

# Northampton Borough Overview & Scrutiny Committee



**NORTHAMPTON**  
**BOROUGH COUNCIL**

Please find enclosed the agenda and supporting papers for **Overview & Scrutiny Committee**

Date: **Monday, 17 September 2012**

Time: **6:00 pm**

Place: **The Jeffrey Room, St. Giles Square, Northampton, NN1 1DE.**

If you need any advice or information regarding this agenda please phone Tracy Tiff, Scrutiny Officer, telephone 01604 837408 (direct dial), email [ttiff@northampton.gov.uk](mailto:ttiff@northampton.gov.uk) who will be able to assist with your enquiry. For further information regarding **Overview & Scrutiny Committee** please visit the website [www.northampton.gov.uk/scrutiny](http://www.northampton.gov.uk/scrutiny)

## Members of the Committee

Chair	Councillor Les Marriott
Deputy Chair	Councillor Matthew Lynch
Committee Members	Councillor Matthew Lynch Councillor Tony Ansell Councillor Michael Ford Councillor Brendan Glynane Councillor Elizabeth Gowen Councillor Jamie Lane Councillor Phil Larratt Councillor Lee Mason Councillor Beverley-Anne Mennell Councillor Nilesh Ramesh Parekh Councillor Suresh Patel Councillor Brian W Sargeant Councillor Danielle Stone

# Northampton Borough Overview & Scrutiny Committee

## Calendar of meetings

Date	Room
12 November 2012 28 January 2013 15 April 2013 10 June 2013	All meetings to be held in the Jeffery Room at the Guildhall unless otherwise stated

## Agenda

Item No and Time	Title	Pages	Action required
1. 6.00PM	<b>Apologies</b>		Members to note any apologies and substitution
2	<b>Minutes</b>	<b>1 - 10</b>	Members to approve the minutes of the meeting held on 25 July 2012.
3	<b>Deputations/Public Addresses</b>		<p>The Chair to note public address requests.</p> <p>The public can speak on any agenda item for a maximum of three minutes per speaker per item. You are not required to register your intention to speak in advance but should arrive at the meeting a few minutes early, complete a Public Address Protocol and notify the Scrutiny Officer of your intention to speak.</p>
4	<b>Declarations of Interest (Including Whipping)</b>		Members to state any interests.
5. 6.05- 6.40PM	<b>Housing Consultations Feedback</b>	<b>11 - 16</b>	<p>The Overview and Scrutiny Committee to receive details of the feedback received from the following consultations:-</p> <ul style="list-style-type: none"> <li>• Housing Allocations Scheme</li> <li>• Tenancy Strategy 2012-13</li> </ul>

## Northampton Borough Overview & Scrutiny Committee

<b>6</b>	<b>Monitoring implementation of the accepted recommendations contained in the following Overview and Scrutiny reports.</b>		
<b>6 (a) 6.40- 7.00PM</b>	<b>Neighbourhood Model</b>		The Committee to receive a short presentation from the Cabinet Member (Community Engagement) regarding what input Overview and Scrutiny can provide into the Neighbourhood Model.
<b>6 (b) 7.00- 7.20PM</b>	<b>Rough Sleepers</b>	<b>17 - 21</b>	The Overview and Scrutiny Committee to monitor the impact that its Homelessness (Rough Sleepers) Report 2007 has had on rough sleeper data.
<b>6 (c) 7.20- 7.35PM</b>	<b>Interim Monitoring of the Councillor Empowerment Fund</b>	<b>22 - 31</b>	The Committee to undertake interim monitoring of the recommendations contained within its report: Councillor Empowerment Fund.  A copy of the Cabinet's response to this report is attached as a reminder.
<b>6 (d) 7.35- 7.50PM</b>	<b>Lease between Northampton Borough Council, Northampton Town Football Club and Northampton Athletics Club</b>	<b>32 - 41</b>	The Committee to undertake interim monitoring of the recommendations contained within its report: Lease between Northampton Borough Council, Northampton Town Football Club and Northampton Athletics Club.  A copy of the Cabinet's response to this report is attached as a reminder.
<b>7 7.50- 8.00PM</b>	<b>Performance Monitoring Report</b>	<b>42 - 46</b>	Members to review the Performance Monitoring Report
<b>8</b>	<b>Scrutiny Panels</b>		The Overview and Scrutiny Committee to receive a progress report from the three Scrutiny Panels.  In accordance with the Scrutiny Panel Protocol this item is for the Committee's information with no discussion.

## Northampton Borough Overview & Scrutiny Committee

<b>8 (a)</b>	<b>Scrutiny Panel 1 - Serious Acquisitive Crime and Community Safety</b>	<b>47</b>	
<b>8 (b)</b>	<b>Scrutiny Panel 2- Retail Experience.</b>	<b>48</b>	
<b>8 (c)</b>	<b>Scrutiny Panel 3- Infrastructure Requirements and Section 106 Agreements</b>	<b>49</b>	
<b>9</b>	<b>Local Government Shared Services (LGSS) Scrutiny Inquiry</b>	<b>50 - 51</b>	The Committee to receive a progress report from the Chair of the LGSS Scrutiny Inquiry.
<b>10. 8.00- 8.05PM</b>	<b>Report back from NBC's representative to NCC's Health and Social Care Scrutiny Committee</b>		Councillor Danielle Stone to provide a verbal update on the work of NCC's Health and Social Care Scrutiny Committee.
<b>11. 8.05 – 8.10PM</b>	<b>Overview and Scrutiny Training Champion</b>	<b>52 - 66</b>	Overview and Scrutiny Committee to receive a briefing note from the Overview and Scrutiny Training Champion.
<b>12. 8.10PM</b>	<b>Forward Plan</b>	<b>67 - 76</b>	Members to examine the Forward Plan and decide whether there are any issues they wish to pre-decision scrutinise.
<b>13</b>	<b>Urgent Items</b>		This issue is for business that by reasons of the special circumstances to be specified, the Chair is of the opinion is of sufficient urgency to consider. Members or Officers that wish to raise urgent items are to inform the Chair in advance.

## NORTHAMPTON BOROUGH COUNCIL

### MINUTES OF OVERVIEW & SCRUTINY COMMITTEE

Wednesday, 25 July 2012

**COUNCILLORS PRESENT:** Councillor Les Marriott (Chair), Councillors Tony Ansell, Ifty Choudary (substituting for Councillor Beverley Mennell) Elizabeth Gowen, Jamie Lane, Phil Larratt, Lee Mason, Suresh Patel and David Palethorpe (substituting for Danielle Stone)

**Witnesses** Terry Pearson NCC Commissioning Manager -Item 5  
Fiona Grant- NCC Item 5  
Chief Inspector Faye Tennet Northants Police –Item 5 (b)  
Debbie Ferguson- Community Safety Partnership Manager Item 6  
Councillor Alan Bottwood- Cabinet Member for Finance- Item 7 (a)  
Councillor Mary Markham- Cabinet Member for Housing -Item 8

**Officers** Renee Bullock HR and Organisational Development Manager  
Fran Rodgers Head of Strategic Housing  
Ashiedu Joel Engagement Team Leader  
Tracy Tiff Scrutiny Officer  
Joanne Birkin Democratic Services Officer

#### 1. APOLOGIES

Apologies for absence from the meeting were received from Councillors Brendan Glynane, Matt Lynch, Beverley Mennell,(Ifty Choudary substituting) Nilesh Parekh and Danielle Stone(David Palethorpe substituting).

#### 2. MINUTES

The minutes of the meeting held on 28<sup>th</sup> May 2012 were approved and signed by the Chairman.

#### 3. DEPUTATIONS/PUBLIC ADDRESSES

There were none.

#### 4. DECLARATIONS OF INTEREST (INCLUDING WHIPPING)

Councillor Patel declared a personal interest in Item 5 a as a member of the County Council Shadow and Wellbeing Board and in Item 11 as a member of Northamptonshire County Council LGSS Member Panel.

Councillor Larratt declared a personal interest in item 11 as a member of Northamptonshire County Council LGSS Member Panel.

## **5. NORTHAMPTON ALCOHOL REDUCTION ACTION PLAN**

The Committee received an update on the effectiveness of the actions in the Northampton Alcohol Reduction Plan from Fiona Grant and Terry Pearson, Commissioning Manager NCC .

The main points of the discussion were as follows:-

Key elements of the Alcohol Implementation Plan were as follows:-

- Re-alignment of alcohol treatment services. This to be based within each locality enabling services to be tailored to locality needs.
- Packages of care- looking at all areas of care and support required by a patient rather than a piecemeal approach.
- A&E Alcohol and Mental health workers available in A&E to identify patients with alcohol and mental health issues and deflect hospital admissions by referral to appropriate services.
- Access to shared electronic records.

The rate of alcohol related admissions in Northamptonshire was increasing at a faster rate than in England and the East Midland average. Between 2008/09 and 2009/10 rates for Northamptonshire increased by 17%. Whilst still showing an increase the change between 2009/10 and 2010/11 was only 4%. Provisional data for Q1- Q3 2011/12 shows a rise of 3%.

40% of those using the services were from Northampton.

The County Council will be holding a meeting for all stakeholders very shortly. The strategy is being updated and all stakeholders will be approached for views.

Any moves to improve the services offered to individuals were seen as positive.

There were still problems with regard to public perception and the culture of drinking. There were different aspects of behaviour being identified for example the rise of drinking at home. Strategies would need to be adapted to take these factors into account.

Problems associated with alcohol vary according to client groups. Older people seemed to be drinking more, which research has linked with increased dementia rates. Previous concerns such as the extension of licensing hours may have changed drinking patterns.

**AGREED:-** That the update on the progress of the Northampton Alcohol Reduction Action Plan be noted.

## **6. CHIEF INSPECTOR NORTHANTS POLICE**

Chief Inspector Faye Tennet, gave a progress report on the Police's involvement in the Alcohol Reduction Action Plan.

The main points of discussion were as follows:-

In the last few weeks there has been a review of Operation Nightsafe. Special measures have been in place for the policing of special events such as the European football tournament, the Queen's Diamond Jubilee and now the Olympics. Mobile police stations have also been deployed at key times.

Education on the effects of drinking has also been very important and there have been binge drinking and "one punch kills" campaigns. There has also been a campaign targeting teenagers and promoting family intervention on the problem of young people pre loading with alcohol before going out into town for an evening out.

Street Pastors have also played an important role, taking drugs and alcohol from people in the street and giving it to the Police.

There has been a significant test purchase operation being undertaken throughout the County, looking at underage drinking and sales. Overall this has been very positive. The licensed trade have been operating well.

Dynamic Emergency Care Centre (known as DECC) continues to run in partnership with East Mids Ambulance Service and the police. This has set up a kind of triage system which has assisted in taking minor injuries out of accident and emergency. This also allows the Police to achieve early intervention in cases that are presented there.

There has been a countywide review of Pub watch; Northampton Pub watch has gained recognition for its scheme.

The Chief Inspector confirmed that the Police did receive a lot of support from the Council's Licensing Committee and they were involved in joint enforcement operations with Licensing officers and other agencies.

The Committee expressed concern that there was still a perception that there was a problem with street drinkers. Chief Inspector Tennet commented that there had been a significant problem 18 months /2 years ago but that there had been a multi-agency approach to tackling this. The approach had been to target certain repeat offenders and through several different interventions had moved the offenders from the town centre. There has recently been a case which had been prosecuted but the outcome had been a fine, which was not very helpful.

Chief Inspector Tennet emphasised that whilst there are powers to remove alcohol from drinkers and move them on this does not help to rectify the situation in the long term. Both the Police and Council wardens have been involved in trying to improve the situation.

**AGREED:-** That the update From Chief Inspector Tennet on the progress of the Northampton Alcohol Reduction Action Plan be noted.

## **7. COMMUNITY SAFETY PARTNERSHIP (CSP) PERFORMANCE**

Debbie Ferguson, Community Safety Partnership (CSP) Manager presented a progress report on the levels of CSP performance.

The main points of discussion were as follows:-

In early 2011 it was agreed that as part of the Overview & Scrutiny Committee role, that in meeting their responsibilities under the Crime and Disorder (Overview and Scrutiny) Regulations 2009, a bi annual report from the Community Safety Partnership (CSP) would be provided.

The Partnership met some, but not all of the 2011/12 targets. The Partnership achieved substantial reductions in domestic burglary, criminal damage and anti-social behaviour and drug offences. Serious acquisitive crime, vehicle crime in particular has seen an increase and there had been no reduction in violent offences. Consultation undertaken with communities and the annual Strategic Assessment has helped in shaping the priorities for the coming year. A and E Data Sharing is now well established and the statistical data is informing areas of work such as the police Nightsafe operation and problem licensed premises.

The first quarter of 2012/13 has seen continuing reductions in anti-social behaviour, violent crime, burglary and robbery. Vehicle crime continues an upward trend, started in 2011, but vehicle crime levels are still significantly lower than 2009/10. Priority location work in relation to serious acquisitive crime continues and the main area of focus is the Spencer ward.

Members of the Committee expressed concern over attacks on taxi drivers and asked whether CCTV could not be used in tracking offenders. It was pointed out that in order to be able to respond effectively there needed to be an instant report of an incident. Both the Police and the Community Safety Partnership have undertaken some work with the taxi drivers, producing stickers which state that no money is left in the cab, providing crime prevention advice and looking at ways that some protection might be offered to the drivers.

There was a discussion concerning the use of the 101 Police reporting number, with members expressing concern that it had been taking a long time for calls to be answered. Chief Inspector Tennet acknowledged that there had been problems but there had been a change in shift patterns and staff numbers and it was hoped that these problems would ease. She emphasised that the emergency calls are still receiving priority. All crimes in progress should be reported on the 999 number and that emergency call centre handlers would be able to prioritise calls. Debbie Ferguson agreed to follow up on the nature of the measures that are being put in place by the police and report them back to the Committee members.

Members were pleased to see an increase in the number of domestic abuse prosecutions, but asked what percentage of cases went through to prosecution. It was acknowledged



that there had been issues in getting people to report incidents but a lot of work had been done to make the reporting process easier and to assist people in any prosecution follow up. Court sessions specifically dedicated to Domestic Abuse are now being held.

**AGREED:-** That a further update report be received in six months time.

## **8. MONITORING IMPLEMENTATION OF THE ACCEPTED RECOMMENDATIONS CONTAINED IN THE FOLLOWING OVERVIEW AND SCRUTINY REPORT.**

### **(A) ABSENCE MANAGEMENT**

Councillor Bottwood, Cabinet Member for Finance and Renee Bullock HR and Organisational Development Manager gave the Committee an update on the implementation of the recommendations of the Absence Management Review as agreed by Cabinet in January 2011.

There were four accepted main recommendations:-

Include the Health and Well-being policies into the Annual equality report-this was to ensure consistency of Equality Impact Assessments. This has now been introduced.

Provide appropriate training and support for all managers and team leaders on absence management-There are now a range of E learning modules available to managers related to absence management, this is to ensure that they are able to undertake the learning sessions when convenient and that they can be tailored to individual needs.

Refresher training be available to managers and team leaders on a bi annual basis- this has been covered by the introduction of the new E learning material.

Include Absence Management Information in the Induction programme for new managers-this has also been completed.

There was concern that these measures are in place, but the performance indicators show that there is still an increase in absence management figures. It was agreed that targets have not been met and it was pointed out that the original data may not have been accurate which could have led to the setting of inappropriate targets.

The Committee was informed that these concerns had also been picked up by Audit Committee when they had examined the Performance Indicators and they had requested a report back. This report could also be brought to the Overview and Scrutiny Committee.

It was also questioned whether the removal of Enterprise workforce from the figures had made any appreciable difference as that was one area that had always had a high level of absenteeism. The figures for Enterprise and the Leisure Trust were still on the rolling programme but would shortly be coming off and that may show a difference.

Concern was also expressed that the increasing levels of sickness could reflect the amount of pressure that staff were under, with constant service reviews and reductions in staffing numbers.

## **AGREED**

1. That the report regarding performance indicators for absence management requested by Audit Committee be brought to this Committee.
2. That the Committee receives details of the absence management statistics in six months' time.
3. That no further monitoring of the accepted recommendations contained within this Overview and Scrutiny report are required.

## **(B) NEIGHBOURHOOD MODEL**

Councillor Eldred, Cabinet Member with responsibility for Community Engagement was unable to attend the meeting. Members were concerned that the neighbourhood coordinators were key to delivering the updated Neighbourhood Model and suggested that it would be useful to receive a presentation from the Cabinet Member on the proposed changes to the Neighbourhood Model and whether Overview and Scrutiny could provide input into the process.

**AGREED:-** Councillor Eldred be invited to the next meeting of the Committee to discuss the Neighbourhood Model.

## **9. PRE DECISION SCRUTINY: TENANT INVOLVEMENT STRATEGY, HOUSING ALLOCATIONS SCHEME, TENANCY STRATEGY 2012-13.**

Councillor Mary Markham, Cabinet Member for Housing, and Fran Rodgers, Head of Strategic Housing, submitted a summary on three consultations that were currently on going in respect of the Tenant Involvement Strategy, Housing Allocations scheme and the Tenancy strategy 2012-13.

All of the consultations that were taking place were aiming to reach as many people as possible. There were a series of consultation events planned for members of the public, aimed at existing tenants, people on waiting lists, members of the public and encouraging members to get involved.

### **Tenant Involvement Strategy**

The main points of the discussion were as follows:-

The Tenant Involvement Strategy was built on tenants' panels, mystery shopping, estate walkabouts, work done on voids etc.

The Tenant Involvement Strategy will be going to Cabinet in September.

Members who had been to area meetings and heard an explanation of the strategies etc. felt that they had been very informative. Immediate feedback had been very positive.

Currently there were no detailed implementation plans as these would feed out of the Cabinet report in September.

There were some concerns over consistency of housing officers when on estate walkabouts and it was acknowledged that there had been staffing problems but these were

being resolved. Work was in place to allocate an action plan for each area and new people have been recruited to implement that.

### **Housing Allocations Scheme.**

This Council, alongside all others will have to change its scheme in light of the Localism Act. Existing tenancies will not be affected. Benefit changes will affect those people claiming housing benefit, who are of working age and who are currently occupying a property that is larger than their needs.

Currently there are 9,200 people on the Northampton waiting list. . Approximately 500 a month are added to the register and there is an average of 1,000 properties relet over the period of a year. That number of available properties is reducing, Action needs to be taken to try and manage the register and assist people in a realistic manner.

The main proposed changes were: -

- Reduction of bands from 5 to 3
- Additional priority for working households
- Additional priority for voluntary work
- Government has determined that there should be a priority for those leaving the armed forces and their families.
- Local Connections

People will not be accepted for inclusion on the housing register unless basic checks as to their eligibility have been made. The basis for the changes is the need to be transparent. There will be people who will be disappointed; but it is important that they are aware of the realities of the situation and that they are helped to find other solutions.

There will be a 16 week consultation at the end of which time a report will be made to Cabinet.

Committee asked that they be given an opportunity to see a summary of responses.

### **Tenancy Strategy 2012-13**

Currently tenants are offered an introductory tenancy of a year, then provided there are no problems they will be offered a lifelong tenancy. Consultation is currently underway on proposals to limit the length of tenancies. After an initial period a set period tenancy would be offered, probably of five years. A review would then take place and if circumstances had not changed for the tenant then they would likely be offered a renewal.

There would not be any change for existing tenants and elderly and disabled tenants would still be offered lifetime tenancies.

There could also be variations in the amount of rent paid by different types of tenant.

Members felt that it was very important that all members were aware of the potential changes. There had been a Councillor Development evening on the topic but there had been poor attendance.

**AGREED:-**that a summary of responses to the consultation on the housing allocations policy be brought to this Committee at its meeting in September.

## **10. PERFORMANCE MONITORING REPORT**

The Committee considered the 2011-2012 Outturn Report

The main points of concern were:-

- Absence Levels
- Number of households living in temporary accommodation
- Total Number of people living rough on the streets

The Committee felt that there was too much emphasis on those areas which were showing red flags, irrespective of the size of changes. It was felt that it might be more helpful to be able to examine performance trends. It was agreed that it would be useful to arrange an information session on the performance management data.

The Committee was reminded that there had been a Task and Finish Group that had examined the problem of rough sleepers. It was felt that there should be a review of how the recommendations had been implemented and the impact that they were having.

Members also commented that the fly tipping statistics only related to the land that Enterprise were responsible for. It was therefore felt that there should be some figures made available for land that is still the responsibility of the Council.

**AGREED: -**

- 1 A Councillor Development session on the performance management trends be arranged.
2. The impact of the recommendations of the scrutiny review on rough sleepers be examined at the next meeting on 17 September 2012.
3. Information on the fly tipping clear up rates for areas under the Council's responsibility be made available to the Committee.

## **11. SCRUTINY PANELS**

### **(A) SCRUTINY PANEL 1 - SERIOUS ACQUISITIVE CRIME AND COMMUNITY SAFETY**

The Committee noted the report on the progress of the Serious Acquisitive Crime and Community Safety Review.

### **(B) SCRUTINY PANEL 2- RETAIL EXPERIENCE.**

The Committee noted the report on the progress of the Retail Experience Review.

**(C) SCRUTINY PANEL 3- INFRASTRUCTURE REQUIREMENTS AND SECTION 106 AGREEMENTS**

Councillor Larratt, Chair of Scrutiny Panel 3 – Infrastructure Requirements and Section 106 Agreements presented the draft scope for the Review for approval.

**AGREED:-** The scope for the Review be approved.

**12. LOCAL GOVERNMENT SHARED SERVICES (LGSS) SCRUTINY INQUIRY**

The Committee was informed that Councillor Larratt had withdrawn from the membership of this Inquiry as he had an interest as a member of Northamptonshire County Council LGSS Member Panel. Councillor Malpas had been put forward to take Councillor Larratt's place.

**AGREED:-** The Overview and Scrutiny Committee approves the change to the membership of the Inquiry .

**13. OVERVIEW AND SCRUTINY REPORTING AND MONITORING WORKING GROUP**

The Committee was asked to confirm the membership of the Reporting and Monitoring Working Group for 2012/2013 as follows:-

Councillor Les Marriott (Chair)  
Councillor Brendan Glynane  
Councillor Beverley Mennell  
Councillor Nilesh Parekh  
Councillor Danielle Stone

**AGREED:-** the membership of the Reporting and Monitoring Working Group for 2012/2013 be approved.

**14. REPORT BACK FROM NBC'S REPRESENTATIVE TO NCC'S HEALTH AND SOCIAL CARE SCRUTINY COMMITTEE**

Councillor Lee Mason attended the meeting of the Northamptonshire County Health and Social Care Committee on behalf of Councillor Danielle Stone, Northampton Borough Council's representative.

The main points of the meeting were:-

Measures taken to address the pressures on the Northampton General A&E department- There has been a minor injuries unit set up next to the Accident and Emergency which has made it easier to direct those cases away from Accident and Emergency. There are still issues of education with people presenting with problems that would be more suitable being dealt with by a GP.

The Committee will shortly be splitting into 2 separate bodies in order to manage its workload. It is an important scrutiny body and Members felt that there it was important that a representative attend on their behalf.

**AGREED** :- (1) That in the absence of Councillor Danielle Stone, Councillor Lee Mason be the substitute representative on the Committee.  
(2) That the update be noted.

**15. FORWARD PLAN**

The Committee did not identify any items for pre decision scrutiny.

**16. URGENT ITEMS**

There were none.

The meeting concluded at 8:35 pm

## **Update on the Allocations policy consultation-briefing for Overview and Scrutiny-17<sup>th</sup> September 2012.**

### **Introduction**

The Localism Act 2011 changes the rules and regulations relating to a number of housing policies. Local authorities have greater freedom to determine their own allocation policies and are encouraged to consider giving higher priority for certain types of households including working people, armed forces and those giving something back to the community. The draft Allocations policy proposes major changes to the way social housing is allocated in the future. Consultation with all relevant stakeholders is therefore required before changes are made.

### **Summary**

This consultation commenced on the 3<sup>rd</sup> July 2012, and will be completed on the 23<sup>rd</sup> October 2012.

The outcome of the consultation so far is as follows:

- There have been 154 completed questionnaires representing a 1.6% response rate
- 51.9% of customers agree that Northampton Borough Council should provide priority in a fair and just way to employed applicants over those not employed with the same housing need, irrespective of the time on the Housing Register with 41.5% disagreeing with this new approach
- 61.7% of customers agree that Northampton Borough Council should create strong communities with a broad mixture of residents, with the development of a Local Lettings Plans only for significant new areas of residential development 23% disagreeing with this new approach
- 80.8% of customers agree that Northampton Borough Council should limit the access to housing to only Northampton residents who have lived in the Borough for a minimum of 6 months out of the last year or 3 years out of the last 5 years. 16.3% of customers disagree with this approach
- 45.2% of customers agree that customers in Band C and D should be removed from the Housing Register. 41.3% customers disagree with this approach
- 65.6% of customers agree that people providing substantial amounts of formal paid care to the previous tenant should succeed to the tenancy. 23.5% disagree with this approach

- 74.7% of customers agree that customers who have lived in the tenant's home for 20 years should succeed to the tenancy. 14.8% disagree with this new approach.
- 80.5% of customers agree that vulnerable people living in the household whom the Council would have a duty to re-house in another property if they were made homeless should succeed to the tenancy. 10.5% of customers disagree with this new approach.
- 87.6% of customers agree that Northampton Borough Council should suspend tenants from bidding for new properties if they fail to keep the existing property in good condition. 8.2% of customers disagree with this new approach.
- 69.7% of customers agree that the Council should suspend housing register applicants for a 12-month period for refusing three offers of accommodation. 21.1% of customers disagree with this new approach
- 82.6% of customers agree that the Council should suspend housing register customers for 12 months for failing to attend three viewing appointments. 11.8% of customers disagree with this approach
- 44% of customers agree that Social Housing should be allocated on a first come/first served basis. 46.1% of customers disagree with this approach
- 55.6% of customers agree that employed residents should be given some priority in the allocation of affordable housing. 40.1% disagree with this approach.
- 56.4% of customers agree that people in social housing on higher incomes should pay more towards their rent. 35.2% of customers disagree with this approach
- 57.4% of customers agree that allowing Council tenants who move in to the private rented sector, due to overcrowding should remain on the housing register. 28.4% of customers disagree with this approach
- 85.9% of customers agree that the Council definition of a household should be the applicant, partner and their children, only making exceptions to this for dependent relatives who cannot live independently. 5.6% of customers disagree with this approach.
- 71.1% of customers agree that the Council should only offer households transferred due an emergency a property on a like for like basis. 12.7% of customers disagree with this approach
- 69% of customers agree that the Council should direct applicants with assets worth more that £16,000 for a single person and £32,000 for a couple to low cost home-ownership schemes, rather than allocate a property via the Housing Register. 22.5% of customers disagree with this approach



- 88.7% of customers agree that vulnerable people should be given priority for housing. 6.3% of customers disagree with this approach.
- 9,500 letters were issued to customers and 154 questionnaires were completed on line during the consultation process resulting in 1.6% of questionnaires being completed so far.

## **Conclusion**

It is clear that Northampton Borough Council has support for introducing the main changes to the Housing Allocations scheme. A series of focus groups will take place during September to obtain more feedback from customers on the proposed changes. The consultation will also be promoted by the September issue of "My Home" magazine. Housing officers will be carrying a supply of hard copy questionnaires with them to distribute when in their local areas. A further review of responses will be undertaken in mid- September to identify if there a need for further pro-active approaches to increase the number of completed questionnaires.

**Fran Rodgers**

**Head of strategic Housing**

**4<sup>th</sup> September 2012**

## Update on the consultation on the Tenancy Strategy/ Tenancy Policy consultation – briefing for Overview and Scrutiny – 17<sup>th</sup> September 2012.

### Introduction

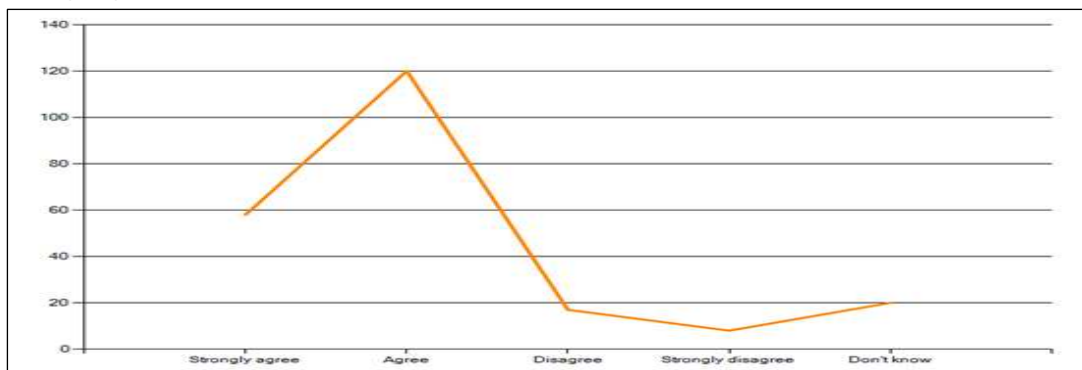
The aim of the Tenancy Strategy and Tenancy Policy is to ensure that the social housing stock in the borough is used as effectively as possible to provide homes for Northampton's residents in housing need who are unable to secure a home for themselves in the private sector.

### Summary

This consultation commenced on the 3<sup>rd</sup> July 2012, and will be completed on the 23<sup>rd</sup> October 2012

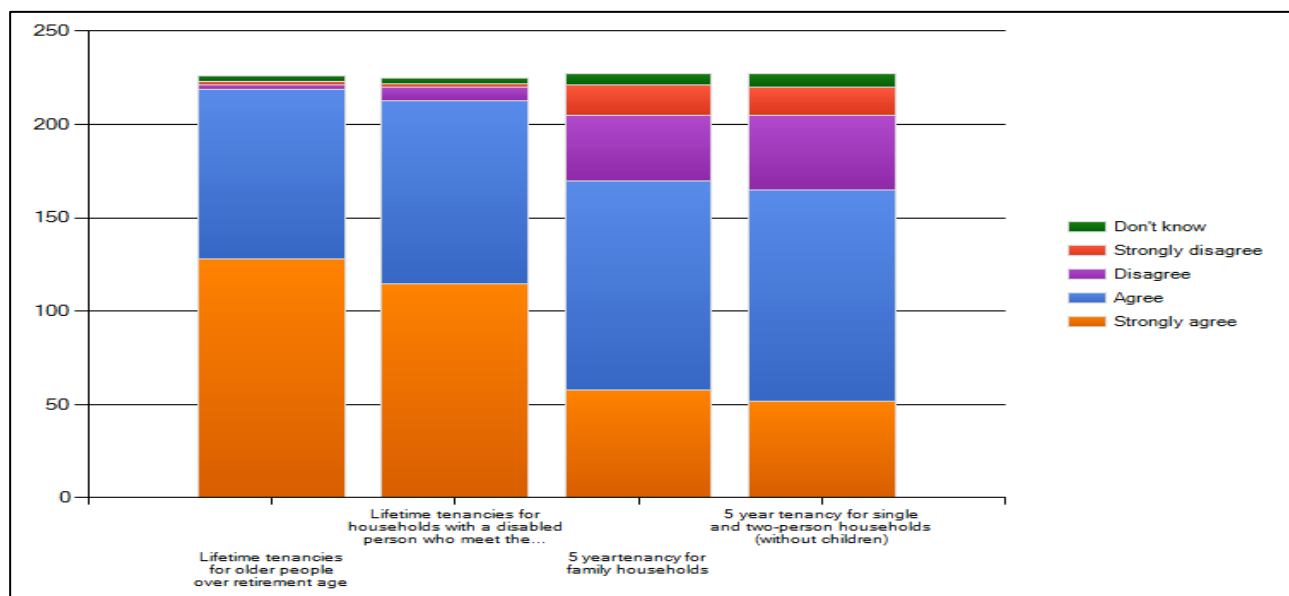
The outcome of the consultation so far is as follows:

- We have received 248 completed online questionnaires representing a 2.6% response rate.
- Of those responses 8 were completed by stakeholders including; NCHA, Independent Living Team, Mayday Trust, EMHA, Derwent Living HA.
- 26% strongly agree and 53.8% agree that a fixed term tenancy should be renewed unless there has been a significant change in circumstances. Full responses are highlighted in Graph A below.



Graph A

- The questionnaire asked the public and stakeholders their thought of our proposed tenancy lengths. The majority are in agreement.
- For an older person household we have suggested a lifetime tenancy, 56.6% strongly agree with this and 40.3% agree.
- For the disabled household we have suggested a lifetime tenancy, 51.1% strongly agree with this and 43.6% agree.
- For all family households we have suggested a five year fixed term tenancy, 25.6% strongly agreed with this and 49.3% agreed.
- For a single and two person household without children we have suggested a 5 year fixed term tenancy, 22.9% strongly agreed with this and 49.8% agreed. Full responses are highlighted in Graph B.



Graph B

- 84.1% of respondents agree with the circumstances where a tenancy would be granted for less than 5 years.
- 72.1% agree with the circumstances when another fixed term would not be granted.
- 75.7% agree that the council should not encourage social housing providers to provide affordable rent especially on larger homes.
- 83% agree with the financial thresholds in line with the Allocations Policy
- 75.1% agree with the Council using discretionary succession rights to other family members for new tenancies from the 1<sup>st</sup> April 2013.
- The commentary left by tenants on a whole is very positive, many agree that it will have no impact at all and some noting that it will have a positive impact on them and their family as they are working.
- The statistical characteristics of the respondents are not disproportionate to housing register data, CORE and CENSUS 2001.
- In terms of approach, the Tenancy Strategy is capturing electronic responses through survey monkey, as this is deemed as best practice, and also saves the Council a lot of money in not printing out 9,500 hard copy forms for people on the Housing Register
- The Tenancy Strategy is also being supported by the One Stop Shop staff, and when customers come in, they are asking them to fill out the surveys using the self-service computers, and also getting hard copies filled out. The staff are inputting the hard copy surveys onto Survey Monkey themselves. This is so far working out at about 50 forms a week.

## **Conclusion**

It is clear that Northampton Borough Council has support for the main changes included in the Tenancy Strategy and Tenancy Policy. This includes introducing fixed term tenancies for family and single person households and discouraging affordable rent where possible.

**Fran Rodgers**  
**Head of Strategic Housing**

## **Report on the impact of the Overview and Scrutiny work on Rough sleeping- 17<sup>th</sup> September 2012**

Northampton Borough Council has made significant progress in developing services for Rough Sleepers since the publication of the Overview and Scrutiny Report.

A copy of the Executive Summary of O&S Homelessness (Rough Sleepers) Report 2007 is attached for information.

Northampton Borough Council was instrumental in ensuring the Places of Change scheme Oasis House, was built with relevant support provided for the 48 customers in residence. This scheme was aimed at addressing the growing demand from single homeless customers and customers sleeping rough. This scheme has helped to reduce rough sleeping in Northampton and provides much needed support to vulnerable single people.

Northampton Borough Council was successful this year in obtaining £250,000 from the Department of Communities and Local Government to launch the No Second Night Out initiative to eradicate rough sleeping. Northampton Borough Council was one of only 19 Council's to obtain this funding across England and the second Council outside of London to launch the No Second Night Out scheme.

The No Second Night Out is a simple idea - anyone who ends up on the streets should get rapid help so they don't spend a second night out. It means:

- Encouraging the public to report and refer people sleeping rough for help;
- Rough sleepers being able to quickly access a place of safety, where their needs can be assessed and advice given;
- Rough sleepers being able to access emergency accommodation and other services they need; and
- Reconnecting rough sleepers from another area back to their community, where they can access housing and recovery services, and get support from family and friends.

Northampton Borough Council has now established an assertive outreach service to work with customers who are sleeping rough and provide advice, assistance and support to enable the customers to move from the streets in to accommodation with support.

Northampton Borough Council has received £240,000 during 2012, from Central Government to reduce single homelessness across Northamptonshire and has developed two initiatives:- a Social Lettings Agency and outreach work across Northamptonshire. These initiatives are currently being developed in partnership with all 7 Borough and District Councils in Northamptonshire.

As at the 4th September there are only 4 customers sleeping rough and Northampton Borough Council is working with the Police, Health Agencies and the Community Mental Health Team to assertively prevent these people from continuing to sleep on the streets.

## EXECUTIVE SUMMARY

This Task and Finish Group was set up to further develop the multi Agency approach to rough sleepers and to reduce/eliminate rough sleeping in Northampton.

A significant amount of evidence was heard, details of which are contained in the report. After gathering evidence the Task and Finish Group established that: -

- The Task and Finish Group welcomes the Rough Sleepers Forum and the work that has been established but it would like to see membership of the Forum widened to include all Agencies. The Salvation Army is not a member of the Rough Sleepers Forum. There is a need to widen the membership of the Rough Sleepers to include all Agencies. It would be beneficial for all members to sign a confidentiality protocol to ensure there is no breach of confidentiality when individual clients are discussed.
- The Council needs to continue to be interactive and understanding of other Agencies and facilitate partnership working with all Agencies.
- The Salvation Army expressed an interest in joint working regarding a hostel for rough sleepers. This could be investigated in conjunction with a current funding bid to the Department of Communities and Local Government.
- It is clear that Agencies provide services for vulnerable people who are not rough sleepers. For example, some individuals, who are not rough sleepers, go to the Salvation Army's Drop In Session for a meal and a hot drink.
- The Task and Finish Group understands the problems that the local retailers had with rough sleepers and suggested that the Town Centre Partnership be asked if it is willing to donate funds to help alleviate the problem with rough sleepers in the town centre and the Grosvenor Centre. However, the Neighbourhood Warden for the Town Centre has confirmed that the concerns of retailers are somewhat out of date and that rough sleepers are not always/often present at night.
- Individuals who are seen during the day and are perceived to be rough sleepers are different people to those actually seen sleeping rough at night. Individuals actually bedded down during nighttime hours are counted as rough sleepers.
- Rough sleepers need to have a pathway to know where they can go to obtain help. There is a need for close working between the Council and CAN and there should be some investigation into out of hours support and the role of the Police with rough sleepers. The 'Green Book' 'A Pocket Guide for anyone Homeless or Threatened with Homelessness', is a useful booklet for both Agencies and rough sleepers in providing information on how services can be accessed. The booklet was produced eighteen months ago and requires updating. It would be useful for a flow chart to be

produced detailing the process for rough sleepers, which could be included in the development of the 'Green Book.'

- The Council does not currently have a Rough Sleepers Strategy.
- Currently the Council is unable to obtain ethnic origins and immigration status of rough sleepers but it is noted that this information will form part of the proposed rough sleeper database.
- There is a need to provide cold weather provision for any rough sleepers to ensure that they can be brought in from the street. Sufficient additional spaces should be identified to ensure that those most vulnerable, who are sleeping on the streets, are able to get some provision during severe weather conditions.
- The Task and Finish Group supports a Single Access Point for rough sleepers, such as TAP provided by Edinburgh City Council. Some external witnesses interviewed by the Task and Finish Group also made reference to the need for such a facility, for example DAAT expressed the need for a multi-Agency Partnership to have a nucleus sub treatment centre and non-drug specific wrap around care. The expiration of the lease of the building used to house CAN Drop In Sessions and the Hope Centre could provide an opportunity for the introduction of a Single Access Point for rough sleepers in Northampton.
- The Task and Finish Group welcomes the Neighbourhood Wardens sharing information regarding the locality of rough sleepers but the reporting of such information should be formalised.
- An extra 8-10 beds, for rough sleepers are required in Northampton. A bid is currently being formulated, through Supporting People, to extend the current provision. There is also the need for a 'half way house' for individuals who are not as yet ready to move into accommodation.
- The Task and Finish Group is concerned about the waiting time of as long as three months for triage provision at CAN. On average it is between two weeks to a month before the individual is receiving treatment. The Task and Finish Group is also concerned about the waiting time and need for further counselling facilities.
- The Task and Finish Group supports the suggestion made by the representative of Shelter (Nottingham) that Local Authorities consider accepting housing applications from people in prison before their release. This would help to stop the cycle of offending – drug use – homelessness – offending. The Council, in partnership with other District Councils in the county, has links with Woodhill prison. An officer visits the prison once a month.
- The Council received funding of £90,000 per year, from 2004 for a three year period, for rough sleeping initiatives, from the Department of Communities and Local Government and there is a need to ensure that this

is maximised. Early indications show that this funding will continue but the Council is awaiting confirmation from the DCLG.

- The Task and Finish Group is concerned that St Andrews Hospital does not have a Protocol in place for the discharge of its patients.
- From the interviews with rough sleepers, in particular those interviewed at the Salvation Army Drop In Centre, it is apparent that many rough sleepers have nothing to do during the day and are bored. There is the need for a training centre/day centre for rough sleepers. It is recognised that the Hope Centre offers day centre facilities but there is a need for these to be further developed.
- The Task and Finish Group realised the need for the development of awareness and ownership of rough sleeping with all relevant Agencies. A multi Agency networking event, facilitated by the Council, could be held to promote the way forward.
- There is a need for Partners of the Council, through the Local Strategic Partnership (LSP) to be made aware of the work of this Task and Finish Group.

The above overall findings have formed the basis for the following recommendations. The Task and Finish Group asks Cabinet to consider implementing the following recommendations: -

- 5.1 Northampton Borough Council takes the lead with all Agencies working together on rough sleeper initiatives, through the Single Homeless Forum.
- 5.2 The membership of the Rough Sleepers Forum be re-visited to ensure that all relevant Agencies are included.
- 5.3 All members of the Rough Sleepers Forum to sign a confidentiality protocol to ensure there is no breach of confidentiality especially when individual clients are discussed.
- 5.4 The rough sleepers database is developed as a high priority.
- 5.5 The 'Green Book' 'A Pocket Guide for anyone Threatened with Homelessness' be updated and be used for all Agencies as a basis for information regarding available services for rough sleepers. A flow chart be produced detailing the process for rough sleepers and be included in the development of the 'Green Book.'
- 5.6 A Rough Sleepers Strategy be produced with an emphasis on prevention. The evidence contained in this report should form part of that Strategy.
- 5.7 The Portfolio Holder for Housing Services and the Corporate Manager for Housing Services meets with the Research and Development Department of the Salvation Army regarding the potential for the Salvation Army to develop its existing projects for rough sleepers. This should be investigated



in conjunction with a current funding bid to the Department of Communities and Local Government for a purpose built hostel in the town.

- 5.8 Research is undertaken regarding further funding opportunities and joint working for the provision of extra beds for rough sleepers and the provision of a 'halfway house'.
- 5.9 Improved communication between CAN and the Town Centre Partnership regarding rough sleepers is encouraged.
- 5.10 The Town Centre Partnership is requested to donate funds to help alleviate the problem with rough sleepers particularly in the town centre and the Grosvenor Centre.
- 5.11 Northampton Borough Council works jointly with Northamptonshire County Council regarding providing provision for rough sleepers during severe weather conditions.
- 5.12 The involvement of Neighbourhood Wardens in providing information of the location of rough sleepers is formalised.
- 5.13 Dialogue takes place with DAAT regarding the potential for joint working to provide more counselling facilities.
- 5.14 The Council looks at ways that it can support CAN to reduce its waiting time for triage provision.
- 5.15 The Council's links with the Prison Service and Probation Service is continued. There is a need for a representative from the Probation Service to attend the Rough Sleepers Forum.
- 5.16 Funding of £90,000 per year, for rough sleeping initiatives, from the Department of Communities and Local Government is maximised.
- 5.17 The Council works with local hospitals regarding the introduction of a Protocol for the discharge of its patients.
- 5.18 The Council works with the Hope Centre regarding the development of its day centre facility.
- 5.19 Consideration is given to a multi Agency networking event, hosted by the Council, to facilitate joint working and highlight awareness of rough sleepers.
- 5.20 A copy of this report is forwarded to the Local Strategic Partnership (LSP).

Appendices

One



**NORTHAMPTON**  
BOROUGH COUNCIL

Item No.

## CABINET REPORT

<b>Report Title</b>	<b>Councillor Community Fund</b>
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**AGENDA STATUS: PUBLIC**

<b>Cabinet Meeting Date:</b>	7 March 2012
<b>Key Decision:</b>	NO
<b>Listed on Forward Plan:</b>	YES
<b>Within Policy:</b>	YES
<b>Policy Document:</b>	NO
<b>Directorate:</b>	Resources
<b>Accountable Cabinet Member:</b>	Cllr. Alan Bottwood
<b>Ward(s)</b>	All

### 1. Purpose

- 1.1 This report proposes a response to the recommendations made by the Overview and Scrutiny Committee concerning the creation of a Councillor Community Fund.

### 2. Recommendations

Cabinet is recommended to:

- 2.1 Note recommendation one, the creation of a Councillor Community fund, but with an allocation of £3,000 per Councillor.
- 2.2 Agree in principle recommendation two, but note the simplification of the form and terms and conditions and delegate to the Director of Customers and Communities, in consultation with the relevant Cabinet Member, the ability to vary the terms and conditions where it is considered appropriate for the smooth running of the fund.
- 2.3 Agree that the management of the fund will lie within the Customers and Communities Directorate in line with recommendation three.

- 2.4 Agree that the use of the fund will be reported to Council annually and be reported on the internet on a regular basis.
- 2.5 Agree recommendations six, seven, nine and eleven as outlined in the body of the report.
- 2.6 Reject recommendations four, five, eight and ten for reasons outlined in the body of the report.

### **3. Issues and Choices**

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#### **3.1 Report Background**

- 3.1.1 Cabinet received a report from Overview and Scrutiny Committee Panel three regarding the creation of a Councillor Community Fund (originally named "Empowerment" Fund). Cabinet asked for a report back on the implications of Overview and Scrutiny's recommendations.
- 3.1.2 The Overview and Scrutiny work was undertaken between July and November 2011 with the objective to recommend a suitable scheme for a Northampton Councillor Community Fund that enables Councillors to efficiently and effectively allocate money within their ward to make a positive impact on the areas they represent and to empower local residents to be active in their communities.
- 3.1.3 A Councillor Community Fund is a Scheme which grants a set sum per year to each of the Council's elected Councillors to spend within their electoral ward.
- 3.1.4 The Administration, in its Manifesto, gave its commitment to the development of a Councillor Community Fund Scheme for Borough Councillors to allocate money within their ward to make a positive impact on the areas they represent and to empower local residents who are active in their communities.

#### **3.2 Issues – Recommendations**

- 3.2.1 The first recommendation of the Overview and Scrutiny Report was that:

*"A Councillor Community Fund for Councillors of Northampton Borough Council with an annual allocation of £1,500 per Councillor is introduced from 1<sup>st</sup> April 2012. A growth item of £69,000 is considered alongside other priorities of the Council as part of the medium term financial plan and the 2012/13 budget process."*

Cabinet considered this as part of the 2012/13 budget process and recommended that a fund was created with an allocation of £3,000 per Councillor. The funding for this initiative comes from the New Homes Bonus and is very much in line with the purpose for which the grant was intended.

- 3.2.2 The second recommendation was that:

*"The draft application form is adopted in order to identify the purpose and result of the funding. The application form must be completed prior to the issue of approval and money being granted to ensure that the Council does not breach its responsibilities in this regard. The draft Terms of Conditions and criteria of the Scheme (as contained within the draft application form) are adopted in consultation with the Director of Finance and Support and the Borough Solicitor and Monitoring Officer."*

Cabinet agree in principle to the form and terms of conditions but following a review with relevant officers it is proposed that it be simplified. The proposed form is contained in Annex A to this report. Prior to accessing the fund all Councillors will be required to undergo financial regulation training in order that they have the relevant knowledge and understanding to manage the monies. Training will be organised during March 2012.

3.2.3 Recommendation three was that:

*“Cabinet is recommended to ask the Chief Executive to decide where in the organisation the Fund should sit and specifically delegate the tasks of providing advice and support in completing applications, reviewing and approving applications, processing and issuing cheques and monitoring outcomes and effectiveness of the scheme.”*

The management of the fund will sit within the Customer and Communities Directorate. It is also proposed that the payment of the fund will be by BACs rather than cheque as this is a more economical method of payment.

3.2.4 Recommendation four:

*“A Report of the Councillor Community Fund that details expenditure authorised, the originating member, the amount and the purpose authorised is produced and submitted to Cabinet on a quarterly basis.”*

It was felt that quarterly report to Cabinet was too frequent. Cabinet propose that an annual report be taken to Council. Additionally the use of the fund will be reported on the internet on a regular basis.

3.2.5 Recommendation five:

*“An Annual Survey is issued to all those who received funds. The results of which are provided in a summary within the Council’s Annual Report.”*

Cabinet disagrees with this recommendation. There will be sufficient information on the application form to enable a report to be made.

3.2.6 Recommendation six:

*“The Corporate Communications Team is asked to assist in generating positive publicity for the Scheme and promote examples of projects the Scheme has funded Political Assistants will also, in collaboration with the Corporate Communications Team, assist Councillors in communicating how they have spent their Funds.”*

Cabinet agrees with this recommendation. The communications team will produce a protocol for promoting the scheme.

3.2.7 Recommendation seven:

*“Cabinet instructs Officers to make information on the Scheme publically available on the Internet and ensures that the Scheme is promoted by the Corporate Communications Team.”*

Cabinet agrees with this recommendation.

3.2.8 Recommendation eight:

*“Cabinet instructs Officers to hold an open evening once a year to promote the Councillor Community Fund Scheme to community Groups and Organisations, to which all councillors would also be invited to attend.”*

Cabinet does not agree with this recommendation. Information will be on the intranet and it will be promoted where relevant. Councillors will be promoting the fund within their own wards.

3.2.9 Recommendation nine:

*“Cabinet asks the Voluntary and Community Sector Forum to promote the Councillor Community Fund within its network.”*

Cabinet agrees with this recommendation.

3.2.10 Recommendation ten:

*“The Councillor Enabling Fund Advisory Panel (CEFAP) monitors the effectiveness of the Scheme on an annual basis and recommends any changes as appropriate.”*

Cabinet does not agree with this recommendation as it is felt that Overview and Scrutiny is the appropriate place to monitor the effectiveness of the Scheme. This scheme does not fall within CEFAP’s remit.

3.2.11 Recommendation eleven:

*“The Overview and Scrutiny Committee, as part of its monitoring regime, reviews the impact of this report after six months.”*

Cabinet agrees with this recommendation.

### **3.3 Choices (Options)**

- 3.3.1 Cabinet can agree to accept all recommendations or in part. They can modify the recommendations or reject them in totality.

## **4. Implications (including financial implications)**

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### **4.1 Policy**

- 4.1.1 None. This proposal is within existing frameworks.

### **4.2 Resources and Risk**

- 4.2.1 Funding for this scheme is included the Councils three year medium term plan, and was agreed as part of the budget setting at Council on 29<sup>th</sup> February 2012. The funding was found from the New Homes Bonus Grant, as this proposal falls within the spirit of the grant.

### **4.3 Legal**

- 4.3.1 Part 1 of the Local Government Act 2000 gives Councils broader powers to promote the social, economic and environmental well being of its area. This power brings with it benefits for Authorities and local communities through more effective relationships with partners and the public, greater freedoms and flexibilities and the ability to be innovative and creative. It is of particular relevance to promoting Councillors’ community leadership role and the development of Empowering Councillors and Communities Schemes.

### **4.3 Equality**

- 4.3.1 In investigating a Councillor Community Fund Scheme for the Council; the Scrutiny Panel produced an Equality Impact (Screening) for such a Scheme to ensure that the Scheme would provide general standards and processes and ensure that the benefits of such a Scheme allows Community Groups to do things that they might otherwise be able to afford to do so which benefits Councillors of that specific Group and also the wider community either locally or across the district.
- 4.3.2 The Scheme could have a significant effect on most or all of the protected characteristic groups. The effect will be of benefit to these groups if they were able to participate in the process
- 4.3.3 A quality impact assessment will be undertaken on each grant application.

### **4.5 Consultees (Internal and External)**

- 4.5.1 The Panel received both written and spoken evidence from a wide variety of expert advisors including the Cabinet Members for Community Engagement and Finance, Northampton Borough Council, Officers of Kettering Borough Council and Northamptonshire County Council and representatives of the Voluntary and Community Sector.
- 4.5.2 Further details are contained in the O&S report.

### **4.6 How the Proposals deliver Priority Outcomes**

- 4.6.1 This proposal underpins Priority 6 in the corporate plan – Creating and Empowering communities.

## **5. Background Papers**

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- 5.1 None

**Isabell Procter, Director of Resources, ext 8757**



NORTHAMPTON BOROUGH COUNCIL

Appendix A

**COUNCILLOR COMMUNITY FUND APPLICATION & RECORD OF DECISION**

**PART A - GRANT AGREEMENT**

Part A must be completed and signed by a representative of the organisation

Scheme details	
<b>Name of the organisation being awarded the grant money</b>	
<b>Brief description of the scheme and how the money will be spent.</b>	
Funding details	
<b>Amount applied for:</b>	Proposed grant £.....
<b>Organisations must provide details of the purchases they wish to make</b>  <b>If NBC is delivering the scheme please put NBC as name of supplier</b>	<p>If the organisation is purchasing goods, services or works from a supplier they must provide a brief description and the agreed price.</p> <p>Name of Supplier.....</p> <p>What is being purchased?            .....            .....            .....            .....            .....</p> <p>Price (including VAT)...£.....</p>

<b>Payee details</b>	
<p><b>Bank Account details</b></p> <p>Leave blank if goods / services are being supplied by NBC</p>	<p>Name of Bank.....</p> <p>Bank A/c Payee.....</p> <p>Bank A/c Number.....</p> <p>Sort Code.....</p> <p>Address .....</p> <p>Telephone .....</p> <p>Email .....</p>
<p><b>Details for remittance slip.</b></p> <p>Leave blank if goods / services are being supplied by NBC</p>	<p>Name.....</p> <p>Address.....</p> <p>.....</p> <p>Post Code.....</p> <p>Telephone .....</p> <p>Email .....</p>
<p><b>Signature and agreement of organisation representative</b></p>	<p>The person named below hereby agrees as follows:</p> <ol style="list-style-type: none"> <li>1. That he or she is properly authorised under the rules of the organisation of which he or she is a member to enter into this agreement for and on behalf of the other members as set out in those rules or in a binding authorisation of the members.</li> <li>2. That it accepts the grant on behalf of the association on the terms set out in this Agreement and the Terms and Conditions of the Councillor Community Fund of which he or she has received a copy</li> </ol> <p>Signed .....</p> <p>Print name .....</p> <p>Name of organisation .....</p> <p>Position within the organisation.....</p>



**Part B – COUNCILLOR COMMUNITY FUND APPLICATION FORM**  
**(To be completed by Ward Councillor(s))**

<b>Title of proposal</b>	
<b>Decision</b>	To make the ward the monies identified below for the purpose outlined in this application.
<b>How much do you wish to give to this proposal in total? This includes total pooled award</b>	£
<b>Are there any ongoing costs associated with the Scheme? If so how will this be funded in the future?</b>	
<b>When is the proposal likely to be implemented?</b>	

**I / We confirm that the Project is not contrary to the Prohibitions contained within the Terms and Conditions of the Scheme and confirm that I / We have checked this application in accordance with the Councillor Community Fund guidelines and agree that I / We wish to fund this organisation as stated. I hereby submit this application for agreement**

<b>Name of Councillor</b>		<b>Ward</b>	
<b>Relevant declaration of interests (Councillor)</b>			
<b>Signature</b>		<b>Date</b>	

<b>Name of Councillor</b>		<b>Ward</b>	
<b>Relevant declaration of interests (Councillor)</b>			
<b>Signature</b>		<b>Date</b>	

<b>Name of Councillor</b>		<b>Ward</b>	
<b>Relevant declaration of interests (Councillor)</b>			
<b>Signature</b>		<b>Date</b>	

<b>Signature</b>		<b>Date</b>	
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**Authorised by Julie Seddon, Director of Customers and Communities**

Please post or email this form to:  
 Julie Seddon, Director of Customers & Communities  
 Northampton Borough Council, The Guildhall, St Giles Square, Northampton, NN1 1DE.  
 Email [jseddon@northampton.gov.uk](mailto:jseddon@northampton.gov.uk)

## TERMS AND CONDITIONS FOR ORGANISATIONS

Under the Councillor Community Fund Scheme, Northampton Borough Council (the Council) has an obligation to ensure that any grant (Grant) is used for the purpose for which it is granted, that the Grant is spent within a reasonable timescale, and that the terms on which the Grant is given are agreed between Northampton Borough Council and the recipient of the Grant described in the Grant Agreement (Agreement) of which these Terms and Conditions form a part (Recipient).

1. Recipients agree to spend the Grant for the purposes/project outlined in the Agreement (the Project). Any variation to the Agreement or the Project must be agreed in writing with an authorised officer of the Council.
2. The Agreement is made with the Recipient's representative on the understanding that the Recipient's members will be accountable for the delivery of the Project and the obligations in the Agreement. The Grant is not transferable.
3. The Grant is paid out of public funds. The Recipient agrees to allow the Council's officers, agents and statutory audit bodies' access to all documents and records relating to the Grant and any premises where such documents and records may be kept.
4. Council is not responsible for any costs or liabilities incurred by Recipient in connection with the Grant or the Project and Recipient should ensure that it has appropriate liability insurance in place to cover any liabilities that may arise in connection with the Project. If the Project may involve any of the Recipient's members or representatives having unsupervised access to children, the Recipient should ensure that it carries out appropriate CRB checks in respect to any such members or representatives, and that those checks do not reveal any matter that would cause the Recipient to consider such access inappropriate. Recipient must ensure that in carrying out the Project it complies with all applicable laws and regulations.
5. Neither Recipient nor any of its members must at any time claim to be a representative, employee or agent of the Council. Should Recipient become aware that anyone it is dealing with believes it is acting on behalf of Council it must make it clear that is not the case.
6. The payment is made for the period not exceeding 12 months from the date of authorisation by the Council. The money must be spent within this 12 month period and any alteration to this must be agreed in writing with Northampton Borough Council.
7. By signing the agreement the Recipient certifies that all information given in the application along with any additional papers given to Council by the Recipient or representations made by any member of the Recipient to the Council are true, complete and correct.
8. The Recipient agrees to keep all records relating to the Grant and the Project in particular to retain original receipts as proof of expenditure.
9. The Council may reclaim all or any part of the Grant if the Recipient or any member of the Recipient breaches any terms of the Agreement.

## **TERMS AND CONDITIONS FOR THE USE OF THE COUNCILLOR COMMUNITY FUND FOR COUNCILLORS**

1. The Councillor Community Fund Scheme of £3,000 per Councillor exists to enable Councillors to efficiently and effectively allocate money within their ward to make a positive impact on the areas they represent and to empower local residents to be active in their communities. The Fund does not form part of the Scheme of Members' Allowances.
2. It is hoped that Councillors will be innovative in producing proposals for use of the fund and will share their experiences of the outcomes of any new uses.
3. Councillors should note that they cannot access the Fund directly. All payments will be made by officers and are subject to the usual internal controls on expenditure.
4. The application form to access the Fund must be completed prior to the issue of approval and money being granted to ensure that the Council does not breach its responsibilities in this regard.
5. All Councillors must attend a training course on financial regulations and use of the fund prior to any monies being released.
6. The minimum award from the fund should be £200.
7. The Fund may not be used for any purpose for which the Borough Council could not itself incur expenditure and must not contravene Financial Regulations or the Councillor Code of Conduct.
8. Councillors may co-operate with other Councillors on any authorised use and may pool their fund allocations for this purpose.
9. The Director of Customers and Culture or any other officers delegated by the post holder shall have responsibility for administering the Fund.
10. A Report of the Councillor Community Fund that details expenditure authorised, the originating member, the amount and the purpose authorised shall be posted on the web on a regular basis and an annual report taken to Council.
11. A time limit is applied to year four of the Councillor Community Fund to ensure that all allocations are complete by the end of the term. The Director of Resources will set this date. It will be prior to commencement of the Purdah period.



## CABINET REPORT

<b>Report Title</b>	<b>Response of Cabinet to recommendations made by O &amp; S Panel H on 25 May 2011 concerning lease and other contractual provisions relating to Sixfields Stadium</b>
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### AGENDA STATUS: PUBLIC

<b>Cabinet Meeting Date:</b>	7 <sup>th</sup> March 2012
<b>Key Decision:</b>	No
<b>Listed on Forward Plan:</b>	Yes
<b>Within Policy:</b>	Yes
<b>Policy Document:</b>	No
<b>Directorate:</b>	Planning & Regeneration
<b>Accountable Cabinet Member:</b>	Cllr Tim Hadland
<b>Ward(s)</b>	St James Ward

### 1. Purpose

- 1.1 The purpose of this report is to set out the approach of Cabinet to recommendations made by Overview & Scrutiny Panel H, contained in Appendix 1 of this report, concerning the lease and other contractual provisions relating to Sixfields Stadium.
- 1.2 In doing so Cabinet thanks O & S Panel H for the valuable work done in reviewing the operation of athletics facilities and associated issues at Sixfields Stadium. The Council supports the ambitions of the, of both Northampton Town Football Club (NTFC) and of Rugby and Northampton Athletics Club (R&NAC) in promoting high quality professional and amateur sport in Northampton and wishes to see the continuing success of both organisations. The inclusion of Sixfields Stadium and surrounding land within the Northampton Waterside Enterprise Zone reflects this support and is intended to help provide opportunities to allow improvements to facilities, as part of the wider goals of promoting growth and employment creation.

## **2. Recommendations**

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- 2.1 That Cabinet responds to the recommendations made by O & S Panel H to Cabinet on 25 May 2011, as set out at 6.1.1 to 6.1.8. of Appendix 1 to this report, by adopting the following approaches:
- 2.1.1 That the Corporate Asset Manager should generally require existing provisions within the Lease of land and property at Sixfields (made between this Council and Northampton Town Football Club Limited dated 13 April 2004) to be complied with, in a manner consistent with good estate management practice whilst seeking to maintain a positive and constructive relationship with NTFC.
- 2.1.2 That the Corporate Asset Manager working with the Cabinet Member for Regeneration, Enterprise & Planning should:
- (a) approach NTFC to explore any changes that could be made, by mutual agreement, to the existing Lease to help clarify the responsibilities of NTFC to maintain athletics facilities at Sixfields Stadium (by reference to certain external standards)
  - (b) seek NTFC and R&NAC's mutual co-operation to improve parking arrangements for users of the athletics facilities, whilst noting that under the terms of the Licence between NTFC and R&NAC there are no specific parking rights granted to the latter
  - (c) explore, in partnership with NTFC, whether there may be potential opportunities for local educational bodies, Unity Leisure Trust or other similar bodies to either (i) assist with the management of the existing athletics facilities at Sixfields on behalf of NTFC or (ii) to help attract additional funding to support investment and boost participation in sport at the Stadium.
  - (d) work with NTFC to refine management regimes at the Stadium (recognising any reciprocal obligations that need to be performed by R&NAC), to enable effective, co-ordinated and co-operative use of the infield of the athletics track for both (i) football training and (ii) for athletics field event training and competition and to consider practical arrangements to help prevent accidental damage to track facilities.
- 2.1.3 That Cabinet supports the maximum use of the Stadium by community groups on the six "free of charge" days, reserved annually under the Lease. It instructs the Director of Environment and Culture to work with Unity Leisure Trust and other suitable bodies to promote the effective use of such time allocation by local sporting organisations, with a particular emphasis on use of the stadium by young persons.

- 2.1.4 That Cabinet supports the Panel's aspiration that the athletics facilities at Sixfields Stadium should be of a standard externally assessed as suitable to enable it to host athletics competitions for a wide range of users, particularly schools competitions. Cabinet recognises that the standards and requirements of external sporting bodies may change over time and that compliance with NTFC's Lease provisions and /or NTFC's and R&NAC Licence provisions may not of itself satisfy such requirements for some or all athletics disciplines, at all levels.

### **3. Issues and Choices**

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#### **3.1 Report Background**

- 3.1.1 Between December 2010 and March 2011, Overview & Scrutiny Panel H undertook an investigatory scrutiny, the purpose of which was to "Review the operation of the Lease that Northampton Borough Council has with Northampton Town Football Club, the contractual arrangements between Northampton Town Football Club and the Rugby and Northampton Athletics Club; and make recommendations for improvement to the [Sixfields athletics] facility, if appropriate". An Executive Summary of the findings of the Panel, incorporating their "Conclusions and key findings" and "Recommendations" is at Appendix 1 to this report.
- 3.1.2 The report of the Chair of Scrutiny was presented to cabinet on 25 May 2011. Cabinet noted that report. The Panel's recommendations are set out at 6.1.1 – 6.1.8 of Appendix 1. As a result of the change of administration in May 2011 and organisational changes flowing from this, together with the development of positive strengthened relationships with key sports clubs within the Town during the second half of 2011, a formal Cabinet report in response to the issues raised has necessarily been delayed beyond the usual period.
- 3.1.3 The Panel had considered a range of matters principally related to the contractual and operational relationships between (a) this Council and its tenant of the entire Sixfields Stadium complex - Northampton Town Football Club Limited (NTFC) and (b) between NTFC and its contractual licensee of part of the stadium complex, Rugby and Northampton Athletics Club (R&NAC). It took evidence from those two organisations and from Council officers. An inspection of the Stadium was also made.
- 3.1.4 O & S Scrutiny Panel H recognised the existing contractual position, noting the terms of the original lease and licence - including variations to the latter that had been mutually agreed between NTFC and R&NAC.
- 3.1.5 The primary concern of the Panel was to achieve a sustained improvement in the condition of the athletics facilities/ equipment at the stadium, which would in turn enable use of those facilities for hosting schools, junior and adult competitions across all track and field disciplines. To help achieve this aim the Panel also made a number of recommendations that would, in its view, improve the day-to-day management of the athletics facilities by NTFC and its relationship with R&NAC. The Panel also made a recommendation concerning exploring the potential scope for changing future management arrangements of the athletics facilities at the Stadium, through third party involvement.

3.1.6 During the period since the report of O & S Scrutiny Panel H was presented to Cabinet in May 2011, the Council had been working constructively with NTFC and other sporting organisations in the Town to ensure that there is greater alignment around shared aspirations.

### **3.2 Issues**

3.2.1 The Council supports the continued development of Northampton Town Football Club and recognises the broader work it does in the community, promoting participation in football and education. NTFC has certain specific liabilities under its long lease of the Sixfields Stadium complex, granted in 2004 for a term of 150 years at a peppercorn rental. These importantly include maintenance responsibilities related to the athletics track and related facilities.

3.2.2 The Council similarly supports the success of Rugby and Northampton Athletics Club and acknowledges the valuable work it does with athletes from development stage through to performance level. R&NAC has a 25 year licence agreement granted in 2004 to use athletics facilities at Sixfields Stadium. There are specific rights granted as well as obligations to pay charges for the use of the facilities. These fees are paid to NTFC.

3.2.3 There have been past disputes between NTFC and R&NAC concerning (a) utilisation of the facilities, (b) maintenance of the running track, fixed and moveable equipment and (c) in respect of charges raised by NTFC. The standard of the facilities is presently assessed and certificated by United Kingdom Athletics (UKA). There are different grades of certificate and these are subject to regular change. There is a desire shared by both clubs and by this Council to limit the scope for future disagreements.

### **3.3 Choices (Options)**

3.3.1 The Council could choose not to accept any of the recommendations made. The Lease would still govern the Council's relationship with NTFC. However, issues noted by Scrutiny Panel H may not be addressed and potential opportunities for working with both Clubs to help improve facilities and improve relationships would be missed.

3.3.2 The Council could choose to adopt an approach that takes account of the spirit of the recommendations of scrutiny Panel H. In some instances they are partially aspirational in nature, some are not contractually enforceable and others do involve active co-operation between NTFC and R&NAC themselves - if they are to be implemented as intended by O & S Panel H.

## **4. Implications (including financial implications)**

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### **4.1 Policy**

4.1.1 There are none specifically

### **4.2 Resources and Risk**

4.2.1 There are none specifically for the Council flowing from the adoption of these recommendations.

### **4.3 Legal**

- 4.3.1 There are limited potential legal implications concerning the adoption of these recommendations. The Council has only an existing contractual relationship with Northampton Town Football Club under a Lease. It has no contractual relationship or direct legal responsibilities to Rugby and Northampton Athletics Club. If there are mutually agreed changes or clarifications made to the existing Lease, a deed of variation may be required to record these changes. The Council has no authority to impose additional or revised terms.

### **4.4 Equality**

- 4.4.1 There are no specific new equality implications in adopting these recommendations. However, the implementation of a number of them may assist in extending the range of persons regularly using the facilities at Sixfields Stadium including young persons and those with disabilities.

### **4.5 Consultees (Internal and External)**

- 4.5.1 O & S Panel H took evidence from and consulted extensively with Northampton Town Football Club and with Rugby and Northampton Athletics Club.

### **4.6 How the Proposals deliver Priority Outcomes**

- 4.6.1 Adoption of the recommendations within this report would not deliver any specifically prioritised corporate objectives. However, the wider promotion of sport and recreation is consistent with elements of the present Corporate Plan.

### **4.7 Other Implications**

- 4.7.1 None specifically

## **5. Background Papers**

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5.1 Asset Management Files

5.2 O & S Scrutiny Panel H report to Cabinet 25 May 2011

**Simon Dougall, Corporate Asset Manager x 8177**



### EXECUTIVE SUMMARY

The purpose of the Scrutiny Panel was to review the operation of the Lease that Northampton Borough Council has with Northampton Town Football Club, the contractual arrangements between Northampton Town Football Club and the Rugby and Northampton Athletics Club; and make recommendations for improvement to the facility, if appropriate.

The Vice Chair of the Northampton and Rugby Athletics Club addressed full Council on 12 April 2010, conveying the concerns of the Athletics Club at the deterioration of the athletics track and Northampton Town Football Club's contractual requirements to maintain the facility. The Vice Chair of the Northampton and Rugby Athletics Club urged the Council to place pressure on the Football Club to maintain it. Following the address to full Council, the Overview and Scrutiny Committee agreed to include this issue onto its Work Programme 2010/2011.

A Scrutiny Panel was established comprising Councillor John Yates (Chair); Councillors Tony Clarke, Brendan Glynane, Richard Matthews, Pam Varnsberry and Natalie Lawrence, Development Manager, Northampton School Sports Partnership was co-opted to the Review.

An Agreement with Northampton Borough Council and the Northampton and Rugby Athletics Club was entered into in March 2004. Northampton Borough Council and Northampton Town Football Club signed a Lease in respect of land at Sixfields in April 2004. A Deed of Variation was made between Northampton Football Club and the Northampton and Rugby Athletics Club in November 2008. All three documents provided substantive background information to inform the Review.

The Scrutiny Panel agreed that the following needed to be investigated and linked to the realisation of the Council's corporate priorities:

- Contractual data
- Data from other (best practice) Athletics facilities
- UK Athletics Competition Standard Criteria
- Evidence from internal Officers
- Evidence from appropriate external witnesses
- Site visit and desktop research

This Review links to the Council's corporate priorities as it demonstrates the investigation of strong partnerships and engagement communities. Corporate priority 4 refers.

A short sharp Review commenced in December 2010 and concluded in March 2011.

## CONCLUSIONS AND KEY FINDINGS

A significant amount of evidence was heard, details of which are contained in the report. After gathering evidence the Scrutiny Panel established that: -

5.1.1 The Scrutiny Panel acknowledged that Northampton Town Football Club (NTFC) do not promote the athletics facility, meanwhile Rugby and Northampton Athletics Club (R&NAC) promotes the athletics facility at Sixfields on its Website.

5.1.2 The Scrutiny Panel acknowledged, that in its opinion, there were a number of shortcomings that do not assist in the practical management of the facilities or the resolution of differences between Northampton Borough Council, Northampton Town Football Club and the Rugby and Northampton Athletics Club within the Lease and Licence, in relation to:

### **Lease**

- It does not specify what actual standard the athletics facilities need to be kept up to (clause 5.5.2)
- It does not state that a full range of athletics disciplines must be provided for
- It does not specifically oblige the Landlord to provide and renew non fixed equipment for athletics use (for example jump covers and hurdles) and given absence of schedule of contents of stadium at April 2004 - no definitive reference in event of dispute.

### **Licence**

- No original inventory of what equipment belonged to the Council (now Football Club) and what belonged to Athletics Club at date of Licence - so ambiguity about who is responsible for repair/ replacement of some items (clause 3.4 and 4.1 refer).
- No definitive list of athletics disciplines that facilities/ equipment have to be provided for by the Licensor (Football Club) within the "Defined Purpose" (Clause 1.9)
- No specific right for Licensee to park cars at all and Licensor has complete discretion about location and rules governing use of any car parking areas by athletics club members.

5.1.3 It was noted that when the Lease for the Stadium was taken over by Northampton Town Football Club in 2004 it was anticipated by the Football Club that there would be major redevelopment of the Stadium facilities in the near future. The parties at the time were aware of the contract conditions. The benefit to the Football Club was a rent- free 150 year Lease and the liability was the maintenance of the athletics facility. Some witness evidence indicated that there had a been a loss of status for the facility, at a time when Northampton Borough Council still had been responsible for the facility, but that this was mostly rectified

prior to the Football Club taking over the Lease.

- 5.1.4 Northampton Borough Council has no present contractual relationships with the Rugby and Northampton Athletics Club.
- 5.1.5 It was realised that Northampton Borough Council has no repairing responsibilities for the Stadium complex. The Council has the right to inspect the property twice per annum and can serve notices to require works to be completed – if the Football Club is found to be in breach of the Lease.
- 5.1.6 The Scrutiny Panel was concerned that Northampton Town Football Club has not regularly provided copies of insurance certificates to the Council.
- 5.1.7 The Scrutiny Panel acknowledged that the athletics facilities at Sixfields were not fit for purpose; children and adults could not effectively participate (train or compete) in all athletic disciplines. For example only one Primary School event is held at the Stadium annually. Witness evidence indicated that top athletes use alternative facilities to train. There is no facility of women's steeple chase, or pole vault for either sex, available at the athletics facilities.
- 5.1.8 The Scrutiny Panel acknowledged that the only competitions that are held at the Athletics facility at Sixfields are for Primary School age children. It was further noted that there are inadequate facilities for spectators and for marshalling children who are competing. It was emphasised that there had never been enough seating. An internal structure (football club storage room) built within the clubhouse, without the permission of Northampton Borough Council has now also reduced the internal floor space, providing inadequate indoor space.
- 5.1.9 The Scrutiny Panel realised that it can be common practice for Stadiums to be downgraded by the Athletics Governing Body, noting the example provided by the Alexandra Stadium (that it had had to repair its Pole Vault facility to be re-awarded Class A standard).
- 5.1.10 It was further realised that rules and regulations in respect of athletics can change, which is usually led by the governing body – International Association of Athletics Federation (IAAF). If a facility does not fully comply with new regulations it would be downgraded, or at worst, would not be permitted to host an athletics event.
- 5.1.11 Costs of repairing and replacing athletics facilities were highlighted. The Scrutiny Panel noted the cost to replace the surface of the Track at Bedford International Stadium. The cost for the materials chosen and installation was £450,000. The previous surface had been refurbished approximately every five years and the cost of the last refurbishment was £140,000. The cost of purchasing 'the budget end' of athletics equipment such as those detailed in information seen by the Panel equate to £49,540.
- 5.1.12 The Scrutiny Panel noted that grounds-staff at Bedford International Stadium are required to lay a protective cover when crossing the Track to carry out groundwork. The Scrutiny Panel was concerned that players of Northampton Town Football Club frequently walk across the Athletics Track in their football boots. It also noted that NTFC's grounds staff should be using a protective cover over the Track when crossing it with equipment, such as a lawnmower. The

Scrutiny Panel further noted that the in-field at Bedford is used for athletics only.

- 5.1.13 It was realised that the car park located at the Football Club has a barriered entrance, the purpose of which is to prevent access to the site by unauthorised persons. It was felt that this is inconvenient for the Athletics Club, but it was also noted that the Athletics Club does not have a designated key holder for the car park. The Scrutiny Panel noted that the NTFC had offered the R&NAC one key for the car park barrier but had been unable to accommodate the Athletics Club request for three keys as the Football Club's Insurance stipulates a set number of key holders only. It was further noted that Rugby & Northampton Athletics Club originally requested six sets of keys from NTFC, including the barrier key. The Football Club offered three sets. R&NAC accepted three sets, on the basis that the Football Club would leave the facility open and the R&NAC would only have to lock up. By that time in the negotiations, R&NAC accepted that the set of keys would not include a key to the car park barrier.
- 5.1.14 The Scrutiny Panel realised that whilst there is no obligation in the agreement between Northampton Borough Council, Northampton Town Football Club and the Rugby and Northampton Athletics Club, it would be a gesture of goodwill and intention if an agreement could be put in place that permits athletic participants to park near to the Athletics Track when using the facilities.
- 5.1.15 The Scrutiny Panel was pleased to note the Council's intention to fully utilise the six free days usage per year of the athletics facilities, in partnership with the new Leisure Trust and Northampton School Sports Partnership (NSSP), during 2011 and 2012.
- 5.1.16 The Scrutiny Panel concluded that the infield should be kept in a condition whereby all athletics disciplines could be performed, however appreciates that this area could also be used for football training, but that all football equipment should be removed after every training session so that it can be used by others.

## 6

### **Recommendations**

- 6.1 Scrutiny Panel H - Lease between Northampton Borough Council and Northampton Town Football Club and the contractual arrangements between Northampton Town Football Club (NTFC) and the Rugby and Northampton Athletics Club (R&NAC), therefore recommends to Cabinet that:
- 6.1.1 Officers be instructed to enforce, as far as is legally possible, all obligations that Northampton Town Football Club has under the Lease in respect of the condition of the athletics facility.
- 6.1.2 Officers be instructed to explore all opportunities with Northampton Town Football Club, taking into consideration the reasonable representations of the Rugby and Northampton Athletics Club, regarding changes to the Lease structure which would help to give greater clarity as to the respective obligations of Northampton Town Football Club and Rugby and Northampton Athletics Club for the range and standard of athletics facilities/ equipment that should be available at Sixfields Community Stadium.

- 6.1.3 Officers be instructed to communicate with Northampton Town Football Club to require that it takes all necessary steps in the ongoing management of the athletics facility and in-field to help prevent damage to the Track and athletics equipment.
- 6.1.4 Officers be instructed to write to Northampton Town Football Club asking that, as a gesture of goodwill and positive intent, it agrees to permit athletics participants and spectators to park near to the Athletics Track when using the facilities and operating a security regime in co-operation with Rugby and Northampton Athletics Club that facilitates this.
- 6.1.5 Officers be instructed, to explore with Northampton Town Football Club, the potential opportunities for educational establishments, Leisure Trust and other such bodies, entering into an agreement with NTFC for the overall management of the athletics facility.
- 6.1.6 Cabinet be informed that the Scrutiny Panel supports the intention of fully utilising the six free days usage at the Athletics Stadium during 2011 and 2012.
- 6.1.7 Cabinet be informed that the Scrutiny Panel would wish to see the Stadium fit for use for athletics competitions/meetings, including the ability for primary, secondary and special schools to utilise the facilities for local, district and county competitions and events (instead of events being held at Corby).
- 6.1.8 Officers be instructed to write to Northampton Town Football Club requiring that it ensures that the athletics infield is made available to organisations hiring the facility for the purpose of athletics training and competition. Football training should continue to be permitted on the infield as well as making it a dual purpose facility. Equipment should be removed at the end of all training sessions and competitions by all parties utilising the facility.

Appendix 1

# Corporate Performance Highlight Report

- Priority 1**      **Your Town** - A town to be proud of
- Priority 2**      **You** - How your Council will support and empower you and your community



# YOUR TOWN



## Key

- Exceptional or over performance
- Outside agreed target tolerance
- Good to be low: Better
- Good to be low: Worse
- Good to be High: Better
- Good to be High: Worse
- No change
- No target available
- No data available

Northampton - on track

Invest in safer, cleaner neighbourhoods

Celebrating our heritage and culture

Making every £ go further

YOUR TOWN : RED measures									
Measure ID & Name	Apr 12	May 12	Jun 12	Jun 12 YTD	Current YTD Profiled Target Jun 2012	Outturn Target	DOT v's same time last yr		
Smaller is Better BV012_12r Ave. no. of days/shifts lost to sickness for rolling 12 month period (M)	11.86	11.93	11.97	11.97	10.00	10.00			
Mental health (Anxiety/Stress) is the highest reason for long-term and short-term absence days lost. Musculoskeletal the second highest reason.									
The results for June are 0.84 days per month and 11.97 days for the 12 month rolling period.									
Smaller is Better ESC01 No. of missed Bins/Boxes as a % of those collected (M)	0.03 %	0.05 %	0.04 %	0.04 %	0.02 %	0.02 %			
There is some improvement in the number of missed bins. In order to further improve, 51 direct permanent staff have been recruited. This will ensure consistency, and facilitate the delivery of a quality service.									
Bigger is Better ESC02 No. missed bins put right in 48hrs (M)	85.07 %	61.80 %	70.76 %	70.22 %	100.00 %	100.00 %			
No commentary provided by Enterprise									
Bigger is Better HI 12 Rent collected as a proportion of rent owed on HRA dwellings % exc.arrears brought forward (M)	96.15 %	93.45 %	94.28 %	94.74 %	98.40 %	100.10 %			
During the month of June £4,061,145 was due in rent and service charges with £3,828,861 being collected, giving a collection rate of 94.28% for the month.									
The collection rate continues to be adversely affected because supporting people payments have not been applied to accounts. A resolution to this problem has been identified, and will be in place for July reporting onwards.									
Smaller is Better PP06 % change in serious acquisitive crime from the baseline (M)	0.77 %	1.49 %	3.78 %	3.78 %	-1.25 %	-5.00 %			
Serious acquisitive crime (SAC) has increased by 3.8% from the baseline; this is due to increase vehicle crime (+7.2%). Domestic burglary has increased by 0.6% and robbery has decreased by 4.8%. The central and south west sectors of Northampton have shown the greatest increase in SAC.									
The partnership is focussing on an area which has been identified as having long term/ short term issues with SAC. The project focussing on this area continues, with most of the initial actions either complete or underway (e.g. referrals of properties for target hardening given, car safe initiative undertaken). The action plan will be updated to include new agreements from the last CSP meeting.									
Bigger is Better TC005 Percentage increase in Town Centre footfall compared to previous year (Q)	-14.95 %	-14.95 %	-11.08 %	-11.08 %	1.00 %	1.00 %			
Footfall in Abington Street 2,769,319 and Market Square 1,137,218 making total footfall 3,906,537.									
YOUR TOWN : BLUE measures									
Measure ID & Name	Apr 12	May 12	Jun 12	Jun 12 YTD	Current YTD Profiled Target Jun 2012	Outturn Target	DOT v's same time last yr		
Bigger is Better AST12 % achieved where return on (sub group) investment properties meets agreed target rate (M)	91.25 %	91.25 %	91.25 %	91.25 %	86.00 %	86.00 %			

YOUR TOWN : BLUE measures							DOT v's same time last yr
Measure ID & Name	Apr 12	May 12	Jun 12	Jun 12 YTD	Current YTD Profiled Target Jun 2012	Outturn Target	
The percentage of properties meeting the agreed target return for June is 91.3%.							
The 86% target is exceeded for the 9th month through active management of the investment portfolio and the completion of sales of assets approved for disposal by Cabinet or by the Cabinet Member responsible for Regeneration, Enterprise and Planning.							
Please note that difficult economic conditions are forecast for 2012 that are likely to affect the occupation of NBC's investment property. This situation is likely to result in a higher turnover of tenants in some locations and a fall in the numbers of property meeting the agreed target return. Under performing assets are reviewed and may be considered for reinvestment or disposal. Its anticipated that additional disposals will be identified through 2012/13.							
Bigger is Better ESC04 % household waste recycled and composted (NI192) (M)	43.58 %	49.96 %	51.23 %	48.46 %	47.00 %	47.00 %	
The increase in the tonnages of recycled material collected is supported by the impact the rainfall has had upon the garden waste							
Smaller is Better ESC06 % of Land and Highways assessed falling below acceptable level - Detritus (NI195b) (4M)	8.00 %	8.00 %	8.00 %	6.44 %	8.00 %	6.00 %	
This is a 4 monthly measure due in July 2012. The figures shown for April, May, and June on the Cabinet report relate to the March 2012 Outturn result.							
We have focussed on problem areas and have undertaken training in order to improve the street scene.							
The cumulative year result 2011-12 is 6.44%							
Smaller is Better ESC10 Level of quality against an agreed standard - Open Spaces & Parks - Litter (%) (Q)	2.38 %	2.38 %	0.00 %	0.00 %	4.00 %	4.00 %	
This is a Quarterly measure. For the Cabinet report, the results for April & May relate to the March 2012 outturn result.							
The 0% result for Q1 is a good start to the year, as all areas inspected were well within acceptable levels.							
Smaller is Better ESC11 Level of quality against an agreed standard - Open Spaces & Parks - Detritus (%) (Q)	5.95 %	5.95 %	3.23 %	3.23 %	6.00 %	6.00 %	
This is a Quarterly measure. For the Cabinet report, the results for April & May relate to the March 2012 outturn result.							
The 3.2% result for Q1 is a good start to the year, as all areas inspected were well within acceptable levels.							
Smaller is Better HI 01 Average time taken to re-let local authority homes (days) (M)	16.01	16.63	15.03	15.90	20.00	20.00	
Voiders are continuing to reduce and the re-alignment of the voids work cycle will continue this trend.							
Bigger is Better NI157: Percentage of all planning applications determined within 13 weeks (M)	97.37 %	96.30 %	95.12 %	96.24 %	74.00 %	74.00 %	
In June 2012 we determined 82 planning applications, 78 of which were within 13 weeks of receipt.							
Bigger is Better NI157a LM Percentage of 'large scale' major planning apps determined within 13 weeks (M)	100.00 %	100.00 %	50.00 %	66.67 %	60.00 %	60.00 %	
In June 2012 we determined two large scale major planning applications, one of which was determined within 13 weeks of receipt.							
Performance is significantly below target. However, given the low volumes of applications in this category it is prone to significant fluctuation. Of the two applications determined, one was not within the target timeframe. This was the application to extend the Tesco at Mereway which involved complex retail impact assessment, two deferrals at Planning Committee along with a complex S106 agreement.							
The first quarter performance is above target, however it should be noted that this category is prone to significant fluctuation due to the low volume of applications.							
Bigger is Better NI157a SM Percentage of 'small scale' major planning apps determined within 13 weeks (M)	100.00 %	75.00 %	75.00 %	80.00 %	60.00 %	60.00 %	
Performance is well above target for June 2012. We determined four small scale major planning applications, three of which were within 13 weeks of receipt.							
The performance for the first quarter is well above target. It should be noted that this category it is prone to significant fluctuation given the low							



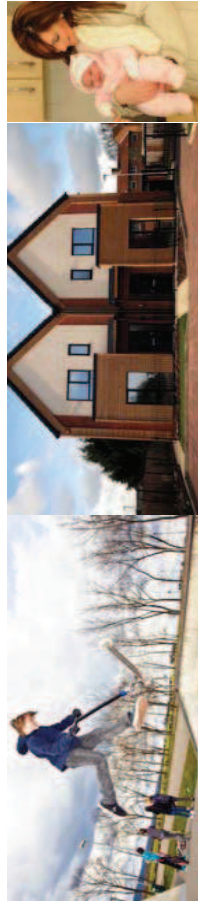
YOUR TOWN : BLUE measures

Measure ID & Name	Apr 12	May 12	Jun 12	Jun 12 YTD	Current YTD Profiled Target Jun 2012	Outturn Target	DOT v's same time last yr
<p>volumes of applications, it is also known that there are several applications that have Planning Committee resolutions to approve pending the completion of S106 agreements that will be issued in the coming quarters.</p>							
Smaller is Better	PP09 Overall crime figure for the period (M)	1,670.00	1,747.00	1,726.00	5,143.00	5,442.00	20,518.00
<p>Overall crime has decreased by 1.5% in Q1 of 2012/13. Overall crime has reduced in all four sectors of Northampton. The partnership are progressing activity based upon the 2012/13 action plan addressing key issues around crime and disorder in Northampton along with the Business Analyst Unit activity for police and key partner agencies. Further funding bids are being progressed for initiatives to tackle violent crime, which significantly contributes to the volume of overall crime.</p>							
Smaller is Better	RB07 Total % of debt outstanding, not in recovery and overdue (M)	?	4.34 %	4.27 %	4.27 %	9.60 %	8.00 %
<p>Currently on target, however will need to monitor closely in next couple of months as the Aggresso Recovery Module build continues</p>							

# YOU

## Key

- Exceptional or over performance
- Outside agreed target tolerance
- Good to be low: Better
- Good to be low: Worse
- Good to be High: Better
- Good to be High: Worse
- No change
- No target available
- No data available



Better homes for the future  
 Creating empowered communities  
 Promoting health and wellbeing  
 Responding to your needs

### YOU: RED measures

Measure ID & Name	Apr 12	May 12	Jun 12	Jun 12 YTD	Current YTD Profiled Target Jun 2012	Outturn Target	DOT v's same time last yr
Bigger is Better HI 09 Homeless households for whom casework advice resolved their situation (M)	123	123	104	350	500	2,000	
Homelessness prevention will be a continuing challenge for the Housing Options Team due to the welfare reform and a lack of landlords now willing to assist tenants who are claiming Housing Benefit. Due to a lack of property in the private rented sector landlords have a greater number of prospective tenants to choose from. In a recent report from DCLG Northampton has been highlighted as the 38th highest mortgage repossession area nationally. However, Northampton currently has the 9th highest homelessness prevention figures nationally							

### YOU: BLUE measures

Measure ID & Name	Apr 12	May 12	Jun 12	Jun 12 YTD	Current YTD Profiled Target Jun 2012	Outturn Target	DOT v's same time last yr
Smaller is Better CEX01 Total number of Local Government Ombudsman First Enquiries (cases completed) (Q)	15	15	8	8	20	20	
Smaller is Better CEX02 Av no. of days taken to deal with LG Ombudsman First Enquiries (cases completed) (Q)	20.67	20.67	20.25	20.25	28.00	28.00	
The Council's overall first response times in this quarter are 20.25 days, which is well within the LGO target of 28 days.							
Smaller is Better RB01 Time taken to process Housing Benefit/CTB new claims and change events - days (M)	11.7	12.0	11.0	11.6	12.7	10.9	
Volumes of work remain high but have ceased to increase, we are now working to get the small backlog under control to continue service improvement.							



**NORTHAMPTON  
BOROUGH COUNCIL**

## **NORTHAMPTON BOROUGH COUNCIL**

### **OVERVIEW AND SCRUTINY COMMITTEE**

**17 SEPTEMBER 2012**

#### **BRIEFING NOTE:**

#### **SCRUTINY PANEL 1 – SERIOUS ACQUISITIVE CRIME, VIOLENT, CRIME AND COMMUNITY SAFETY**

#### **1 INTRODUCTION**

- 1.1 Since the last meeting of the Overview and Scrutiny Committee, Scrutiny Panel 1 has held one further meeting.

#### **2 UPDATE**

- 2.1 At the meeting held on 15<sup>th</sup> August 2012, the Panel received baseline data – breakdown of violence by location category.
- 2.2 Site visits to areas that were identified as ‘hotspots’, and also areas where work had been undertaken were agreed at the initial scoping meeting. The site visit to Spring Boroughs and Bellinge took place on 13<sup>th</sup> August. A site visit to Spencer ward has been set for 8<sup>th</sup> October 2012.
- 2.3 The next evidence gathering meeting is scheduled for 18<sup>th</sup> October 2012.

#### **3 RECOMMENDATION**

- 3.1 That the progress report from the Chair of Scrutiny Panel 1 be noted.

Author:

Tracy Tiff, Overview and Scrutiny Officer, on behalf of Councillor Danielle Stone, Chair,  
Scrutiny Panel 1 – Serious Acquisitive Crime, Violent Crime and Community Safety



**NORTHAMPTON**  
**BOROUGH COUNCIL**

**NORTHAMPTON BOROUGH COUNCIL**

**OVERVIEW AND SCRUTINY COMMITTEE**

**17<sup>th</sup> SEPTEMBER 2012**

**BRIEFING NOTE:**

## **SCRUTINY PANEL 2 – RETAIL EXPERIENCE**

### **1 INTRODUCTION**

- 1.1 Since the last meeting of the Overview and Scrutiny Committee, Scrutiny Panel 2 (Retail Experience) has embarked upon its evidence gathering and has held a further evidence meeting.

### **2 UPDATE**

- 2.1 At the meeting held on 8<sup>th</sup> August 2012, the Panel received responses to its core questions from the Cabinet Member for Environment, the Cabinet Member for Regeneration, Planning and Enterprise and the Head of Regeneration and Development.

- 2.2 A paper detailing précises of various published documents was received by the Panel:

- Central Area Action Plan
- Northampton Town Centre Health Check 2009
- Northampton Town Centre Shopping Survey

- 2.3 The Panel has scheduled in two site visits to the town centres of Peterborough and Norwich so that Councillors can assess the offer, profile, image and catchment in order to fully understand the differences and the attraction of the town in comparison to Northampton.

- 2.5 It is envisaged that the Chair of Scrutiny Panel 2 will present the final report to this Committee at its meeting on 15<sup>th</sup> April 2013.

### **3 RECOMMENDATION**

- 3.1 That the progress report from the Chair of Scrutiny Panel 2 be noted.

Author: Tracy Tiff, Overview and Scrutiny Officer, on behalf of Councillor Matt Lynch, Chair, Scrutiny Panel 2 – Retail Experience



**NORTHAMPTON BOROUGH COUNCIL**  
**OVERVIEW AND SCRUTINY COMMITTEE**

**17 SEPTEMBER 2012**

**BRIEFING NOTE:**

**SCRUTINY PANEL 3 – INFRASTRUCTURE REQUIREMENTS AND SECTION 106 AGREEMENTS**

**1 INTRODUCTION**

- 1.1 Since the last meeting of the Overview and Scrutiny Committee, there has not been a scheduled meeting of Scrutiny Panel 3.

**2 UPDATE**

- 2.1 The Panel received a detailed briefing session on background information to inform the Review on 5<sup>th</sup> September 2012.
- 2.2 The first evidence gathering meeting is scheduled for 26<sup>th</sup> September 2012.
- 2.3 Further progress reports will be presented to each meeting of the Overview and Scrutiny Committee.
- 2.4 It is anticipated that the Chair of Scrutiny Panel 3 will present the final report to the Committee at its meeting on April 2013.

**3 RECOMMENDATION**

- 3.1 That the progress report from the Chair of Scrutiny Panel 3 be noted.

Author:

Tracy Tiff, Overview and Scrutiny Officer, on behalf of Councillor Phil Larratt, Chair,  
Scrutiny Panel 3 – Section 106 Agreements and Infrastructure Requirements



## NORTHAMPTON BOROUGH COUNCIL

### OVERVIEW AND SCRUTINY COMMITTEE

17 SEPTEMBER 2012

#### BRIEFING NOTE: LOCAL GOVERNMENT SHARED SERVICES (LGSS) SCRUTINY PANEL

#### 1 Introduction

- 1.1 The LGSS Scrutiny Inquiry held a further meeting in July 2012 and receiving a number of key background papers and considered the terms of reference for the Inquiry.

#### 2 Information

- 2.1 The background papers received by the Inquiry were:

- Project Governance Structures
- LGSS Governance Structures
- Programme Governance
- LGSS Membership Categories
- Key Objectives
- Scope
- Project Plan
- High Level Risk Register

- 2.2 The Inquiry agreed its terms of reference as:

To consider the LGSS high-level risks set out below and to seek evidence of mitigation of those risks:

- That the LGSS may not achieve value for money
- That the Borough Council may enter into an arrangement that restricts options for the future
- That the Borough Council may be unable to achieve its 2013/14 budget gap
- A reduced ability to react to change and priorities

- 2.3 The schedule of meetings for the LGSS Scrutiny Inquiry has been confirmed and the Chair of the Inquiry will provide progress meetings to future meetings of the Overview and Scrutiny Committee as applicable.

### **3 Recommendations**

- 3.1 That the Overview and Scrutiny Committee approves the Terms of Reference for the LGSS Scrutiny Inquiry as detailed in paragraph 3.2 above.

Author: Tracy Tiff, Overview and Scrutiny Officer, on behalf of Councillor Les Marriott, Chair, Overview and Scrutiny Committee

Date: 10<sup>th</sup> August 2012

## Northampton Borough Council Overview and Scrutiny



### Overview and Scrutiny Committee

17 September 2012

#### **Briefing Note: Update from the Overview and Scrutiny Training Champion**

#### **1 Background**

- 1.1 Councillor Elizabeth Gowen was elected the Overview and Scrutiny Training Champion by the Committee.
- 1.2 Training is vital for Scrutiny to continue to be effective and the Overview and Scrutiny Training Champion provides a valued role having a necessary input into the training requirements of Overview and Scrutiny.

#### **2 Information**

- 2.1 The Overview and Scrutiny four year rolling training programme is now in year two. A copy of this document is attached as a reminder to the Committee.
- 2.2 At its meeting in November 2011, the Committee agreed that there was not the need to hold a Councillor development session on the Call In procedure but a session on presentation skills for all Councillors should be programmed in instead.
- 2.3 A Councillor development session on presentation skills has been scheduled for 9<sup>th</sup> January 2013 at the Guildhall. Two sessions will be offered, one commencing at 2pm to 5pm and a later session from 6pm to 9pm. The external facilitator confirmed that he could provide two sessions on the same day for the same cost as one evening session. By holding two sessions it is anticipated that more Councillors will be able to attend.
- 2.4 The external facilitator advises that the aim of the course is:
  - How to focus the audience, both the Committee and the public present when giving presentations, in particular presenting reports
  - Techniques for structuring and remembering the presentation



# Northampton Borough Council

## Overview and Scrutiny

- How to make presentations run to time
- Identifying strategies for managing common fears – key tips for handling nerves and feeling confident
- Voice techniques
- Handling questions effectively

2.5 The session is designed to help Councillors:

- Plan and prepare a short speech or presentation
- Identify the key ingredients of a poor, a good, and a great speech or presentation
- Highlight how they can use their key skills to project a confident, competent image
- 'Manage' nerves and tension effectively
- Identify 'objectives' in a speech
- Tailoring the content and delivery to your audience
- Use their voices to the maximum effect
- Structure the content logically and concisely
- Know how to make their presentations run to time
- Use techniques for structuring and remembering the presentation
- 'Sell' ideas to the audience in a presentation or speech
- Use appropriate stories, anecdotes, examples and imagery to make their speech more user-friendly
- Make their speeches lively, user-friendly and participative
- Handle, interruptions, questions, negativity and heckling

2.6 Development sessions for year 2 of the Overview and Scrutiny Training Programme include:

Chairing Skills  
Introduction to Overview and Scrutiny  
Evidence and Questioning Skills

2.7 It is felt that as Councillors attended the sessions on the introduction to Overview and Scrutiny and chairing skills in the summer of 2011, there is not the need to re run these sessions. It is acknowledged that the Committee has gained experience in evidence and questioning skills and it is suggested that there is not the need to hold a session on this topic either.

### 3 Recommendation

# Northampton Borough Council

## Overview and Scrutiny

- 3.1 That the update be noted.
- 3.2 That the Committee informs the [Councillor Connect Team](#) which of the two sessions of Presentation Skills Councillors will attend on 9<sup>th</sup> January 2013.
- 3.3 That Overview and Scrutiny development sessions on the introduction to Overview and Scrutiny, Chairing Skills and evidence and questioning skills are not scheduled for year 2 of the Overview and Scrutiny training programme.

Author: Tracy Tiff, Overview and Scrutiny Officer, on behalf of Councillor Elizabeth Gowen, Overview and Scrutiny Training Champion

10<sup>th</sup> August 2012



**Overview and Scrutiny**  
**Four Year Training Programme**

**Training and Development for Councillor Induction & four year rolling training plan (2011-2015)**

55

Training / Event Required	Content	Year / Quarter	Duration	Who/Attendees
A. Introduction to O&S – Roles, Legislation, etc.	Precis of O&S, roles of the Committee/Panel Members; Chair and Vice Chair of the Committee and Chair of Panel. O&S Protocols and Procedures around Legislation for O&S	Year 1  Quarter 1 (prior to the first scheduled meeting of the O&S Committee)	½ day	Required: - All newly elected Scrutiny Councillors  Experienced Scrutiny Councillors to give the Member perspective.  Optional: -other newly elected non-Executives (not on the O&S Committee) Cabinet

Training / Event Required	Content	Year / Quarter	Duration	Who/Attendees
A. Work Programming	<p>Development Session on the O&amp;S Work Programming. This could be run as a workshop with the O&amp;S Committee – explaining how it has been run in the past and how Cllrs foresaw how it could be built upon/developed further.</p> <p>The workshop would then develop a long list of issues for consideration by the O&amp;S Committee at its first meeting of the Municipal Year 2011/2012</p>	<p>Year 1 Quarter 1</p> <p>To be held prior to the first meeting of the O&amp;S Committee in the Municipal Year 2011/2012</p>	½ day	<p>Required: - All O&amp;S Committee Members</p> <p>Optional: - Directors</p>

<b>Training / Event Required</b>	<b>Content</b>	<b>Year / Quarter</b>	<b>Duration</b>	<b>Who/Attendees</b>
A. Chairing Skills- O&S Focus	Chairing an O&S Meeting and the skills required  Development session could involve role play of the various types of O&S meetings, e.g. Call In Hearing, O& Committee, Scrutiny Panel	Year 1  Quarter 1	Full day	Required: -All O&S Committee Members, particularly Chair and Vice Chair – Reason for suggesting whole Committee: Committee Members are usually elected to Chair a Scrutiny Panel  Optional: - Open up the training to neighbouring Las for their newly elected Chairs to attend

<b>Training / Event Required</b>	<b>Content</b>	<b>Year / Quarter</b>	<b>Duration</b>	<b>Who/Attendees</b>
A. CfPS Conference:	Attendance at the CfPS Conference to learn of best practice and relevant changes to Legislation. Networking with other Scrutiny Chairs and Officers	Year 2  Quarter 1 (June – date set by CfPS)	Full day – No overnight stay required	Required: -Chair of O&S and one other Optional: - Scrutiny Officer

<b>Training / Event Required</b>	<b>Content</b>	<b>Year / Quarter</b>	<b>Duration</b>	<b>Who/Attendees</b>
A. Call In	Development Session on the Call In process, with emphasis on NBC's O&S Call In Process (recognised as an example of best practice by the CfPS)	Year 1 Quarter 2	2 hours	Required: - All O&S Committee Members  Optional: - All other Members – It would be important for Cabinet to also attend as the relevant Portfolio Holder would be required to attend and respond to questions at a Call In Hearing on an issue within their Portfolio

<b>Training / Event Required</b>	<b>Content</b>	<b>Year / Quarter</b>	<b>Duration</b>	<b>Who/Attendees</b>
A. Work Programming	Development Session on the O&S Work Programming. This could be run as a workshop with the O&S Committee – explaining how it has been run in the past and how Cllrs foresaw how it could be built upon/developed further.	Year 1 Quarter 1	2 hours	Required: - All O&S Committee Members  Optional: - Directors

<b>Training / Event Required</b>	<b>Content</b>	<b>Year / Quarter</b>	<b>Duration</b>	<b>Who/Attendees</b>
A .Work Programming Event	Event to set the O&S Work Programme for 2012/2013	Year 1 Quarter 4	3 hours	Required: -All O&S Committee, Cabinet, Directors and/or Heads of Services  Optional: - Other non-Executives Co-Opted Members to the O&S Reviews Other Key stakeholders such as the Chair of the Northants Countywide Scrutiny Board

<b>Training / Event Required</b>	<b>Content</b>	<b>Year / Quarter</b>	<b>Duration</b>	<b>Who/Attendees</b>
A.Chairing Skills	Chairing an O&S Meeting and the skills required  Development session could involve role play of the various types of O&S meetings, e.g. Call In Hearing, O& Committee, Scrutiny Panel	Year 2 Quarter 1	Full day	Required: -Cllrs newly elected to the O&S Committee Optional: - open up to neighbouring Local Authorities

<b>Training / Event Required</b>	<b>Content</b>	<b>Year / Quarter</b>	<b>Duration</b>	<b>Who/Attendees</b>
A.Introduction to O&S	Precis of O&S, roles of the Committee/Panel Members; Chair and Vice Chair of the Committee and Chair of Panel. O&S Protocols and Procedures around Legislation for O&S	Year 2  Quarter 1	2 hours	Required: -Cllrs newly elected to the O&S Committee Optional: - open up to neighbouring Local Authorities

<b>Training / Event Required</b>	<b>Content</b>	<b>Year / Quarter</b>	<b>Duration</b>	<b>Who/Attendees</b>
A. CfPS Conference:	Attendance at the CfPS Conference to learn of best practice and relevant changes to Legislation. Networking with other Scrutiny Chairs and Officers	Year 2  Quarter 1 (June – date set by CfPS)	Full day – No overnight stay required	Required: -Chair of O&S and one other Optional: - Scrutiny Officer

<b>Training / Event Required</b>	<b>Content</b>	<b>Year / Quarter</b>	<b>Duration</b>	<b>Who/Attendees</b>
A.Evidence Gathering/Questioning Skills	Exploring the ways that O&S can obtain its evidence and Councillors can use effective questioning skills	Year 2  Quarter 3	2 hours	Required: - O&S Committee Members Optional: - other non-Executives



<b>Training / Event Required</b>	<b>Content</b>	<b>Year / Quarter</b>	<b>Duration</b>	<b>Who/Attendees</b>
A. Reporting to Cabinet	How to present an O&S report to Cabinet, emphasising the salient points of the report	Year 2 Quarter 4	2 hours	Required: -O&S Committee Members Optional: - Other non-Executives

<b>Training / Event Required</b>	<b>Content</b>	<b>Year / Quarter</b>	<b>Duration</b>	<b>Who/Attendees</b>
A .Work Programming Event	Event to set the O&S Work Programme for 2013/2014	Year 2 Quarter 4	3 hours	Required: -All O&S Committee, Cabinet, Directors and/or Heads of Services  Optional: - Other non-Executives Co-Opted Members to the O&S Reviews Other Key stakeholders such as the Chair of the Northants Countywide Scrutiny Board

<b>Training / Event Required</b>	<b>Content</b>	<b>Year / Quarter</b>	<b>Duration</b>	<b>Who/Attendees</b>
A. Chairing Skills	<p>Chairing an O&amp;S Meeting and the skills required</p> <p>Development session could involve role play of the various types of O&amp;S meetings, eg Call In Hearing, O&amp; Committee, Scrutiny Panel</p>	<p>Year 3</p> <p>Quarter 1</p>	Full day	<p>Required: -Cllrs newly elected to the O&amp;S Committee</p> <p>Optional: - open up to neighbouring Local Authorities</p> <p><b>NB: If the membership to the O&amp;S Committee has not changed from 2011/12 there may not be the need for this training</b></p>
<b>Training / Event Required</b>	<b>Content</b>	<b>Year / Quarter</b>	<b>Duration</b>	<b>Who/Attendees</b>
A. Introduction to O&S	<p>Precis of O&amp;S, roles of the Committee/Panel Members; Chair and Vice Chair of the Committee and Chair of Panel.</p> <p>O&amp;S Protocols and Procedures around Legislation for O&amp;S</p>	<p>Year 3</p> <p>Quarter 1</p>	2 hours	<p>Required: -Cllrs newly elected to the O&amp;S Committee</p> <p>Optional: - open up to neighbouring Local Authorities</p> <p><b>NB: If the membership to the O&amp;S Committee has not changed from 2011/12 there may not be the need for this training</b></p>

<b>Training / Event Required</b>	<b>Content</b>	<b>Year / Quarter</b>	<b>Duration</b>	<b>Who/Attendees</b>
A. CfPS Conference:	Attendance at the CfPS Conference to learn of best practice and relevant changes to Legislation. Networking with other Scrutiny Chairs and Officers	Year 3  Quarter 1 (June – date set by CfPS)	Full day – No overnight stay required	Required: -Chair of O&S and one other Optional: - Scrutiny Officer

<b>Training / Event Required</b>	<b>Content</b>	<b>Year / Quarter</b>	<b>Duration</b>	<b>Who/Attendees</b>
A. Monitoring Skills	How O&S can monitor the implementation of its accepted recommendations and recognise how their implementation has made a real and effective difference to the issue	Year 3  Quarter 2	2 hours	Required: -All O&S Committee members Optional: - other non Executives

<b>Training / Event Required</b>	<b>Content</b>	<b>Year / Quarter</b>	<b>Duration</b>	<b>Who/Attendees</b>
A.Performance Management	How Overview and Scrutiny can effective carry out its performance management role	Year 3 Quarter 3r	1 – 2 hours (possibly a short development session prior to a scheduled O&S Committee meeting)	Required: -All O&S Committee members Optional: -

<b>Training / Event Required</b>	<b>Content</b>	<b>Year / Quarter</b>	<b>Duration</b>	<b>Who/Attendees</b>
A.Legislation changes to O&S	Newly implemented changes to Legislation in respect of O&S	Year 3 Quarter 4	1 –2 hours (possibly a short development session prior to a scheduled O&S Committee meeting)	Required: -All O&S Committee Members Optional: -

Training / Event Required	Content	Year / Quarter	Duration	Who/Attendees
A .Work Programming Event	Event to set the O&S Work Programme for 2014/2015	Year 3 Quarter 4	3 hours	<p>Required: -All O&amp;S Committee, Cabinet, Directors and/or Heads of Services</p> <p>Optional: - Other non-Executives Co-Opted Members to the O&amp;S Reviews Other Key stakeholders such as the Chair of the Northants Countywide Scrutiny Board</p>
Training / Event Required	Content	Year / Quarter	Duration	Who/Attendees
A.Chairing Skills	<p>Chairing an O&amp;S Meeting and the skills required</p> <p>Development session could involve role play of the various types of O&amp;S meetings, e.g. Call In Hearing, O&amp; Committee, Scrutiny Panel</p>	Year 4 Quarter 1	Full day	<p>Required: -Cllrs newly elected to the O&amp;S Committee</p> <p>Optional: - open up to neighbouring Local Authorities</p> <p><b>NB: If the membership to the O&amp;S Committee has not changed from 2011/12 there may not be the need for this training</b></p>

<b>Training / Event Required</b>	<b>Content</b>	<b>Year / Quarter</b>	<b>Duration</b>	<b>Who/Attendees</b>
A.Introduction to O&S	Precis of O&S, roles of the Committee/Panel Members; Chair and Vice Chair of the Committee and Chair of Panel. O&S Protocols and Procedures around Legislation for O&S	Year 4  Quarter 1	2 hours	Required: -Cllrs newly elected to the O&S Committee Optional: - open up to neighbouring Local Authorities  <b>NB: If the membership to the O&amp;S Committee has not changed from 2011/12 there may not be the need for this training</b>

<b>Training / Event Required</b>	<b>Content</b>	<b>Year / Quarter</b>	<b>Duration</b>	<b>Who/Attendees</b>
A. CfPS Conference:	Attendance at the CfPS Conference to learn of best practice and relevant changes to Legislation. Networking with other Scrutiny Chairs and Officers	Year 4  Quarter 1 (June – date set by CfPS)	Full day – No overnight stay required	Required: -Chair of O&S and one other Optional: - Scrutiny Officer

<b>Training / Event Required</b>	<b>Content</b>	<b>Year / Quarter</b>	<b>Duration</b>	<b>Who/Attendees</b>
A.Review of O&S	Workshop to evaluate the O&S process at Northampton and propose new methods to further develop the service	Year 4  Quarter 4	3 hors/ ½ day	Required: -All O&S Councillors Optional: - All other Councillors



**NORTHAMPTON**  
BOROUGH COUNCIL

**PUBLISHED:**

## **FORWARD PLAN**

### **FOR THE PERIOD 3 SEPTEMBER 2012 TO 31 DECEMBER 2012**

#### **What is a Forward Plan?**

The Forward Plan is a list of the key decisions, which are due to be taken, by the Cabinet during the period covered by the Plan. The Council has a Statutory duty to prepare a Forward Plan. The Plan is updated monthly and is available to the public 14 days before the beginning of each month. It covers a 4-month rolling period. It can be accessed from the One Stop Shop and/or the Council website [www.northampton.gov.uk](http://www.northampton.gov.uk).

#### **What is a Key Decision?**

A key decision in the Council's constitution is defined as:

- Any decision in relation to the Executive function\* which results in the Council incurring expenditure which is, or the making of saving which are significant having regard to the Council's budget for the service or function to which the decision relates. For these purposes the minimum financial threshold will be £250,000;
- Where decisions are not likely to involve significant expenditure or savings but nevertheless are likely to be significant in terms of their effects on communities in two or more wards or electoral divisions; and
- For the purpose of interpretation a decision, which is ancillary or incidental to a Key decision, which had been previously taken by or on behalf of the Council shall not of itself be further deemed to be significant for the purpose of the definition.


\* Executive functions are those, which are the responsibility of the Cabinet as opposed to, for example, regulatory functions, which are the responsibility of the Council's Planning or Licensing Committees.

#### **Who takes Key Decisions?**

Under the Council's constitution, key decisions are taken by

- Cabinet
- The Leader or Deputy Leader (in matters of urgency only)
- Individual officers acting under delegated powers (it is rare for any decision delegated to an officer to be a key decision)

### **Are only Key Decisions listed in the Forward Plan?**

The Council only has a statutory obligation to publish only Key Decisions on the Forward Plan. However, the Council has voluntarily decided to list non-key Cabinet decisions on the Plan as well. In order to clarify matters on the Plan, Key decisions have a  symbol next to the item.

### **What does the Forward Plan tell me?**

The Plan gives information about:

- What key and non-key decisions are coming forward in the next four months (these decisions have a symbol next to them)
- Other non-key Cabinet decisions that are coming forward in the next four months
- Whether the decision will be taken in public or private
- When those key decisions are likely to be made
- Who will make those decisions
- What consultation will be undertaken
- Who you can contact for further information

### **Who is the Cabinet?**

The Members of the Cabinet and their areas of responsibility are:

Councillor David Mackintosh	Leader of the Council	clr.dmackintosh@northampton.gov.uk
Councillor John Caswell	Deputy Leader and Cabinet Member for Environment	clr.jcaswell@northampton.gov.uk
Councillor Alan Bottwood	Cabinet Member for Finance	clr.abottwood@northampton.gov.uk
Councillor Tim Hadland	Cabinet Member for Regeneration, Enterprise and Planning	clr.thadland@northampton.gov.uk
Councillor Mary Markham	Cabinet Member for Housing	clr.mmarkham@northampton.gov.uk
Councillor Brandon Eldred	Cabinet Member for Community Engagement	clr.beldred@northampton.gov.uk

### **What is the role of Overview and Scrutiny?**

The Council has one Overview and Scrutiny Committee that appoints three Panels for Environment, Housing and Planning & Regeneration.

The Committee and Panels role is to contribute to the development of Council policies and to consider any matter affecting the area of Northampton or its citizens. In addition, the Committee also scrutinises decisions of the Cabinet. Dates of these meetings and other Council meetings can be found at [www.northampton.gov.uk](http://www.northampton.gov.uk)

### **How and who do I contact?**

Each entry in the Plan indicates the names of all the relevant people to contact about that particular item. Wherever possible, full contact details are listed in the individual entries in the Forward Plan. They can also be reached via the switchboard 0300 330 7000.

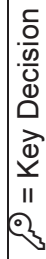
For general information about the decision-making process please contact Democratic Services at The Guildhall, St Giles Square, Northampton NN1 1DE  
Tel: 01604 837722, E-mail: [democraticservices@northampton.gov.uk](mailto:democraticservices@northampton.gov.uk)  
Councillor David Mackintosh Leader of Northampton Borough Council



 = Key Decision

**Forward Plan : 3 September 2012 to 31 December 2012**

<b>Subject</b>	<b>Expected Decision to be Made (☞ = KEY decision)</b>	<b>Decision to be made by</b>	<b>Expected Date of Decision</b>	<b>Key or Non-Key Decision</b>	<b>Who Will be consulted</b>	<b>How will they be consulted</b>	<b>Report Published /Portfolio Holder/ Contact Officer</b>
Enterprise Zone Business Plan and Financial Model	☞ For Cabinet to approve the principles and approach set out.	Cabinet	12 Sep 2012	KEY	SEMLEP EZ Board, WNDC.	Briefings	04-09-2012 Cllr Hadland Chris Cavanagh, Head of Regeneration and Development ccavanagh@northampton.gov.uk
Community Centres- Appointment of Management Organisation(s)	To approve the appointment of community organisation(s) to run one or more community centre(s)	Cabinet	12 Sep 2012	NON-KEY	Local community organisations, ward councillors, support organisations (Community Matters, Northampton Volunteering Centre, Locality etc), NBC Asset Management, Finance and Legal Services.	Regular meetings of project team and programme board; direct enquiry.	04-09-2012 Cllr Eldred Nicci Marzec, Head of Partnership Support nmarzec@northampton.gov.uk
Community Forums Report	Recognise and welcome the work of the forums.	Cabinet	12 Sep 2012	NON-KEY	Forum Co chairs.	L Ambrose will liaise with them	04-09-2012 Cllr Mackintosh Lindsey Ambrose, Community Engagement and Equalities Officer lambrose@northampton.gov.uk
Extension of Cleaning Services	☞ Approval to extend the cleaning service to flats and maisonettes that do not currently receive a service and review arrangements for existing services.	Cabinet	12 Sep 2012	KEY	All those tenants affected will be consulted individually.	By survey and information leaflets.	04-09-2012 Cllr Markham Mary Wood, Interim Head of Landlord Services mwood@northampton.gov.uk



**Forward Plan : 3 September 2012 to 31 December 2012**

<b>Subject</b>	<b>Expected Decision to be Made (☞ = KEY decision)</b>	<b>Decision to be made by</b>	<b>Expected Date of Decision</b>	<b>Key or Non-Key Decision</b>	<b>Who Will be consulted</b>	<b>How will they be consulted</b>	<b>Report Published /Portfolio Holder/ Contact Officer</b>
Shared Legal Service with East Northamptonshire Council	☞ To approve a shared legal service with ENC.	Cabinet	12 Sep 2012	KEY	Management Board and Staff.	Briefing including Business Case.	04-09-2012 Cllr Macksintosh Francis Fernandes, Borough Secretary ffernandes@northampton.gov.uk
Pre-Submission West Northamptonshire Joint Core Strategy Proposed Changes - Response	☞ Approve recommended representations on the proposed changes.	Cabinet	12 Sep 2012	KEY	Housing Directorate and other relevant specific areas.	Comment on the Cabinet paper.	04-09-2012 Cllr Hadland Paul Lewin, Planning Policy and Conservation Manager plewin@northampton.gov.uk
Designation of the Spring Boroughs Neighbourhood Plan Area	☞ Approve the application of a Neighbourhood Planning Area	Cabinet	12 Sep 2012	KEY	Not applicable	Not applicable.	04-09-2012 Cllr Hadland Sue Bridge, Head of Planning sbridge@northampton.gov.uk
Disposal of Museum Artefact	☞ Agreement to dispose of a significant museum artefact, and therein to take all necessary steps to achieve that disposal.	Cabinet	12 Sep 2012	KEY	Relevant elected members, key agencies, affected people and organisations, other museums, staff and other relevant parties.	A variety of mechanisms including face to face and written.	04-09-2012 Cllr Eldred Julie Seddon, Director of Customers and Cultural Services julieseddon@northampton.gov.uk
Tenant Engagement Strategy	☞ Approve the Tenant Engagement Strategy.	Cabinet	12 Sep 2012	KEY	All tenants.	Individually	04-09-2012 Cllr Markham Tim Ansell, Housing Services Manager tansell@northampton.gov.uk




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Proposed Registered Provider affordable housing development at Greenfield Avenue former garage site	☞ Approve disposal of the former garage site through the Registered Provider framework at less than best value in order to develop affordable housing. Approve delegated decision authority to negotiate the terms of the disposal.	Cabinet	12 Sep 2012	KEY	Ward Councillors, local residents.	Written to, consultation events, email.	04-09-2012 Cllr Markham Gary Parsons, Housing Strategy and Performance Manager gparsons@northampton.gov.uk
Kingsley Article 4 Direction	☞ Kingsley Article 4 Direction to be confirmed	Cabinet	12 Sep 2012	KEY	The consultation has already taken place. There has been one formal objection to the making of the Article 4 Direction Order. Cabinet need to consider this objection in a quasi legal capacity.	No further consultation required	04-09-2012 Cllr Hadland Sue Bridge, Head of Planning sbridge@northampton.gov.uk
Finance and Performance Report to the end of June	☞ That Cabinet note the contents of the report and considers what actions are necessary, if any, to address arising issues.	Cabinet	12 Sep 2012	KEY	Directors and Heads of Service.	Via the Performance Management Framework.	04-09-2012 Cllr Mackintosh Catherine Wilson, Head of Business Change cwilson@northampton.gov.uk
Property Strategy	☞ Approval appropriate delegation arrangements for specific decisions.	Cabinet	12 Sep 2012	KEY	Management Board and Cabinet Members.	Discussion and Call Over.	04-09-2012 Cllr Markham Bill Lewis, Head of Finance blewis@northampton.gov.uk




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Shared Regeneration Programme	For Cabinet to note progress of key regeneration projects.	Cabinet	12 Sep 2012	NON-KEY	Senior Management and Cabinet Members.	Briefings.	07-09-2012 Cllr Hadland Chris Cavanagh, Head of Regeneration and Development ccavanagh@northampton.gov.uk
Developer Contributions Supplementary Planning Document (SPD)	 To set out the representations received as a result of the public consultation and associated officer responses, together with any resultant amendments to the draft SPD. Following consideration of the responses and any proposed amendments, adoption of the SPD.	Cabinet	3 Oct 2012	KEY	Consultation would have been undertaken in conformity of the planning regulations.	Email notification, advert notice, press release, hard copies at libraries and One Stop Shop.	25-09-2012 Cllr Hadland Richard Palmer, Planning Policy Team Leader
Local Government Shared Services Outline Business Case	 To consider the outlined Business Case for LGSS	Cabinet	3 Oct 2012	KEY			25-09-2012 Cllr Mackintosh Isabell Procter, Director of Resources iprocter@northampton.gov.uk

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Affordable Housing Interim Statement - Adoption	 Adoption of the Affordable Housing Interim Statement	Cabinet	3 Oct 2012	KEY	The document has been subject to extensive consultation. This includes internally and externally with developers/registere d housing providers/landowner s, landlords, general public, other interest groups and those on the Local Development Framework database (over 500 notifications)	Via a variety of media, notices within the local press, email, letter, website, making the document available in libraries and in the One Stop Shop	25-09-2012 Cllr Hadland Sue Bridge, Head of Planning sbridge@northampton.gov.uk
Protocol for preparation of a Neighbourhood Development Plan within Northampton under the Localism Act 2011	 Approve a protocol for determining Neighbourhood Planning areas for civil parished and non-parished areas within the Borough; and the prioritisation for the allocation of NBC resources for Neighbourhood Planning.	Cabinet	3 Oct 2012	KEY	Not Applicable	Not Applicable	Sue Bridge, Head of Planning sbridge@northampton.gov.uk



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Property Services Materials	Approval of the most efficient and economic method to provide materials for Property Services Staff to repair council houses and corporate properties.	Cabinet	14 Nov 2012	NON-KEY	Unions and affected staff.	Regular meeting and updates.	06-11-2012 Cllr Markham Mary Wood, Interim Head of Landlord Services mwood@northampton.gov.uk
Finance and Performance Report to the end of September	☞ That Cabinet note the contents of the report and considers what actions are necessary, if any, to address arising issues.	Cabinet	14 Nov 2012	KEY	Directors and Heads of Service.	Via the Performance Management Framework.	06-11-2012 Cllr Mackintosh Catherine Wilson, Head of Business Change cwilson@northampton.gov.uk
Sheltered Housing Review (Support Provision)	☞ That Cabinet note the outcomes from new customer consultation and approve the new support provision for the Sheltered Housing Service.	Cabinet	14 Nov 2012	KEY	All customers who currently receive the service, all future/potential customers, all stakeholders, statutory agencies and voluntary agencies, faith groups, community organisations and elected politicians.	Focus Groups, One to One meetings, questionnaires, drop-in surgeries, Web based questionnaires, specific customer consultation events etc.	06-11-2012 Cllr Markham Fran Rodgers, Head of Strategic Housing frodgers@northampton.gov.uk
Treasury Management Mid Year Report 2012-13	That Cabinet recommend to Council that they note the Council's treasury management performance to 230 <sup>th</sup> September 2012.	Cabinet	14 Nov 2012	NON-KEY	S. 151 Officer, Monitoring Officer, Cabinet Member for Finance, Audit Committee.	Briefing notes, reports and/or meetings.	06-11-2012 Cllr Bottwood Robin Bates, Head of Finance and Resources rbates@northampton.gov.uk





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Medium Term Financial Strategy Update	Approve the updates to the Medium Term Financial Strategy.	Cabinet	14 Nov 2012	NON-KEY	N/A	N/A	06-11-2012 Cllr Bottwood Robin Bates, Head of Finance and Resources rbates@northampton.gov.uk
Tenancy Strategy 2012-2013	☞ Approve the Tenancy Strategy and the accompanying Tenancy Policy.	Cabinet	12 Dec 2012	KEY	Private Registered Providers, Homes and Communities Agencies, Management Board, Housing, Planning, General Public (12 week consultation) Tenants and households on the Housing Register.	16 week consultation with documents on the internet for comments with a purpose built questionnaire. Awareness Session in the Great Hall for all Consultees, Tenants Area Panels in July and internal briefing sessions for staff.	Cllr Markham 04-12-2012 Gary Parsons, Housing Strategy and Performance Manager gparsons@northampton.gov.uk
Housing Allocations Scheme	☞ Approval of the Housing Allocations Scheme	Cabinet	12 Dec 2012	KEY	All customer on the housing register, housing association partners, statutory and voluntary agencies, elected members, trade union staff at NBC and community forums/community organisations and faith groups.	Questionnaire, one to one meetings, surgeries, focus groups, forums, drop in sessions and letters.	04-12-2012 Cllr Markham Fran Rodgers, Head of Strategic Housing frodgers@northampton.gov.uk

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Draft Budget 2013-2016	Approve the draft capital and revenue budgets for consultation with the public.	Cabinet	19 Dec 2012	NON-KEY	The public and local businesses.	Online and paper survey and meetings	11-12-2012 Cllr Bottwood Robin Bates, Head of Finance and Resources rbates@northampton.gov.uk
Council Tax Reduction Scheme	 Approval of Local Council Tax Reduction Scheme design.	Cabinet	19 Dec 2012	KEY	Public and Stakeholders.	6 week consultation with documents on the internet for comments with a purpose built questionnaire. Meetings held with third sector and attendance at minority forums.	11-12-2012 Cllr Bottwood Robin Bates, Head of Finance and Resources rbates@northampton.gov.uk