### Wards Affected

All

### Links to Corporate Plan and Policy Framework

All

### Lead Councillor

None

### Document Information

Appendix No	Title
None	
Background Papers	
None	
Report Author	Natasha Clark, Governance and Elections Manager
Contact Information	01295 221589 <a href="mailto:natasha.clark@cherwell-dc.gov.uk">natasha.clark@cherwell-dc.gov.uk</a>

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank