



# South Northamptonshire Council

## **Cabinet Work Programme**

**Incorporating the Private Executive Meeting Notice and the Notice of Intention to make Key Decision**

**August 2020 – November 2020**

Date of publication: 3 July 2020

## **Cabinet Work Programme and Notices required by the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012**

There is a legal requirement for local authorities to publish a notice setting out the key executive decisions that will be taken by the appropriate decision maker at least 28 clear days before such decisions are to be taken. This Cabinet Work Programme incorporating the Notice of Intention to make Key Decision sets out the executive decisions (including key decisions) which are intended to be taken at South Northamptonshire Council. Whilst this document provides details of known decisions for the following month, where details of decisions to be made after this period are known, they are provided for information.

The plan also sets out where, if at all, it is anticipated that part of a Cabinet meeting will be held in private. This is where confidential or exempt information (as set out below) is likely to be made known. Notice is hereby given that it may be necessary for part of a Cabinet meeting to be held in private because it becomes apparent at the meeting that confidential or exempt information will otherwise be made known. Should this become apparent at the meeting the relevant part of the meeting will only be held in private upon the passing of a resolution which (where exempt information will be made known) describes the description of exempt information pursuant to Schedule 12A of the Local Government Act 1972.

**Paragraph 1** Information relating to an individual

**Paragraph 2** Information which is likely to reveal the identity of an individual

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

**Paragraph 4** Information relating to any consultations or negotiations, in connection with any labour matters arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority

**Paragraph 5** Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings

**Paragraph 6** Information which reveals that the authority proposes:

(a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or

(b) to make an order or direction under any enactment

**Paragraph 7** Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime

**Confidential Information** Information given to the Council by a Government Department on terms which forbid its public disclosure or information which cannot be publicly disclosed by Court Order.

Any member of the public wishing to make a representation about why a meeting or part of a meeting should be open to the public and not held in private should do so at the address given below ten working days before the meeting date. In all cases details of the representation and the response to it will be published with the agenda for the meeting.

The Cabinet Work Programme will be updated and rolled forward on a monthly basis. As this takes place, the programme will be adjusted, and further decisions will be added, or anticipated ones may be rescheduled or removed. The summary shows the decisions programmed to be taken during each month. A likely date of decision is shown, but it is possible that a decision may be rescheduled to a later month.

If a key decision is not included in the published Cabinet Work Programme for 28 clear days before a decision needs to be taken the Chairman of the Scrutiny Committee must be notified and a supplement to the Work Programme published at least 5 clear days before the date on which the decision is proposed to be taken. If the date by which the decision has to be made makes compliance with this requirement impracticable the decision can only be made with the consent of the Chairman of the Scrutiny Committee who must be satisfied that the making of the decision is urgent and cannot reasonably be deferred.

If it is necessary to discuss an issue in private and 28 days' notice has not been given the decision may only be taken or the item discussed in private with the agreement of the Chairman of the Scrutiny Committee who must be satisfied that the need for the item to be taken to the meeting is urgent and cannot reasonably be deferred.

### **Key Decisions**

Key decisions are those which are financially significant (in terms of spending or savings) for the service or function concerned **or** which will have a significant impact on communities, usually in two or more wards in the District.

The Council has decided that a decision will be financially significant if its impact is equivalent in value to more than £50,000 of revenue expenditure or £250,000 of capital expenditure, or if it involves a Treasury Management decision to invest in excess of £5m of the Council's reserves.

In assessing the impact on local people in two or more wards (including businesses and organisations) the following factors will be borne in mind:

- The number of users of the service in the wards affected.
- Whether the impact will be short term or last for a number of years or be permanent.
- The nature of the impact on communities in terms of economic, social and environmental well-being
- Whether a significant degree of discretion is to be exercised by the decision-maker.

Under the Council's constitution, key decisions are made by Cabinet, a sub-committee of Cabinet, officers, area committees or under joint arrangements

## **Cabinet**

Where decisions will be taken by the full Cabinet, this consists of the following elected Councillors who have responsibility for the portfolio areas shown:

Ian McCord	– Leader of the Council
Phil Bignell	– Deputy Leader and Portfolio Holder for Planning
Dermot Bambridge	– Portfolio Holder for Environmental Services
Rebecca Breese	Portfolio Holder for Local Government Reform
Stephen Clarke	– Portfolio Holder for Growth and Regeneration
Karen Cooper	– Portfolio Holder for Wellbeing
Andrew Grant	– Portfolio Holder for Customer Services and IT
Peter Rawlinson	– Portfolio Holder for Finance, Performance and Governance

Officers may occasionally make key decisions on behalf of the Cabinet but it is the Council's intention that this will be the exception. Where a decision is expected to be taken by an officer, this will be identified in the attached Work Programme.

In all cases the documents submitted to the decision maker to inform their decision shall be a report and all documents submitted to the decision maker will be available at [www.southnorthants.gov.uk](http://www.southnorthants.gov.uk)

## **Meeting Dates<sup>1</sup>**

**Dates of Cabinet Meetings 2020/21:** 8 June 2020; 13 July 2020; 14 September 2020; 12 October 2020; 9 November 2020; 14 December 2020; 11 January 2021; 8 February 2021; 8 March 2021

## **Contact:**

For further information on the Cabinet Work Programme, please contact:

Democratic Services Team  
South Northamptonshire Council  
The Forum  
Moat Lane,  
Towcester  
Northamptonshire NN12 6AD

Email: [democracy@cherwellandsouthnorthants.gov.uk](mailto:democracy@cherwellandsouthnorthants.gov.uk)

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<sup>1</sup> Meetings are subject to change and cancellation. Members will be notified, and the website updated accordingly.

Item to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Portfolio Holder	Contact Officer	Documents to be Submitted to decision maker	Report Sign off
<b>August 2020</b>							
No meeting scheduled for August 2020							
<b>September 2020</b>							
<b>Quarterly Finance, Performance and Risk Report</b> To consider the quarter 1 finance, performance and risk report	Cabinet	No	No	Portfolio Holder for Finance, Performance and Governance	Geoff Kent Tel: 0300 003 0115	Cabinet report	Assistant Director: Customers & Corporate Services
<b>Bad Debt Write Offs (if any)</b> This is an annual report on write-offs and reconciliations, primarily within the Benefits service	Cabinet	Yes	Yes - By virtue of paragraphs 1, 2, and 3 of Schedule 12A of Local Government Act 1972	Portfolio Holder for Finance, Performance and Governance	Martin Henry Tel: 0300 030206	Cabinet report	Executive Director: Finance (Section 151 Officer)
<b>October 2020</b>							
<b>Draft Communities Strategy</b> To approve the draft Communities Strategy for consultation	Cabinet	Yes	No	Portfolio Holder for Wellbeing	Jo Barrett Tel: 01327 322369	Cabinet report	Assistant Director: Wellbeing
<b>November 2020</b>							

Item to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Portfolio Holder	Contact Officer	Documents to be Submitted to decision maker	Report Sign off
No items currently scheduled							