

POLICY & RESOURCES COMMITTEE

Date: 29 July 2013

Venue: East Northamptonshire House, Cedar Drive, Thrapston

Time: 7.30 pm

Present: Councillors:-

Richard Lewis (Chairman)
Glenvil Greenwood-Smith (Vice-Chairman)
Stephen North (Leader of the Council)
Glenn Harwood MBE (Deputy Leader of the Council)

Roger Glithero JP
Sue Homer
Dudley Hughes JP

Andy Mercer
Rupert Reichhold
Jeremy Taylor

110. MINUTES

The minutes of the meeting held on 10 June 2013 were approved and signed by the chairman.

111. APOLOGIES FOR ABSENCE

Councillors Peter Baden, David Brackenbury, Wendy Brackenbury, John Farrar and Marika Hillson sent their apologies. A further apology was also received from the Chief Executive, David Oliver.

112. DECLARATIONS OF INTEREST

The following members and officers declared interests in the items as shown. Where prejudicial interests were declared, the named members and officers left the room for the consideration and voting on the items.

Councillor/Officer	Item	Nature of Interest	DPI	Other Interest
Sue Homer, Dudley Hughes and Andy Mercer	9 – Disabled Facilities Grants	Members of Northamptonshire County Council		Yes
Roger Glithero	12 – Nene Valley News	Wife delivers NVN	Yes	

113. QUESTIONS BY MEMBERS UNDER COUNCIL PROCEDURE RULE 10.3

There were no questions.

114. MINUTES OF SUB-COMMITTEES & WORKING PARTIES

(a) District Regeneration Working Party

The minutes of the meeting held on 10 June 2013 were received (see pages 139 to 142).

(b) Personnel Sub-Committee

The minutes of the meetings held on 11 June 2013 and 23 July 2013 were received (see pages 143 to 148).

(c) Finance Sub-Committee

The minutes of the meeting held on 24 June 2013 were received (see pages 149 – 156) and the recommendations within minutes 7.6, 9.4 and 15.2 were considered.

No action to be taken in respect of Minute 11 Splash Leisure Pool.

RESOLVED:

That the recommendations in the minute indicated, as set out below, be approved:-

Minute 7.6 – Underspends and Reserves

- (1) That the Policy and Resources Committee approve the following under-spends to carry forward to future years:-

Carry Forward Request

Chairman's Civic Expenses £511
Contaminated Land (£3,020)
Land Charges £6,115
Leisure Services £21,000
Member Empowerment Fund £33,435
Support to Community & Voluntary Sector £3,360
Customer Services Uniforms £600
Development Control Planning £21,000
Planning - Conservation £14,000
Irthlingborough Master Plan £3,420
Higham Ferrers Master Plan £2,450
Thrapston Master Plan £1,040

Total £103,911

(Reason – for formal approval into the revenue budget for 2013/14)

- (2) That the Policy and Resources Committee approve the use of the 2012/13 underspend set out below –

	£000	£000
2012/13 Net Cost of Service Underspend		(£617)

Interest receivable underspend		(£87)
Other		(£6)
Total Underspend		(£710)
Budgeted Contribution from Reserves		£545
Contribution to Reserves		(£165)
Redistribution of unutilised reserves		£545
Carry Forward Requests 2012/13	(£103)	
Land Charges	(£164)	
Planning	(£165)	(£432)
Contribution to Reserves		£113

(Reason – for formal approval to incur expenditure in 2013/14 and strengthen reserves)

- (3) That the Policy and Resources Committee approve the reserves position set out in Appendix 1 of these minutes.

(Reason – for approval of the strengthened reserves to mitigate some future financial risks)

It was further

R.2 RESOLVED TO RECOMMEND

That the following recommendations in the minutes indicated be approved:-

Minute 9.4 - Capital Programme and Proposed Capital Governance Arrangements

That the Scheme of Delegation in Part 3 of the Council's Constitution be amended to include the following:

Where an urgent decision (that does not fit into the Council/Finance Sub-Committee schedule) is required to move a scheme from the Development Pool to the Approved Capital Programme, the Chief Finance Officer, in conjunction with the Chairman of the Finance Sub-Committee, may, if necessary, approve the change and submit a report on the matter to the next meeting of the Finance Sub Committee.

(Reason – To deal with urgent matters without the need to call a meeting)..

Minute 15.2 – Asset Management – Sale of Land & Buildings Progress Update

That the Scheme of Delegation in Part 3 of the Council's Constitution be amended to include the following:

The Chief Executive, in consultation with the Leader of the Council or, if the Leader is not available, the Chairman of the Policy and Resources Committee, be authorised to determine any matters in relation to public parking provision associated with the sale of car park sites.

(Reason – To improve the speed of decision making).

115. HOMELESSNESS BUDGET PROVISIONS 2013-14

Members considered a report from the Housing Strategy Manager indicating that the arrangements for financing the homelessness budget had changed. The government would now be including an indicative amount in the Rate Support Grant (RSG) rather than paying a separate Homelessness Grant. However, RSG was expected to reduce by 10% per annum until at least 2018.

The committee considered whether to continue to profile money in its revenue budget for homelessness and how it should be spent. The following suggestions were made by the Housing Strategy Manager:-

- East Northants Community Services (Rushden Night Shelter) – continued funding of £10,000, which would also enable the Severe Weather Protocol to be delivered
- Medical & Social Need Panel Assessments – an additional amount of £2,000 to reflect the sharp increase in assessments
- North Northamptonshire Housing and Homelessness Co-ordinator – continued funding of the shared post, at a cost of £6,000.

The committee felt that the amount allocated to homelessness should be restricted to £45,000 in 2013/14 and that in addition to the above projects, the balance should be used for external grants and a contingency for specific purposes that may arise throughout the year.

RESOLVED:

- (1) That the allocation of funds totalling £18,000 to the homelessness budget for the projects set out above be approved.
- (2) That a further £27,000 be allocated to the budget for 2013/14 to make up a total of £45,000 for homelessness and that £15,000 be used for external grants and £12,000 as a contingency for specific purposes that may arise during the year.
- (3) That applications for grant continue to be considered by the Committee.

(Reason: to enable officers to administer the council's budget effectively)

116. HOUSING POLICY WORKING PARTY

The Housing Strategy Manager reported on the achievements of the Housing Policy Working Party since its inception in January 2012:-

- A new Tenancy Strategy
- Review of allocation criteria and production of a new Housing Allocation Policy
- A new Housing (& homelessness) Strategy
- Consideration of Localism Act implications, including new measure in respect of tenure reform and homelessness discharge into the private sector
- Consideration of housing needs evidence to inform a range of new housing Policies.

The working party had, over the last few months, examined housing needs evidence, with a view to determining future housing policies, in the following areas:-

- Levels of affordable housing required (target)
- Tenure of affordable housing
- Housing mix
- Thresholds for affordable housing provision
- Specialist housing provision ie older persons accommodation,

and a series of workshops would be held, to which members would be invited.

Members noted the work of the Working Party and recognised that it was now complete. The Vice Chairman of the Committee, who had served as the Chairman of the Housing Policy Working Group, thanked all the officers for their support during period the working party had operated.

RESOLVED:

That the Housing Policy Working Group be disbanded.

(Reason: to enable the work of the Housing Policy Working Party to be concluded)

117. CAT HARTLEY, HOUSING STRATEGY MANAGER

The Chairman paid tribute to the work of Cat Hartley, Housing Strategy Manager, who was attending her last Policy & Resources Committee meeting, having secured a position with Blaby District Council. Both the Chairman and the Leader of the Council thanked her for her valuable contribution over the last 7 years.

118. DRAFT STATEMENT OF ACCOUNTS 2012/13

The Chief Finance Officer presented the draft Statement of Accounts for 2012/13. It was considered best practice for members to have sight of the draft Statement before the audit.

Members asked several questions and the Chief Finance Officer undertook to provide further information on the Comprehensive income and expenditure account figures under section 22 (Cash Flow Statement).

RESOLVED:

That, prior to KPMG auditing the financial statements, the draft Statement of Accounts for 2012/13 be endorsed.

(Reason: to provide Members with a copy of the draft Statement of Accounts prior to external audit in accordance with best practice)

119. DISABLED FACILITIES GRANTS

The committee was reminded that The Housing Grants, Regeneration and Construction Act 1996 placed a mandatory requirement on all local authorities to provide disabled facilities grants (DFGs) to residents who had been assessed by Occupational Therapists (OTs) as having a need. DFGs allowed occupiers to remain at home for longer, reducing the amount of social care and health care they require by improving their quality of life at home and making it safe for them to remain at home.

In view of the pressures on local government funding increasing to a critical level, the ageing population and insufficient money to meet demand, the council and Northamptonshire County Council (NCC) had been working together to address the problem. Discussions had taken place on the use of 2nd Homes Discount funds as a one off re-investment in DFGs. These funds – which related to the amount of extra council tax NCC received as a result of a move from a 50% 2nd Homes Discount to a 10% discount up to 31 March 2013 a few years ago. The ENC element of this funding was £220k as at 31st March 2013.

Joint modelling work between the two councils had broadly shown that, over time, investment in DFGs would create savings in social care costs but the level of savings could not yet be quantified.

RESOLVED:

- (1) That the latest position on DFGs and, in particular, the successful joint work to date with NCC, be endorsed.

(Reason - to provide recognition of the joint work between the two councils)

- (2) That the Leader of the Council write to the Leader of the County Council to request the drawdown of the balance of Council Tax raised from the removal of the 2nd homes discount to invest in additional DFGs targeted at those DFG clients who are most likely to be prevented from requiring social care support in the future.

(Reason - to provide further investment in DFGs).

120. INTRODUCTION OF KNOWLEDGE TEST FOR HACKNEY CARRIAGE AND PRIVATE HIRE DRIVERS

Consideration was given to the introduction of a knowledge test for drivers of hackney carriages and private hire vehicles; this would reflect the practice in all other councils in the county.

The results of the consultation with existing drivers, owners and operators were given and it was noted that most respondents felt that the tests should apply to new drivers only. Members welcomed this proposal and asked that

- Pictures be included in the test to improve its effectiveness
- An appeal mechanism be introduced

Representations be made to Government expressing concern that verbal tests had to be offered for those who could not read or write to comply with equalities legislation. There was particular concern in relation to the transport of children and vulnerable adults if reading skills were not sufficiently high to enable reading of instructions for journeys.

RESOLVED:

- (1) That a knowledge test for new drivers be introduced.

(Reason - To ensure public safety)

- (2) That a charge of £40 per test for re-tests be applied up to a maximum of three tests in any 12 month period.

(Reason - To ensure costs associated with the licensing process are recovered)

(Reason – To secure a fairer system)

- (3) That representations be made to the appropriate Government department on the concerns expressed by the committee on the need to have verbal tests as well as written tests.

(Reason – To give voice to the committee’s concerns)

R.3 RESOLVED TO RECOMMEND

That applicants who fail the test be given the right of appeal to the Licensing (Taxi & Miscellaneous) Panel and that the Terms of Reference and delegation of that Panel be amended accordingly.

121. CARE AND REPAIR SERVICE

The committee considered a report from the Environmental Protection Manager regarding changes to the level of support for the Care and Repair Service undertaken by Spire Homes following the withdrawal of Supporting People funding from Northamptonshire County Council (currently £100,000). The service administered Disabled Facility Grants (DFGs), and also the Handyperson Service which had seen a fall in demand.

The following options were highlighted in the report:-

1. Withdrawal from the Care and Repair Service including the handyperson scheme, utilising any remaining funding (split with Wellingborough Council or BCW) and bring the function in house and funding by Care and Repair of a technical post to produce drawings and project manage (requires a full review of the processes and work currently undertaken by Care and Repair).
2. Withdrawal from the Care and Repair Service including the handyperson scheme, utilising any remaining funding (split with BCW) and bring it in house as in Option 1 above with any shortfall of funding made up by introducing fees for each DFG
3. Undertake a joint procurement exercise with BCW to obtain a contract to deliver the service within existing budgets and enable both councils an opportunity to review the specification and develop the service more thoroughly
4. Undertake a joint procurement exercise with BCW to obtain a contract to deliver the service utilising funding generated by the introduction of fees for each DFG application and in so doing fund the cost of any contract out of the capital DFG funding only
5. Continue with Care and Repair as currently and accept the level of service that Care and Repair are able to provide following the funding changes and undertake a review of the handyperson scheme and consider its future.

The likely effect of imposing fees was shown to the committee.

RESOLVED:

- (1) That Option 4 above be adopted.
- (2) That in the event of BCW not agreeing to jointly procure a new contract with this council, the committee give further consideration to the matter.
- (3) That, with effect from April 2014, fees for DFGs be introduced.

(Reason – to secure the future funding of Care & Repair).

122. NENE VALLEY NEWS – COMPLYING WITH THE CODE OF RECOMMENDED PRACTICE ON LOCAL AUTHORITY PUBLICITY

The Head of Customer and Community Services reported that the legislation which would sanction the new Code of Recommended Practice on Local Authority Publicity would be in place in March 2014.

There was a risk that the council could be challenged if it continued to produce the Nene Valley News after that time. Paragraph 28 of the code read as follows:-

“Local Authorities should not publish or incur expenditure in commissioning in hard copy or on any website, newsletters, newssheets or similar communications which seek to emulate commercial newspapers in style or content. Where local authorities do commission or publish newsletters, newssheets or similar communications, they should not issue them more frequently than quarterly, apart from parish councils which should not issue them more frequently than monthly. Such communications should not include material other than information for the public about the business, services and amenities of the council or other local public service providers”.

The committee noted the implications and expressed regret that it would be necessary to stop production of NVN, which was regarded as an effective way of engaging with the community. It was suggested that the officers should explore the possibility of selling NVN to a private operator.

RESOLVED:

- (1) That it be confirmed that the council will cease the production of Nene Valley News (NVN) at the end of the current contract period of 31 March 2014.
- (2) That a full equality impact assessment of the withdrawal of NVN be undertaken.
- (3) That a draft East Northamptonshire Communications Strategy be prepared for consultation to mitigate against the loss of Nene Valley News and be considered by this committee in September 2013.

123. EXCLUSION OF PRESS AND PUBLIC

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 3 of Part 1 of Schedule 12A of the Local Government Act 1972, may be disclosed.

124. MINUTES OF LEISURE CONTRACTS WORKING GROUP

The minutes of the meeting held on 17 June and 5 July 2013 were received.

Chairman

District Regeneration Working Party

Minutes of meeting held on Monday 10 June 2013
at 3pm in The Kasen Room (formerly CHG2)

Present:

Councillors:	Cllr Steven North (Chair)	Cllr SN
	Cllr Glenn Harwood	Cllr GH
	Cllr Roger Glithero	Cllr RG
	Cllr Richard Lewis	Cllr RL
Officers:	David Oliver, Chief Executive	DO
	Lisa Hyde, Head of Customer & Community Services	LJH
	Mike Greenway, Community Partnerships Manager	MG
	Sean Silver, Community Partnerships Officer	SS
	Su Davies, External Funding Manager	SD
Minutes:	Sharon Prior, Executive Support Officer	SP

ACTION

1. **Apologies**
 - 1.1. Apologies had been received from:-
 - Councillor David Brackenbury
 - Kelly Watson, Finance Manager
2. **Minutes of previous meeting held on 28 August 2012**
 - 2.1. Cllr SN agreed to continue as temporary Chair of the Working Group, until a permanent Chair was appointed.
 - 2.2. The minutes of the meeting held on 28 August 2012, as approved by Policy & Resources Committee on 10 September 2012, were noted.

3. **Declarations of Interest**

- 3.1. Members of the Working Group noted their declarations of interest:-

Councillor Glenn Harwood

Item: Item 4 – funding bid from Education Foundation of Abigail Bailey & Ann Levett for Chelveston Village Hall

Nature of Interest: Cllr Harwood is the Ward Member for Chelveston and lives in the village. Cllr Harwood confirmed he had no involvement with the bid's preparation.

DPI / Other Interest: Other

Councillor Richard Lewis

Item: Item 4 – funding bid from Rushden MIND

Nature of Interest: Cllr Lewis is a member of Rushden MIND, but confirmed he had no involvement with the bid's preparation.

DPI/Other Interest: Other

4. **Community Facilities Fund 2013/14 – review of Expressions of Interest (Eols) received under Stream 2**

4.1. Cllr SN outlined the purpose of the Working Party was to encourage all forms of regeneration across the district. As agreed by Policy & Resources Committee on 9 May 2012, a proportion of New Homes Bonus funding had been allocated to community projects – this was based on three streams:-

Stream 1 Member Empowerment Fund
Stream 2 Community Projects
Stream 3 Major Infrastructure Projects

Stream 2 had been renamed the Community Facilities Fund.

4.2. LJH advised that groups from across the district were invited to submit bids for projects for this Fund (capital work only), ie, building/construction costs, refurbishment works, large items of equipment, etc. The maximum grant available was up to £50,000. LJH reported that 35 Expression of Interest (Eols) had been received by the deadline, totalling £2.7m – with £822,170 requested from the ENC fund. LJH noted that the total funding requested exceeded the amount available in the Fund, which was noted as £340,102.

4.3. The Working Group considered the bids received, as detailed on Appendix 4 of the meeting papers. LJH then outlined the scoring mechanism applied to each Eol, and requested that members of the Working Party identify which Eols they felt should be progressed through to the full bid stage. The timetable for consideration of full bids was noted:-

- Full bids to be prepared by 1 August 2013.
- Community Partnerships Team to review full bids during August 2013.
- DRWP to review full bids received at a meeting to be arranged for 9 September 2013 (before Policy & Resources Committee).
- DRWP to recommend to Policy & Resources Committee on 26 September 2013 which bids would receive funding.

4.4. The Members of the Working Group then considered the Eols received and noted positive comments on the amount of bids received, and how the information had been collated for consideration at the meeting. Cllr SN then suggested that bids that scored a total of 4, 5 and 6 – totalling £457,250 – be invited to prepare full bids, which was supported by the other Members of the Working Group.

4.5. Cllr RG then outlined his concern that the total cost for some of the Eols received was high, and had a high dependence on receiving funding from other sources. He felt it was not appropriate that these bids continue to the full bid stage. LJH pointed out that the funding requested from the Community Facilities Fund was only a proportion

of the total cost, and those bids that didn't receive funding from the other sources would be unable to move forward.

- 4.6. Following a detailed discussion regarding the bids received, and which of those could attract funding from other sources, the Working Group **RECOMMENDED** that full bids be invited from all projects scoring a total of 4, 5 and 6, as listed below:-

Applicant	Project Synopsis	Application location
Total score = 6		
Kings Cliffe Heritage	Convert Listed C19th School Room into a Heritage Centre	Kings Cliffe
Education Foundation of Abigail Bailey & Ann Levett (Village Hall)	Village Hall extension, Car Park & Playing Field	Chelveston
Holy Trinity Church Denford	To install a toilet & servery to the Church	Denford
Nassington Cricket Club	Replace existing with a New Cricket Pavilion	Nassington
Rushden Town Council	To give Jubilee Park changing rooms	Rushden
Irthlingborough Methodist Church	Refurbish & upgrade meeting rooms to rear of church	Irthlingborough
Total score = 5		
Rushden MIND	Purchase pc hard and software to provide range of interactions to address mental health issues and be socially inclusive	Rushden
Oundle Town Rowing Club	To improve facilities by developing the Clubhouse	Oundle
Wellyradioonline (Internet Radio organisation)	Relocate office and provide internet radio including training facilities for young presenters for East Northamptonshire	Rushden
Wadenhoe Recreation Hall	Create a Paved area to the rear of the Hall to enhance hall which will be safer & encourage increase usage.	Wadenhoe
Full Gospel Church (East	Community Centre upgrade Project. Installation of	Rushden

Northants Community Services)	secondary Double Glazing; Carpet floor tiling; Expansion of Food storage facility (Food bank).	
Oundle Town Council	Refurbishment of Fletton House to provide community facilities	Oundle
Total score = 4		
St Leonard's Church - Glapthorn	Creation of a community space & Information Hub within church by removing some pews & to include internal decoration and installation of an accessible toilet.	Glapthorn
Islip Parish Council	Replacement of old steel seam containers and replace with a new Sports Pavilion at Recreation Ground. Changing rooms, storage and car parking.	Islip
Ringstead Community Group	Redevelopment of Peace Park to provide new & exciting play & exercise equipment.	Ringstead
Oundle C of E Primary School	Creation of a community space in the heart of Oundle	Oundle
Higham Ferrers Town Council	Sports Pavilion refurbishment	Higham Ferrers
Woodnewton Parish Council	To replace old play equipment	Woodnewton

- 4.7. The Working Group agreed to contact those groups whose bids were unsuccessful from this round to explain why their bid would not receive support this time; LJH/MG/SS to complete.

LJH/MG/SS

5. **Date of Next Meeting**

- 5.1. LJH recommended the next meeting of the Working Group be held on Monday 9 September 2013 (to be confirmed), to coincide with Policy & Resources Committee on 26 September 2013.

SP

DRWP/SP 21.6.13



East
Northamptonshire
Council

Personnel Sub-Committee

Minutes of a meeting held on 11 June 2013 at East Northamptonshire House, Thrapston

Present: Councillors Roger Glithero JP
Glenn Harwood MBE
Jeremy Taylor

David Oliver Chief Executive
Katy Everitt Head of Resources and Organisational
Development
Aime Armstrong Human Resources Manager
Paul Smith Senior Democratic Services Officer

1.0 APPOINTMENT OF CHAIRMAN

RESOLVED:

That Councillor Roger Glithero be elected Chairman of the Personnel Sub-Committee for the year 2013-14.

2.0 APPOINTMENT OF VICE CHAIRMAN

RESOLVED:

That Councillor Jeremy Taylor be elected Vice-Chairman of the Personnel Sub-Committee for the year 2013-14

3.0 MINUTES

3.1 The minutes of the meeting held on 23 April 2013 were approved and signed by the Chairman.

4.0 APOLOGIES

4.1 Apologies for absence were received from Councillor Steven North

5.0 DECLARATIONS OF INTEREST

5.1	Officer	Item	Nature of Interest	DPI	Other Interest
	David Oliver	Cost of Living Pay Rise for Chief Officers	Chief Officer affected	Yes	
	David Oliver, Katy Everitt, Aime Armstrong, Paul Smith	Extra Leave Proposal	Members of Staff affected		Yes

6.0 QUESTIONS

6.1 There were no questions submitted under procedure rule 10.3.

7.0 WORKFORCE STATISTICS

7.1 The Sub-Committee reviewed data about staff sickness, turnover and the number of staff employed.

8.0 VACANT POSTS UPDATE

8.1 (a) Vacant posts
(b) New posts created on the establishment
(c) Posts temporarily vacant
(d) Budget savings, and
(e) Empty posts/hours still on establishment but with no budget.

8.2 Members were provided with an update on the position concerning recruitment to posts temporarily vacant and it was noted that the Corporate Management Team would review those posts which were empty and still on the establishment, but with no budget provision, to determine which posts could be permanently deleted from the establishment.

9.0 Xchange MINUTES

9.1 The Sub-Committee received and noted the minutes of the Xchange group for the meeting held on 5 February 2013 and the draft minutes of the meeting held on 30 April 2013.

9.2 Members welcomed the purchase of a defibrillator for use within the Council Offices referred to in the draft minutes of the 30 April meeting. It had not yet been decided where this should be located and the Council Chamber was suggested as a suitable location.

10.0 EXTRA LEAVE PROPOSAL

10.1 At its meeting held on 27 November 2013, the Sub-Committee had resolved that an issues paper be prepared on the options for providing a reward to staff in recognition of the additional burdens recently placed upon them. This was to recognise staff commitment and hard work during challenging times and after a number of years' pay freezes.

10.2 A number of options were outlined for providing an additional day's leave to be taken at either specified times of the year such as the Christmas period, or added to each member of staff's leave entitlement for 2013-14. Members expressed their support for this latter option as it would cause least disruption to the running of the Council's services. It was re-affirmed that this would be a one-off arrangement for the 2013-14 leave year

10.3 As this initiative had originally been proposed by Councillor Glenn Harwood and supported by the Sub-Committee, it was appropriate that in announcing the extra day's leave to staff, the reasons for granting the additional day and the appreciation of Members for the contribution made by staff were included in the communication.

RESOLVED:

- i) That full-time staff be allocated an additional day's leave as a one-off arrangement for 2013-14, to be incorporated into annual leave entitlements, with the additional day to be taken by 30 April 2014.
- ii) That part-time staff be allocated a pro-rata entitlement.

11.0 FAMILY AND WORK LIFE BALANCE POLICY

- 11.1 The Human Resources Manager presented a report concerning the adoption of a revised Family and Work life Balance Policy. The revised policy had been prepared following an audit of HR policies in 2012 which had identified a need to reduce the number of existing policies to four, including one covering family and work life balance. The proposed policy had been drafted following an amalgamation and review of five existing policies.
- 11.2 The content of the policy was based on statutory requirements on maternity, paternity, adoption, parental, and emergency leave and the draft policy had been subject to consultation with staff and UNISON and had been agreed by the Council's Corporate Management Team.
- 11.3 It was noted that whilst parental leave was a statutory right, the employer had a right to delay the taking of such leave and the Policy would need to include reference to this. The draft Policy document also required a number of formatting and text changes.
- 11.4 Members expressed their thanks to the Human Resources Manager for producing a Policy document which was firm, fair and clear and would enable issues around family and work life balance to be managed effectively.

RESOLVED:

- i) That the Family and Work Life Balance Policy attached at Appendix A be adopted.
- ii) That the Chairman of the Sub-Committee be authorised to approve the final Policy document to include the amendments set out above.

12.0 COST OF LIVING PAY RISE FOR CHIEF OFFICERS

The Chief Executive, having declared a Disclosable Pecuniary Interest, left the meeting for consideration of this item.

- 12.1 It was reported that following the Sub-Committee's decision at its last meeting to award a 1% cost of living pay rise to all staff, it had subsequently been confirmed that there would be no cost of living pay rise offered nationally to Chief Executives and Chief Officers. In light of this, the 1% pay rise for this Council's Chief Executive and Executive Director had been deferred to enable the Sub-Committee to consider its previous decision again. These were the only two posts at ENC covered by the separate national negotiations for senior officers.

- 12.2 It was noted that although approving a 1% pay rise for Chief Officers would place this Authority outside the national pay agreement, provision for a 1% pay rise had been included in the Council's budget and Chief Officers at ENC were generally paid less than similar posts in neighbouring Authorities.

RESOLVED:

That a 1% cost of living pay rise for 2013, backdated to 1 April 2013, be awarded to the Chief Executive and the Executive Director.

Chairman



East
Northamptonshire
Council

Personnel Sub-Committee

Minutes of a meeting held on 23 July 2013 at East Northamptonshire House, Thrapston

Present: Councillors Roger Glithero JP (Chairman)
Glenn Harwood MBE
Steven North

Sharn Matthews Executive Director
Katy Everitt Head of Resources and Organisational
Development
Aime Armstrong Human Resources Manager
Kathryn Rance Applications Support Manager (for Staff
Proposal 25 item)

1.0 MINUTES

1.1 The minutes of the meeting held on 11 June 2013 were approved and signed by the Chairman.

2.0 APOLOGIES

2.1 Apologies for absence were received from Councillors Wendy Brackenbury and Jeremy Taylor and David Oliver, Chief Executive.

3.0 DECLARATIONS OF INTEREST AND QUESTIONS

3.1 There were no declarations of interest or questions submitted under procedure rule 10.3

4.0 COMMENCEMENT TIME FOR MEETINGS OF THE SUB-COMMITTEE

4.1 Members considered alternative meeting times for future meetings of the Sub-Committee. Meetings at 2.00pm on Tuesdays meant that it was difficult to plan other activities during the day and an earlier or later start time might overcome this. It was noted, however, that Tuesday morning meetings would conflict with meetings of the Corporate Management Team.

RESOLVED:

That options for alternative start times and meeting days be circulated to Members of the Sub-Committee for consideration.

5.0 EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded from the meeting during consideration of the following items of business because exempt information, as defined under paragraphs 2 and 4 of Part 1 of Schedule 12A of the Local Government Act 1972, may be disclosed.

6.0 STAFF PROPOSAL 25 – ICT WEB DEVELOPMENT TEAM RESTRUCTURE

- 6.1 The Sub-Committee considered a report regarding a proposed restructure of the Web Development Team to improve the resilience and effectiveness of the team to deal with current and future demands of the service.

RESOLVED:

That formal consultation on possible changes and the impact on staff be approved to begin immediately.

7.0 STAFF PROPOSAL 24 – REVIEW OF WASTE MANAGEMENT TEAM

- 7.1 The Sub-Committee considered a report regarding the need for a review of the Waste Management Officer function within the Waste Management Team.

RESOLVED:

That formal consultation on possible changes and the impact on staff be approved to begin immediately.

8.0 STAFF PROPOSAL 26 – REVIEW OF PLANNING SERVICES

- 8.1 Members considered a report concerning the need for a review of the Planning Services Officer structure and function as part of the business process review of the development management function.

RESOLVED:

That the Planning service review, including formal consultation about possible changes and how they impact on staff, be approved to begin immediately.

Chairman



Finance Sub-Committee

Minutes of a meeting held on Monday 24 June 2013 at 7.30pm, Council Chamber, East Northamptonshire House, Thrapston

Present: Councillors: Peter Baden
Roger Glithero JP
Glenvil Greenwood-Smith
Glenn Harwood MBE
Richard Lewis
Steven North

Officers: David Oliver (Chief Executive)
Glenn Hammons (Chief Finance Officer)
Kelly Watson (Finance Manager)
Elizabeth Wilson (Interim Head of Planning Services)

1.0 APPOINTMENT OF CHAIRMAN

1.1 RESOLVED:

That Councillor Steven North be appointed Chairman of the Sub-Committee for the year 2013-14

2.0 APPOINTMENT OF VICE-CHAIRMAN

2.1 RESOLVED:

That Councillor Richard Lewis be appointed Vice-Chairman of the Sub-Committee for the year 2013-14

3.0 APOLOGIES FOR ABSENCE

3.1 An apology for absence was received from Councillor David Brackenbury

4.0 MINUTES

4.1 The minutes of the meeting of the Finance Sub-Committee held on 31 January 2013 were approved and signed by the Chairman.

5.0 DECLARATIONS OF INTEREST

5.1 The following interests were declared in the Agenda items specified below:

Councillor	Agenda item	Nature of Interest	DPI	Other Interest
Richard Lewis	Splash Leisure Pool	Rushden Town Council Member		Yes
Roger Glithero, Glenvil Greenwood-Smith and Richard Lewis	Treasury Management Report	Account holder with Bank listed in paragraph 4.1 of report		Yes

6.0 **QUESTIONS UNDER PROCEDURE RULE 10.3**

6.1 The following question was submitted by Councillor Peter Baden:

Is it possible that the leader of the council and the chairman of this committee might have the courtesy to reply to the letter he has received from Thrapston Town Council and also from the Leader of the Opposition of this council concerning the sale of Cosy Nook area designated as a car park, part of council assets. If as Leader he is not prepared to reply to a perfectly legitimate request for information should he still be leader of the council or chairman of this committee if he is so discourteous. If he has replied as a result of this question would he give us his reply

The Chairman replied as follows:

Thank you for your question in regard to letters in reference to an East Northants Council owned site in Thrapston. I can assure it is an oversight on my behalf, rather than a lack of willingness to respond. This I will rectify.

7.0 **FINANCIAL OUTTURN 2012/13**

- 7.1 The Finance Manager presented a report providing an overview of the Council's expenditure against the approved budget for the financial year 2012/13, highlighting significant under-spending or over-spending.
- 7.2 The revised net budget was reported at £10,194,830, with service expenditure outturn for the year an under-spend of £617,000. This represented an increased under-spend of £164,000 since quarter three, although £104,000 of this had been identified as being needed for expenditure to take place in 2013/14 and had therefore been recommended to be carried forward.
- 7.3 Capital expenditure for 2012/13 was £2,744,000 lower than forecast within the revised budget, with the majority of this variance due to expenditure being re-profiled into future years within the Capital Programme. A summary of the schemes accounting for the majority of the variance was given to the Sub-Committee.
- 7.4 The under-spend within the Capital Programme of £137,000 was largely due to the removal of the Council car scheme which had resulted in savings of £121,000.
- 7.5 The overall funding required for the 2012/13 Capital Programme had reduced by £1.5m to £2.6m, mainly due to slippage of capital expenditure into future years.
- 7.6 It had previously been decided to increase the minimum level of Reserves to £2m and Members asked whether there was now an opportunity to reduce this minimum amount. In response, the Chief Finance Officer confirmed that this would be reviewed as part of the budget setting process. The key risks facing the Authority would be

considered as part of this review and changes to these risks would be taken into account.

RESOLVED: That

- i) The current revenue budget, capital budget and reserves position for 2012/13 be noted.

RESOLVED TO RECOMMEND: That

- i) The Policy and Resources Committee approve the following under-spends to carry forward to future years:

Carry Forward Request

Chairman's Civic Expenses	£511
Contaminated Land	(£3,020)
Land Charges	£6,115
Leisure Services	£21,000
Membership Empowerment Fund	£33,435
Support to Community & Voluntary Sector	£3,360
Customer Services Uniforms	£600
Development Control Planning	£21,000
Planning - Conservation	£14,000
Irthlingborough Master Plan	£3,420
Higham Ferrers Master Plan	£2,450
Thrapston Master Plan	£1,040
Total	£103,911

(Reason – for formal approval into the revenue budget for 2013/14)

- ii) The Policy and Resources Committee approve the use of the 2012/13 underspend set out below

	£000	£000
2012/13 Net Cost of Service Underspend		(£617)
Interest receivable underspend		(£87)
Other		(£6)
Total Underspend		(£710)
Budgeted Contribution from Reserves		£545
Contribution to Reserves		(£165)
Redistribution of unutilised reserves		£545
Carry Forward Requests 2012/13	(£103)	
Land Charges	(£164)	
Planning	(£165)	(£432)
Contribution to Reserves		£113

(Reason – for formal approval to incur expenditure in 2013/14 and strengthen reserves)

- iii) The Policy and Resources Committee approve the reserves position set out in Appendix 1 of these minutes.

(Reason – for approval of the strengthened reserves to mitigate some future financial risks)

8.0 TREASURY MANAGEMENT REPORT

- 8.1 The Finance Manager submitted a report outlining the final Treasury Management position for 2012/13.

RESOLVED:

That the Treasury Management performance be noted.

9.0 CAPITAL PROGRAMME AND PROPOSED CAPITAL GOVERNANCE ARRANGEMENTS

- 9.1 The Sub-Committee considered a report of the Chief Finance Officer concerning the proposed governance arrangements for the Council's Capital Programme and proposed changes to the Council's Approved Capital Programme and Development Pool for 2013/14.
- 9.2 The Chief Finance Officer confirmed that any items of unexpected capital expenditure, such as essential strategic maintenance work, would be provided for in the Capital Programme by other less urgent projects dropping out of the Programme in order to accommodate the priority projects.
- 9.3 It was noted that Members would continue to have an opportunity to add projects into the Development Pool through the review process.
- 9.4 The schemes ready to progress from the Development Pool into the main Capital Programme included the scheme for the purchase of wheeled bins. It was noted that this was a contractual commitment and did not involve any additional expenditure to that already agreed, but provided correct reporting and accounted for the scheme in the Capital Programme.

RESOLVED: That

- i) The capital governance arrangements set out in Section 2 of the report be approved

(Reason: to strengthen the Council's capital planning processes, provide greater transparency of investment decision and move towards best practice)

- ii) The changes to the Council's Capital Programme 2013/14 set out in Section 3 and Appendices 3 and 4 of the report be approved

(Reason: to deliver the Council's capital expenditure plans for 2013/14)

RESOLVED TO RECOMMEND:

That the Scheme of Delegation in Part 3 of the Council's Constitution be amended to include the following:

Where an urgent decision (that does not fit into the Council/Finance Sub-Committee schedule) is required to move a scheme from the Development Pool to the Approved Capital Programme, the Chief Finance Officer, in conjunction with the Chairman of the Finance Sub-Committee, may, if necessary, approve the change and submit a report on the matter to the next meeting of the Finance Sub-Committee.

10.0 COUNCIL LAND AND BUILDING ASSET PLAN

- 10.1 It was reported that work was currently being undertaken by the Council's Amenities Manager and Finance Manager to ensure that the Council had an up to date land and building asset plan to be taken into consideration within the Medium Term Financial Strategy.

RESOLVED:

That the report be noted.

11.0 SPLASH LEISURE POOL

- 11.1 The Sub-Committee considered a report outlining maintenance work carried out to the Splash Leisure Pool over recent years and work that needed to be undertaken to ensure the facility could remain operational, safe and in a good condition to encourage maximum customer usage.
- 11.2 The two items of work identified as requiring the most urgent attention to keep the Pool operational were the replacement of the air handling units and replacement ducting at an estimated cost of up to £120,000. A detailed study of the works required would cost approximately £10,000 for which there was no budget provision. If the Sub-Committee decided that, in principle, the essential maintenance and improvement works to the Pool should be carried out, the total cost was broadly estimated to be around £500,000.
- 11.3 Members considered the usage figures for the Pool, possible sources of external funding and an alternative delivery model. There were potentially other delivery models which could be investigated further.
- 11.4 Members expressed concern at the estimated cost of carrying out the essential maintenance and improvements to the Pool which was considered to be too onerous given the Council's financial position. It was important to ascertain how long the Pool would remain operational with the essential maintenance works carried out in order to effectively plan ahead, with the contract to run the facility being re-let in 2016, and whether the Pool was viable to refurbish at the costs indicated.
- 11.5 Councillor Roger Glithero was of the view that the Pool was already obsolete and would cost too much to refurbish and it should therefore be disposed of. However, this would be a decision made by the Policy and Resources Committee.

11.6 After considering the options set out in the report, it was

RESOLVED TO RECOMMEND:

- i) That the Policy and Resources Committee agrees in principle to essential maintenance work being carried out to the air handling units and ducting at the Splash Pool and provision of a maximum of £120,000 be included in the Development Pool within the Council's Capital Programme for this work
- ii) That further work be undertaken at an estimated cost of £10,000, to be funded from capital reserves, to establish a precise scope of works and the estimated costs involved

(Councillor Roger Glithero wished it to be recorded that he had voted against the above recommendation).

12.0 PROPOSED FEE FOR MONITORING OF SECTION 106 AGREEMENTS

12.1 It was reported that at the present time the Council required a developer or applicant to pay the legal services costs incurred by the Council in preparing and executing Section 106 Agreements entered into as part of the determination of planning applications. However, the Council did not require a fee as part of the Section 106 Agreement to enable the Council to cover its costs in monitoring the agreement.

12.2 It was proposed to charge a monitoring fee for every trigger point in a Section 106 Agreement of £750 per trigger point. This would be a one-off fee payable at the signing of the Section 106 Agreement. This fee was based on the current number of trigger points that were being monitored and the average amount of time the officer monitoring the trigger points spent on that activity.

RESOLVED:

That the fee set out above be approved for implementation from 25 June 2013, with the exception of the completion of Section 106 Agreements in the week ending 28th June 2013.

13.0 EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

That the public and press be excluded from the meeting during consideration of the following items of business because exempt information, as defined under paragraph 3 of Part 1 of Schedule 12a of the Local Government Act 1972, may be disclosed.

14.0 LAND ADJACENT RINGSTEAD CoE PRIMARY SCHOOL

14.1 The Sub-Committee considered a proposal for the sale of the above site which was currently leased to Ringstead CoE Primary School.

14.2 After considering the offer to purchase the site and the current and potential uses of

the land concerned, it was

RESOLVED:

That the lease on the land be retained.

15.0 ASSET MANAGEMENT – SALE OF LAND AND BUILDINGS PROGRESS UPDATE

15.1 The Sub-Committee considered a progress report on the sale of Council-owned land and buildings.

15.2 Should any decisions be required in relation to public car parks currently owned by the Council, it was considered that delegated authority should be given to officers to determine such matters in order to avoid delays in the sale process.

RESOLVED: That The report be noted.

RESOLVED TO RECOMMEND:

That the Scheme of Delegation in Part 3 of the Council's Constitution be amended to include the following:

The Chief Executive, in consultation with the Leader of the Council or, if the Leader is not available, the Chairman of the Policy and Resources Committee, be authorised to determine any matters in relation to public parking provision associated with the sale of car park sites.

Chairman

TRANSFERS TO AND FROM EARMARKED RESERVES

This note sets out the amounts set aside from the General Fund balances in ear marked reserves to provide financing for the future expenditure plans and the amounts posted back from earmarked reserves to meet General Fund expenditure in 2012/13.

Reserve	Balance 1 April 2012	Transfer out	Transfer In	Net Movement	Balance 31 March 2013
	£'000	£'000	£'000	£'000	£'000
Asset Management Repairs and Renewals Reserve	2,383	(435)	113	(322)	2,061
Concessionary Fares Reserve	0			0	0
Regeneration Reserve	480			0	480
Contingency Reserve	50			0	50
Elections Reserve	120			0	120
Insurance Reserve	100			0	100
Empty Homes Reserve	24			0	24
Land Charges Reserve	34		166	166	200
Environmental HI 4 EM Reserve	40			0	40
ATLAS Reserve	0			0	0
Planning Reserve	85		165	165	250
2011/12 Carry Forwards	134	(134)		(134)	0
2012/13 Carry Forwards			104	104	104
Community Projects	100	(82)	181	99	199
CIL				0	0
Capital Financing Reserve			87	87	87
Total Earmarked Reserves	3,550	(651)	816	165	3,714
Grants Unapplied	112	0	0	0	112
Minimum Reserves	2000	0	0	0	2000
	5,662	(651)	816	165	5,826