

**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)
<b>TUESDAY 10 SEPTEMBER 2019</b>				
<b>Chiltern Lifestyle Centre</b> Details of proposal for new Lifestyle Centre in Chiltern.	Y	Shadow Executive	Fully exempt (para 3)	Lead Member/ Officer(s): Steve Bambrick  Contact Officer(s): Martin Holt

<p><b>Gerrards Cross Car Park Development</b> To note the business case for Gerrards Cross car park development.</p>	Y	Shadow Executive	Part exempt (para 3)	<p>Lead Member/ Officer(s): Steve Bambrick</p> <p>Contact Officer(s): Chris Marchant</p>
<p><b>Member Allowances and Independent Remuneration Panel (IRP) appointment process</b> To consider the proposed process including recommendation on the appointment of an Independent Remuneration Panel.</p>	Y	Shadow Executive	Part exempt (paras 1 + 3)	<p>Lead Member/ Officer(s): Catherine Whitehead</p> <p>Contact Officer(s): Mathew Bloxham</p>
<p><b>Pay Policy Statement</b> Consideration of the terms and conditions for Tiers 1-3</p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Sarah Murphy-Brookman</p> <p>Contact Officer(s): Sarah Murphy-Brookman</p>
<p><b>Bucks Growth Board</b> To consider and agree the process to establish a Buckinghamshire Growth Board including membership and areas of focus.</p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Neil Gibson</p> <p>Contact Officer(s): Lisa Michelson</p>

<p><b>Spending Protocol</b> 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	Fully exempt (para 3)	<p>Lead Member/ Officer(s): Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p>
<p><b>Member Portfolios</b> Consideration of Member Portfolios and appointing of Shadow Executive Portfolio Holders and Deputy Portfolio Holders</p>	N	Shadow Executive		<p>Lead Member/ Officer(s): Sarah Ashmead</p> <p>Contact Officer(s): Sarah Ashmead</p>
<p><b>Programme Update</b> Highlight report from the Programme Management Office covering the Programme update, Budget and Risk.</p>	N	Shadow Executive		<p>Lead Member/ Officer(s): Rachael Shimmin</p> <p>Contact Officer(s): Roger Goodes</p>
<b>TUESDAY 17 SEPTEMBER 2019</b>				
<p><b>Salaries for the Senior Leadership Roles (Tier 3)</b> Consideration of remuneration levels for senior leadership roles. <i>Item added 30 August 2019.</i></p>	Y	Senior Appointments Committee	Fully exempt (para 3)	<p>Lead Member/ Officer(s): Sarah Murphy-Brookman</p> <p>Contact Officer(s): Sarah Murphy-Brookman</p>

**TUESDAY 1 OCTOBER 2019**

<p><b>Wycombe District Green Space Maintenance</b> Review of the arrangements for maintenance of green spaces in the Wycombe District area.</p>	<p>Y</p>	<p>Shadow Executive</p>	<p>Fully exempt (para 3)</p>	<p>Lead Member/ Officer(s): Nigel Dicker</p> <p>Contact Officer(s): Nigel Dicker</p>
<p><b>Council Tax Equalisation</b> To consider the proposals for harmonising Council Tax. <i>Item amended 27.08.19.</i></p>	<p>Y</p>	<p>Shadow Executive</p>		<p>Lead Member/ Officer(s): Rachael Shimmin</p> <p>Contact Officer(s): Richard Ambrose</p>
<p><b>Council Access Points</b> To consider the proposal on how local access will be delivered.</p>	<p>Y</p>	<p>Shadow Executive</p>		<p>Lead Member/ Officer(s): Sara Turnbull</p> <p>Contact Officer(s): Sara Turnbull</p>
<p><b>Interim Civil Contingencies Policy</b> Consideration of the policy. <i>Item amended 02.09.2019.</i></p>	<p>Y</p>	<p>Shadow Executive</p>		<p>Lead Member/ Officer(s): Ben Coakley</p> <p>Contact Officer(s): Ben Coakley</p>

<p><b>Spending Protocol</b> 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	Fully exempt (para 3)	<p>Lead Member/ Officer(s): Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p>
<p><b>Programme Update</b> Highlight report from the Programme Management Office covering the Programme update, Budget and Risk.</p>	N	Shadow Executive		<p>Lead Member/ Officer(s): Rachael Shimmin</p> <p>Contact Officer(s): Roger Goodes</p>
<b>TUESDAY 22 OCTOBER 2019</b>				
<p><b>Wycombe Regeneration Strategy and Outline Business Case for Eastern Quarter</b> Draft Regeneration Strategy looking forward to 2050 for High Wycombe, Marlow and Princes Risborough.</p>	Y	Shadow Executive	Part exempt (para 3)	<p>Lead Member/ Officer(s): Peter Wright</p> <p>Contact Officer(s): Peter Wright</p>

<p><b>Main Payscale, Reward, Terms and Conditions</b> To consider a report on payscale, reward, terms and conditions</p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Sarah Murphy-Brookman</p> <p>Contact Officer(s): Sarah Murphy-Brookman</p>
<p><b>Branding</b> Consideration of branding proposals for Buckinghamshire Council.</p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Emma Denley</p> <p>Contact Officer(s): Emma Denley</p>
<p><b>Devolution Offer and Launch Approach</b> To consider approaches to devolution of assets and services, and launch events.</p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Sara Turnbull</p> <p>Contact Officer(s): Sara Turnbull</p>
<p><b>Spending Protocol</b> 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	Fully exempt (para 3)	<p>Lead Member/ Officer(s): Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p>

<p><b>Programme Update</b> Highlight report from the Programme Management Office covering the Programme update, Budget and Risk.</p>	N	Shadow Executive		<p>Lead Member/ Officer(s): Rachael Shimmin</p> <p>Contact Officer(s): Roger Goodes</p>
<b>TUESDAY 12 NOVEMBER</b>				
<p><b>Legal Services for the Buckinghamshire Council</b> To consider arrangements for Legal Services for the Buckinghamshire Council.</p>	Y	Shadow Executive	Part exempt	<p>Lead Member/ Officer(s): Catherine Whitehead</p> <p>Contact Officer(s): Catherine Whitehead</p>
<p><b>Council Tax Reduction Scheme</b> Approval of the scheme for Buckinghamshire Council</p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p>
<p><b>Corporate Plan for Buckinghamshire Council</b> To consider a Strategic Plan for Buckinghamshire Council.</p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Sarah Ashmead</p> <p>Contact Officer(s): Sarah Ashmead</p>

<p><b>Delivering a Development Management Service in the New Authority</b> To consider proposals for delivering a development management service in the new authority.</p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Neil Gibson</p> <p>Contact Officer(s): Neil Gibson</p>
<p><b>Local Plans - Transition and a new Local Plan for Buckinghamshire</b> To consider local plans for transition and a new local plan for Buckinghamshire Council.</p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Neil Gibson</p> <p>Contact Officer(s): Neil Gibson</p>
<p><b>Spending Protocol</b> 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	Fully exempt	<p>Lead Member/ Officer(s): Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p>
<p><b>Programme Update</b> Highlight report from the Programme Management Office covering the Programme update, Budget and Risk.</p>	N	Shadow Executive		<p>Lead Member/ Officer(s): Rachael Shimmin</p> <p>Contact Officer(s): Roger Goodes</p>

**TUESDAY 3 DECEMBER 2019**



<p><b>Organisational Development Strategy</b> Consideration of the OD Strategy</p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Sarah Murphy-Brookman</p> <p>Contact Officer(s): Sarah Murphy-Brookman</p>
<p><b>ICT, Digital and Information Strategy</b> To consider an ICT, Digital and Information Strategy for Buckinghamshire Council.</p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Sarah Ashmead</p> <p>Contact Officer(s): Sarah Ashmead</p>
<p><b>Town and Parish Charter</b> To consider the proposed charter and associated support required for delivery</p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Sara Turnbull</p> <p>Contact Officer(s): Sara Turnbull</p>
<p><b>Keeping it Local - Community Boards</b> 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): Sara Turnbull</p> <p>Contact Officer(s): Sara Turnbull</p>

<p><b>Spending Protocol</b> 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	Fully exempt	<p>Lead Member/ Officer(s): Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p>
<p><b>Programme Update</b> Highlight report from the Programme Management Office covering the Programme update, Budget and Risk.</p>	N	Shadow Executive		<p>Lead Member/ Officer(s): Rachael Shimmin</p> <p>Contact Officer(s): Roger Goodes</p>
<b>TUESDAY 7 JANUARY 2020</b>				
<p><b>Draft Budget 2020/ 2021</b> To consider the draft budget 2020/2021 for the Buckinghamshire Council.</p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p>
<p><b>Civic and Ceremonial Proposals</b> To consider proposals for civic arrangements for the Buckinghamshire Council.</p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Catherine Whitehead</p> <p>Contact Officer(s): Emma Denley</p>

<b>Community Governance Review</b> Community Governance Review for High Wycombe.	Y	Shadow Executive		Lead Member/ Officer(s): Catherine Whitehead  Contact Officer(s): Catherine Whitehead
<b>Spending Protocol</b> 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.	Y	Shadow Executive	Fully exempt	Lead Member/ Officer(s): Richard Ambrose  Contact Officer(s): Richard Ambrose
<b>Programme Update</b> Highlight report from the Programme Management Office covering the Programme update, Budget and Risk.	N	Shadow Executive		Lead Member/ Officer(s): Rachael Shimmin  Contact Officer(s): Roger Goodes
<b>TUESDAY 28 JANUARY 2020</b>				
<b>Members Allowances</b> Consideration of Members Allowances	Y	Shadow Executive		Lead Member/ Officer(s): Catherine Whitehead  Contact Officer(s): Mathew Bloxham

<p><b>Spending Protocol</b> 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	Fully exempt	<p>Lead Member/ Officer(s): Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p>
<b>TUESDAY 18 FEBRUARY 2020</b>				
<p><b>Draft Budget 2020/ 2021</b> Consideration of the final draft budget 2020/ 2021 for recommendation to the Shadow Authority.</p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p>
<p><b>Union Facilities Time Agreement</b> 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): Sarah Murphy-Brookman</p> <p>Contact Officer(s): Anne Nichols</p>
<p><b>Spending Protocol</b> 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	Fully exempt	<p>Lead Member/ Officer(s): Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p>

**TUESDAY 10 MARCH 2020**

<p><b>Spending Protocol</b> 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>	<p>Y</p>	<p>Shadow Executive</p>	<p>Fully exempt</p>	<p>Lead Member/ Officer(s): Rachael Shimmin</p> <p>Contact Officer(s): Roger Goodes</p>
<p><b>Programme Update</b> Highlight report from the Programme Management Office covering the Programme update, Budget and Risk.</p>	<p>N</p>	<p>Shadow Executive</p>		<p>Lead Member/ Officer(s): 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 includes 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.

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