

POLICY & RESOURCES COMMITTEE

Date: 13 October 2014

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)
Glenn Harwood MBE	(Deputy Leader of the Council)
Peter Baden	Sue Homer
David Brackenbury	Dudley Hughes JP
Wendy Brackenbury	Andy Mercer
John Farrar	Rupert Reichhold
Roger Glithero JP	

201. MINUTES OF PREVIOUS MEETING

The minutes of the Policy and Resources Committee meeting held on 15 September 2014 were approved and signed by the Chairman.

202. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Jeremy Taylor.

203. DECLARATIONS OF INTEREST

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

Councillor	Agenda item	Nature of Interest	DPI	Other Interest
John Farrar	Homelessness Prevention Budget 2014-15	Member of Boards of organisations applying for funding		Yes (left the meeting for consideration of the item)
Rupert Reichhold	Homelessness Prevention Budget 2014-15	ENC observer on related matters		Yes

204. QUESTIONS BY MEMBERS UNDER COUNCIL PROCEDURE RULE 10.3

There were no questions received.

205. MINUTES OF SUB-COMMITTEES AND WORKING PARTIES

(a) Personnel Sub-Committee – 29 September 2014

It was noted that the recommendation to Full Council in minute 14 had been approved at the Council meeting held on 6 October 2014.

The minutes of the meeting held on 29 September 2014 were received (see pages 201 to 204).

Waste and Recycling Working Party – 26 June 2014

It was noted that the Working Party had not appointed a Vice-Chairman for the year 2014-15 and this would be addressed at the meeting of the Working Party to be held on the following day.

The minutes of the meeting held on 26 June 2014 were received (see pages 205 to 208).

206. DRAFT REVISED MEDIA POLICY

The Communications Manager reported that the Council had adopted a media policy in 2010 and had last updated the policy in March 2014. A revised policy had been drafted to take account of changes within the Council, new legislation and in media communications generally, particularly the rising use of social media.

RESOLVED:

That subject to section 6.2.3 being amended to read as follows and any necessary presentational revisions being made, the revised Media Policy be approved and adopted:

This policy does not prevent Members or any political group from issuing their/its own press releases and making other arrangements for media coverage, but this should not be done using Council resources and it being made clear that individual Members are making personal comments and are not commenting on behalf of the Council.

(Reason - to accord with changes to legislation and the developing role of the communications service)

207. 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.

208. HOMELESSNESS PREVENTION BUDGET 2014-15

The Committee considered the report of the Housing Strategy and Delivery Manager setting out the current and proposed future arrangements for the administration of the budget used for the prevention and reduction of homelessness and the setting of that budget.

The grants awarded in the previous two financial years were noted, together with potential projects and requirements for funding in 2014-15 and beyond that would need to be assessed through the application process

RESOLVED:

That a Panel of Members considers applications for funding from the Homelessness Prevention Budget and submits recommendations to the Policy and Resources Committee for grants to be made in 2014/15 and future years.

(Reason: to enable the efficient and effective administration of the council's budget)

Chairman



East
Northamptonshire
Council

Personnel Sub-Committee

Minutes of a meeting held on 29 September 2014 at East Northamptonshire House, Thrapston

Present: Councillors Roger Glithero JP (Chairman)
Jeremy Taylor (Vice-Chairman)
Glenn Harwood MBE
Steven North

David Oliver Chief Executive
Katy Everitt Head of Resources and Organisational
Development
Jenny Walker Environmental Protection Manager
Aime Armstrong Human Resources Manager

1.0 MINUTES

1.1 The minutes of the meeting held on 30 July 2014 were approved and signed by the Chairman.

2.0 APOLOGIES

2.1 No apologies for absence were received.

3.0 DECLARATIONS OF INTEREST

3.1	Officer	Item	Nature of Interest	DPI	Other Interest
	Katy Everitt	Staff Proposal 32 - Proposed Change to Finance Roles	Current role affected by proposals	Yes	

4.0 QUESTIONS UNDER PROCEDURE RULE 10.3

4.1 There were no questions submitted under Procedure Rule 10.3

5.0 WORKFORCE STATISTICS

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

6.0 VACANT POSTS UPDATE

6.1 The Sub-Committee received a report on posts currently vacant within the Council.

7.0 XCHANGE MINUTES

7.1 The Sub-Committee received the minutes of the meeting of the Xchange group held on 29 July 2014.

8.0 ORGANISATIONAL DEVELOPMENT TEAM STRUCTURE

8.1 The Human Resources Manager presented a report outlining recent staffing changes in the HR team, the increasing workload being carried out by the team and proposals to ensure that service levels could be maintained.

8.2 The HR Manager confirmed that there was an established selection process for appointing Apprentices. Five Apprentices had been recruited through this process and two of these had progressed to permanent roles within ENC.

RESOLVED: that

i) a Human Resources Advisor be recruited

ii) a Human Resources Apprentice position be established

(Reason: to ensure the Council can successfully recruit and retain knowledgeable and skilled employees)

9.0 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.

10.0 UPDATE ON STAFF PROPOSAL SP27

10.1 The Head of Resources and Organisational Development presented a report providing an update on the proposed structure for the Business Transformation Team, which had been established by the Sub-Committee in October 2013, following the appointment of the Business Transformation Manager.

RESOLVED: That the report be noted.

(Reason - to ensure that the Council has the skills and the capacity to deliver projects to reduce costs and ensure continued progress in delivering the Corporate Plan)

11.0 STAFF PROPOSAL 30

11.1 The Chief Executive presented a report reviewing the supervisory level of staff in the benefits team after recent changes such as the introduction of Single Fraud Service, implications of Welfare Reform, a reduction in the number of staff and a reduction in the ISO Quality Management process. A vacant post also existed to provide fraud service support and recover overpayments

11.2 In response to Members' questions, clarification would be provided as to whether ENC staff were providing responses to benefit appeals at tribunals on behalf of the Department of Work and Pensions.

RESOLVED: That

- i) the Benefit service structure outlined in Appendix 2 to the report be approved
- ii) the commencement of the consultation process be approved.
- iii) recruitment to the vacant post of Fraud & Overpayments Officer be commenced with immediate effect.
- iv) the intention to use some of the future savings from this restructure to help finance the implementation of the Business Transformation Team be noted.

(Reason: to implement a more cost-effective structure in Revenues & Benefits, taking into account recent legislation and personnel changes.)

12.0 STAFF PROPOSAL 31

12.1 The Sub-Committee considered a report of the Environmental Protection Manager setting out the outcome of TUPE negotiations between ENC and Spire Homes for the transfer of disabled facilities grants services back to the Council

RESOLVED: That the inclusion through TUPE of the two members of staff referred to in the report onto the establishment from 1 October 2014 be approved.

(Reason – To comply with the TUPE regulations and to prevent further legal challenge and costs to the Council.)

13.0 STAFF PROPOSAL 33

13.1 The Sub-Committee considered a report of the Head of Resources and Organisational Development setting out proposed changes to the Policy and Performance team following the departure of both the Policy and Performance Manager and the Policy Officer.

RESOLVED: That, subject to the outcome of any required staff consultation, the changes set out in the report be approved.

(Reason - to ensure that the Council has the skills and the capacity to provide corporate support to the Council)

14.0 STAFF PROPOSAL 32 - PROPOSED CHANGE TO FINANCE ROLES

- 14.1 The Chief Executive presented a report proposing changes to senior Finance roles within the Council resulting from the departure of the Finance Manager/Deputy Section 151 Officer later in the year.
- 14.2 The current corporate management structure arrangements had been in place since December 2011 whereby the Council had a Chief Finance Officer/Section 151 Officer on a part-time (2 days per week) basis. Members considered that the time was now right to re-consider this arrangement.
- 14.3 Whilst acknowledging the valuable contribution to the Council's financial management that both the Chief Finance Officer and Finance Manager had made, the changes proposed would provide an opportunity to further improve financial planning.

RESOLVED TO RECOMMEND TO FULL COUNCIL:

- i) that a new post of Head of Finance be created, and that post to hold the role of Chief Finance Officer/Section 151 Officer.
- ii) the existing Finance Manager role be replaced with a new post of Senior Accountant, and that post to hold the Deputy Chief Finance Officer/Section 151 Officer role.
- iii) the planned transitional arrangements be approved
- iv) the estimated financial implications be noted.

(Reason – to strengthen the Council's financial management arrangements)

Chairman

MINUTES

Held on:	Thursday 26 June 2014
Time:	10.30am
Place:	The Members Room, East Northamptonshire Council, Thrapston
Present:	<p>Councillors: Tony Boto (TB), Wendy Brackenbury (WB), Derek Capp (DC), Roger Glithero (RG), Sylvia Hobbs (SH), Marian Hollomon (MH), Richard Lewis (RL), Jake Vowles (JV), Pam Whiting (PW) and Clive Wood (CW).</p> <p>Officers: Mike Deacon (MD) Head of Environmental Services, Charlotte Tompkins (CT) Waste Manager, Mike Bailey (MB) Waste Officer and Barbara Wiggins (BRW) Democratic Services Officer.</p>

Prior to the election of the Chairman of the Working Party, the Head of Environmental Service, Mike Deacon, took the chair

Action

1.0 Apologies for absence

1.1 Apologies for absence were received from Cllr. Wendy Brackenbury.

2.0 Minutes of the meeting held on 23 January 2014 & Matters Arising

2.1 3.7 – Purchasing biodegradable bags for large bins – information had been prepared and would shortly be published on our website, Facebook and Twitter accounts.

CT

6.0 – “How Clean is my street”. Waste Management Officer, Adam Gumbrecht, would contact Members to ask for volunteers to be involved in the Project.

CT/AG

2.2 The minutes of the meeting held on 23 January 2014 were agreed as a true record.

3. Election of Chairperson

3.1 MD asked for nominations. Cllr. Jake Vowles was proposed and seconded. Meeting agreed therefore Cllr. JV was duly elected.

4.0 Waste Contract Performance Update

4.1 The Working Party (WP) were provided with up to date information from MB.

- 4.2 It was reported that the average time taken to investigate fly tips was .75 days against a target of 2 days; 78% of investigations were carried out the same or next day as they were reported. Discussion was held on the use of CCTV cameras to discourage fly tipping. Following DCLG confirmation that the development at Rushden Lakes could commence, it was hoped that the major fly tip problem within the District would be solved once the area had been made secure.
- 4.3 The low figures for abandoned or burnt out vehicles reflects the number of reports received. Of 36 vehicles reported in 2013/14, East Northamptonshire Council had arranged for the removal of two vehicles that were deemed as abandoned.
- 4.4 The average time to clear fly tips was 2.24 days. It was noted that there had been an increase this quarter which was probably due to the temporary closure of the Rushden Household Waste Recycling facility.
- 4.5 There was a 95.15% figure reported for the percentage of the levels of detritus inspected transects which achieved an acceptable standard. Of 309 surveyed areas, 15 (5%) failed to meet the minimum standard for detritus which was an improvement on previous survey periods. It was also noted that figures for the Autumn period were often higher than for other times of the year.
- 4.6 It was noted that ENC was the best in the County for the figures regarding the total non-recycled waste per household. Increasingly ENC was being used as a benchmark. Although there had been a 9% increase compared to 2012/13 this was due to stricter checks being placed on the quality of collected recyclables to ensure loads are not rejected at the sorting facility. Of the material not recycled, approximately 94% is waste sent direct to landfill from refuse collection rounds and street cleansing and 6% is reject material from the sorting of recyclables that is sent to an Energy and Waste facility.
- 4.7 It was noted that the proportion of waste sent to landfill fell by 2.34% and the tonnage of waste diverted from landfill increased to 3100 tonnes.
- 4.8 Dog fouling was still an issue within the district. There had been a slight increase compared to previous years, but it was hoped that the increased number of FPNs issued recently would help reduce the figures in future. Six cases were currently with Legal Services. MD noted the team's hard work in endeavouring to keep the District clean.
- 4.9 It was reported that there had been a significant increase in the amount of people joining the ENC Green Waste Club. This was thought to be as a result of the increase in charges for our competitor's service. MD noted that there may be an impact on finances in the future should additional collection vehicles be required, to take account of the increase in numbers joining the Club.
- 4.10 Discussion was held on the figures for missed collections. There had been a good improvement recently and it was hoped that the downward trend would continue.
- 4.11 It was noted that there was an upward trend for missed recycling collections. This may be due to confusion around what could and could not be re-cycled. CT would re-circulate a note that was previously published on recycling plastics.

CT

5.0 Northamptonshire Waste Partnership Update (to include residual Waste Project update)

- 5.1 MD reported that the Policy & Resources (P & R) Committee had decided to withdraw from the Partnership and therefore 12 months notice had been given. There would be budget savings, however negotiations were required to withdraw our share of the reserves currently held. It had been agreed at the P & R Committee, that any reimbursed reserves should be used to contribute to the Waste Education Team in the County. It was envisaged that officer dialogue would continue.
- 5.2 It was also noted that Northampton Borough Council had decided to withdraw from the Partnership because of budget restraints.

6.0 Waste Management Officer Development Report

- 6.1 CT tabled an overview of officer operations reports.
- 6.2 JV noted the good work that had been carried out in Oundle and the surrounding area in preparation for the Womens Cycle Tour in May.
- 6.3 CCTV cameras had been provided at Skew Bridge which had proved effective. Two FPNs had been issued at £300 each following investigation work to locate the owners of the fly tip.

7.0 Implications of the new Waste Regulations (England & Wales) 2012, and the application of the Technical, Economic and Environmentally Practicable (TEEP) test

- 7.1 CT tabled a report on the Waste (England & Wales) Regulations 2011 which transposed the Waste Framework Directive into English law and imposed duties on waste collection authorities and waste disposal authorities to follow the waste hierarchy in relation to the collection of waste and the handling of collected waste.
- 7.2 Discussion was held on the way forward and the important decisions which would need to be made in the future. This was an important change to the current Regulations and further information would be provided in due course. There would be implications to the way we worked, but these would not be felt immediately. A preliminary report for discussion would be provided at the WP meeting scheduled for October 2014.

**MD/CT/
BW**

8.0 Rushden Household Waste Recycling Centre

- 8.1 CT provided a verbal update on the re-opening of the Rushden facility in May. Feedback was generally positive. Discussion was held on the on-site arrangements and the highway signage.

9.0 NWP 2014/15 Roadside Litter Project

- 9.1 CT tabled pictures of posters regarding a roadside litter project in operation in the Essex area. Members were asked for their approval to use similar wording for a related project in the East Northamptonshire area. Following discussion it was agreed to use the same wording.

10.0 Recyclate Contamination

- 10.1 Recyclate contamination was still an issue for ENC. The latest figure was 12.6%. It was reported that nappies and food were the major contributors to recyclate contamination. CT reported that the Council were considering using stickers to help put the message out and agreed to provide a template for future discussion.

CT

There being no further business the meeting closed at 12 noon.