

To all Members

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Our Ref: AI/DP  
Your Ref:  
Date: 1st September 2020

Dear Councillor

You are summoned to attend the ANNUAL MEETING of the BOROUGH COUNCIL to be held **virtually** on Wednesday 9<sup>th</sup> September 2020 at **6.00pm**.

This virtual meeting of Kettering Borough Council will be held using Zoom and live-streamed via YouTube. Members of the Council will be sent joining instructions for the meeting by email.

Yours faithfully



G. Soulsby  
Managing Director

### Instructions for viewing the meeting

To watch the live meeting on YouTube, please follow the instructions below:-

1. Click or visit the following link [www.kettering.gov.uk/youtube](http://www.kettering.gov.uk/youtube)
2. Select the following video (located at the top of the list):

“Annual Council 09/09/2020”

*Working with and on behalf of local people*

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## **AGENDA**

1. Apologies
2. The minutes of the meeting of the Council held on 26<sup>th</sup> February 2020 to be approved as a correct record and signed by the Mayor
3. Declarations of Interest
  - (a) Personal
  - (b) Prejudicial
4. Election of Mayor
5. Appointment of Deputy Mayor
6. Appointment of Mayor's Chaplain
7. Procedure and Protocol for Virtual Meetings of the Council (*report attached*)
8. To receive announcements from the Mayor
9. To receive any report of the Managing Director
10. To receive notification of the appointment of Leader of the Opposition.
11. To approve the allocation of seats (and substitutes) to Committees (*attached*)
12. To approve a Programme of Ordinary Meetings for the period 1<sup>st</sup> September 2020 to 31<sup>st</sup> March 2021 and to note the appointment of members (including Chairs and Deputy Chairs) to committees, sub-committees and forums identified in the Programme of Meetings (*attached*)
13. To appoint councillors to serve on outside bodies for the period May 2020 to 31<sup>st</sup> March 2021 (*attached*).

## **BOROUGH OF KETTERING**

at a meeting of the Council of the Borough of Kettering held at the Municipal Offices, Bowling Green Road, Kettering on 26<sup>th</sup> February 2020

Present:

Councillor	Keli Watts (Mayor)	Councillor	Ian Jelley
"	Linda Adams	"	Anne Lee
"	Duncan Bain	"	Paul Marks
"	Mike Brown	"	Clark Mitchell
"	Lloyd Bunday	"	Jan O'Hara
"	James Burton	"	Russell Roberts
"	John Currall	"	Mark Rowley
"	Ash Davies	"	Mick Scrimshaw
"	June Derbyshire	"	Shirley Stanton
"	Maggie Don	"	Karl Sumpter
"	Andrew Dutton	"	Margaret Talbot
"	Jim French	"	Mike Tebbutt
"	Ruth Groome	"	Mike Tebbutt
"	Jim Hakewill	"	Greg Titcombe
"	Philip Hollobone	"	Jonathan West
"	David Howes		

### **19.C.83      APOLOGIES**

Apologies for absence were received from Councillors Cedwien Brown, Mark Dearing, Scott Edwards, Jenny Henson and Lesley Thurland

### **19.C.84      MINUTES**

#### **RESOLVED**

that the minutes of the meeting of 13<sup>th</sup> January 2020 be approved as a correct record and signed by the Mayor.

### **19.C.85      DECLARATIONS OF INTEREST**

Cllr Ruth Groome declared an interest in any related item as an employee of Northamptonshire County Council

#### **19.C.86**      **MAYOR'S ANNOUNCEMENTS**

The Mayor made announcements as follows:

- The Mayor thanked members for their attendance at the recent Borough of Kettering Quiz
- The following forthcoming Mayoral events were announced and members invited to attend:-
  - International Women's Day – 6<sup>th</sup> March
  - Farewell Concert – 30<sup>th</sup> April

The Deputy Mayor made a donation to the Mayor's Charities of £125 raised at the Felons' Dinner held on 31<sup>st</sup> January.

#### **19.C.87**      **LEADER'S ANNOUNCEMENTS**

The Leader addressed the meeting and offered his thanks and appreciation to all Kettering Borough Council staff for their hard work in undertaking their daily roles alongside their efforts as part of local government reorganisation in the county.

#### **19.C.88**      **REPORT OF THE MANAGING DIRECTOR**

The Managing Director advised the meeting that the Structural Change Order (SCO) that would facilitate local government reorganisation in the county had passed on 14<sup>th</sup> February and would result in the creation of two new unitary authorities in the county from 1<sup>st</sup> April 2021 and the dissolution of the existing district councils and county council.

A Member Information Session would be held in March to explain the implications of the SCO in the short and medium term and outline plans relating to elections for the shadow authority.

Members were reminded that this meeting was a historic occasion, being the final opportunity to set the Council's budget and Council Tax levels, although should a Town Council for Kettering be approved its initial precept would require setting in February 2021.

#### **19.C.89**      **RIGHT TO SPEAK**

One member of the public registered their intention to speak in relation to Items 9 and 13.

**19.C.90**      **NOMINATION OF DEPUTY MAYOR 2020/21**

Councillor Lloyd Bunday nominated and Councillor Mick Scrimshaw seconded the nomination of Councillor Duncan Bain as Deputy Mayor for 2020/21.

**19.C.91**      **APPOINTMENT OF AN INDEPENDENT MEMBER TO THE STANDARDS ADVISORY COMMITTEE**

A report was submitted which sought Council approval to extend the appointment of Mr Mike Sawford as Independent Person to the Standards Advisory Committee until 31<sup>st</sup> March 2021.

It was noted that at the Council meeting on 22<sup>nd</sup> January 2013, the Council had appointed Mr Sawford as its Independent Person for the purposes of the Localism Act 2011. Delegated authority had been given to the then Chief Executive, in consultation with the Chair of the Standards Advisory Committee, to extend the appointment for a further three years. The appointment was subsequently extended twice by Council, in 2016 and 2018, until 25<sup>th</sup> April 2020 when the current term of office was set to expire.

Cllr West addressed the meeting as the Chair of the Standards Advisory Committee and confirmed his support for the re-appointment of Mr Sawford as the Council's Independent Person.

**RESOLVED**                      That Mr Mike Sawford be appointed as the Council's Independent Person until 31<sup>st</sup> March 2021

*(Voting: Unanimous)*

**19.C.92**      **BUDGET PROPOSALS 2020/21: GENERAL FUND, CAPITAL PROGRAMME AND HOUSING REVENUE ACCOUNT**

A report was submitted which reported to Council the recommendations from the Executive Committee to enable the Council to make a formal decision in relation to each of the following:-

- The Revised General Fund budget 2019/20;
- The General Fund budget 2020/21;
- The Capital Programme 2019 – 2025;
- The Council Tax level for 2019/20;
- The Revised Housing Revenue Account budget 2019/20;
- The Housing Revenue Account budget 2020/21

Mr Ian Watts addressed Council and queried what he perceived to be large variances between original and revised budgets for staffing costs during 2019/20. In response it was heard that the budget was a living

document, especially in relation to employment and there would always be differences between original and revised budgets due to staffing vacancies occurring throughout the financial year.

A balanced draft budget was presented to Council. The Portfolio Holder for Finance noted the level of work that had gone into producing a balanced budget and that savings totalling over £14.3m had been achieved since 2010, which was a testament to the hard work of the officers of the Council.

The Portfolio Holder stated that the budget before members remained robust in the face of a number of pressures and the Council had a duty to set a budget that would lay positive foundations for the new unitary authority from April 2021.

It was heard that in relation to the Housing Revenue Account, a 2.7% rent increase was being proposed, although it was anticipated that it would take until 2022/23 to return to rent levels charged prior to government mandated rent reductions that had been in force since 2016.

The meeting heard that provisional New Homes Bonus and government grant settlements had been announced on 20<sup>th</sup> December, later than in previous years due to the General Election. The Council's Medium Term Financial Strategy had been updated to reflect these provisional settlements.

Members had considered the professional advice of officers when reaching a decision in regard to Council Tax levels, which the Executive had recommended remain frozen for the eleventh year in succession.

The Leader of the Opposition proposed an amendment to the draft budget as follows:-

- Introduction of two hours free car parking (Monday-Saturday)

It was proposed that the estimated reduction in income of £310,000 be balanced by utilising the same amount from the Economic Regeneration Reserve.

Cllr Scrimshaw noted that the Executive Committee decision taken on 19<sup>th</sup> February to provide free parking Monday-Thursday after 3.00pm was a positive step but did not go far enough. It was considered that the proposed amendment, if approved, would attract more people into using the town centre. Cllr Andrew Dutton seconded the amendment.

During debate members noted the decline of footfall within the High Street as well as parking rates in neighbouring authorities and the positive impact the proposal could have on traders and residents.

The Portfolio Holder for Finance noted that the Executive Committee decision referred to above went further than the recommendation of the Town Centre Task and Finish Group to make parking free after 4.00pm.

*(Voting on the Amendment: For 9, Against 18, Abstain 1)*

*Therefore, the amendment was lost.*

Councillor Andrew Dutton then proposed an amendment as follows:

- Introduction of one hour free car parking (Monday-Saturday),  
*(Voting on the Amendment: For 9, Against 18, Abstain 1)*

*Therefore, the amendment was lost.*

The Leader of the Opposition proposed a further amendment to the draft budget as follows:-

- £63,000 - Additional revenue generated from changing the Council Tax Support Scheme from 25% to 45% to be allocated to a Hardship Fund
- £60,000 for additional street cleaning in high density residential areas
- £40,000 for a fly-tipping amnesty
- £25,000 dedicated warden enforcement for fly-tipping

The Leader of the Opposition stated that the above proposals could be funded by returns on the Council's commercial investments and would address issues of local concern that were a regular source of complaint from residents.

The Portfolio Holder for Finance stated the Council had a statutory duty to provide a hardship fund and referenced the joint Street Cleaning Service with Corby Borough Council, with the meeting noting that new in-cab technology allowed improved street cleaning and reporting of fly-tipped refuse.

*(Voting on the Amendment: For 9, Against 19, Abstain 0)*

*Therefore, the amendment was lost.*

*At this point (7.40pm) the meeting was adjourned by the Mayor.  
The meeting reconvened at 7.53pm. Cllrs Shirley Stanton, Mike Tebbutt,  
Jan O'Hara and Jonathan West were absent from the remainder of the  
meeting.*

During debate, consideration was given to the proposal to freeze Council Tax for an eleventh successive year despite there being no government

incentive to do so and the possible impact this position might have on the future unitary authority.

It having been proposed by Councillor Bunday and seconded by Councillor Jelley, that the budget as presented be approved by Council, a named vote was taken as follows.

Those Voting For the Motion

Councillors Bain, Brown M, Bunday, Burton, Currall, Davies, Derbyshire, French, Hollobone, Howes, Jelley, Marks, Roberts, Rowley, Sumpter, Talbot and Titcombe

Those Voting Against the Motion

Councillor Adams, Don, Dutton, Groome, Hakewill, Lee, Mitchell, Scrimshaw and Watts

Those Not Voting

None

**RESOLVED**

That Council approved:

- i) The General Fund Revised Budget (2019/20) and the General Fund Budget (2020/21) (as detailed at Appendix A Section 1 of the report);
- ii) The HRA budget for 2020/21 (as detailed at Appendix A Section 2 of the report);
- iii) The Capital Programme for 2019 – 2025 (as detailed at Appendix A Section 3 of the report);
- iv) The Council Tax Resolution for 2020/21 (as detailed Appendix D of the report);
- v) That the Leader of the Council and the Managing Director represent the Council on the Business Rates Pilot Board, and be given authority, in consultation with the S151 Officer, to determine proposals for the allocation of business rates, in line with the specified projects approved by the Secretary of State for Housing, Communities and Local Government.
- vi) That responsibility be delegated to the Managing Director (in consultation with the leader and the S151 Officer) to contribute up to £2.4m in total to the Future Northants Programme in order for the Local Government Reorganisation project to proceed in line with legislative requirements.



**That Council received:**

- vii) The Medium-Term Financial Forecast (as detailed in Table 2 of the report)
- viii) The report of the Statutory Officer (as detailed at Appendix C of the report).

The Council Tax resolution itself is attached to these minutes as **Appendix A**.

*Councillor Mike Brown left the meeting at the conclusion of this item*

**19.C.93      TREASURY MANAGEMENT STRATEGY 2020/21**

A report was submitted which:-

- (a) Reported the Council's Prudential Indicators for approval (in accordance with statute and the Council's Constitution); and
- (b) Reported the Council's updated Treasury Management policy and Strategy for 2020/21 to full Council as background to the consideration of the Prudential Indicators – the Policy and Strategy were formally approved by the council's Executive Committee at its meeting of 19<sup>th</sup> February 2020.

It was noted that approval of the Prudential Indicators was a statutory requirement.

**RESOLVED**      that:-

- (i) the Prudential Indicators (as detailed in Appendix A to the report) be approved; and
- (ii) the Treasury Management Policy and Strategy (as detailed in Appendix B to the report) be noted.

*(Voting: Unanimous)*

**19.C.94      CAPITAL STRATEGY 2020/21**

Council received a report that sought approval of the Capital Strategy 2020/21.

It was noted that the Council was required to consider and approve a Capital Strategy relating to the forthcoming financial year (2020/21) to comply with the requirement of the prudential code. The code required

authorities to outline the Council's approach to Non-Treasury investment decisions where non-financial assets were held primarily for financial benefit rather than service outcomes.

Cllr Anne Lee proposed the following amendment to the Capital Strategy document:

Procurement section (Appendix A - page 12) add the following wording to the second bullet point "...considering giving priority to local businesses where appropriate to boost the local economy and combat climate change"

Following clarification by the Monitoring Officer regarding the impact such an amendment would have compared to an amendment to the Procurement Strategy, Cllr Lee withdrew the motion.

**RESOLVED** that Council approved the Capital Strategy as detailed in Appendix A to the report

*(Voting: Unanimous)*

#### **19.C.95 LOCALISM ACT 2011 – PAY POLICY STATEMENT**

A report was submitted which sought approval for the Pay Policy Statement 2020/21.

It was noted that approval of the statement was a statutory requirement under the Localism Act 2011.

**RESOLVED** that the Pay Policy Statement (2020/21) be approved.

*(Voting: Unanimous)*

#### **19.C.96 MOTION – RESIDENTIAL PARKING PERMIT PURCHASING ARRANGEMENTS**

It was proposed by Cllr Mick Scrimshaw and seconded by Cllr Maggie Don that:-

*"Following concerns about difficulties, this council calls for an immediate review of recent changes to the system forcing residents buying permits and scratch cards in residential only parking only areas to apply for a licence, and then only being allowed to buy them through the County Council's website. We believe while this provides efficiencies and saves time and effort for council staff, it creates difficulties for some of our residents and we would wish therefore for the change to be reconsidered."*

Mr Ian Watts addressed the meeting as a resident living in a resident parking area and stated that the implementation of the new changes had

suffered from a lack of communication and information and did not benefit all residents.

Cllr Scrimshaw noted that the changes outlined in the motion had led to many complaints and were inconvenient for certain residents. Cllr Scrimshaw stated he would be prepared to withdraw the motion should the Portfolio Holder for Finance provide assurances that residents could continue to purchase permits and tickets as they had previously done so.

The Portfolio Holder for Finance confirmed that he would ensure that no residents were disenfranchised as a result of the changes and that a mechanism would be put in place to allow for the purchasing of permits and scratch cards akin to the previous arrangements, where a resident would otherwise be unable to receive a service. .

Cllr Scrimshaw therefore withdrew the motion.

## **QUESTIONS FROM MEMBERS**

### **19.C.97 VE DAY - SUPPORT**

Councillor Linda Adams asked the Portfolio Holder for Community, Leisure and Youth the following question:

*“Could the portfolio holder advise me as to are we communicating with the Royal British Legion and any other agencies to ensure that Kettering Borough Council is a lead support for any commemorative events to take place for VE Day 75 on Friday 8<sup>th</sup> May 2020 and that the council will consider being proactive to initiating the use of the Market Square?”*

The Portfolio Holder for Community, Leisure and Youth responded as follows:

*“We welcome any organisation using the Market Square for VE Day events and will ensure it is available if required. Members will no doubt be aware that due to the date of the re-arranged bank holiday clashing with local elections – it is unlikely that the council will be able to offer any staff support for events that take place on the 8<sup>th</sup> May.*

*The Council is not currently in communication with the Royal British Legion or other agencies in relation to commemorative events for VE Day 75.*

*However, the council has always been happy to provide advice and appropriate support should the RBL wish to organise a commemorative event for the 8<sup>th</sup> May.”*

Cllr Adams asked the following supplementary question:

*“Can we at least do some advertising and communication with other bodies that may wish to be involved?”*

**19.C.98**      **PLANNING COMMITTEE AGENDA RUNNING ORDER**

Councillor Jim Hakewill asked the Chair of Planning the following question:

*“What is the formal procedure and person responsible for changing the sequence, on the night, (from the published agenda) in which the planning committee debate applications?”*

The Chair of Planning Responded as follows:

*“It is in the gift of the Chair of the meeting”*

**19.C.99**      **PLANNING CONDITION BREACH EVIDENCE**

Councillor Jim Hakewill asked the Chair of Planning the following question:

*“How can it be fair or reasonable to place the onus (and potential risks) for collecting evidence of breaches of planning conditions on members of the public, rather than having trained enforcement officers to ensure that developers adhere to conditions and S106 agreements?”*

The Chair of Planning responded as follows:

*“It is not and we do not ask people to do that.”*

**19.C.100**      **NORTH NORTHAMPTONSHIRE UNITARY AUTHORITY MEMBERSHIP**

Councillor Jim Hakewill asked the Leader the following question:

*“When and by whom was the decision made to have 78 councillors (three per existing County Division) on the North Northamptonshire Unitary Council rather than the 45 recommended by Inspector Caller in his report, which logically would have been two per Division (52 Councillors)?”*

The Leader responded as follows:

*“The decision was made by Government when the Structural Change Order (SCO) recently went through the parliamentary approval process – and became law on 14<sup>th</sup> February 2020.*

*Previously, all principal local authorities in the county agreed through their own meetings of full council that it was their preference to have three members elected per existing county ward for the first set of unitary*

*elections – and that the Boundary Commission should subsequently undertake a review before the second set of unitary elections. This council held an additional council meeting on 6<sup>th</sup> March 2019 in relation to such issues.”*

Cllr Hakewill asked the following supplementary question:

*“Was the number of 78 in the first draft of the SCO?”*

The Leader replied as follows:

*“Yes. I think the most important thing about this question is that the decision on the SCO was a government decision.”*

#### **19.C.101 FLYTIPPING IN THE BOROUGH**

Councillor Jim Hakewill asked the Portfolio Holder for Strategic Delivery & the Environment the following question:

*“How many incidents of fly tipping have been cleared up by the Borough Council, within its boundaries, in each year over the last five years?”*

The Portfolio Holder for Strategic Delivery & the Environment responded as follows:

*“The relevant Head of Service will provide an answer directly to Cllr Hakewill.”*

#### **19.C.102 FLYTIPPING CLEARANCE COSTS**

Councillor Jim Hakewill asked the Portfolio Holder for Strategic Delivery & the Environment the following question:

*“What is the total cost per year of clearing up fly tipping in the Borough over the last five years?”*

The Portfolio Holder for Strategic Delivery & the Environment responded as follows:

*“The relevant Head of Service will provide an answer directly to Cllr Hakewill.”*

#### **19.C.103 FLYTIPPING PROSECUTIONS**

Councillor Jim Hakewill asked the Portfolio Holder for Strategic Delivery & the Environment the following question:

*“How many prosecutions have been pursued and how many have been successful in each of the last five years?”*

The Portfolio Holder for Strategic Delivery & the Environment responded as follows:

*“The relevant Head of Service will provide an answer directly to Cllr Hakewill.”*

**19.C.104 TOWN CENTRE CONFERENCES – A6 TOWNS**

Councillor Jim Hakewill asked the Portfolio Holder for Finance the following question:

*“When will there be Town Centre Conferences for the Town Centres of Rothwell, Desborough and Burton Latimer based on the model currently running for Kettering Town Centre?”*

The Portfolio Holder for Finance responded as follows:

*“There are no plans for conferences in the A6 Towns.”*

Cllr Hakewill asked the following supplementary question:

*“Why is it always about Kettering town and not the other three towns?”*

The Portfolio Holder for Finance responded as follows:

*“We have set up a model for town centre conferences, this is a model for the whole of the borough, not just Kettering town.”*

**19.C.105 REGENERATION FUNDING – A6 TOWNS**

Councillor Jim Hakewill asked the Portfolio Holder for Finance the following question:

*“Given the £2.4 million committed to the Kettering Town Centre regeneration, how will similar funding be equitably distributed between Rothwell, Desborough, Burton Latimer and the Borough’s Villages?”*

The Portfolio Holder for Finance responded as follows:

*“As reported to the last meeting of full council, the council has been successful in attracting large amounts of external funding through the Heritage Action Zone programme – this required the £2.4m contribution from the council to lever in the significant external funding that was available. Should similar external funding opportunities present themselves for consideration over the coming year, the council will of course consider applying.”*

Cllr Hakewill asked the following supplementary question:

*“Why aren’t there plans to spend remaining £1.14m across the towns and villages?”*

The Portfolio Holder for Finance responded as follows:

*“If we actually consider the suggestions made in the past about spending certain reserves, we would not have had Heritage Action Zone match funding we have now.”*

#### **19.C.106 BUDGET EFFICIENCIES**

Councillor Jim Hakewill asked the Portfolio Holder for Finance the following question:

*“How can annual budget efficiencies achieved over the last ten years be more than the Council’s entire revenue budget?”*

The Portfolio Holder for Finance responded as follows:

*“They aren’t. I can only assume that Cllr Hakewill has misunderstood the difference between the gross revenue budget and the net revenue budget – this is very worrying given he was previously a finance portfolio holder.”*

Cllr Hakewill asked the following supplementary question:

*“What was the gross budget which savings have been drawn from over the last ten years?”*

The Portfolio Holder for Finance responded as follows:

*“I will write to Councillor Hakewill with an answer.”*

#### **19.C.107 RURAL BUS SERVICE FUNDING**

Councillor Jim Hakewill asked the Portfolio Holder for Finance the following question:

*“What human and financial funding resources are there available within the 2020-21 budget supporting innovative new bus services for the Borough’s Towns and Villages?”*

The Portfolio Holder for Finance responded as follows:

*“There is a £20,000 annual budget for bus subsidies for services which contribute to the economic development of the Borough, and it is likely that there may be some headroom in next year’s allocation.”*

Cllr Hakewill asked the following supplementary question:

*“Define “headroom”?”*

The Portfolio Holder for Finance responded as follows:

*“It is the difference between two levels. I will write to Councillor Hakewill with an answer.”*

**19.C.108 CLIMATE EMERGENCY - BUDGET ELEMENT**

Councillor Jim Hakewill asked the Portfolio Holder for Finance the following question:

*“What would you identify as the biggest single element of the 20-21 budget that meets the objectives of the Climate Emergency declared by the Borough Council?”*

The Portfolio Holder for Finance responded as follows:

*“Climate change will not be tackled by having a single budget; it is a part of what we do, and in the report approved by Executive Committee in October, we set out a range of measures which could be met within existing budgets, revenue and capital. I hope Cllr Hakewill agrees that the real key to this is acting as sustainably as possibly in everything we do.”*

Cllr Hakewill asked the following supplementary question:

*“What is the biggest single element? The answer here does not answer that.”*

The Portfolio Holder for Finance responded as follows:

*“The decision we took at Executive Committee regarding renewable energy, but that is not the whole picture.”*

**19.C.109 ELECTRIC VEHICLE CHARGING**

Council Jim Hakewill asked the Portfolio Holder for Strategic Delivery & the Environment the following question:

*“When will the first electric car be able to pull up and charge at one of the public charging points being facilitated by the Borough Council within its car parks?”*

The Portfolio Holder for Strategic Delivery & the Environment responded as follows:



*“The Council have now signed a contract for installation of EV charging points. Provided that no issues are identified during the works, the first charger should be available to use in May 2020 in London Road car park.”*

Cllr Hakewill asked the following supplementary question:

*“What is likely to push that date back?”*

The Portfolio Holder for Strategic Delivery & the Environment responded as follows:

*“The possibilities of contactor timescales and the availability of electricity resources in the area.”*

(The meeting started at 6.30pm and ended at 8.36pm)

Signed .....

The Mayor

DJP

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<b>Report Originator</b>	Martin Hammond Executive Director	<i>Fwd Plan Ref No:</i> -	
<b>Wards Affected</b>	All	9 <sup>th</sup> September 2020	
<b>Title</b>	<b>PROTOCOLS FOR REMOTE COUNCIL MEETINGS</b>		

**1. PURPOSE OF REPORT**

To adopt temporary protocols to enable Council meetings to be held remotely, so that they can take place and properly function during the COVID19 lockdown and any subsequent restrictions on meetings or gatherings.

**2. INFORMATION**

**Introduction**

- 2.1 Secondary legislation in the form of [The Local Authorities and Police and Crime Panels \(Coronavirus\) \(Flexibility of Local Authority and Police and Crime Panel Meetings\) \(England and Wales\) Regulations 2020](#) came into effect on 4<sup>th</sup> April 2020 which allows for and sets out the requirements for holding remote meetings. These Regulations apply until the 7<sup>th</sup> May 2021.
- 2.2 Council normally holds its meetings in the Council Chamber with members of the public entitled to be present to observe proceedings and for interested parties to attend and speak. The protocols and processes that control and set out how Council meetings are run are reflected in the Council's Constitution, and will need to be temporarily amended, in order to enable remote proceedings through video conferencing software, without disadvantaging any participants. The Council's Committees have amended their protocols without Council approval first.

**Discussion**

- 2.3 The Council has purchased video-conferencing technology (Zoom) through the County Council and has trialled this software with members and officers to ensure that it is able to be deployed over the Council's network. Members and officers have been trained in order to enable the transfer from physical meetings held in the Chamber to virtual meetings held over the internet to be as seamless as possible. A live feed of the virtual meeting will be broadcast over the YouTube app to comply with Article 13 of the regulations that require public and press access to the meetings.
- 2.5 Guidance has been published by the Local Government Association, and other organisations as how best to amend Council protocols and processes in relation to holding virtual meetings. Other best practice guidance is emerging as more

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Local Authorities carry out meetings and learn how best they should be carried out.

- 2.6 In relation to changes required for the Council's meeting processes and protocols, **Appendix 1** should be read in conjunction with the Constitution to understand how Council's business will be transacted through remote meetings. **Appendix 2** provides a summary of the changes that will temporarily apply to the Constitution.
- 2.7 The principle of protocols and amendments to the Constitution, to facilitate the temporary provision of remote meetings, is to ensure there is no reduction in transparency, nor the ability to scrutinise Council decisions, nor that there is any disadvantage incurred to members of the public wishing to participate or make representations and having these considered in the normal manner.
- 2.8 This protocol covers the changes required in relation to how meetings will be notified and access to information; how remote access to meetings will be provided; the management of remote meetings for Members; remote attendance of meetings by the Public; meeting procedures and remote voting; declaration of interests; Member exclusion from the meeting and exclusion of the press and public; and access to meeting documentation following the meeting. **Appendix 3** provides an 'At a Glance' guide of remote meetings etiquette and how they will be conducted.

### **3. CONSULTATION AND CUSTOMER IMPACT**

- 3.1 There is likely to be a very minor impact on the ability of customers of the Council to engage in Council meetings due to the barriers imposed by utilising video-conferencing software and this is likely to be borne most heavily by groups who are elderly and those with less financial means (see 5.1 below). However, the Council considers that the mitigation measures and adaptations that have been put in place through these procedures and protocols will mean that there has been no net disadvantage caused to persons wishing to participate in Council meetings as a result.

### **4. POLICY AND RESOURCE IMPLICATIONS**

- 4.1 The adoption of temporary procedures and protocols in respect of remote committee meetings will allow the Council to continue to conduct its business within current resources available and using technological improvements.

### **5. LEGAL AND EQUALITY IMPLICATIONS**

- 5.1 The Council can amend its Constitution at any time. The revisions to the Constitution are permitted through the powers set out in the *Coronavirus Act 2020*

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and the procedures and protocols for remote meetings are in accordance with *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020*.

- 5.2 It is recognised that some persons who ordinarily would be able to participate in the Council’s meetings in person will not be able to so due to physical or other disabilities or because they lack the technological capability .It is believed that this will only be a small minority of persons, but will likely disproportionately affect older persons and those of less financial means. Facilities will be available for people to view a live stream of the meeting on YouTube and for public speakers to either participate in the meeting during their representation or to submit representations in pre-recorded or written form and to have these played or read out on their behalf. Additionally, facilities can be made available in the Council offices for someone to attend and participate in the meeting by virtual means, whilst protecting social distancing requirements.
- 5.3. Therefore, having given regard to the Council’s obligations under s149 Equality Act, it is considered that the public interest in the resumption of public elected member decision-making outweighs the impacts on any persons who may not be able to fully participate. It is also mindful of the current statutory limitations on public gatherings when alternative means are available, and it considers that the regulations allowing remote decision making is such an alternative which should be used.
- 5.4 The Council will also consider any other requests for reasonable adjustments to be made in order to allow parties to be involved in remote Council meetings as far as circumstances at the time of the meeting allows.
- 5.5 In addition, the Council will review and monitor the operation of its remote decision making and make adjustments when it considers it can further mitigate any adverse impact.

**6. CLIMATE CHANGE IMPLICATIONS**

- 6.1 This may have a minor positive benefit for Climate Change implications as members of the Council, officers and the public will not have to travel to the Council offices to participate and this will slightly reduce carbon emissions.

## BOROUGH OF KETTERING

	<b>COUNCIL</b>	Item 7	Page 4 of 4
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### 7. RECOMMENDATION

- 7.1 Council note that a notice providing details of proposed revised protocols and procedures for Members and the public to access remote meetings has been posted on the Council's website.
- 7.2 Council approve the procedures and protocols set out in Appendix 1, 2 and 3 and approve the use of video-conferencing software to enable full Council meetings to be held remotely for the duration of the period set out in the Coronavirus Act 2020.
- 7.3 Members approve the proposed temporary amendments to meeting procedures, as set out in Appendix 2, to enable the provision of remote Council meetings.

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Contact Officer: Martin Hammond – Executive Director

Previous Minutes/Reports: Similar reports have been approved by each committee at its first virtual meeting.

Date: 20<sup>th</sup> August 2020

## **PROTOCOL AND PROCEDURES FOR REMOTE COMMITTEE AND OTHER MEETINGS OF KETTERING BOROUGH COUNCIL**

### **Introduction**

This Protocol should be read in parallel with part 4 of the Borough Council's Constitution: Rules of Procedure (Standing Orders). It provides the means and guidance for the conduct of any remote meetings of the Council, its various Committees and Sub-Committees.

The Regulations, made under section 78 of the Coronavirus Act 2020, apply notwithstanding any other legislation or current or pre-existing standing orders or any other rules of the Authority governing meetings and remain valid until 7th May 2021. This means that, wherever there is a conflict, this Protocol and Procedure for Remote Meetings takes precedence in relation to any remote meeting.

### **Terminology**

In this protocol the following terms are used

Chair – the elected member who is appointed or elected to chair the meeting

Committee Manager – the KBC officer appointed to manage access to the meetings, advise the chair on procedure and protocol and ensure all who have a right to participate in the meeting are enabled to do so effectively

Democratic Services Officer – the person taking the minutes

Legal Officer – the Committee's legal adviser.

Planning Officer – the officer providing advice and information to the committee on each item/application before it.

### **1. How will Meetings be notified and papers be provided?**

- 1.1. Meetings of the Council are published on the Council's website with agenda and reports uploaded 5 working days before the meeting is due to take place.
- 1.2. The proper officer will continue to ensure that this is the case and the 'place' at which the meeting is to be held, i.e. for remote meetings the video-conferencing internet address, will be written on the front of the agenda with access details for that meeting provided.
- 1.3. Members will also be notified of any remote meeting by email and access to all agenda papers will be provided via the Authority's website and by physical delivery of papers to Committee members and relevant officers.

#### **1A Access to Information**

For the purposes of the Constitution the terms "place of meeting", "place", "meeting" shall also mean a virtual meeting as defined by a video-conferencing web address and all information relating to this shall be accessible from the Council's website – [www.kettering.gov.uk](http://www.kettering.gov.uk)

For the purposes of the Constitution the terms "agenda" and "reports" will refer to those posted on the Council's website.

**Amends Part 4A 6 (Time and Place of Meetings), 4A 7 (Notice of Summons to Meetings), 4D 4 (Notice of Meetings), 4D 5 (Access to Agendas and Reports Before the Meeting), 4D 6 (Supply of Copies)**

### **2. How will remote access to Meetings be provided?**

- 2.1. Members and members of the press and public will be encouraged to use any video conferencing facilities provided by the Council to attend and participate (members and public speakers) in a meeting remotely or to observe the meeting via live audio and video feeds (press and public). Information on how to watch the live feed will be published on the front of each meeting agenda.
- 2.2. If technology fails for a wholly virtual meeting, and the meeting is therefore no longer open to the public, any decisions made could be challenged as unlawful and the meeting must be halted either temporarily or completely, depending on the length in time of the failure.
- 2.3. It is important to note that the public viewing the meeting by remote means, as described here, is different from the public attending to exercise a right to speak. A technological failure that removes the ability for the public to view the meeting by remote means may render the whole meeting incapable of proceeding (as described above). A member of the public who attends to exercise their right to speak and is unable to do so where the fault lies with the technology provided by the Council may render only their item incapable of proceeding (This is set out in paragraph 5 below).

### **2A Remote Access to Meetings**

(a) If the Chair is made aware that the meeting is not accessible to the public to view through remote means, due to any technological or other failure of provision, then the Chair shall adjourn the meeting immediately. If the provision of access to view through remote means cannot be restored within a reasonable period, then the remaining business will be considered at a time and date fixed by the Chair. If he or she does not fix a date, the remaining business will be considered at the next ordinary meeting.

### **Amends 4D 3(Rights to Attend Meetings)**

### **3. Management of Remote Meetings for Members**

- 3.1. Any Member participating in a meeting remotely, must when they are speaking, be able to be heard (and ideally seen) by all other Members in attendance, and the remote participant must, in turn, be able to hear (and ideally see) those other Members participating.
- 3.2. In addition, a remote participant must be able to be heard by, and in turn hear any members of the public entitled to attend the meeting and who exercise a right to speak at the meeting.
- 3.3. The Committee Manager will normally confirm at the outset of any virtual meeting and at any reconvening of it that they can see and hear all participating members. Any Member participating remotely should also confirm at the outset and at any reconvening of the meeting that they can see and hear the proceedings and the other participants and indicate to the Committee Manager if this is not the case.
- 3.4. The attendance of those members at the meeting will be recorded by the Democratic Services Officer.
- 3.5. The normal quorum requirements for meetings as set out in the Authority's Constitution will also apply to a remote meeting.
- 3.6. In the event of any apparent failure of the video, telephone or conferencing connection, the Chairman should immediately determine if the meeting is still quorate:
  - if it is, then the business of the meeting will continue; or



- if there is no quorum, then the meeting shall adjourn for a period specified by the Chairman, expected to be no more than ten or fifteen minutes, to allow the connection to be re-established.
- 3.7 Should any aspect of an individual's remote participation fail, the Chair may call a short adjournment of up to five minutes or so to determine whether the connection can quickly be re-established, either by video technology or telephone in the alternative. If the connection is not restored within that time, the meeting should continue to deal with the business whilst this happens, providing the meeting remains quorate and the public are able to hear.
- 3.8 In the event of connection failure, the remote Member(s) will be deemed to have left the meeting at the point of failure and if the connection cannot be re-established to those Member(s) before the end of the meeting, then the presumption will be that the meeting should continue to deal with the item/s.
- 3.9 If the connection is successfully re-established, then the remote Member(s) will be deemed to have returned at the point of re-establishment.
- 3.10 If a connection to a Member is lost during a regulatory meeting, the Chair will stop the meeting to enable the connection to be restored. If the connection cannot be restored within a reasonable time, the meeting will proceed, but the Member who was disconnected will not be able to vote on the matter under discussion as they would not have heard all the facts.

### **3A Members in Remote Attendance**

- (a) A Member in remote attendance is present and attends the meeting, including for the purposes of the meeting's quorum, if at any time all three of the following conditions are satisfied, those conditions being that the Member in remote attendance is able at that time:
- (i) to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other Members in attendance.
  - (ii) to hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting; and
  - (iii) to be so heard and, where practicable, be seen by any other members of the public attending the meeting.
- (b) A Member in remote attendance will be deemed to have left the meeting where, at any point in time during the meeting, any of the conditions for remote attendance contained in (a) above are not met. In such circumstance the Chair may, as they deem appropriate;
- (i) adjourn the meeting for a short period to permit the conditions for remote attendance of a Member contained in (a) above to be re-established;
  - (ii) count the number of Members in attendance for the purposes of the quorum; or
  - (iii) continue to transact the remaining business of the meeting in the absence of the Member in remote attendance.

**Amends Part 4D 9 of the Constitution, (Quorum)**

#### **4. Remote Attendance of the Public**

- 4.1. Any member of the public participating in a meeting remotely in exercise of their Right to Speak at Council or in regulatory or other meetings must meet the same criteria as members of the Council. Members of the public participating in a meeting remotely must, likewise, when they are speaking be able to be heard (and ideally be seen) by all other Members in attendance, and the remote participant must, in turn, be able to hear (and ideally see) those other members participating be so heard and, where practicable, be seen by any other members of the public participating in the meeting.
- 4.2. The process for determining access to participate and speak at a meeting is in accordance with Article 4A 27 (Right to Speak) and 4J 2 (Development Control) and 4J 3.1/3.2 for the purposes of the regulatory committees. The regulatory committees includes the requirement of advance notification from members of the public wishing to attend remotely. For those items of business a request should be made by 12 noon the day before the commencement of the meeting and an invitation to participate in the remote technology will then be sent out in advance.
- 4.3. Members of the public who have registered to speak with the intention of attending remotely should sign into the meeting platform under the same name as they registered. Failure to do so may result in no admittance to the meeting.
- 4.4. In case of members of the public being unable to participate remotely, or wishing to have their representation recorded or read out they are invited to provide their representations beforehand, in an audio file and/or in writing to Democratic and Legal Services by 12 noon the day before the meeting. Submissions, petitions or questions received from the public can then be read out by the Chair or Committee Manager.
- 4.5. Speakers will be invited into the meeting via the Committee Manager and he/she will be able to remove them once they have spoken, or following the instruction of the Chair.

#### **4A Remote Attendance by Members of the Public**

(a) A member of the public entitled to attend the meeting in order to exercise a Right to Speak at the meeting is in remote attendance at any time if all three of the following conditions are satisfied, those conditions being that the member of the public in remote attendance is able at that time:

- (i) to hear, and where practicable see, and be so heard and, where practicable, be seen by, Members in attendance;
- (ii) to hear, and where practicable see, and be so heard and, where practicable, be seen by, any other members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting; and
- (iii) to be so heard and, where practicable, be seen by any other members of the public attending the meeting.

(b) A member of the public in remote attendance will be deemed to have left the meeting where, at any point in time during the meeting, any of the conditions for remote attendance contained in Standing Order 4A(a) above are not met. In such circumstance the Chairman may, as he or she deems appropriate:

- (i) adjourn the meeting for a short period to permit the conditions for remote attendance contained in Standing Order 4A(a) above to be re-established;
- (ii) suspend consideration of the item of business in relation to the member of public's attendance until such time as a following item of business on the agenda has been transacted and the conditions for the member of the public's remote attendance have been re-established or, on confirmation that this cannot be done, before the end of the meeting, whichever is the earliest; or
- (iii) continue to transact the remaining business of the meeting in the absence of the member of the public in remote attendance.

© A member of the public if wishing to speak at the Planning or Licensing Committee shall register their requests with Democratic and Legal Services prior to 12 noon on the day before the meeting.

**Amends Part 4A 11 of the Constitution, (Questions by the public), 4J 2.4 (Development Control) and amends any scheme for public participation in respect of planning, licensing and other committees**

#### **5. Meeting Procedures**

- 5.1. The Committee Manager will support the Chair and their role will be to control the video, telephone or conferencing technology employed for remote access and attendance and to administer the public and Member interaction, engagement and connections on the instruction of the Chair.
- 5.2. The Chair will make introductions to the meetings and make clear he/she will introduce all speakers by name (members, officers, public speakers) prior to them speaking.
- 5.3. Members of the meeting and those appearing to speak, will be asked by the Chair to mute all microphones and only speak when invited to do so by the Chair. Members will be asked by the Chair to refer to report page/paragraph numbers when referring to officer reports in advance of speaking on that matter. A short period may be given to allow all members to locate this part of the report.
- 5.4. Members are asked to use the "raise hand" facility on the platform/visually signal if they wish to speak/ask questions at any point. Those wishing to speak to be noted by Committee Manager and communicated to the Chair
- 5.5. In respect of key committee meetings, it will assist the meeting if those Members who wish to speak on a particular item could also indicate in advance their wish to speak to the Chair and to the Committee Manager where possible.

- 5.6. The Chair will follow the rules set out in the Constitution when determining who may speak, as well as the order and priority of speakers and the content and length of speeches in the normal way.
- 5.7. The Chair, at the beginning of the meeting, will explain the protocol for member and public participation and the rules of debate. The Chair's ruling during the debate will be final.
- 5.8. Members are asked to adhere to the following etiquette during remote attendance at a meeting:
- Committee members are asked to join the meeting **no later than fifteen minutes** before the start to allow themselves and the Committee Manager the opportunity to test the equipment;
  - Any camera (video-feed) should show a non-descript background and members should be careful to not allow exempt or confidential papers to be seen in the video-feed.
  - Type their name on joining the meeting in full, e.g., "Cllr Joanne Smith"
- 5.9. Where members of the public are exercising speaking rights at the meeting via remote attendance, the Chair will, as part of his or her introduction, explain the procedure for their participation which will reflect those relevant elements of the above. Members of the public must adhere to this procedure otherwise they may be excluded from the meeting.
- 5.10. When the Chair is satisfied that there has been sufficient debate and (if the rules of the meeting require) there is a proposer and seconder for the item being discussed the Chair will progress to making a decision. Unless a Recorded Vote is called, the method of voting will be the Chair requesting each member present to verbally indicate their vote as "for/against/abstain", voting cards reading the same will also be provided to members should there be any audio issues.
- 5.11. A final tally of votes will be provided by the Democratic Services Officer, and the Chair then states the decision made as a result of vote.
- 5.12. Details of how individual Members voted will not be recorded in the minutes unless a Recorded Vote is called. Where a Recorded Vote is requested this must accord with Council's constitution and the Democratic Services Officer will undertake this by asking each member in turn by name for their voting preference.

## **6. Declaration of Interests**

- 6.1. Any Member participating in a remote meeting who declares a disclosable pecuniary interest, or other declarable interest, in any item of business that would normally require them to leave the room, must also leave the remote meeting. Their departure will be confirmed by the Committee Manager who will invite the relevant Member by email or telephone, to re-join the meeting at the appropriate time. Members must close their video and audio feeds to the meeting until requested to re-join the meeting.

### **6A Members excluded from the meeting**

Where a Member is required to leave the meeting, the means of remote attendance and access is to be severed both for video and audio feeds whilst any discussion or vote takes place in respect of the item or items of business which the member or co-opted member may not participate.

**Amends Part 4A 29 (.Disclosable Pecuniary Interests ) of the Constitution,**

## **7. Exclusion of Public and Press**

- 7.1. There are times when council meetings are not open to the public, when confidential, or “exempt” issues (as defined in Schedule 12A of the Local Government Act 1972) are under consideration. Where remote technology is used, the Committee Manager will ensure that there are no members of the public in remote attendance or remotely accessing the meeting via a live stream and able to hear or see the proceedings once the exclusion has been agreed by the meeting. For the purposes of these instances the meeting will be divided into 2 parts and the confidential/exempt item will be held in the second part of the meeting and members will be requested to log in the meeting again without the live feed being broadcast or members of the public having access to the video-conferencing software.
- 7.2. Each Member in remote attendance must ensure and verbally declare that there are no other persons present who are not entitled to be either hearing or seeing consideration of such items, and/or recording the proceedings.
- 7.3. Any Member in remote attendance who fails to disclose that there were in fact persons present who were not so entitled are likely to be in breach of the Members’ Code of Conduct.

## **8. Public Access to Meeting Documentation following the meeting**

- 8.1 Members of the public may access minutes, decisions, a recording of the live feed of the meeting and other relevant documents through the Council’s website.

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# Appendix 2

## CHANGES TO PROCEDURE RULES

(NB each committee named will approve these changes at its first virtual meeting)

Council Procedure Rule	Existing Provision	Temporary Amendment
General (1)	Any reference to attending or being <i>at the meeting</i> includes being present on the Zoom platform for the purposes of participation	
(2)	Any reference <i>to the location</i> of the meeting includes the digital address of the meeting as communicated to participants in advance. It also includes the digital address of the public broadcast of the meeting as published by the Council on its agenda and on its website at the time that the agenda is published.	
4A. 10 Duration of meeting	Two hour guillotine, no meeting to continue beyond 9pm	Meetings to start at 6pm and not continue past 9pm, to enable virtual meetings to proceed at their own pace.
4L 2.4.	Requests to address the committee on an application should be received by 5pm on the day before the meeting	Deadline to be moved forward to noon on the day before the meeting, to give time to ensure the speaker is set up to participate virtually
4L 2.8.	A list of the accepted requests to address the meeting shall be circulated at the meeting	A list of the accepted requests to address the meeting shall be circulated by 5pm on the day of the meeting to members of the committee.
4L 2.10	The procedure for considering applications ..... A planning officer shall provide any update to the information included in the report	This item normally includes the reading out of late letters, which are circulated at the meeting; for virtual meetings, late letters will only be accepted if they are received by 5pm on the day before the meeting, so that they and any updates relating to an application can be sent by email to all members and published on the council website.
4L 2.10	The speaker shall be invited to address the meeting	When registering to speak speakers must elect one of the following three options: <ol style="list-style-type: none"> <li>1. Providing a written speech which will be read at the meeting by the Chair or officer of the council, (such speech must be 3 minutes or less when read at an audible pace)</li> <li>2. Submitting an audio recording of the speech of 3 minutes or less</li> <li>3. Electing to speak live at the meeting. Speakers must have sufficient</li> </ol>

		<p>internet connection, and must provide a copy of the speech in the event that they are unable to connect to the meeting for any reason. Live speakers will be given only one opportunity to speak live.</p> <p>Only speakers choosing to speak live in the virtual meeting will be provided with log in details to access the virtual meeting. Speakers choosing a pre-recorded option will be able to live-stream the proceedings on YouTube.</p> <p>All speakers will be asked to provide a text copy of their speech to the committee administrator beforehand so that, in the event of losing contact, the chair can complete the speech on their behalf.</p> <p>All audio speech clips submitted must be received no later than midday on the day of the meeting to allow time for them to be uploaded ahead of the meeting.</p> <p>Members of the public who have registered to speak with the intention of attending remotely should sign into the meeting platform under the same name as they registered. Failure to do so may result in no admittance to the meeting.</p>
4L 2.13	The applicant and third parties shall be allowed to use A4 transparencies and such other visual aids to support their presentation as the Chair may allow	Applicants and third parties will need to submit any visual materials to Democratic Services (this is current practice) 48 hours before the meeting so that these can be uploaded for virtual presentation during the meeting. The council reserves the right to refuse any visual aid that cannot be uploaded/shown for technical reasons, however it would work with the party to try to resolve these issues.
2.14	The chair will stop any address where it seems to them that the speaker is making statements of a personal or slanderous nature or is being abusive	TO ADD And the Chair has the right to mute the speaker in these circumstances. The Chair also retains the option of “removing” a person from the virtual meeting.
2.15	Speakers will return to the public seating area when they have concluded their presentation and answered	Live Speakers will be held in a virtual waiting room and invited to address the meeting at the relevant time; once they have made their speech and answered any follow-up



	any questions from members seeking clarification of any of their points.	questions from members, they will be removed from the meeting and may continue to follow proceeding via the live stream on YouTube.
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# Appendix 3

## “At a Glance” – Full Council Meeting Procedures

### Pre-meeting

Members and Officers are asked to adhere to the following etiquette during remote attendance at a meeting:

1. Members are asked to join the meeting **no later than fifteen minutes** before the start to allow themselves and the Committee Manager the opportunity to test the equipment;
2. Any camera (video-feed) should show a non-descript background and members should be careful to not allow exempt or confidential papers to be seen in the video-feed.
3. Members should type their name on joining the meeting in full, e.g., “Cllr Joanne Smith”. Officers in attendance should type their full name followed by “Planning”, “Legal”, “Democratic” as appropriate. Full job titles cannot be accommodated.

### Introductions

1. Introduction by The Mayor noting the virtual nature of the meeting, asking viewers and those involved in the meeting to be patient with proceedings given the virtual nature of the meeting.
2. Mayor to make clear he/she will introduce all speakers by name (members, officers, public speakers) prior to them speaking
3. The Mayor, at the beginning of the meeting, will explain the protocol for member and public participation and the rules of debate. The Mayor’s ruling during the debate will be final.
4. Committee Manager to ensure at outset that all participants can be heard (and preferably seen) and can hear and (preferably see) all other participants
5. Register of Members present taken by Democratic Services Officer
6. Usual business then undertaken: apologies, declaration of interests and minutes. Mayor will sign these when it is possible to do so.
7. Members will be asked to mute all microphones and only speak when invited to do so by the Mayor.
8. Members to be asked to refer to report page/paragraph nos when referring to officer reports.
9. Members asked to “raise hand” on Zoom/visually signal if they wished to speak/ask questions at any point. Those wishing to speak to be noted by Committee Manager and communicated to the Mayor.

### Proceedings

1. For each item the Mayor reads out full item title as printed on the agenda.

2. Contributions from members of the public, including those submitted by audio or video. Speakers invited in from Zoom “waiting room” by Committee Manager in appropriate order, one at a time to provide their three minute address. Written submissions to be read by the Mayor with a caveat at the start and beginning “these are the words of XXX”.
3. Mayor seeks proposer and seconder for a specific recommendation to be voted on.
4. If connection to the Live Stream is lost during the meeting, the Mayor will stop the meeting to enable the connection to be restored.
5. The Democratic Services Officer will take the vote requiring each member to indicate “for/against/abstain”.
6. “Final Score” of votes provided by the Democratic Services Officer. The Mayor then states the decision made as a result of vote.
7. Mayor moves on to next item and repeats proceedings as before.

# **Kettering**

*Borough Council*

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## **Appointments to Committees – September 2020**

### **EXECUTIVE COMMITTEE**

**Will comprise of up to 9 members, including**

Cllr Russell Roberts (Leader and Chair)  
Cllr Lesley Thurland (Deputy Leader & Deputy Chair)  
Cllr Lloyd Bunday – Portfolio Holder for Finance  
Cllr Mark Dearing – Portfolio Holder for Regeneration  
Cllr Scott Edwards – Portfolio Holder for Communities, Leisure and Youth  
Cllr David Howes – Portfolio Holder for Rural  
Cllr Ian Jelley – Portfolio Holder for Strategic Delivery and Environment  
Cllr Mark Rowley – Portfolio Holder for Housing and Communications

### **STANDARDS ADVISORY COMMITTEE**

**(3 members)**

Cllr Ruth Groome  
Cllr Cliff Moreton  
Cllr Jonathan West

### **RESEARCH AND DEVELOPMENT COMMITTEE**

**(7 members)**

In approving the Programme of Meetings for September 2020 to 31<sup>st</sup> March 2021, the Research and Development Committee will be removed from the Constitution and therefore there is no requirement to appoint members and substitutes to this Committee.

## **MONITORING AND AUDIT COMMITTEE**

**(7 members)**

Cllr Jonathan West (**Chair**)  
Cllr Anne Lee (**Deputy Chair**)  
Cllr Ash Davies  
Cllr Jenny Henson  
Margaret Talbot  
Cllr Mike Tebbutt  
Cllr Greg Titcombe

Substitutes:-

Cllr John Currall  
Cllr June Derbyshire  
Cllr Maggie Don  
Cllr Cliff Moreton  
Cllr Mick Scrimshaw  
2 Conservative Vacancies

## **PLANNING COMMITTEE**

**(9 members)**

Cllr Shirley Stanton (**Chair**)  
Cllr Ash Davies (**Deputy Chair**)  
Cllr Linda Adams  
Cllr Clark Mitchell  
Cllr Cliff Moreton  
Cllr Jan O'Hara  
Cllr Mark Rowley  
Cllr Lesley Thurland  
Cllr Greg Titcombe

Substitutes:-

Cllr Mark Dearing  
Cllr Scott Edwards  
Cllr David Howes  
Cllr Ian Jelley  
Cllr Anne Lee  
Cllr Jonathan West  
1 Conservative Vacancy

## **PLANNING POLICY COMMITTEE**

**(9 members)**

Cllr Mike Tebbutt (**Chair**)  
Cllr Ian Jelley (**Deputy Chair**)  
Cllr Linda Adams  
Cllr Cedwien Brown  
Cllr John Currall  
Cllr Ash Davies  
Cllr June Derbyshire  
Cllr Ruth Groome  
Cllr Jan O'Hara

Substitutes:-

Cllr Mike Brown  
Cllr David Howes  
Cllr Clark Mitchell  
Cllr Cliff Moreton  
Cllr Mark Rowley  
Cllr Margaret Talbot  
Cllr Greg Titcombe

## **LICENSING COMMITTEE**

**(10 members)**

Cllr Margaret Talbot (**Chair**)  
Cllr Lloyd Bunday  
Cllr June Derbyshire  
Cllr Jenny Henson  
Cllr Ian Jelley  
Cllr Anne Lee  
Cllr Clark Mitchell  
Cllr Cliff Moreton  
Cllr Lesley Thurland  
Cllr Greg Titcombe

Substitutes:-

Cllr Linda Adams  
Cllr Duncan Bain  
Cllr John Currall  
Cllr Maggie Don  
Cllr Jan O'Hara  
2 Conservative Vacancies

## **OTHER**

### **EMPLOYMENT COMMITTEE**

**(6 members)**

Cllr June Derbyshire  
Cllr Maggie Don  
Cllr Ruth Groome  
Cllr Ian Jelley  
Cllr Shirley Stanton  
Cllr Greg Titcombe

Substitutes:-

Cllr John Currall  
Cllr Anne Lee  
Cllr Scott Edwards  
1 Independent Vacancy  
1 Conservative Vacancy

### **JOINT CONSULTATIVE FORUM**

**(7 members)**

Cllr Lloyd Bunday  
Cllr Maggie Don  
Cllr Andrew Dutton  
Cllr Ian Jelley  
Cllr Cliff Moreton  
Cllr Mick Scrimshaw  
Cllr Mike Tebbutt

Substitutes:-

Cllr Ash Davies  
Cllr June Derbyshire  
Cllr Anne Lee  
Cllr Jan O'Hara  
Cllr Russell Roberts  
Cllr Jonathan West

### **TENANTS' FORUM**

**(6 members)**

Cllr Mark Rowley  
Cllr Maggie Don  
Cllr Jim French  
Cllr Andrew Dutton  
Cllr David Howes  
Cllr Mike Tebbutt



Substitutes:-  
Cllr Mark Dearing  
Cllr Clark Mitchell  
Cllr Margaret Talbot  
Cllr Lesley Thurland  
1 Conservative Vacancy

**ASSET MANAGEMENT BOARD**  
**(5 members)**

Cllr Russell Roberts (***Chair***)  
Cllr Lloyd Bunday  
Cllr Ian Jelley  
Cllr Mick Scrimshaw  
Cllr Lesley Thurland

Substitutes:-  
Cllr Jonathan West  
Cllr Mark Rowley  
Cllr Mike Tebbutt

**JOINT PLANNING COMMITTEE**  
**(North Northamptonshire)**  
**3 Members**

Cllr Jan O'Hara  
Cllr Mick Scrimshaw  
Cllr Mike Tebbutt

**JOINT DELIVERY COMMITTEE**  
**(North Northamptonshire)**  
**3 Members**

Cllr Lloyd Bunday  
Cllr Russell Roberts  
Cllr Mick Scrimshaw

**HIGH STREET HERITAGE ACTION ZONE PROGRAMME BOARD**  
**3 Members plus 2 Community Members**

Councillor Mark Dearing  
Councillor Scott Edwards  
Councillor Linda Adams  
Monica Ozdimir (Kettering Civic Society)  
Sarah Franklin (Kettering Town Centre Partnership)

## **FORUMS**

**(Membership fixed by Constitution)**

### **East Kettering Liaison Forum**

Councillor Lloyd Bunday  
Councillor Linda Adams  
Councillor Duncan Bain  
Councillor Lloyd Bunday  
Councillor John Currall  
Councillor Andrew Dutton  
Councillor Ruth Groome  
Councillor Philip Hollobone  
Councillor Anne Lee  
Councillor Clark Mitchell  
Councillor Jan O'Hara  
Councillor Russell Roberts  
Councillor Mark Rowley  
Councillor Shirley Stanton

### **Kettering Town Forum**

Councillor Lloyd Bunday  
Councillor Linda Adams  
Councillor Duncan Bain  
Councillor Mike Brown  
Councillor James Burton  
Councillor Ashley Davies  
Councillor Maggie Don  
Councillor Scott Edwards  
Councillor Jenny Henson  
Councillor Philip Hollobone  
Councillor Ian Jelley  
Councillor Anne Lee  
Councillor Paul Marks  
Councillor Clark Mitchell  
Councillor Mick Scrimshaw  
Councillor Shirley Stanton  
Councillor Lesley Thurland  
Councillor Greg Titcombe  
Councillor Keli Watts  
Councillor Jonathan West

### **A6 Towns Forum**

Councillor John Currall  
Councillor Cedwien Brown  
Councillor Mark Dearing  
Councillor June Derbyshire  
Councillor Andrew Dutton  
Councillor Jim French  
Councillor Ruth Groome

Councillor Jan O'Hara  
Councillor Russell Roberts  
Councillor Karl Sumpter  
Councillor Margaret Talbot  
Councillor Mike Tebbutt

### **Rural Forum**

Councillor Jim Hakewill  
Councillor David Howes  
Councillor Cliff Moreton  
Councillor Mark Rowley

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## Programme of Meetings - 1<sup>st</sup> Aug 2020 to 31<sup>st</sup> March 2021

The Research and Development Committee had been removed from the Schedule of Meetings

MEETING	AUG	SEPT	OCT	NOV		DEC	JAN	FEB	MAR
Annual Council (6.00pm)		9 <sup>th</sup>							
Council (6.00pm)		23 <sup>rd</sup>				16 <sup>th</sup>		24 <sup>th</sup>	24 <sup>th</sup>
Executive (6.00pm)		15 <sup>th</sup>	14 <sup>th</sup>	11 <sup>th</sup>		9 <sup>th</sup>	13 <sup>th</sup>	17 <sup>th</sup>	
Monitoring & Audit (6.00pm)		16 <sup>th</sup>		25 <sup>th</sup>				3 <sup>rd</sup>	
Planning Committee (6.00pm)	11 <sup>th</sup> / 25 <sup>th</sup>	8 <sup>th</sup> / 22 <sup>nd</sup>	6 <sup>th</sup> / 20 <sup>th</sup>	3 <sup>rd</sup> / 17 <sup>th</sup>		1 <sup>st</sup> / 15 <sup>th</sup>	19 <sup>th</sup>	16 <sup>th</sup>	16 <sup>th</sup>
Planning Policy Cttee (6.00pm)		1 <sup>st</sup>	12 <sup>th</sup>			8 <sup>th</sup>			
JCF (4.00pm)		16 <sup>th</sup>					13 <sup>th</sup>		
Kettering Town Forum (6.00pm)			5 <sup>th</sup>						
A6 Towns Forum (6.00pm)			19 <sup>th</sup>						
Rural Forum (6.00pm)			13 <sup>th</sup>						
East Kettering Liaison Forum (6.00pm)						2 <sup>nd</sup>			

MEETING	AUG	SEPT	OCT	NOV		DEC	JAN	FEB	MAR
Employment Committee (2.00pm)		30 <sup>th</sup>					27 <sup>th</sup>		
LGRAC (6.00pm)									
Joint Planning Committee (6.00pm)		3 <sup>rd</sup>	28 <sup>th</sup>						
Tenants' Forum (6.00pm)		16 <sup>th</sup>	21 <sup>st</sup>	18 <sup>th</sup>		23 <sup>rd</sup>	20 <sup>th</sup>	10 <sup>th</sup>	10 <sup>th</sup>
Licensing Committee* (2.00pm or 5.00pm)									
Standards Advisory Cttee* (6.00pm)									

\*to be convened as necessary

**OUTSIDE BODIES**

<b>NAME OF ORGANISATION</b>	<b>NUMBER OF REPS</b>	<b>NAME OF REPRESENTATIVES</b>	<b>PERIOD OF OFFICE (Years)</b>	<b>PRESENT TERM EXPIRES</b>
<b>Association of Public Service Excellence</b>	3	Councillor Mark Dearing	1	Mar-21
		Councillor Anne Lee	1	Mar-21
		Councillor Russell Roberts	1	Mar-21
<b>Campaign to Protect Rural England</b>	1	Councillor David Howes	1	Mar-21
<b>Citizens Advice Bureau</b>	1	Councillor Lesley Thurland	1	Mar-21
<b>Court of the University of Northampton</b>	1	Councillor Lloyd Bunday	3	May-21
<b>Domestic Violence Forum</b>	2	Councillor Jan Smith	1	Mar-21
		Councillor June Derbyshire	1	Mar-21
<b>East Midlands Councils (EMC): Meeting</b>	4	Councillor Ian Jelley	1	Mar-21
		Councillor Russell Roberts	1	Mar-21
		Councillor Mick Scrimshaw	1	Mar-21
		Councillor Michael Tebbutt	1	Mar-21
<b>EMC Regional Employers' Board</b>	1	Councillor Ian Jelley	1	Mar-21
<b>Friends of the Art Gallery and Museum</b>	2	Councillor Scott Edwards	1	Mar-21
		Councillor Keli Watts	1	Mar-21
<b>Groundwork Northamptonshire</b>	1	Councillor Anne Lee	1	Mar-21
<b>Health and Adult Social Services Scrutiny Committee</b>	1	Councilor Ian Jelley	1	Mar-21

<b>Kettering Charities for the Poor</b>	4	Councillor Lloyd Bunday	4	May-23
		Councillor Maggie Don	4	May-23
		Councillor Jenny Henson	4	May-23
		Councillor Cliff Moreton	4	May-23
<b>Kettering Church and Town Allotment Charity</b>	4	Councillor Duncan Bain	4	May-23
		Councillor Lloyd Bunday	4	May-23
		Councillor Jenny Henson	4	May-23
		Councillor Shirley Stanton	4	May-23
<b>Kettering Lahnstein Twinning Committee</b>	3	Councillor Ash Davies	1	Mar-21
		Councillor Jenny Henson	1	Mar-21
		Councillor Shirley Stanton	1	Mar-21
<b>Leicestershire and Northamptonshire Rail Action Committee (LANRAC)</b>	2	Councillor Margaret Talbot	1	Mar 21
		Councillor Michael Tebbutt	1	Mar 21
<b>Local Government Association (LGA): General Assembly</b>	1	Councillor Russell Roberts	1	Mar-21
<b>LSP Executive Board</b>	2	Councillor Ian Jelley	4	Mar-21
		Councillor Russell Roberts	4	Mar-21
<b>Newton-in-the-Willows Trust</b>	1	Councillor Mark Rowley	1	Mar-21
<b>Northampton Safeguarding Children Board</b>	1	Councillor Jan Smith	1	Mar-21
		Councillor Anne Lee (Substitute)		
<b>Northamptonshire Action with Communities in Rural England</b>	1	Councillor David Howes	1	Mar-21
<b>Northamptonshire Countywide Traveller Unit Consortium</b>	1	Councillor David Howes	1	Mar-21



<b>Northamptonshire Leadership Group</b>	1	Councillor Russell Roberts Councillor Lesley Thurland (substitute)	1	Mar-21
<b>Northamptonshire Rights and Equalities Council</b>	1	Councillor Karl Sumpter	1	Mar-21
<b>Northamptonshire Sport</b>	1	Councillor Jan Smith	1	Mar-21
<b>Northamptonshire Waste Partnership Shadow Board</b>	1	Councillor Mark Rowley Councillor Michael Tebbutt	1	Mar-21
<b>Police and Crime Commissioner Panel for Northamptonshire</b>	1	Councillor Ian Jelley Councillor Lesley Thurland (substitute)	1	Mar-21
<b>Royal British Legion - Kettering Branch Committee</b>	1	Councillor Duncan Bain	4	May-23
<b>South East Midlands Local Enterprise Partnership Leaders Group</b>	1	Councillor Russell Roberts	1	Mar-21
<b>Stockburn Memorial Trust Fund</b>	2	Councillor Maggie Don Mr Maurice Bayes	4 4	Mar-21 May-21
<b>Walk-in Centre</b>	1	Councillor Shirley Stanton	1	Mar-21
<b>William Martin Charity</b>	4	Councillor Lloyd Bunday Councillor Maggie Don Councillor Jenny Henson Vacancy	4 4 4 4	May-23 May-23 May-23 May-23

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