



# Annual Council

The Annual Meeting of Council will be held as a remote meeting on  
**Wednesday 16 September 2020 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 7 - 16)</b> To confirm the Minutes of the meeting of Council held on 22 July 2020.
<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
<b>7</b>	<b>Election of Chairman for the Municipal Year 2020/21</b>
<b>8</b>	<b>Investiture of Chairman</b>
<b>9</b>	<b>Chairman's Address</b>

10	<b>Vote of Thanks to the Immediate Past Chairman</b>
11	<b>Past Chairman's Response</b>
12	<b>Election of Vice-Chairman for the Municipal Year 2020/21</b>
13	<b>Investiture of Vice-Chairman</b>
14	<b>Vote of Thanks to Council Officers</b>
15	<p><b>Appointment of Deputy Leader and Cabinet Members for 2020/21</b></p> <p>The Leader of the Council to report on the appointment of the Deputy Leader and Cabinet Members for 2020/21</p>

## Council Business Reports

16	<p><b>Allocation of Seats and Membership of Committees 2020/21</b> (Pages 17 - 26) Report of Chief Executive</p> <p><b>Purpose of report</b></p> <p>To consider and agree the suggested constitution of Committees for the Municipal Year 2020/2021.</p> <p><b>Recommendations</b></p> <p>The meeting is recommended:</p> <ol style="list-style-type: none"> <li>1.1 To agree the allocation of seats on committees that are subject to the political balance requirements (Table 1).</li> <li>1.2 To agree the allocation of seats on committees not subject to political balance requirements (Table 2).</li> <li>1.3 To agree the appointments to each of the Committees in accordance with the nominations made by political groups (Appendix 1).</li> </ol>
17	<p><b>Appointment of Members to Outside Bodies for the Municipal Year 2020/21</b> (Pages 27 - 30) Report of Chief Executive</p>

**Purpose of report**

To consider and agree the appointments of Members to Outside Bodies for the Municipal Year 2020/2021.

**Recommendations**

The meeting is recommended:

- 1.1 To approve appointments to the following Outside Bodies for the Municipal Year 2020/21:

Outside Body	Council's Representative
Local Government Association	Cllr Ian McCord
Most Sparsely Populated Councils' Group	Cllr Stephen Clarke
Crime and Disorder Partnership	Cllr Karen Cooper
County Health Scrutiny Committee	Cllr Rosie Herring
Northants Leadership	Cllr Ian McCord Cllr Phil Bignell (Substitute)
Northamptonshire Police and Crime Commissioner Scrutiny Panel	Cllr Ken Pritchard Cllr Alice Ord (Substitute)

**18****Constitution - Responsibility for Functions and Definition of Key Decision**  
(Pages 31 - 34)

Report of Chief Executive

**Purpose of report**

To enable Council to agree the relevant parts of the Responsibility for Functions, and the financial threshold to apply in determining which executive decisions are key decisions, as required by paragraphs 1.1.8 and 1.1.9 of the Council Procedure Rules

**Recommendations**

The meeting is recommended:

- 1.1 To agree to the Responsibility for Functions set out in Part 10 of the Council's constitution in so far as they relate to Council functions and powers [Constitution Part 10](#)
- 1.2 To agree that the financial thresholds for executive decisions to be designated as "key" are as follows:
- £50,000 for revenue expenditure
  - £250,000 for capital expenditure
  - Where a decision is being taken to invest some of the Council's reserves as part of the Treasury Management function the threshold is £5 million.

### FIRST MEETINGS OF COMMITTEES

Meetings of various Committees will be held immediately on the rising of the Council Meeting, in order to elect their Chairman for 2020/21, and to conduct any other business as may be specified.



Richard Ellis  
Chief Executive  
8 September 2020

### 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 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

Vacancy

## **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.

### **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 221534, [democracy@cherwellandsouthnorthants.gov.uk](mailto:democracy@cherwellandsouthnorthants.gov.uk)

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## South Northamptonshire Council

### Council

Minutes of a meeting of the Council held as a Remote meeting on Wednesday 22 July 2020 at 6.00 pm.

Present	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 John Budden Councillor Carole Clarke Councillor Roger Clarke Councillor Stephen Clarke Councillor Richard Dallyn Councillor Peter Davies Councillor Valerie Furniss Councillor Andrew Grant Councillor David Harries BEM Councillor Steven Hollowell Councillor Gregor Hopkins Councillor Martin Johns Councillor Dennis Loveland Councillor Charles Manners Councillor Ian McCord Councillor Abigail Medina Councillor Alice Kim Ord Councillor Ken Pritchard Councillor Peter Rawlinson Councillor Mary-Anne Sergison-Brooke Councillor Sandi Smallman Councillor Catharine Tarbun Councillor John Townsend Councillor Allen Walker Councillor Elaine Wiltshire Councillor Paul Wiltshire
Apologies for Absence:	Councillor Rebecca Breese Councillor Karen Cooper Councillor Hywel Davies Councillor Chris Lofts Councillor Lisa Samiotis

Officers: Richard Ellis, Chief Executive  
Martin Henry, Executive Director: Finance (Section 151 Officer)  
Andrew Hunkin, Executive Director: Resources (Monitoring Officer)  
Jo Barrett, Assistant Director: Wellbeing  
Jim Newton, Assistant Director: Planning & Economy  
Alan Munn, Planning Policy and Growth Strategy Manager  
Nicholas Sutcliffe, Licensing and Business Support Manager  
Natasha Clark, Governance and Elections Manager

14 **Welcome**

The Chairman welcomed Councillors, officers, members of the public and the press to the second remote meeting of Full Council.

The Chairman introduced the Vice-Chairman, Councillor Tony Bagot-Webb and advised that should she have any technical issues and drop out of the meeting, Councillor Bagot-Webb would take the Chair until she was reconnected.

15 **Declarations of Interest**

There were no declarations of interest.

16 **Minutes of Council**

The minutes of the meeting of Council held on 13 May 2020 were agreed as a correct record and signed by the Chairman.

17 **Chairman's Announcements**

**Housekeeping**

The Chairman reminded Members of the remote meeting protocol and arrangements for voting.

**Annual Meeting**

The Chairman advised Council that following discussions with the Vice-Chairman, Chief Executive and Executive Director Resources, the Annual Meeting would be held on Wednesday 16 September 2020 at 6pm.

At this time, it was not possible to confirm what format the meeting would take as it would depend upon the Government guidance and restrictions and the local situation at that time. In the meantime, Members would be sent a meeting request to ensure the date is in calendars and the format and arrangements would be confirmed in due course when it was possible to do so.



Officers were liaising with the Chairman of the Planning Policy & Regeneration Strategy (PPRS) Committee about a new date for the committee's meeting that was scheduled for the same date and this will be confirmed to PPRS members.

## 18 **Public Participation**

The Chairman advised that there had been not petitions but three written questions for the public addressed to the Leader, Councillor McCord, had been received and were published as a supplement to the agenda.

The Governance and Elections Manager displayed and read out each question, which was duly answered by the Leader of the Council.

### **Question 1, from Charles Askew, local resident, on the Local Plan**

"Is the leader of the council satisfied that all substantial complaints about the actions of council members and employees in respect of the preparation of the Local Plan v2 have been properly investigated and that the results of these investigations have been made available to council members, prior to the plan being put to the vote?"

The Leader of the Council, Councillor McCord, responded:

"All complaints are dealt with via the appropriate process. As Leader I have no remit in the process. I have been advised by the Monitoring Officer that there is no good reason not to proceed with the Local Plan report as published.

As of 5pm tonight there have been no complaints lodged using either the member or officer complaints procedures. "

### **Question 2, from Terence Hearty, local resident, on the Local Plan**

"Does the council find it appropriate and proper to vote on the adoption of the Local Plan Part B when a serious complaint has been raised by a South Northamptonshire resident, which is currently yet to be investigated by SNCs monitoring officer? Has SNC made councillors aware of this complaint, which is concerned with the Council not following due process and governance in relation to that Plan?"

The Leader of the Council, Councillor McCord, responded:

"I am aware of correspondence between a resident and the council that I have been copied into and that a resident has sent to most, if not all, members over the weekend past.

The email that was sent to me has been passed to the Monitoring Officer and I have no further role in the matter. The complaints procedure does not require all members to be made aware one has been received.

That resident has been advised how to use the council's complaints procedures and offered officer help to do so.

Yesterday I was copied into an email from the same resident that said, and I quote:  
*“with regard to your continued attempts to usher me down the cul-de-sac of following the councils own complaints procedure, I have no intention of so doing . . .”*

As of 5pm today no such formal complaint has been received.

I and all members have been given advice from the Monitoring Officer that there is no good reason not to proceed with the Local Plan item as laid out tonight.

However, should council resolve tonight to adopt the Local Plan, there is a period of 6 weeks which allows for any judicial review proceedings to be lodged. If Mr Hearty or any other resident, or group wishes to challenge the legality of the processes followed by SNC they have that option open to them.”

**Question 3, from Briony Askew, local resident, on the Local Plan**

“Does the Council consider that adoption of the Local Plan, described as “...years in the making” by Cllr Roger Clark on 4.10.18, is now relevant and appropriate to the area, given:

1. the huge challenges which have subsequently come to light regarding the need for urgent action on climate change, including NCC declaring a climate emergency in June 2019 and SNDC’s Climate Change Action Plan being adopted in May 2020
2. the changes ahead locally in moving to a, necessarily delayed, West Northants Unitary Authority, and
3. the potentially hugely altered needs of the area in a post-Covid recovery

Given the above, does the Council not consider that deferring the adoption of the Local Plan to West Northants would give both flexibility and agility to the new authority, thus properly ensuring that the Plan better meets the needs of the locality, given the huge changes that have occurred since both the plan’s inception and the consultation period?”

The Leader of the Council, Councillor McCord, responded:

“As the question is in three parts I shall deal with them in turn

Part 1: Climate change is not something that has emerged during the preparation of this plan, and national planning and other policies have required environmental impact assessments to be taken into account in decision making for many years.

Local Plans are informed by a Sustainability Appraisal, at each key stage of plan preparation, and this was carried out by independent expert consultants. We are satisfied that, throughout the plan preparation, as well as during the Examination in Public, we understood the environmental (as well as social and economic, which

together with environment comprise the three pillars of 'sustainability') impacts of the options and ultimately the final local plan as modified.

It is worth noting that the proposed employment land allocations, were selected in part because of the opportunity they offer for residents to access employment by walking or cycling or driving shorter distances to work. This does dovetail with the council's environmental objectives.

The Local Plan Part 2 will also have a requirement for new build houses to have an electric car charging point. Again complementing the council's Climate Change Action Plan.

Part 2: there is no delay to the commencement of West Northants Council. It was planned to start on 1 April 2021 and that still remains the case.

Part 3: The Covid 19 crisis is not over and it is too early to draw any conclusions from it. The Part 1 Local Plan, which is the strategic document for the area of South Northamptonshire, Daventry, and Northampton, is under review. The review is at a very early stage, and any changes required to a post Covid landscape can and should be picked up by that review.

The allocations on employment land that are proposed tonight do also have some flexibility of use envisaged that would allow things to adapt to changing economic needs if required.

To follow the proposed strategy as set out by Ms Askew is in my view undesirable. One of the reasons for continuing to adopt the Part 2 Local Plan is to ensure the new West Northamptonshire Council will benefit from a comprehensive, up to date local plan.

The overall benefit of having an up to date Part 2 Local Plan outweighs the risk associated with waiting for the new Council before adopting the plan.

The existing Local Plan dates from 1997 and the Saved Policies date from 2007. As these plans age the risk increases that developers will challenge their relevance to current circumstances. To prevent unwanted, unsuitable and unplanned developments an up to date Local Plan is essential. To allow SNC and eventually West Northants some degree of planning control adoption of a plan is the preferable course of action."

19 **Written Questions**

There were no written questions from councillors.

20 **Motions**

There were no motions.

**21 Announcements by the Leader of the Council and the Chief Executive**

On behalf of Council, the Leader, Councillor McCord, made the following announcement recorded thanks to all council employees for their response during the Covid-19 pandemic. Pressure had impacted on Teams and service areas at different phases and Members were grateful to all employees. The Leader paid particular tribute to the Chief Executive and Leadership for their ongoing hard work and keeping Members informed.

The Chief Executive updated Council on the phased reopening of The Forum and referred to the joint statement he and the Leader had issued that day. The statement had set out the stages of the phased reopening which would support the local economy whilst also ensuring the wellbeing and safety of staff and residents.

**22 Questions to the Leader of the Council and the Chief Executive**

There were no questions to the Leader or the Chief Executive on their announcements.

**23 Adoption of the South Northamptonshire Local Plan (Part 2)**

The Assistant Director for Planning and Economy submitted a report to adopt the South Northamptonshire Local Plan (Part 2) with main and additional modifications.

In introducing the report, the Deputy Leader and Portfolio Holder for Planning, Councillor Bignell, paid tribute to the previous Portfolio Holders for Planning, Councillor Rebecca Breese and Councillor Roger Clarke, the Assistant Director Planning Policy and Development, Jim Newton, the current Planning Policy and Growth Strategy Manager, Alan Munn, as well as the former Executive Director Place and Growth, Adrian Colwell, former Head of Development Management, Andy Preston, and former Planning Policy and Growth Strategy Manager, Andy D'Arcy and the wider Planning Policy team for their hard work in bringing the Local Plan (Part 2) to the stage where it was before Members for adoption.

The Deputy Leader and Portfolio Holder for Planning explained that the once adopted the South Northamptonshire Local Plan (Part 2) would replace the policies of the South Northamptonshire Local Plan (1997) and Policies H2 (Affordable Housing) and H6 (Gypsy, Traveller and Travelling Show People) of the WNJCS. The Plan would form part of the statutory development plan for the purposes of Section 38(6) of the Planning and Compulsory Purchase Act 2004.

In response to Members' comments regarding the linkages between the Local Plan, the MK5020 Plan and the Oxford to Cambridge Arc, the Deputy Leader & Portfolio Holder for Planning agreed to circulate a written response to Members.

The Deputy Leader and Portfolio Holder for Planning requested that a recorded vote on the item be taken.

A recorded vote having been requested, a recorded vote was duly taken, and Members voted as follows:

Councillor Addison	For
Councillor Allen	For
Councillor Atkinson	For
Councillor Bagot-Webb	For
Councillor Baker	For
Councillor Bambridge	For
Councillor Barnes MBE	For
Councillor Bignell	For
Councillor Billingham MBE	For
Councillor Budden	For
Councillor Carole Clarke	For
Councillor Roger Clarke	For
Councillor Stephen Clarke	For
Councillor Dallyn	For
Councillor Peter Davies	For
Councillor Furniss	For
Councillor Grant	For
Councillor Harries BEM	For
Councillor Herring	For
Councillor Hollowell	For
Councillor Hopkins	For
Councillor Johns	For
Councillor Loveland	For
Councillor Manners	For
Councillor McCord	For
Councillor Medina	For
Councillor Ord	For
Councillor Pritchard	For
Councillor Rawlinson	For
Councillor Sergison-Brooke	For
Councillor Smallman	For
Councillor Tarbun	For
Councillor Townsend	For
Councillor Walker	For
Councillor Elaine Wiltshire	For
Councillor Paul Wiltshire	For

**Resolved**

- (1) That the South Northamptonshire Local Plan (Part 2) (annex to the Minutes as set in the Minute Book) which incorporates the Inspector's Main Modifications (annex to the Minutes as set in the Minute Book) and the Council's own Additional Modifications (annex to the Minutes as set in the Minute Book) and other minor editorial changes reflecting the fact that the plan is in its final form be adopted as part of the statutory development plan for South Northamptonshire and that an Adoption Statement and final Sustainability Appraisal be issued.

- (2) That it be noted that on adoption of the South Northamptonshire Local Plan (Part 2) all of the remaining saved policies from the South Northamptonshire Local Plan (1997) are formally replaced.
- (3) That the updates to the South Northamptonshire Policies Map (annex to the Minutes as set in the Minute Book) be adopted.
- (4) That the Assistant Director for Planning and Economy, in consultation with the Portfolio Holder for Planning, be authorised to finalise the necessary documents to support adoption including the Adoption Statement and to make such minor editorial corrections to the adopted Local Plan and Policies Map as deemed necessary ahead of publication.

## 24 **Local Development Order**

The Assistant Director Planning & Economy submitted a report to consider the draft South Northamptonshire Local Development Order (LDO).

In introducing the report, the Deputy Leader and Portfolio Holder for Planning, Councillor Bignell, thanked the Planning Policy and Regeneration Strategy Committee and, in particular, its Chairman, Councillor Addison, who had reviewed the Local Development Order. At their 15 July 2020 meeting, the Committee had considered the operation period of the LDO and recommended to Full Council that upon adoption, it remain in force until 31 March 2022.

### **Resolved**

- (1) That the Local Development Order (annex to the Minutes as set out in the Minute Book) be adopted, with the Local Development Order to take effect from 1 April 2020 and be in operation until 31 March 2022 before it is reviewed.
- (2) That a fee of £400 per Certificate of Compliance be approved.
- (3) That authority be delegated to the Assistant Director: Planning and Economy to make any minor changes to the Local Development Order in consultation with the Portfolio Holder for Planning.

## 25 **Business and Planning Act 2020 Fee Setting and Delegation of Authority**

The Assistant Director: Environment and Regulatory Services submitted a report to seek approval to a change to the scheme of delegation to enable officers to progress pavement licences, to agree the terms on which licences will be issued and to set an appropriate fee.

In presenting the report, the Portfolio Holder for Environmental Services, Councillor Bambridge, commended the Licensing Team and Environmental; Health Team for their support to local businesses in recent months.

In response to Members' questions, the Licensing and Business Support Manager confirmed that the Business and Planning Act 2020 had received Royal Assent that day, 22 July 2020.

**Resolved**

- (1) That the authority to determine and issue Pavement Licences be delegated to the Executive Director: Operations with subsequent delegations to the appropriate Assistant Director, Health and Environmental Protection Manager, Licensing and Business Support Manager and all direct reports.
- (2) That authority be delegated to the Portfolio Holder for Environmental Services and the Assistant Director: Environment and Regulatory Services to make any changes should the Act differ from the current Bill.
- (3) That a fee of £100 for all licences be agreed.
- (4) That it be agreed that the length of the licence be set to expire on 30 September 2021 (when the Act ceases to have effect).

26 **Provisional Outturn and Capital Slippage**

The Executive Director: Finance submitted a report which sought agreement to transfer the underspend in 2019-20 into an earmarked reserve to assist in dealing with the costs associated with COVID-19 and to carry forward capital slippage items from 2019-20 into 2020-21.

**Resolved**

- (1) That it be agreed that the final underspend from the financial year 2019-20 be transferred into an earmarked reserve to assist in dealing with the costs associated with COVID-19.
- (2) That it be agreed to carry forward the following capital slippage items totalling £3.1m:

27 **Standards Committee Annual Report 2019/20**

The Executive Director: Resources and Monitoring Officer submitted a report which presented the Standards Committee Annual Report for 2019/20.

**Resolved**

- (1) That the Standards Committee Annual Report 2019/20 (annex to the Minutes as set out in the Minute Book) be noted.

28 **Amendments to Proportionality Calculations and Committee Membership**

The Chief Executive submitted a report for Council to note the amendments to the constitution of political groups and amendments to the proportionality calculations and committee membership arising from the resignation of former Councillor, Adil Sadygov.

**Resolved**

- (1) That the amended constitution of Political Groups: Conservative: 32 (76%); Independent: 3 (7%); Liberal Democrat: 6 (15%); and, Vacancy: 1 (2%) be noted.
- (2) That the amended allocation of seats on committees that are subject to the political balance requirements be noted.
- (3) That it be noted that there are no changes to the allocation of seats on committees that are not subject to political balance requirements.
- (4) That the following amendments to committee membership, as advised by the respective Leaders of the Conservative Group and Liberal Democrat Group:

**Licensing Committee**

Remove: Councillor Peter Davies

Add: Councillor Martin Johns

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

There were no items of urgent business.

The meeting closed at 7.25 pm

Chairman:

Date:



## South Northamptonshire Council

### Council

16 September 2020

#### Allocation of Seats and Membership of Committees 2020/21

#### Report of Chief Executive

This report is public

#### Purpose of report

To consider and agree the suggested constitution of Committees for the Municipal Year 2020/2021.

#### 1.0 Recommendations

The meeting is recommended:

- 1.1 To agree the allocation of seats on committees that are subject to the political balance requirements (Table 1).
- 1.2 To agree the allocation of seats on committees not subject to political balance requirements (Table 2).
- 1.3 To agree the appointments to each of the Committees in accordance with the nominations made by political groups (Appendix 1).

#### 2.0 Introduction

- 2.1 The Annual Meeting originally scheduled for 13 May 2020 was postponed due to the coronavirus pandemic. It was subsequently agreed it would be held on Wednesday 16 September 2020.
- 2.2 The Council's Constitution (Part 3, 1.2) requires that at the annual meeting, Council shall:
  - Decide which committees to establish for the municipal year
  - Decide the size of those committees
  - Decide the allocation of seats and substitutes to political groups in accordance with the political balance rules
  - Receive nominations of Councillors to serve on each committee and relevant outside body

- Appoint to those committees and outside bodies except where appointment to those bodies has been delegated by the Council or is exercisable only by the Cabinet

### 3.0 Report Details

#### Constitution of the Council and Political Groups

3.1 The current constitution of the Council (42 Members) and political groups is:

Conservative: 32 (76%)  
 Independent: 3 (7%)  
 Liberal Democrat: 6 (14%)  
 Vacancy: 1 (3%)

3.2 As a consequence of Local Government Reorganisation in Northamptonshire, South Northamptonshire Council (SNC) and Cherwell District Council (CDC) ended their joint working partnership. The formal joint committees were disbanded in May 2019 but the informal Joint Arrangements Steering Group (JASG) between the two councils was retained. Given that all services have been separated or are delivered under a service level agreement, JASG has been removed from the committee list. It was not subject to the committee proportionality requirements.

3.3 At the February 2019 Council meeting, Members agreed the establishment of a West Northamptonshire Joint Committee between councils with functions related to implementation of local government reform for Northamptonshire, particularly in respect of the operation of a shadow authority. This committee had been included in the proportionality calculations.

3.4 As the West Northamptonshire Unitary Shadow Council is now functioning with a Shadow Executive, the West Northamptonshire Joint Committee has been disbanded and is no longer included in the calculation of seats to proportional committees.

#### Allocation of Seats to Proportional Committees

3.5 Under the political balance regulations in the Local Government and Housing Act 1989, allocations are made to political groups; any member not in a political group is consequently not automatically entitled to seats on committees (although there are no such members currently). In Table 1 below, all group percentage allocations have been rounded up. No adjustments are required.

3.6 **Table 1: Allocation of Seats of Proportional Committees**

Political Balance	TOTAL	CON	IND	LIB DEM	VACANCY
Appeals Committee	5	4	0	1	0
Budget & Financial Strategy Committee	12	9	1	2	0
Licensing	12	9	1	2	0

Committee					
Planning	14	11	1	2	0
Planning Policy & Regeneration Strategy	12	9	1	2	0
Scrutiny	15	11	1	2	1
<b>Proportional Total by Committee</b>	70	53	5	11	1
<b>Aggregate Entitlement</b>	70	53	5	11	1
<b>Adjustment Required</b>	N/S	N/A	N/A	N/A	N/A

### 3.8 Table 2: Allocation of Seats to Non Proportional Committees and other bodies

Committee	Seats	Conservative	Liberal Democrat	Independent
<b>Audit Committee*</b>	6	4	1	1
<b>Organisational Development and Personnel Committee*</b>	8	6	1	1
<b>Standards Committee*</b>	5	3	1	1

\* this is a departure from the proportionality rules and is therefore only permissible with no member voting against.

### 3.9 Notes:

**Appeals Committee:** members may not serve as members or substitute members of the Organisational Development and Personnel Committee.

**Budget and Financial Strategy Committee:** Must include the Cabinet Portfolio Holder for Finance and Governance

**Planning Policy and Regeneration Strategy Committee:** Must include the Cabinet Portfolio Holder for Planning

**Scrutiny Committee:** must not include any members of the Cabinet.

**Organisational Development and Personnel Committee:** at least two members must not be Cabinet members and may not include members of the Appeals Committee

- 3.9 Appendix 1 sets out members to serve on each of the committees and other bodies set out in Tables 1 and 2 in accordance with the nominations to be made by political groups.

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

- 4.1 The Council is required to agree the allocation of seats on committees that are subject to the political balance requirements and also on committees not subject to 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 Groups for Committee appointments

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

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

Option 1: To amend the appointments to Committees. This is rejected as the proposed appointments reflect the nominations of the political groups.

## **7.0 Implications**

### **Financial and Resource Implications**

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

Comments checked by:

Denise Taylor, Strategic Business Partner and Deputy S151 Officer  
Tel: 01327 322290, [denise.taylor@southnorthants.gov.uk](mailto:denise.taylor@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 & Monitoring Officer, 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
1	Committee Membership 2020/21
Background Papers	
None	
Report Author	Natasha Clark, Governance and Elections Manager
Contact Information	01295 221589 <a href="mailto:democracy@cherwellandsouthnorthants.gov.uk">democracy@cherwellandsouthnorthants.gov.uk</a>

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## Committee Appointments 2020/21

### Proportional Committees

#### Appeals Committee

##### Membership (5 seats)

##### Conservative (4)

Cllr Carole Clarke  
Cllr Karen Cooper  
Cllr Hywel Davies  
Cllr Charles Manners

##### Liberal Democrat (1)

Cllr Chris Lofts

##### Independent (0)

#### Budget and Financial Strategy Committee

##### Membership (12 seats)

##### Conservative (9)

Cllr Anthony Bagot-Webb  
Cllr John Budden  
Cllr Peter Davies  
Cllr Rosie Herring  
Cllr Ken Pritchard  
Cllr Peter Rawlinson  
Cllr Sandi Smallman  
Cllr Allen Walker  
Cllr Paul Wiltshire

##### Liberal Democrat (2)

Cllr Mark Allen  
Cllr Chris Lofts

##### Independents (1)

Cllr Caryl Billingham

#### Licensing Committee

##### Membership (12 seats)

##### Conservative (9)

Cllr Ann Addison  
Cllr Bob Atkinson  
Cllr Dermot Bambridge  
Cllr Sandra Barnes  
Cllr Carole Clarke  
Cllr Hywel Davies  
Cllr Gregor Hopkins  
Cllr Dennis Loveland

##### Liberal Democrat (2)

Cllr Martin Johns  
Cllr Chris Lofts

##### Independent (1)

Cllr Caryl Billingham

Cllr Sandi Smallman

## Planning Committee

### Membership (14 seats)

#### Conservative (11)

Cllr Phil Bignell

Cllr Rebecca Breese

Cllr John Budden

Cllr Carole Clarke

Cllr Karen Cooper

Cllr Richard Dallyn

Cllr Ken Pritchard

Cllr Mary-Anne Sergison-Brooke

Cllr John Townsend

Cllr Elaine Wiltshire

Cllr Paul Wiltshire

#### Liberal Democrat (2)

Cllr Martin Johns

Cllr Lisa Samiotis

#### Independent (1)

Cllr Stephen Hollowell

## Planning Policy and Regeneration Strategy Committee

### Membership (12 seats)

#### Conservative (9)

Cllr Ann Addison

Cllr Bob Atkinson

Cllr Phil Bignell

Cllr Val Furniss

Cllr Mary-Anne Sergison-Brooke

Cllr Sandi Smallman

Cllr John Townsend

Cllr Elaine Wiltshire

Cllr Paul Wiltshire

#### Liberal Democrat (2)

Cllr Martin Johns

Cllr Catharine Tarbun

#### Independent (1)

Cllr Steven Hollowell

## Scrutiny Committee

### Membership (15 seats)

#### Conservative (11)

Cllr Fiona Baker

#### Liberal Democrats (2)

Cllr Abigail Medina

#### Independent (1)

Cllr David Harries

#### Vacant (1)

Vacant



Cllr Sandra Barnes                      Cllr Lisa Samiotis  
Cllr John Budden  
Cllr Richard Dallyn  
Cllr Val Furniss  
Cllr Gregor Hopkins  
Cllr Dennis Loveland  
Cllr Charles Manners  
Cllr Ken Pritchard  
Cllr Allen Walker  
Cllr Elaine Wiltshire

## **Non Proportional Committees**

### **Audit Committee**

#### **Membership (6 seats)**

<b>Conservative (4)</b>	<b>Liberal Democrat (1)</b>	<b>Independent (1)</b>
Cllr Anthony Bagot-Webb	Cllr Chris Lofts	Cllr David Harries
Cllr Sandra Barnes		
Cllr Phil Bignell		
Cllr Hywel Davies		

### **Organisational Development and Personnel Committee**

#### **Membership (8 seats)**

<b>Conservative (6)</b>	<b>Liberal Democrat (1)</b>	<b>Independent (1)</b>
Cllr Anthony Bagot-Webb	Cllr Martin Johns	Cllr Caryl Billingham
Cllr Rebecca Breese		
Cllr Ian McCord		
Cllr Peter Rawlinson		
Cllr Elaine Wiltshire		

### **Standards Committee**

#### **Membership (5)**

<b>Conservative (3)</b>	<b>Liberal Democrat (1)</b>	<b>Independent (1)</b>
Cllr Ann Addison	Cllr Lisa Samiotis	Cllr Stephen Hollowell
Cllr Sandra Barnes		
Cllr John Townsend		

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## South Northamptonshire Council

### Council

16 September 2020

#### Appointment of Members to Outside Bodies for the Municipal Year 2020/2021

#### Report of Chief Executive

This report is public

#### Purpose of report

To consider and agree the appointments of Members to Outside Bodies for the Municipal Year 2020/2021.

#### 1.0 Recommendations

The meeting is recommended:

- 1.1 To approve appointments to the following Outside Bodies for the Municipal Year 2020/21:

Outside Body	Council's Representative
Local Government Association	Cllr Ian McCord
Most Sparsely Populated Councils' Group	Cllr Stephen Clarke
Crime and Disorder Partnership	Cllr Karen Cooper
County Health Scrutiny Committee	Cllr Rosie Herring
Northants Leadership	Cllr Ian McCord Cllr Phil Bignell (Substitute)
Northamptonshire Police and Crime Commissioner Scrutiny Panel	Cllr Ken Pritchard Cllr Alice Ord (Substitute)

#### 2.0 Introduction

- 2.1 The Council's Constitution requires Council at its Annual Meeting to appoint representatives to outside bodies except where such an appointment has been delegated by the Council or is exercisable only by the Cabinet.

### **3.0 Report Details**

3.1 The following outside bodies require Council appointment:

Outside Body
Local Government Association
Most Sparsely Populated Councils' Group
Crime and Disorder Partnership
County Health Scrutiny Committee
Northants Leadership
Northamptonshire Police and Crime Commissioner Scrutiny Panel

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

4.1 The Council's Constitution requires Council at its annual meeting to appoint representatives to outside bodies except where such an appointment has been delegated by the Council or is exercisable only by the Cabinet.

### **5.0 Consultation**

None at the time of drafting the report but relevant members in the majority group will be consulted prior to the meeting.

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

6.1 The following alternative options have been identified and rejected for the reasons as set out below.

Option 1: Not to appoint representatives to outside bodies. This is not recommended as the council would not be represented on these organisations and could miss valuable information and opportunities.

Option 2: To appoint different elected Members to the outside bodies to those to be proposed at the meeting. This is not recommended as the proposed appointments will reflect the wishes of the majority group.

### **7.0 Implications**

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

7.1 There are no financial implications arising directly from this report and travel for members to attend meetings is included within agreed budgets.

Comments checked by:  
Denise Taylor, Strategic Business Partner and Deputy S151 Officer, 01327 322290,  
[denise.taylor@southnorthants.gov.uk](mailto:denise.taylor@southnorthants.gov.uk)

### **Legal Implications**

7.2 There are no legal implications arising directly from this report.

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

### **Risk Implications**

7.3 Through providing support for representatives and indemnity insurance the council has mitigated the risks posed through appointing members to partnerships and outside bodies.

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

## **8.0 Decision Information**

### **Wards Affected**

All

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

All

### **Lead Councillor**

N/A

### **Document Information**

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

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## South Northamptonshire Council

### Council

16 September 2020

#### Constitution – Responsibility for Functions and Definition of Key Decisions

### Report of Chief Executive

This report is public

#### Purpose of report

To enable Council to agree the relevant parts of the Responsibility for Functions, and the financial threshold to apply in determining which executive decisions are key decisions, as required by paragraphs 1.1.8 and 1.1.9 of the Council Procedure Rules

### 1.0 Recommendations

The meeting is recommended:

- 1.1 To agree to the Responsibility for Functions set out in Part 10 of the Council's constitution in so far as they relate to Council functions and powers [Constitution Part 10](#)
- 1.2 To agree that the financial thresholds for executive decisions to be designated as "key" are as follows:
  - £50,000 for revenue expenditure
  - £250,000 for capital expenditure
  - Where a decision is being taken to invest some of the Council's reserves as part of the Treasury Management function the threshold is £5 million.

### 2.0 Introduction

- 2.1 It is a requirement of the Council Procedure Rules that, at the Annual Meeting of Council, those parts of the Responsibility for Functions in Part 10 of the Council's constitution that relate to Council powers are agreed, as is the financial threshold for executive key decisions.

### 3.0 Report Details

- 3.1 **Responsibility for Functions** – this document sets out the terms of reference for Council, the Cabinet and the Committees, the list of Proper Officers for certain

statutory functions and the powers that are delegated to officers. The document is composite in that it deals with both Council and executive powers. As far as Council powers and functions are concerned it is necessary for the Responsibility for Functions to be approved annually at this meeting.

Following the separation from Cherwell District Council, the Responsibility for Functions have been reviewed and delegations re-allocated to the Senior Management Team. This is set out in Part 10, Responsibility for Functions.

- 3.2 **Key Decisions** – the Council is legally obliged to set a financial threshold for executive decisions (whether taken by the Cabinet or by officers acting under delegated powers) which are to be treated as “key”. Subject to limited exceptions a key decision should be publicised at least 28 days ahead in the Council’s Forward Plan. A written record of each key decision also has to be circulated to all Members and exposed to the possibility of “call in” by the Scrutiny Committee.

The financial threshold that currently applies (and has done since 2001) is £50,000 for revenue expenditure and £250,000 for capital expenditure. Where a decision is being taken to invest some of the Council’s reserves as part of the Treasury Management function the threshold is £5 million. These thresholds are considered to remain appropriate.

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

- 4.1 The Council’s Constitution requires that the Responsibility for Functions in Part 10 of the Council’s constitution that relate to Council powers and the financial threshold for executive key decisions are agreed at the Annual meeting of Council.

## **5.0 Consultation**

None

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

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

Option 1: To amend the Responsibility for Functions and/or key decisions threshold.

## **7.0 Implications**

### **Financial and Resource Implications**

- 7.1 There are no financial implications arising directly from this report.

Comments checked by:



Denise Taylor, Strategic Business Partner and Deputy S151 Officer, 01327 322290, [denise.taylor@southnorthants.gov.uk](mailto:denise.taylor@southnorthants.gov.uk)

### Legal Implications

- 7.2 The Council's Constitution requires that at the Annual Meeting of the Council the relevant parts of the Responsibility for Functions and the financial threshold to apply in determining which executive decisions are key decisions is agreed.

Comments checked by:  
Andrew Hunkin, Executive Director: Resources & Monitoring Officer, 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, 01327 322183, [geoff.kent@southnorthants.gov.uk](mailto:geoff.kent@southnorthants.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 & Elections Manager
Contact Information	01295 221589, <a href="mailto:democracy@cherwellandsouthnorthants.gov.uk">democracy@cherwellandsouthnorthants.gov.uk</a>

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### First Meetings of Committees

The first meetings of Committees will be held as remote meetings on Wednesday 16 September 2020 at 6.30pm or on the rising of Council, whichever is later

### Agenda

Meetings of various Committees will be held immediately on the rising of the Council Meeting, in order to elect their Chairman for 2020/21, and to conduct any other business as may be specified.

Vice-Chairmen of Committees will be appointed at the next meeting of the Committee held after 16 September 2020.

Members are asked to remain in their places at the conclusion of the Council Meeting and to stand for the period during which Committees of which they are a member are called into session.

The Governance and Elections Manager will preside over the election of the Chairman of each Committee. In each case, the names of Members moved and seconded will be put to the vote, unless only one name is submitted, in which case that Member will be declared appointed unopposed.

<b>1</b>	<p><b>Appeals Committee</b></p> <p>a) The Governance and Elections Manager will call for nominations for the office of Chairman.</p>
<b>2</b>	<p><b>Audit Committee</b></p> <p>a) The Governance and Elections Manager will call for nominations for the office of Chairman.</p>
<b>3</b>	<p><b>Budget and Financial Strategy Committee</b></p> <p>a) The Governance and Elections Manager will call for nominations for the office of Chairman.</p>
<b>4</b>	<p><b>Licensing Committee</b></p> <p>a) The Governance and Elections Manager will call for nominations for the office of Chairman.</p>

<b>5</b>	<p><b>Organisational Development and Personnel Committee</b></p> <p>a) The Governance and Elections Manager will call for nominations for the office of Chairman.</p>
<b>6</b>	<p><b>Planning Committee</b></p> <p>a) The Governance and Elections Manager will call for nominations for the office of Chairman.</p>
<b>7</b>	<p><b>Planning Policy and Regeneration Strategy Committee</b></p> <p>a) The Governance and Elections Manager will call for nominations for the office of Chairman.</p>
<b>8</b>	<p><b>Scrutiny Committee</b></p> <p>a) The Governance and Elections Manager will call for nominations for the office of Chairman.</p>
<b>9</b>	<p><b>Standards Committee</b></p> <p>a) The Governance and Elections Manager will call for nominations for the office of Chairman.</p>

### **Information about this Agenda**

#### **Apologies for Absence**

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

#### **Queries Regarding this Agenda**

Please contact Natasha Clark, Governance and Elections Manager, 01295 221534,  
[democracy@cherwellandsouthnorthants.gov.uk](mailto:democracy@cherwellandsouthnorthants.gov.uk)

**Richard Ellis**  
**Chief Executive**

Published on 8 September 2020