



NORTHAMPTON
BOROUGH COUNCIL

CABINET AGENDA

Wednesday, 13 June 2018

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, Anna King and James Hill

Chief Executive

George Candler

If you have any enquiries about this agenda please contact
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 and Enterprise
Councillor S Hibbert	Housing and Wellbeing
Councillor A King	Community Engagement and Safety
Councillor J Hill	Deputy Cabinet Member for Planning

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

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, 13 June 2018

at 6:00 pm.

S Bovey
Interim Chief Executive

AGENDA

1. APOLOGIES

2. MINUTES

3. INTENTION TO HOLD PART OF THE MEETING IN PRIVATE IF NECESSARY

It is the intention that part of this meeting be held in private as it is likely that exempt information as defined in local government act 1972:

Consideration of the information in public would give rise to the disclosure of exempt information as described in paragraph [1, 2 3, 5 & 7] of Schedule 12A of the Local Government Act 1972 –

- Information relating to any individual.
- Information which is likely to reveal the identity of an individual.
- Information relating to the financial or business affairs of any particular person (including the authority holding that information).
- Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
- Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

Notice was not given 28 days in advance and therefore permission was granted by the Chair of the Overview and Scrutiny Committee in accordance with the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulation 2012 (part 2, para 3)

NTFC - <https://www.northampton.gov.uk/downloads/file/10339/intention-to-hold-meeting-in-private---ntfc---13th-june-2018>

Delapre - <https://www.northampton.gov.uk/downloads/file/10340/delapre-abbey-restoration-project---cabinet---13th-june-2018>

4. DEPUTATIONS/PUBLIC ADDRESSES

5. DECLARATIONS OF INTEREST

6. ISSUES ARISING FROM OVERVIEW AND SCRUTINY COMMITTEES

(A) REPORT OF THE O&S COMMITTEE - DEMENTIA FRIENDLY TOWN

(Copy herewith)

(B) REPORT OF THE O&S COMMITTEE - CEMETERIES

(Copy herewith)

(C) REPORT OF THE O&S COMMITTEE - CULTURE AND TOURISM

(Copy herewith)

(D) REPORT OF THE O&S COMMITTEE - REPROVISION OF THE ENVIRONMENTAL SERVICES CONTRACT WORKING GROUP

(Copy herewith)

7. NEGOTIATION TO DRAFT A GROWTH DEAL FOR NORTHAMPTON BOROUGH, DAVENTRY DISTRICT AND SOUTH NORTHANTS DISTRICT COUNCILS

(Copy herewith)

8. SURRENDER OF LEASE ON LAND AT SIXFIELDS STADIUM, UPTON WAY, NORTHAMPTON

(Copy herewith)

9. NEW CHARGING ARRANGEMENTS FOR THE PROVISION OF TEMPORARY ACCOMMODATION

(Copy herewith)

10. FINANCE AND MONITORING OUTTURN 2017/18

(Copy herewith)

11. 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 No:-**

12. SIXFIELDS LITIGATION UPDATE (1, 2, 3, 5, 7)
(Copy herewith)
13. DELAPRE ABBEY RESTORATION PROJECT (3)
(Copy herewith)

NORTHAMPTON BOROUGH COUNCIL

CABINET

Wednesday, 9 May 2018

PRESENT: Councillor Nunn (Chair); Councillor Larratt (Deputy Chair); Councillors Eldred, Hallam, Hibbert and King

1. APOLOGIES

Apologies were received from Councillor Hadland.

2. MINUTES

The minutes of the meeting held on the 11th April 2018 were agreed and signed by the Leader.

3. INTENTION TO HOLD PART OF THE MEETING IN PRIVATE IF NECESSARY

The Leader confirmed that there was an intention that part of the meeting would be held in private as a set out in the agenda.

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. PREPARATION OF A LOCAL HERITAGE LIST FOR NORTHAMPTON

Councillor Davenport addressed Cabinet and commented that with regards to the Queen Eleanor Cross, questions had been raised in the previous year as to the responsibility of the upkeep Cross which transpired was that of the Borough Council. She commented that an independent report had been undertaken by Clarendon, who concluded the report by noting that "strapping" be added to the cross as it was at risk of collapse. Historic England had noted that the work should be carried out in the summer months but there was no reason why strapping could not be carried out prior to this but was not considered absolutely necessary.

Councillor Beardsworth spoke on behalf of Councillor B Markham and noted the surprise that a report had been issued in November 2017 that had not been acted on despite the harsh winter. She further commented that residents had felt ignored and ill-informed and reported that more should be done to protect local heritage.

The Interim Regeneration & Assets Manager, in the absence of the Cabinet Member, elaborated on the report and noted that there would be a wide range of assets considered for the selection and inclusion on the heritage list. He noted that the current list was out of date and needed updating and the preparation of the list would be carried in accordance with guidance in the National Planning Policy Framework (NPPF). It was explained an asset being listed would provide limited restrictions should a planning application be submitted and noted

that the heritage list would be important in protecting the heritage of the Town.

The Deputy Leader commented that he considered the report to be excellent but was disappointed the list would provide no legal protection.

RESOLVED:

- 2.1 That the preparation of a Local Heritage List for Northampton be approved;
- 2.2 That the draft selection criteria for evaluation of suggested entries for inclusion on a Local Heritage List (Appendix A of the report) be approved
- 2.3 That the establishment of a Local Heritage Selection Panel to consider and recommend to Cabinet for adoption those heritage assets that meet the criteria for inclusion on a Local Heritage List be approved.
- 2.4 That authority be delegated to the Head of Planning, in consultation with the Cabinet member for Regeneration, Enterprise & Planning, to establish a Local Heritage Selection Panel and to finalise the Panel's terms of reference (Appendix B of the report),
- 2.5 That the commencement of public consultation to invite nominations of heritage assets for inclusion on a Local Heritage List (Appendix C of the report) be approved.

8. ENVIRONMENTAL ENFORCEMENT - EXTENSION OF POWERS

Councillor Davenport commented that many of her residents had voiced their concerns about environmental enforcement issues and thanked the Environmental management team who had assisted her. She commented that she had concerns about the new contract and noted the need to retain neighbourhood wardens and asked that the Council retain some controls in-house.

Councillor Hallam, as the relevant Cabinet Member, submitted a report and commented that current employees had been invited to apply for jobs with the new contractors. He noted that the neighbourhood wardens were focused on fly-tipping and those employed by Kingdom Service Group on behalf of the Council, were more committed to issuing fixed penalty notice in respect of breaches of public spaces protection orders. He further reported that there was a zero tolerance approach to littering and noted that there had been considerable public support.

The Leader commented that there had been success in tackling litter and fly-tipping and that it the intention that this would not just be focused on small pockets around the Town, but Borough wide.

In response to a question raised, Councillor Hallam explained that the problem with fly-tipping and rubbish was on a national level and that over bank holiday periods there were instances of excess rubbish being created, but confirmed that it was being dealt with locally to ensure cleanliness and to enhance a desirable environment.

RESOLVED:

- 2.1 That the authorisation of relevant staff employed by the Council's appointed contractor, The Kingdom Services Group Limited to act on behalf of the Council to issue fixed penalty notices in respect of breaches of Public Spaces Protection Orders be approved. On condition that such staff will have had a full training programmes and are competent to so act before being authorised to issue fixed penalty notices on behalf of

the Council.

- 2.2 That the procurement of this service should progress and authorised the Cabinet Member for Environment in consultation with the Director of Customers and Communities be agreed and award a contract for the work with the service to be funded from the receipts of fixed penalty notices

9. STRAY DOGS - APPOINTMENT OF OFFICER

Councillor Hallam as the relevant Cabinet Member, submitted his report and elaborated thereon and noted that the report sought Cabinet's approval and agreement to appoint an officer to discharge the Council's functions in relation to stray dogs.

RESOLVED:

That the appointment of the Environmental Health and Licensing Manager to discharge the Council's functions in relation to stray dogs to allow the officer to further delegate their responsibilities under the contracts for stray dog collection and kennelling be approved.

10. CORPORATE PERFORMANCE - ALL MEASURES REPORT QUARTER

Councillor Beardsworth addressed Cabinet and questioned why the number of sick days lost to sickness had not been accurately recorded. She referred to figures relating to the 'Number of households that are in temporary accommodation' and emphasised her concerns and noted that many low income families were struggling to afford their rent and thus having to be housed in temporary accommodation. She explained that currently there were no big building plans and questioned whether restricting charges on rental properties would be a viable option.

Councillor Larratt as the relevant Cabinet Member submitted his report and commented that the number of 'Total missed bins' had been impacted on due to the adverse weather that had been experienced over winter. In response to questions raised, Councillor Larratt explained that the issue with sickness figures related to how LGSS had their system set up and subsequently information had been inaccurately recorded. Referring to serious acquisitive crime figures, he noted that the Council had little influence over those figures.

RESOLVED:

- 2.1 That the contents of the performance report (Appendix 1 of the report) be reviewed and noted.
- 2.2. That the Performance report be presented to Audit committee on an annual basis.

11. EXCLUSION OF PUBLIC AND PRESS

The Chair moved that the public and Press be excluded from the remainder of the meeting on the grounds that there was 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.

The Motion was Carried.

12. RECOVERY OF LOAN MONEY - NORTHAMPTON TOWN FOOTBALL CLUB

The report was considered in private.

The meeting concluded at 7.11pm



OVERVIEW & SCRUTINY VIEWS AND RECOMMENDATIONS

TO CABINET 13 JUNE 2018

Report Title	RECOMMENDATIONS OF THE OVERVIEW AND SCRUTINY COMMITTEE – DEMENTIA FRIENDLY TOWN
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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 – Dementia Friendly Town.
- 1.2 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 - Previous Scrutiny Reviews.

2. Recommendations

- 2.1 The Overview and Scrutiny Committee recommends to Cabinet that:
 - 2.1.1 Northampton Borough Council works towards "Dementia Friendly Status for Northampton" being achieved. A Dementia Friends Champion is nominated to lead on this work.
 - 2.1.2 A Dementia Forum is established. Northampton Interfaith Forum (NIFF) is invited to join the Forum.
 - 2.1.3 Northampton Borough Council registers with the Alzheimer's Society as part of the Dementia Friendly Recognition Scheme.
 - 2.1.4 Dementia Friends information and training is included in both Councillor and staff inductions.
 - 2.1.5 A Councillor Champion for older people, focussing on dementia is appointed.

- 2.1.6 The Dementia Friends Champion liaises with the local churches in Northampton to ascertain what Groups are currently available and whether further Groups such as Care and Share could be introduced.
- 2.1.7 The Dementia Friends Champion has dialogue with the Transport Manager of UNO and the Head of Vulnerable Persons, Northants Police, regarding training for drivers of UNO around raising awareness of those living with dementia.
- 2.1.8 The Dementia Friends Champion works with the Assistant Chief Executive, Northamptonshire Carers, regarding the introduction of ID cards for carers when travelling with someone living with dementia.

3. Background and Issues

- 3.1 The purpose of the Scrutiny Panel was:
- 3.2 Following approval of its work programme for 2017/2018, the Overview and Scrutiny Committee, at its meeting in April 2017 commissioned Scrutiny Panel 3 to undertake the review – Dementia Friendly Town. An in-depth review commenced in June 2017 and concluded in April 2018. A Scrutiny Panel was established.
- 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:

Evidence Collection

- 3.5 Evidence was collected from a variety of sources:

Background data, including:

- Presentation to set the scene: Being Dementia Friendly, Dementia Friends Programme, Dementia Friends Champion, BSI Code of Practice for Dementia Friendly Communities, Foundation Criteria
- Relevant national and local background research papers
- Definitions – Dementia
- Relevant Legislation including:

The Care Act 2014
Mental Capacity Act 2005
Human Rights Act 1998
Mental Health Act 1983
Deprivation of Liberty Safeguards (2009)

- Statistics: including:

Number of people with Dementia in the UK and projected statistics
Deaths per year attributable to Dementia

Financial cost of Dementia to the UK
Diagnosis Statistics
Financial cost to health/cost of support

- Relevant published papers, including
 - Alzheimer's Society Dementia Report 2014
 - Alzheimer Society: Building Dementia Friendly Communities – A priority for everyone
 - Alzheimer's Research UK – Dementia in the Family; The impact on Carers
- Best practice external to Northampton
- Internal expert advisors:
 - Cabinet Member for Community Engagement and Safety, NBC
 - Cabinet Member for Housing and Wellbeing, NBC
 - Head of Housing and Wellbeing, NBC
- External expert advisors:
 - Head of Protecting Vulnerable Persons, Northamptonshire Police and the Community Safety Partnership
 - Dementia Support Group
 - Alzheimer's Society – Northamptonshire
 - Alzheimer's Society – Northamptonshire Care Services
 - Age UK
 - Director of Public Health, Northamptonshire County Council
 - Professor in Applied Mental Health (Dementia Specialist), University of Northampton
 - Cabinet Member, (Adult, Social Care), NCC
 - Director, Adult, Social Care, NCC
 - Carers' Associations
 - Cabinet Member for Education, NCC
 - Director, HealthWatch
 - Transport providers, bus companies, taxis and access to train station
 - Director, Olympus Care
 - Representatives from Private Care Homes
 - Director, Highways, NCC
 - Managing Director, Business Improvement District (BID)
 - Faith Forum, Bangladeshi Society, Sikh Group etc.
 - Northampton Health Trust
 - Dementia Team, Northampton General Hospital
 - Case Studies from Ward Councillors
- Site visit - Best practice – Dementia Friendly Towns

4 Key Findings and Conclusions

- 4.1 After all of the evidence was collated the following conclusions were drawn:
- 4.1.1 The Scrutiny Panel recognised the value of towns that have become dementia friendly and felt that it is very important for Northampton to become a dementia friendly town. The Scrutiny Panel acknowledged that a dementia friendly town is one in which people with dementia are empowered to have high aspirations and feel confidence knowing they can contribute and participate in activities that are meaningful to them.
 - 4.1.2 Should Northampton become dementia friendly, the need for a “Dementia Friendly Town logo” was highlighted. Hospitals often use butterflies logos so that non clinical staff are aware of people with dementia . The Scrutiny Panel considered it would be beneficial for bus passes to contain useful information, on the back, such as “*my usual stop is x*” “*please don’t start moving until I am seated*”, for example.
 - 4.1.3 Evidence gathered highlighted that there is a real need for better understanding and awareness of people living with dementia and the Scrutiny Panel acknowledged that becoming a Dementia Friendly Town will help to raise awareness to family and carers and the public in general in recognising the signs of dementia.
 - 4.1.4 The Scrutiny Panel deemed that it would be beneficial for the Transport Manager of UNO to liaise with the Head of Vulnerable Persons, Northants Police, regarding training around raising awareness of those living with dementia. It was acknowledged that Dementia Champions could deliver training to all bus drivers. Carers would be assured to know that bus drivers had received the awareness raising training.
 - 4.1.5 The value of “Keep Safe Cards” were acknowledged. The cards are being rolled out to all those who are categorised as being vulnerable. It was felt that it would be useful for carers to carry an ID card when travelling with someone living with dementia.
 - 4.1.6 The Scrutiny Panel, in receiving Dementia Friends Training, recognised the value and importance of this training and felt it would be useful for all relevant staff at Northampton Borough Council to received Dementia Friends Champion training. It was evident that more dementia champions are required from all levels of staff to ensure maximum effectiveness of the awareness campaign.
 - 4.1.7 A Councillor dementia friends champion would be useful and could encourage other Councillors to engage with the work of the Alzheimer’s Society and to be an ambassador for the Council.
 - 4.1.8 It was recognised that often referrals are received after Christmas or Easter, for example, where the family havent perhaps had regular or recent contact with the family member for some months and notice changes that concern them.
 - 4.1.9 Support Groups and Respite Care for carers are very important. The value of Care and Share Groups, such as that offered at Lutterworth was recognised. The Scrutiny Panel was delighted that St Peter’s Church, Northampton had set up a well-used Dementia Café.

Northampton Interfaith Forum (NIFF) is also managing an action alliance. To ensure information is available to all, the Scrutiny Panel felt that NIFF should be involved in the creation of an action plan for Northampton town to become a Dementia Friendly town.

4.1.10 Evidence gathered demonstrated that there does appear to be a lack of support for young people living with dementia. A Dementia Forum would be useful, with activities such as dog walkers and dog walks being offered.

4.1.11 The Scrutiny Panel acknowledged that communities with a mix of young and older people work very well.

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.

6.1.1 The report and its recommendations have policy implications in relation to the Council's response to becoming a Dementia Friendly Town. 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 3.5 of this report.

Background Papers

Overview and Scrutiny Committee report – Dementia Friendly Town (March 2018)
Minutes of the meeting of the Overview and Scrutiny Committee – 1 May 2018

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



OVERVIEW & SCRUTINY VIEWS AND RECOMMENDATIONS

TO CABINET 13 JUNE 2018

Report Title	RECOMMENDATIONS OF THE OVERVIEW AND SCRUTINY COMMITTEE – CEMETERIES
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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 – Cemeteries.
- 1.2 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 - Previous Scrutiny Reviews.

2. Recommendations

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

Maintenance

- 2.1.1 That a number of maintenance and safety issues are considered for action:

Some of the large trees located in the town's cemeteries that have been planted on, or outside the burial plot investigated for removal as soon as possible.

The water tanks located in the extension at Duston Cemetery are plumbed in as soon as practicable.

The trees that are obscuring the sign at the entrance to Duston Cemetery are pruned as soon as possible.

Litter and recycling bins in situ within the cemeteries are replaced with modern bins, including recycling bins, uniformed throughout all cemeteries, where appropriate.

The footpaths and roadways in Kingsthorpe Cemetery that are in need of repair, are repaired as soon as possible.

The tops of the vaults are made secure.

The sign located at the entrance to Dallington Cemetery is cleaned and fresh signage placed behind the glass cabinet.

Signs be erected in cemeteries “ Dogs to be kept on a leash at all times” “Please clean up after your dog.”

All signs erected within the borough’s cemeteries are of the same style and standard as other Borough signage.

2.1.2 Information regarding the usage and disposal of plastic bottles in cemeteries is produced for users. The information could be included within a Regulations Guidance booklet for users of cemeteries. All Funeral Directors are provided with a copy of the booklet.

2.1.3 The Policies and procedures for the usage of cemeteries within the borough are tightened up and a zero tolerance approach is applied.

Amenities and Facilities

2.1.4 Consideration is given to the issuing to Funeral Directors based in the borough of Northampton, key passes, to the chapels in Towcester Road and Kingthorpe cemeteries.

2.1.5 The facility of the chapels at Kingthorpe and Towcester Road cemeteries are promoted.

2.1.6 The lack of burial space is addressed and potential new sites are investigated, for example, consideration is given to re-categorising the borough owned land (currently categorised as commercial land) that edges the cemetery at Dallington as further cemetery land.

2.1.7 A feasibility study is undertaken into the requirement of a new large crematorium and cemetery for the town that offers the required services and facilities.

3. Background and Issues

3.1 The purpose of the Scrutiny Panel was:

To review cemeteries in the Borough, concentrating on:

Maintenance and health and safety requirements
Amenities and facilities
Financial implications

Key Lines of Enquiry

- To gain an understanding of the maintenance and health and safety requirements within the Borough’s cemeteries
- To gain an understanding of the financial implications around maintenance and health and safety requirements within the Borough’s cemeteries
- To gain an understanding of the financial implications around amenities and facilities within the Borough’s cemeteries

3.2 Following approval of its work programme for 2017/2018, the Overview and Scrutiny Committee, at its meeting in April 2017 commissioned Scrutiny Panel 1 to undertake

the review – Cemeteries. An in-depth review commenced in June 2017 and concluded in March 2018. A Scrutiny Panel was established.

3.3 This review links to the Council's corporate priorities, particularly corporate priority 4- 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:

Evidence Collection

3.5 Evidence was collected from a variety of sources:

Background data, including:

Presentation to set the scene: Maintenance and health and safety requirements, amenities and facilities, financial implications
Relevant national and local background research papers
Relevant Legislation and Ecclesiastical Legislation including:

- Cemetery and Crematorium Regulations 1989
- Local Authorities Cemeteries Order 1977
- Cremation Act 1902
- Integrated Pollution Control (IPPC)
- Environmental Protection Act 1990

Relevant Statistics: including:

- Burial space – current and projected
- Population statistics
- Budgetary information regarding the Borough's Cemeteries
- Relevant published papers (if applicable)

Best practice external to Northampton

Internal expert advisors:

- Cabinet Member for Environment, NBC
- Environmental Protection Officer, NBC (re: Public Health Burials)
- Cabinet Member for Finance, NBC

External expert advisors:

- Funeral Directors within the Borough
- Service users, via Community Groups such as Residents' Associations, Interfaith Group etc.
- War Graves Commission
- Representative(s) from local churches, with a current graveyard
- Humanist celebrant

Site visit to various cemeteries within the borough

4 Key Findings and Conclusions

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

Maintenance

- 4.1.1 The Scrutiny Panel realised that the cutting back of trees, within a cemetery, particularly those located near to or on graves, can be a sensitive issues. Initially Officers will start a negotiation process with the service user. However, if the tree is causing damage or is a health and safety issue a decision has to be made regarding the wider implications. Each situation is looked at individually. Should a tombstone become unstable and unsafe. Officers can organise for it to be made safe.
- 4.1.2 From its site visits, the Scrutiny Panel concluded that the cemeteries visited were all of a high standard and were well maintained, but there was a number of maintenance issues that required attention, as detailed in paragraph 4 of this report. A written report, dated 2017, was submitted by the Friends of Dallington Cemetery regarding their concerns about Dallington Cemetery. This prompted a site visit by the Scrutiny Panel to Dallington Cemetery. Representatives of the Scrutiny Panel visited Dallington Cemetery and found it to be of a high standard.
- 4.1.3 The Scrutiny Panel noted that the Council fulfils its role in ensuring that health and safety on the cemeteries, is adequately managed by the contractor, through audits and inspections carried out by the corporate Health and Safety department. Risk Assessments and safe systems of work are in place for all operations that are carried out in the cemeteries. Costs for health and safety management within the current environmental services contract are included within the overall contract cost. There is no specific cost for health and safety management within cemeteries.
- 4.1.4 Evidence received had highlighted that in some cemeteries in other towns, stand pipes are available and the Scrutiny Panel felt this to be a useful alternative to water bottles.
- 4.1.5 From its evidence gathering, the Scrutiny Panel determined that there is a need to ensure that the Policies and Regulations regarding cemeteries are adhered to. A previously issued Regulations Guidance Booklet for cemeteries had been useful to both Funeral Directors and service users; the re-issue of a similar document would be helpful.
- 4.1.6 The Scrutiny Panel realised that some of the suggestions put forward by the Funeral Director, section 3.3 of the [Overview and Scrutiny report](#), mirrored some of the potential suggestions proposed by the Scrutiny Panel following its recent site visits to cemeteries with the borough of Northampton.

Finance

- 4.1.7 Evidence gathered determined that the costs of the different functions within cemetery services are contained in the costs of other service areas. For example, grounds maintenance costs for cemeteries is included in the overall cost of grounds maintenance for the whole environmental services contract.

- 4.1.8 There is minimal cost to the Council for the provision of amenities in cemeteries; an amenity cost would be the cost of providing water via the standpipes.

Amenities and facilities

- 4.1.9 Duston cemetery was extended in 2016, providing an additional 800 burial spaces.
- 4.1.10 Burial plots come with rights for 99 years.
- 4.1.11 Currently funerals do not take place in Northampton on Sundays; there is a limited service on Saturday in exceptional circumstances.
- 4.1.12 There are two cemeteries in the borough with chapels. The Scrutiny Panel felt that it would be useful for a key to be available upon request for the Chapel at Kingsthorpe and Towcester Road cemeteries. Funeral Directors, based in Northampton, could be issued with a key to the chapel. There is a need for the facility of the chapels to be promoted.
- 4.1.13 The Scrutiny Panel noted, from its site visits, that there are no toilets for users to use at the cemeteries. It was realised from the evidence provided, that toilets had been provided at Kingsthorpe and Towcester Road cemeteries but due to continued vandalism these had been closed. Both cemeteries have chapels but there are no toilets associated with the chapels. The Scrutiny Panel felt that the provision of toilets would be very useful for users of cemeteries.
- 4.1.14 All open cemeteries have standpipes where users can obtain water.
- 4.1.15 The Scrutiny Panel felt that it would be beneficial to the town for a feasibility study to be undertaken into the requirement of a new crematorium and cemetery.

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

- 6.1.1.1 The work of Overview and Scrutiny plays a major part in the development of the Council's policy framework through its work programme.
- 6.1.1.2 The report and its recommendations have policy implications in relation to the Council's response to cemeteries. 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**

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

6.3 **Equality**

6.3.1.1 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 3.5 of this report.

Background Papers

Overview and Scrutiny Committee report – Cemeteries (March 2018)
Minutes of the meeting of the Overview and Scrutiny Committee – 1 May 2018

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 13 JUNE 2018

Report Title	RECOMMENDATIONS OF THE OVERVIEW AND SCRUTINY COMMITTEE – CULTURE AND TOURISM
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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 – Culture and Tourism.
- 1.2 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 - Previous Scrutiny Reviews.

2. Recommendations

- 2.1 The Overview and Scrutiny Committee recommends to Cabinet that:
 - 2.1.1 An action plan is devised and ensures the marketing and the promotion of Northampton's culture, heritage and tourism is effective and includes:
 - The action plan includes a vision for the promotion of the town which includes the following definitions:
 - **Culture** - "the arts and other manifestations of human intellectual achievement regarded collectively".
 - **Tourism** – "The commercial organisation and operation of holidays and visits to places of interest".
 - **Heritage** – "Valued objects and qualities such as historic buildings and cultural traditions that have been passed down from previous generations".
- and

Aspires to be a city of culture in 2025

- A free map, highlighting key attractions, is produced and disseminated via existing infrastructure, such as the railway station, bus station, public transport and accommodation.
- A review is undertaken of the success of the Britain's Best Surprise and funding is sought to support Northampton's contribution to it.
- An app. that gives details of what to do and where to visit in Northampton is developed similar to that produced by Hull – [Curious Collector App](#).
- Shoes, leather and lace manufacturing are promoted on the website "Britain's Best Surprise."
- The Ghost Hunt is widened to a Heritage Walk/Trail that include tours of the theatres.
- A trail around the town demonstrated by metal shoes is introduced.
- The Green Badge qualification, offered by the Institute of Tourist Guiding (ITG) is investigated for Northampton in conjunction with Northampton BID. This qualification is opened to ward Councillors and Honorary Aldermen.
- Exhibits of museum artefacts in empty retail units are displayed and promoted. As a pilot, a unit in the Grosvenor Centre is used for the display of Museum artefacts.
- Northampton Borough Council (NBC) works with its global brands to collectively promote the Northampton offer to a wider audience.
- A cluster comprising the Borough Council and major shoe companies in the town is developed so that they can network and share ideas.
- Working with NBC's Planning Department, encouragement is given to have a consistent and sympathetic appearance in accordance with Northampton's rich architectural and cultural heritage, for shop frontages.
- Work is undertaken on the promotion of the history of transport including the two double decker buses that have been restored by local groups. The Northampton Transport Heritage Group is consulted regarding the promotion of the history of transport in Northampton.
- In recognising that local historians give Education and Heritage Talks throughout the year; these talks are promoted on the website "Britain's Best Surprise".
- A Tourist Information Centre for Northampton, is investigated located in a prominent place in the town, until the Museum is opened in late 2019; and a café is included in the extended Northampton Museum and Art Gallery is investigated.
- Signs on the entrance to Northampton are erected that says what the town has to offer. "Don't drive through, stop and visit"
- Brand Northampton as an exciting place to visit.

- Blue plaques are introduced around the town.
- Opportunities to promote our cultural heritage with Marlberg are investigated.
- Funding is sought to maintain and upkeep monuments around the town, such as Eleanor Cross, the Tram Terminals and other historic buildings.
- Flower displays are maintained all year round, sponsorship to purchase and upkeep more planters is sought. Branding is in keeping with the signage.
- A Co-Ordinator role similar to that of the Tourism Executive of Leicestershire Promotions Limited is established in conjunction with Britain's Best Surprise aspirations for a Destination Management Organisation.
- A Cultural Strategy for the Borough is developed to look at investment, opportunities, infrastructure to promote Northampton and grow the cultural sector, to make an application to be the City of Culture 2025.

2.1.2 As part of the induction process for Councillors, a leaflet of pamphlet on the history of Northampton is given to all Members. The same leaflet is available for events such as Heritage weekends.

2.1.3 A copy of the report is sent to Michael Ellis, MP, who has the role of Parliamentary Under-Secretary (Department for Digital , Culture, Media and Sport).

2.1.4 Giving consideration to Unitary Status, civic pride and ceremonies are protected.

3. Background and Issues

3.1 The purpose of the Scrutiny Panel was:

- To promote Northampton's heritage and culture on a national and global platform.
- To increase visitor numbers to Northampton through its diverse heritage and cultural offering.
- To increase jobs and spending linked to tourism.
- To use the vehicle of tourism to provide learning about Northampton.

Key Lines of Enquiry

- To gain an understanding of the culture and heritage within the Borough of Northampton
- To gain an understanding of how Northampton's tourism, heritage and culture offer is marketed and to identify any gaps that can be developed
- To receive an overview of Northampton's heritage assets
- To review the extent to which an holistic image of Northampton as an attractive cultural, heritage and tourism place to visit
- To understand the roles of both Northampton Borough Council and other partners in promoting the town of Northampton

- 3.2 Following approval of its work programme for 2017/2018, the Overview and Scrutiny Committee, at its meeting in April 2017 commissioned Scrutiny Panel 2 to undertake the review – culture and heritage. An in-depth review commenced in June 2017 and concluded in April 2018. A Scrutiny Panel was established.
- 3.3 This review links to the Council’s corporate priorities, particularly corporate priority 1 - Northampton Alive (A vibrant successful town for now and the future.)
- 3.4 The Scrutiny Panel established that the following needed to be investigated and linked to the realisation of the Council’s corporate priorities:

Evidence Collection

- 3.5 Evidence was collected from a variety of sources:

Background data, including:

Presentation to set the scene: a summary of the current marketing of tourism, culture and heritage carried out by Northampton Borough Council, information regarding the key cultural, tourism and heritage assets within the borough and potential opportunities to attract visitors and the types of attractions which Northampton can offer

- Relevant Legislation including:

National Heritage Act 1983
Enterprise and Regulatory Reform Act 2013.
National Parks and Access to the Countryside Act 1949
Ancient Monuments and Archaeological Areas Act 1979

- Statistics: including:

Website and Social media statistics
Statistics: Visitors to the town and tourism in Northampton, in particular, Cultural Quarter and Heritage Sites

- Relevant published papers, such as:

Central Government’s paper [“Preserving historic sites and buildings”](#)
Central Government’s paper [“Backing the Tourism Sector A Five Point Plan” 2015](#)
[Building Conservation.com “Heritage Protection in the UK – Key Facts”](#)

- Best practice external to Northampton/Case Study examples
- Internal expert advisors:
 - Cabinet Member for Regeneration, Planning and Enterprise, NBC
 - Head of Economic Development, NBC
 - Head of Planning, NBC (for heritage)
 - Cabinet Member for Environment, NBC

- Head of Customers and Culture, NBC, Town Centre Manager (regarding events), Cultural Services Manager (regarding events at the Museums).
- External expert advisors:
 - Communications Director and Director with responsibility for events, Northamptonshire Chamber of Commerce
 - Director, Highways, Northamptonshire County Council
 - Director, Northampton BID
 - Director, Northampton Tourism Association
 - Director, Visit Britain
 - Director, The Association of Leading Visitor Attractions (ALVA)
 - Director, Historic England
 - Northampton Heritage Group
 - Director, Canal River Trust (CRT)
 - Head of History (Heritage), University of Northampton
 - Travel Agents in the town
 - Visitor Groups, Northampton
 - Residents and Visitors (through a survey)

Site visit to various heritage and tourist attractions within the borough

4 Key Findings and Conclusions

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

Vision

4.1.1 The Scrutiny Panel felt that would be beneficial for there to be a vision for the town with a goal to be achieved. The vision should be included within an Action Plan. The Scrutiny Panel felt that the vision should be applicable from 2018 to 2025 and include *“that by 2025 the cultural and heritage offer of Northampton is a town that recognises the positives associated with a town of rich heritage and historical significance and that this is at the forefront of the town centre offering to both new and existing residents, visitors and businesses”*.

Definitions

4.1.2 The Scrutiny Panel supported the definitions of culture and heritage:

Culture - “the arts and other manifestations of human intellectual achievement regarded collectively”.

Tourism – “The commercial organisation and operation of holidays and visits to places of interest”.

Heritage – “Valued objects and qualities such as historic buildings and cultural traditions that have been passed down from previous generations”.

Promotion

- 4.1.3 The Scrutiny Panel acknowledges that there is an apparent lack of promotional material available locally and regionally to promote the heritage and cultural offering in Northampton. It highlights that Northampton Borough Council has a key role in the promotion of the town. The use of existing infrastructure, such as the railway station, bus station, public transport and accommodation would be a useful quick and cost effective way of promotion, using a free map. A cost of producing a free map has been estimated at around £2,500 for 5,000 copies.
- 4.1.4 Evidence gathered highlighted that there is a gap in how Northampton Borough Council (NBC) is working with its global brands to collectively promote the Northampton offer to a wider audience.
- 4.1.5 The Scrutiny Panel acknowledges the need for NBC to work with various partners and groups in the promotion of the town and what it has to offer.
- 4.1.6 The Scrutiny Panel recognised the value of the role of the Tourism Executive of Leicestershire Promotions; it was further recognised that Rugby Borough Council has the roles of Arts, Heritage and Visitor Services Manager, Town Centre and Tourism Team Leader and Place Marketing Officer.
- 4.1.7a The Scrutiny Panel felt that there was a need to further develop the website “Love Northampton”; particularly with the inclusion of further facilities. The website: www.northamptonshiresurprise.com/. is being promoted at the Grand Prix at Silverstone in 2018. There would be no cost for the development of the two websites for Northampton; it would need to be programmed into work streams.
- 4.1.7b Evidence gathered highlighted that Hull benefits from a website entitled [Heritage Learning](#). The page states that it brings learning to life through diverse art and heritage collections at Hull Museums and Ferens Art Gallery. The webpage includes a number of blogs ranging from information about Rugby football, Museum news, and how early years can benefit from the Museums. An app. has also been developed – [Curious Collector App](#). The app. gives details of what to do and was launched over the summer holidays last year. It became available from August 2017. There would be no cost for the production of a similar app. for Northampton; it would need to be programmed into work streams.
- 4.1.8 Hull was awarded City of Culture in 2013. It has developed a website – [Hull 2017 – UK City of Culture](#) details what’s on, what to visit and how residents can get involved. The website also includes details of the history of Hull and goes back to when it was founded a city in the late 12th century. A guide how to get to Hull is detailed along with useful information and getting around the city. Merchandise, such as T-shirts, tote bags, pencil cases and baseball caps, can also be purchased via the website.
- 4.1.9 The Scrutiny Panel recognised the value of the website “Britain’s Best Surprise” and was pleased to note that Northampton is already promoted on the website and has received a number of hits, from both within Northampton and external to the town. The website includes various historical places and monuments around the town,

such as churches, stately homes and monuments. The Scrutiny Panel realised that some of the monuments, such as Eleanor Cross require maintenance.

- 4.1.10 People need to be aware of what Northampton has to offer and this needs to be well promoted in a number of mediums.
- 4.1.11 It was noted that the leaflets at Northampton train station do not contain information about Northamptonshire. This is similar in a hotel in the borough. It was suggested that the Borough Council could aid tourist attractions as part of package. The production of 5,000 would cost around £2,500 to produce.
- 4.1.12 There is a real need to capture the interest of people coming to Northampton to shop at the shoe factory shop so that they visit other parts of the town whilst they are here. Shoes and lace are core to the town of Northampton. There is a need to promote the shoe factory shops. It was acknowledged that this would be an excellent resource to the town.
- 4.1.13 Evidence gathered highlighted that volunteers are key in the promotion of heritage and culture of a town and that a team of volunteers would be useful in promoting Northampton and what it has to offer. This has been successful in Market Harborough and Rugby. Market Harborough has volunteers for its Cultural Hub, Bloom and litter picking.
- 4.1.14 Historical plaques are located in towns such as Rugby and Market Harborough and the value of which was noted by the Scrutiny Panel.

Retail and Retailers

- 4.1.15 It was felt that a lot of people are unaware of the beautiful architecture of the town, a lot of which is second floor and above of buildings. Use of the upper floors of the beautiful buildings should be encouraged.
- 4.1.16 It would be beneficial for the museum to put exhibits in some of the empty retail outlets in the town. The Scrutiny Panel felt that the Officer responsible for the outreach programme could investigate a unit in the Grosvenor Centre for the display of Museum artefacts. The costs for such exhibitions are around £12,750 for the exhibition production plus staffing costs of £1,300 whilst the exhibition is up.
- 4.1.17 The Borough Council has a good working relationship with the major shop companies in the town and it would be useful to ascertain better working as a cluster. Getting businesses together to liaise and share ideas would be an easy and useful solution.

Heritage Trails

- 4.1.18 The Scrutiny Panel supported the Ghost Hunt and felt this could be widened to a Heritage Walk or Trail. Tours of the theatres could also be included.

- 4.1.19 The Scrutiny Panel felt it would be beneficial to the town for the Green Badge qualification, offered by the Institute of Tourist Guiding (ITG) to be investigated for Northampton. Councillors could be useful guides under the Green Badge initiative

Transport, Engineering and Industry

- 4.1.20 Evidence gathered highlighted the importance of transport, engineering and industry in Northampton; for example the Transport Corporation is well known.
- 4.1.21 There is a need for the history around transport to be promoted; along with the promotion of the two double decker buses that have been restored by two local groups. These buses have previously been involved in Heritage Days and the Scrutiny Panel felt that they could be further involved in the heritage and tourism of Northampton.

University

- 4.1.22 The Scrutiny Panel welcomes the move of the University into the town, noting that it will change the culture of the town but felt that although the town was not ready for all the visitors that the University would create but acknowledged that it is an amazing opportunity for the town.

Heritage Group

- 4.1.23 The Scrutiny Panel welcomed the work of the Heritage Group that is chaired by the Leader of the Council, NBC, acknowledging that the work of this Group complements the work of the Scrutiny Panel, there is no duplication. The Scrutiny Panel looked at promotion and the Heritage Group is undertaking a stock take of heritage and culture.

Education and Heritage Talks

- 4.1.24 The Scrutiny Panel acknowledges the value of the involvement of historians and those delivering and in education regarding the promotion of heritage and culture. The Scrutiny Panel further realised the importance and value of talks given by local historians. Representatives of the Scrutiny Panel had attended such a talk during the evidence gathering phase of this Scrutiny Review. Hay on Wye has its own history group and is led by an architectural historian. Various talks are given throughout the year, there is a small cost to attend.
- 4.1.25 The Scrutiny Panel recognised the significant cultural tourist attractions around the town, including and not limited to 78 Derngate, Delapre Abbey, Royal & Derngate, Museum & Art Gallery, the site of Northampton Castle, battlefields and various churches.

Tourist Information Centre

- 4.1.26 The Scrutiny Panel acknowledges the importance of a Tourist Information Centre. For example, Hull has a Tourist Information Centre that is open Monday to Saturday

from 10am to 5pm and Sundays from 11am to 3pm. The Scrutiny Panel felt it would be beneficial for a Tourist Information for Northampton to have a facility such as a café or library so that it is a vibrant place to visit.

Signage

- 4.1.27 The importance of signage is recognised. A sign at the entrances to the town stating “*Don’t drive through, stop and visit*” Would be beneficial. The Scrutiny Panel realised that there may be a need for the relevant licence from the Highways Agency to be obtained to erect such signs and planning permission granted. It is estimated that each sign would cost in the region of £2,000 each.
- 4.1.28 Evidence gathered demonstrated the criteria for the erection of brown signage. Delapre Abbey has brown signage.

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

- 6.1.1.1 The work of Overview and Scrutiny plays a major part in the development of the Council’s policy framework through its work programme.
- 6.1.1.2 The report and its recommendations have policy implications in relation to the Council’s response to culture and tourism. 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

- 6.2.2.1 Legal issues will need to be considered as part of Cabinet’s response to the recommendations.

6.3 Equality

- 6.3.1.1 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 3.5 of this report.

Background Papers

Overview and Scrutiny Committee report – Culture and Tourism (March 2018)
Minutes of the meeting of the Overview and Scrutiny Committee – 1 May 2018

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 13 JUNE 2018

Report Title	<p>RECOMMENDATIONS OF THE OVERVIEW AND SCRUTINY COMMITTEE –</p> <p>REPORT OF THE OVERVIEW AND SCRUTINY RE-PROVISION OF THE ENVIRONMENTAL SERVICES CONTRACT WORKING GROUP</p>
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Agenda Status: PUBLIC

1. Purpose

The purpose of this report is to notify Cabinet on the outcome of the Scrutiny activity undertaken by the Overview and Scrutiny Working Group in response to the decision by Cabinet to re-provision the Environmental Services Contract.

2. Recommendations

2.1 The Overview and Scrutiny Committee recommends to Cabinet that:

2.1.1 Cabinet considers the findings of the O&S Working as detailed in section 3 of the [Overview and Scrutiny report](#).

2.1.2 Notes that, from the information provided to it, the Overview and Scrutiny Committee is satisfied that the right processes have taken place. The processes to date has been robust and carried out with due diligence.

2.1.3 Notes that, from the information received, the Overview and Scrutiny Committee is satisfied that the procurement process has been robust.

2.1.4 The Contract Manager is asked to forward details of the Notice of Motion, as set out at paragraph 2.6 of the [Overview and Scrutiny report](#), to both the Council's contractor and NPH's contractor for their information; with emphasis that there must be regular liaison with local groups and forums, such as Residents' Associations and Community Forums.

2.1.5 An alternative platform for public input, such as online information, in addition to Group and Forum meetings, is available.

2.1.6 As part of the contract, the help and support that is available to individuals and groups that want to undertake clean ups around the town is widely promoted.

2.1.7 A Working Group is set up to monitor the purchasing of the vehicles and equipment to ensure they are value for money.

3. Background and Issues

3.1 The purpose of the O&S Working Group was to:

- Help non-Executives understand the re provision process and the legal framework around the re-provision of the contract.
- Enable non-Executives to meaningfully challenge the rigour and robustness of the process.

3.2 Two non-Executive Councillors called in the decision of Cabinet of 16 November 2016, (item 11 – Re-Provision of the Environmental Services Contract). A Call-In Hearing was held on 29 November 2016. During the deliberation session, the Overview and Committee concluded that there was a need for wider consultation, the recommendations were ill-informed, based on assumptions regarding costs, before quality; the areas of methodology used were flawed; and the contracting out option had been based on a failing contract. The Committee further concluded that there was a need for Overview and Scrutiny involvement at the relevant stages of the process.

3.3 The Chair advised of the information received and asked the Committee to consider whether the Call-In would be upheld or not.

3.4 Upon a majority vote it was resolved that:

(1) That after all the evidence had been heard that the Call-In be accepted on the grounds that:

- (i) there is the need for wider consultation;
- (ii) the recommendations were ill-informed, based on assumptions regarding costs, before quality;
- (iii) the areas of methodology used were flawed;
- (iv) the contracting out option had been based on a failing contract.

(2) That there is Overview and Scrutiny involvement in the relevant stages of the process.

3.5 The Overview and Scrutiny Committee then convened a Working Group comprising Councillor Dennis Meredith (Chair), Councillor Rufia Ashraf (Deputy Chair); Councillors Aziz, Janice Duffy, Terrie Eales, Jamie Lane, Brian Sargeant, Zoe Smith and Graham Walker to carry out this Scrutiny activity.

3.6 This Scrutiny activity links to the Council's corporate priorities, particularly corporate priority - Working Hard and Spending your Money Wisely (Delivering quality modern services) and Protecting Our Environment (A clean and attractive town for residents and visitors).

- 3.7 A series of meetings were held that provided key information to the Overview and Scrutiny Working Group. An interim report was submitted to Cabinet at its meeting of 18 October 2018.
- 3.8 The purpose of the meetings was to:
- Help non-Executives understand the complex procurement process that was being followed.
 - Enable non-Executives to meaningfully challenge the rigour and robustness of the proposed process.
- 3.9 In considering the evidence the following findings from the Scrutiny activity were made: -
- 3.10 The Overview and Scrutiny Committee welcomed the comprehensive presentation given to the O&S Working Group its inaugural meeting and supported the feedback and progress.
- 3.11 From the information received, the O&S Working Group is satisfied that the right processes have taken place. The processes to date has been robust and carried out with due diligence.
- 3.12 From the information provided to it, the O&S Working Group gives its support for the robustness of the procurement process followed.
- 3.13 In considering the notice of motion at its February 2018 meeting the Working Group concluded that there is a need for more public consultation on the environmental services contract with local groups and forums. It was noted that the new contractor will have an Engagement Manager and an Engagement Officer who will attend a number of groups and forum meetings as part of their roles. £25,000 will be set aside for community engagement projects.
- 3.14 Northampton Partnership Homes (NPH) will have its own contractor for housing land.
- 3.15 The Working Group felt that it would be important for both the contract manager for the new environmental services contract and the contract manager for the contract on NPH land to have sight of the Notice of Motion and for there to be regular liaison with local groups and forums, such as Residents' Associations and Community Forums.
- 3.16 Whilst recognising the importance of meetings such as Residents' Associations and An alternative platform for public input, such as online information, in addition to Group and Forum meetings, is available."
- 3.17 It is acknowledge that the contract has provision for help and support being made available to individuals and groups that want to undertake clean ups around the town; the Working Group emphasises the importance of the promotion of the availability of this support.
- 3.18 The Working Group supported the meeting that took place, in February 2018, hosted by the Cabinet Member (Environment) and the Director for Customers and Communities that

had been open to all Councillors to attend to put forward any comments, queries or concerns that they had regarding the contract.

4. Options

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

5. Implications (including financial implications)

5.1 Policy

- 5.1.1 The work of Overview and Scrutiny plays a major part in the development of the Council's policy framework through its work programme.
- 5.1.2 The report and its recommendations have policy implications in relation to the re-provision of the environmental services contract. Cabinet's response will need to consider the recommendations of the Overview and Scrutiny Committee in detail.

5.2 Resources and Risk

- 5.2.1 There are no resourcing issues for the recommendations made due to the fact that this is an interim report notifying Cabinet of the findings of the Scrutiny activity so far.

5.3 Legal

- 5.3.1 There are no legal issues to be considered as part Cabinet's response to the recommendations made due to the fact that this is an interim report notifying Cabinet of the findings of the Scrutiny activity so far.

5.4 Equality

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

5.5 Consultees (Internal and External)

- 5.5.1 The O&S Working Group received evidence and information at a series of meetings as detailed in paragraph 3.7 of this report.

6. Background Papers

- Overview and Scrutiny Committee report (25 September 2017) – Interim Report of the O&S Re-Provision of the Environmental Services Contract Working Group
- Minutes of the meeting of the Overview and Scrutiny Committee – 25 September 2017
- Overview and Scrutiny report of the O&S Re-Provision of the Environmental

Services Contract Working Group (April 2018)

- Minutes of the meeting of the Overview and Scrutiny Committee – 30 April 2018

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

Report Title	Growth Deal for Northampton Borough, Daventry District and South Northants District Councils
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AGENDA STATUS: PUBLIC

Cabinet Meeting Date:	13 th June 2018
Key Decision:	NO
Within Policy:	YES
Policy Document:	Joint Core Strategy
Directorate:	Regeneration, Enterprise & Planning
Accountable Cabinet Member:	CLlr T Hadland
Ward(s)	All

1. Purpose

- 1.1 To seek Cabinet approval to negotiate with Ministry of Housing, Communities and Local Government to develop a Growth Deal as part of the Oxford-Cambridge Growth Corridor.

2. Recommendations

- 2.1 It is recommended that Cabinet:

Approve negotiations on the following Heads of Terms as part of developing a Growth Deal, and delegate the negotiation of details to the Head of Planning, in consultation with the Cabinet Member for Regeneration and Enterprise;

The Council committing to accelerated housing and employment delivery;

The Government committing to a comprehensive funding package to support upfront infrastructure investment, affordable housing delivery and additional resource capacity;

Agreement of various Planning freedoms, including (amongst others) those relating to five year land supply, the Planning Delivery Test, 5 year review of Strategic Plans and Duty to Co-operate; and

Agreement of a timescale for delivery and milestones, including agreeing a statutory Strategic Plan.

3. Issues and Choices

3.1 Report Background

3.1.1 The Borough is within what the Government has identified as the Oxford – Milton Keynes – Cambridge Growth Corridor (the ‘Corridor’). The Government sees this area as having potential to make a major contribution to the UK economy and housing supply in the period up to 2050. As part of discussions regarding the delivery of ambitious plans for housing and employment growth, there is an opportunity to negotiate a Growth Deal, in partnership with Daventry District Council and South Northamptonshire District Council, committing to accelerated delivery in return for a package of support and planning freedoms. The Council therefore needs to decide the approach it wishes to take in relation to this.

3.2 Issues

3.2.1 Negotiating a Growth Deal

3.2.2 The Government is keen to establish Growth Deals within the Corridor to establish how Councils intend to deliver their ambitious targets. Oxfordshire and Greater Cambridge/Peterborough have already agreed Deals, and negotiations are underway with Milton Keynes, Bedford, Central Bedfordshire, Luton and Aylesbury Vale. As part of wider Corridor discussions, the opportunity has arisen for other Councils within the Corridor to negotiate their own Deals, and two proposals, for West Northamptonshire and North Northamptonshire are being developed. Given the current Local Government reform proposals, it is considered that the West Northamptonshire grouping is the most appropriate for the Borough Council to commit to.

3.2.3 Accelerated housing and employment delivery

3.1.1 In order to be offered resources and freedoms, the Government expects Growth Deals to plan for accelerated and additional housing, employment and infrastructure growth. The targets and delivery trajectory for these will be negotiated as part of the Deal, but do offer the chance to ensure that growth is promoted in sustainable locations. Being an active partner in the project will give the Borough Council the opportunity to shape the location and design of future housing development.

3.2.4 Funding

3.2.5 In return, the Government is prepared to offer a comprehensive funding package. In Oxfordshire, this included funding to support upfront infrastructure investment and affordable housing delivery, and additional resource capacity.

3.2.6 Planning Freedoms

3.2.7 A deal would also be likely to secure a number of planning freedoms from existing constraints and requirements, including (amongst others) those relating to having to demonstrate a five year land supply, having to produce a delivery Plan to meet the Planning Delivery Test, and having to meet the requirement to 5 year review of Strategic Plans in order for the policies within that to be considered up to date. It is also possible that commitment to the Deal would also automatically meet the Duty to Co-operate. Freedom from meeting these requirements would allow more effort to be put into facilitating the delivery of new housing, employment and infrastructure without having to resist inappropriate proposals.

3.2.8 Delivery

3.2.9 A deal would need to include agreement of targets, timescales and milestones for delivery, and commitment to adopt a statutory Strategic Plan within agreed timescales.

3.2.10 Timescale

3.2.11 It is anticipated that the deal will be negotiated over the Summer and formally submitted in Autumn 2018.

3.2.12 The final deal will be brought to Cabinet for agreement before submission.

3.3 Choices (Options)

3.3.1 Option 1: Agree negotiations on these heads of terms.

3.3.2 This is the preferred option, as it will allow the Council to access resources and freedoms to deliver economic growth in and around the Borough, whilst retaining control over the location and nature of future development.

3.3.3 Option 2: Decide not to negotiate a Growth Deal

3.3.4 This is not recommended, as it would miss the opportunity to secure planning freedoms and resources, and to continue to take a leading role in determining the future of West Northamptonshire.

4. Implications (including financial implications)

4.1.1 Policy

4.1.1 Successful negotiation of a Growth Deal would result in the production of a replacement Joint Statutory Plan, similar to the existing Core Strategy.

4.1.2 Resources and Risk

4.2.1 The costs of negotiating a Growth Deal will be met from existing Planning budgets.

4.2.2 How any reward package may be allocated will need to be agreed as part of the agreement of a Growth Deal by the Council.

4.3 Legal

4.3.1 Legal issues will need to be addressed as negotiations progress.

4.4 Equality and Health

A Communities Impact Assessment will need to be carried out to assess the implications of the proposed Growth Deal once this is negotiated. No specific implications have been identified at this point in time.

4.5 Consultees (Internal and External)

4.5.1 **None**

4.6 How the Proposals deliver Priority Outcomes

The Council's Corporate Plan describes its aims of delivering;

Northampton Alive

- A vibrant successful town for now and the future

Safer Communities

- Making you feel safe and secure

Housing for Everyone

- Helping those that need it to have a safe and secure home
- Ensuring that a buoyant market provides a wide choice of homes for all ages

Protecting Our Environment

- A clean and attractive town for residents and visitors

A successful Growth Deal would contribute towards accelerating the delivery of these.

4.7 Other Implications

None

5. Background Papers

None

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Appendices



NORTHAMPTON
BOROUGH COUNCIL

CABINET REPORT

Report Title	Surrender of Lease on land at Sixfields Stadium, Upton Way, Northampton
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AGENDA STATUS: PUBLIC

Cabinet Meeting Date:	13 th June 2018
Key Decision:	No
Within Policy:	Yes
Policy Document:	No
Directorate:	Regeneration, Enterprise and Planning
Accountable Cabinet Member:	Cllr. J.Nunn
Ward(s)	St. James

1. Purpose

- 1.1 This report re-affirms the decision to accept the surrender by County Developments Northampton Ltd (CDNL) of their leasehold interest in a parcel of land at Sixfields Stadium, Upton Way, Northampton.

2. Recommendations

- 2.1 That Cabinet re-affirm the course of action previously determined, which was that the Borough Secretary enter into an agreement with County Developments Northampton Limited (CDNL) by which CDNL will surrender their leasehold interest in the land to the east of Sixfields Stadium edged in red on the plan attached to this report ("The Red Land") to the Council.

3. Issues and Choices

3.1 Report Background

- 3.1.1 In 2004 Northampton Borough Council leased Sixfields Stadium and the adjacent running track to Northampton Town Football Club Limited for 150 years (the 2004 Lease). This lease restricted the use of the site to a community stadium and, accordingly, was granted at a nominal rent.
- 3.1.2 In 2013, the Football Club agreed to surrender that part of the 2004 Lease which related to the running track back to the Council as part of an overall deal whereby CDNL took a leasehold interest in the running track for a term of 150 years from 2013.
- 3.1.3 Due to an oversight at the time of the 2013 transaction, the extent of the running track which was identified to be surrendered was greater than necessary, it having been intended that the land edged in red on the attached plan be retained by NTFC (and not leased to CDNL) to allow for the completion of the stadium expansion. Whilst steps were taken to resolve this (and the extent of the surrender by NTFC was varied) it was not possible at the time to fully rectify the situation, and matters were overtaken by the subsequent insolvency of CDNL. As a result CDNL were left holding a lease on the “Red Land”.
- 3.1.4 In relation to the “Blue Land”, as a matter of law normally when a tenant vests their lease back to the landlord, the lease “merges” with the freehold and is extinguished. In this instance, the Land Registry were not requested to merge the lease and, accordingly, the Council is in the position of holding both the freehold of the land in question and the leasehold title to the NTFC 2004 lease. In effect the 2004 lease has been split with ownership of the majority remaining with NTFC but the part relating to the Blue Land being vested in the Council. CDNL hold a superior lease (which, in legal terms sits between the Councils part of the 2004 lease and the Council’s freehold title).

3.2 Issues

- 3.2.1 The first issue to consider is whether the proposed recommendation will financially disadvantage the Council. This is not the case. Neither the 2004 Lease or the lease granted to CDNL in 2013 enable either party to carry out a commercial development of the relevant land due to restrictions in the terms of the leases. If this is to happen there will need to be a separate negotiation between the respective tenants and the Council, who will need to ensure that in agreeing any changes, that the requirements of S.123 of the Local Government Act (1972) to achieve best value are met.
- 3.2.2 The second issue to consider is whether the proposed action will adversely impact on the use of the Stadium for sporting purposes. This is not the case. The 2004 Lease restricts the use to “a Community Stadium and ancillary Athletics Track and Facility for the Provision and Facilitation of Sport and

Recreation”, and any change in this would require the consent of the Council. The effect of the surrender of the “Red Land” will be to return that land to the status it held prior to 2013 as part of the overall stadium site leased by NBC to NTFC.

3.3 Choices (Options)

- 3.3.1 There is an option to do nothing. This is **not** recommended as it may be argued that despite the common ownership of CDNL and NTFC this could adversely impact future development of the Stadium facilities.
- 3.3.3 The recommended option will regularise an anomaly which happened when the 2013 changes took place and enable the development of the stadium stand works to be completed.

4. Implications (including financial implications)

4.1 Policy

- 4.1.1 There are no policy implications arising from this report.

4.2 Resources and Risk

- 4.2.1 There are no financial implications arising from this report.

4.3 Legal

- 4.3.1 The form of the final agreement will be settled on the basis of legal advice. Its effect is best summarised as a tidying up of an anomaly arising from the previous agreements with CDNL and NTFC when both companies were in different ownership.

4.4 Equality and Health

- 4.4.1 There are no Equality implications arising from this report.

4.5 Consultees (Internal and External)

- 4.5.1 Leader of Council, Lead member for Regeneration, Enterprise and Planning, Legal Services and Financial Services.

4.6 How the Proposals deliver Priority Outcomes

4.6.1 The report supports the Priority to “Love Northampton –Support the town’s sports clubs with partners”.

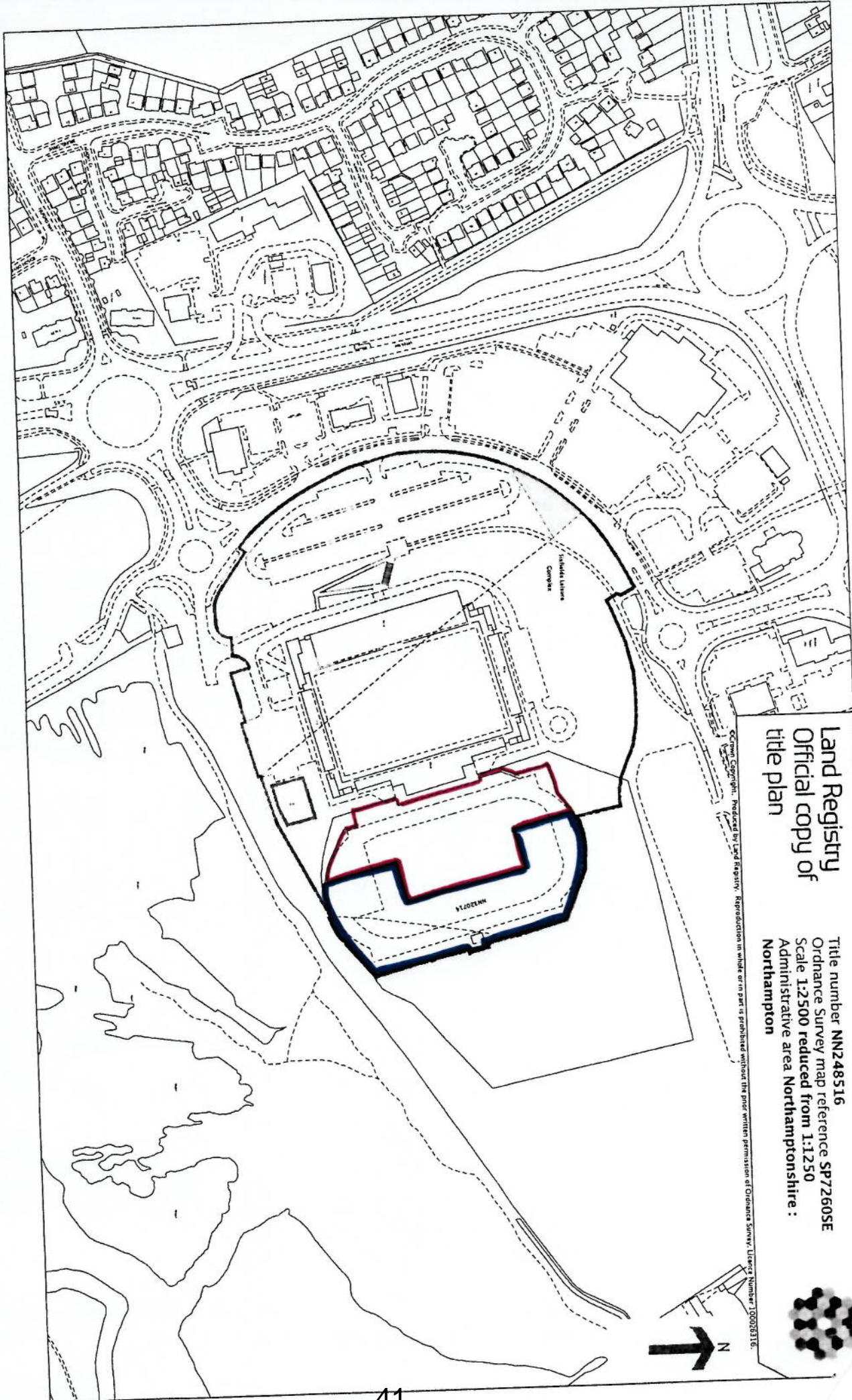
4.7 Other Implications

4.7.1 There are no other direct implications arising from this report.

5. Background Papers

5.1 None

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Interim Senior Regeneration Consultant
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Land Registry
Official copy of
title plan

Title number **NN248516**
 Ordnance Survey map reference **SP7260SE**
 Scale **1:2500 reduced from 1:1250**
 Administrative area **Northamptonshire :**
Northampton

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Appendices

1



NORTHAMPTON
BOROUGH COUNCIL

CABINET REPORT

Report Title	New charging arrangements for the provision of temporary accommodation
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AGENDA STATUS: PUBLIC

Cabinet Meeting Date:	13 June 2018
Key Decision:	Yes
Within Policy:	Yes
Policy Document:	Yes
Directorate:	Chief Executive's
Accountable Cabinet Member:	Councillor Stephen Hibbert
Ward(s)	All

1. Purpose

- 1.1 Local authorities are entitled to charge homeless households for the temporary accommodation that they provide under the homelessness legislation.
- 1.2 The purpose of this report is to ask Cabinet to approve changes to the way in which the Council calculates its charges for households in temporary accommodation.

2. Recommendations

- 2.1 It is **recommended** that Cabinet:
 - (a) Agrees that, with effect from 2 July 2018, the amount that the Council will charge for temporary accommodation (excluding those homes that are being used as temporary accommodation but form part of the Housing Revenue Account) should be reduced and that, as described in Option 1 (see Paragraph 3.3.10 of this report) the new charges will be based on Northampton's Local Housing Allowance (LHA) rates and will be as follows:

- Households in Bed & Breakfast will be charged a weekly rent that is equivalent to 120% of the April 2018 one-bedroom LHA rate for Northampton, together with a weekly utilities charge of £13.90; and
 - Households in self-contained temporary accommodation will be charged a weekly rent that is equivalent to 150% of the relevant April 2018 LHA rate for Northampton.
- (b) Approves a supplementary estimate to fund the net cost of temporary accommodation increasing by £156,000 per annum (£117,000 during the remainder of 2018/19) as outlined in Option 1 (see Paragraph 3.3.17) and for this to be funded from the 'MTFP Cashflow' reserve; and
- (c) Agrees that the impact that the new charging arrangements has on homeless households and the Council will be kept under review and that, if any further changes are needed, the Cabinet will be asked to approve an amended policy that takes into account those changes.

3. Issues and Choices

3.1 Report Background

Homelessness in Northampton

- 3.1.1 During the last couple of years, the number of households applying to the Council for assistance under the homelessness legislation has doubled and, between March 2016 and March 2018, the number of households living in temporary accommodation more than quadrupled from 66 to 267.
- 3.1.2 One of the main reasons for this increase is the severe shortage of affordable / social rented housing and the impact that this shortage has had on the amount of time that homeless households spend in temporary accommodation before they are able to move on into suitable, settled accommodation.
- 3.1.3 The amount of time that homeless households spend in temporary accommodation is also expected to increase further as a result of the Homelessness Reduction Act 2017 which came into effect on 3 April 2018 and has given local authorities new duties to prevent and relieve homelessness for all eligible people.

Duty to provide temporary accommodation

- 3.1.4 A local authority must provide temporary accommodation if it has reason to believe that the applicant may be homeless, eligible for assistance and in priority need (and the applicant is not able to make their own alternative temporary arrangements, which is actively encouraged in every case).
- 3.1.5 When an applicant has become homeless, the local authority is required (under the Homelessness Reduction Act 2017) to try to relieve their homelessness within a period of 56 days; this is called the 'relief duty'. During this time, the applicant and the local authority must both do everything they can to help resolve the applicant's housing situation by finding the applicant somewhere suitable to live for a period of no less than six months.

- 3.1.6 Vulnerable people, pregnant women and families with children must be provided with temporary accommodation until homelessness can be relieved or, if that is not possible, for at least the duration of the 56 day 'relief duty'.
- 3.1.7 If homelessness cannot be relieved, the local authority will need to decide whether or not it owes the applicant the 'main housing duty'. However, as the local authority is not permitted to make this decision until the 56 day relief duty has ended, this extends the time that the household spends in temporary accommodation.
- 3.1.8 If the local authority decides that it owes the applicant the main housing duty, it will normally continue to provide them with temporary accommodation until they are offered suitable, settled accommodation. This accommodation may be provided by the council, a registered provider / housing association or a private landlord.
- 3.1.9 If the local authority decides that it does not owe the applicant the main housing duty, it must still accommodate vulnerable people, pregnant women and families with children for at least the full 56 day period of the relief duty and then allow them enough time to make alternative arrangements for when the relief duty (and their temporary accommodation) ends.
- 3.1.10 When an applicant disagrees with any of the local authority's decisions – including the suitability of any accommodation that they are offered – and requests a review of a decision or challenges a decision in the County Court, the local authority may decide (on the basis of an assessment prescribed in law) to extend the provision of temporary accommodation pending the outcome of the review or appeal.

The amount the Council pays for temporary accommodation

- 3.1.11 Although the Council's stock of temporary accommodation includes 65 council homes that are let to homeless households (at social rents) on a short-term basis, more than three quarters of the temporary accommodation that the Council uses is purchased, on a nightly basis, from private sector housing suppliers.
- 3.1.12 During the past three years (2015/16 - 2017/18), the amount of money that the Council has spent on temporary accommodation has increased by 366%. Expenditure & Income can be separated into two distinct areas:

Housing Service Accounts

The following table provides details of the payments made to housing suppliers (expenditure) and the income received from homeless households (income):

Year	Expenditure (000's)	Income (000's)	Net Expenditure (000's)
2015/16	573	(573)	(0)
2016/17	1,367	(1,293)	74
2017/18	2,672	(2,661)	10

Please note: This reflects the gross cost of temporary accommodation.

Benefits Service Accounts

The following table provides details of the Housing Benefit payments made to homeless households (expenditure) and the contribution that Central Government made towards these costs through Housing Benefit Subsidy (income):

Year	Expenditure (000's)	Income (000's)	Net Expenditure (000's)
2015/16	901	(773)	128
2016/17	1,479	(879)	599
2017/18	2,573	(1,168)	1,406

Please note: Not all of the Housing Benefit that is paid to homeless households is covered by Central Government subsidy. In 2017/18, the Council's contribution was £1.4m.

- 3.1.13 This substantial increase in the Council's use of temporary accommodation resulted in the Benefits Service Accounts budget being overspent by £1m in 2017/18. The current forecast variance for 2018/19 is expected to be similar in nature to the 2017/18 outturn.
- 3.1.14 Bed & Breakfast accommodation – provided in guest houses and hotels – is the most expensive type of temporary accommodation that the Council uses.
- 3.1.15 Successful negotiations with the Bed & Breakfast proprietors have recently resulted in most of them agreeing lower nightly rates, based on the size of the household:
- One person: £40 per night (£280 per week)
 - Two people: £45 per night (£315 per week)
 - Three people: £50 per night (£350 per week)
 - Four people: £55 per night (£385 per week)
 - Five people: £60 per night (£420 per week)
 - Six people: £65 per night (£455 per week)
 - Seven people: £70 per night (£490 per week)
 - Eight people: £75 per night (£525 per week)
- 3.1.16 One of the main reasons why the Bed & Breakfast proprietors have agreed to the lower nightly charges is that, during the past year, the Council has procured a large supply of self-contained, nightly-purchased accommodation in Northampton and it has managed to reduce its use of Bed & Breakfast by two thirds.
- 3.1.17 All of the suppliers of self-contained, nightly-purchased temporary accommodation have agreed to charge the following standard nightly charges:
- 1-bedroom home: £38 per night (£266 per week)
 - 2-bedroom home: £45 per night (£315 per week)
 - 3-bedroom home: £52 per night (£364 per week)
 - 4-bedroom home: £59 per night (£413 per week)
 - 5-bedroom home: £66 per night (£462 per week)
- 3.1.18 Although Wellingborough is a lower priced area, the same nightly rates are being paid for Bed & Breakfast in Wellingborough and Northampton because the Council is trying to avoid placing homeless households outside of the borough. Compared to a year ago, the Council has reduced such placements by more than 80%.

3.1.19 As well as trying to reduce the number of homeless households in temporary accommodation – by preventing homelessness, increasing the supply of affordable rented housing and making it easier for people to find and keep suitable private rented accommodation – the Council is seeking to reduce the net cost of providing temporary accommodation by establishing a private sector leasing scheme and building, acquiring or creating suitable, lower cost temporary accommodation.

Housing Benefit Subsidy

3.1.20 When calculating the net cost of providing temporary accommodation, the Council needs to consider not just how much it pays and charges for the accommodation but also how much of the Housing Benefit that it pays to homeless households will be reimbursed, by the Government, through Housing Benefit Subsidy.

3.1.21 The maximum amount of Housing Benefit Subsidy that the Council can claim towards the cost of temporary accommodation is based on the size and type of the accommodation, the Broad Rental Market Area in which the accommodation is situated, the January 2011 Local Housing Allowance (LHA) rates and the amount of Housing Benefit that the household is paid.

3.1.22 With the exception of Bed & Breakfast – which attracts Housing Benefit Subsidy worth up to 100% of the January 2011 one-bedroom LHA rate – the maximum Housing Benefit Subsidy that can be claimed towards the cost of temporary accommodation is equivalent to 90% of the relevant January 2011 LHA rate.

3.1.23 Excluding the cost of any utilities (which are not eligible for Housing Benefit), the maximum amount of Housing Benefit Subsidy that can currently be claimed for Bed & Breakfast in Northampton and Wellingborough is as follows:

- Bed & Breakfast £103.85 per week
(Northampton)
- Bed & Breakfast £85.38 per week
(Wellingborough)

3.1.24 Excluding the cost of any utilities (which are not eligible for Housing Benefit), the maximum amount of Housing Benefit Subsidy that can currently be claimed for self-contained temporary accommodation in Northampton is as follows:

- 1-bedroom home: £93.47 per week
- 2-bedroom home: £114.23 per week
- 3-bedroom home: £124.61 per week
- 4-bedroom home: £171.34 per week
- 5-bedroom home: £171.34 per week

The Council's current arrangements for charging homeless households

3.1.25 Under the current arrangements, the Council charges homeless households a weekly rent that is equivalent to the amount that it pays to the housing supplier.

3.1.26 A couple with three children, for example, may be charged £420 per week for Bed & Breakfast or £364 per week if they are living in a self-contained, 3-bedroom home.

- 3.1.27 Likewise, a couple with no children may be charged £315 per week for Bed & Breakfast or £266 per week if they are living in a self-contained, 1-bedroom home.
- 3.1.28 Although these charges are high, everyone who is placed in temporary accommodation is helped and encouraged to apply for Housing Benefit and, when assessing the household's entitlement to Housing Benefit, the Council's Revenues & Benefits Service will take into account the amount the household is charged.
- 3.1.29 As Housing Benefit is means-tested, only the households on the lowest incomes will have their rent met in full by Housing Benefit.

3.2 Issues

Increased use of high cost temporary accommodation

3.2.1 Between March 2016 and the end of May 2018, the number of households living in temporary accommodation increased from 66 to 258:

- Council-owned accommodation – 60
(Northampton Partnership Homes)
- Bed & Breakfast accommodation – 19
(Private sector suppliers)
- Self-contained nightly-purchased – 179
(Private sector suppliers)

3.2.2 Although there has been a slight increase in the number of council homes being used as temporary accommodation and let to homeless households at social rents, more than three quarters of the temporary accommodation that the Council currently uses is purchased, on a nightly basis, from private sector suppliers.

3.2.3 As the high cost of this nightly-purchased accommodation is passed onto homeless households (under the current charging arrangements) a household comprising two adults and a child would be charged £350 per week in Bed & Breakfast or £315 per week in a 2-bedroom, self-contained home. This is a lot more than the £128 per week they would be charged if they were living in a 2-bedroom council home.

Increased number of homeless households in employment

3.2.4 In recent years, there has been an increase in the number of working households applying to the Council for assistance under the homelessness legislation. Many of them have become homeless due to the loss of their private rented accommodation: the main cause of homelessness in Northampton.

3.2.5 Even though homeless households' Housing Benefit entitlement will be based on the rent that they are charged, Housing Benefit is means-tested so may not cover all of the household's expenditure, including their employment-related expenses. This may make it more difficult for them to meet their rent.

Impact of the household benefit cap

3.2.6 In April 2013, the Government introduced a benefit cap that places a limit on the total amount of money that certain people of working age can receive in benefits.

- 3.2.7 To ensure that a household's total benefits do not exceed the benefit cap limit of £384.62 per week (£20,000 per annum), the Council or the Department for Work and Pensions will reduce the amount of Housing Benefit or Universal Credit paid.
- 3.2.8 Due to the high rents that the Council is charging for temporary accommodation (see Paragraphs 3.1.15 and 3.1.17 of this report), a large number of households are having their Housing Benefit restricted by the benefit cap and, in order to pay their rent, they are having to apply for Discretionary Housing Payments (DHPs).
- 3.2.9 In 2017/18, the Council awarded 55 homeless households DHPs totalling £80,000 (15% of Northampton's annual DHP budget). Unless this level of expenditure can be reduced, it will have a significant impact on Northampton's 2018/19 DHP budget which has received 7% less Government funding than it received in 2017/18.

Increased bad debt provision

- 3.2.10 In 2017/18, the Council made provision for bad debts of £250,000 that homeless households accrued while they were living in temporary accommodation.
- 3.2.11 This was £200,000 (400%) higher than in 2016/17, reflecting the large increase in the number of homeless households living in temporary accommodation and the amount of income that was due to be collected from them.

Difficulties forecasting income and net expenditure

- 3.2.12 Given the households' reliance on Housing Benefit to help them pay their rent – and the many reasons why Housing Benefit may be refused or reduced – it is extremely difficult to forecast the amount of income the Council will receive.
- 3.2.13 Although standardising the nightly rates for Bed & Breakfast and self-contained accommodation will improve the accuracy of forecasting, there are still too many variables – including the size and type of accommodation, the frequency with which households are moving into and out of temporary accommodation, the amount of Housing Benefit paid, the size of each household's contribution, the impact of any loss of Housing Benefit Subsidy and the extent to which households are paying their rent – to accurately forecast income and net expenditure.

3.3 Choices (Options)

Other local authorities' arrangements for charging homeless households

- 3.3.1 Although all local authorities are required to ensure that what they charge for temporary accommodation is reasonable and affordable, there is no consistency in their approach to charging.
- 3.3.2 In Northamptonshire, for example, the situation is as follows:
 - Corby Households are charged £11 - £12 a night
 - Daventry Households are charged 110% of the LHA rate
 - East Northamptonshire Households are charged the full cost of the temporary accommodation if they are receiving Housing Benefit, and only the Shared Room Rate if they are not receiving Housing Benefit

- Kettering Households are charged 90% of the LHA rate
- Northampton Households are charged the full cost of the temporary accommodation
- South Northamptonshire Households are charged the LHA rate
- Wellingborough Households are charged the full cost of the temporary accommodation

3.3.3 The lack of consistency in the weekly amounts that Northamptonshire’s seven local authorities charge homeless households for temporary accommodation reflects how difficult it can be to strike the right balance between keeping the charges as low as possible and ensuring that the net cost of providing temporary accommodation does not have a serious adverse effect on the Council’s finances and services.

Financial modelling of the options

3.3.4 In order to inform the assessment of the various options available to the Council, extensive financial modelling has been undertaken in relation to each option.

3.3.5 Modelling was based on a number of facts and assumptions:

- (1) There were 216 households in this type of accommodation (as at 31 May 2018) comprising two distinct groups:
 - (a) A group of 150 households that had been assessed for Housing Benefit and consisted of 13 households in Bed & Breakfast and 137 households in self-contained nightly purchased accommodation; and
 - (b) A group of 66 households that have either not applied for Housing Benefit or are awaiting the outcome of their application. For the purpose of the financial modelling, this group was modelled on the first group of 150 households, on a pro-rata basis, by property type and income, etc.
- (2) The amount that the Council pays for temporary accommodation is in line with Paragraphs 3.1.15 and 3.1.17 of this report
- (3) It is assumed that the reduction in charges will lead to an improvement in the income recovery rates because the charges will be more affordable.
- (4) For the purpose of the modelling, it is assumed that, under the current charging policy, the Council will achieve a collection rate of 70% from those households that are receiving partial Housing Benefit and 40% from those households that are not receiving any Housing Benefit.
- (5) For the purpose of the modelling, it is assumed that, under the proposed charging policy, the Council will achieve a collection rate of 90% from all households that are not in receipt of full Housing Benefit.
- (6) The arrears / income recovery process is actively managed.
- (7) There is no change in the financial impact on council-owned accommodation because the new charging rates are not be applied to this type of housing.

3.3.6 It is important to note that, although the financial modelling will provide an indication of the financial impact that the changes to the charging policy are likely to have on the Council, the number of households in need of temporary accommodation can be very volatile and will normally fluctuate from day to day.

Consideration of the options

3.3.7 Officers have considered the various options available (see **Appendix A**, attached to this report) and have concluded that, although there is scope for the Council to reduce the amount it charges households for temporary accommodation, its ability to do so is constrained by the impact that the reduction in income will have on the Council's finances and services.

3.3.8 It is desirable, however, that most households living in Bed & Breakfast (especially families with children) are charged less for their accommodation than households that are living in self-contained, nightly-purchased temporary accommodation.

Option 1 (Preferred)

3.3.9 The preferred option is for Cabinet to approve new charging arrangements that end the Council's practice of charging homeless households a weekly rent that is equivalent to the amount that it pays to the housing supplier.

3.3.10 It is proposed that, with effect from 2 July 2018:

- Households in Bed & Breakfast will be charged a weekly rent that is equivalent to 120% of the April 2018 one-bedroom LHA rate for Northampton, together with a weekly utilities charge of £13.90; and
- Households in self-contained temporary accommodation will be charged a weekly rent that is equivalent to 150% of the relevant April 2018 LHA rate for Northampton.

3.3.11 If Option 1 is approved, the amount that homeless households will be charged for temporary accommodation (see **Appendix A**) will be reduced by £142.44 - £387.44 per week for Bed & Breakfast and by £111.43 - £181.27 per week for self-contained nightly-purchased accommodation.

3.3.12 By calculating the weekly charges on the basis of a relevant benchmark (Local Housing Allowance rates) rather than the amount that the Council pays to the housing supplier for the accommodation, the Council will ensure that the charging arrangements are transparent, consistent and equitable.

3.3.13 Given the very high costs that the Council is incurring in procuring the temporary accommodation, the weekly charges are reasonable and, as households' Housing Benefit entitlement is based on the full charges, they are affordable. They are also significantly lower than what the Council is currently charging households.

3.3.14 The reduced charges will have a positive impact on those households that are affected by the weekly benefit cap of £384.62. As many of these households will be less reliant on Discretionary Housing Payments to help them meet their temporary accommodation charges, the Council will in a better position to help more households that have an urgent need for a DHP.

- 3.3.15 The introduction of the new charging arrangements will simplify and improve the Council's monitoring and forecasting of the income and net expenditure in relation to temporary accommodation which, due to the number of variables (see Paragraph 3.2.13 of this report) has proved increasingly difficult during the past year.
- 3.3.16 The new charging arrangements will help reduce the amount of time the Revenues & Benefits Service and Housing Options & Advice Team spend processing Housing Benefit / DHP claims and managing rent accounts and rent arrears. Whilst this is not a cashable benefit, it will help both services to manage their large workloads and deal with households' Housing Benefit claims and rent arrears more promptly.
- 3.3.17 Although the financial modelling (described in Paragraphs 3.3.4 - 3.4.6 of this report) indicates that the charging arrangements proposed in Option 1 will result in the net cost of temporary accommodation increasing by £156,000 per annum (£117,000 during the remainder of 2018/19), it is hoped that at least part of this may be offset by the resulting efficiency improvements and improved collection rates.

Option 2 (Not recommended)

- 3.3.18 Another option that the Council could consider is to end the Council's practice of charging homeless households a weekly rent that is equivalent to the amount that it pays to the housing supplier and replace it with the following arrangement:
- Households in Bed & Breakfast will be charged a weekly rent that is equivalent to 120% of the April 2018 one-bedroom LHA rate for Northampton, together with a weekly utilities charge of £13.90; and
 - Households in self-contained, nightly-purchased temporary accommodation will be charged a weekly rent that is equivalent to 140% of the relevant April 2018 LHA rate for Northampton.
- 3.3.19 If Option 2 is approved, the amount that homeless households will be charged for temporary accommodation (see **Appendix A**) will be reduced by £142.44 - £387.44 per week for Bed & Breakfast and by £121.73 - £200.00 per week for self-contained nightly-purchased accommodation.
- 3.3.20 For the same reasons that have been described in relation to Option 1, this Option will ensure that the Council's charging arrangements are transparent, consistent and equitable and that the charges are more affordable.
- 3.3.21 If Option 2 is approved, the reduced charges will have a positive impact on those households that are affected by the weekly benefit cap of £384.62 and, as a consequence, on the Discretionary Housing Payments budget. It will also simplify and improve the Council's monitoring and forecasting of the income and net expenditure in relation to temporary accommodation.
- 3.3.22 Although Option 2 offers the same advantages as Option 1, it is not recommended because the financial modelling (described in Paragraphs 3.3.4 - 3.4.6 of this report) indicates that the charging arrangements proposed in Option 2 will result in the net cost of temporary accommodation increasing by £199,000 per annum (£149,000 during the remainder of 2018/19).
- 3.3.23 Notwithstanding the potential for part of this increase to be offset by the resulting efficiency improvements and improved collection rates, the extra financial costs the Council will incur are too large for Option 2 to be recommended.

Option 3 (Not recommended)

- 3.3.24 Another option that the Council could consider is to end the Council's practice of charging homeless households a weekly rent that is equivalent to the amount that it pays to the housing supplier and replace it with the following arrangement:
- Households in Bed & Breakfast will be charged a weekly rent that is equivalent to 120% of the April 2018 one-bedroom LHA rate for Northampton, together with a weekly utilities charge of £13.90; and
 - Households in self-contained, nightly-purchased temporary accommodation will be charged a weekly rent that is equivalent to 130% of the relevant April 2018 LHA rate for Northampton.
- 3.3.25 If Option 3 is approved, the amount that homeless households will be charged for temporary accommodation (see **Appendix A**) will be reduced by £142.44 - £387.44 per week for Bed & Breakfast and by £132.03 - £214.50 per week for self-contained nightly-purchased accommodation.
- 3.3.26 For the same reasons that have been described in relation to Options 1 & 2, this Option will ensure that the Council's charging arrangements are transparent, consistent and equitable and that the charges are more affordable.
- 3.3.27 If Option 3 is approved, the reduced charges will have a positive impact on those households that are affected by the weekly benefit cap of £384.62 and, as a consequence, on the Discretionary Housing Payments budget. It will also simplify and improve the Council's monitoring and forecasting of the income and net expenditure in relation to temporary accommodation.
- 3.3.28 Although Option 3 offers the same advantages as Options 1 & 2, it is not recommended because the financial modelling (described in Paragraphs 3.3.4 - 3.4.6 of this report) indicates that the charging arrangements proposed in Option 3 will result in the net cost of temporary accommodation increasing by £245,000 per annum (£183,750 during the remainder of 2018/19).
- 3.3.29 Notwithstanding the potential for part of this increase to be offset by the resulting efficiency improvements and improved collection rates, the extra financial costs the Council will incur are too large for Option 3 to be recommended.

Option 4 (Not recommended)

- 3.3.30 Another option that the Council could consider is to end the Council's practice of charging homeless households a weekly rent that is equivalent to the amount that it pays to the housing supplier and replace it with the following arrangement:
- Households in Bed & Breakfast will be charged a weekly rent that is equivalent to the January 2011 one-bedroom LHA rate for Northampton, together with a weekly utilities charge of £13.90; and
 - Households in self-contained, nightly-purchased temporary accommodation will be charged a weekly rent that is equivalent to 100% of the relevant April 2018 LHA rate for Northampton.

- 3.3.31 If Option 4 is approved, the amount that homeless households will be charged for temporary accommodation (see **Appendix A**) will be reduced by £162.25 - £407.25 per week for Bed & Breakfast and by £162.95 - £222.62 per week for self-contained nightly-purchased accommodation.
- 3.3.32 For the same reasons that have been described in relation to Options 1, 2 & 3, this Option will ensure that the Council's charging arrangements are transparent, consistent and equitable and that the charges are more affordable.
- 3.3.33 If Option 4 is approved, the reduced charges will have a positive impact on those households that are affected by the weekly benefit cap of £384.62 and, as a consequence, on the Discretionary Housing Payments budget. It will also simplify and improve the Council's monitoring and forecasting of the income and net expenditure in relation to temporary accommodation.
- 3.3.34 Although Option 4 offers the same advantages as Options 1, 2 & 3, it is not recommended because the financial modelling (described in Paragraphs 3.3.4 - 3.4.6 of this report) indicates that the charging arrangements proposed in Option 4 will result in the net cost of temporary accommodation increasing by £401,000 per annum (£300,750 during the remainder of 2018/19).
- 3.3.35 Notwithstanding the potential for part of this increase to be offset by the resulting efficiency improvements and improved collection rates, the extra financial costs the Council will incur are too large for Option 4 to be recommended.

Option 5 (Not recommended)

- 3.3.36 Another option that the Council could consider is to do nothing.
- 3.3.37 If Cabinet decides to do nothing, the Council will continue to charge homeless households a weekly rent equivalent to the amount it pays to the housing supplier.
- 3.3.38 If there is no change, none of the issues described in Paragraphs 3.2.1 – 3.2.13 of this report will be addressed.

4. Implications (including financial implications)

4.1 Policy

- 4.1.1 The action that the Council is proposing to take is in line with Council policy and reflects the priorities in the Corporate Plan 2016-20.

4.2 Resources and Risk

- 4.2.1 Finance Officers have been working closely with the Housing & Wellbeing Service to identify the various options available to the Council. Extensive modelling (described in Paragraphs 3.3.4 to 3.3.6 of this report) has been carried out in relation to each of these options.
- 4.2.2 The financial modelling shows the impact on both the Housing Service Accounts and the Benefits Service Accounts i.e. total cost to the Council.
- 4.2.3 It should be noted that the costs/impact of each option is based on modelling. Whilst this will give an indication of the financial impact on the Council, there are many variables that can affect the impact (see Paragraph 3.2.13).

- 4.2.4 The following risks could impact upon the financial position of the new arrangements:
- Volumes (the number of households requiring temporary accommodation) vary significantly from the financial modelling
 - The rate the Council pays for temporary accommodation is not in line with Paragraphs 3.1.15 and 3.1.17 of this report
 - Debt (income recovery) is **not** actively managed
 - Actual income recovery rates vary from the financial modelling
- 4.2.5 It is recommended that the charging arrangements and policy for temporary accommodation are reviewed regularly and amended and/or updated, where necessary. This is reflected in Paragraph 2.1(c) of this report.
- 4.2.6 Further modelling work will be continued and informed through this process and, with improved data when collected which will be used to inform the budget requirements for 2019/20 onward. Given the number of variables, this must be accepted as a demand-led budget with multiple variables, so will always be at risk of over or underspending against and= 'annual budget'.

4.3 Legal

- 4.3.1 Section 188 of the Housing Act 1988 requires that if a local housing authority have reason to believe that an applicant may be homeless, eligible for assistance and have a priority need, they must secure that accommodation is available for the applicant's occupation. This is an interim duty to accommodate in a case of apparent priority need.
- 4.3.2 Section 206 (2) of the Housing Act 1996 states that a local housing authority may require a person in relation to whom they are discharging such functions (a) to pay such **reasonable** charges as they may determine in respect of accommodation which they secure for his occupation (either by making it available themselves or otherwise), or (b) to pay such **reasonable** amount as they may determine in respect of sums payable by them for accommodation made available by another person. The Housing Act 1996 does not define what is or is not reasonable. A local authority has a wide discretion as to what they feel to be reasonable in the circumstances.
- 4.3.3 Article 2 of the Homelessness (Suitability of Accommodation) Order 1996 requires that in determining whether accommodation is suitable for a person it shall be taken into account whether or not the accommodation is **affordable** for that person.
- 4.3.4 The statutory tests in respect of a local authority charging for temporary accommodation in individual cases are whether that charge is reasonable and affordable.
- 4.3.5 Local authorities have a legal duty to balance their finances. In setting a charging rate for temporary accommodation, any effect on the Council's finances in general ought to be taken into account.
- 4.3.6 The risk of legal challenge from persons living in temporary accommodation by approving Option 1 is arguably low. The main area of risk is monetary loss to the Council, namely as a result of the consequence of an estimated increase in the net cost of temporary accommodation of £156,000 per annum.

4.4 Equality and Health

- 4.4.1 A full Community Impact Assessment has been completed.
- 4.4.2 The proposed changes to the charging arrangements for temporary accommodation will have a positive impact on people with different protected characteristics by reducing the amount that they pay for their accommodation, especially those who are living in Bed & Breakfast accommodation.
- 4.4.3 The reduction in the weekly charges will also reduce homeless households' need for Discretionary Housing Payments and, as a consequence, relieve pressure on the DHP budget and enable more households (including those with protected characteristics) to receive DHPs that they might otherwise not have received.
- 4.4.4 These changes are part of the Borough Council's commitment to improving communities and our town as a place to live. In implementing them, the Council will have due regard to its Public Sector Duty and will continue to work to tackle discrimination and inequality and contribute to the development of a fairer society.

4.5 Consultees (Internal and External)

- 4.5.1 The changes proposed in this report have been developed in consultation with the Housing Options & Advice Service, the Revenues & Benefits Service and the Finance Team. If Cabinet approves the changes, all households that are living in temporary accommodation will be sent a letter of explanation (informing them how their weekly charges will be affected) before the changes come into effect.
- 4.5.2 Details of the new charging arrangements will also be posted on the Council's website and will be provided to everyone who requests temporary accommodation.

4.6 How the Proposals deliver Priority Outcomes

- 4.6.1 The proposed changes to the charging arrangements for temporary accommodation will help meet the following priority in the Corporate Plan:
- **Working Hard and Spending your Money Wisely:** As well as ensuring that the charging arrangements for temporary accommodation are transparent, consistent and fair, the proposed changes will help to simplify, and improve the accuracy of, the Council's monitoring and forecasting of income and expenditure. By improving efficiency, they may improve collection rates.

Appendices

Appendix A – The 5 Options: How much homeless households will pay

Background Papers

Community Impact Assessment

Phil Harris
Head of Housing and Wellbeing
01604 837871

APPENDIX A

The 5 Options: How much homeless households will pay

At present, the weekly charges for temporary accommodation (excluding council homes that are used as temporary accommodation) are as follows:

BED & BREAKFAST	Current charge	SELF-CONTAINED	Current charge
One person	£280 per week	One-bedroom	£266 per week
Two people	£315 per week	Two-bedroom	£315 per week
Three people	£350 per week	Three-bedroom	£364 per week
Four people	£385 per week	Four-bedroom	£413 per week
Five people	£420 per week	Five-bedroom	£462 per week
Six people	£455 per week		
Seven people	£490 per week		
Eight people	£525 per week		

OPTION 1

- Households in Bed & Breakfast will be charged a weekly rent that is equivalent to 120% of the April 2018 one-bedroom LHA rate for Northampton, together with a weekly utilities charge of £13.90; and
- Households in self-contained, nightly-purchased temporary accommodation will be charged a weekly rent that is equivalent to 150% of the relevant April 2018 LHA rate for Northampton.

If these changes are implemented, the amount that homeless households will be charged for temporary accommodation will be reduced by the following amounts:

BED & BREAKFAST	Current charge	New charge	Reduction
One person	£280 per week	£137.56 per week	£142.44 per week
Two people	£315 per week	£137.56 per week	£177.44 per week
Three people	£350 per week	£137.56 per week	£212.44 per week
Four people	£385 per week	£137.56 per week	£247.44 per week
Five people	£420 per week	£137.56 per week	£282.44 per week
Six people	£455 per week	£137.56 per week	£317.44 per week
Seven people	£490 per week	£137.56 per week	£352.44 per week
Eight people	£525 per week	£137.56 per week	£387.44 per week

SELF-CONTAINED	Current charge	New charge	Weekly saving
One-bedroom	£266 per week	£154.57 per week	£111.43 per week
Two-bedroom	£315 per week	£195.15 per week	£119.85 per week
Three-bedroom	£364 per week	£209.76 per week	£154.24 per week
Four-bedroom	£413 per week	£280.73 per week	£132.27 per week
Five-bedroom	£462 per week	£280.73 per week	£181.27 per week

OPTION 2

- Households in Bed & Breakfast will be charged a weekly rent that is equivalent to 120% of the April 2018 one-bedroom LHA rate for Northampton, together with a weekly utilities charge of £13.90; and
- Households in self-contained, nightly-purchased temporary accommodation will be charged a weekly rent that is equivalent to 140% of the relevant April 2018 LHA rate for Northampton.

If these changes are implemented, the amounts that homeless households are charged for temporary accommodation will be reduced by the following amounts:

BED & BREAKFAST	Current charge	Proposed charge	Reduction
One person	£280 per week	£137.56 per week	£142.44 per week
Two people	£315 per week	£137.56 per week	£177.44 per week
Three people	£350 per week	£137.56 per week	£212.44 per week
Four people	£385 per week	£137.56 per week	£247.44 per week
Five people	£420 per week	£137.56 per week	£282.44 per week
Six people	£455 per week	£137.56 per week	£317.44 per week
Seven people	£490 per week	£137.56 per week	£352.44 per week
Eight people	£525 per week	£137.56 per week	£387.44 per week

SELF-CONTAINED	Current charge	Proposed charge	Weekly saving
One-bedroom	£266 per week	£144.27 per week	£121.73 per week
Two-bedroom	£315 per week	£182.14 per week	£132.86 per week
Three-bedroom	£364 per week	£195.78 per week	£168.22 per week
Four-bedroom	£413 per week	£262.00 per week	£151.00 per week
Five-bedroom	£462 per week	£262.00 per week	£200.00 per week

OPTION 3

- Households in Bed & Breakfast will be charged a weekly rent that is equivalent to 120% of the April 2018 one-bedroom LHA rate for Northampton, together with a weekly utilities charge of £13.90; and
- Households in self-contained, nightly-purchased temporary accommodation will be charged a weekly rent that is equivalent to 130% of the relevant April 2018 LHA rate for Northampton.

If these changes are implemented, the amounts that homeless households are charged for temporary accommodation will be reduced by the following amounts:

BED & BREAKFAST	Current charge	Proposed charge	Reduction
One person	£280 per week	£137.56 per week	£142.44 per week
Two people	£315 per week	£137.56 per week	£177.44 per week
Three people	£350 per week	£137.56 per week	£212.44 per week
Four people	£385 per week	£137.56 per week	£247.44 per week
Five people	£420 per week	£137.56 per week	£282.44 per week
Six people	£455 per week	£137.56 per week	£317.44 per week
Seven people	£490 per week	£137.56 per week	£352.44 per week
Eight people	£525 per week	£137.56 per week	£387.44 per week

SELF-CONTAINED	Current charge	Proposed charge	Weekly saving
One-bedroom	£266 per week	£133.97 per week	£132.03 per week
Two-bedroom	£315 per week	£165.00 per week	£150.00 per week
Three-bedroom	£364 per week	£180.00 per week	£184.00 per week
Four-bedroom	£413 per week	£247.50 per week	£165.50 per week
Five-bedroom	£462 per week	£247.50 per week	£214.50 per week

OPTION 4

- Households in Bed & Breakfast will be charged a weekly rent that is equivalent to the January 2011 one-bedroom LHA rate for Northampton, together with a weekly utilities charge of £13.90; and
- Households in self-contained, nightly-purchased temporary accommodation will be charged a weekly rent that is equivalent to 100% of the relevant April 2018 LHA rate for Northampton.

If these changes are implemented, the amounts that homeless households are charged for temporary accommodation will be reduced by the following amounts:

BED & BREAKFAST	Current charge	Proposed charge	Reduction
One person	£280 per week	£117.75 per week	£162.25 per week
Two people	£315 per week	£117.75 per week	£197.25 per week
Three people	£350 per week	£117.75 per week	£232.25 per week
Four people	£385 per week	£117.75 per week	£267.25 per week
Five people	£420 per week	£117.75 per week	£302.25 per week
Six people	£455 per week	£117.75 per week	£337.25 per week
Seven people	£490 per week	£117.75 per week	£372.25 per week
Eight people	£525 per week	£117.75 per week	£407.25 per week

SELF-CONTAINED	Current charge	Proposed charge	Weekly saving
One-bedroom	£266 per week	£103.05 per week	£162.95 per week
Two-bedroom	£315 per week	£126.92 per week	£188.08 per week
Three-bedroom	£364 per week	£138.46 per week	£225.54 per week
Four-bedroom	£413 per week	£190.38 per week	£222.62 per week
Five-bedroom	£462 per week	£190.38 per week	£222.62 per week

OPTION 5

If Cabinet decides to do nothing, the Council will continue to charge homeless households a weekly rent that is equivalent to the amount that it pays to the housing supplier. These charges are listed at the beginning of this Appendix.

Appendices
7



NORTHAMPTON
BOROUGH COUNCIL

CABINET REPORT

Report Title	FINANCE AND MONITORING - PROVISIONAL OUTTURN REPORT 2017/18
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AGENDA STATUS: PUBLIC

Cabinet Meeting Date:

Key Decision:	Yes
Within Policy:	Yes
Policy Document:	No
Directorate:	Management Board
Accountable Cabinet Member:	Cllr B Eldred
Ward(s)	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 Northampton Partnership Homes (NPH) for the financial year 2017/18.

2. Recommendations

- 2.1. That Cabinet note the provisional outturn for the General Fund and Housing Revenue Account for the financial year 2017/18 as set out at **Appendix 1** and **Appendix 5**.
- 2.2 That Cabinet approve the proposed revenue budget carry forwards detailed in **Appendix 2**.
- 2.3 That Cabinet approve the use of and contributions to General Fund Revenue Earmarked Reserves as shown in **Appendix 3**.
- 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 2017/18 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 delegate authority to the Chief Executive in consultation with the Chief Finance Officer to agree any retention of underspends by NPH.

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 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.
- 3.2 Work is ongoing to complete the draft Statement of Accounts for 2017/18 and this may result in a change to the final level of General Fund and HRA Reserves, although this is not expected to be material.

3.3 General Fund

- 3.3.1 The General Fund outturn for controllable budgets shows a net underspend of £1.024m. This is listed in **Table 1** below and detailed in **Appendix 1**.

Table 1	Revised Budget £m	Outturn £m	Variance £m
Regeneration, Enterprise and Planning	1.766	1.472	(0.294)
Housing and Wellbeing	1.530	1.559	0.029
Borough Secretary	3.104	2.948	(0.156)
Customers & Communities	13.080	11.839	(1.241)
Corporate Costs	3.469	4.608	1.139
LGSS	7.348	6.813	(0.535)
Debt Financing & Treasury Management	1.547	1.581	0.034
Total General Fund	31.844	30.820	(1.024)

- 3.3.2 Major variations between the revised budget and outturn are set out in more detail in **Appendix 1**. The main variations are:

3.2.2.1 Regeneration, Enterprise and Planning

- Underspend mainly relates to vacant posts across the directorate and underspends on projects, either associated with slippage of works or final costs being lower than expected. This is offset slightly by overspends in Asset Management and Other Buildings & Land due to higher than anticipated costs and reduced income in these areas.

3.2.2.2 Housing and Wellbeing

- Overspend is mainly due to a higher than anticipated provision for bad debt and additional costs/reduced income in Private Sector Housing. This was largely offset by underspends across other areas within housing due mainly to increased income/grants.

3.2.2.3 Customers and Communities

- Large underspend mainly relates to additional deductions made through the Environmental Services Contract and a saving of £681k due to a one year suspension of LGPS employer contributions. Other small savings are due to vacant posts across the directorate.

3.2.2.5 Corporate and LGSS

- Overspend due to large overspend in the Benefits area. Offset by an underspend under LGSS, associated with a contingency for pensions auto-enrolment that will not be required and underspends on Insurance.

3.2.3 All outturn variations will be reviewed as part of a robust review of the current 2018/19 budget and Medium Term Financial Plan going forward.

3.2.4 **Table 2** below sets out the proposed use of the 2017/18 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.

Table 2 – Use of 2017/18 Underspend	Para. Ref.	£m
Project Budget Carry Forwards	3.2.5	0.432
Contribution to MTFP Cashflow Reserve	3.2.6	0.592
		1.024

3.2.5 Specific carry forwards totalling £0.432m have been requested for use in 2018/19. These are detailed in **Appendix 2**.

3.2.6 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 and Earmarked Reserves

3.2.7 The latest risk-based assessment of reserves 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 2018.

3.2.8 The Council also holds General Fund earmarked reserves of just under £23m to mitigate against specific risks to which the Council may be exposed and investing in service improvement. These are detailed in **Appendix 3**. The total includes £10m that was set aside as part of the 2018/19 budget process to fund vehicles and equipment to be used in the new Environmental Services contract. This is to be drawn down at £1m per year over the ten years of the contract.

The other key corporate reserves are set aside to fund the delivery of the Efficiency Plan (£2m) and the MTFP Cashflow Reserves (£3.4m), which funds any delay in delivering savings over the medium term.

General Fund Capital

- 3.2.9 The Council's final approved budget for General Fund capital programme expenditure in 2017/18 was £10.3m, reflecting carry forwards from 2016/17, in year changes and re-profiling approved as part of the setting of the 2018/19 capital programme in February.
- 3.2.10 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.
- 3.2.11 Capital expenditure for 2017/18 totalled £6.5m against the final approved budget of £10.3m, a net variance of £3.8m (37%). A large proportion (£3.5m) 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 (2018/19). The majority of this carry forward is due to the timing of approvals and the timescales for letting contracts and funding agreements.
- 3.2.12 The net underspend after taking account of proposed carry forwards is around £0.34m, which has resulted in corporate borrowing being £0.25m below budget. This will reduce the cost of repaying borrowing in future years (Minimum Revenue Provision or MRP).
- 3.2.13 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.

Table 3 Capital Expenditure 2017/18	Final Approved Budget	Outturn	Carry Forward	Variance
General Fund	£m	£m	£m	£m
Customers & Communities	2.213	1.166	1.041	(0.006)
Regeneration, Enterprise & Planning	6.635	4.218	2.235	(0.182)
Housing General Fund	1.475	1.143	0.179	(0.152)
Total	10.323	6.527	3.455	(0.340)

- 3.2.14 **Table 4** below shows how the capital programme for 2017/18 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.

Table 4 Financing of Capital Programme 2017/18	General Fund
	£m
Borrowing	2.494
Capital Receipts	1.668
Grants	2.210
Section 106 Contributions	0.109
Revenue Contributions	0.046
Total	6.527

3.2.15 The approved capital programme for 2017/18 included assumed use of capital receipts of around £2.6m. Due to economic conditions and staff capacity these were not all brought to fruition in the year but are expected to be realised in 2018/19, along with other receipts budgeted to be used in 2018/19.

3.3 Housing Revenue Account

3.3.1 The HRA outturn position shows an underspend on controllable spending of £966k. After technical accounting adjustments this position moves to an underspend of £1,468k. This has reduced the required net contribution from reserves from the budgeted amount of £5.729m to £4.261m, while the HRA working balance remains unchanged at £5m.

3.3.2 It should be noted that this outturn position includes the £755k surplus NPH are reporting. The Council has options under the Management Agreement to take this surplus back into the HRA to reinvest in the housing stock or agree for NPH to retain them for future use as part of the Delivery Plan.

3.3.3 It should be noted that Northampton Partnership Homes (NPH) have managed most of the HRA expenditure budgets in 2017/18 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).

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

Main Variances

3.3.5 **Appendix 5** provides summary of the main variances against budget. All outturn variations are already being reviewed to identify ongoing issues which need to be reflected within the current forecast and future year budgets.

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

- 3.3.6 Repairs and Maintenance: - lower expenditure on property maintenance and voids works.
- 3.3.7 General Management and Special Services – overspend primarily reflects additional agency costs within NPH.
- 3.3.8 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.
- 3.3.9 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.

- 3.3.10 The draft total balance on all HRA reserves and balances at 31 March 2018 is £11.796m. **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 contributions from reserves.

Table 7 - HRA Working Balances and Reserves	Balance 1 April 2017 £000	Movement in Year £000	Balance at 31 March 2018 £000
Working Balances	5,000		5,000
Capital Programme Reserve	9,257	-4,261	4,996
Leaseholders Reserve	500		500
Service Improvement and Project Reserve	1,000		1,000
Insurance Reserve	300		300
Total HRA Balances	16,057	-4,261	11,796

HRA Capital

- 3.3.11 The Council's final approved budget for HRA capital programme expenditure in 2017/18 was £36.001m, a net increase of £0.987m from the original budget of £35.014m. The budget initially increased due to carry-forwards from 2016/17 (£275k) and then in year approval for Buy back and Spot Purchase

budget for additional Council housing (£862k). An in year change to reduce the ITC budget of £125k requirement was approved.

3.3.12 HRA Capital expenditure for 2017/18 totalled £24.006m against the final approved budget of £36.001m, a net underspend of £11.995m (33%). This underspend relates mainly to New Build – Dallington project (£11m) to various schemes managed by NPH net (£883k), and the Repurchase of Former Council Houses (£86k). Further details are provided in **Appendix 7**.

3.3.13 **Table 8** below shows the proposed funding of the HRA capital programme for 2017/18.

Table 8 Financing of HRA Capital Programme 2017/18	HRA £000
Capital Receipts	5,270
Major Repairs Reserve	9,100
Revenue Financing	9,636
Borrowing	0
Total	24,006

3.3.14 The proposed HRA carry forward of £964k, as detailed in **Appendix 7** relates to NPH managed schemes in respect of Improvement to Homes (£779k) and NPH ITC System (98k) and Buybacks/ Spot Purchases of (86k). 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.

3.3.15 The carry forward schemes will be incorporated into the 2018/19 agreed capital programme and monthly monitoring processes.

3.4 Northampton Partnership Homes (NPH) Outturn

3.4.1 The NPH accounting profit for the year 2017/18 is £755k. After technical accounting adjustments in relation to the Pensions Reserve, the surplus for the year decreases to £390k. In accordance with the Management Agreement, this should be adjusted back into the retained HRA in 2018/19 to be reinvested in the HRA stock. NPH have requested retention of the underspend, but this requires further discussion to identify the proposed use of the funds. It is recommended that authority is delegate to the Chief Executive to agree any retention.

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 2018/19.
- 3.5.4 In determining the recommendations set out in the report the Chief Finance Officer and Corporate 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)

4.1.1 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 2017/18. 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 Revenue Budget Outturn 2017/18
2. General Fund – Carry Forward Requests 2017/18
3. Extract of General Fund Earmarked Reserves Movements 2017/18
4. General Fund Capital Programme 2017/18 - Outturn and Carry Forwards
5. Summary of Housing Revenue Account Outturn Position 2017/18
6. Summary of HRA Earmarked Reserves and Balances 2017/18
7. HRA Capital Programme 2017/18 - Outturn and Carry Forwards

5. Background Papers

5.1 Cabinet Reports – Budget Setting and Budget Monitoring throughout 2017/18

Stuart McGregor
Chief Finance Officer (Section 151 Officer)

**General Fund Revenue Budget
Service Budget Outturn Position 2017/18**

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

	2017/2018 Revised Budget	Outturn	Outturn Variance	Explanation
	£000	£000	£000	
Asset Management	1,027	1,129	102	Additional expenditure incurred on temporary staff and procuring services from external providers £31k. Additional expenditure in relation to works on Delapre Abbey lift, Hunsbury Hill car park, Queen Eleanor Cross, bridge inspections, and refurbishment of pumping station at Westbridge Depot £49k. Reduction in income in relation to recovery of surveyors fees and other miscellaneous income £8k. Income budget for NNDR rebates following challenges unachievable £15k.
Other Buildings & Land	(1,760)	(1,538)	222	Additional utility costs £59k. This is mainly due to Albion House and Delapre. £32k costs incurred on business rates at Block D1 County Hall. £3k for fire and burglar alarm at Delapre and £4k on fly tipping. £35k was incurred on security at Delapre. £35k increase in bad debt provision. Shortfall in insurance premium recharges of £28k due to no recharges for 2nd half of 2017/18 and over accrual in 2016/17. Under recovery of service charge income £46k mainly at Far Cotton Resource Centre. Overachievement in rental income (£17k) due to Bellinge Depot now being let externally where previously having been internally let.
Division Total - Asset Management	(733)	(409)	324	
Director of Regeneration, Enterprise and Planning	288	220	(68)	Savings on vacant Director & secretary post however these have been offset by Interim Cover for Director post for 6 months. Other savings in the area relate to recharge to Enterprise Zone of (£18k) savings on Alive expenditure (£50k).
Division Total - Director of Regeneration, Enterprise & Planning	288	220	(68)	
Head of Economic Development and Regeneration	101	116	15	Vacant Head of Service post covered by Interim remainder of financial year
Programmes & Enterprise	1,486	1,457	(29)	Overspends on employees based on interims employed within service £22k, contribution to Bad debt provision of £40k for invoice outstanding, £13k costs relating to Delapre Abbey and £5k on Organisation subscriptions not budgeted for. Underspends in the area are on Business Incentive Scheme Grants (£77k) for which a carry forward request has been submitted, underspend of (£30k) showing on EZ however this relates to Finance recharge which shows below the line
Division Total - Economic Development and Regeneration	1,587	1,573	(14)	
Building Control	(1)	(8)	(7)	
Development Control	(120)	(380)	(260)	Reduction in the expected cost relating to the Collingtree Planning Appeal of (£170k). This is as direct result of work undertaken by planning team in rigorously reviewing the claimant's legal costs and challenging those not thought to be legitimate. Other savings are mainly due to vacant posts within team (£35k), and (£5k) advertising as a result of negotiations with supplier, professional services for general appeals costs (£23k), reduction in bad debt provision of (£12k) and finally over achievement of income (£14k)
Head of Planning	78	98	20	Regrading of Post
Joint Planning Unit	161	37	(124)	Underspend relates to works relating to Joint Core Strategy which have slipped into 2018/19 which a carry forward has been requested
Planning Policy & Heritage	473	308	(165)	Savings due to vacant posts within team (£67k) and income from insurance claim for staff sickness after accident (£11k). Underspend on Local Plan Part 2 (£70k) due to slippage of works. Delay in works relating to Battlefield site (£13k). Other minor underspends on supplies and services of (£5k).
Bus Service Contribution	33	33	0	
Division Total - Head of Planning	624	88	(536)	
Directorate Total - Director of Regeneration, Enterprise & Planning	1,766	1,472	(294)	
Housing Options & Advice	831	540	(291)	Additional cost of agency netted off against savings on posts and supplies and service £51k in homelessness team. £37k for external contractors to clear back log of homelessness cases. Savings of (£16k) in Home choice letting. Vacancy factor and savings from sickness not being met in the Housing Option team £53k. £15k on Homelessness prevention fund. Carescheme additional income (£11k). Flexible Homelessness Grant Income (£360k) offsets additional/existing costs supporting Homelessness cases. Night shelter outturn position was £19k. Removal and storage generated savings of (£21k). The nett position on temporary accommodation, including County Chambers, was (£52k).
Head of Housing and Wellbeing	133	127	(6)	
Travellers Sites	53	138	84	
Private Sector Housing	373	729	356	Primarily reflects lower anticipated income in respect of licensing income £37k. Saving on home finders scheme (£29k). Reduction in fee income due to lower spend on Disabled Facilities Grant than budgeted £60k. £12k on deposit bonds. £81k additional costs on employees in the Housing Enforcement team, partly funded by the savings in Housing Strategy and Wellbeing. In non-secure tenancy there was a saving of (£49k) on rents paid out, however this was cancelled out by a bad debt provision of £244k being calculated.
Housing Strategy & Wellbeing	140	26	(114)	(£75k) additional income from HRA year end recharges. (£59k) savings on employees to fund employees elsewhere in the Directorate. This will be a budget realignment in 2018/19. £21k spent on professional services.
Division Total - Housing and Wellbeing	1,530	1,559	30	
Directorate Total - Housing and Wellbeing	1,530	1,559	30	
Chief Executive	187	259	72	Interim Chief Executive and recruitment costs.
Civic and Mayoral Expenses	99	96	(3)	
Overview & Scrutiny	49	48	(1)	
Councillor & Managerial Support	517	515	(3)	
Communications	179	151	(28)	Variance of (£9k) due to vacant position. Underspend on printing and advertising budget (£18k)

**General Fund Revenue Budget
Service Budget Outturn Position 2017/18**

Appendix 1

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

	2017/2018 Revised Budget	Outturn	Outturn Variance	Explanation
	£000	£000	£000	
Emergency Planning	52	53	0	
Human Resources	329	288	(42)	Number of vacant posts throughout the year.
Electoral Services	391	323	(68)	Saving on employee costs due to vacant post and other efficiencies on supplies and services
Land Charges	(46)	(85)	(39)	Vacant position (£12k) and income (£29k) greater than budget
Legal	898	783	(114)	Underspend due to a number of vacant posts (£111k), reduction in training and professional services expenditure (£22k) and additional income (£110k) mainly due to right to buy. This is partially offset by an overspend of £136k relating to additional professional legal costs related to land development issues and litigation.
Democratic Services	218	184	(34)	Underspend due to vacant position (£20k) and printing costs (£7k) less than budget
Governance	231	333	102	Interim cover for vacant manager position £45k and £56k incurred on organisational development previously thought would be funded by reserves but this is no longer the case.
Division Total - Borough Secretary	3,104	2,948	(157)	
Directorate Total - Borough Secretary	3,104	2,948	(157)	
Director of Customers & Communities	180	210	30	Prior year savings not yet identified.
Division Total - Director of Customers & Communities	180	210	30	
Events	280	246	(35)	Reduction in expenditure (£14k) and additional income in relation to Christmas and other minor events (£20k)
Museums and Arts	1,023	1,079	56	Additional £20k on research work and £18k on employee insurance claims. £15k nett position of 2 years NNDR less underspend on utilities.
CCTV	186	146	(40)	Reduction in security costs due to a number of shifts not being covered (£20k) and CCTV maintenance (£20k)
Town Centre Management	40	41	1	
Car Parking	(1,199)	(1,630)	(431)	Parking income (£360k) greater than budget mainly in relation to daily tickets. Legal agreement for St Peters Way ceased later than budgeted (£67k)
Bus Station	104	196	92	Overspend on utilities £26k and £31k on security costs. Unplanned repairs on air handling unit £41k offset by overachievement of income (£16k). £9k incurred on temporary staff cover for sickness.
Call Care	42	(35)	(77)	Vacant posts for a period of time before being filled to fund shortfall of income nett savings of (£49k) and savings on furniture and hardware (£7k) and additional income (£18k).
Head of Customer & Cultural Services	196	226	30	Mainly due to legal costs incurred.
Customer Services	484	392	(92)	Additional income from Universal Credit will be requested to carry over in 2018/19 when new legislation is being introduced (£20k). Savings on employee costs due vacant posts (£117k) partly used to fund flooring in One Stop Shop £42k.
Facilities Management	1,228	1,132	(96)	Savings on post not filled for full year (£80k). (£6k) nett savings on postages. (£5k) on christmas parties.
Markets	(31)	90	121	Reduction in income due to reduced number of traders £82k and cost incurred in relation to moving of stall £7k. £6k in vehicle hire and repairs following an accident. Insurance claims charge of £20k.
Division Total - Head of Customer & Cultural Services	2,354	1,883	(471)	
Community Safety	271	248	(23)	Due to vacant posts
Leisure Contract	9	85	75	Unachievable saving in relation to the review of lease/management agreement with Northampton Leisure Trust £50k and insurance claims £25k.
Policy	5	5	(0)	
Community and Other Grants	1,168	1,095	(73)	Two grants that have been approved have not yet been paid due to reports not being received back from the organisation, carried forward requests have been submitted (£40k). Councillor Enabling fund not fully spent but request to carry forward balance (£17k). Saving on rent paid on property on behalf NTT (£12k).
Community Developments	61	51	(10)	
Community Centres	170	129	(41)	St Crispins budgets not fully spent. Request to carried forward £20k into 2018/19.
Licensing	(272)	(260)	12	£10k increase in bad debt provision
Pest Control	1	0	(1)	
Commercial Services	284	249	(35)	Vacant posts give a savings of (£13k). The backlog of food hygiene inspections cost less than anticipated (£9k). Additional income was generated of (£8k.)
Environmental Protection	479	403	(76)	There is savings in various areas (£28k) burial of the dead, (£12k) in Public Protection mainly salaries. (£15k) on animal welfare. (£14k) on carbon management and (£4k) on Public Health.
Environmental Services Contract	8,156	7,520	(636)	(£450k) performance deductions not currently budgeted for. £171k for agency staff and additional vehicles on fly tipping. Ground maintenance and parks £100k. Legal costs and mediation relating to the current contract £209k. (£681k) due to a one year suspension of LGPS employer contributions for 2017-18. Savings on food waste (£165k) used to fund £142k for bin bags and play equipment £39k.
Parks & Open Spaces and Neighbourhood Wardens	515	442	(74)	Underspend on employees due to vacant posts for part of the year (£30k). Reduction in vehicle allowance due to vacant posts (£8k). Shortfall in estimated income penalty notice £3k and additional rental income (£23k). Reduction in insurance provision (£8k) and underspend on Northampton in Bloom (£5k)
Environmental Services	(302)	(221)	81	Bad debt provision £66k. Reduced income from service charges at Westbridge £7k. Additional staff £13k.
Division Total - Head of Communities and Environment	10,546	9,746	(800)	
Directorate Total - Director of Customers & Communities	13,080	11,839	(1,241)	
Audit	202	345	143	Overspend due to additional works in relation to 2016/17 accounts and elector objections

**General Fund Revenue Budget
Service Budget Outturn Position 2017/18**

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

	2017/2018 Revised Budget	Outturn	Outturn Variance	Explanation
	£000	£000	£000	
Non Distributed Costs	4,925	4,810	(115)	No severance pension costs incurred.
Corporate Finance	119	9	(109)	Transfer of unidentified income to revenue (£48k). Estimated budget for performance increments and pay award greater than actual requirement (£68k)
Benefits	(864)	336	1,200	Higher Temporary Accommodation costs leading to a greater Housing Benefits subsidy loss.
Revenues	(913)	(893)	21	
Division Total - Corporate	3,469	4,608	1,139	
Local Government Shared Service	7,348	6,813	(535)	Underspend relates to a contingency for pensions auto-enrolment that will not be required; an underspend on Insurance costs due to the re-tendering of the contract resulting in lower premiums; a further underspend on Insurance as some of this year's costs were pre-paid in the previous year, but were not fully accrued for; and various other small underspends on the LGSS contract.
Division Total - LGSS	7,348	6,813	(535)	
Debt Financing	1,547	1,581	34	Interest payable on borrowing - An overspend that will be offset by an outstanding budget virement expected of £53k related to St. Peters Way from asset management. Interest receivable on investments - An overspend/under-recovery due to reduced interest rate available vs forecasts since the start of the year. Term deposits that matured during the year could only be invested again at a lower rate of return to preserve security. Officers have restructured deposits within the investment portfolio to increase yield and optimise returns. MRP - The MRP calculation is based on 2016-17 activity and has been updated to reflect latest information. Recharges from/(to) the HRA - Below budget due to lower opening balances than budgeted, and lower estimated average rate of interest assumed on investments (0.42% compared to 0.77% budgeted). This budget is extremely difficult to forecast due to volatility of HRA cash balances and rates of return available in investment markets.
Division Total - Debt Financing & Treasury Management	1,547	1,581	34	
Total	31,844	30,820	(1,024)	

General Fund Revenue 2017/18 - Budget Carry Forward Requests

Directorate	Title	Justification	Amount cfwd in 2016/17 - in reserves	New Carry Forward Requests
			£	£
Regen	Business Incentive Scheme	Grant applications approved by the Business Incentive Scheme Board		76,866
C&C	Citizens Advice Bureau	The amount requested to be carried forward is the 25% grant allocation, committed to CAB as part of a three year Service level Agreement. CAB have already received 75% of their allocation, but the remaining 25% is yet to be paid for 2017-18. The payments are made on the back of receiving a six monthly update report and end of year report		16,200
C&C	CLr Enabling Fund	The fund is allocated over the cycle of an election period. Many CLrs choose to build up their allocation in order to fund larger projects. This will be the last year that unspent allocations will be carried forward.	21,784	17,181
C&C	HSE Investigation	To cover expected charges from HSE in relation to their investigation of a fatality on a refuse collection round.		16,300
Regen	JPU - Local Plan	To fund the development of a new Joint Core Strategy, which needs to be in place by December 2019.		122,100
Regen	Planning Policy	To ensure that the Local Plan Part 2 is delivered in 2018/19		114,000
C&C	Small Grants	The administration of the small grants fund has recently been brought back in house. The Panel wasn't able to fit in any additional panels as the dates had been advertised and committed to. Going forward the panels will be scheduled to fit within these new timescales. The fund will be brought in line with the financial year, April-March 2018-19, this will negate the underspend in future years.		24,300
C&C	St Crispins	The £20,000 underspend identified from the St Crispin's budget will be part of an upgrade of the building security as we are getting considerable vandalism.		20,000
C&C	Universal Credit	To carry forward funding to support the implementation of Welfare Reform full service. The service was due to go live from Jun 2017 but has been delayed but the Government until Nov 2018.		25,000
C&C	Museums	Funding for specialised project manager to oversee museum extension project in 2018/19	50,000	
Regen	Neighbourhood Planning	Funds are required to enable the Council to meet its statutory requirements to support the development of Neighbourhood Plans	26,920	
		Totals	98,704	431,947

Extract of General Fund Earmarked Reserves Movements 2017/18

Earmarked Reserve	Opening Balance April 2017 £m	Realignment in Year £m	Additions to Reserve 2017/18 £m	Use Of Reserve 2017/18 £m	Balance at 31 March 2018 £m
Customers and Communities Reserves	1.349	0.000	0.000	-0.666	0.683
Regeneration, Enterprise and Planning Res.	0.723	-0.064	0.170	-0.286	0.543
Housing Reserves	0.610	0.000	0.073	-0.083	0.600
Total Service Related Reserves	2.682	-0.064	0.243	-1.035	1.826
Delivering the Efficiency Plan/Strategic Investment	9.952	-6.629	0.000	-1.323	2.000
MTFP Cashflow Reserve	5.762	-3.307	0.592	0.347	3.394
ES Capital Financing	0.000	10.000	0.000	0.000	10.000
Budget Carry Forwards	0.231	0.000	0.422	-0.123	0.530
Other Corporate Reserves	1.140	0.000	0.000	-0.260	0.880
Total Corporate Reserves	17.085	0.064	1.014	-1.359	16.804
Insurance Reserve	1.027	0.000	0.095	0.057	1.179
Rates Retention Deficit Funding	1.963	0.000	0.893	0.000	2.856
Other Technical Reserves	0.246	0.000	0.000	0.000	0.246
Total Technical Reserves	3.236	0.000	0.988	0.057	4.281
Total General Fund	23.003	0.000	2.245	-2.337	22.911

General Fund Capital Programme Outturn 2017/18

Scheme Code	Scheme Description	Project Manager	Latest Approved Budget 2017/18 £	Adjust re Carry Forward in 18/19 Approval £	Adjusted Budget 2017/18 £	Outturn 2017/18 £	Additional Expected Carry Forward £	Variance after Carry Forward £	Reasons for Variance/ Additional Carry Forward
BA215	Moulton Athletic Track	Edmond Calnan	-		-	10,739.04	-	10,739.04	
BA221	Vulcan Works	Katie Mills	8,375,074.00	- 7,445,000.00	930,074.00	461,742.78	468,331.00	- 0.22	UoN withdrawn from Scheme. Design Works are being undertaken to get a fully costed scheme.
BA224	Delapre Abbey and Parklands Infrastructure	Rick O'Farrell	278,555.00		278,555.00	-	278,555.00	-	Unspent balance to be carried forward and added to BA653 to fund outstanding works.
BA226	Purchase of National Grid Land	NA	1,572,000.00		1,572,000.00	1,579,500.00	-	7,500.00	Stamp duty slightly higher than expected
BA227	Duston Arts Project	NA	2,980.00		2,980.00	1,960.00	-	- 1,020.00	Under-accrual 2016/17
BA230	St. Crispins Allotments	NA	-		-	721.20	-	- 721.20	Under-accrual 2016/17
BA231	LED Lighting - Mayorhold & St Johns MSCP	Nigel Hooper	27,785.00		27,785.00	27,785.00	-	-	
BA236	Car Park Lifts	Nigel Hooper	500,000.00	- 360,000.00	140,000.00	66,346.00	73,654.00	-	
BA242	Mounds Baths 'Changing Village'	Stuart Docker	662,000.00		662,000.00	524,932.64	137,067.00	- 0.36	Project was delayed due to asbestos find. Project now complete no cost overrun.
BA243	Lodge Farm Community Centre	Rick O'Farrell	52,048.00		52,048.00	45,969.96	-	- 6,078.04	Variance due to good project management.
BA244	St James Mill Link Road	Rick O'Farrell	600,000.00		600,000.00	107,979.56	492,020.00	- 0.44	Delay of land transfer from Network Rail
BA383	Cinepod - Royal & Derngate Theatre	NA	-		-	102,666.67	-	- 102,666.67	Final cost below budget, over accrual in 2017/18.
BA652	Visitor Signage in Town Centre	Rick O'Farrell	68,341.00		68,341.00	-	68,341.00	-	Strategy agreed, awaiting final costs, work to be completed by September.
BA653	Delapre Abbey Restoration	Rick O'Farrell	1,018,001.00		1,018,001.00	1,004,706.96	13,294.00	- 0.04	
BA669	St Giles Street Improvements	NA	-		-	73,440.66	-	- 73,440.66	Refund from NCC
BA670	Southbridge Waterside	NA	20,000.00		20,000.00	20,000.00	-	-	Scheme complete
BA671	Heritage Gateway	Katie Mills	76,850.00	- 50,000.00	26,850.00	12,220.00	14,630.00	-	Remaining amount for Castle Projects - ongoing smaller projects to be delivered with this funding. This includes an interpretation and signage project
BA672	Capital Improvements - Regeneration Areas	Rick O'Farrell	321,927.00	- 217,000.00	104,927.00	21,245.39	83,682.00	0.39	
BA674	Operational Buildings - Enhancements	Rick O'Farrell	452,984.00		452,984.00	7,386.80	445,597.00	- 0.20	Carry forward will mainly be used to fund Guildhall roof and Vulcan Works roof.
BA675	Commercial Landlord Responsibilities	Rick O'Farrell	89,297.00		89,297.00	104,912.07	- 15,615.00	0.07	Negative carry forward due to overuse of block in 2017-18
BA684	Superfast Broadband	NA	367,000.00		367,000.00	367,000.00	-	-	Scheme complete
BA685	Northampton Bike Hire Scheme	NA	10,000.00		10,000.00	-	-	- 10,000.00	Scheme complete
BA687	St Peters Waterside	Rick O'Farrell	1,031,133.00	- 956,000.00	75,133.00	17,393.75	57,739.00	- 0.25	In discussion with Anglian Water re sewer diversion.
BA883	Planning IT Improvements (HPDG)	Rita Bovey	17,000.00		17,000.00	9,000.00	-	- 8,000.00	Scheme complete
BA889	Mayorhold Drainage Works	Derrick Simpson	120,000.00		120,000.00	2,290.40	117,710.00	0.40	Works currently underway with a planned completion date 31 May 2018.
Regeneration, Enterprise and Planning			15,662,975.00	- 9,028,000.00	6,634,975.00	4,217,724.22	2,235,005.00	- 182,245.78	
BA165	Corporate EDRMS/Digital Programme	Marion Goodman	49,951.00	- 25,000.00	24,951.00	8,707.36	16,244.00	0.36	Programme costs spread. Due for completion in 19/20
BA207	ICT Improvement / Refresh	Marion Goodman	194,828.00		194,828.00	224,068.60	- 25,236.00	4,004.60	Overspend is offset by underspend in the ICT Managed Budget (Revenue) - compensating adjustments will be made in 2018/19
BA216	Central Museum Development	Nick Gordon	6,249,593.00	- 4,898,000.00	1,351,593.00	381,827.34	969,766.00	0.34	The variance in the figures and carry forward is due to the longer timeframe for the project. We will reprofile the budget once the main contractor is appointed in July, and this will give us an accurate forecast for the two years of the project.
BA220	St Crispins Community Centre	Stuart Docker	5,648.00		5,648.00	2,680.70	-	- 2,967.30	
BA235	CCTV Technology Upgrade	Marion Goodman	21,987.00		21,987.00	21,300.00	-	- 687.00	
BA240	Abington Park Museum - Renewal of Displays	Nick Gordon	205,950.00		205,950.00	133,030.50	72,920.00	0.50	
BA250	Northampton Town Centre Statues	Shelley Parker	52,250.00		52,250.00	46,675.00	-	- 5,575.00	Scheme complete
BA251	Play Equipment	Pete Hackett	100,000.00		100,000.00	116,824.56	- 16,825.00	- 0.44	Negative carry forward due to overuse of block in 2017-18 - will be offset against BA673 Block in 2018-19.
BA673	Parks / Allotments / Cemeteries Enhancements	Pete Hackett	174,660.00		174,660.00	161,889.64	12,770.00	- 0.36	
BA252	Market Stall Covers	Charlie Childs	20,000.00		20,000.00	19,822.00	-	- 178.00	Scheme complete

General Fund Capital Programme Outturn 2017/18

Scheme Code	Scheme Description	Project Manager	Latest Approved Budget 2017/18 £	Adjust re Carry Forward in 18/19 Approval £	Adjusted Budget 2017/18 £	Outturn 2017/18 £	Additional Expected Carry Forward £	Variance after Carry Forward £	Reasons for Variance/ Additional Carry Forward
BA254	Revenues and Benefits Capital Investments	Caroline Wright	61,000.00		61,000.00	49,161.00	11,840.00	1.00	The project has slipped due to the delays in establishing the LGSS Revs and Bens Joint Committee.
Customers & Communities			7,135,867.00	- 4,923,000.00	2,212,867.00	1,165,986.70	1,041,479.00	- 5,401.30	
BK015	DFG's Owner Occupiers	Phil Harris	1,475,000.00		1,475,000.00	1,143,478.08	179,150.00	- 152,371.92	Carry Forward of unspent external grant funding only.
GF Housing			1,475,000.00	-	1,475,000.00	1,143,478.08	179,150.00	- 152,371.92	
Total GF Approved Programme			24,273,842.00	- 13,951,000.00	10,322,842.00	6,527,189.00	3,455,634.00	- 340,019.00	

Financing

Grants and Contributions					3,457,000.00	2,209,909.46	1,274,219.92	27,129.38	
Section 106					230,000.00	108,817.26	126,971.00	5,788.26	
Revenue/Reserves					839,000.00	46,675.00	-	792,325.00	Strategic Investment Reserve used to repay borrowing, new borrowing used to fund National Grid land purchase
Self-funded Borrowing					38,000.00	5,312.89	- 69,980.00	102,667.11	Saving due to R&D cinepod being below budget
Corporate Borrowing					3,174,000.00	2,488,266.30	429,982.00	255,751.70	Lower due to additional use of receipts, offset by new borrowing for National Grid land. Net saving DFGs £152k, St Giles Street Refund £73k, other £30k. Net saving reduces MRP in future years.
Capital Receipts					2,584,842.00	1,668,208.09	1,694,441.08	777,807.17	Additional receipts used to fund short-life assets
Total					10,322,842.00	6,527,189.00	3,455,634.00	- 340,019.00	

Summary of Housing Revenue Account Outturn Position 2017/18**Key**

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

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

Summary HRA	2017/18 Revised Budget	2017/18 Projected Outturn as at Period 10	2017/18 Outturn	(Under) / Over Spend
	£000	£000	£000	£000
Rents - Dwellings Only	(49,507)	(49,779)	(49,799)	(292)
Rents - Non Dwellings Only	(1,113)	(1,065)	(1,062)	51
Service Charges	(2,105)	(2,164)	(2,560)	(454)
Other Income	(7)	(5)	(2)	5
Repairs and Maintenance	14,708	14,558	14,468	(240)
General Management	7,005	7,198	7,279	274
Special Services	4,700	4,538	4,704	3
Rents, Rates, Taxes & Other Charges	288	288	184	(104)
Increase in Bad Debt Provision	540	450	332	(208)
Rent Rebate Subsidy Deductions	0	0	0	0
Total within Budget Managers Control	(25,492)	(25,982)	(26,456)	(965)
Capital Charges	13,430	13,430	13,279	(151)
Interest and Financing	6,434	6,515	6,144	(289)
Revenue Contributions to Capital	8,612	8,612	8,612	0
Net Support Service Recharges	2,745	2,745	2,683	(62)
Technical Accounting Adjustments	31,220	31,301	30,718	(502)
HRA Net Expenditure 2016/2017	5,729	5,319	4,262	(1,467)
Net Contribution to/(from) Reserves	(5,729)	(5,320)	(4,262)	1,467
Housing Revenue Account Deficit (Surplus)	0	(0)	0	0
Working Balance b/fwd	5,000	5,000	5,000	0
Working Balance c/fwd	5,000	5,000	5,000	0

Summary of HRA Earmarked Reserves 2017/18

Appendix 6

Summary	Balance B/f 1 Apr 2017 £000	Reallocated £000	Earmarked in Year £000	Applied in Year £000	Unearmarked in Year £000	Balance C/f 31 Mar 2018 £000
HRA Capital Programme Reserve	(8,295)	(961)	0	4,261	0	(4,995)
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)
Total HRA Earmarked Reserves	(11,057)	0	0	4,261	0	(6,796)
Minimum Level of HRA Reserves	(5,000)	0	0	0	0	(5,000)
Total HRA Reserves	(16,057)	0	0	4,261	0	(11,796)

HRA Capital Programme 2017/18 - 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	3	3	0	3	Minor residual transactions.
BH317	Decent Homes	0	(1)	(1)	0	(1)	Minor residual transactions.
BH324	Gas Appliance Replacement - Planned Ptrnship	0	0	0	0	0	
BH370	Buybacks / Spot Purchases	862	776	(86)	86	(0)	1 Council House buyback expected in Qtr 4 2017/18 but was delayed and will now happen 2018/19.
BH384	New Build	11,028	0	(11,028)	0	(11,028)	Relates to Dallington Grange - see report para reference 3.3.12
BH801	NPH Capital - Managed Budget Improvement to Homes	21,711	19,314	(2,398)	779	(1,618)	NPH managed budget - underspend is offset by additional expenditure on BH802. £779k to be carried forward to 2018/19.
BH802	NPH Capital - Managed Budget Improvement to Environment	1,775	3,417	1,642	0	1,642	NPH managed budget - Overspend is offset by underspend on BH01.
BH803	NPH Capital - ITC	625	498	(127)	98	(29)	NPH managed budget - underspend is offset by additional expenditure on BH802. £89k to be carried forward in 2018/19.
Total HRA		36,001	24,006	(11,995)	964	(11,032)	

By virtue of paragraph(s) 1, 2, 3, 5, 7 of Part 1 of Schedule 12A of the Local Government Act 1972.

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of the Local Government Act 1972.

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