

**Shadow Authority
For delivering the Buckinghamshire Council**

**THE LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS) (MEETINGS AND ACCESS TO INFORMATION) (ENGLAND)
REGULATIONS 2012**

**SHADOW EXECUTIVE
28 Day Notice**

This is a notice of an intention to make a key decision on behalf of the Shadow Authority for the Buckinghamshire Council (Regulation 9) and an intention to meet in private to consider those items marked as 'private reports' (Regulation 5).

A further notice (the 'agenda') will be published no less than 5 working-days before the date of the Shadow Executive meeting and will be available via the [Shadow Authority website](#)

Y = key decision *All reports will be open unless specified otherwise

Report title & summary	Key	Decision maker	*Private report (Y/N) and reason private	Lead Member / Officer(s) & Contact Officer(s)
TUESDAY 3 DECEMBER 2019				
Values and Behaviours Consideration of the statement on values and behaviours. <i>Item description amended 12.11.19</i>	Y	Shadow Executive		Lead Member / Officer(s): Councillor Katrina Wood Sarah Murphy-Brookman Contact Officer(s): Sarah Murphy-Brookman

<p>New Customer Service Standards To consider the proposed new set of Customer Service Standards to be adopted by Buckinghamshire Council. To include the Comments, Compliments and Complaints Policy.</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Councillor Katrina Wood Maryvonne Hassall, Lloyd Jeffries</p> <p>Contact Officer(s): Tracy Eaton</p>
<p>Keeping it Local - Community Boards To consider consultation feedback on community board options and proposals and to make a decision on their possible establishment.</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Councillor Martin Tett Sara Turnbull</p> <p>Contact Officer(s): Sara Turnbull</p>
<p>Local Enterprise Partnerships Boundary Overlaps Report outlining the suggested approach to the removal of Local Enterprise Partnerships Boundary Overlaps, as requested by MHCLG</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Councillor Martin Tett Neil Gibson</p> <p>Contact Officer(s): Neil Gibson</p>
<p>Armed Forces Protocol Consideration of an Armed Forces Protocol for Buckinghamshire Council</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Councillor Martin Tett Catherine Whitehead</p> <p>Contact Officer(s): Lizzie Wright</p>

<p>Spending Protocol Items referred to the s151 officer from the five existing councils under the Spending Protocol and referred to the Shadow Executive in accordance with the protocol.</p>	Y	Shadow Executive	Part exempt (para 3)	<p>Lead Member / Officer(s): Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p>
<p>Programme Update To consider a report from the Programme Management Office and Section 151 Officer for the Shadow Authority covering a Programme update, including Implementation Budget and Risk.</p>	N	Shadow Executive		<p>Lead Member / Officer(s): Councillor Martin Tett Rachael Shimmin</p> <p>Contact Officer(s): Roger Goodes</p>
THURSDAY 5 DECEMBER 2019				
<p>Appointment of Statutory Officer (Tier 3) for Buckinghamshire Council Appointment to the role of Statutory Officer for Buckinghamshire Council.</p>	Y	Senior Appointments Sub Committee	Part exempt (para 1, 3)	<p>Lead Member / Officer(s): Councillor Martin Tett Sarah Murphy-Brookman</p> <p>Contact Officer(s): Sarah Murphy-Brookman</p>
TUESDAY 7 JANUARY 2020				
<p>Draft Budget 2020/ 2021 To consider the draft budget 2020/2021 for the Buckinghamshire Council.</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Councillor Martin Tett Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p>

<p>Finance Policies To consider finance policies</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Councillor Katrina Wood Richard Ambrose</p> <p>Contact Officer(s): Elspeth O'Neill</p>
<p>Internal Audit Plan, Audit Charter & Risk Strategy To consider a report on the internal audit plan, audit charter and risk strategy</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Councillor Katrina Wood Maggie Gibb</p> <p>Contact Officer(s): Kate Mulhearn</p>
<p>Interim Emergency Plan To consider the interim emergency plan</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Councillor Martin Tett Ben Coakley</p> <p>Contact Officer(s): Ben Coakley</p>
<p>Civic and Ceremonial Proposals To consider proposals for civic arrangements for the Buckinghamshire Council.</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Councillor Martin Tett Catherine Whitehead</p> <p>Contact Officer(s): Catherine Whitehead</p>

<p>Wycombe Community Governance Review Community Governance Review for High Wycombe.</p>	N	Shadow Executive		<p>Lead Member / Officer(s): Councillor Katrina Wood Catherine Whitehead</p> <p>Contact Officer(s): Catherine Whitehead</p>
<p>Kingsbrook Community Governance Review Community Governance Review to consider what changes are needed to the parish arrangements within the Bierton with Broughton Parish Council area</p>	N	Shadow Executive		<p>Lead Member / Officer(s): Councillor Angela Macpherson Bill Ashton</p> <p>Contact Officer(s): Craig Saunders</p>
<p>Transport Schemes Expressions of Interest to Government Fund Submission of EOIs to Government's Pinch Point Fund for 5 transport schemes totalling around £20m</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Councillor Mark Shaw Neil Gibson</p> <p>Contact Officer(s): Rebecca Dengler</p>
<p>Aylesbury Link Road (Spending Protocol) To consider a report on the Aylesbury Link Road, revised assessment of costs and risks.</p>	Y	Shadow Executive	Part exempt (para 3)	<p>Lead Member / Officer(s): Councillor Martin Tett Ian McGowan</p> <p>Contact Officer(s): Thomas Fitzpatrick</p>
<p>Spending Protocol Items referred to the s151 officer from the five existing councils under the Spending Protocol and referred to the Shadow Executive in accordance with the protocol.</p>	Y	Shadow Executive	Part exempt (para 3)	<p>Lead Member / Officer(s): Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p>

<p>Programme Update Highlight report from the Programme Management Office covering the Programme update, Budget and Risk.</p>	N	Shadow Executive		<p>Lead Member / Officer(s): Councillor Martin Tett Rachael Shimmin</p> <p>Contact Officer(s): Roger Goodes</p>
TUESDAY 28 JANUARY 2020				
<p>Members Allowances Consideration of Members Allowances</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Councillor Martin Tett Catherine Whitehead</p> <p>Contact Officer(s): Mathew Bloxham</p>
<p>Capital Investment Strategy To consider the capital investment strategy</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Councillor Katrina Wood Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p>
<p>Finance Strategy To consider the finance strategy</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p>

<p>Financial Regulations & Contract Standing Orders To consider a report on financial regulations and contract standing orders</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Councillor Katrina Wood Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p>
<p>Revenues and Benefits Policies and Schemes To consider a report on revenues and benefits policies and schemes</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Councillor Katrina Wood Andy Green</p> <p>Contact Officer(s): Andy Green</p>
<p>Treasury Management Strategy To consider the treasury management strategy</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Councillor Katrina Wood Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p>
<p>Strategic Asset Management Plan To consider the strategic asset management plan</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Councillor Katrina Wood John Reed</p> <p>Contact Officer(s): John Reed</p>

<p>Environment and Climate Change Policy Consideration of the approach and ambition towards an Environment and Climate Change Policy for Buckinghamshire Council.</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Councillor Bill Chapple OBE Neil Gibson</p> <p>Contact Officer(s): Penelope Tollitt</p>
<p>VCS (Voluntary and Community Sector) Continuing Grants To consider a report on VCS continuing grants</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Councillor Isobel Darby Elaine Jewell</p> <p>Contact Officer(s): Elaine Jewell</p>
<p>Town and Parish Charter To consider the proposed charter and associated support required for delivery</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Councillor Martin Tett Sara Turnbull</p> <p>Contact Officer(s): Sara Turnbull</p>
<p>Spending Protocol Items referred to the s151 officer from the five existing councils under the Spending Protocol and referred to the Shadow Executive in accordance with the protocol.</p>	Y	Shadow Executive	Part exempt <i>(para 3)</i>	<p>Lead Member / Officer(s): Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p>

TUESDAY 18 FEBRUARY 2020

<p>Draft Budget 2020/ 2021 Consideration of the final draft budget 2020/ 2021 for recommendation to the Shadow Authority.</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Councillor Martin Tett Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p>
<p>Final Draft Constitution To recommend the draft constitution to the Shadow Authority</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Councillor Martin Tett Catherine Whitehead</p> <p>Contact Officer(s): Catherine Whitehead</p>
<p>Corporate Code of Governance To consider a report on the corporate code of governance</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Councillor Katrina Wood Maggie Gibb</p> <p>Contact Officer(s): Maggie Gibb</p>
<p>Corporate Plan To consider the final draft of the corporate plan</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Councillor Martin Tett Sophie Payne</p> <p>Contact Officer(s): Sophie Payne</p>

<p>Overarching Health & Safety Policy To consider the Health and Safety policy</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Councillor Katrina Wood John Reed</p> <p>Contact Officer(s): John Reed</p>
<p>Union Facilities Time Agreement Consideration of the proposal on the granting of Trade Union paid Facility Time for the new Council</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Councillor Katrina Wood Sarah Murphy-Brookman</p> <p>Contact Officer(s): Anne Nichols</p>
<p>Spending Protocol Items referred to the s151 officer from the five existing councils under the Spending Protocol and referred to the Shadow Executive in accordance with the protocol.</p>	Y	Shadow Executive	Part exempt (para 3)	<p>Lead Member / Officer(s): Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p>
<p>Programme Update Highlight report from the Programme Management Office covering the Programme update, Budget and Risk.</p>	N	Shadow Executive		<p>Lead Member / Officer(s): Councillor Martin Tett Rachael Shimmin</p> <p>Contact Officer(s): Roger Goodes</p>

TUESDAY 10 MARCH 2020

<p>Spending Protocol Items referred to the s151 officer from the five existing councils under the Spending Protocol and referred to the Shadow Executive in accordance with the protocol.</p>	Y	Shadow Executive	Part exempt <i>(para 3)</i>	<p>Lead Member / Officer(s): Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p>
<p>Programme Update Highlight report from the Programme Management Office covering the Programme update, Budget and Risk.</p>	N	Shadow Executive		<p>Lead Member / Officer(s): Councillor Martin Tett Rachael Shimmin</p> <p>Contact Officer(s): Roger Goodes</p>

The Shadow Authority Constitution defines a 'key' decision as any decision taken in relation to a function that is the responsibility of the Shadow Executive and which is likely to:-

- (a) to result in the relevant local authority incurring expenditure which is, or the making of savings which are, significant having regard to the relevant local authority's budget for the service or function to which the decision relates; or
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the relevant local authority."

In determining the meaning of "significant" for these purposes the Shadow Authority will have regard to any guidance for the time being issued by the Secretary of State in accordance with section 9Q of the Local Government Act 2000 Act and the value of any decision under consideration (e.g. £1 million or above could be regarded as significant but this has to be considered in the context of the particular decision).

As a matter of good practice, this notice may also include other items, in addition to key decisions, that are to be considered by the Shadow Executive.

Each item considered will have a report; appendices will be included (as appropriate). Regulation 9(1g) allows that other documents relevant to the item may be submitted to the decision-maker. Subject to prohibition or restriction on their disclosure, this information will be published on the website usually 5 working-days before the date of the meeting. Paper copies may be requested using the contact details below.

*The public can be excluded for an item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act 1972. The relevant paragraph numbers and descriptions are as follows:

Paragraph 1	Information relating to any 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, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority
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

Part II of Schedule 12A of the Local Government Act 1972 requires that information falling into paragraphs 1 - 7 above is exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Nothing in the Regulations authorises or requires a local authority to disclose to the public or make available for public inspection any document or part of a document if, in the opinion of the proper officer, that document or part of a document contains or may contain confidential information. Should you wish to make any representations in relation to any of the items being considered in private, you can do so – in writing – using the contact details below.

Democratic Services, Programme Management Office, Buckinghamshire County Council, Walton Street, Aylesbury, HP20 1UA
| 01296 382343 | demservices-shadow@buckscc.gov.uk