

POLICY AND RESOURCES COMMITTEE

Date: 05 June 2017

Venue: East Northamptonshire House, Cedar Drive, Thrapston

Time: 7.30pm

Present: Councillors: Richard Lewis (Chairman)
Glenvil Greenwood-Smith (Vice Chairman)
Steven North (Leader of the Council)
Glenn Harwood MBE (Deputy Leader of the Council)

Wendy Brackenbury
Roger Glithero JP
Dudley Hughes JP
David Jenney

Andy Mercer
Sarah Peacock
Phillip Stearn

17. MOMENT OF REFLECTION

The Committee held a moment of reflection in tribute to the victims of the recent terrorist attacks in Manchester and London.

18. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Tony Boto, David Brackenbury, Val Carter and Helen Harrison.

19. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 24 April 2017 were approved and signed by the Chairman.

20. DECLARATIONS OF INTEREST

No declarations of interest were made.

21. QUESTIONS UNDER COUNCIL PROCEDURE RULE 10.3

Councillor Dudley Hughes asked the following question under Procedure Rule 10.3. The Executive Director provided an answer to the question as shown in italics beneath.

'Please could the process for the proposed review of the planning process be explained together with a timetable when the results will be available and details of when councillors and other interested parties can make representations to the person(s) undertaking the review.'

The motion agreed by full Council did not specify who would undertake the review, what would be reported or what timetable would be followed. It is proposed therefore to bring a scoping report back to Council in July to clarify these matters.

The proposal to be presented to Council is likely to be that the review will be undertaken by a senior planning officer from another council (Head of Planning or above) and an experienced planning councillor, along the lines of the LGA Peer Review undertaken in a different area of the Council's activities a couple of years ago. The scope will include details of how the review will be carried out. The review is likely to be concluded by Christmas.

In response, Councillor Hughes expressed his disappointment that the review was only likely to be concluded by Christmas and believed that October should be sufficient time. He also asked whether all the requests made for information via freedom of information would be responded to on time. The Executive Director confirmed that they were all being dealt with in accordance with the requirements of the Freedom of Information Act.

22. MINUTES OF SUB-COMMITTEES AND WORKING PARTIES

a) Housing Policy Working Party – 12 April 2017

The minutes of the meeting of the Housing Policy Working Party held on 12 April 2017 were received (see pages 24 to 29).

In response to a question about a self and custom build register, the Executive Director undertook to provide Members with a briefing note on the issue.

b) Homelessness Prevention Grant Panel – 5 May 2017

The minutes of the meeting of the Homelessness Prevention Grant Panel held on 5 May 2017 were received (see page 30).

c) Personnel Sub-Committee – 8 May 2017

The minutes of the meeting of the Personnel Sub-Committee held on 8 May 2017 were received (see pages 31 to 34).

d) Finance Sub-Committee – 8 May 2017

The minutes of the meeting of the Finance Sub-Committee held on 8 May 2017 were received (see pages 35 to 38).

R.1 RESOLVED TO RECOMMEND TO FULL COUNCIL:

That the increase of £5.7k to the Approved Capital Programme budget for the following items, which will be funded through an additional revenue contribution to capital, be approved:

- Additional wheelie bins - £3.4k
- Legal fees in relation to the purchase of the properties at Duck Street - £2.3k

(Reason: To follow the formal process for approval of the amendment to the Capital Programme Budget for 2016/17.)

RESOLVED:

- (i) That the revenue carry forward requests be approved;

(Reason: For formal approval to carry forward expenditure into the revenue budget for 2017/18.)

- (ii) That the capital carry forward requests be approved;

(Reason: For formal approval to carry forward expenditure into the capital budget for 2017/18.)

- (iii) That the use of the 2016/17 underspend, with the remaining balance to be split between the Projects and Other Investment Opportunities and Delivering the Corporate Plan Reserves be approved; and

(Reason: For formal approval to incur expenditure in 2017/18 and strengthen reserves.)

- (iv) That the reserves position be approved.

(Reason: For approval of strengthened reserves to mitigate some future financial risk.)

23. HOMELESSNESS MONITORING STATISTICS AND TEMPORARY ACCOMMODATION COSTS

The Executive Director presented a report which provided Members with details of the level and causes of homelessness in the district, together with Bed and Breakfast costs, following a meeting of the Finance Sub-Committee held on 6 February 2017. The Sub-Committee agreed that a quarterly report would be submitted to the Policy and Resources Committee to enable any increases and trends to be monitored.

The number of homelessness applications made to ENC under the legislation, together with the number of those whom the Council accepted a full duty to provide accommodation and the number of homelessness preventions undertaken through the Housing Options Contract was:

East Northamptonshire Council Homelessness Statistics					
Year	No. of Homeless Applications	No. of Homeless Acceptances	% of Applications Accepted	No. of Homelessness Preventions	Acceptances plus Preventions
2014/15	114	42	37	242	284
2015/16	125	48	38	240	288
2016/17	135	59	44	281	340

Whilst, compared with other districts in the county, the numbers of applications and acceptances was relatively low, there had been a significant upward trend. The prevention work undertaken by the Housing Services and Housing Options Teams had kept the homelessness applications and acceptances figures relatively low, due to early interventions.

There were various reasons for homelessness and during the last year, the reasons for those accepted as homeless were:

Reason for homelessness	Number
Parents no longer willing to accommodate	10
Other relatives/friends no longer willing to accommodate	2
Non-violent breakdown of relationship with partner	6
Violent breakdown of relationship with partner	7
Other forms of violence	1
Harassment, threats, intimidation	1
Mortgage repossession	0
Rent arrears – registered provider	0
Rent arrears - private sector	1
Loss of rented through termination of Assured Shorthold Tenancy	24
Loss of private rented other reason	5
Left hospital	2
Total	59

A worrying trend was the number of lost Assured Shorthold Tenancies, which was now the highest single cause of homelessness in the district. This was largely due to landlords now deciding to sell their properties, both as a result of an upturn in the housing market and less beneficial tax arrangements. In addition, fewer new properties were becoming available in the private rented sector as a result of the tax changes.

There had been a significant increase in the cost of B&B from last year and the provisions of the Homelessness Reduction Act would further add to the costs of temporary accommodation. A report on the implications of the Homelessness Reduction Act would be brought to the next meeting of the Committee.

During discussion on the item, officers confirmed that the category of ‘parents no longer willing to accommodate’ covered a wide range of ages of children, from teenagers to adults. It was also clarified that the figures for homelessness did not include those who did not pay their rent as they were classed, except in exceptional circumstances, as being intentionally homeless and therefore the Council did not have a duty to them. The good work being done in homelessness prevention was acknowledged.

RESOLVED:

That the increasing level of homelessness and B&B costs in the District and the further pressures anticipated as a result of the Homelessness Reduction Act be noted.

(Reason: To ensure the fair and transparent allocation of the available funding and ensure appropriate funding of statutory duties.)

24. HOMELESSNESS PREVENTION GRANT FUNDING

This item was withdrawn from the agenda.

25. 100% BUSINESS RATES RETENTION – DCLG FURTHER CONSULTATION ON DESIGN OF REFORMED SYSTEM

The Finance Manager presented a report which informed Members of the response to the Department of Communities and Local Government’s (DCLG) latest consultation paper on 100% Business Rates Retention.

In the Autumn Statement 2015, the Chancellor of the Exchequer announced that a consultation would be launched that would allow local authorities to retain 100% of the business rates they raised locally by 2020, which was a fundamental change in the way local government was financed. In July 2016, the DCLG launched two consultation papers which sought views on the implementation of business rates and a fair funding review. The Council had formally responded to those consultations following approval by Finance Sub Committee in September 2016. In February 2017, DCLG launched a further consultation entitled '100% Business Rates Retention: Further consultation on the design of the reformed system' with a deadline for responses of 3 May 2017. The response had been submitted to the DCLG by the deadline under the general delegation that allowed submission of responses to government consultations where the time frame was too short to permit consideration by the appropriate council committee.

The consultation sought views on some of the detailed aspects of the design of the reformed system. Topics covered were as follows:

- Resetting the system – the timing and operation of resetting the business rates system
- Business rates pooling – how pools were set up and the incentives open to them
- Local growth zones – a new power to designate local growth zones
- Managing the impact of successful appeals – proposal to introduce “loss payments”
- Tier splits – distribution of funding between tiers in two tier areas
- Safety net – proposals for a safety net in the new system
- Central list – proposals for improved powers to make changes to the central list

Under the current 50% Business Rate Retention Scheme, the Council currently worked with other councils across the county to maximise the benefits from business rates as part of a pooling arrangement. Business rates collected were shared whereby 50% was paid to central government, 10% was paid to the County Council with District and Borough Councils retaining the remaining 40%. The consultation paper included proposals for incentivising and rewarding pooling authorities under the new 100% business rates retention system. The Government recognised that the proposed changes would mean rewards for pooling were reduced and was therefore exploring other ways to reward economic growth across a pooled area and was inviting all councils to apply to participate in piloting aspects of 100% Business Rates Retention from April 2018.

During discussion on the item, Members raised the issue of the resetting of business rates every five years; this had implications for local authorities as many new businesses would have been started in between two reset periods. It was suggested that an additional submission be made to the DCLG which highlighted our concerns on five year resets and the financial impact on local authorities. In response to a question on Local Growth Zones, officers confirmed that a definition of a Local Growth Zone was not yet available but it was expected that they would be similar to the existing Enterprise Zones.

RESOLVED:

- (i) That the contents of the report and the response to DCLG's '100% Business Rates Retention: Further consultation on the design of the reformed system' be noted, subject to an additional submission being made indicating our concerns on five year resets and the financial impact on local authorities; and
- (ii) To delegate responsibility to the Chief Finance Officer, in consultation with the Leader and Chairman of the Policy and Resources Committee, to enter into a pilot for 100% business rates retention as set out in section 3 of the report, subject to the arrangements being financially advantageous to the Council.

(Reason: To ensure that the Council can respond quickly to proposals that will ensure financial stability from income streams in future years.)

26. CONTAMINATED LAND HARDSHIP/COST RECOVERY

The Environmental Protection Manager presented a report which proposed a new policy, which had been developed in conjunction with all councils in the county, to provide a clear and reasonable approach for dealing with contaminated land following reductions in central government funding for investigating and remediating contaminated land.

When contaminated land was identified, the Council was required to establish who was responsible for the remediation of the land. Under the 'polluter pays principle' this would be the person(s) responsible for the contamination or, in their absence, the owner. The Council had to determine what remediation was required, which must then be undertaken either through voluntary remediation or via a remediation notice. Where a notice was served and the Council undertook the works itself, it must apportion the costs in line with the regulations and statutory guidance, taking into account hardship. The Council was also required to maintain a public register.

Due to a significant reduction in government funding for investigating and remediating contaminated land, the representative officers from each council in the county had developed the draft policy to meet the statutory requirements, taking into account statutory guidance issued by the government and national best practice policies from around the country.

The government was promoting remediation of contaminated land through re-development, especially with targets for regeneration of brownfield land, and considerable progress had been made in remediating land affected by contamination in the district. We had a prioritised list of potentially contaminated sites in place with the majority of the sites that posed the highest risk having been remediated through the planning process already. To date 255 sites in the list had been investigated and/or remediated, mainly through Development Management.

During discussion on the item, Members highlighted the risk of the government not covering the costs of remedial works and officers confirmed that if there were any issues then a report would be brought to the Committee seeking approval before remedial work was undertaken. The lack of an appeals process in the policy was also highlighted and officers agreed to take the policy back to the county officers group for them to consider that matter.

RESOLVED:

That the item be deferred to enable further discussion on orphan sites and the possible inclusion of an appeals process.

27. EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded from the meeting during consideration of the following item of business as it was likely that exempt information, as defined under paragraph 3 of Schedule 12A of the Local Government Act 1972 may be disclosed.

28. PROVISION OF WASTE COLLECTION, STREET CLEANSING AND ASSOCIATED WORKS 2018-2025 – PROJECT UPDATE

The Waste Manager presented a report which sought permission to remove from the next waste contract arrangements the requirement to transport and dispose of material collected as dry recycling, and to join a procurement process being conducted by South Northamptonshire Council for a three year contract to sort and dispose of this material.

This was a response to the high level of financial risk associated with the processing of dry recycling, in order to separate it from the procurement of waste collection and street cleansing services. This would enable the Council to manage the risks more effectively and should also increase the likely level of market interest in the procurement of those services.

RESOLVED:

- (i) That the Equality Implications relating to the report be noted; and
- (ii) That the request to include the Council's dry recycling disposal arrangements within the South Northamptonshire District Council procurement exercise be approved.

(Reason: To enable the Council to work collaboratively with other councils in the county to provide efficient and effective waste collection and disposal services that meet the needs of its communities.)

Chairman



**Housing Policy Working Party
Minutes of meeting held on Wednesday 12th April
2017 at 2pm in the Kasen Room**

Present

Councillors	Tony Boto (Chair)	CllrTB
	Richard Lewis	CllrRL
	Sarah Peacock	CllrSP
	Steven North	CllrSN

Also in attendance

Head of Planning Services	Paul Bland	PB
Planning Policy and Conservation Manager	Richard Palmer	RP
Housing Strategy and Delivery Manager	Carol Conway	CC
Housing Services Officer	Louise Bagley	LB
Environmental Protection Manager	Jenny Walker	JW

Present for item 1

Communities and Local Government	Mario Wolf	MW
Head of the North Northamptonshire Joint Planning Unit	Andrew Longley	AL

Present for item 2 onwards

Benefits Manager	Lucy Hogston	MW
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		<u>ACTION</u>
1.	Custom and Self Build – Presentation by Communities and Local Government – Custom Build Task Force – Mario Wolf	
1.1	AL introduced MW, who had earlier that day given a presentation to the Tresham Garden Village Working Party.	
1.2	<u>Aims/Benefits</u> Fits in with Government White Paper and responds to the challenge the Government and local authorities face – the number of completions has declined over the years and there is upward pressure on house prices.	

	<p>Custom and self build can help turn round the local housing market giving housing choice, diversity, sustainability, community cohesion and affordability. For local authorities it will speed up delivery and provide better quality development, some using modern methods of construction. It supports the labour market by providing 4.3 jobs per house and supports SME's as there is less financial risk for them because the funding is received from the person having the house built. It makes developments more attractive and marketable.</p>	
1.3	<p><u>Statistics</u> There is significant national demand for custom build and up to a million households could be interested if more properties or opportunities were available, with 35-44 year olds the most interested. Many people are unaware that local authorities have a duty to keep a register of persons/organisations wanting to self and custom build and to ensure that there are enough serviced building plots available to meet demand. The UK has the lowest number of this type of build compared to other countries building less than 10% of homes this way, whereas in Germany it accounts for 60%.</p>	
1.4	<p><u>Other Facts</u> The biggest scheme in the UK is at Graven Hill, Bicester, where there will be 1,900 homes. The first phase of plots has been released. Twenty-eight players providers are offering self and custom build mortgages. Affordable housing policies can comply with this model and it could also be linked to S106 obligations. It can be a model for older people downsizing. Design codes are important to get balance right allowing diversity. Not all local authorities have a self and custom build register and some are charging high fees for interested parties to go on the register.</p>	
1.5	<p><u>Way Forward</u> A lot of generic advice is available on line. In February this year the Custom Build Task Force funded by the Nationwide Foundation and supported by the Government was set up. They aim to support eighty organisations over the next three years. Richard Bacon MP is leading on this and can visit councils to talk to officers and members. It is not an entirely free service but is 50% subsidised for the first 5 days of any project.</p>	
1.6	<p>TB invited questions to MW.</p> <p>PB mentioned Tresham Garden Village as an example where this could be used. Could be used for Rushden East SUE (2,000 homes) where there are three parties involved Duchy of Lancaster (employment) and Barratts/Taylor Wimpey (volume housebuilders). It was considered members would be interested in self and custom build as it provides an opportunity for a speedy build and diversity.</p> <p>MW said that some big builders like Persimmon/Barratts are offering customers the opportunity to choose a plot/floor space/fit outs on housing estates and are classing this as self and custom build.</p>	

	<p>AL said that the Joint Core Strategy does cover this area and therefore there is a hook for dialogue with developers. MW said we need to prove there is a demand to large builders.</p> <p>RP said we need to push/enhance/promote the self build register. Numbers on the register are increasing. MW can provide examples of good practise by other local authorities for the register. Local authorities need to ask the right questions to ascertain demand.</p> <p>AL said the intention is to seek to engage the Custom Self Build Task Force for Tresham Garden Village.</p>	
	At 2.40 pm Mario Wolf and Andrew Longley left the meeting	
	At 2.40pm Lucy Hogston joined the meeting.	
2.	Apologies	
2.1	Apologies were received from Councillor Helen Harrison, Sharn Matthews and Aine Cooper	
3.	Minutes of the Meeting of 1st March 2017	
3.1	The minutes were approved and signed by the Chairman.	
4	Matters arising	
4.1	Action arising from 1.2 of the minutes in respect of the Housing Mix consultancy has been completed.	
5	Updates:	
5.1	Housing	
5.1.1	CC said the final draft of the Older Peoples Accommodation Study for Northamptonshire had been completed and would be on the agenda for the next meeting of the WP.	
5.1.2	<p>Homelessness Reduction Bill is going through the House of Lords and Royal Assent is imminent. It will place additional duties and administrative burdens on local authorities. The Government will give local authorities some additional burdens funding and we need establish how it will be used, particularly in light of the implications for the Housing Options Contract. A report will be submitted to the Policy and Resources Committee in June. SN asked how the money would be allocated, CC said the money would be allocated to local authorities according to a formula</p> <p>LB said we are using the Travel Lodge for temporary B&B accommodation, which is not best for families. If a person turns down accommodation, we do not discharge our duty; we still have to investigate the homelessness issue but do not have to provide further accommodation.</p>	

	JW said the Housing and Planning Act came into force on 6 April 2017 with additional powers and duties in respect of private rented properties, covered by three sets of guidance.	
5.2	Welfare Reform	
5.2.1	<p>LH advised of the withdrawal of the housing cost element of Universal Credit for under twenty-two year olds when they move onto UC. Only a few people are affected at present and there are lots of exemptions. Live service roll out will be February 2018 in Rushden.</p> <p>From 6 April 2017 for Housing Benefit and Child Tax Credit claims only the first 2 children will be included in calculations. Only new claims will be affected, but there are some exceptions eg multiple births. HMRC will deal with appeals. The bedroom tax is not affected by any additional children.</p>	
6	Housing Mix Project Brief Update	
6.1	<p>RP provided a brief update since last WP meeting. He along with CC and TB had met with Housing Vision to discuss the survey of employers (RP circulated a proposal from Housing Vision). Raunds had since been included in the proposal.</p> <p>It was agreed that the consultants should present a draft report to the May meeting of the working party and the final report with the employer's survey to the July meeting.</p> <p>SN advised the Project Board was aiming to deliver the Vision Statement for Rushden East SUE to July Full Council meeting. PB advised there should be sufficient detail from the draft report to inform the housing mix.</p> <p>The proposal was to collect data from the last five years – but it was considered the data was needed on the present and the future - incoming businesses, rather than historic data. We need to establish if employers are having difficulty recruiting because of a lack of the right kind of housing and to use the study to make any necessary changes to the housing mix.</p> <p>Discussion ensued on which employers should be targeted. Need to contact Crown Estates for Rushden Lakes and Roxhill and Howdens for Warth Park.</p> <p>It was agreed that RP should go back to the consultant with suggested improvements and to seek to keep costs within budget.</p>	RP
7	Housing White Paper and Build to Rent Consultation Responses	
7.1	CC briefly went through the report which is to be submitted to the Policy and Resources Committee on 24 April 2017. Councillors	

	from the Planning Policy Committee and from the WP had been requested to consider the respective planning policy and housing officers' suggested responses to the Housing White Paper and to put forward any amendments for inclusion in the report. The consultation period ends 2 nd May. WP members were satisfied with the proposed responses in respect of the housing elements of the White Paper	
7.2	The Build to Rent Consultation had also been published to encourage more institutional investors into the private rental market and to provide more secure tenancies. Suggested officer responses were also considered and approved. The consultation period ends 1 May 2017.	
7.6	RL proposed approval of report to go forward to Policy and Resources Committee and SN seconded.	
8	Work Plan Update	
8.1	CC reported that the clawback policy had been moved to the "Completed Work" as this was deferred for the time being.	
8.2	JW reported that the council had purchased two properties in Duck Street, Rushden. JW would be making a site visit tomorrow to ascertain the work required and would then submit a report to the Policy and Resources Committee.	
8.3	JW reported that the Compulsory Purchase Order on a property in Rushden was progressing and that the owner would probably not contest the Order, in which case, ENC would take ownership in July 2017.	
9	Risk Review	
9.1	Risk 4 – The Homelessness Reduction Bill will increase duties on the council. It was agreed that the 'Service Impact' element of the risk may in the future have to be increased to level 3 i.e. "Unacceptable level of complaints. Adequate service level cannot be maintained".	
9.2	Risk 6 – The Local Housing Allowance Cap. Although the introduction is delayed, we will have to put the "Likelihood" element of the risk back up to level 4 i.e. 'Very High' as it will still happen (was level 3 – High).	
10	AOB	
10.1	SN advised that after the Full Council meeting on 17 May 2017 there may be changes to the membership of working parties and committees.	

11	Next and future meetings	
11.1	<ul style="list-style-type: none"> • 24th May 2017 • 5th July 2017 • 13th September 2017 	
11.2	The meeting concluded at 4.05pm	

Homelessness Prevention Grant Panel Meeting

Minutes of the meeting of

Thursday 4th May 2017 at 9.30am

In the Members' Room, East Northamptonshire House

Present:

Councillors: Councillor Glenvil Greenwood Smith (Chair)
Councillor Tony Boto
Councillor Val Carter

Officers Carol Conway, Housing Strategy and Delivery Manager
Louise Bagley, Housing Services Officer

1.0	Apologies
1.1	Apologies had been received from Mike Greenway, Community Partnerships Manager.
2.0	Minutes of meeting of 29th March 2017
2.1	The Minutes of the meeting of 29th March 2017 were agreed as a true record and signed by the Chairman.
3.0	Matters arising
3.1	Officers would hold an initial meeting with East Northamptonshire Community Services in the week commencing 15 th May 2017 to advise them of the Panel's concerns. They will be asked to put forward proposals for improvements for consideration by the Panel at a future meeting.
3.2	Policy and Resources Committee on 24 th April 2017 had approved the Panel's recommendations in respect of the allocation of the Homelessness Prevention Grant Funding for 2017/18 in the sum of £43,994.
4.0	Consideration of future homelessness prevention funding requirements
4.1	The panel considered a draft report to Policy and Resources Committee on the future requirements for Homelessness Prevention Grant Funding. Some amendments were made to the report, the final version of which would be agreed by the Chairman following the meeting and submitted to the P&R Committee meeting on 5 th June.
5.0	Any other business
5.1	There was no other business.
6.0	Date of next meeting
6.1	A future meeting would be arranged to discuss ENCS's improvement proposals



Personnel Sub-Committee

Minutes of a Meeting held on Monday 08 May 2017 at 10.30am, East Northamptonshire House, Thrapston

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

Officers: David Oliver Chief Executive
Katy Everitt Head of Resources and Organisational
Development
Aime Armstrong Human Resources Manager
Julia Smith Head of Customer and Community
Services (for item 9)

1.0 APOLOGIES FOR ABSENCE

1.1 Apologies for absence had been received from Councillor Sarah Peacock.

2.0 MINUTES

2.1 The minutes of the meeting of the Personnel Sub-Committee held on 20 March 2017 were approved and signed by the Chairman.

3.0 DECLARATIONS OF INTEREST

3.1 No declarations of interest were made.

4.0 QUESTIONS UNDER PROCEDURE RULE 10.3

4.1 There were no questions submitted under Procedure Rule 10.3

5.0 DEMOCRATIC SERVICES ASSISTANT

5.1 The Head of Resources and Organisational Development presented a report which provided an update on the recruitment to the Democratic Services Assistant position and sought to obtain agreement to make changes to the position.

- 5.2 In February 2016, the Sub-Committee had agreed to establish an additional Democratic Services Assistant position of 22 hours per week for a period of 12 months from the date of appointment. Three attempts had been made to recruit to the position, both internally and externally, but all attempts had failed and it was thought likely that this was because the position was fixed term and part time but also required the post holder to work flexible hours, including evenings.
- 5.3 The issues surrounding the recruitment to the position had been considered along with recent changes to the structure of the Corporate Management Team (CMT) and the administrative support provided to them. This included that the PA to the Executive Director had recently asked to permanently reduce the number of days per week she worked and that three members of the CMT did not currently have any administrative support.
- 5.4 It was therefore proposed to combine the position of Democratic Services Assistant with support to the three Heads of Service to make a full time permanent position.

RESOLVED:

That changes to the Democratic Services Assistant position be approved, specifically that it is established as a permanent and full-time position which also provides administrative support to the Head of Economic and Commercial Development, Head of Customer and Community Services and the Head of Resources and Organisational Development.

(Reason To ensure that CMT and the Democratic Services team are appropriately resourced to ensure effective service delivery).

6.0 ICT RESTRUCTURE

- 6.1 The Head of Resources and Organisational Development presented a report which provided an update on the proposed restructure of ICT and sought delegated authority to review consultation feedback and agree the future ICT management structure.
- 6.2 Consultation on the proposed restructure of ICT was being undertaken in two phases, Phase One being consultation with the three ICT Managers, which had concluded on 5 May 2017. The consultation proposed that the number of managers in ICT was reduced from three to two. Subject to the outcome of Phase One, the ICT Managers would then assist with developing the remaining structure.
- 6.3 The Council's Staff Management Policy stated the following:

"Where major change was proposed, once consultation has finished CMT will submit a report to the Personnel Sub-Committee detailing the proposed change. The report will contain the following information:

- Proposed new structure*
- Reason for the change*
- Summary of feedback received from the consultation*
- Cost of the restructure*
- Next steps"*

- 6.4 As the consultation concluded on 5 May, and to avoid any delay in progressing Phase Two of the restructure, it was recommended that the Sub-Committee delegate authority to review the areas identified in the Staff Management Policy to the Head of Resources and Organisational Development in consultation with two nominated Members of the Personnel Sub-Committee.

RESOLVED:

That authority be delegated to the Head of Resources and Organisational Development, in consultation with the Chairman of the Personnel Sub-Committee and Leader of the Council, to review the following areas:

- Proposed new structure
- Reason for the change
- Summary of feedback received from the consultation
- Cost of the restructure
- Next steps

(Reason: To ensure the restructure of ICT can progress).

7.0 EXCLUSION OF PUBLIC AND PRESS

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 paragraphs 1, 2 and 3 of Part 1 of Schedule 12A of the Local Government Act 1972, may be disclosed.

8.0 INTRODUCTION OF THE GENERAL DATA PROTECTION REGULATIONS – ADDITIONAL STAFF RESOURCES

- 8.1 The Head of Resources and Organisational Development presented a report which requested additional staff resources to assist in the introduction of the General Data Protection Regulations (GDPR).

- 8.2 GDPR was new legislation that would supersede the existing Data Protection Act 1998 and was being introduced to reflect technological advances in how people's data was processed. GDPR introduced tougher fines for non-compliance and breaches, and gave people more say over what organisations could do with their data. Preparing for the introduction of GDPR in May 2018 required a substantial amount of work to be carried out and it had been assessed that this would not be possible to do within existing staff resources.

- 8.3 The types of tasks that would need to be undertaken included:

- Undertaking an audit of all information the Council held, where it came from and who we shared it with.
- Review the types of data the Council processed and identify the legal reason for doing so.
- Review existing policies and procedures, including privacy notices, Data Sharing Agreements, Subject Access requests, dealing with data breaches

and procedures on “individual’s rights”.

- Developing procedures for implementing Privacy Impact Assessments.

8.4 To provide the level of support considered necessary to ensure the Council was prepared for the introduction of GDPR, the Information Governance Manager had indicated that she would require the support of a part-time (25 hours per week) Business Analyst / Project Manager for a period of 12 months.

8.5 Members requested that a report on long term absences be brought to a future meeting.

RESOLVED:

That the appointment to the Business Analyst/Project Manager position, including the proposed funding of the post as set out in paragraph 6.1 of the report, be approved.

(Reason: To ensure the Council meets its obligations under the Data Protection Act 1998 and the General Data Protection Regulations (To be implemented in May 2018)).

9.0 COMMUNICATIONS MANAGER – JOB EVALUATION

9.1 The Head of Customer and Community Services presented a report which informed the Sub-Committee of the results of the Job Evaluation Process for the Communications Manager and to approve the resulting change in the grade for the post.

9.2 The job evaluation process allowed any member of staff’s post to be evaluated on request to ensure that they were being paid in accordance with the job they were undertaking. The current post holder had asked for a job evaluation based on the role she currently undertook.

RESOLVED:

That the change to the grade for the role of Communications Manager, in line with the job evaluation process, to Grade 8 be approved.

(Reason: To ensure the fair application of the job evaluation process).

Chairman



Finance Sub-Committee

Minutes of a meeting held on Monday 08 May 2017 at 11.10am, East Northamptonshire House, Thrapston

Present: Councillors: Steven North (Chairman)
David Brackenbury
Glenvil Greenwood-Smith
Richard Lewis

Officers: David Oliver (Chief Executive)
Glenn Hammons (Chief Finance Officer)
Michelle Drewery (Finance Manager)

1.0 APOLOGIES FOR ABSENCE

1.1 Apologies for absence had been received from Councillors Val Carter, Roger Glithero and Glenn Harwood MBE.

2.0 MINUTES

2.1 The minutes of the meeting of the Finance Sub-Committee held on 5 April 2017 were approved and signed by the Chairman.

3.0 DECLARATIONS OF INTEREST

3.1 No interests were declared.

4.0 QUESTIONS UNDER PROCEDURE RULE 10.3

4.1 There were no questions submitted under Procedure Rule 10.3.

5.0 BUDGET MONITORING TO 31 MARCH 2017

5.1 The Finance Manager provided an update on the revenue and capital positions against the approved budgets for the year ended 31 March 2017.

5.2 The estimated services outturn for the year was an underspend of £455k. This was due to an increase in planning application income, garden waste income and recycling credits, together with other contractual efficiencies and pressures, including a reduction in interest receivable and a shortfall against the vacancy savings budget.

- 5.3 Members expressed their disappointment that during the year the Sub-Committee had been asked to consider a number of requests to use reserves due to lack of resources, but at the end of the year there were still underspends. It was also noted that at the last meeting of the Sub-Committee, it had been reported that the estimated underspend would be £174k. In response to questions from Members, the Finance Manager advised that the increase in the underspend was due to a number of reasons including a number of grants being received which had not been forecast and reimbursement from LGSS of S106 legal fees. The deficit in housing benefits was due to more payments being made than income being received during the year. This was assumed to be due to administration costs; however, the Finance Manager had asked for more information to confirm this.
- 5.4 During the last two years, the Council had included a vacancy factor of £200k in the budget. The savings for 2016/17 were below expectations of achieving the full £200k; however, salary savings had been used to fund additional pressures within the Council. If these savings had not been used to fund additional posts or pressures, salary savings of £297k would have been achieved. It was requested that a report be brought to a future meeting of the Sub-Committee explaining what the salary savings had been utilised for.
- 5.5 To ensure that best use was made of the underspend it was recommended that a proportion was utilised to create additional earmarked reserves to strengthen the financial position and protect the Council against specific future uncertainties. Members welcomed the opportunity to highlight areas on which to utilise the underspend, including supporting the Women's Tour. Any areas highlighted for consideration would be subject to a future paper to the Sub-Committee once they had been fully assessed. It was proposed that the remaining balance of the underspend should be split into both the Delivering the Corporate Plan and Projects & Other Investment Opportunities reserves.
- 5.6 The Council still faced significant funding challenges for the capital programme over the medium to long term. The review of the Capital Programme would continue into 2017/18 to ensure that the Council had a programme which was financially sustainable and supported the Council in achieving its objectives. As part of the review, the use of reserves would be reviewed with a view to utilising them to provide the most financially advantageous position for the Council's position on reserve levels.
- 5.7 Performance data on a number of financial activities was submitted for the Sub-Committee's information, including debt write-off. A report would be submitted to the next meeting of the Sub-Committee on outstanding debt.

RESOLVED:

- (i) That the latest revenue, capital and reserves positions for 2016/17 be noted; and
- (ii) That the collection and write off performance for 2016/17 sundry debtors, local taxation and benefit overpayments, as outlined in Appendix 6 of the report, be noted.

(Reason: This is for information/monitoring purposes).

RECOMMENDATIONS TO POLICY AND RESOURCES COMMITTEE

- (iii) That the revenue carry forward requests, as outlined in Appendix 2 of the report, be approved;

(Reason: For formal approval to carry forward expenditure into the revenue budget for 2017/18).

- (iv) That the capital carry forward requests, as outlined in Appendix 5 of the report, be approved;

(Reason: For formal approval to carry forward expenditure into the capital budget for 2017/18).

- (v) That the use of the 2016/17 underspend, as outlined in Appendix 3 of the report, with the remaining balance to be split between the Projects and Other Investment Opportunities and Delivering the Corporate Plan Reserves be approved; and

(Reason: For formal approval to incur expenditure in 2017/18 and strengthen reserves).

- (vi) That the reserves position, as set outlined in Appendix 4 of the report, be approved.

(Reason: For approval of strengthened reserves to mitigate some future financial risk).

RECOMMENDATION TO FULL COUNCIL

- (vii) That the increase of £5.7k to the Approved Capital Programme budget for the items set out at paragraph 8.4 of the report, which will be funded through an additional revenue contribution to capital, be approved.

(Reason: To follow the formal process for approval of the amendment to the Capital Programme Budget for 2016/17).

6.0 TREASURY MANAGEMENT REPORT TO 31 MARCH 2017

- 6.1 The Chief Finance Officer presented a report outlining the Treasury Management position for the period to 31 March 2017.

RESOLVED:

That the Treasury Management performance for the period to 31 March 2017 in financial year 2016/17 be noted.

(Reason: In accordance with CIPFA guidance and best practice in Treasury Management)

7.0 CAPITAL PROGRAMME 2017-18 – REQUESTS FOR TRANSFER FROM DEVELOPMENT POOL TO APPROVED CAPITAL PROGRAMME

- 7.1 The Chief Finance Officer presented a report which sought authorisation to transfer a number of projects from the Development Pool to the Approved Capital Programme.
- 7.2 ICT had requested that funding for licences was now transferred into the Approved Capital Programme so that the necessary licences required for 2017/18 could be purchased. There was currently £139,500 in the Development Pool in 2017/18 for licences, from which the following amounts were being requested for approval:

Licence	Amount £
Citrix	8,151
Mimecast Email Filtering & Archiving	10,953
Capita Cash Receipting	19,023
Lagan CRM	28,642
IDOX Planning & Building Control	29,020
Xpress Elections System	9,886
Total	105,675

RESOLVED:

That the transfer of £105,675 for the cost of ICT licences from the Development Pool to the Approved Capital Programme be approved and that the changes shown in the revised Capital Programme for 2017/18 be noted.

(Reason: For formal approval to transfer monies from the Development Pool to the Approved Capital Programme.)

Chairman