

POLICY & RESOURCES COMMITTEE

Date: 16 January 2012

Venue: East Northamptonshire House, Cedar Drive, Thrapston

Time: 7.30 pm

Present: Councillors:-

Richard Lewis	(Chairman)
Glenvil Greenwood-Smith	(Vice-Chairman)
Steven North	(Leader of the Council)

David Brackenbury	Glenn Harwood
Wendy Brackenbury	Sue Homer
Roger Glithero	Dudley Hughes
John Farrar	Andy Mercer
Richard Gell	Rupert Reichhold

340. MINUTES

The minutes of the meeting held on 5 December 2011 were approved and signed by the chairman.

341. DECLARATIONS OF INTEREST

Councillor John Farrar declared a personal interest in item 9 (Village Hall Grant Application Easton-on-the-Hill) as he is chairman of Spire Homes, a potential funder to Easton-on-the-Hill Village Hall Management Committee.

342. QUESTIONS BY MEMBERS UNDER COUNCIL PROCEDURE RULE 10.3

There were no questions.

343. APOLOGIES FOR ABSENCE

Councillors Philip Hardcastle, Sue Homer and Jeremy Taylor sent their apologies.

344. MINUTES OF SUB-COMMITTEES AND WORKING PARTIES

Members received and noted the minutes of the following meetings:-

- Personnel Sub-Committee – 19 December 2011
- Finance Working Party – 11 January 2012 (see pages 546 to 549)

The Interim S151 Officer drew attention to minute 4.1 of the Finance Working Party and reported that the Treasury Management Strategy would, in future, be determined by full council, with changes being proposed to the Constitution to facilitate this.

345. HOUSING POLICY WORKING PARTY

The Housing Strategy Manager submitted a report seeking the creation of, and nomination of members to, a Housing Policy Working Party, which would address the following issues:-

- Reform of Allocations, Tenure and Homelessness Legislation
- Production of a Tenancy Strategy

together with the impact on financing and the effect of housing benefit changes and the possible implications for planning policy aspirations towards the provision of new affordable housing in developments. The Working Party would report back to the committee (and Planning Policy Committee where appropriate) with recommendations.

RESOLVED:

- (1) That a Housing Policy Working Party be created, with the Terms of Reference set out in Appendix 1 to these minutes at page 545.
- (2) That Councillors John Farrar, Glenvil Greenwood Smith and Rupert Reichhold be appointed to serve on the Working Party.

(Reason: To agree the mechanism for addressing housing matters in the Localism Act 2011).

346. NORTHAMPTONSHIRE HEALTH & WELLBEING DECLARATION

The committee was asked to sign up to a revised Declaration of Health and Wellbeing as a means of promoting the healthier element of the emerging vision for Northamptonshire.

The declaration aimed to drive the ambition that Northamptonshire should become the "Fittest County in the Country". It was proposed that the council would

- Work with partners and within the council to tackle the key priorities of smoking, obesity, physical activity, alcohol and mental wellbeing
- Improve the wellbeing of residents by promoting the benefits of wellbeing through engagement in their community, such as volunteering
- Promote the image and reputation of the county as a healthy place to live and work and offer a good quality of life
- Improve health and workplace outcomes by supporting 'Health, Work and Wellbeing' across the public and private sector
- Improve the life chances of children by ensuring they achieve a positive start in life
- Tackle the broader determinants of health such as education, employment, housing, environment and crime in such a way as to impact positively on health and wellbeing.

Members noted an Initial Equalities Impact Assessment showed that adoption of the declaration would have a positive impact on disability and age groups. It was emphasised that adoption of the Declaration would not involve any additional expenditure.

RESOLVED:

That the council sign up to the revised Declaration of Health and Wellbeing but will not allocate any additional budget in pursuit of the Declaration aims.

(Reason – To recognise the new approach being advocated within the Health and Social Care Bill and contribute towards council corporate outcomes)

347. HOMELESSNESS GRANT 2011/12

Members considered an application from the homelessness grant allocation for the Empty Homes Project which had started in March 2011 and covered both East Northamptonshire and Corby and had been funded by the Department of Communities and Local Government. Since then, 44 empty properties in the District had been returned to use and this earned the council New Homes Bonus funding.

An allocation of £4,000 from the Homelessness Grant during 2011/12 would enable the project to continue until the end of March 2012. A further £6,000 from this year's provision was also requested to extend the project into 2012/13.

RESOLVED:

That the release of funds from the homelessness grant allocation 2011/12 for the Empty Homes Project of £4,000 during 2011/12 and £6,000 in 2012/13 be approved.

(Reason – To deliver the Empty Homes Project and enable officers to administer the homelessness grant 2011/12)

348. VILLAGE HALL GRANT APPLICATION – EASTON-ON-THE-HILL

An application for a grant of £15,302 for essential roof repairs at Easton-on-the-Hill Village Hall was considered.

The committee received details of the approaches by the applicants to secure funding from other bodies to secure the remainder of the cost of the project (£33,302).

RESOLVED:

That the Easton-on-the-Hill Village Hall Management Committee be given a grant of up to £15,302 for essential repairs to the roof of the village hall.

(Reason – To support the continued development of a village facility for local activities and events).

349. CHANGES TO THE CONSTITUTION

The Executive Director withdrew this item. The proposed changes would be included in a report to the committee in February 2012.

350. SCHEME OF DELEGATION – UPDATE

Members were informed of the need to update the council's Scheme of Delegation to Officers (Part 3 of the Constitution) to take account of the following legislation:-

- Sunbeds (Regulation) Act 2010
- Trade in Animals and Related Products Regulations 2011.

R18. RESOLVED TO RECOMMEND:

(1) That the council take on responsibility for enforcing the provisions of The Sunbeds (Regulation) Act 2010 and the Trade in Animals and Related Products Regulations 2011.

(2) That the following officers be authorised to act in relation to the Sunbeds (Regulation) Act 2010:-

Licensing Enforcement Officer
Commercial Health Officer
Environmental Health Officers
Student Environmental Health Officer (authority to enter premises only)
Senior Environmental Health Officer
Commercial Health Manager
Environmental Protection Officers
Environmental Protection Manager.

(3) That the following officers be authorised to act in relation to the Sunbeds (Regulation) Act 2010:-

Julia Smith
Amy White
Amanda Robinson
Chris Jordan
Racheal Phillips.

(Reason: To ensure officers have the appropriate delegation to act under new legislation)

Chairman

Housing Policy Working Party

Terms of Reference

1. Membership

Members: tbc. (*experience in the following areas would be useful*):

- RSL/Register Provider management
- Working with groups at high risk of homelessness or in receipt of housing benefit
- Services delivered under the Housing Contract
- Council Finances

Key/Lead Officers: Executive Director
 Head of Planning Services
 Head of Customer and Community Services
 Environmental Protection Manager
 Housing Strategy Manager

There may be a need to involve other officers as and when required, such as representatives from Finance or Planning Services.

2. Terms of Reference

- To establish the full impact of the changes to housing benefit for housing applicants.
- To develop and agree the principles for the new Tenancy Strategy for presentation to P&R, to include:
 - => Establishing preferred tenancy types and affordable housing products.
 - => Establishing 'affordability' levels for housing applicants
 - => Agreeing the content of the new Policy
- To develop and agree the principles for the new Housing Allocation Policy for presentation to P&R, to include:
 - => Assessing the options provided in the Localism Act and considering whether to take them forward.
 - => Agreeing the content of the new Policy
- To develop and agree the principles for the new Housing Strategy for presentation to P&R, taking into account the Government's new Housing Strategy.
- To develop and present to Planning Policy any consequent changes on the mix and level of affordable housing required across the District



Personnel Sub-Committee

Minutes of meeting held on 19 December 2011
at 11.30am in the Members Room,
East Northamptonshire House, Thrapston

Present:

Councillors

Roger Glithero (Chairman)
Steven North
Jeremy Taylor

David Oliver
Katy Everitt
Aime Armstrong

Chief Executive (DO)
Head of Resources and Organisational Development (KE)
Human Resources Manager (AA)

Minutes:

Sharon Prior

Executive Support Officer (SP)

Action

1.0 MINUTES

1.1 The minutes of the meeting held on 29 November 2011 were approved subject to the deletion of "2 August 2011" in minute 1.1 and the substitution of "17 November 2011". The minutes were then signed by the Chairman.

2.0 APOLOGIES

2.1 Councillors Wendy Brackenbury and Philip Hardcastle sent their apologies.

3.0 DECLARATIONS OF INTEREST/QUESTIONS

3.1 Katy Everitt declared a personal interest in item 5 (Appointment of a Head of Finance) but remained in the meeting for the discussion and voting thereon.

KO

4.0 EXCLUSION OF PUBLIC AND PRESS

4.1 **RESOLVED:**

That the public and press be excluded from the meeting during consideration of the following item of business because exempt information, as defined under paragraph 2 of part 1 of schedule 12A of the Local Government Act 1972, may be disclosed.

5.0 APPOINTMENT OF A HEAD OF FINANCE

5.1 Further to minute 10.3 of the last meeting, DO presented a report on the proposed Job Description and Person Specification for the post of Head of Finance, and the process for filling the post. Councillor Taylor drew attention to a number of amendments to both the Job Description and

AA

Person Specification, which were agreed. AA would amend the documents accordingly. Councillor North requested reference to a "Lead Officer for Audit & Risk Management Committee" be removed from the Job Description, as this Committee no longer existed, and it be replaced with wording to include "effective working with Members on audit and risk management"; DO/KE/AA would agree appropriate wording.

- 5.2 Following the provisions of the constitution, it was proposed that the Chief Executive and Executive Director prepare a shortlist of candidates for approval by the Chairman and Vice-Chairman of the Sub-Committee and invite the candidates to attend a selection day. Members of the Sub-Committee would conduct an interview on the selection day and recommend to council who should be appointed. If either the Chairman or Vice-Chairman was unavailable, a further member of the Sub-Committee would be chosen to assist in this process.

RESOLVED:

- | | |
|---|------------------------|
| <p>(1) That the Job Description and Person Specification be agreed, subject to amendments outlined.</p> | <p>DO/KE/AA</p> |
| <p>(2) That recruitment commence to the Head of Finance post in January 2012 and that the selection follow the process set out above, with interviews potentially being held end-February/early March 2012.</p> | <p>AA</p> |

Chairman



Finance Working Party

Minutes of a meeting held on Wednesday 11 January 2012 at 7.30 pm, CHG2, East Northamptonshire House, Thrapston

Present:

Councillors: Steven North (Chairman)
David Brackenbury
Roger Glithero JP
Richard Lewis
Glenvil Greenwood-Smith
Philip Hardcastle

Officers: David Oliver (DO)
Sharn Matthews (SM)
Glenn Hammons - (GH) CFO
David Pope (DP) minutes

Action

1.0 MINUTES

1.1 The minutes of the meeting held on 16 November 2011 were received and approved.

2.0 APOLOGIES

2.1 There were no apologies.

3.0 DECLARATIONS OF INTEREST

3.1 There were no declarations.

4.0 TREASURY MANAGEMENT STRATEGY - 2011/12 PROGRESS REPORT

4.1 GH submitted a report to advise Members of the progress made on the implementation of the Council's Treasury Management Strategy 2011/12. It was noted that the report covered treasury management activities for the period up to 31 December 2011, and the likely financial outturn to March 2012.

It was further noted that opportunities to invest had become increasingly limited. Recently-matured funds had been invested with Local Authorities which offered lower financial returns but were considered to be safe havens for Council funds. Investing through Money Market Portal was also being considered as it offered security and diversified investment whilst offering potentially better interest rates than monies invested with Local Authorities.

5.0 COSY NOOK, THRAPSTON

5.1 Further to minute 8.1 of the previous meeting, Members were informed of the progress made in progressing the actions recommended and approved by the Policy and Resources Committee regarding the Cosy Nook site. Members requested that the Executive Director examine rental options available to the Council.

SM

With regards to the land at Manor Close, having received information from the Executive Director about the price being sought by Northamptonshire County Council, Members asked that the Executive Director have further discussions with the County Council before reporting back to the working party.

SM

6.0 RUSHDEN PUBLIC REALM IMPROVEMENTS

6.1 DO announced that the final meeting of Rushden Regeneration Project Board had taken place. It was noted that the project was officially finished, and the estimated underspend of around £170k had been confirmed. A small follow up project relating to signage and bollards had still to be carried out. This project is currently unfunded and Rushden Town Council was taking the lead.