



**NORTHAMPTON**  
**BOROUGH COUNCIL**

# **CABINET AGENDA**

**Wednesday, 21 June 2017**

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

6:00 pm

**Members of the Cabinet:**

**Councillor:** Jonathan Nunn (Leader of the Council)

**Councillor:** Phil Larratt (Deputy Leader)

**Councillors:** Mike Hallam, Tim Hadland, Stephen Hibbert, Brandon Eldred and Anna King.

**Chief Executive** David Kennedy

If you have any enquiries about this agenda please contact  
[democraticservices@northampton.gov.uk](mailto:democraticservices@northampton.gov.uk) or 01604 837722

## PORTFOLIOS OF CABINET MEMBERS

CABINET MEMBER	TITLE
Councillor J Nunn	Leader
Councillor P Larratt	Deputy Leader
Councillor M Hallam	Environment
Councillor B Eldred	Finance
Councillor T Hadland	Regeneration, Enterprise and Planning
Councillor S Hibbert	Housing and Wellbeing
Councillor A King	Community Engagement and Safety

### SPEAKING AT CABINET MEETINGS

Persons (other than Members) wishing to address Cabinet must register their intention to do so by 12 noon on the day of the meeting and may speak on any item on that meeting's agenda.

Registration can be by:

Telephone: (01604) 837722  
(Fax 01604 838729)

In writing: Democratic Services Manager  
The Guildhall, St Giles Square, Northampton NN1 1DE  
For the attention of the Democratic Services Officer

By e-mail to [democraticservices@northampton.gov.uk](mailto:democraticservices@northampton.gov.uk)

Only thirty minutes in total will be allowed for addresses, so that if speakers each take three minutes no more than ten speakers will be heard. Each speaker will be allowed to speak for a maximum of three minutes at each meeting. Speakers will normally be heard in the order in which they registered to speak. However, the Chair of Cabinet may decide to depart from that order in the interest of hearing a greater diversity of views on an item, or hearing views on a greater number of items. The Chair of Cabinet may also decide to allow a greater number of addresses and a greater time slot subject still to the maximum three minutes per address for such addresses for items of special public interest.

Members who wish to address Cabinet shall notify the Chair prior to the commencement of the meeting and may speak on any item on that meeting's agenda. A maximum of thirty minutes in total will be allowed for addresses by Members unless the Chair exercises discretion to allow longer. The time these addresses take will not count towards the thirty minute period referred to above so as to prejudice any other persons who have registered their wish to speak.

### KEY DECISIONS

 denotes the issue is a 'Key' decision:

- 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 purpose 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.

**NORTHAMPTON BOROUGH COUNCIL**

**CABINET**

Your attendance is requested at a meeting to be held:  
in The Jeffrey Room, St. Giles Square, Northampton, NN1 1DE.  
on Wednesday, 21 June 2017  
at 6:00 pm.

**D Kennedy**  
**Chief Executive**

**AGENDA**

**1. APOLOGIES**

**2. MINUTES**

**3. INTENTION TO HOLD PART OF THE MEETING IN PRIVATE**

There is an intention to hold part of the meeting in private – Item 13 - Disposal of land at Lancaster Way (Appendix 1) and Item 15 - Redevelopment of Toms Close, Collingtree

Exempt Information means information falling within the following seven categories outlined in schedule 12A of the Local Government Act 1972: Part 1

Item 13 – Disposal of land at Lancaster Way, Appendix 1 (private) contains sensitive commercial information relating to a firm or individual can be found within the appendix. Therefore, it has been exempted under schedule 12A, Part 1, (3) “*Information relating to the financial or business affairs of any particular person (including the authority holding that information)*”.

Item 15 - Redevelopment of Toms Close, Collingtree also contains sensitive commercial information relating to a firm or individual can be found within the report and appendices. Therefore, it has been exempted under schedule 12A, Part 1, (1 & 3) “Information relating to any individual” and “*Information relating to the financial or business affairs of any particular person (including the authority holding that information)*”.

**4. DEPUTATIONS/PUBLIC ADDRESSES**

**5. DECLARATIONS OF INTEREST**

**6. ISSUES ARISING FROM OVERVIEW AND SCRUTINY COMMITTEES**

**(A) RECOMMENDATIONS OF THE OVERVIEW AND SCRUTINY COMMITTEE - EMISSION STRATEGY (ACTION PLAN)**

Report of the Chair of the Overview and Scrutiny Committee (Copy herewith)


**(B) RECOMMENDATIONS OF THE OVERVIEW AND SCRUTINY COMMITTEE - CHILD SEXUAL EXPLOITATION**

Report of the Chair of the Overview and Scrutiny Committee (Copy herewith)


**(C) RECOMMENDATIONS OF THE OVERVIEW AND SCRUTINY  
COMMITTEE - HOMELESSNESS (PRE-DECISION SCRUTINY)**

Report of the Chair of the Overview and Scrutiny Committee (Copy herewith)


**7. IMMEDIATE ARTICLE 4 DIRECTION - HOUSES IN MULTIPLE OCCUPATION  
(HMO) IN FAR COTTON AND DELAPRE**

 Report of the Director of Regeneration, Enterprise and Planning (Copy herewith)

**8. DELAPRE ABBEY**

 Report of the Director of Regeneration, Enterprise and Planning (Copy herewith).

**9. ENVIRONMENTAL ENFORCEMENT**

 Report of the Director of Environment and Culture (Copy herewith.)

**10. INSURANCE TENDERING EXERCISE**

 Report of the Chief Executive (Copy herewith)

**11. QUARTER 4 - PERFORMANCE REPORT**

Report of the Borough Secretary. (Copy herewith.)

**12. FINANCE AND MONITORING OUTTURN 2016/17**

 Report of the Chief Finance Officer (Copy herewith.)

**13. DISPOSAL OF LAND AT LANCASTER WAY**

 Report of the Director of Regeneration, Enterprise and Planning (Copy herewith).

**14. EXCLUSION OF PUBLIC AND PRESS**

THE CHAIR TO MOVE:

“THAT THE PUBLIC AND PRESS BE EXCLUDED FROM THE REMAINDER OF THE MEETING ON THE GROUNDS THAT THERE IS LIKELY TO BE DISCLOSURE TO THEM OF SUCH CATEGORIES OF EXEMPT INFORMATION AS DEFINED BY SECTION 100(1) OF THE LOCAL GOVERNMENT ACT 1972 AS LISTED AGAINST SUCH ITEMS OF BUSINESS BY REFERENCE TO THE APPROPRIATE PARAGRAPH OF SCHEDULE 12A TO SUCH ACT.”

**SUPPLEMENTARY AGENDA**

**Exempted Under Schedule  
12A of L.Govt Act 1972  
Para Nos:- 1 and 3**

(A) DISPOSAL OF LAND AT LANCASTER WAY - (3)  
PRIVATE APPENDICES

15. REDEVELOPMENT OF TOMS CLOSE, COLLINGTREE (3)

 Report of the Chief Executive (Copy herewith)

## NORTHAMPTON BOROUGH COUNCIL

### CABINET

Wednesday, 10 May 2017

**PRESENT:** Councillor Nunn (Chair); Councillors Eldred, Hadland, Hallam, Hibbert and King

#### 1. APOLOGIES

Apologies were received from Councillor Larratt

#### 2. MINUTES

The minutes of the meeting held on the 12<sup>th</sup> April 2017 were agreed and signed by the Leader.

#### 3. INTENTION TO HOLD PART OF THE MEETING IN PRIVATE

There were no items to be heard in private.

#### 4. DEPUTATIONS/PUBLIC ADDRESSES

There were none.

#### 5. DECLARATIONS OF INTEREST

There were none.

#### 6. ISSUES ARISING FROM OVERVIEW AND SCRUTINY COMMITTEES

There were none.

#### 7. UPDATING THE WHISTLEBLOWING POLICY AND PROCEDURE

The Leader submitted his report and elaborated thereon. He explained that the Whistleblowing Policy enables those who work for the Council to disclose allegations of malpractice in confidence and reassured they will be effectively investigated without fear of reprisal and that the review of the Policy was being undertaken as part of the implementation of the Council's Governance Action Plan. It was also noted that as the update to the Policy would reinforce Cultural Change Programme.

#### RESOLVED:

- 2.1 That it be recommended to Full Council that the Council retain an external provider to operate an external whistleblowing hotline for the Council;
- 2.2 That the draft Whistleblowing Policy and Procedure attached at Appendix 1 of the report be recommended to Full Council for approval;
- 2.3 That the expenditure on an external whistleblowing hotline as detailed in paragraph 4.2.1 of the report, subject to Full Council approving a revised Whistleblowing Policy and Procedure that includes use of an external whistleblowing hotline be approved;
- 2.4 That authority be delegated to the Borough Secretary & Monitoring Officer in consultation with the Leader of the Council, to select an external whistleblowing

provider and determine the specific level of expenditure within the range approved by Cabinet, following a process conducted in accordance with the Contract Procedure Rules.

- 2.5 That it be recommended to Full Council, that upon adoption of a new Whistleblowing Policy and Procedure, training on whistleblowing is provided to Councillors and Council staff, alongside a campaign to raise awareness of whistleblowing arrangements.

## **8. PUBLIC SPACES PROTECTION ORDER - MARBLE ARCH**

Councillor King, as the relevant Cabinet Member submitted her report and noted that Cabinet were being asked for approval to proceed to the Consultation process. It was explained that the area of Marble Arch had been identified as being a hotspot for street drinking, fly-tipping and anti-social behaviour for numerous years.

The Leader noted his support for the Consultation and welcomed the recommendations.

### **RESOLVED:**

- 2.1 That approval be granted to proceed to the consultation stage for a Public Spaces Protection Order (PSPO) to gate the public Highway known as Marble Arch, between Barrack Road and Ash Street (Appendix 1 of the report).
- 2.2 That Cabinet be presented with the outcome of the consultation, at a future meeting to enable an informed decision to be made on the making of the PSPO.

The meeting concluded at 6.04pm



# OVERVIEW & SCRUTINY VIEWS AND RECOMMENDATIONS

TO CABINET 21 JUNE 2017

<b>Report Title</b>	<b>RECOMMENDATIONS OF THE OVERVIEW AND SCRUTINY COMMITTEE – EMISSION STRATEGY (ACTION PLAN)</b>
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**Agenda Status: PUBLIC**

## 1. Purpose

- 1.1 To present to Cabinet for consideration, the comments and recommendations of the Overview and Scrutiny Committee on the findings of the Scrutiny Review – Emissions Strategy (Action Plan.)
- 1.2 Members of Cabinet have been issued with a copy of the full report. All Overview and Scrutiny review reports are published on the Overview and Scrutiny page on the Council's Webpage and a copy of this report can be located: [www.northampton.gov.uk/scrutiny](http://www.northampton.gov.uk/scrutiny) - Previous Scrutiny Reviews.

## 2. Recommendations

- 2.1 The Overview and Scrutiny Committee recommends to Cabinet that:

### Emissions Strategy Action Plan

- 2.1.1 The Scrutiny Panel notes that the Emissions Strategy only covers the period till 2025. A longer term strategy is devised and implemented so that major stakeholders in the town will have a better understanding of the goals of the town, and can plan ahead to meet them.
- 2.1.2 The Scrutiny Panel notes that while vehicle emissions contribute to poor air quality, there are other sources of pollution in the town, including residential, commercial and industrial activity. It should be ensured that the Borough Council uses all measures available to influence all planning activities and the development of the Local Plan and licensing, to help mitigate any adverse effects, and to ensure that any developments in the future do not adversely contribute to poor air quality.



- 2.1.3 The Borough Council takes the initiative with electric charging points. Borough owned car parks should have charging points installed so that those with electric cars can charge them while they shop. These charge points should allow preferential parking to encourage the use of electric vehicles.
- 2.1.4 The NLES contains a procurement guide which seeks to emphasise low emission procurement. The procurement guide that has been developed is championed, trialled and applied throughout Council procurement policy where possible, and use this as best practice for investigating the benefit of whole life costing for ULEV. A local employer is identified to trial this as a best practice example.
- 2.1.5 There is a requirement for any new commercial development to have provision for car charging points. Furthermore, the Council should work with existing commercial developments such as Sixfields, Riverside retail park and major supermarkets to provide charging points for electric vehicles.
- 2.1.6 Northampton Borough Council works with private companies to provide electric charging points at minimal cost to the tax payer in those places not covered above and where there is demand.
- 2.1.7 The Scrutiny Panel informs Cabinet that it supports the production of the Borough Council's Low Emissions Strategy and Action Plan; noting the measures included within it that will improve air quality in Northampton, which places an emphasis on emissions reduction (e.g. shift to cleaner alternative vehicles and reduction of users on Northampton's roads.)
- 2.1.8 It is strongly recommended that a town centre wide AQMA is implemented and enquiries are made to more joined up or expanded the AQMAs in Northampton.
- 2.1.9 The following are included within the Low Emissions Strategy Action Plan:
- Where it is not feasible to install full electric vehicle recharging points, developers are encouraged to install cabling for electric vehicle charging points so that they can be activated at a later date.
  - The draft NICE guidelines in respect of minimising the exposure of vulnerable groups to air pollution by siting buildings away from busy roads and ensuring facilities such as schools, nurseries and retirement homes are located in areas where pollution levels are low is considered in relation to development proposals and planning decisions.
  - The Low Emissions Strategy links to Northamptonshire County Council's Health and Wellbeing Strategy.
  - Northampton Borough Council works with Northamptonshire County Council and bus operations regarding the viability and mode of usage of a park and ride scheme for Northampton. The appropriate Community Groups and Councillors are consulted on this.
- 2.1.10 The times that free parking in Northampton are offered is investigated to ascertain whether a better balance of free parking and the minimisation of pollution and congestion is achieved.

- 2.1.11 Enquiries are made with Planning Services regarding how the most effective way bus routes can be maximised through the use of spine roads and direct through routes (separate entry and exits) in developments; encouraging bus routes and off street parking within residential areas to allow for a more free flow of public transport.
- 2.1.12 Investigations are carried out into the feasibility of a Clean Air Zone for Northampton.
- 2.1.13 Investigations into potential sources of funding to develop an electric taxi trial and on street electric charging points for residential areas are carried out.
- 2.1.14 Support is given to a mitigation as standard approach for all new developments regarding air quality impact.

### **Councillor and Public Awareness of Air Quality Issues**

- 2.1.15 Initiatives to raise awareness regarding air quality are investigated; such as the offer of a voucher for a week's trial of an electric car and "Don't use the car for a day" initiative.
- 2.1.16 Real time air quality information and pollution prevention advice is published on information boards on main roads into AQM areas.
- 2.1.17 Information regarding Electric Corby's Initiative – Electric Cars for Private Hire is circulated to all Private Hire Operators in Northampton.

### **Partner Agencies**

- 2.1.18 The Terms of Reference of Multi Agency and Community Meetings regarding developments on the edge of Northampton are investigated to improve the effectiveness of the meetings.
- 2.1.19 A feasibility study is undertaken regarding the viability of changing the entry and exit of the Mayorhold car park and whether this would help congestion, taking into account of the development of the Greyfriars site.
- 2.1.20 The Scrutiny Panel notes that partner Agencies and Councils are also undertaking work on air quality. To ensure that there is co-operation between County, borough, district and other stakeholders (including Community Groups), a cross Council Working Group is established so that co-operation is improved.
- 2.1.21 The Licensing Committee works with partners such as the Hackney carriage association to promote the use of low emissions vehicles. The licensing committee should work with partners to formulate a robust strategy when licensing new vehicles in the town.
- 2.1.22 The Borough Council works with partners such as stagecoach and UNO to ensure that any new buses moving into the town meet high standards, and that the council works with its partners at the County Council to investigate the setting of an emissions standards for buses, such as the introduction of a Traffic Regulation Order (TRO) or a Clean Air Zone. This should be a progressive standard which sets an initial benchmark.

- 2.1.23 The Borough Council works with stagecoach and UNO to trial Electric and/or alternate fuel vehicles if funding can be secured from central Government.
- 2.1.24 Northampton Borough Council works with Highways, Northamptonshire County Council to review the current and future planned road network to determine if there are any changes that can be made to speed up traffic into, out of, through and around the town.
- 2.1.25 A strong emphasis is placed on the planning system to encourage any new development (where members of the public are able to commute to home, work or retail) to be serviced by public transport. Where feasible this should be secured as a condition of development or by agreement, e.g. use of s106 agreement.
- 2.1.26 Investigations are carried out to clarify responsibility for the provision of appropriate infrastructure to promote the use alternative means of transport such as the use of buses, walking and cycling, for example bus shelters and cycle routes.

### **3. Background and Issues**

- 3.1 The objective of the pre-decision scrutiny review was to provide Scrutiny input into the Action Plan for the Council's Emissions Strategy

#### **Key lines of Inquiry:**

- To increase Councillor and public understanding of air quality issues in Northampton
  - To understand the causes and impact of air pollution
  - To understand the actions being taken to reduce air pollution in Northampton
  - To understand the actions being taken by partners to reduce air pollution in Northampton
  - To provide recommendations for the production of the Action Plan for the Council's Emissions Strategy, which will identify ways of improving air quality in Northampton
  - Examine all current air quality management areas to ensure they are performing.
  - To see if they can be improved and consider all other factors and future factors in moving forward
- 3.2 The Overview and Scrutiny Committee considered a briefing note regarding the Emissions Strategy, including hotspots, at its meeting held on 15 August 2016. Following consideration of this information it was agreed that a Scrutiny Review would commence to investigate the Air Quality Action Plan and how Scrutiny could provide input into this. An in-depth review commenced in October 2016 and concluded in April 2017.
- 3.3 This review links to the Council's corporate priorities, particularly corporate priority Protecting Our Environment - A clean and attractive town for residents and visitors.
- 3.4 The Scrutiny Panel established that the following needed to be investigated and linked to the realisation of the Council's corporate priorities:

Background data, including:

- Presentation to set the scene: “Overview of air quality in Northampton”
- Relevant national, other background research papers and relevant Legislation
- Relevant data:
  - Hotspots and trends
  - Draft Low Emissions Strategy 2016/17
  - Statistical data, including national comparison
- Best practice and successful initiatives in both Northampton and elsewhere
- Case studies
- Witness evidence:

#### **Internal**

- Cabinet Member for Environment, Northampton Borough Council (NBC)
- Head of Planning (Planning Policy), NBC
- Senior Environmental Health Officer, NBC

#### **External**

- Consultant, Low Emissions Strategies Ltd
- Director of Public Health, Northamptonshire County Council (NCC)
- Residents’ Groups
- Northamptonshire Green Party
- Highways/Transport choices, NCC
- Carbon Management Team, NCC
- Electric Corby
- Stage Coach/Uno

## **4 Key Findings and Conclusions**

4.1 After all of the evidence was collated the following conclusions were drawn:

### **Emissions Strategy Action Plan**

- 4.1.1 The Scrutiny Panel supported the production of the Borough Council’s Emissions Strategy and Action Plan; noting the measures that will improve air quality in Northampton. The Scrutiny Review had identified further suggestions for improvement for inclusion within the Action Plan, as detailed below:
- 4.1.2 The Scrutiny Panel was pleased that electric charging points are starting to be installed around the town. The Scrutiny Panel recognises that there is currently low demand for charging points and welcomed the fact that developers will put the cabling in for charging points, so that they can be activated at a later date.
- 4.1.3 The Scrutiny Panel conveyed concern about the building of houses near to busy roads and the problem of this needs recognition. The draft NICE guideline does indeed refer to minimising the exposure of vulnerable groups to air pollution by siting buildings away from

busy roads and ensuring facilities such as schools, nurseries and retirement homes are located in areas where pollution levels will be low. The Scrutiny Panel emphasises that this needs to be considered in relation to development proposals and planning decisions.

- 4.1.4 The Scrutiny Panel welcomed the discount Mega Rider Ticket Scheme officer that had been put forward to Northamptonshire County Council to help reduce the traffic congestion impact of the relocation of its staff to the Angel One site in the town centre.
- 4.1.5 The Scrutiny Panel realised that a park and ride could be viable in Northampton but would require NCC, NBC and the bus operators to all work together.
- 4.1.6 Evidence received highlight the need to obtain a better balance free car parking and minimising pollution and congestion. Problems in Northampton often occur during the late afternoon period, particularly in the months leading up to Christmas, when shoppers leave the town at the same time as people leaving work, severely worsening the congestion in the town centre.
- 4.1.7 The Scrutiny Panel was pleased to note that the St James Smart Corridor will in theory help to speed up buses.

### **Councillor and Public Awareness of Air Quality Issues**

- 4.1.8 Evidence received highlighted the need to look at how awareness can be raised regarding air quality and new initiatives brought in, for example a suggested initiative being the offer of a voucher for a week's trial of an electric car, and "Don't use the car for a day" initiative.
- 4.1.9 There are around 400 air quality management areas in England alone. There are seven in Northampton at present.
- 4.1.10 The Scrutiny Panel welcomed the report that £8 million had been approved for the North West bypass. The need for an orbital road system was highlighted. It was acknowledged this would cost in the region of £150 million. Busy and complex traffic junctions will continue unless a more strategic solution is found.

### **Actions taken by Partner Agencies**

- 4.1.11 Evidence detailed that Transport Planners do not necessarily consider air quality. The Scrutiny Panel felt that there is a need to consider how Northampton Borough Council (NBC) communicates with Authorities/Agencies that are pushing for developments on the edge of the boundary of Northampton. The Scrutiny Panel was pleased that cross border meetings do take place but there is a need to improve their effectiveness.
- 4.1.12 The Scrutiny Panel welcomed that NBC has a good working relationship with StageCoach.

- 4.1.13 Evidence received highlighted that there is very good working by Agencies but also an element of disconnectivity between NBC, NCC, Public Health and the public. There is a need to link the Emissions Strategy to the Health and Wellbeing Strategy. Agencies need to work together to tackle this. Agencies often have different priorities.
- 4.1.14 NICE has produced a draft guideline document around outdoor air quality and health.
- 4.1.15 The Scrutiny Panel realised that no one Agency is responsible for the installation and maintenance of bus shelters, some are the responsibility of NBC, some NCC and others commercial organisations or Parish Councils. The cost of a bus shelter is around £8,000
- 4.1.16 Evidence received highlighted that options that help to increase road capacity in the town centre area should be looked at. The Scrutiny Panel felt that it would be useful to investigate the feasibility of changing the entry and exit of the Mayorhold car park and whether it would help congestion.
- 4.1.17 Evidence received showed that it is vital to ensure that core spine routes are built through adjoining residential developments to enable the maximum level of bus service to be provided and to help ensure that such services become commercial.
- 4.1.18 The Scrutiny Panel supported the information from Electric Corby regarding its initiative – Electric Cars for Private Hire should be shared with Private Hire Operators in Northampton.

## **5. 5 Options**

- 5.1 Cabinet will need to consider the possible options as part of its response to the recommendations.

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

#### **6.1 Policy**

- 6.1.1 The work of Overview and Scrutiny plays a major part in the development of the Council's policy framework through its work programme.
- 6.1.2 The report and its recommendations have policy implications in relation to the Council's response to the Emissions Strategy (Action Plan). Cabinet's response will need to consider these issues in detail.

#### **6.2 Resources and Risk**

- 6.2.1 Cabinet will need to consider the resourcing issues for the recommendations made.
- 6.2.2 **Legal**

6.2.3 Legal issues will need to be considered as part of Cabinet's response to the recommendations.

### **6.3 Equality**

6.3.1 Equality issues will need to be considered as part of Cabinet's response to the recommendations.

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

6.5.1 The Committee received evidence from a variety of sources as detailed in paragraph 3.4 of this report.

### **Background Papers**

Overview and Scrutiny Committee report – Emissions Strategy (Action Plan)  
Minutes of the meeting of the Overview and Scrutiny Committee – 8 May 2017

**Report Author and Title:** Tracy Tiff, Scrutiny Officer, on behalf of Councillor Jamie Lane,  
Chair, Overview and Scrutiny Committee

**Telephone and Email:** 0300 330 7000, email: [tiff@northampton.gov.uk](mailto:tiff@northampton.gov.uk)



# OVERVIEW & SCRUTINY VIEWS AND RECOMMENDATIONS

TO CABINET 21 JUNE 2017

Report Title	RECOMMENDATIONS OF THE OVERVIEW AND SCRUTINY COMMITTEE – CHILD SEXUAL EXPLOITATION
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**Agenda Status: PUBLIC**

## 1. Purpose

- 1.1 To present to Cabinet for consideration, the comments and recommendations of the Overview and Scrutiny Committee on the findings of the Scrutiny Review – Child Sexual Exploitation (CSE.)
- 1.2 Members of Cabinet have been issued with a copy of the full report. All Overview and Scrutiny review reports are published on the Overview and Scrutiny page on the Council's Webpage and a copy of this report can be located: [www.northampton.gov.uk/scrutiny](http://www.northampton.gov.uk/scrutiny) - Previous Scrutiny Reviews.

## 2. Recommendations

- 2.1 The Overview and Scrutiny Committee recommends to Cabinet that:
  - 2.1.1 Northampton Borough Council establishes its own CSE Officer Group (to direct and co-ordinate all of the action the Council takes to detect, prevent and reduce CSE) and that:

### **Making Public Spaces Safer**

- 2.1.2 Northampton Borough Council and Northampton Partnership Homes undertake a systematic review of all public spaces within their control to ensure that those spaces are made as safe as possible.
- 2.1.3 Officers of Northampton Borough Council meet with the Service Manager of the RISE Team on a quarterly basis to plan a programme of joint operations in Northampton in order to detect, prevent and raise awareness of CSE.



## **Communication and E-Safety**

- 2.1.4 Officers of Northampton Borough Council work with Northamptonshire County Council's E-Safety Officer and the RISE Team to explore ways in which the Borough Council's website can be used to promote safe internet use by children and young people, and to publicise the services and information portals where young people can receive information and support.
- 2.1.5 Northampton Borough Council recommends to Northamptonshire County Council's Director of Education Services that healthy relationships and sex education are included within the school curriculum.

## **Training and Awareness Raising**

- 2.1.6 All Members of Northampton Borough Council are issued with a copy of the LGA toolkit, "Tackling CSE – A resource pack for Councillors" and the NSPCC's "Solution Focused Practice Toolkit – Helping Professionals use the approach when dealing with children and young people".
- 2.1.7 All Members of Northampton Borough Council should take positive steps (as Ward Councillors and School Governors) to persuade the all the borough's secondary and academies to show the short video, "*Kayleigh's Love Story*" to their students.
- 2.1.8 All Officers and Members of Northampton Borough Council receive training on how to recognise the signs of CSE and how they should report it.
- 2.1.9 The Chief Executive of Northampton Partnership Homes is asked to ensure that all of its Officers and relevant Board Members receive training on how to recognise the signs of CSE and how they should report it.
- 2.1.10 Relevant Officers and Members of Northampton Borough Council undertake online training for practitioners on national best practice.
- 2.1.11 Northampton Borough Council actively encourages and hosts a series of briefings and training sessions for community groups in the borough (including community centres and youth groups), in order to raise awareness of how to recognise the signs of CSE and how to report it.

## **3. Background and Issues**

- 3.1 The purpose of the pre-decision scrutiny review was to ensure Northampton Borough Council (NBC) plays an active role in tackling Child Sexual Exploitation (CSE)

## Key lines of Inquiry:

- To gain an understanding of the work currently being undertaken by partnerships, statutory and voluntary organisations, and the Police to address these issues
- To investigate how NBC contributes to the above work
- To raise awareness of CSE, human trafficking and domestic slavery of children in Northampton
- To explore best practice elsewhere in identifying and providing support to victims of CSE
- To understand what NBC is doing outside the Scrutiny process in relation to human trafficking and domestic slavery of children

3.2 The Overview and Scrutiny Committee, at its work programming event in April 2016, agreed to include a review that would look at how NBC played an active role in tackling CSE. The Overview and Scrutiny Committee commissioned Scrutiny Panel 1 to undertake the review. An in-depth review commenced in May 2016 and concluded in March 2017.

3.3 This review links to the Council's corporate priorities, particularly corporate priority 2 – Safer Communities – Making you feel safe and secure.

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

- Presentation to set the scene: To identify the prevalence of the problem locally
  - Relevant national and local background research papers
  - Definitions – CSE, human trafficking and domestic slavery
  - Case Studies
- Best practice external to Northampton
  - Site visit to the RISE Team, Northampton, MAASH, and other areas of the country that have been recognised for its good work in CSE
  - Internal expert advisors:
    - Leader of the Council, Northampton Borough Council (NBC)
    - Cabinet Member for Community Safety, NBC
    - Director of Customers and Communities, NBC and the Environmental Health and Licensing Manager, NBC
    - Chair of the Community Safety Partnership (CSP)
    - Service Manager, Anti-Social Behaviour Unit
  - External expert advisors:
    - Head of Protecting Vulnerable Persons, Northamptonshire Police
    - Service Manager, RISE Team
    - Senior Manager, Northamptonshire Safeguarding Children's Board
    - Director, Education Services, NCC
    - Representative, Children's Rights' Group, Corporate Parenting Board
    - Chief Officer, Northamptonshire Victim Support
    - Cabinet Member for Adult Services, NCC

- Cabinet Member for Children's Services, NCC
- Chair, Northamptonshire Safeguarding Children Board
- Service Manager, Barnardo's
- Service Manager, Save the Children
- Chief Officer, Service Six
- Chief Officer, Lowdowne Centre
- Manager, Free to Talk Group
- Chief Officer, Rape and Crisis Centre
- Chief Executive, Northampton Partnership Homes (NPH)
- Chief Officer, Northamptonshire Healthcare NHS Foundation Trust

## **4 Key Findings and Conclusions**

- 4.1 After all of the evidence was collated the following conclusions were drawn:
- 4.2 Evidence from the RISE Team over the last year suggests that CSE is being committed in Northampton predominantly by individual adults offending against young persons. Evidence highlighted that there has fortunately been very limited information that gang related or organised CSE is taking place. Where such information has been received a number of intelligence led operations have been conducted; these include Operation Vacation which targeted a group of adult males (aged in their 20s and 30's) from Northampton who were believed to be exploiting teenage females and Operation Tanka, targeting offenders exploiting teenage females in the sex trade. This resulted in the prosecution of 34 year old female at Northampton Crown Court in June 2016.
- 4.3 The Scrutiny Panel further acknowledged that child sexual exploitation is still a largely hidden and unknown crime and that it is key for Agencies to tackle this issue by working together. There is good collaborative working between Agencies in Northampton.
- 4.4 Oxfordshire has an initiative - "hotel watch" whereby an adult and child try to book a room. If successful, officers will then approach the hotel and work with them to ensure they recognise and understand the risks of CSE. The Scrutiny Panel acknowledged that Officers from NBC have held discussions with Northants Police regarding how such initiatives could be supported in Northampton. The Scrutiny Panel felt that there is a need to keep a "watching eye" on known hotspots in the town.
- 4.5 It was noted that when the "Rotherham report" had been published, NBC had been very proactive in picking up on its responsibilities and actions. A Multi Agency conference had been held. NBC works in partnership with all the relevant Agencies. Frontline Officers have received the relevant awareness training. Training has also been rolled out to Taxi and Private Hire drivers. Such training is now part of the induction process for all new Hackney and Private Hire taxi drivers.
- 4.6 The Scrutiny Panel emphasised that from the evidence received, it was evident of the huge amount of work already done by Officers at Northampton Borough Council. The Scrutiny Panel agreed that it would be beneficial for National best practice online training for practitioners is used by the Borough Council.

- 4.7 The Scrutiny Panel felt that it would be useful for ward Councillors, should they have the opportunity, to encourage all secondary schools, including academies, to show the short video - "Kayleigh's Love Story" to its pupils.
- 4.8 The Scrutiny Panel felt that there needs to be education on healthy relationships and sex education within schools. Peer education is a powerful tool; it would be useful for peer mentors to get the messages across.
- 4.9 In addition, the Scrutiny Panel recognised that it is key for there to be training and the right behaviour. For example, the Scrutiny Panel had been impressed by the safeguarding training that was offered to Councillors, delivered by Officers of the Council, the RISE Team and the Northants Rape Crisis Centre.
- 4.10 The Scrutiny Panel welcomed the fact that Operatives from Northampton Partnership Homes (NPH) have a card that they complete if they have any concerns regarding CSE or grooming. Operatives also have "Toolbox Talks" and receive awareness raising sessions. The Scrutiny Panel agreed that it is important that all Operatives have training on awareness raising.
- 4.11 Evidence received highlighted that there is an opportunity to further tackle CSE by utilising NBC staff more effectively, for example by training Neighbourhood Wardens and Food Safety Officers to recognise and report CSE. There are also opportunities to launch a hotel watch scheme and do more around the night time economy. It was acknowledged and welcomed that these are being progressed via a new action plan implemented by the CSE and Missing sub-group of the Northamptonshire Safeguarding Children's Board.
- 4.12 The site visits undertaken by representatives of the Scrutiny Panel had highlighted that there are rigorous systems in place to protect children. The site visit to MASH was extremely useful in informing the evidence base of this Scrutiny Review; but the Scrutiny Panel was concerned by the number of reports of abuse.
- 4.13 There is a need to ensure that both the indoor and the outdoor environment are as safe as possible where children are likely to play in communal areas.
- 4.14 The Scrutiny Panel highlighted the need to promote on-line and telephone services available for young people.
- 4.15 Based on evidence provided by expert advisors, the Scrutiny Panel conveyed concern regarding exploitation that takes place on the Internet.
- 4.16 From the evidence gathered, the Scrutiny Panel was furnished with an understanding of what NBC is doing in relation to human trafficking and domestic slavery of children.

## **5. Options**

- 5.1 Cabinet will need to consider the possible options as part of its response to the recommendations.

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

### **6.1 Policy**

6.1.1 The work of Overview and Scrutiny plays a major part in the development of the Council's policy framework through its work programme.

6.1.2 The report and its recommendations have policy implications in relation to the Council's response to CSE. Cabinet's response will need to consider these issues in detail.

### **6.2 Resources and Risk**

6.2.1 Cabinet will need to consider the resourcing issues for the recommendations made.

### **6.3 Legal**

6.3.1 Legal issues will need to be considered as part of Cabinet's response to the recommendations.

### **6.4 Equality**

6.4.1 Equality issues will need to be considered as part of Cabinet's response to the recommendations.

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

6.5.1 The Committee received evidence from a variety of sources as detailed in paragraph 3.4 of this report.

## **7. Background Papers**

- Overview and Scrutiny Committee report – Child Sexual Exploitation
- Minutes of the meeting of the Overview and Scrutiny Committee – 8 May 2017

**Report Author and Title:** Tracy Tiff, Scrutiny Officer, on behalf of Councillor Jamie Lane, Chair, Overview and Scrutiny Committee

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# OVERVIEW & SCRUTINY VIEWS AND RECOMMENDATIONS

TO CABINET 21 JUNE 2017

Report Title	RECOMMENDATIONS OF THE OVERVIEW AND SCRUTINY COMMITTEE – HOMELESSNESS (PRE-DECISION SCRUTINY)
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**Agenda Status: PUBLIC**

## 1. Purpose

- 1.1 To present to Cabinet for consideration, the comments and recommendations of the Overview and Scrutiny Committee on the findings of the Scrutiny Review – Homelessness (Pre-Decision Scrutiny.)
- 1.2 Members of Cabinet have been issued with a copy of the full report. All Overview and Scrutiny review reports are published on the Overview and Scrutiny page on the Council's Webpage and a copy of this report can be located: [www.northampton.gov.uk/scrutiny](http://www.northampton.gov.uk/scrutiny) - Previous Scrutiny Reviews.

## 2. Recommendations

- 2.1 The Overview and Scrutiny Committee recommends to Cabinet that:

### Multi Agency Working

- 2.1.1 The Council undertakes a comprehensive review of homelessness in the borough and develops a new 5 year Homelessness Strategy that is designed to substantially reduce the number of households that become homeless and the number of homeless families that are living in temporary accommodation.
- 2.1.2 The Council establishes a Homelessness Strategy Implementation Group to direct, coordinate and monitor the action that the Council and its partners take to tackle, prevent and reduce homelessness in the borough.

## **Improving access to homelessness services**

- 2.1.3 The Council publishes an information leaflet, (electronic, paper base and in languages commonly known to be spoken by rough sleepers), for distribution to all Agencies, services and more widely available to members of the public, which sets out very clearly how its homelessness and housing advice services are organised – together with details of the services provided by other organisations and services – and how people can access them.
- 2.1.4 A comprehensive review of rough sleeping services is carried out to ensure that all services are operating efficiently and effectively, and that there is no unnecessary duplication of effort between the Night shelter, the Hope Centre, Oasis House, NAASH and other services.
- 2.1.5 A Homeless Forum is established that engages with other statutory and non-statutory Agencies.
- 2.1.6 The Council carries out an annual review of rough sleeping in the borough that goes beyond the limitations of the Statutory requirements, for example personalised Development Plans are produced for each rough sleeper and that these continue to be implemented even after they have moved into permanent housing.
- 2.1.7 There is active and meaningful involvement of individuals who have lived experience or service users with the development and delivery of services, and the implementation process.
- 2.1.8 The Council considers its approach to assisting individuals with multiple and complex needs.

## **Improving access to health services**

- 2.1.9 The existing arrangements for meeting the health needs of homeless people (including rough sleepers) are reviewed and strengthened – informed by a Health Needs Audit - to ensure that rough sleepers and people who are living in temporary accommodation are not only aware of, but are also helped to connect with, local support services.
- 2.1.10 Details of the medical advice and treatment available to people who are homeless and/or sleeping rough – at various locations, including Maple Access and Oasis House – are communicated to all organisations and services in order that they can be shared with people who are homeless or at risk of becoming homeless.

## **Temporary accommodation**

- 2.1.11 The Council develops an ambitious plan, using SMART outcomes, for minimising its use of Bed & Breakfast accommodation and out-of-borough temporary accommodation.
- 2.1.12 The Council works imaginatively and collaboratively with Northamptonshire County Council, and other Agencies and organisations, to provide more support for homeless families in temporary accommodation and mitigating any adverse effects on the families' finances and the children's schooling and healthcare.
- 2.1.13 All nightly-purchased temporary accommodation that is used by the Borough Council should provide free Wi-Fi facilities.

## **3. Background and Issues**

- 3.1 The purpose of the pre-decision scrutiny review was to review how the Borough Council and its partners prevent homelessness and to respond to those without homes in the borough.

### **Key Lines of Enquiry**

- To gain an understanding of the work currently being undertaken by Northampton Borough Council (NBC), partnerships, statutory and voluntary organisations to address homelessness
  - To assess the extent of homelessness and rough sleeping in the borough assess the initiatives currently in place to tackle homelessness
  - To examine the Council's Severe Weather Provision
  - To gain an understanding of the effect on the health, wellbeing and the safety of homelessness people, including rough sleepers
  - To gain an understanding of the causes and barriers to support homelessness
  - Identify any specific groups that are not accessing services
- 3.2 The Overview and Scrutiny Committee, at its work programming event in April 2016, agreed to include a review around how the Borough Council and its partners prevent homelessness. An in-depth review commenced in May 2016 and concluded in March 2017.
- 3.3 This review links to the Council's corporate priorities, particularly corporate priority 3 - Housing for Everyone - Helping those that need it to have a safe and secure home
- 3.4 The Scrutiny Panel established that the following needed to be investigated and linked to the realisation of the Council's corporate priorities:



Background data, including:

- Presentation to set the scene: To identify the prevalence of the problem locally
  - Relevant national and local background research papers
  - Definitions – Homelessness and Rough Sleepers
  - Homelessness Legislation
  - Causes of Homelessness, including Rough Sleeping
  - Relevant Council Policies and Strategies
  - Statistics:
    - Rough sleeper data
    - Homelessness data
  - Relevant Legislation:
    - Welfare Reform Act 2012
    - Localism Act 2011
    - Homelessness Act 2002
    - The Health and Social Care Act 2012
  - Relevant published papers on homelessness and rough sleeping
- Best practice external to Northampton
  - Internal expert advisors:
    - Cabinet Member for Housing, NBC
    - Housing Options and Advice Manager, NBC
    - Head of Revenues and Benefits, LGSS
    - Cabinet Member for Community Safety, NBC
    - Chair of the Community Safety Partnership (CSP) and the Community Safety Team
    - Case Managers, Anti-Social Behaviour Unit
  - External expert advisors:
    - Head of Protecting Vulnerable Persons, Northamptonshire Police
    - Director of Public Health, Northamptonshire County Council
    - Manager, Hope Centre
    - Manager, Maple Access
    - Manager, NAASH
    - Drug and Alcohol Challenge Officer, the Bridge
    - Operations Manager, Midland Heart Housing Association
    - Service Manager, Salvation Army
    - Chief Executive, Central Northamptonshire CAB
    - Emmaus, Homelessness Charity

- Shelter
  - Crisis
  - Healthwatch Northamptonshire
- Site visit to temporary accommodation(s) and Oasis House

## 4 Key Findings and Conclusions

4.1 After all of the evidence was collated the following conclusions were drawn:

### Causes of homelessness

- 4.1.1 Evidence received highlighted Homelessness takes many forms and, although people who are sleeping rough on the streets or living in temporary accommodation are literally homeless, people do not need to be roofless to be classified as 'homeless'. Someone who is sofa surfing or living in unreasonable conditions, for example, may still be 'homeless', and someone who is likely to become homeless within the next 28 days may be treated as being 'threatened with homelessness'.
- 4.1.2 There are many reasons why people become homeless. In Northampton, the main causes of homelessness are as follows:
- Termination of an Assured Shorthold Tenancy (AST) because the landlord wants to sell the property or let it to someone else who is able to pay a higher rent;
  - Relationship breakdown (violent / non-violent); and
  - Family or friends no longer able or willing to accommodate.
- 4.1.3 Other causes of homelessness include illness, bereavement, the loss of employment, a sudden reduction in income, harassment and unlawful eviction, tenancy breakdown, unmet support needs, mental health problems, substance misuse, leaving prison or hospital in an unplanned way, and difficulty in accessing private and social housing.
- 4.1.4 Homelessness can have a significant impact on people's health, wellbeing and personal safety by:
- Disrupting schooling, healthcare, employment and support networks;
  - Placing a strain on budgets (meals, transport, removals and storage);
  - Limiting space and privacy (affects relationships, friends and homework);
  - Causing a deterioration in physical and mental health;
  - Reducing self-esteem, confidence and personal hygiene;
  - Increasing isolation and the risk of physical assault; and
  - Increasing the misuse of alcohol and drugs.

- 4.1.5 The Scrutiny Panel emphasises that homelessness can happen to anyone and an individual does not have to be roofless to be homeless.
- 4.1.6 Homelessness can be damaging on people's health and wellbeing. Help and assistance is available from a number of Agencies. The Scrutiny Panel welcomed the work that is ongoing regarding the 'TOGETHER we change lives' strategy for ending the need for people to sleep rough in Northampton.
- 4.1.7 The Scrutiny Panel highlights the fact that, just because someone is sitting in a shop doorway with a sleeping bag doesn't necessarily mean they are homeless. Evidence received highlighted the fact that most of the people who are begging in Northampton are not homeless; most are living in supported housing or social rented housing, and some travel into Northampton from other areas. The Scrutiny Panel felt that if non rough sleeping beggars could be tackled, it would help rough sleepers.
- 4.1.8 The Government prescribes the way in which Rough Sleeper Counts and Estimates are carried out, and people who are staying in shelters, hostels and squats are not included in the figures.
- 4.1.9 The Scrutiny Panel was pleased to note that the Police have a good relationship with rough sleepers and the agencies that are helping rough sleepers to come off the streets.

### **Multi Agency working to support homelessness and rough sleeping**

- 4.1.10 The evidence received highlights the good work that it being undertaken by Authorities and organisations and there is a need to ensure there is no duplication of efforts. Joint working and multi-agency working is key in tackling, preventing and reducing homelessness and rough sleeping.
- 4.1.11 The Scrutiny Panel was pleased to hear that, in July 2016, the Northamptonshire Safeguarding Children Board, together with partners, convened a Task and Finish Group in order to gain a clearer understanding of the activity that is being undertaken in Northamptonshire to support families and young people who are facing homelessness.
- 4.1.12 The Scrutiny Panel felt that there is a need for the Council to produce an advisory leaflet (that can be distributed to all agencies and services) which set sets out very clearly how the homelessness and housing advice services are organised and managed in the borough and how people can access them. This will make it easier for customers, but also the groups that refer them.

## **Health and Wellbeing of homeless people, including rough sleepers**

- 4.1.13 Rough sleepers can be very vulnerable and have complex needs. Many have (or have previously had) substance misuse issues, mental health problems and/or suffered a traumatic childhood.
- 4.1.14 The Scrutiny Panel welcomed the establishment of the Emergency Night shelter and the fact that this winter's severe weather project (known as SWEP) will operate from the building (for men only).
- 4.1.15 Those experiencing homelessness of any kind have poorer access to health services and worse health outcomes.
- 4.1.16 As part of its evidence gathering, the Scrutiny Panel received preliminary details regarding the findings of the HealthWatch report. The Scrutiny Panel welcomed the HealthWatch report and the precis of the recommendations contained within it. The Scrutiny Panel recognised that a number of rough sleepers sleep during the day as they feel safer, but by doing this they can miss out on food, accessing support services and gaining assistance. The draft report consists of a number of recommendations:
- Assertive outreach workers should be appointed in order to avoid unnecessary duplication of services
  - Surgeries should be theme based, like dental provision
  - A community psychiatric nurse should be based in the Nightshelter.
  - Alcohol and drugs support services for homeless people should be holistic. The homeless people who were interviewed confirmed that they want to be treated holistically.

### **Effects of homelessness**

- 4.1.17 Evidence presented to the Scrutiny Review highlighted the effects of homelessness:
- Disruption of schooling, healthcare, employment and support networks
  - Lack of space and privacy (affects relationships, homework and friends)
  - Reduced self-esteem
  - More financial strain (meals, transport, removals and storage)
  - Physical / mental health
  - Self-esteem, confidence and personal hygiene
  - Isolation, risk of assault, loss of support networks

- May abuse alcohol and drugs
- May commit petty crime / anti-social behaviour
- Nowhere safe to store personal possessions

### **Temporary accommodation**

- 4.1.18 The Scrutiny Panel was concerned that, sometimes, families that are placed in temporary accommodation outside of the borough. By placing families in temporary accommodation some distance from their children's schools, and expecting families to meet the transport costs, it puts additional financial burdens on the family. Although there is a severe shortage of temporary accommodation in Northampton, every effort needs to be made to ensure that anyone who is placed in temporary accommodation outside of the borough is brought back to Northampton as soon as possible.
- 4.1.19 The Council's temporary accommodation includes self-contained council housing, self-contained privately managed housing and Bed & Breakfast.
- 4.1.20 Evidence received detailed that on 11 January 2017, Cabinet approved the establishment of Guildhall Residential Lettings, an in-house social lettings agency. The social lettings agency will manage and let properties that are leased by the Council or owned by individuals and businesses. If landlords want to manage the property themselves, it can find them suitable tenants.
- 4.1.21 The Housing & Planning Act 2016 strengthens local authority powers to tackle criminal, rogue and irresponsible landlords with the introduction of Banning Orders, a tougher 'fit and proper person' test and Civil Penalties of up to £30,000, together with changes to Rent Repayment Orders. The Scrutiny Panel supported the establishment of the Guildhall Residential Lettings, an in-house social lettings agency.
- 4.1.22 Whilst undertaking site visits to temporary accommodation in the borough, the Scrutiny Panel was pleased to note the high quality accommodation that was offered. One bed and breakfast accommodation in particular provided free Wi-Fi which was felt to be an important facility to be offered.

### **Extent of homelessness and rough sleeping in the borough**

- 4.1.23 Evidence received showed that as of July 2016, homelessness in Northants consisted of 705 homeless acceptances in 2015/16 (up 28% on 2014/15.) As of July 2016, homelessness in Northampton consisted of 321 homelessness acceptances in 2015/16 (up 11% on 2014/15). This is consistent with the Government findings<sup>1</sup> that homelessness in England has increased since 2010. The 2015/16 financial year saw acceptances increase by a further 6% on 2014/15.

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<sup>1</sup> Department of Communities and Local Government – Statutory homelessness and prevention and relief, April to June 2016: England

## **5. Options**

5.1 Cabinet will need to consider the possible options as part of its response to the recommendations.

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

### **6.1 Policy**

6.1.1 The work of Overview and Scrutiny plays a major part in the development of the Council's policy framework through its work programme.

6.1.2 The report and its recommendations have policy implications in relation to the Council's response to homelessness. Cabinet's response will need to consider these issues in detail.

### **6.2 Resources and Risk**

6.2.1 Cabinet will need to consider the resourcing issues for the recommendations made.

### **6.3 Legal**

6.3.1 Legal issues will need to be considered as part of Cabinet's response to the recommendations.

### **6.4 Equality**

6.4.1 Equality issues will need to be considered as part of Cabinet's response to the recommendations.

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

6.5.1 The Committee received evidence from a variety of sources as detailed in paragraph 3.4 of this report.

## **7. Background Papers**

- Overview and Scrutiny Committee report – Homelessness (Pre-Decision Scrutiny)
- Minutes of the meeting of the Overview and Scrutiny Committee – 8 May 2017

**Report Author and Title:** Tracy Tiff, Scrutiny Officer, on behalf of Councillor Jamie Lane, Chair, Overview and Scrutiny Committee

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Appendices



**NORTHAMPTON**  
BOROUGH COUNCIL

## CABINET REPORT

<b>Report Title</b>	Confirming the Immediate Article 4 Direction re Houses in Multiple Occupation in parts of Far Cotton and Delapre
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**AGENDA STATUS: PUBLIC**

<b>Cabinet Meeting Date:</b>	21 June 2017
<b>Key Decision:</b>	Yes
<b>Within Policy:</b>	Yes
<b>Policy Document:</b>	Yes
<b>Directorate:</b>	Regeneration, Enterprise & Planning
<b>Accountable Cabinet Member:</b>	Councillor Tim Hadland
<b>Ward(s)</b>	Delapre & Briar Hill

### 1. Purpose

- 1.1 To inform Cabinet about the outcome of the consultation to the Notice of Making of an Immediate Article 4 Direction in parts of Far Cotton and Delapre and to seek approval to confirm the Direction.

### 2. Recommendations

- 2.1 Cabinet is recommended to confirm the making of an Immediate Article 4 Direction, which will permanently remove permitted development rights for change of use from C3 Dwellinghouses to C4 Houses in Multiple Occupation (HMO) for 3 to 6 unrelated people in parts of Far Cotton and Delapre, as shown on Map 1.

### 3. Issues and Choices

#### 3.1 Report Background

- 3.1.1 On 15 March 2017, Cabinet agreed to introduce Article 4 Directions (Immediate and Non-Immediate) to withdraw permitted development rights for the change of use within Class C3 dwellinghouses to Class C4 houses in multiple



occupation in areas within Far Cotton, Delapre and Cliftonville. This is because there was evidence to demonstrate that the growth in the concentrations of HMOs in the area needs to be managed.

- 3.1.2 In 2010, the Town and Country Planning (Use Classes) order 1987 (Use Classes Order) was amended which created a new use class for small Houses in Multiple Occupation, Use Class C4 (HMO) and amended Use Class C3 (dwellinghouse). Class C4 (HMO) covers small shared dwellinghouses or flats occupied by between 3 and 6 unrelated individuals who share basic amenities. Planning permission would normally be required for change of use where there is a likelihood that it will create a material change. However, change of use from C3 to C4 is a permitted development right by virtue of Schedule 2 of the General Permitted Development Order 2015 (GPDO). This means that people can convert their property from dwellinghouses to HMOs for 3 to 6 unrelated people without the need for planning approval.
- 3.1.3 Members were informed that the permitted development right may, in exceptional circumstances, be removed by an Article 4 Direction. Express planning permission will be required from the local planning authority. In issuing an Article 4 Direction, there needs to be justification for both its extent and purpose.
- 3.1.4 A Justification Report accompanied the Cabinet report on the 15 March 2017. The report outlined the general problems experienced by local authorities, including Northampton Borough, where there are concentrations of HMOs such as noise, unacceptable amenity space standards and negative impacts on the physical environment and street scene. It presented the findings from Private Sector Housing, in terms of the identified and confirmed existing HMOs in the area, as well as explained the potential impacts of the University of Northampton moving into its new campus location in the town centre.
- 3.1.5 It was agreed that an Immediate Article 4 be issued in parts of Far Cotton/ Delapre because the evidence shows that the concentration of HMOs were increasing in this area and requires immediate management. It was clarified that in issuing the Immediate Article 4 Direction, it does not mean that planning permission will be refused. It means that the Council is able to ensure that demand is met but at the same time make sure that this is balanced against the wellbeing of residents living next door and close to the HMOs. All applications will be determined in accordance with the Development Plan.

## **3.2 Issues**

### **3.2.1 Consultation on the Immediate Article 4 Direction in parts of Far Cotton and Delapre**

- 3.2.1.1 Members noted that an Immediate Direction is where permitted development rights are withdrawn with immediate effect but must be confirmed by the local planning authority following local consultation within six months, or the direction will expire. Cabinet agreed that there is sufficient evidence to demonstrate that changes of use from C3 to C4 presents an immediate threat to local amenity or prejudices the proper planning of an area.

- 3.2.1.2 The Council issued a Notice of Making on the 6 April 2017 and consultation responses were invited between the 6 April and 4 May 2017. Members were informed that all representations received during consultation must be taken into account before the Direction is confirmed. Any material changes to the Direction resulting from the consultation require re-consultation.
- 3.2.1.4 Letters were sent out to statutory consultees, serving them with the Notice of Making and the Order of the Article 4 Direction. Under section 330 of the Town and Country Planning Act 1990 (as amended), statutory consultees are required to provide information about their ownership of any land within the area covered by the Article 4 Direction and also provide details of any other person who may have an interest.
- 3.2.1.5 Letters were also sent out to relevant organisations and associations including National Landlords Association, Northampton Landlords Association, Residents Association, one Parish Council, the Police and the Fire Service. Legal site notices were placed in the local newspaper (Northampton's Chronicle & Echo) and at 3 locations within the Immediate Direction area.
- 3.2.1.6 Local Planning Authorities are required to consider any representations received during the consultation period. It should be noted that 4 responses were received. There were no objections lodged to the Direction. Historic England, Natural England and The Garden Society stated that they had no comments to make. Highways England (Midlands) completed the section 330 form and confirmed that they do not have any interest in the property nor do they know of anyone else who may have interest in the property. There were no other responses associated with declarations of land ownership under section 330.
- 3.2.1.7 This means that the consultation exercise did not result in any need to change the boundary of the Immediate Article 4 Direction. The Immediate Article 4 Direction can therefore be confirmed.
- 3.2.1.8 At Cabinet in March, Members also agreed to impose a Non-Immediate Article 4 Direction to the areas south of the Immediate Direction area and parts of Cliftonville. A map showing the proposed Non-Immediate Article 4 Direction is found on Map 2. Consultation on this proposal is expected to take place in the summer.
- 3.2.1.9 A Non-Immediate Direction must specify the date that the Direction comes into force. This date must be within 28 days and 2 years following the date on which the public consultation period began.

### **3.2.2 Confirmation of the Direction**

- 3.2.2.1 The Immediate Direction was sealed on the 23 March 2017 and came into force on the 6 April 2017. This means that the Direction must be confirmed by the 22 September 2017 or it will expire.
- 3.2.2.2 This report therefore seeks confirmation of the Immediate Direction so that the Direction will become permanent. The responses to the consultation did not require any material change to the Direction.

### **3.2.3 Compensation**

- 3.2.3.1 Members were informed that the NPPG states that if a local planning authority makes an Article 4 direction, it can be liable to pay compensation to those whose permitted development rights have been withdrawn, but only if it subsequently refuses planning permission for development which would otherwise have been permitted development or grants planning permission subject to more limiting conditions than the General Permitted Development Order. The grounds on which compensation can be claimed are limited to abortive expenditure or other loss or damage directly attributable to the withdrawal of permitted development rights. Article 4 directions cannot prevent development which has commenced.
- 3.2.3.2 There are circumstances in which local planning authorities may be liable to pay compensation having made an Article 4 Direction, although the potential liability is limited in many cases by the time limits that apply. It adds that all compensation must be made within 12 months of the date on which the planning application for development formerly permitted is rejected (or approved subject to conditions that go beyond those in the GPDO).

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

#### **3.3.1 Option 1: Confirm the Immediate Direction**

- 3.3.2 Given the potential issues and impacts of C4 (HMO) uses in conjunction with the development of the new University campus and its opening in September 2018, this option is recommended. This means that permitted development rights will be permanently withdrawn. The Borough Council will be able to continue managing the growth of HMOs within the immediate direction area, in line with development plan policies.

#### **3.3.3 Option 2: Make a Non Immediate Direction**

- 3.3.4 This option could take around 12 months to complete. A Non-Immediate Article 4 Direction must be confirmed by the LPA before it can come into force. In the meantime, the issue associated with concentrations of HMOs in the area identified as already having a high number of HMOs will continue to increase. Property owners will have 12 months to convert their properties into HMOs before the Direction is made therefore adding to the issues associated with the existing HMO concentration in the area.

- 3.3.5 This option does not allow the Borough Council to manage the growth of HMOs and is not therefore recommended.

#### **3.3.6 Option 3: Do Nothing**

- 3.3.7 This means that the withdrawal of permitted development rights will expire on the 22 September 2017. This option is not favoured because on that date, the permitted development right returns meaning that people can convert their premises from C3 dwellinghouses to C4 houses in multiple occupation without the need to apply for planning permission. This will exacerbate the issues associated with unmanaged HMO growth and concentrations within the Immediate Article 4 Direction area.

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

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### **4.1 Policy**

4.1.1 The confirmation of the immediate Article 4 Direction does not remove the issue(s) associated with HMO concentrations completely for the Council as local planning authority. It would result in a permanent requirement to apply planning permission for a change of use from C3 to C4. It does not mean that planning permission will be refused. Section 38(6) of the Planning and Compulsory Purchase Act 2004 requires a planning application to be determined in accordance with the Development Plan unless material considerations indicate otherwise. The current Development Plan comprises the West Northamptonshire Joint Core Strategy (Local Plan Part 1), the Northampton Central Area Action Plan, Neighbourhood Plans and Supplementary Planning Documents. In addition, the Council also published an Interim Planning Policy Statement on Houses in Multiple Occupation, which provides a range of principles including acceptable threshold levels for HMO concentrations. The Council is also in the process of preparing its Northampton Local Plan Part 2, which will replace all remaining saved policies and update relevant Central Area Action Plan policies.

### **4.2 Resources and Risk**

4.2.1 There will continue to be resourcing implications principally in terms of staff time that would otherwise be used on existing projects/ day to day work for the Council's planning and regeneration services. The Development Management service has and will continue to deal with planning applications that would not have otherwise required planning permission and no fee can currently be levied for these applications.

4.2.2 There will be ongoing implications for the Council's planning enforcement service in respect of monitoring/ evidence gathering and enforcement action as well as additional mapping services from the Planning Policy Section. This will be supported by the Private Sector Housing team in terms of evidence gathering and providing information on licensing.

4.2.3 Once Cabinet confirms the Immediate Article 4 Direction, compensation could be claimed if permission is refused. In pursuing this Immediate Article 4 Direction, compensation would be payable, in the first 12 months, to C4 landlords. This is to compensate for abortive expenditure and other loss/ damage directly attributable to the withdrawal of the permitted development right, such as conversion building works or lost rent. This can include the difference in the value of the land if the development had been carried out and its value in its current state, as well as the costs of preparing the plans for the proposed works and loss of rent. The property owner/ landlord will need to prove that there is a financial loss resulting from the imposition of the immediate Direction.

4.2.4 The implementation of previous Article 4 Directions elsewhere in Northampton have not resulted in payments of compensation, however this remains an option for any current property owners in the area who can prove loss in line

with the areas mentioned above. It is not thought likely that any individual claims would exceed £30,000 per property and with Land Registry indicating 136 properties as having changed hands since 1 January 2016 if all had been purchased with the intention of HMO conversion then then compensation could be over £4m. However as stated with no previous claims received then this scenario is extremely unlikely and not seen as a major risk for the authority.

### **4.3 Legal**

4.3.1 The confirmation of the Direction would require the making of an Article 4 Direction following due legal process as prescribed by the Town and Country Planning (General Permitted Development) Order 2015 as summarised above.

4.3.2 Legal support and advice will be required to confirm the Direction.

### **4.4 Equality and Health**

4.4.1 The Article 4 Direction was the subject of a full Community Impact Assessment. The Assessment identified no specific impacts (negative or positive) for any equality group. There remains a need for good quality affordable accommodation for students and those who share living accommodation in Northampton. The confirmation of the immediate Article 4 Direction means that the Council would continue to ensure that new HMOs are of a high standard and would not lead to any unacceptable impact on neighbour amenity of other interest of acknowledged importance in the interests of all members of the community.

4.4.2 The confirmation of the Immediate Article 4 Direction will remove permitted development rights permanently. This means that the occupiers/ owners of all dwellinghouses in the area affected will continue to require planning permission for the change of use from C3 dwellinghouses to C4 Houses in Multiple Occupation.

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

4.5.1 The Council consulted a range of consultees including statutory consultees, national and local landlords associations, residents associations and all Councillors. A press release was posted on the Council's website. Legal Site Notices were placed in 3 locations within the Immediate Article 4 Area and site visits were undertaken weekly to ensure that the Notices were still on site. The Site Notices remained on site for 6 weeks. The Site Notice was also advertised in the Northampton Chronicle & Echo (Thursday 6 April 2017 edition) and on the Council's website. The Secretary of State was also informed.

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

4.6.1 The confirmation of the Immediate Article 4 Direction as recommended would introduce controls which would be exercised through the planning application process and associated planning enforcement process to help deliver safer

communities; help those that need it to have a safe and secure home; and to ensure a clean and attractive town for residents and visitors.

#### **4.7 Other Implications**

4.7.1 None.

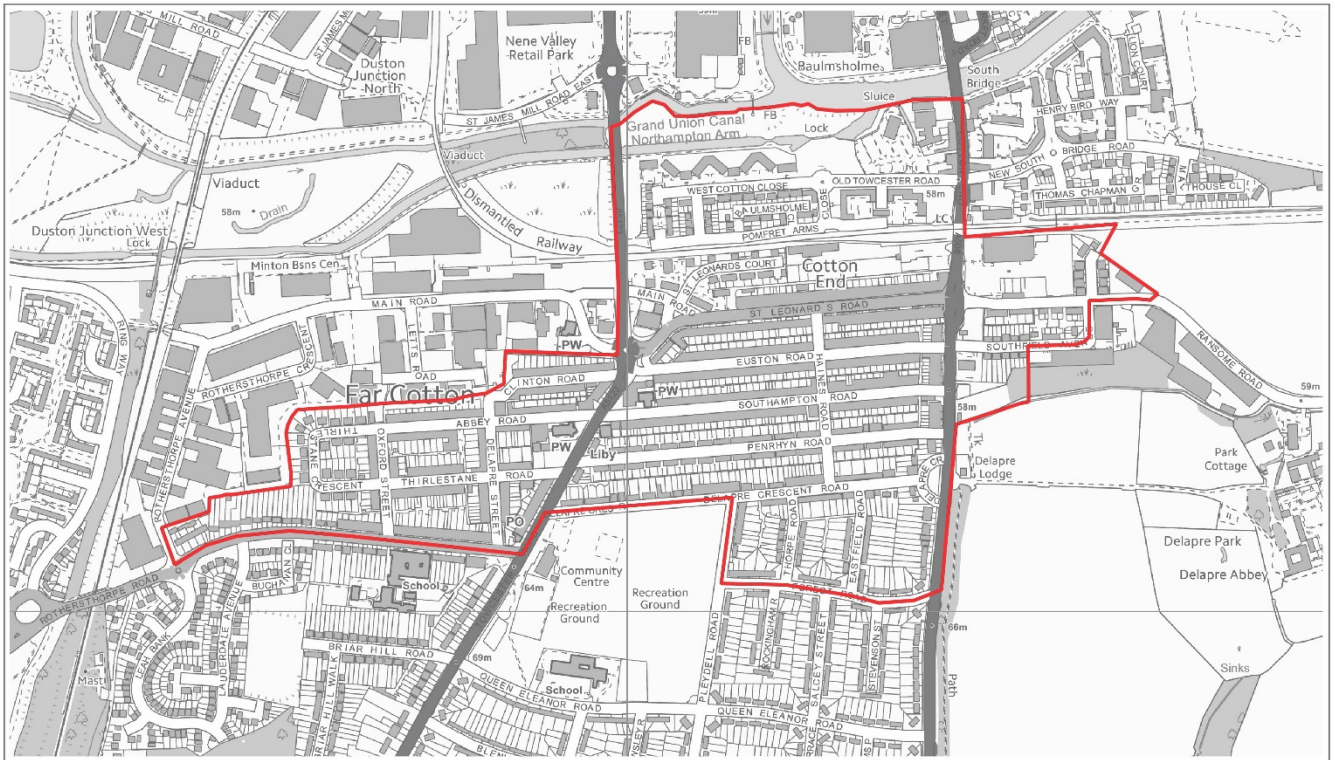
#### **5. Appendices**

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- 5.1 National Planning Practice Guidance (2014)
- 5.2 Cabinet Report on Article 4 Direction for Houses in Multiple Occupation (March 2017)
- 5.3 Justification Report to Cabinet Report (March 2017)
- 5.4 Schedule 3 of the Town and Country Planning (General Permitted Development) (England) Order 2015
- 5.5 The Town and Country Planning (Compensation) (England) Regulations 2015
- 5.6 Town and Country Planning (General Permitted Development) Order 1995 (as amended)
- 5.7 Town and Country Planning (Use Classes) Order 1987 (as amended)

**Report Author: Peter Baguley**  
**Head of Planning**  
**Ext. 8921**

**Map 1: Boundary of the Immediate Article 4 Direction in parts of Far Cotton and Delapre**



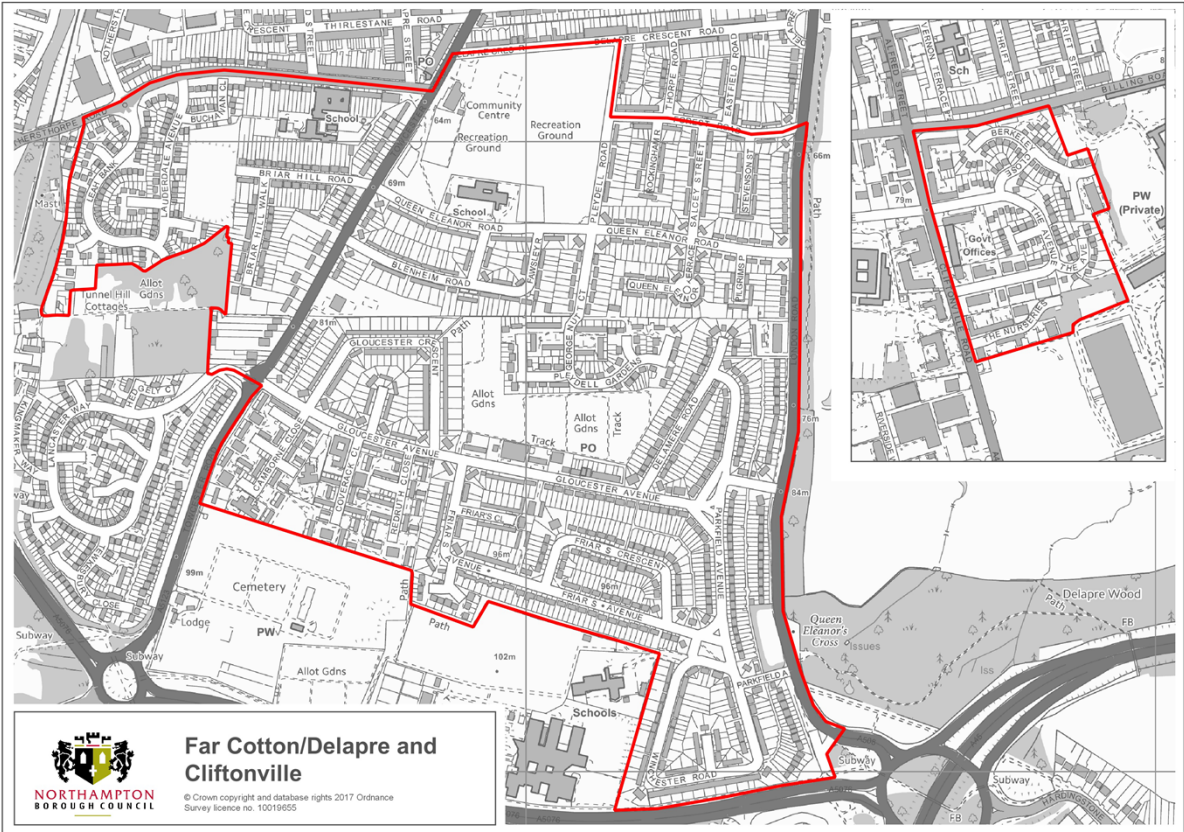
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**Far Cotton - immediate Article 4 Direction boundary**

9 March 2017  
not to scale  
drawn by M Burgess

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**Map 2: Boundary of the Non-Immediate Article 4 Direction in Far Cotton and Delapre (and inset: Cliftonville)**





**Appendices:**

None



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## CABINET REPORT

<b>Report Title</b>	<b>DELAPRE ABBEY RESTORATION PROJECT</b>
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**AGENDA STATUS: PUBLIC**

<b>Cabinet Meeting Date:</b>	21 June 2017
<b>Key Decision:</b>	Yes
<b>Within Policy:</b>	Yes
<b>Policy Document:</b>	No
<b>Directorate:</b>	Regeneration, Enterprise and Planning
<b>Accountable Cabinet Member:</b>	Cllr Tim Hadland
<b>Ward(s)</b>	Delapre and Briar Hill

### 1. Purpose

- 1.1 To seek approval for additional expenditure for various works that will support the operation of Delapre Abbey, improve the visitor experience and enable Delapre Abbey Preservation Trust to maximise commercial potential.

### 2. Recommendations

That Cabinet:

- 2.1 On the balance of options, approves the additional capital expenditure of up to £490,000 in order to meet the costs of additional works that need to be undertaken to enable the full public opening of Delapre Abbey.
- 2.2 If approval is given under 2.1, above, agree to amend the capital programme for 2017/2018 in order to provide for additional capital expenditure of up to £490,000 for Delapre Abbey funded by £120,000 of 2016/17 underspends and a reduction of £370,000 to the block capital programmes 2017/18 as detailed in 4.2.3 of this report.

- 2.3 Delegates authority to approve, control and monitor expenditure to the Director of Regeneration, Enterprise and Planning, as appropriate, acting in consultation with the Chief Finance Officer.

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

#### **3.1 Report Background**

- 3.1.1 The restoration of the Grade II\* Listed Delapre Abbey (the Abbey) is a key heritage project for the Council and will see the Abbey opened to the public for the first time in its 900 year history.
- 3.1.2 The Abbey will, when fully open, provide educational spaces, a shop, exhibition space and a cafe/restaurant. It will also offer a specific exhibition about the Battle of Northampton; part of the Wars of the Roses, which was fought in Delapre Park in 1460.
- 3.1.3 The Abbey will enhance the public park in that it will include improved public convenience toilets and increase the usage of the park, attracting more local as well as regional and national visitors to Northampton.
- 3.1.4 Practical completion was achieved with the main contractor Robert Woodhead Limited on the 27<sup>th</sup> February 2017. A list of snagging items are currently being completed by the main contractor.
- 3.1.5 The Cafe opened to the public on Monday, 3<sup>rd</sup> April 2017 and has been very well received by the public.
- 3.1.6 Cabinet will be aware that the Council was awarded £3.6m of Heritage Lottery Funding (HLF) towards the overall project costs, the restoration works and activity costs.
- 3.1.7 Cabinet previously considered and approved reports on 21<sup>st</sup> October 2015, and 13<sup>th</sup> April 2016, 7<sup>th</sup> December 2016 and 8<sup>th</sup> February 2017 regarding project progress, funding and necessary decisions.

#### **3.2 Issues**

- 3.2.1 As reported to Cabinet in February 2017, a cost assessment has been completed to establish a final account position with regards to the construction works at the Abbey. The construction works are split between the contracted works being undertaken by Robert Woodhead Limited (RWL) and the further works that are being procured by the Council and delivered by other contractors.
- 3.2.2 At that meeting, Cabinet approved a maximum additional amount of £650,000 to complete the contracted works by RWL and to complete additional works including; the car park, CCTV, a water tank and external lighting.

3.2.3 Following further safety audits, specifically regarding fire safety and DDA compliance, additional works are required to ensure the building complies with regulations and can be signed off for operation. These are items that were not in the original scope of works to be undertaken by Robert Woodhead Limited or in any further works by others.

3.2.4 £490,000 is being requested to complete the Delapre Abbey Project. The proposed works can be categorised, for ease of reference into three groups:

- 1) Regulatory/Health and Safety Requirements;
- 2) Operational enhancements;
- 3) Delapre Abbey Preservation Trust (DAPT) requests.

These categories are further outlined in the following paragraphs.

3.2.5 1) Regulatory and Safety Requirements

The Regulatory/Health and Safety items are required to ensure the appropriate sign-off on all necessary regulations to allow the permanent operation of the site, including those arising from the Council's and DAPT's insurers. This includes some items that were gaps of omission within the scope of the main building contract or were presumed at the scoping stage to be delivered by the operator of the building. This includes things like fire refuges, some statutory signage and alarm upgrades.

3.2.6 These are essential items and should have been included within the original scope and are necessary to deliver the original objectives.

3.2.7 2) Operational Enhancements

Essential operational enhancements will support and build on the successful opening of the Abbey Café and on the early bookings that have already been made, prior to full opening. This will assist the Abbey to fulfil its commercial potential. Items here include, for example, measures to improve the existing car-parking provision and additional security measures, such as CCTV, to better protect the Abbey from potential anti-social behaviour and vandalism, as well as to promote its safe operation over time.

3.2.8 Further provision is required as the previous estimates were based on a car parking design which has now been changed to reflect a separation between visitors parking and delivery vehicles. A new planning application is being submitted.

3.2.9 3) Delapre Abbey Preservation Trust (DAPT) Requests

Some of these works were originally intended to be implemented in a later phase, but given the very favourable public reaction to the restoration and the desirability of avoiding future disruption to the operation of the Abbey, DAPT believe that it would be appropriate to undertake these works now. Proposed expenditure here includes completion of room finishes, some building enhancements, additional decoration, improvements to exhibitions and the provision of additional gates and control barriers.

3.2.10 These items could be provided at a later time as part of an additional phase to the Abbey, supported through fundraising.

3.2.11 Cost Apportionment

3.2.12 Table A represents a high level cost apportionment for the works which are yet to be tested in the market and therefore represent estimates with a contingency of 15% being included.

Table A: Cost Apportionment for Works to be market tested.

	<b>Category</b>	<b>Cost Estimate</b>
1.	Regulatory/Health and Safety Requirements	£150,000
2.	Essential operational enhancements	£200,000
3.	Heritage Lottery Fund (HLF) and Delapre Abbey Preservation Trust (DAPT) requests	£140,000
	<b>TOTAL</b>	<b>£490,000</b>

**3.3 Choices (Options)**

3.3.1 Option 1: The Council to approve the £490,000 additional budget. The Abbey would benefit from enhancements to the Abbey that will include the CCTV and security, carpark and internal items. The additional works would considerably enhance the experience of the Abbey and enable full opening to the public.

3.3.2 Option 2: The Council choose to approve a lesser amount of money. This would amount to either £150,000 for Category 1 works, or £350,000 for Category 1 and 2 works. This would deliver less of an impact to the overall renovation scheme and also the visitor experience. It could also leave the Abbey exposed to certain security issues and also limit the capacity of available parking for visitors. Depending on the amount of money approved, the Abbey may not achieve regulatory sign offs and therefore not be able to open fully to the public.

3.3.3 Option 3: The Council choose not to approve the funding. The construction of the Abbey would still be completed to the original scope of works, however, would not open fully to the public as it would not achieve the required regulatory sign offs. It would also not benefit from additional enhancements to the CCTV and security, carpark and internal items (including enhanced decoration).

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

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**4.1.1 Policy**

4.1.1 The recommendations within this report do not set policy or have implications on existing policies.

## 4.2 Resources and Risk

### Risks

- 4.2.1 Some of the additional capital works are required to satisfy fire safety, building regulations and the ongoing functionality of the Abbey post-opening. Non-completion of these works would mean that the Abbey would not be able to comply with all of the necessary regulations. This would mean that the Abbey would not be able to fully open to the public.
- 4.2.2 Failure to complete the restoration to the standard required by the HLF, as specified within their funding approval, could result in the HLF seeking repayment of some or the entire grant amount. The Council would, in this scenario, be required to fund any repayment that may be requested. The HLF are currently committed to £3.6m of funding.

### Resources

- 4.2.3 This report seeks approval for additional capital expenditure on Delapre Abbey of £490,000 in 2017/2018. This will be funded from £120,000 of underspends carried forward from 2016/2017, and £370,000 from a pro-rata reallocation (taking capital programme board approved allocations into account) of the 2017/18 block capital programmes as shown below in Table B;

Table B: Funding of Proposed Additional Capital Expenditure

	16/17 Carry Fwd £000	17/18 Budget £000	Less Approved Allocations £000	Total Unallocated 17/18 £000	<b>Delapre - Pro-rata Allocation £000</b>	Residual Unallocated Budget £000
Capital Improvements - Regeneration Areas Parks/Allotments/ Cemetery Enhancements	322	50	-240	132	<b>50</b>	82
Operational Buildings - Enhancements	377	250	-370	257	<b>98</b>	159
Commercial Landlord Responsibilities	383	50	-36	397	<b>151</b>	246
	<b>1,082</b>	<b>550</b>	<b>-660</b>	<b>972</b>	<b>370</b>	<b>602</b>

- 4.2.4 The total approved budget to date is £7,799 m. Should Cabinet be minded to approve the additional expenditure requested in this report, the total forecast expenditure would be £8.177 m.

## 4.3 Legal

- 4.3.1 The outstanding statutory and regulatory requirements relating to Health and Safety and the Disability Discrimination Act must be fully addressed if the Abbey is to open fully to the public.

- 4.3.2 The procurement and appointment of any contractor to undertake any of the proposed works must comply fully with the Council's Contract Procedure Rules.
- 4.3.3 Listed Building Consent and Planning Permission must be secured prior to the commencement of works that affect the character and/or appearance of the Abbey.
- 4.3.4 The Council has wide powers under the General Power of Competence, in the Localism Act 2011 enabling it to approve the payments outlined in this report. As well as this the Council has a fiduciary duty to the tax payer and needs to ensure that any monies that are approved to be utilised towards the Abbey are consistent with this duty

#### **4.4 Equality and Health**

- 4.4.1 Some of the proposed additional works are to ensure that people with disabilities have full access to the building with appropriately designed refuge points which are compliant with all statutory requirements.

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

- 4.5.1 Council officers, the DAPT Director and LGSS Finance have all collaborated within the review of the additional capital works required and there has also been regular liaison with DAPT Trustees and HLF officers.

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

- 4.6.1 The successful restoration of the Grade II\* listed Delapre Abbey is the key heritage priority for the Council.

#### **4.7 Other Implications**

- 4.7.1 None

### **5. Background Papers**

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- 5.1 Cabinet Reports dated 8<sup>th</sup> May 2013; 21<sup>st</sup> October 2015; April 2016; 7<sup>th</sup> December 2016; 11<sup>th</sup> January 2017 and 7<sup>th</sup> February 2017.

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**Director of Regeneration, Enterprise and Planning**  
**Ext. 7287**

Appendices: 1



**NORTHAMPTON**  
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## CABINET REPORT

<b>Report Title</b>	<b>ENVIRONMENTAL ENFORCEMENT CONTRACT</b>
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**AGENDA STATUS: PUBLIC**

<b>Cabinet Meeting Date:</b>	21 June 2017
<b>Key Decision:</b>	YES
<b>Within Policy:</b>	YES
<b>Policy Document:</b>	NO
<b>Directorate:</b>	Customers and Communities
<b>Accountable Cabinet Member:</b>	Councillor Mike Hallam
<b>Ward(s)</b>	All Wards

### 1. Purpose

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- 1.1 To seek agreement from Cabinet to procure an environmental enforcement contract, through which a third party contractor and its staff would issue fixed penalty notices on behalf of the Council in respect of littering and other environmental misdemeanours.

### 2. Recommendations

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- 2.1 That Cabinet agree to the procurement, at no direct cost to the Council, of an environmental enforcement contract, that entails the issue of fixed penalty notices for littering and other environmental misdemeanours, and includes an option for the provision of other enforcement services, as set out in the draft service schedule document attached at Appendix 1.
- 2.2 Further to recommendation 2.1, that Cabinet delegate authority to the Director of Customers and Communities, in consultation with the Borough Secretary and the Cabinet Member for Environment, to select a contractor and award the aforementioned contract for a maximum period of three years, with an option to extend for a further period of up to two years, following the procurement process.

- 2.3 Delegate authority to the Director of Customers and Communities to authorise any contractor appointed pursuant to paragraph 2.2 and employees of the contractor, to issue fixed penalty notices on behalf of the Council in accordance with the contract, where relevant legislation permits such authorisation.

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

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#### **3.1 Report Background**

- 3.1.1 Local authorities have a range of legal powers to deal with environmental offences. A number of these powers include the ability to issue fixed penalty notices. These sanctions have been shown to be a quick and effective way to deal with offences such as littering and fly tipping.
- 3.1.2 Traditionally local authority officers have been authorised to issue fixed penalty notices. In Northampton, the majority are issued by Neighbourhood Wardens and Park Rangers. However, it is possible for the local authority to authorise appropriately trained contractors to issue fixed penalty notices in relation to certain offences.
- 3.1.3 A number of contractors offer a service where their staff will issue fixed penalty notices and administer the mechanism for payment on behalf of the local authority.
- 3.1.4 An environmental enforcement pilot, similar in nature to the service proposed in this report, was carried out last year (2016). Evaluation of that pilot was positive in terms of improved cleanliness in the town centre.
- 3.1.5 In addition to the aforementioned pilot, market research was carried out, which entailed gathering information from a range of businesses in the environmental enforcement industry. This enabled the development of an understanding of the types of services and delivery models that the market has an appetite to provide.
- 3.1.6 Based on the pilot and the market research exercise, it is proposed that a robust process is now undertaken to procure an environmental enforcement contract for the issue of fixed penalty notices for littering and other environmental misdemeanours.
- 3.1.7 Appropriately qualified and experienced staff employed by the contractor would be authorised to issue fixed penalty notices for littering under the Environmental Protection Act 1990 as amended by the Clean Neighbourhoods and Environment Act 2005 with the flexibility to extend the service to the issuing of fixed penalty notices for waste and fly tipping offences under the same legislation.
- 3.1.8 The proposed delivery model, would permit the Council's appointed contractor to collect income from fixed penalty notices to fund the service, therefore enabling the service to be provided at no direct cost to the Council.



- 3.1.9 A number of the contractors offer additional services, including fly tipping enforcement and patrols of hotspots. These services may be funded by direct payment from the local authority or from the receipts from fixed penalty notices.
- 3.1.10 The proposed contract length is three years with option to extend for a further period of up to two years.
- 3.1.11 The draft Service Schedule is outlined in appendix 1.

## **3.2 Issues**

- 3.2.1 The pilot indicated that dedicated enforcement was able to deliver a significant number of fixed penalty notices. Anecdotal information indicates that the pilot was effective at reducing the level of littering in the town centre. It is proposed to undertake some baseline monitoring of litter levels over the coming months to enable to effectiveness of the planned service to be evaluated.
- 3.2.2 The specification of the service will be written to allow flexibility to add further services during the lifetime of the contract.

## **3.3 Choices (Options)**

- 3.3.1 Cabinet may choose to agree to the recommendations of this report and in doing so will gain the benefits of an effective environmental enforcement service, at no direct cost to the Council.
- 3.3.2 Cabinet may instead choose to keep environmental enforcement entirely in-house. This is a tried and tested approach and has the benefit of being embedded within an integrated service. However it is more costly and less effective, and may be unsustainable in the future given reductions in the Council's overall budget.
- 3.3.3 Cabinet could choose not to undertake enforcement action at all. This could achieve a revenue saving against the current service model but would be likely to have a negative impact on matters such as cleanliness and safety in the town. It would also forgo the benefits that could be achieved from the delivery model proposed in this report.
- 3.3.4 Cabinet could decide to ask for other ways of delivering environmental enforcement activity to be identified, developed and brought forward for its consideration.

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

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### **4.1 Policy**

- 4.1.1 The proposed service is within existing policy. It is outlined with the Corporate Plan priority of 'Protecting our Environment', which includes the commitment

to a zero tolerance approach to fly tipping and dog fouling supported by third party enforcement.

## 4.2 Resources and Risk

- 4.2.1 The proposed operating model involves the selected contractor utilising income from fixed penalty notices to fund the service and therefore will enable the service to be provided at no direct cost to the Council.
- 4.2.2 Surpluses generated may be either re-invested in the service and/or be taken, at our discretion, as income to the Council to fund other environmental enforcement activity or to reduce the cost of other aspects of the environment service.
- 4.2.3 The proposed contract value is anticipated to be in the region of £750,000, although this figure may vary up or down depending on the final details of the agreement entered into.
- 4.2.4 Neighbourhood Wardens and Park Rangers will continue to serve fixed penalty notices so the level of revenue from this source is not likely to be affected.
- 4.2.5 The specification and future contract documents will be drafted with appropriate safeguards to ensure that the arrangement does not expose the Council to any financial cost regardless of the level of income generated by the contract.
- 4.2.6 If the model proves to be successful it would have the potential to open opportunities for restructuring of the in-house service with the resultant savings.

## 4.3 Legal

- 4.3.1 The type of operating model we are seeking to procure constitutes a Concessions Contract and is therefore subject to an OJEU threshold of £4,104,394. The value of the proposed environmental enforcement contract is anticipated to be in the region of £750,000. Given the contract value, the proposed procurement process will entail seeking expressions of interest from the market.
- 4.3.2 In relation to fixed penalty notices **for certain environmental offences and misdemeanours**, legislation specifically permits the Council to authorise people in addition to their own officers as 'authorised officers' for the purpose of issuing fixed penalty notices. In these cases, the following may be authorised officers for the purposes of issuing fixed penalty notices:

Any person, who in pursuant of arrangements made with the Council, has the function of giving such notices and is authorised in writing by the Council to perform that function; and

Any employee of such a person who is authorised in writing by the authority for the purpose of giving such notices.

- 4.3.3 Therefore, staff employed by a third party can be authorised to issue certain types of fixed penalty notices on behalf of the Council.
- 4.3.4 The contract specification may only include the issue of fixed penalty notices by the contractor in relation to those offences that the Council is able to authorise a third party to issue fixed penalty notices for.
- 4.3.5 The specification of the contract will also need to include controls to ensure the suitability and capability of the staff concerned to issue fixed penalty notices and carry out any other enforcement activity on behalf of the Council.

#### **4.4 Equality and Health**

- 4.4.1 An equality impact assessment has been carried out and the process will be repeated before the contract is let.

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

Legal Services  
Finance  
Neighbourhood warden and park ranger team

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

- 4.6.1 The proposed service is within existing policy. It is outlined with the Corporate Plan priority of 'Protecting Our Environment' and the commitment to a zero tolerance approach to fly tipping and dog fouling.

### **5. Background Papers**

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- 5.1 Litter Strategy for England H M Government April 2017  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/607747/litter-strategy-for-\\_\\_england-2017.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/607747/litter-strategy-for-__england-2017.pdf)

**Julie Seddon**  
**Director of Customers and Communities**

## Environmental Enforcement Draft Service Schedule

### 1. Scope of Service

The provision of an environmental enforcement service contract with an experienced company to address environmental misdemeanours to potentially include littering, fly tipping, fly posting, and other environmental offences within the Borough of Northampton

*Table of offences*

Legislation	Offence
Environmental Protection Act 1990 Section 87	Throwing down or depositing any litter
Environmental Protection Act 1990 section 47	Failure to comply with a notice specifying receptacles for the storage of commercial or industrial waste.
Environmental Protection Act 1990 section 33	Depositing or knowingly causing or permitting the unauthorised deposit of controlled waste on land otherwise than in accordance with a licence

### 2. Powers

*Table of Powers*

Legislation	Powers
Environmental Protection Act 1990 section 88	The issue of a notice offering the opportunity to discharge liability to conviction for a littering offence by the payment of a fixed penalty.
Environmental Protection Act 1990 section 47AZ	The issue of a notice offering the opportunity to discharge liability to conviction for an offence under section 47 of Environmental Protection Act 1990.
Environmental Protection Act 1990 section 33A	The issue of a notice offering the opportunity to discharge liability to conviction for an offence of depositing or knowingly causing or permitting the unauthorised deposit of controlled waste on land otherwise than in accordance with a licence.

### 3. Term

Initial contract period of 3 years with the option to extend the contract at the option of the Council for a further period or periods of up to 2 years.

#### **4. Service Requirements**

- To provide an enforcement service for littering and environmental misdemeanours in the Borough of Northampton.
- To issue fixed penalty notices to offenders.
- To deal with the administration of the fixed penalty notices and payment;
- To provide an appeals facility and in cases of non-payment provide prosecution ready case files for action by the Council in such format approved by the Council.
- To provide an enforcement service on a zero net cost basis to the Council. The service must be funded by the receipts received from the service of fixed penalty notices.
- Have the ability to expand to add further services, for example, patrols in specified areas, waste and fly tipping enforcement.
- Enable the services to be managed in a flexible manner in order to respond to specific demands of the Council.

#### **5. Working Methodology**

It is proposed that

- The Council together with the contractor will identify the areas within the Northampton Borough to be patrolled. The final decision on the areas to be patrolled and frequency will be determined by the Council. The main focus of the service will be on the town centre area but there will be an expectation that a proportion of resources are utilised outside of the town centre core.
- The contractor will be expected to provide a service Monday to Sunday between the hours of 07:30 and 19:30 (maximum 8 hours per day).
- The contractor will provide sufficient staff both to undertake the service and to manage the service.
- The staff shall have sufficient qualification, experience and skills to undertake the service.
- The contractor will ensure that all staff undertaking the service are fully trained, Security Industry Authority (SIA) (or equivalent) licensed and in receipt of DBS checks.

- The contractor will ensure that its staff receive appropriate training. This shall include training on health and safety, legislation, customer service, data protection and equalities and diversity.
- The contractor will ensure that its staff patrol the areas as directed by the Council.
- The contractor will provide its officers with uniforms with agreed branding.
- The contractor will provide mobile phones or other means of communication to its staff and management staff as appropriate.
- The contractor will issue all its staff with Body Worn Cameras to be used only when interacting with members of the public for evidence gathering purposes.
- The contractor will ensure that its staff carry out enquiries and use their best endeavours to source accurate identification details from offenders before issuing the fixed penalty notice.
- The contractor will provide statistical information as requested by the Council.
- The contractor will not issue fixed penalty notices to any person under the age of 18 years unless specifically authorised to do so in writing by the Council.
- The contractor will provide details to the Council of all offenders aged under 18 years or details of those offences where there has been a failure to issue a fixed penalty notice.
- The contractor will not issue fixed penalty notices to any person who appears to lack capacity to understand the process due to mental illness, learning difficulty or other condition.
- The contractor will use its best endeavours not to issue fixed penalty notices to persons whereby the issuing of the notice could generate negative publicity for the Council.
- The contractor will, raise witness statements from the contemporaneous notes on the fixed penalty notice and pocket notebook in respect of unpaid fixed penalty notices.
- The contractor will ensure that its staff attend Court as requested, at the contractor's expense.

- The contractor will, on termination of the Agreement, provide witness statements for all outstanding proceedings for fixed penalty notices which remain unpaid at the expiry of the Contract, to assist any transition to a new provider. This will include ensuring that all relevant staff are available to attend Court as required, at the contractor's cost.
- The Contractor will keep case records and retain all relevant information including information obtained via the Body Worn Camera for a period not exceeding 90 days after the date on which the Council has compiled its prosecution file relating to the information in question.
- The contractor will provide copies of body worn camera footage as and when requested by the Council, to assist with the management of complaints.
- The contractor will engage with any members of the public in a professional, courteous and helpful manner with due care and consideration.
- The contractor will ensure that its staff undertaking the service, wear ID at all times.

## **6. Management & Reporting**

- The contractor's manager/supervisor shall be accessible to the Council to address service issues during the hours of operation of the service.
- The contractor's manager/supervisor will meet with the Council to discuss strategic and operational issues and to complete any paperwork relating to relevant legal proceedings on a two weekly basis.
- The contractor will not set targets with regard to the number of fixed penalty notices to be issued.
- The contractor shall not pay its employees any form of commission and/or bonus that is linked in any way to the number of fixed penalty notices issued by individual officers.
- The contractor shall undertake regular reviews of its staff and conduct annual appraisals to include a general review of performance to include a review of any complaints received.
- The contractor shall provide on a quarterly basis, a full report covering the number of offences where fixed penalty notices have been issued and their locations.

- Provide on a quarterly basis, a report covering the number of formal complaints received by the contractor, the time taken to respond, method of response and complaint outcomes.
- Provide a full report summarising any issues raised at the two weekly coordination meetings referred to above, by the date of the next meeting.
- The contractor is required to attend any meetings with the Council convened to discuss complaints and attendance at these meetings will be at the contractor's expense.



Appe



## CABINET REPORT

<b>Report Title</b>	<b>Insurance Tender Renewal</b>
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**AGENDA STATUS:**                      **Public**

<b>Cabinet Meeting Date:</b>	21st June 2017
<b>Key Decision:</b>	Yes
<b>Within Policy:</b>	Yes
<b>Policy Document:</b>	No
<b>Directorate:</b>	Borough Secretary
<b>Accountable Cabinet Member:</b>	Cllr Jonathan Nunn
<b>Ward(s)</b>	<b>N/A</b>

### 1. Purpose

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- 1.1 The purpose of this report is to update Cabinet on the joint tendering process for the renewal of insurance policies which is being procured with other partners of LGSS which includes Cambridgeshire County Council, Northampton Partnership Homes, Northamptonshire County Council and Milton Keynes Council.

### 2. Recommendations

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- 2.1 That Cabinet agrees to delegate authority to the Chief Executive in consultation with the Borough Secretary to award and enter into a contract with the successful provider as part of the joint tendering process with LGSS partners

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

#### **3.1 Report Background**

- 3.1.1 On the 31<sup>st</sup> May 2013 the Council entered into a partnership agreement with Cambridgeshire County Council and Northamptonshire County Council to share back office services under the name of Local Government Shared Service (LGSS).
- 3.1.2 LGSS as part of this partnership agreement provides the management of the Insurance programme which ensures policy terms and conditions accord with the requirements of the Council, negotiating alterations to terms and additional covers with insurers where required.
- 3.1.3 LGSS also undertake the annual insurance renewal process, ensuring that the Council is made aware of any material adjustments to its cover or premium and in association with LGSS Procurement, ensures timely renewal of expiring contracts in accordance with OJEU requirements.
- 3.1.4 The current contract for insurance was implemented on the 1<sup>st</sup> April 2014 for a period of 3 years with an option to extend for up to a further 2 year period.
- 3.1.5 The Council agreed with LGSS to extend the current contract for a period of 6 months those of the other partners of LGSS.
- 3.1.6 The other partners of LGSS for the purposes of this contract are Cambridgeshire County Council, Northampton Partnership Homes, Northamptonshire County Council and Milton Keynes Council.
- 3.1.7 The Council's current insurance arrangements expire on the 1<sup>st</sup> October 2017 and is being managed by LGSS. LGSS have appointed insurance brokers Arthur J Gallagher to deal with the tender which will be EU compliant. LGSS have reviewed the Council's insurance arrangements to ensure that they remain appropriate and will make minor adjustments to its cover to align with other Councils where this is appropriate and approved by the Council.
- 3.1.8 The Council currently spends approximately £650k per annum on insurance cover from external insurance providers. In common with many of its peers the Council insures the majority of its risks in a traditional manner with relatively high self-insured retention levels.
- 3.1.9 The new contract will be for a minimum period of 3 years with the option to extend for a further period of up to 2 years at the Council's discretion.
- 3.1.10 The tender closes 2<sup>nd</sup> June 2017 after which all tenders will be evaluated, the outcome of which will be known in July 2017 and a recommendation made to the Council to enable the award of contract in August 2017.
- 3.1.11 Market intelligence suggest that insurers are generally being more cautious on risks and liability and the market is evidencing an upward shift in premiums.

3.1.12 Noting market forces the Council must have in place a robust programme for protection against the financial exposure to insurable risks.

3.1.13 The LGSS Insurance Manager will report the outcome of the tendering process and recommendations to the Chief Executive to enable a formal contract to be entered in to.

### **3.2 Issues**

3.2.1 If Cabinet do not agree to the recommendation, the Council may be at risk of not insuring its properties and assets from 1<sup>st</sup> October 2017.

3.2.2 Failure by the Council to hold appropriate insurance cover for the undertaking of statutory functions exposes the Council to financial losses and legislative breach.

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

3.3.1 Accept the recommendation from this report. The advantages of this option:

- a) The procurement exercise is being carried out by the LGSS appointed insurance brokers who the relevant expertise of the insurance market.
- b) The value of the business of the LGSS partners makes it attractive to the market and where economics and scale should be achieved; representing value for money.
- c) The Council will be fully insured from the 1<sup>st</sup> October 2017

3.3.2 Not to accept the recommendation from his report. The disadvantages of this option:

- a) Do nothing, i.e. cease to purchase insurance is not an option. It would be unlawful not to maintain certain insurances and it would be inappropriate for the Council to mainly self insure.
- b) The Council would have to tender its own requirements and currently there is no in-house expertise.
- c) Insurance premiums are likely to be higher as the Council's business would not realise the economies of scale being offered by LGSS and its partners.
- d) The Council could extend the current contract but this only offers a short term solution as the current contract is due to terminate shortly.

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

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## **4.1 Policy**

4.1.1 There are no such implications

## **4.2 Resources and Risk**

4.2.1 Market intelligence suggests that insurers are being more selective about the risks they insure and the level of premium they apply to insurance arrangements, therefore the general indication is there will be an increase in current premium levels or a significant increase in self insurance.

4.2.2 The Council's renewal premium for 2016 was £792,720 however this was for a period of 18 months to align with this tender.

4.2.3 The Council currently has an annual budget of £780,756 to fund its insurance from the General Fund.

## **4.3 Legal**

4.3.1 The Council has a duty to ensure that all assets and services are adequately insured.

4.3.2 The tender is EU compliant, ensuring maximum exposure in the market place and the process is being managed by LGSS and the appointed insurance brokers Arthur J Gallagher

## **4.4 Equality and Health**

4.4.1 There are no direct implications

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

4.5.1 Senior Management have been consulted

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

4.6.1 Making every £ go further. The Council has ensured that a robust procurement process has been followed which uses public money to maximum benefit.

4.6.2 By entering into this tender the Council hopes to achieve cost savings through the use of shared savings therefore provide value for money to the public.

## **4.7 Other Implications**

4.7.1 None

## **5. Background Papers**

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- 5.1 Management Board minutes dated 25<sup>th</sup> May 2017.
- 5.2 Insurance information document dated April 2017.

**Francis Fernandes**  
**Borough Secretary and Monitoring Officer**  
**Tel 01604 837334**

Appendices: 1



**NORTHAMPTON**  
BOROUGH COUNCIL

## CABINET REPORT

<b>Report Title</b>	Corporate Performance All Measures Report January to March 2017
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**AGENDA STATUS:**                      **Public**

<b>Cabinet Meeting Date:</b>	21 June 2017
<b>Key Decision:</b>	No
<b>Within Policy:</b>	Yes
<b>Policy Document:</b>	No
<b>Directorate:</b>	Borough Secretary
<b>Accountable Cabinet Member(s):</b>	Councillor P Larratt
<b>Ward(s)</b>	n/a

### 1. Purpose

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- 1.1 To inform Cabinet of the Council's monthly and quarterly performance indicators figures for 2017 quarter 4
- Reporting period: 1 January 2017 to 31 March 2017

### 2. Recommendations

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- 2.1 That Cabinet review the contents of the performance report (appendix 1) and recommend actions to be taken, if any, to address the issues arising.
- 2.2. That Cabinet approves for the performance report be presented to Audit Committee.

### 3. Issues and Choices

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#### Report Background

- 3.1 Performance data is collected across a range of locally developed indicators which are collected on a monthly, quarterly or on an annual basis. These form the basis of the Councils performance monitoring process. Cabinet members receive detailed information on all the measures through the Corporate

Performance All Measures Report (Appendix 1). This enables the monitoring of the Corporate Plan within their portfolios on a regular basis.

3.1.1 This report summarises the Council’s monthly and quarterly performance indicators figures for 2017 quarter 4:

- Reporting period: 1 January 2017 to 31 March 2017

The appended report details:

- A performance dashboard overview for each of the corporate themes
- Detailed Key Performance Indicator (KPI) results with supporting commentary

## Issues

### Progress against Corporate Plan priorities

3.2 73% of performance measures (where data was available) reached their target for the Corporate Plan priorities.

### Overall indicator performance against targets

3.2.1 The overall performance percentages compared to the previous quarter are detailed:

Performance Status	Quarter 3 %	Rounded Total	Quarter 4 %	Rounded Total
<b>Blue</b> • Exceptional or over-performance	32.14	64%	30.3	<b>73%</b>
<b>Green</b> • On or exceeding target	28.57		33.33	
<b>Amber</b> • Within agreed tolerances	03.57		09.09	
<b>Red</b> • Outside agreed target tolerance	35.71	36%	27.27	<b>27%</b>

### Highlights:

3.2.2 The exceptions, the highs and lows for this reporting quarter are detailed.

Exceptions are reported to highlight whether the exceptional or over performance is required and the resources to achieve these remain valid and the under- performing performance identify actions that include corrective and preventative actions:

3.2.3 The below exceptions have been considered by Management Board as to whether any of these are considered to be classified as corporate risks.

High Performing Highlights (Exceptional or Over Performing)												
BV008	Local Invoices Paid	<ul style="list-style-type: none"> <li>Consistently high achieving</li> <li>Good processes in place</li> <li>Target 80% - consistently achieving between 87% to 94%</li> <li><b>Action:</b> Increase target for 2017/18 to 90%</li> </ul>										
CH10	Museum Web Visits	<ul style="list-style-type: none"> <li>Web content will be a main channel for engagement whilst museum is closed</li> <li><b>Action:</b> Web visits continue to be monitored whilst Guildhall Road museum closed for extension work</li> </ul>										
ESC02	Missed Bins Corrected	<ul style="list-style-type: none"> <li>Consistently providing a very high performance response</li> <li><b>Action:</b> Constant review of improving operations to prevent missing bins, therefore reducing the need to correct missed bins. There will always be an element of missed bins with such a high volume operation.</li> <li>KPI ESC01n (total missed bins/boxes missed) trend is stabilising</li> </ul> <table border="1"> <tr> <td>Trend</td> <td>Dec</td> <td>Jan</td> <td>Feb</td> <td>March</td> </tr> <tr> <td>stabilising</td> <td>679</td> <td>759</td> <td>458</td> <td>491</td> </tr> </table>	Trend	Dec	Jan	Feb	March	stabilising	679	759	458	491
Trend	Dec	Jan	Feb	March								
stabilising	679	759	458	491								
HML07	Households Prevented From Being Homeless	<ul style="list-style-type: none"> <li><b>Action:</b> Sustaining high performance</li> <li>This time last year 504, now 1,003</li> </ul> <table border="1"> <tr> <td>Continues to exceed</td> <td>Dec</td> <td>Jan</td> <td>Feb</td> <td>March</td> </tr> <tr> <td></td> <td>54</td> <td>102</td> <td>62</td> <td>102</td> </tr> </table>	Continues to exceed	Dec	Jan	Feb	March		54	102	62	102
Continues to exceed	Dec	Jan	Feb	March								
	54	102	62	102								
HML09	Households Homeless Duty Accepted	<ul style="list-style-type: none"> <li>This time last year 313 households, now 478</li> <li>Jan 17 was 47 and March 17 was 38</li> <li>Monthly trend is stabilising</li> <li>Increase in homeless applications has resulted in a backlog during March</li> <li><b>Action:</b> Capacity within the team increased to manage caseload backlog</li> <li>Performance still reporting as exceptional performance for quarter 4 overall compared to previous quarters</li> </ul>										
NI57a	Major Planning Applications	<ul style="list-style-type: none"> <li>100% for quarter 4</li> <li>This time last year 100%</li> <li>Currently a high performing service</li> </ul>										
NI157b	Minor Planning Applications	<ul style="list-style-type: none"> <li>100% for quarter 4</li> <li>This time last year 98.22%</li> <li>Currently a high performing service</li> </ul>										
NI157c	Other Planning Applications	<ul style="list-style-type: none"> <li>100% for quarter 4</li> <li>This time last year 98.80%</li> <li>Currently a high performing service</li> </ul>										



MPE02	NWEZ New Jobs	<ul style="list-style-type: none"> <li>This time last year 602, now 613</li> <li>Reports quarterly. Increasing trend</li> </ul> <table border="1"> <tr> <td>Increasing Trend</td> <td>June</td> <td>Sept</td> <td>Dec</td> <td>March</td> </tr> <tr> <td></td> <td>145</td> <td>43</td> <td>132</td> <td>293</td> </tr> </table>	Increasing Trend	June	Sept	Dec	March		145	43	132	293
Increasing Trend	June	Sept	Dec	March								
	145	43	132	293								
EXC05	Litter - Below Level	<ul style="list-style-type: none"> <li>4 monthly reporting. Positive downward trend (smaller is better)</li> </ul> <table border="1"> <tr> <td>Positive Downward Trend</td> <td>July</td> <td>Nov</td> <td>March</td> </tr> <tr> <td></td> <td>4.67</td> <td>3.00</td> <td>2.17</td> </tr> </table>	Positive Downward Trend	July	Nov	March		4.67	3.00	2.17		
Positive Downward Trend	July	Nov	March									
	4.67	3.00	2.17									
<b>Lower Levels of Reported Performance (Outside Agreed Target Tolerance)</b>												
ESC01n	Total Missed Bins	<ul style="list-style-type: none"> <li>KPI ESC01n (total missed bins/boxes missed) trend is stabilising</li> </ul> <table border="1"> <tr> <td>Trend</td> <td>Dec</td> <td>Jan</td> <td>Feb</td> <td>March</td> </tr> <tr> <td>stabilising</td> <td>679</td> <td>759</td> <td>458</td> <td>491</td> </tr> </table> <ul style="list-style-type: none"> <li>Vehicle issues impacted on missed bins</li> <li><b>Action:</b> Back up vehicles procured</li> </ul>	Trend	Dec	Jan	Feb	March	stabilising	679	759	458	491
Trend	Dec	Jan	Feb	March								
stabilising	679	759	458	491								
HML01	Temporary Accommodation	<ul style="list-style-type: none"> <li>Consistently high homeless applications and the shortage of affordable rented housing</li> <li><b>Action:</b> Establishment of Social Lettings Agency will increase options available to homeless households and help people to move on from temporary accommodation</li> <li><b>Action:</b> Development of a temporary accommodation reduction strategy</li> </ul>										
IG03	FOI/EIR Responded to Within 20 Working Days	<ul style="list-style-type: none"> <li>Under performance relates to three cases; data quality issues and case complexity</li> <li><b>Action:</b> Continue to prioritise and manage performance to targets</li> </ul>										
PP06	<b>Crime Change</b> <ul style="list-style-type: none"> <li>Multi agency statistics are summarised and reported over the year</li> </ul>	<ul style="list-style-type: none"> <li>Vehicle crime (theft from vehicle, theft of vehicle, key theft, and smash and grab of property from cars) has risen by 1,061 crimes over the year</li> <li>Crimes and domestic burglary risen by 54</li> <li>Domestic burglary reporting a reduction in second half of the year</li> <li>Difficult to predict future reported crime levels but as a service have consistently worked with the Police to promote security awareness to the public, and with local businesses and hotels to ensure car parks are open and visible to CCTV, and valuables and tools removed from cars and vans overnight. We are already seeing a reduction in reported crime.</li> </ul>										
PP53	Environmental Service/Warden Requests	<ul style="list-style-type: none"> <li>Service requests responded to within 3 working days was below target due to staffing issues during the latter part of</li> </ul>										

<b>MPE01</b>	<b>NWEZ New Businesses</b>	2016/17		
		<ul style="list-style-type: none"> <li><b>Action:</b> Manager resource capacity to meet service demand</li> </ul>		
<b>PP16</b>	<b>Compliant Off Licence Checks</b>	<ul style="list-style-type: none"> <li>Just 7 businesses located in the NWEZ this quarter which is below target.</li> <li><b>Action:</b> We continue to proactively promote as part of the Northampton Alive project.</li> </ul>		
		<ul style="list-style-type: none"> <li>Target checks being made. Anticipate non-compliance as those premises with issues have been the focus</li> <li><b>Action:</b> Continue to focus on premises of higher risk and concern</li> <li>Checks outcomes:</li> </ul>		
		2	No summary licence displayed	<b>Action:</b> Potential further action
		1	No exclusion register	<b>Action:</b> Advisories
	1	Challenge 25 notice missing	Repeat inspection during May	

## Data Quality

- 3.2.4 The Council has processes in place to ensure that the data and information it provides to support management decision-making is as reliable as possible. The Council has a strategy to improve data quality and service areas are working to achieve the objectives within it.

A quality assurance process is in place for the validation of data. The measure owners challenged and checked the data and these were then signed off at Director level.

### 3.1 Governance

- 3.3 Cabinet are asked to review the appended performance report and recommend actions to be taken, if any, to address the issues arising.

## 4. Implications (including financial implications)

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### Policy

- 4.1 Corporate performance measures are monitored on a monthly or quarterly basis to track progress towards delivering the Council's priorities; as detailed in the Council's Corporate Plan.
- 4.1.1 Service areas review and develop objectives annually through the service planning process. Measures and targets are identified to help track delivery and any issues and risks.

### Resources and Risk

4.2 Each service has a service plan that details how the Corporate Plan priorities will be delivered. The service plans identify objectives, measures and actions that show how performance will be tracked. The service plans are risk assessed monitored and each service area will have a directorate risk register. The directorate risk registers feed into the corporate risk register process.

4.2.1 The risk process includes challenging and confirming the capacity and ability to deliver as well as the confirming continued priorities. These will be assessed as to whether these are within the levels or accepted risk appetite for the organisation.

### Legal

4.3 There are no specific legal implications arising from this report.

### Equality and Health

4.4 There is no specific health or equalities implications arising from this report as it is for information only.

### Process and Consultees (Internal and External)

4.5 The process for consulting has been complied with. The process timescales for this quarter's performance monitoring are detailed as follows:

Qtr. 4			
4.5.1 The main consultees for this quarter's performance process are:	Report produced - data is submitted direct by the measure owners	✓	
	Owners comment on how the information is presented	✓	
	Governance Feedback - challenge on narrative and performance	✓	
	Report Refined – following governance feedback and owner revision	✓	
	25 April	Approved by the Borough Secretary	✓
	Directors Approval		
	25 April	Circulated to Directors for discussion at Management Board	
	Management Board		
	25 May	Meeting	
	Pre Cabinet Meeting with Performance Portfolio Holder – Cllr Larratt		
	15 May	Meeting – Go through the performance report	
	Cabinet		
	21 June	Meeting	
	Audit Committee		
	3 July	Meeting	
Intranet			
22 June	Upload to intranet after Cabinet approval		

Who?	When?
Measure Owners and Heads of Service	April 2017
Management Board	23 May 2017
Cabinet	21 June 2017
Audit Committee	3 July 2017

- 4.5.2 The performance and finance report is monitored by Cabinet on a quarterly basis. The report is submitted to the Overview & Scrutiny on request. The report is then presented to the Audit Committee following Cabinet. Heads of Service and Management Board are involved and consulted as part of the performance monitoring process.
- 4.5.3 Performance data (financial and non-financial) is published on the NBC website following Cabinet approval.

### **How the Proposals Deliver Priority Outcomes**

- 4.6 Performance monitoring (financial and non-financial) to improve performance is good practice, in terms of efficient and effective management. It focuses on the key areas and therefore contributes directly to one of the 2017-20 priorities of the Corporate Plan “Working Hard and Spending Your Money Wisely” through quality modern services.

### **Other Implications**

- 4.7 There are no other implications arising from this report.

## **5. Background Papers**

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Appendix 1: Corporate Performance – All Measures Report – March 2017

**Francis Fernandes,  
Borough Secretary  
(Extension: 7334)**

# Corporate Performance

## All Measures Report

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March 2017



## Introduction












The report details the full list of performance measures monitoring the Council's Corporate Plan by corporate priority and is published quarterly.

The measures contained within this report are monitored on a monthly, quarterly, half yearly or four monthly basis.

Performance is reported against the latest report period and then by overall performance year to date (YTD). Overall YTD performance is monitored against the current profiled target and helps us to keep track of the progress towards meeting the annual target.

Performance comparison against the same time last year is highlighted where comparative data is available.

## Report Key:

-  Exceptional or over performance
-  On or exceeding target
-  Within agreed tolerances
-  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 data or target available
-  No data available
-  No target available

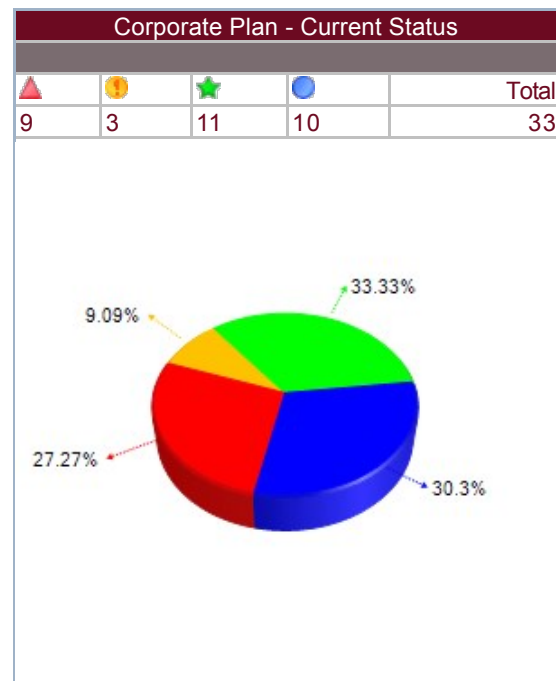
# NBC Corporate Plan

The table below has been included for informational purposes, and shows the current year to date performance of each element of the Corporate Plan. The Alerts are generated from the PIs which each Service Area aligned to the 8 priorities during the service planning process.

Corporate Plan	
	YTD
<b>NBC Corporate Plan - Securing Northampton's Future</b>	▲

Theme
Working Hard and Spending your Money Wisely - Delivering quality modern services
Safer Communities - Making you feel safe and secure
Protecting Our Environment - A clean and attractive town for residents and visitors
Northampton Alive - A vibrant successful town for now and the future
Love Northampton - Enhancing leisure activities for local people and encouraging participation
Housing for Everyone - Helping those that need it to have a safe and secure home

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Monthly Measures

Measure ID & Name	Dec 16	Jan 17	Feb 17	Mar 17	Overall perf. to date	YTD	Current Profiled Target	Outturn Target	Polarity	Perf. vs. same time last year	YTD value same time last year
<b>AST05a External rental income demanded against budgeted income (M)</b>	? ?	? ?	? ?	? ?	? ?	? ?	97.00 %		- Bigger is Better	?	105.88 %
The Service has been unable to supply data for this quarter. Head of Service is aware and is resolving the problem. Head of Service has met with the responsible Cabinet member to discussed and the KPIs will be revised for the new financial year.											
Source Date 31/03/2017											
<b>AST05b % commercial rent demanded within the last 12 months (more than 2 months in arrears) (M)</b>	? ?	? ?	? ?	? ?	? ?	? ?	3.00 %		- Smaller is Better	?	2.47 %
The Service has been unable to supply data for this quarter. Head of Service is aware and is resolving the problem. Head of Service has met with the responsible Cabinet member to discussed and the KPIs will be revised for the new financial year.											
Source Date 31/03/2017											
<b>AST12 % achieved where return on (sub group) investment properties meets agreed target rate (M)</b>	90.28 % ?	? ?	? ?	? ?	? ?	? ?	95.00 %		- Bigger is Better	?	90.14 %
The Service has been unable to supply data for this quarter. Head of Service is aware and is resolving the problem. Head of Service has met with the responsible Cabinet member to discussed and the KPIs will be revised for the new financial year.											
Source Date 31/03/2017											
<b>BV008 Local invoices paid within 10 days (M)</b>	88.39 ?	87.37 ?	94.08 ?	92.09 ?	92.01 ?	80.00	80.00	Bigger is Better	?		93.65
Target to be increased for new financial year.											
Source Date 31/03/2017											
<b>BV008 Percentage of invoices for commercial goods &amp; serv. paid within 30 days (M)</b>	99.89 % ?	98.51 % ?	99.89 % ?	98.26 % ?	99.23 % ?	99.00 %	99.00 %	Bigger is Better	?		99.72 %
Target to be be increased for new financial year.											
Source Date 31/03/2017											
<b>BV012_12r Ave. no. of days/shifts lost to sickness for rolling 12 month period (M)</b>	7.99 ?	7.84 ?	7.57 ?	8.05 ?	8.05 ?	7.50	7.50	Smaller is Better	?		7.83
Within agreed tolerances, but slightly over outturn target. Increase in muscular skeletal sickness. DSE assessment in place to support employees who have had MSS. Review of reporting arrangements in place to confirm data quality accuracy following return of the HR service from LGSS.											
Source Date 31/03/2017											
<b>CH10 No. of unique visits to Museum Pages (M)</b>	2,890 ?	4,835 ?	5,436 ?	4,480 ?	52,221 ?	15,000		- Bigger is Better	?		65,332
Quarter Update. Museum closed on 19th February 2017 as work begins on the new extension. Web stats most likely driven by people seeing information on museum closure and future plans.											
Year End: Strong web stats driven by great use of social media to direct visitors to the website and resulted in a year end result of 11% above target.											
Source Date 31/03/2017											
<b>CS05 Percentage satisfied with the overall service provided by the Customer Service Officer (M)</b>	100.00 % ?	89.58 % ?	90.41 % ?	92.22 % ?	94.44 % ?	90.00 %		- Bigger is Better	?		92.34 %
Surveys are currently offered to the One Stop Shop front counter customers and customers who make contact via email. A total of 284 surveys were returned for Quarter 4 of 2016/17, of which 259 were satisfied and above and 25 were dissatisfied and below. The dissatisfied and below have been analysed and corrective and preventative measures put in place as appropriate. The return rate is a constant challenge to influence. Customer Relationship Management and telephone system are to be upgraded which will include emailing and texting customers for feedback. The aim is to											









Monthly Measures

Measure ID & Name	Dec 16	Jan 17	Feb 17	Mar 17	Overall perf. to date	YTD	Current Profiled Target	Outturn Target	Polarity	Perf. vs. same time last year	YTD value same time last year
increase feedback opportunity and return rates.											
Source Date 31/03/2017											
⊕ <b>CS13a % of calls for NBC managed services into contact centre answered (M)</b>	95.06 %	91.74 %	92.86 %	91.16 %	89.32 %		90.00 %		- Bigger is Better		92.74 %
Calls have increased by 2661 this month, with general enquiries/Environmental Services accounting for 1263 of these in comparison to February. Daily averages have remained reasonably static with repairs and Streetscene showing a slight decrease. The overall average wait time decreased by 12 seconds in March in comparison to February. The Contact Centre are continuing to increase the utilization of cross trained staff within the One Stop Shop, to help increase call efficiency and reduce unavailability. Further training for repairs is underway for 2 more staff members and should improve the call answered % by the end of April. There have been good improvements over the first half of the year due to consistent efforts to improve standards with staff training.											
Source Date 31/03/2017											
⊕ <b>CS14a % OSS customers with an appointment seen on time (M)</b>	95.8 %	95.0 %	97.6 %	95.4 %	94.1 %		90.0 %		- Bigger is Better		94.7 %
One Stop Shop hit an overall target of 95.43% of customers seen within 10 minutes. 1 additional customer service officer has been trained in Benefits to assist in enquiries and support the team. There has been a higher demand for appointments due to council tax and issuing of rent statements. There has been a slight increase in the number of Housing Emergencies booked. Customer Services in the One Stop Shop are continuing to support the contact centre during busy periods when required.											
Source Date 31/03/2017											
⊕ <b>ESC01n Total bins/boxes missed in period (M)</b>	679	759	458	491	7,240		1,400		- Smaller is Better		4,811
Vehicle issues have impacted on the number of missed collections. Spare vehicles have been procured to cover vehicle breakdowns and therefore reduced missed collections.											
Source Date 31/03/2017											
⊕ <b>ESC02 % missed bins corrected within 24hrs of notification (M)</b>	96.02 %	95.78 %	92.79 %	95.52 %	95.14 %		84.00 %		- Bigger is Better		89.05 %
This PI has over performed this year in comparison to previous years. We have been proactive in ensuring prompt notification with missed bins and this is reflected in the overall figures.											
Source Date 31/03/2017											
⊕ <b>ESC04 % household waste recycled and composted (NI192) (M)</b>	34.53 %	34.52 %	31.26 %	39.96 %	41.12 %		49.00 %		- Bigger is Better		40.76 %
The contractor will look at ways of increasing participation in an attempt to increase the recycling percentage for next year.											
Source Date 31/03/2017											
⊕ <b>ESC09 % of Fly Tipping incidents removed within 2 working days of notification (SO2) (M)</b>	99.93 %	99.94 %	99.79 %	100.00 %	99.98 %		98.00 %		- Bigger is Better		99.89 %
On track - exceeding target.											
Source Date 31/03/2017											
⊕ <b>HML01 Total no. of households living in temporary accommodation (M)</b>	143	167	160	164	164		100		- Smaller is Better		66
As expected, the total number of households living in temporary accommodation remains above target. This is due, in the main, to the consistently high number of homelessness applications and the shortage of affordable rented housing. It is hoped that the establishment of the Social Lettings Agency this year will increase the options available to homeless households, and help people to move on from temporary accommodation. Work has already started on the development of a temporary accommodation reduction strategy.											
Source Date 31/03/2017											
<b>HML07 Number of households that are prevented from becoming homeless (M)</b>	54	102	62	102	1,003		693		- Bigger is Better		504
The number of homeless households prevented from becoming homeless continues to exceed the target. Even though the private rented sector offers a few opportunities to prevent homelessness and meeting housing need, it is hoped that the current level of performance will be sustained throughout 2017/18.											

Monthly Measures

Measure ID & Name	Dec 16	Jan 17	Feb 17	Mar 17	Overall perf. to date	YTD	Current Profiled Target	Outturn Target	Polarity	Perf. vs. same time last year	YTD value same time last year
Source Date 31/03/2017											
<b>HML09 Number of households for whom a full homelessness duty is accepted (M)</b>	33	47	34	38	478		540		- Smaller is Better		313
<p>Although the number of homelessness decisions made each month has remained consistently high, the increase in homelessness applications received has resulted in a growing backlog of applications awaiting a decision. This has increased officers' caseloads and will have an impact on the number of households for whom a rehousing duty is accepted in the future. Measures have been identified to increase the capacity within the team to enable the backlog of outstanding decisions to be made, and to help reduce the officers' caseloads.</p>											
Source Date 31/03/2017											
<b>IG03 % FOI/EIR cases responded to within 20 working days (M)</b>	97.3 %	96.3 %	86.8 %	93.4 %	93.0 %		100.0 %		- Bigger is Better		93.6 %
<p>The under performance of this target refers to three cases. These were originally 1 - 2 working days overdue. One request related to a prefabricated, post war, non insulated single skin property and the information that was previously released was found to require updating. This cause a short delay which impacted on the request response time. It was six days overdue as there were data quality issues. An Environmental Information Request (EIR) was overdue because of the complexity of the information requested.</p>											
Source Date 31/03/2017											
<b>IG04 % Subject Access requests responded to within 40 days (M)</b>	100.0 %	100.0 %	100.0 %	75.0 %	96.6 %		100.0 %		- Bigger is Better		96.6 %
<p>1 response overdue and fell out of timescales. This was due to it being a large and complicated request which could not be responded to within normal time guidelines. we continue to strive to prioritise and manage performance to targets.</p>											
Source Date 31/03/2017											
<b>NI157a % Major Planning applications determined in 13 weeks or agreed extension (M)</b>	100.00 %	100.00 %	100.00 %	100.00 %	100.00 %		80.00 %	100.00 %	Bigger is Better		100.00 %
<p>100% applications determined within agreed time scales for Quarter 4.</p>											
Source Date 31/03/2017											
<b>NI157b % of 'minor' planning apps determined within 8 weeks or agreed extension (M)</b>	100.00 %	100.00 %	100.00 %	100.00 %	97.76 %		95.00 %		- Bigger is Better		98.22 %
<p>100% applications determined within agreed time scales for Quarter 4.</p>											
Source Date 31/03/2017											
<b>NI157c % of 'other' planning apps determined within 8 weeks or agreed extension (M)</b>	100.00 %	100.00 %	100.00 %	100.00 %	99.13 %		95.00 %		- Bigger is Better		98.80 %
<p>100% applications determined within agreed time scales for Quarter 4.</p>											
Source Date 31/03/2017											
<b>PP06 % change in serious acquisitive crime from the baseline (M)</b>	32.19 %	36.46 %	42.03 %	43.76 %	43.76 %		-2.17 %		- Smaller is Better		8.39 %
<p>Serious Acquisitive Crime has seen an overall increase of +1,232 crimes over the year. Within this, vehicle crime has risen by 1,061 crimes, with an increase in smash and grab of valuables from vehicles, theft of vehicles and damage to vehicles, and domestic burglary by 54 crimes. However, domestic burglary has shown a reduction in the second half of the year in Northampton Borough, and although difficult to predict it is hoped that there will be a reduction in reported crime in the next quarter. We are working with partner agencies to reduce car crime, and will see improvements in the next quarter.</p>											
Source Date 31/03/2017											
<b>PP22 % Hackney Carriage and private hire vehicles inspected which comply with regulations (M)</b>	43.33 %	83.33 %	72.22 %	58.62 %	67.90 %		70.00 %		- Bigger is Better		69.61 %

Monthly Measures

Measure ID & Name	Dec 16	Jan 17	Feb 17	Mar 17	Overall perf. to date	YTD	Current Profiled Target	Outturn Target	Polarity	Perf. vs. same time last year	YTD value same time last year
Checks are specifically targeted on cases of concern so a level of non compliance is not unexpected. The indicator is being redefined in 17/18 to reflect the actual situation. Most of the infringements logged are technical, relating to failure to display badge etc.											
											Source Date 31/03/2017
<b>PP53 % Service requests responded to within 3 working days (M)</b>	93.39 % 	89.33 % 	88.01 % 	81.70 % 	85.82 % 		94.00 %		- Bigger is Better		89.64 %
This Performance Indicator relates to Environmental Service and Warden related requests. A number of serious staffing issues have impacted on the departments ability to respond to targets within timescales. We are working to address staff vacancies to ensure that we are fully staffed, and also ensure that staff are deployed as efficiently as possible.											
											Source Date 31/03/2017

Quarterly Measures

Measure ID & Name	Jun 16	Sep 16	Dec 16	Mar 17	Overall perf. to Date	YTD	Current Profiled Target	Annual Target	Polarity	Perf. vs. same time last year	YTD value same time last year
⊕ <b>ESC16 Overall level of quality against an agreed std - Open Spaces &amp; Parks (%) (Q)</b>	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %		5.00 %		- Smaller is Better		0.00 %
This KPI is no longer a useful measure and will be removed at year end (March 31 2017)											
Source Date 31/03/2017											
<b>HMO01 No. HMOs with Mandatory licence (Q)</b>	322	333	362	360	360		340		- Bigger is Better		321
This mandatory licence scheme was introduced in 2006. 43 properties are currently being processed, for both renewals and new applications. Figure increases will be if new properties are converted or intelligence information indicates that a mandatory licence is required. Properties reported are risk assessed and will become subject to further investigation which could lead to a prosecution for failure to apply for a licence.											
Source Date 31/03/2017											
<b>HMO08 No. of HMOs with an additional licence (Q)</b>	472	340	515	525	525		550		- Bigger is Better		435
This figure falls short by 25 properties, however, there are currently 20 properties where the licence application is in progress. The Housing Standards Team have been concentrating on taking prosecutions, which are currently going through the court process. It is anticipated that successful prosecutions will result in landlords applying for applications proactively instead of the team using its limited resources to seek them out.											
Source Date 31/03/2017											
⊕ <b>IG01 % LGO cases responded to within 28 days (excl. pre-determined cases) (Q)</b>	100.0 %	100.0 %	100.0 %	100.0 %	100.0 %		100.0 %		- Bigger is Better		100.0 %
All Local Government Ombudsman cases dealt with in timescales. On target											
Source Date 31/03/2017											
⊕ <b>IG02 Av. days to respond to LGO enquiries (excl. pre-determined cases) (Q)</b>	0.00	0.00	0.00	0.00	0.00		0.00		- Smaller is Better		23.00
One case from the Local Government Ombudsman (LGO) was recorded and responded to within timescales. On target.											
Source Date 31/03/2017											
<b>MPE01 No. of new businesses locating on NWEZ (Q)</b>	0	0	11	7	18		25		- Bigger is Better		17
Only seven new businesses were reported for this quarter which is below target.											
Source Date 31/03/2017											
<b>MPE02 No. of new jobs created on NWEZ (Q)</b>	145	43	132	293	613		350		- Bigger is Better		602
This quarter has seen a rise in figures although overall the year is slightly down on the predicted levels.											
Source Date 31/03/2017											
⊕ <b>PP16 % Off licence checks that are compliant (Q)</b>	43.75 %	53.13 %	33.33 %	20.00 %	46.43 %		85.00 %		- Bigger is Better		70.83 %
A number of checks have been carried out on specific targets that are of concern, therefore non compliance would be anticipated. There have been no checks on properties that are anticipated to be compliant, as the focus is on non compliance. The checks returned two 'No summary licence displayed' cases which we may take further action on; one 'No Exclusion Register' and one 'Challenge 25' notice missing. Both of these are advisories and we will return in May to ensure they are in place.											
Source Date 31/03/2017											
<b>TCO05n Town Centre footfall (Q)</b>	4,351,837	3,956,060	4,203,658	3,126,019	15,637,574		13,250,000		- Bigger is Better		15,280,622
Footfall for March exceeded the target figures for the month and for the year.											
Source Date 31/03/2017											

Quarterly Measures

Measure ID & Name	Jun 16	Sep 16	Dec 16	Mar 17	Overall perf. to Date	YTD	Current Profiled Target	Annual Target	Polarity	Perf. vs. same time last year	YTD value same time last year
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4 Monthly Measures

Measure ID & Name	Jul 16	Nov 16	Mar 17	Overall perf. to Date	YTD	Current Profiled Target	Annual Target	Polarity	Perf. vs. same time last year	YTD value same time last year
+ <b>ESC05 % of Land and Highways assessed falling below an acceptable level - Litter (NI195a) (4M)</b>	5.67 %	1.67 %	2.83 %	3.39 %		2.00 %	2.00 %	Smaller is Better		2.39 %
This measure is a four monthly measure, and is difficult to line up with quarterly reporting. However, it is only just falling outside target over the whole year. We are continuing to work proactively and reactively to issues.										Source Date 31/03/2017
+ <b>ESC06 % of Land and Highways assessed falling below acceptable level - Detritus (NI195b) (4M)</b>	4.67 %	3.00 %	2.17 %	3.28 %		4.00 %	4.00 %	Smaller is Better		1.83 %
Over performing. On downward trend (smaller is better measure).										Source Date 31/03/2017
+ <b>ESC07 % of Land and Highways assessed falling below acceptable level - Graffiti (NI195c) (4M)</b>	1.33 %	0.67 %	0.67 %	0.89 %		2.00 %	2.00 %	Smaller is Better		0.61 %
On target.										Source Date 31/03/2017
+ <b>ESC08 % of Land and Highways assessed falling below acceptable level - FlyPosting (NI195d) (4M)</b>	0.00 %	0.00 %	0.00 %	0.00 %		2.00 %	2.00 %	Smaller is Better		0.00 %
On target.										Source Date 31/03/2017

Annual Measures

Measure ID & Name	Mar 16	Mar 17	Outturn Target Mar 2018	Polarity
<b>NI154 Net additional homes provided (A)</b>	678.00 ▲	? ?		- Bigger is Better
no longer measured centrally				
				Source Date 31/03/2016
<b>NI159 Supply of ready to develop housing sites (A)</b>	? ?		? ?	- Bigger is Better
The West Northamptonshire Joint Core Strategy Submission - Proposed Modifications identifies the 5 year housing supply target. It supersedes Regional Planning targets, which although no longer part of the development plan, were the last housing targets set for the town. Against the target set the housing trajectory identifies how delivery will occur. Delivery is stronger due to the increase in confidence in the housing market.				
Source Date 31/03/2014				

**Delivery of the Northampton Waterside Enterprise Zone**

40 new jobs have been created in Q4 for the University Waterside Campus development and a further £35.55 million private sector capital investment obtained on this project. Seven new enterprises have been created with an estimated 17 jobs created.

Source Date 31/03/2017

**Development of the Greyfriars site**

Agreement for lease and other legal documents progressed. Highway Public Realm design meeting with NCC on-going.

Source Date 31/03/2017

**Restoration and regeneration of Delapre Abbey and Park**

Snagging ongoing and to be completed by the end of April. Café has been launched and is now operational.

Source Date 28/02/2017

**Delivery of the Business Incentive Scheme and account management to key businesses**

Seven businesses supported with £69,500 committed grants which have created 37 jobs and leveraging approx. £499,000 of private sector investment during Quarter 4 2016/17

Source Date 31/03/2017

**Delivery of the Four Waterside Development**

Heads of terms complete for the site for commercial office space. Marketing plans for potentially pre letting the office space prior to build are being researched.

Source Date 31/03/2017

**Development of the Cultural Quarter**

Old Goal Block handed over in March 2017. Surveys commenced on site archaeology and building recording commenced. CCTV/drainage survey completed. Employers requirements ongoing.

Source Date 31/03/2017

**Delivery of the Castle Station development**

Scope of programmes being reviewed to include a wider development footprint.

Source Date 31/03/2017



Appendices  
8



**NORTHAMPTON**  
BOROUGH COUNCIL

## CABINET REPORT

<b>Report Title</b>	<b>FINANCE AND MONITORING - PROVISIONAL OUTTURN REPORT 2016/17</b>
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**AGENDA STATUS: PUBLIC**

<b>Cabinet Meeting Date:</b>	21 June 2017
<b>Key Decision:</b>	Yes
<b>Within Policy:</b>	Yes
<b>Policy Document:</b>	No
<b>Directorate:</b>	Management Board
<b>Accountable Cabinet Member:</b>	Cllr B Eldred
<b>Ward(s)</b>	N/A

### 1. Purpose

- 1.1 This report sets out the provisional financial outturn position for the Council's General Fund, Housing Revenue Account (HRA), Capital Programme and Northamptonshire Partnership Homes (NPH) for the financial year 2016/17.

### 2. Recommendations

- 2.1. That Cabinet note the provisional outturn for the General Fund and Housing Revenue Account for the financial year 2016/17 as set out at **Appendix 1** and **Appendix 5**.
- 2.2 That Cabinet approve the use of and contributions to General Fund Revenue Earmarked Reserves as shown in paragraph 3.2.4 and **Appendix 3**.
- 2.3 That Cabinet approve the proposed revenue budget carry forwards detailed in paragraph 3.2.8
- 2.4 That Cabinet approve the net movement in Housing Revenue Account Reserves and working balances as set out at **Appendix 6**.
- 2.5 That Cabinet note the outturn for the Council's General Fund and Housing Revenue Account Capital Programmes for 2016/17 and how the expenditure was financed as set out at **Appendix 4** and **Appendix 7**.

- 2.6 That Cabinet approve the proposed capital carry forwards into 2017/18 set out in **Appendix 4** and **Appendix 7**.
- 2.7 That Cabinet note the outturn for Northampton Partnership Homes for 2016/17 as set out at **Appendix 8**.

### 3. Issues and Choices

- 3.1 The Council's budget is divided across two accounts, the General Fund and the Housing Revenue Account (HRA). These two accounts, together with their respective sources of funding, are kept entirely separate from each other as required by statute. HRA expenditure and income relates solely to the Council's role as a housing landlord, whilst the General Fund encompasses all other services. Please note that the accounts for the year will include a number of technical accounting adjustments that will be taken in the draft Statement of Accounts to Audit Committee on the 3<sup>rd</sup> July, and which may result in a change to the final level of General Fund Reserves.

#### 3.2 General Fund

- 3.2.1 The General Fund outturn for controllable service budgets shows an underspend of £1,383k. This is listed in **Table 1** below and detailed in **Appendix 1**.

Table 1 - Controllable Budget Outturn	Revised Budget £000	Actual Outturn £000	(Under) / Over Spend £000
Director of Regeneration, Enterprise and Planning	2,620	2,668	48
Housing and Wellbeing	1,104	1,647	543
Borough Secretary	2,737	2,737	0
Director of Customers and Communities	11,503	10,175	(1,328)
Corporate and LGSS	11,404	11,214	(190)
<b>Total Service Controllable Spending</b>	<b>29,368</b>	<b>28,441</b>	<b>(927)</b>
Debt Financing	1,904	1,448	(456)
<b>Total</b>	<b>31,272</b>	<b>29,889</b>	<b>(1,383)</b>

- 3.2.2 Major variations between the revised budget and outturn are set out in more detail in **Appendix 2**. The main variations are:

##### 3.2.2.1 Regeneration, Enterprise and Planning

- Overspend mainly relates to additional temporary staff covering vacant positions and professional services to carry out valuations. Offset by overachievement of NNDR rebates following challenges and the higher level of development control income for the whole year.

##### 3.2.2.2 Housing and Wellbeing

- Overspend is mainly due to additional costs of Homeless Prevention schemes, Refuge funding, higher Temporary Accommodation costs and a reduction in Licensing Income.

### 3.2.2.3 Customers and Communities

- Underspend reflecting additional deductions made through the Environmental Services Contract and additional car parking and licensing income. Savings on utility and NNDR costs.

### 3.2.2.5 Corporate and LGSS

- Underspend due to lower pension severance costs and a higher pension deficit recharge to the HRA offset by additional costs for Temporary Accommodation resulting in a higher subsidy loss.

3.2.3 All outturn variations will be reviewed as part of a robust review of the current 2017/18 budget and Medium Term Financial Plan going forward.

3.2.4 **Table 2** below sets out the proposed use of the 2016/17 underspend. The underspend is being used to mitigate risk and ensure that the Council can continue to invest in future service improvements and economic initiatives across the Borough.

<b>Table 2 – Use of 2016/17 Underspend</b>	<b>Para. Ref.</b>	<b>£000</b>
Underspend against Controllable Budgets		(927)
Other Technical Variances		(456)
Funding towards Improved Governance	3.2.6	50
Funding towards Greyfriars Redevelopment	3.2.7	74
Project Budget Carry Forwards	3.2.8	181
Contribution to MTFP Cashflow Reserve	3.2.9	1,048
<b>Contribution to General Fund Balance</b>		<b>30</b>

3.2.5 Planning Appeals at Collingtree and Hardingstone resulted in costs to the Council in 2016/17 of £554k, funded from a drawdown from the MTFP Cashflow Reserve. This drawdown is reflected in the revised budget shown in Appendices 1 and 2.

3.2.6 The Council has put in place a comprehensive Governance Action Plan which sets out improvements to governance processes to be achieved in the next 12 months. An earmarked reserve of £50k will support the training and other professional support required to achieve this.

3.2.7 The redevelopment of the Greyfriars site requires additional revenue expenditure above the original estimated £200k approved 11<sup>th</sup> November 2015, on professional and legal advisors to enable the project team to consider final cost appraisals and deal with external enquiries prior to reporting back to Cabinet as agreed in the last progress report to Cabinet on 11<sup>th</sup> January 2017. The funding for this is to be set aside in the Strategic Investment Reserve.

3.2.8 Specific carry forwards totalling £181k have been requested for use in 2017/18. These include the carry forward of underspends in 2016/17 for Councillor enabling funds, for essential works to Grosvenor Car Park and for Neighbourhood Planning.

3.2.9 The Council has identified a number of risks, including reducing government funding, increasing service costs and contract management costs. Monies are

set aside in the MTFP Cashflow Reserve to assist with the management of these risks.

### **General Fund Balances**

- 3.2.10 The Chief Finance Officer has undertaken a risk-based assessment of reserve balances. This assessment suggests that, taking all known risks into account along with the Council's gross expenditure requirement, the minimum level of balances should remain in the order of £5.5m. The unaudited outturn shows that this can be achieved as at 31 March 2017.
- 3.2.11 The Council also holds General Fund earmarked reserves of £23m to mitigate against specific risks to which the Council may be exposed and investing in service improvement. These are detailed in **Appendix 3**. These earmarked reserves were fundamentally reviewed in October 2016, with the aim of ensuring that specific reserves remained relevant and bringing together those no longer specifically required into two corporate reserves – Delivering the Efficiency Plan and the MTFP Cashflow reserve.

### **General Fund Capital**

- 3.2.12 The Council's final approved budget for General Fund capital programme expenditure in 2016/17 was £19.0m, a net increase of £5.8m from the original budget of £13.2m. The increases were due to carry-forwards from 2015/16 and other changes largely relating to increases in external financing from grants and contributions and self-funded schemes, as well as increased costs for the restoration of Delapre Abbey.
- 3.2.13 The overall capital programme includes revenue expenditure funded from capital under statute (REFCUS). This is expenditure, such as grants to homeowners for disabled facilities, which can be funded from capital resources under statute and regulations.
- 3.2.14 Capital expenditure for 2016/17 totalled £12.4m against the final approved budget of £19m, a net underspend of £6.6m (35%). A large proportion (£6.1m) relates to schemes that are currently underway or still planned to take place and these budgets will be carried forward into the next financial year (2017/18). The majority of this carry forward is due to the timing of approvals and the timescales for letting contracts and funding agreements. This includes £3.5m in relation to schemes with specific earmarked funding, e.g. specific government grants, section 106 contributions, earmarked reserves or self-funded borrowing, meaning that any underspend does not create a saving to Northampton Borough Council.
- 3.2.15 The capital expenditure position by Directorate is summarised in **Table 3** below, with further details set out in **Appendix 4**, along with explanations of the reasons for any significant variances.

<b>Table 3 Capital Expenditure 2016/17</b>	<b>Final Approved Budget</b>	<b>Outturn</b>	<b>Variance</b>
<b>General Fund</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
Customers & Communities	1,274	922	(452)
Regeneration, Enterprise & Planning	15,809	9,645	(6,164)
Housing General Fund	1,393	1,367	(26)
LGSS Managed Budgets	462	417	(45)
<b>Total</b>	<b>19,038</b>	<b>12,351</b>	<b>(6,687)</b>

3.2.16 **Table 4** below shows how the capital programme for 2016/17 has been funded. In line with the approved Capital Strategy and the Treasury Management Strategy, capital receipts and revenue reserves have been utilised to fund expenditure on short-life assets whilst prudential borrowing has been used where assets have a longer life.

<b>Table 4 Financing of Capital Programme 2016/17</b>	<b>General Fund</b>
	<b>£000</b>
Borrowing	4,676
Capital Receipts	837
Grants	2,494
Third Party Contributions	2,994
Revenue Contributions	1,350
<b>Total</b>	<b>12,351</b>

3.2.17 The approved capital programme for 2016/17 included assumed capital receipts to be realised during the year of around £5m. Due to economic conditions and staff capacity these were not brought to fruition in the year but are expected to be realised in 2017/18. This was mitigated to some degree by the amounts to be carried forward, but the quantum of expenditure funded from borrowing was around £1m higher than budget. Assuming that the capital receipts are received in 2017/18 then borrowing in that year should be lower than planned such that

the cumulative position will be in line with original budgeted intentions, i.e. the additional borrowing is only temporary.

3.2.18 The proposed carry forwards on General Fund Capital Schemes are required to complete schemes and realise the outcomes set out in the original appraisals. Justifications are given against each scheme in **Appendix 4**. After taking account of these carry-forwards, the net overspend in funding by corporate borrowing and capital receipts is £187k.

3.2.19 **Table 5** below shows the amount of carry forward from 2016/17 into the 2017/18 capital programme. Details are shown on a scheme by scheme basis at **Appendix 4**.

<b>Table 5 General Fund Capital Carry forward 2016/17</b>	<b>£000</b>
Customers & Communities	453
Regeneration, Enterprise & Planning	5,631
Housing General Fund	0
LGSS Managed Budgets	45
<b>Total</b>	<b>6,129</b>

3.2.20 The carry forward schemes will be incorporated into the 2017/18 agreed capital programme and monthly monitoring processes.

3.2.21 Completion of works at Delapre Abbey additional funding of £490k, which is detailed in a report elsewhere on this Cabinet agenda. This will be funded by use of £120k underspend on the 2016/17 capital programme plus £370k to be reallocated from the approved 2017/18 block programmes.

### **3.3 Housing Revenue Account**

3.3.1 The HRA outturn position shows an underspend on controllable spending of £249k. After technical accounting adjustments this position moves to an underspend of £366k. This has reduced the required net contribution from reserves from the budgeted amount of £7.517m to £7,151m, while the HRA working balance remains unchanged at £5m.

3.3.2 It should be noted that Northampton Partnership Homes (NPH) have managed most of the HRA expenditure budgets in 2016/17 and the actual expenditure incurred is therefore reflected in the summary HRA accounts as management fee payments to NPH. The NPH outturn figures are shown separately (see 3.4 below).

3.3.3 The summary HRA outturn is attached at **Appendix 5**.

## Main Variances

3.3.4 **Table 6** below summarises the main variances detailed in Appendix 5. All outturn variations are already being reviewed to identify ongoing issues which need to be reflected within the current forecast and future year budgets.

<b>Table 6 – HRA Service Budget Outturn</b>	<b>Revised Budget</b>	<b>Outturn</b>	<b>Variance</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>
Repairs and Maintenance	14,625	14,807	182
General Management	7,462	7,461	(1)
Special Services	4,599	4,339	(260)
Increase in Bad Debt Provision	550	301	(249)
Capital Charges	13,008	13,279	271
Interest and Financing	6,270	6,144	(126)
Revenue Contributions to Capital	11,513	11,513	0
Net Support Service Recharges	2,945	2,683	(262)
Rent and Other Income	(53,734)	(53,696)	39
Other Minor Variations	279	318	39
<b>HRA Net Expenditure 2016/2017</b>	<b>7,517</b>	<b>7,151</b>	<b>(366)</b>
Net Contribution to/(from) Reserves	(7,517)	(7,151)	366
<b>Housing Revenue Account Deficit/(Surplus)</b>	<b>0</b>	<b>0</b>	<b>0</b>

The major variations between the revised budget and outturn are as follows:

- 3.3.5 Repairs and Maintenance: - higher expenditure on property maintenance and voids works.
- 3.3.6 General Management and Special Services – savings largely reflect lower employee related expenditure as a result of Pension adjustments and vacant posts held within Northampton Partnership Homes.
- 3.3.7 Other Variances:-
- Lower contribution to the Bad Debt Provision than budgeted reflecting on the good performance of managing arrears and also the further delay on full implementation of the Welfare reforms and Universal Credit.
  - Lower interest and financing costs reflecting the higher level of balances held on the HRA for the year.
  - Lower Support Service Recharges reflect savings within General Fund services.

3.3.8 Further details regarding recommended budget revisions and management actions required to ensure that the budget remains in balance will be included in the next budget monitoring report to Cabinet.

**Contribution to HRA Working Balances and Reserves.**

3.3.9 The total balance on all HRA reserves and balances at 31 March 2017 is £16.056m. **Appendix 6** details the movement to and from HRA reserves, excluding working balances. Contributions to and from working balances and earmarked reserves are summarised in **Table 7** below.

Cabinet are asked to approve the reallocation and contributions from reserves.

<b>Table 7 – HRA Working Balances and Reserves</b>	<b>Balance 1 April 2016 £000</b>	<b>Movement in Year £000</b>	<b>Balance 31 March 2017 £000</b>
Working Balance	5,000		5,000
Capital Programme Reserve	15,446	(6,190)	9,256
Leaseholders Reserve	500		500
Service Improvement and Project Reserve	1,395	(395)	1,000
Stock Options Appraisal	8	(8)	0
Supporting People Reserve	558	(558)	0
Insurance reserve	300		300
<b>Total HRA Balances</b>	<b>23,207</b>	<b>(7,151)</b>	<b>16,056</b>

**HRA Capital**

3.3.10 The Council’s final approved budget for HRA capital programme expenditure in 2016/17 was £38.847m, a net increase of £4.397m from the original budget of £34.450m. The budget initially increased due to carry-forwards from 2015/16 (£2.397m) and was subsequently increased by a further £2m to reflect the movement Voids works from Revenue to Capital.

3.3.11 HRA Capital expenditure for 2016/17 totalled £28.99m against the final approved budget of £38.847m, a net underspend of £9.857m (25%). This underspend relates to various schemes including those managed by NPH (£307k), the Repurchase of Former Council Houses (£255k) and New Build Schemes (£9.3m). Further details are provided in Appendix 7.

3.3.12 **Table 8** below shows how the HRA capital programme for 2016/17 has been funded.

<b>Table 8 Financing of HRA Capital Programme 2016/17</b>	<b>HRA £000</b>
Capital Receipts	4,418
Major Repairs Reserve	13,008



Revenue Financing	11,513
Borrowing	50
<b>Total</b>	<b>28,989</b>

3.3.13 The proposed HRA carry forward of £275k, as detailed in **Appendix 7** relate to NPH managed schemes in respect of IT System upgrades. The programme for 2017/18 onwards has been reconfigured in line with the latest stock condition survey. Any HRA capital resources becoming available as a result of the underspend and the next revision of the 30-year Business Plan will be allocated to priority improvements and/or new provision.

3.3.14 The carry forward schemes will be incorporated into the 2017/18 agreed capital programme and monthly monitoring processes.

### 3.4 Northampton Partnership Homes (NPH) Outturn

3.4.1 The NPH accounting profit for the year 2016/17 was £183k. After technical accounting adjustments in relation to the Pensions Reserve, this position moves to an accounting loss of £24k. In accordance with the Management Agreement, this will be adjusted back into the retained HRA in 2017/18 and offset against prior year balances.

3.4.2 **Table 9** below summarises the overall NPH outturn position against the revised budget. The main variances against the elements of the Total Fee are shown in **Appendix 8**.

	<b>Revised Budget</b>	<b>Actual</b>	<b>Variance</b>
<b>Table 9– NBC / NPH Extract from Pre-Audited Accounts</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
Management Fee	(54,123)	(53,076)	1,047
Expenditure	54,123	52,458	(1,665)
<b>Operating Surplus Before Financing and Tax)</b>	<b>0</b>	<b>(618)</b>	<b>618</b>
Financing Costs	0	435	(435)
<b>Operating Surplus</b>	<b>0</b>	<b>(183)</b>	<b>183</b>

3.4.3 The original management fee budget of £52.9m was increased to £54.12m as a result of the approved carry forward of capital budgets totalling £1.21m from 2015/16.

3.4.4 The actual variance of (£1.047m) shown above reflects the re-phasing of the HRA Capital programme (£275k) into 2016/17, Capital Programme savings

(£31k), HRA Revenue savings (£731k) largely as a result of lower staff and Estate Services costs and minor General Fund savings (£10k).

### **3.5 Choices (Options)**

- 3.5.1 Cabinet is invited to note the report and the explanations of the actual outturn on controllable income and expenditure for the General Fund, Housing Revenue Account, Capital Programme and Northamptonshire Partnership Homes.
- 3.5.2 Cabinet is asked to approve the movements in the General Fund and HRA reserves.
- 3.5.3 Cabinet is asked to approve the capital and revenue budgets to be carried forward to 2017/18.
- 3.5.4 In determining the recommendations set out in the report the Chief Finance Officer and Management Board, in conjunction with the appropriate Cabinet Member, have considered the options open to the Council. The recommendations made ensure the Council:
- continues to support its capital programme projects by seeing them to completion,
  - manages its financial/service risks through the creation of appropriate reserves,
  - supports NPH by reinvesting unspent monies.

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

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### **4.1 Policy**

- 4.1.1. Actual outturn impacts upon the level of reserves.

### **4.2 Resources and Risk**

- 4.2.1 This report informs Cabinet of the outturn for the General Fund, Housing Revenue Account, Capital Programme and Northamptonshire Partnership Homes for 2016/17. The impact of individual outturn variances needs to be assessed against current and future years' budgets.

### **4.3 Legal**

- 4.3.1 There are no specific legal implications arising from this report.

### **4.4 Equality**

- 4.4.1 There are no specific equality implications arising from this report.

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

- 4.5.1 Chief Executive, Directors, Heads of Service and Budget Managers have been consulted.

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

- 4.6.1 Annual outturn reporting contributes to the priority of delivering value for money to protect local services by sustaining effective and prudent financial management.

### **4.7 Other Implications**

- 4.7.1 The Appendices are set out as follows:
1. General Fund Outturn 2016/17
  2. General Fund - Service Budget Outturn Position 2016/17
  3. Extract of General Fund Earmarked Reserves Movements 2016/17
  4. General Fund Capital Programme 2016/17 - Outturn and Carry Forwards
  5. Summary of Housing Revenue Account Outturn Position 2016/17
  6. Summary of HRA Earmarked Reserves 2016/17
  7. HRA Capital Programme 2016/17 - Outturn and Carry Forwards
  8. Northampton Partnership Homes Outturn 2016/17

## **5. Background Papers**

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- 5.1 Cabinet Reports – Budget Setting and Budget Monitoring throughout 2016/17

**Glenn Hammons**  
**Chief Finance Officer (Section 151 Officer)**  
**07872 197220**

## General Fund Summary Outturn 2016/17

## Appendix 1

### Key

"-" figure denotes a budget under spend or an income budget

"+" figure denotes a budget overspend or an expenditure budget

	<b>Revised Budget £000</b>	<b>Actual Outturn £000</b>	<b>(Under) / Over Spend £000</b>
Director of Regeneration, Enterprise and Planning	2,620	2,668	48
Housing and Wellbeing	1,104	1,647	543
Borough Secretary	2,737	2,737	0
Director of Customers and Communities	11,503	10,175	(1,328)
Corporate and LGSS	11,404	11,214	(190)
<b>Service Controllable</b>	<b>29,368</b>	<b>28,441</b>	<b>(927)</b>
Interest and Financing	1,904	1,448	(456)
Net Support Service Recharges	(2,945)	(2,605)	340
Parish Precepts and Grants	1,024	1,024	0
Government Funding	(15,643)	(15,643)	0
Council Tax	(14,959)	(14,959)	0
Other Technical Accounting Adjustments	0	(361)	(361)
<b>Technical Accounting Adjustments</b>	<b>(30,619)</b>	<b>(31,096)</b>	<b>(477)</b>
<b>General Fund (under)/over spend</b>	<b>(1,251)</b>	<b>(2,655)</b>	<b>(1,404)</b>
Net Contribution to/(from) Reserves	1,251	2,625	1,374
<b>Contribution from/(to) GF Balance</b>	<b>0</b>	<b>(30)</b>	<b>(30)</b>
Balance b/fwd		(5,470)	
<b>Balance c/fwd</b>		<b>(5,500)</b>	

**General Fund Revenue Budget**  
**Service Budget Outturn Position 2016/17**

Appendix 2

**Key**

"(-)" figure denotes a budget under spend or an income budget or improvement in outturn

"\*" figure denotes a budget overspend or an expenditure budget or deterioration in outturn

	2016/2017 Revised Budget	Outturn	Outturn Variance	Explanation
	£000	£000	£000	
Asset Management	961	1,063	102	Additional temporary staff covering vacant positions and professional services to carry out valuations £84k. NNDR rebates following challenges (£68k). Overspend on repairs and maintenance budget £36k and shortfall of income £27k
Other Buildings & Land	(2,004)	(1,998)	6	
<b>Division Total - Asset Management</b>	<b>(1,043)</b>	<b>(935)</b>	<b>108</b>	
Director of Regeneration, Enterprise and Planning	305	267	(38)	Savings mainly on Alive due to slippage in event taking place
<b>Division Total - Director of Regeneration, Enterprise &amp; Planning</b>	<b>305</b>	<b>267</b>	<b>(38)</b>	
Head of Economic Development and Regeneration	109	159	50	Overspend relates Interim cover of Head of Service post & extra resource employed during year
Programmes & Enterprise	1,941	2,221	280	Enterprise Zone £185k more than original budget, will be recovered against additional business rates uplift.
<b>Division Total - Economic Development and Regeneration</b>	<b>2,050</b>	<b>2,380</b>	<b>330</b>	
Building Control	(45)	(9)	36	Building Control Income £70k less than original budget, 2017/18 budget amended to reflect trend. This has been partially offset by underspend on salary expenditure due to changes in staffing hours and various other underspends within the section
Development Control	491	285	(206)	Additional development control income.
Head of Planning	110	72	(38)	Saving relates to staffing budgets
Joint Planning Unit	108	34	(74)	Refunds relating to contribution to JPU
Planning & Regeneration Project Support	25	28	3	
Planning Policy & Heritage	578	504	(74)	Additional income received from partners for work on Open Space study
Bus Service Contribution	42	42	0	
<b>Division Total - Head of Planning</b>	<b>1,308</b>	<b>956</b>	<b>(352)</b>	
<b>Directorate Total - Director of Regeneration, Enterprise &amp; Planning</b>	<b>2,620</b>	<b>2,668</b>	<b>48</b>	
Housing Options & Advice	739	1,074	335	Homeless Prevention schemes, Refuge funding and higher B+B costs.
Head of Housing and Wellbeing	129	137	8	
Travellers Sites	38	35	(4)	Lower expenditure on repairs
Private Sector Housing	41	331	290	Lower fee income from HMO Licensing and DFG works
Housing Strategy & Wellbeing	157	71	(86)	Higher recharge to the HRA
<b>Division Total - Housing and Wellbeing</b>	<b>1,104</b>	<b>1,647</b>	<b>543</b>	
<b>Directorate Total - Housing and Wellbeing</b>	<b>1,104</b>	<b>1,647</b>	<b>543</b>	
Communications	256	217	(39)	Underspend due to post funded through EZ.
Emergency Planning	52	52	0	
Human Resources	107	101	(6)	Underspend due to service being transferred back to NBC from LGSS, but posts not filled from day one.
Performance and change	55	96	41	Overspend due to Culture Change costs - offset by other underspends in the Directorate.
<b>Division Total - Business Change</b>	<b>470</b>	<b>466</b>	<b>(4)</b>	
Chief Executive	185	182	(3)	
Civic and Mayoral Expenses	91	110	19	Overspend partly due to higher non-staffing costs; and partly due to the Civic & Mayoralty Officer being filled through agency for part of the year.
Overview & Scrutiny	47	46	(1)	
Councillor & Managerial Support	535	526	(9)	Underspend due to vacant Political Assistant Admin post
Electoral Services	303	517	214	Overspend of £144k due to spend on the Association of Electoral Administrators while the Elections Manager post is being recruited to; overspend of £71k due to reimbursement for general election costs less than claimed.
Land Charges	(13)	(20)	(7)	Underspend due to service being transferred back to NBC from LGSS, but posts not filled from day one.

**General Fund Revenue Budget  
Service Budget Outturn Position 2016/17**

Appendix 2

**Key**

"(-)" figure denotes a budget under spend or an income budget or improvement in outturn

"\*" figure denotes a budget overspend or an expenditure budget or deterioration in outturn

	2016/2017 Revised Budget	Outturn	Outturn Variance	Explanation
	£000	£000	£000	
Legal	858	730	(127)	Underspend due to overachievement of legal income; and service being transferred back to NBC from LGSS, but posts not filled from day one.
Democratic Services	261	179	(82)	Underspend due to posts being vacant during the year.
<b>Division Total - Borough Secretary</b>	<b>2,267</b>	<b>2,270</b>	<b>4</b>	
<b>Directorate Total - Borough Secretary</b>	<b>2,737</b>	<b>2,737</b>	<b>0</b>	
Director of Customers & Communities	182	215	33	Prior year unallocated saving not achieved
<b>Division Total - Director of Customers &amp; Communities</b>	<b>182</b>	<b>215</b>	<b>33</b>	
Events	295	238	(57)	Savings made on professional services (£15k) and additional income achieved (£33k)
Museums and Arts	772	760	(12)	Savings on utilities in both museums due to closure for refurbishment (£24k). Additional expenditure on Art Development of £12k due to funding the move of the Leathercraft exhibition.
CCTV	177	178	1	
Town Centre Management	40	27	(13)	Rent for Victoria Street toilet less than budget
Car Parking	(950)	(1,485)	(535)	Reduction in NNDR demands (£67k). Increase in usage of carparks (£402k). Various other savings including utility and rent costs. Additional expenditure included building cleaning costs and equipment upgrades, maintenance and safety works. Increased bad debt provision £37k. Grosvenor Car Park remedial works are still outstanding (£122k) request for project carry forward completed.
Bus Station	116	80	(35)	Additional income was achieved (£69k). Additional security costs incurred £20k. Maintenance to equipment £9k and increased bad debt provision £5k.
Call Care	(12)	(59)	(47)	Savings on staff budget (£15k) Further savings (£12k) due to a stock adjustment at year end for lifelines. (£16k) savings on annual costs for hardware and software.
Head of Customer & Cultural Services	90	117	27	Costs for Options appraisal (Revenues and Benefits)
Customer Services	290	301	11	Income was underachieved by £7k and employees were overspent by £6k due to the full vacancy factor not being met as this is a front line service.
Facilities Management	1,282	1,032	(250)	Staff savings were achieved (£38k). Savings were also made in relation to Utilities costs (£84k). Postage savings were made (£27k) and further savings were made in relation to printing (£50k). Additional income was also achieved. Part of the savings (£60k) have been requested to be carried over to fund enhanced security to the lower floor of the Guildhall.
Markets	(40)	21	61	Reduction in income due to reduced number of traders
<b>Division Total - Head of Customer &amp; Cultural Services</b>	<b>2,059</b>	<b>1,212</b>	<b>(847)</b>	
Community Safety (includes CCTV)	199	213	14	
Leisure Contract	75	19	(57)	Unachieved income £50k off set by ceased contract payment of £65k.
Policy	5	5	0	
Community and Other Grants	1,218	1,183	(35)	There is underspend on the Councillor Enabling Fund which will be requested to be carried forward (£23k). There is also savings on NTT (£12k) due to a property no longer required by NTT which NBC paid rent on their behalf.
Community Developments	92	87	(4)	Saving on interpretation costs.
Community Centres	20	18	(2)	
Licensing	(258)	(407)	(149)	The surplus for the year is due to a significant increase in the number of private hire drivers and vehicles licenced which has increased income. In addition there was a reduction in spending on staffing during the year as posts were vacant for some time until a new structure was put in place. The new structure is now in place and budgets have been adjusted accordingly.
Pest Control	2	3	2	
Commercial Services	233	242	9	There was unforeseen spend during the year on legal fees associated with potential prosecutions. This was partially offset by an increase in income from Primary Authority activities and skin piercing licensing.

**General Fund Revenue Budget  
Service Budget Outturn Position 2016/17**

Appendix 2

**Key**

"(-)" figure denotes a budget under spend or an income budget or improvement in outturn

"\*" figure denotes a budget overspend or an expenditure budget or deterioration in outturn

	2016/2017 Revised Budget	Outturn	Outturn Variance	Explanation
	£000	£000	£000	
Environmental Protection	375	334	(41)	The surplus is due to increased efficiency at recovering the cost of undertaking local authority funerals, together with a reduction in the number of stray dog collected and kennelled and an increase in the income from Licensing of animal boarding establishments. The development of a low emissions strategy is funded by a DEFRA grant held in reserves.
Environmental Services Contract	7,120	6,820	(300)	Reduction in price of contract paid (£580k), underspend in the tree maintenance (£8k). £292k additional costs spent mainly on employees and ground maintenance for pro active work on fly tipping.
Parks & Open Spaces	521	620	99	There were unforeseen insurance charges as a result of claims being settled during the year.
Environmental Services	(340)	(389)	(49)	Additional income has been received for the PU costs recharged to Daventry for 2013/14, 2015/16 and 2016/17.
<b>Division Total - Head of Communities and Environment</b>	<b>9,262</b>	<b>8,748</b>	<b>(514)</b>	
<b>Directorate Total - Director of Customers &amp; Communities</b>	<b>11,503</b>	<b>10,475</b>	<b>(1,328)</b>	
Audit	160	185	25	Overrun fees on 2015/16 audit
Non Distributed Costs	5,561	5,082	(479)	No severance pension costs incurred. Pension Deficit recharge to HRA increased in line with revised methodology.
Corporate Finance	73	(17)	(90)	2015/16 performance increment increase less than budgeted.
Benefits	(1,467)	(982)	485	Higher B+B usage leading to greater Subsidy loss.
Revenues	(913)	(1,057)	(144)	
<b>Division Total - Corporate</b>	<b>3,414</b>	<b>3,211</b>	<b>(203)</b>	
Local Government Shared Service	7,990	8,003	13	
<b>Division Total - LGSS</b>	<b>7,990</b>	<b>8,003</b>	<b>13</b>	
<b>Total</b>	<b>29,368</b>	<b>28,441</b>	<b>(927)</b>	

## Extract of General Fund Earmarked Reserves Movements 2016/17

Earmarked Reserve	Balance after Realignment Oct 2016	Additions to Reserve 2016/17	Use Of Reserve 2016/17	Balance at 31 March 2017
	£000s	£000s	£000s	£000s
Customers and Communities Reserves	1,568	150	(370)	1,348
Regeneration, Enterprise and Planning Res.	1,456	430	(1,163)	723
Housing Reserves	638	103	(131)	610
<b>Total Service Related Reserves</b>	<b>3,662</b>	<b>683</b>	<b>(1,664)</b>	<b>2,681</b>
Delivering the Efficiency Plan	6,447	854	(200)	7,101
MTFP Cashflow Reserve	3,010	4,213	(1,420)	5,803
Strategic Investment Reserve	2,895	74	(118)	2,851
Other Corporate Reserves	2,222	330	(1,181)	1,371
<b>Total Corporate Reserves</b>	<b>14,574</b>	<b>5,471</b>	<b>(2,919)</b>	<b>17,126</b>
Insurance Reserve	1,215	54	(242)	1,027
Rates Retention Deficit Funding	517	1,446		1,963
Other Technical Reserves	450		(203)	247
<b>Total Technical Reserves</b>	<b>2,182</b>	<b>1,500</b>	<b>(445)</b>	<b>3,237</b>
<b>Total General Fund</b>	<b>20,418</b>	<b>7,654</b>	<b>(5,028)</b>	<b>23,044</b>



## GF Capital Programme 2016/17 - Outturn and Carry Forwards

Cost Centre Code	Cost Centre Description	Final Budget 2016/17	Actual 2016/17	Proposed Carry Forward	Variance after Carry Forward	Reason for Variance/Carry Forward
BA165	Corporate EDRMS	56,805	6,854	49,951	-	This programme has been delayed due to delays in back-scanning by NPH and the roll-out of the electronic post room. In addition, a decision was required in relation to the online forms solution. This will now be completed by the end of October 2017.
BA211	Extension of Duston Cemetery		2,589		2,589	Scheme complete
BA216	Central Museum Development	150,179	112,586	37,593	-	Procurement processes have overrun in relation to appointing M&E and Structural Engineer consultants to ensure value for money
BA223	Eastfield Park Play Area	46,527	45,000		- 1,527	Scheme complete
BA225	Car Park Pay Machines		7,500		7,500	Scheme Complete
BA232	Southfields Recreation Park Play Equipment	24,995	24,564		- 431	Scheme complete
BA233	Banbury Lane Pocket Park Play Equipment	23,500	22,550		- 950	Scheme complete
BA234	Hardingstone Recreation Ground	41,615	36,754		- 4,861	Scheme complete
BA235	CCTV Technology Upgrade	200,000	178,013	21,987	-	The CCTV upgrade project has overrun due to unexpected technical complexities in merging the new and old technologies. Based on the revised programme of works project will be completed by 30 June.
BA240	Abington Park Museum - Renewal of Displays	210,000	4,050	205,950	-	Two month delay securing Listed Building Consent due to lengthy planning process. Work has commenced on ground floor works and display work is about to go to tender.

BA241	Improvements to town centre cleansing	17,000	16,624		-	376	Scheme complete
BA245	Berrywood Road Footpath	10,000	9,825		-	175	Scheme complete
BA246	Southfield Park Footpaths	20,000	19,850		-	150	Scheme complete
BA247	Emergency Nightshelter	100,000	100,007			7	Scheme complete
BA250	Town Centre Statues	35,000	7,500	27,500		-	The statues project is in progress and due for completion by the end of August 2017. Each statue is paid for once complete therefore the budget will be spend by August.
BA659	Call Care	9,000	9,000	-		-	Scheme complete
BA673	Parks/Allotments/Cemeteries Enhancemnets	344,986	310,026	34,960		-	Ogoing programme of works based on priority needs.
BA764	One Stop Shop, CRM		4,113			4,113	This can be merged with the Corporate EDRMS Project as it closely linked and relates to the procurement of scanners to support assisted self-service in the OSS.
BA889	Mayorhold Car Park - Drainage Works	76,725	1,995	74,730		-	The works have been delayed as the scope of the works had to be agreed as there are insufficient funds to undertake the whole works on the car park. Property Maintenance are looking to commence the works on the worst areas of the car park by the end of May.
BA893	Microsoft Office 2010 Upgrade	7,844	2,246			5,598	This can be merged with the Corporate EDRMS Project as it closely linked and relates to the upgrade of software required to suport the new scanners and MS integration.
<b>Total - Customers and Communities</b>		<b>1,374,176</b>	<b>921,645</b>	<b>452,671</b>		<b>140</b>	

BA180	Strategic Property Acquisition	60,600	60,000		-	600	Lease acquisition Tanners Pub - completed
BA215	Moulton Athletics Track	631,016	551,229		-	79,787	Sceme completed under budget
BA220	St Crispins Community Centre	2,172,673	2,167,025	5,648	-	0	Money to be carried forward for internal fixtures and equipment.
BA221	Vulcan Works	850,000	124,926	725,074		-	Underspend due to a delay in the programme to allow sufficient time for a thorough cost analysis of the tender price.
BA224	Delapre Abbey Infrastructure	296,890	18,335	278,555		-	The construction of the Abbey has reached its final stages. This budget is expected to be expended by Q4 2017.
BA226	Purchase of National Grid Land	1,500,000	0	1,500,000		-	
BA227	Duston Art Project	40,600	37,620	2,980		-	Scheme complete
BA229	Weston Favell Improvements	32,615	8,899		-	23,716	Scheme complete
BA230	St Crispins Allotments	265,000	253,917		-	11,083	Scheme complete
BA231	LED Lighting - Mayorhold & St Johns MSCP	127,760	72,203	27,785	-	27,772	
BA236	Car Park Lifts	250,000	0	250,000		-	The required contract exemption form is now signed and expenditure is expected June 2017
BA243	Lodge Farm Community Centre	52,748	700	52,048		-	This has been tendered and the work is programmed for Q2 2017
BA383	R&D Cinepod (EFF2)	566,000	566,000	-		-	Works completed and expenditure accrued, final payments will be made Q1 2017
BA645	S106 Contributions to Other Local Authorities	74,000	74,000	-		-	Scheme complete
BA652	Visitor Signage in Town Centre	72,990	4,649	68,341		-	Additional signage is being discussed at a high level & the overall project will be implemented as part of the Town centre Delivery Strategy
BA653	Delapre Abbey Restoration	4,020,303	3,568,302	452,001		-	A number of areas including car parking, security, and the lodge are yet to be commissioned during summer 2017

BA663	Duston Wetlands	201,163	0	-	201,163	There are currently not sufficient funds to carry out the purchase of the land & to complete the project. A revised scheme will be brought forward as and when developed
BA666	Greyfriars Bus Station Demolition	30,000	24,252	-	5,748	Scheme complete
BA668	Abington Street - Opening Up to Traffic		(1,693)	-	1,693	Scheme complete
BA669	St Giles St Public Realm	1,918,499	1,932,591		14,092	Final Account from NCC expected to result in a refund that will more than offset the overspend in 2016/17
BA670	Southbridge Waterside	40,000	20,000	20,000	-	Delays with Flood modelling & Environment Agency permits. Works on site Sep 2017
BA671	Heritage Gateway	88,147	11,297	76,850	-	Discussions ongoing for various projects to be implemented under this budget. I.E. Northampton Castle + Interpretation
BA672	Capital Imps - Regeneration Areas	502,875	180,948	321,927	-	£217k to be used to fund essential works required to Old Gaol Block roof.
BA674	Operational Buildings Enhancements	416,046	39,062	376,984	-	Capital expenditure as part of planned maintenance and enhancements for the asset portfolio will start to be realised by Q4 2017. Capacity issues have meant that this budget has not been expended in the previous financial year.
BA675	Commercial Landlord Responsibilities	411,778	29,211	382,567	-	As above.
BA682	St Peters Way Improvements		(150,000)	-	150,000	Refund from NCC re works paid for in 2015/16
BA684	Superfast Broadband	45,000	45,000	-	-	Approved schedule of payments
BA685	Northampton Bike Hire Scheme	55,000	45,000	10,000	-	
BA687	St Peters Waterside	20,697	(10,436)	31,133	-	Feasibility discussions ongoing.
BA698	Delapre Abbey Tea Rooms	0	0	-	-	
BA883	Planning IT Improvements (HPDG)	17,000	0	-	17,000	Scheme complete
BA891	Bus Interchange		(28,144)	-	28,144	NCC Contribution for works done on their behalf

	Town Centre Traffic Enhancements	50,000	0	50,000	-	This will be informed from traffic modelling linked to the Greyfriars site. Expenditure not expected until Q4 2017.
	St James Mill Link Road	1,000,000	0	1,000,000	-	This project is now programmed for Q4 2017. there are critical barriers that need to be overcome before construction can commence.
	<b>Total - Regeneration Enterprise and Planning</b>	<b>15,809,400</b>	<b>9,644,893</b>	<b>5,631,894</b>	<b>(532,614)</b>	
BK015	DFG's Owner Occupiers	1,393,000	1,367,014	-	25,986	2017/18 Budget set to meet anticipated need, no need for carry forward.
	<b>Total - Housing GF</b>	<b>1,393,000</b>	<b>1,367,014</b>	<b>0</b>	<b>(25,986)</b>	
BA207	ICT Improvements & Refresh	462,225	417,397	44,828	-	This programme is almost complete with only a few service areas awaiting roll-out of the desktop refresh. This will be complete by the end of June 2017.
	<b>Total - LGSS Managed Budgets</b>	<b>462,225</b>	<b>417,397</b>	<b>44,828</b>	<b>0</b>	
	<b>Grand Total - General Fund</b>	<b>19,038,801</b>	<b>12,350,949</b>	<b>6,129,393</b>	<b>(558,459)</b>	

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## GF Capital Financing

Grants	3,926,773	2,494,264	1,328,207	104,302	Additional BCF funding for DFG's (budget assumed only 90% received)
Section 106	3,477,857	2,993,606	269,434	214,817	Variance largely due to Dustons Wetlands scheme not currently proceeding
Revenue/Reserves	2,356,130	1,349,594	804,760	201,776	Reduced to maximise flexibility in use of revenue reserves

Self-funded Borrowing	1,666,225	959,213	482,828	224,184	Repayment from NCC re St Peter's Way £150k
Corporate Borrowing	2,720,664	3,717,065	1,184,730	2,181,131	Additional borrowing required due to delays in capital receipts
Capital Receipts	4,891,152	837,207	2,059,434	1,994,511	Receipts delayed. Once received these will need to be used to repay borrowing
<b>Total Financing</b>	<b>19,038,801.00</b>	<b>12,350,949</b>	<b>6,129,393</b>	<b>558,459</b>	

**Summary of Housing Revenue Account Outturn Position 2016/17****Key**

"()" figure denotes a budget underspend or an income budget

"+" figure denotes a budget overspend or an expenditure budget

Summary HRA	2016/17	2016/17	2016/17	(Under) /
	Revised Budget	Projected Outturn as at Period 10	Outturn	Over Spend
	£000	£000	£000	£000
Rents - Dwellings Only	(50,494)	(50,358)	(50,455)	39
Rents - Non Dwellings Only	(1,109)	(1,117)	(1,094)	15
Service Charges	(2,077)	(2,128)	(2,146)	(69)
Other Income	(55)	(5)	(2)	53
Repairs and Maintenance	14,625	14,408	14,807	182
General Management	7,462	7,343	7,461	(1)
Special Services	4,599	3,924	4,339	(260)
Rents, Rates, Taxes & Other Charges	279	279	318	39
Increase in Bad Debt Provision	550	350	301	(249)
Rent Rebate Subsidy Deductions	0	0	0	0
<b>Total within Budget Managers Control</b>	<b>(26,220)</b>	<b>(27,305)</b>	<b>(26,469)</b>	<b>(249)</b>
Capital Charges	13,008	13,008	13,279	271
Interest and Financing	6,270	6,312	6,144	(126)
Revenue Contributions to Capital	11,513	11,513	11,513	0
Net Support Service Recharges	2,945	2,945	2,683	(262)
<b>Technical Accounting Adjustments</b>	<b>33,737</b>	<b>33,779</b>	<b>33,620</b>	<b>(117)</b>
<b>HRA Net Expenditure 2016/2017</b>	<b>7,517</b>	<b>6,473</b>	<b>7,151</b>	<b>(366)</b>
<b>Net Contribution to/(from) Reserves</b>	<b>(7,517)</b>	<b>(6,473)</b>	<b>(7,151)</b>	<b>366</b>
<b>Housing Revenue Account Deficit (Surplus)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Working Balance b/fwd</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>
<b>Working Balance c/fwd</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>

## Summary of HRA Earmarked Reserves 2016/17

Appendix 6

Summary	Balance B/f 1 Apr 2016 £000	Reallocated £000	Earmarked in Year £000	Applied in Year £000	Unearmarked in Year £000	Balance C/f 31 Mar 2017 £000
HRA Reserves	(15,446)	(961)	0	7,151	0	(9,256)
HRA Supporting People Reserve	(558)	558	0	0	0	0
HRA Reform Reserve	(8)	8	0	0	0	0
HRA Leaseholder Reserve	(500)	0	0	0	0	(500)
HRA Service Improvement Reserve	(1,395)	395	0	0	0	(1,000)
HRA Insurance Reserve	(300)	0	0	0	0	(300)
<b>Total HRA Earmarked Reserves</b>	<b>(18,207)</b>	<b>0</b>	<b>0</b>	<b>7,151</b>	<b>0</b>	<b>(11,056)</b>
<b>Minimum Level of HRA Reserves</b>	<b>(5,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(5,000)</b>
<b>Total HRA Reserves</b>	<b>(23,207)</b>	<b>0</b>	<b>0</b>	<b>7,151</b>	<b>0</b>	<b>(16,056)</b>



## HRA Capital Programme 2016/17 - Outturn and Carry Forwards

Cost Centre	Scheme Title	A	B	C=B-A	D	E=C+D	Reason for Variance/Requested Carry Forward
		Approved Budget £000	Actual £000	Overspend/ (Underspend) £000	Requested Carry Forward £000	(Saving)/ Overspend £000	
BH140	Disabled Grant - Major Repairs	0	(9)	(9)	0	(9)	Minor residual transactions.
BH317	Decent Homes	0	8	8	0	8	Minor residual transactions.
BH324	Gas Appliance Replacement - Planned Ptnrship	0	3	3	0	3	Minor residual transactions.
BH370	Repurchase of Former Council Houses	1,725	1,470	(255)	0	(255)	
BH383	Sotheby Rise and Dallington Haven Car Park Improvements	0	7	7	0	7	Minor residual transactions.
BH384	New Build	9,306	0	(9,306)	0	(9,306)	Scheme under review
BH801	NPH Capital - Managed Budget Improvement to Homes	23,157	23,597	439	0	439	NPH managed budget. Offset by underspends on BH802 and BH803.
BH802	NPH Capital - Managed Budget Improvement to Environment	3,970	3,580	(390)	0	(390)	NPH Managed budget. The underspend is offset by BH801 expenditure.
BH803	NPH Capital - ITC	689	333	(356)	275	(81)	NPH managed budget. System upgrade works ongoing. £275k be carried forward to 2017/18.
<b>Total HRA</b>		<b>38,847</b>	<b>28,990</b>	<b>(9,857)</b>	<b>275</b>	<b>(9,582)</b>	

**NBC / NPH EXTRACT FROM PRE- AUDITED ACCOUNTS****Key**

"()" figure denotes a budget underspend or an income budget

"+" figure denotes a budget overspend or an expenditure budget

	Revised Budget £'000	2016/17 Outturn £'000	(Under) / Over Spend £'000
Management Fee - HRA	14,210	12,055	(2,155)
Management Fee - GF Housing	246	234	(12)
Maintenance - Managed Budget Responsive / Cyclical	14,329	12,478	(1,851)
Capital - Managed Budget Improvement to Homes & Environment	33,573	32,364	(1,209)
<b>Total Management Fee</b>	<b>62,358</b>	<b>57,131</b>	<b>(5,227)</b>
Housing Revenue Account - Management Fee	14,210	11,571	(2,639)
General Fund - Management Fee	246	234	(12)
Housing revenue Account - Repairs & Mtce	14,329	12,478	(1,851)
Housing Revenue Account - Capital	33,573	32,364	(1,209)
<b>Total Expenditure</b>	<b>62,358</b>	<b>56,648</b>	<b>(5,710)</b>
<b>NPH Operating (Loss) / Surplus Before Financing and Tax</b>	<b>0</b>	<b>484</b>	<b>484</b>
Financing Costs	0	489	489
<b>NPH Operating (Loss) / Surplus</b>	<b>0</b>	<b>(6)</b>	<b>(6)</b>

Note:

Not all capital budgets were transferred over to be managed by NPH : for example Repurchase of Former Council Houses.

Appendix 2

PRIVATE



**NORTHAMPTON**  
BOROUGH COUNCIL

## CABINET REPORT

<b>Report Title</b>	<b>Proposed disposal of Land at Lancaster Way, Northampton</b>
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**AGENDA STATUS: PUBLIC**

<b>Cabinet Meeting Date:</b>	21 June 2017
<b>Key Decision:</b>	Yes
<b>Within Policy:</b>	Yes
<b>Policy Document:</b>	No
<b>Directorate:</b>	Regeneration, Enterprise and Planning
<b>Accountable Cabinet Member:</b>	Cllr Tim Hadland
<b>Ward(s)</b>	Delapre and Briar Hill

### 1. Purpose

- 1.1 The purpose of this report is to seek authority to agree a proposed conditional sale of an area of land designated as public open space, to facilitate access to an adjacent proposed residential development site, which has the benefit of a planning approval in principle.

### 2. Recommendations

That Cabinet:

- 2.1 Approve “in principle” the disposal of the freehold interest in the land at Lancaster Way, shown coloured red on the Plan at Appendix 1, to Xcite Projects Limited conditional upon (1) the grant of planning permission, (2) subject to the intended disposal being advertised in accordance with statutory requirements; and (3) to any objections arising from this process being considered by Cabinet prior to any disposal taking place.
- 2.2 Agree the sale price set out in Confidential Appendix 2.

- 2.3 Authorise the advertisement of the proposed disposal of the public open space in accordance with the requirements of Section 123(2A) of the Local Government Act 1972, as amended.
- 2.4 Authorises, in the event of there being no objections received to the proposed disposal of public open space, the Director of Regeneration, Enterprise and Planning, acting in consultation with the Chief Finance Officer and the Cabinet Member for Regeneration, Enterprise and Planning, to negotiate terms and conclude the sale, subject to the provisions of Recommendation 2.1.

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

#### **3.1 Report Background**

- 3.1.2 At the Cabinet meeting on 1st October 2007, it was agreed the Council should dispose of an area of approximately 1583 sq. m. located off Lancaster Way.
- 3.1.3 It was agreed that the land should be sold on a conditional basis. The land, which is subject to a restrictive covenant in favour of a third party (and which would continue to bind the land if it is sold), would provide a preferential and suitable means of access to the adjacent land.
- 3.1.4 More recently it has been confirmed that a smaller area of land, located to the north of Lancaster Way, comprising approximately 1270 sq. m. together with a small slither of land on the opposite side of the highway is all that is required.
- 3.1.5 The land that is proposed to be sold, comprises amenity land, effectively forming a wide grass verge adjacent to the adopted public highway.
- 3.1.6 Cabinet's authority to sell was granted subject to the requirement for advertisement of the proposed disposal of public open space in accordance with requirements of the Local Government Act 1972 (as amended). The disposal was duly advertised, at the time, and 72 objections were received.
- 3.1.7 Cabinet considered the objections at the meeting on 7<sup>th</sup> January 2008 and gave authority to the conditional disposal of the land.
- 3.1.8 Although a Section106 Agreement is due to be completed imminently and planning permission issued thereafter, considering the time that has elapsed since the 2008 Cabinet approval and the fact that the purchaser is now Xcite Projects Limited rather than the intended purchaser in 2007, Barry Howard Homes Limited, Cabinet is now asked to reconsider the matter in the interests of certainty and transparency.

#### **3.2 Issues**

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

- 3.3.1 Option1: The Council could choose to dispose of the land to Xcite Projects Limited, subject to the grant of planning permission and agreement of terms. The Council would derive a capital receipt from the sale of the land and also enable the residential development of the adjacent land. *This is the recommended option.*

- 3.3.2 Option 2: The Council could choose to retain ownership of this area of greenspace. This is likely to delay the development of the wider residential development area as a new planning permission is sought for another access. The Council would not receive a Capital receipt.
- 3.3.3 Option 3: Disposal to another third party through advertising the land on the open market. The land is only of commercial interest to parties with an interest in the adjacent potential residential development site.

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

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### **4.1.1 Policy**

- 4.1.1 The recommendations within this report do not set policy or have implications on existing policies.

### **4.2 Resources and Risk**

#### Risks

- 4.2.1 The retention of the land would result in the loss of a substantial capital receipt. If the land is disposed of, then the Council's professional costs will be covered by a payment from the purchaser

#### Resources

- 4.2.3 The land has been independently valued and this indicates that best value can reasonably be demonstrated in this case. Further details are provided in Confidential Appendix 2.

### **4.3 Legal**

In relation to the proposed disposal of public open space, the process of public advertisement and consideration of objections is required by Section 123 (2A) of the Local Government Act 1972.

### **4.4 Equality and Health**

- 4.4.1 No specific health or equality matters arise from these proposals.

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

- 4.5.1 LGSS Law and Asset Management have been consulted, as has the prospective purchaser. Independent valuation advice has been obtained from an external Valuer.

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

- 4.6.1 The proposed sale would facilitate the provision of additional housing which is clearly needed to help meet the local housing demand. The sale would also provide a capital receipt for the Council, which will be used to fund the Council's Capital Programme.

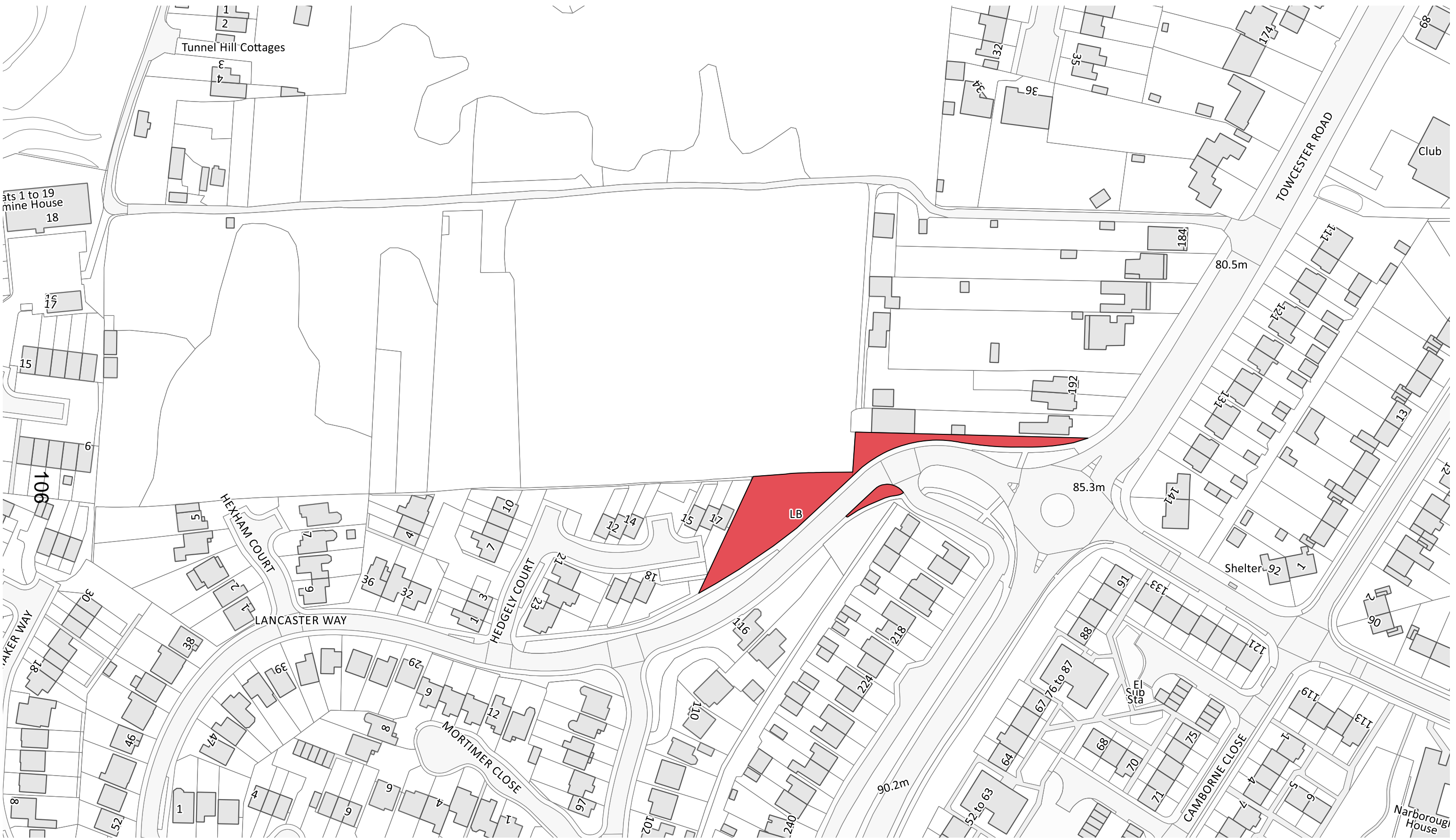
## **4.7 Other Implications**

4.7.1 None.

## **5. Background Papers**

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**Director of Regeneration, Enterprise and Planning**  
**Ext. 7287**



**NORTHAMPTON**  
BOROUGH COUNCIL

Title: **Land at Lancaster Way 1:1250@A3**

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