

POLICY AND RESOURCES COMMITTEE

Date: 09 October 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)

David Brackenbury David Jenney
Wendy Brackenbury Andy Mercer
Roger Glithero JP Sarah Peacock
Helen Harrison Phillip Stearn
Dudley Hughes JP

189. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Tony Boto and Val Carter.

190. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 4 September 2017 were approved and signed by the Chairman.

191. DECLARATIONS OF INTEREST

Councillor	Item	Nature of Interest	DPI	Other Interest
Dudley Hughes JP	Minutes of the Community Facilities Fund Working Party – 14 September 2017	Chairman of the Manor School		Yes (Abstained from voting)

192. QUESTIONS UNDER COUNCIL PROCEDURE RULE 10.3

No questions were submitted under Procedure Rule 10.3.

193. MINUTES OF SUB-COMMITTEES AND WORKING PARTIES

a) Finance Sub-Committee – 11 September 2017

The minutes of the meeting of the Finance Sub-Committee held on 11 September 2017 were received (see pages 242 to 246).

R.9

RESOLVED TO RECOMMEND TO FULL COUNCIL:

- (i) That the Approved Capital Programme budget be increased by £10,000 in respect of the purchase of additional wheeled bins, to be funded through an additional revenue contribution to capital; and
- (ii) That £33,589 be removed from the overall capital programme as no longer being required and the funds be reverted back to Capital Reserves.

(Reason: To follow the formal process for approval of the amendment to the Capital Programme Budget for 2017/18.)

b) Community Facilities Fund Working Party – 14 September 2017

The minutes of the meeting of the Community Facilities Working Party held on 14 September 2017 were received (see pages 248 to 251).

RESOLVED:

- (i) That the award of CFF grant to the eligible project requesting £5k and under, as set out in table 5.2 of the report, be approved;
- (ii) That approval is given to invite those projects scoring 20 points or more, as set out in table 5.3 of the report, to submit stage 2 applications on the basis of the conditions set out for each application;
- (iii) That approval is given for those projects, as set out in table 5.4 of the report, scoring below 20 to be rejected; and
- (iv) That the Working Party considers completed stage 2 applications and make recommendations on CFF Grant awards at the 12 February 2018 meeting of the Committee.

Councillor Dudley Hughes abstained from voting on this item.

c) Personnel Sub-Committee – 18 September 2017

The minutes of the meeting of the Personnel Sub-Committee held on 18 September 2017 were received (see pages 252 to 257).

194. INFORMING EAST NORTHAMPTONSHIRE'S HOUSING MIX

The Chairman welcomed Dr Richard Turkington of Housing Vision to the meeting.

The Planning Policy and Conservation Manager presented a report which outlined the findings of Housing Vision's report "Informing East Northamptonshire's Housing Mix" and sought agreement to publish the report as background evidence to inform future policy development.

The report aimed to address the perception that a lack, or insufficient supply, of new, larger and higher value houses for higher earners may be acting as a brake on economic wellbeing

and growth within the District and considered how the Council could positively intervene to help create the conditions for such provision in the future.

The overall conclusions of the report were:

- Demand for larger and higher value family homes was exceeding supply in well connected villages in the south and in villages and market towns in the north of the District.
- Doubling the current supply would increase output to in the region of 50 homes per annum – a significant sector.
- No evidence that supply was acting as a brake on economic growth – but there were benefits to increasing supply.
- Very strong market for high quality, down-size properties, possessing generous living space and 2-3 bedrooms, set on small, manageable plots and in good locations.
- It was likely that the growing market for downsizing properties may be in the region of 50 properties per annum, but may well be much higher.
- Focus more on relaxing aspects of planning policy rather than developing new policies.
- The blanket presumption against 4 bedroom and larger dwellings could be reversed.
- Importance of making the most of small windfall sites in smaller settlements in the most desirable, sustainable villages and small market towns.
- A major challenge in achieving an increase in supply was having sufficient SME capacity available to meet demand – need to work with sector.

During debate on the item, Members welcomed the report. There was a need to ensure aspirational need was factored along with a choice of housing across the District and the report would be useful in pushing forward a better housing mix. In response to a question about whether the conclusions in the report could be used within the planning process before being tested by inspection, officers suggested that the report carried a limited amount of weight but the report should be encouraged for use in developing Neighbourhood Plans as well as the emerging Part 2 Local Plan. It was proposed that the Housing Policy Working Party should consider how to take the report forward.

Dr Richard Turkington expressed his compliments on the professionalism of the Council's officers during this piece of work.

RESOLVED:

- (i) To endorse the findings of the report and publish the study as an evidence base to assist future policy development; and
- (ii) That the Housing Policy Working Party considers how to take the report forward.

(Reason: To assist the development of future policy and inform Masterplanning for strategic housing proposals.)

195. HOUSING AND SUPPORT NEEDS FOR OLDER PERSONS ACROSS NORTHAMPTONSHIRE

The Planning Policy and Conservation Manager presented a report which informed Members on the findings and recommendations of a study undertaken into housing and support needs of older people by all of the local authorities and clinical commissioning groups in Northamptonshire and sought to endorse the general findings and principles of the

study with a view to publishing the report on the Council's website.

The consultants Three Dragons and Associates had been commissioned by a consortium of local authorities and clinical commissioning groups in Northamptonshire, to carry out a study into the Housing and Support Needs of Older People across Northamptonshire. The study had three key aims to:

- Provide a robust evidence base which addressed demand and supply, affordability, tenure and type of housing/care across the County.
- Highlight emerging models of provision.
- Engage with stakeholders to inform and ensure provision of a range of housing and care options across Northamptonshire.

The report found that the majority of older people did not live in specialist accommodation; however it identified a number of different types of accommodation provided specifically for older people. These accommodation options were:

- Age restricted/age exclusive housing
- Specialist housing – retirement housing, supported housing, retirement villages
- Residential/nursing homes

A very high percentage of older people in East Northamptonshire were homeowners and it could be assumed that many of those homeowners could afford to buy another property if they wished to move, provided that a range of suitable property types were available and at a price that was affordable. 90% of the existing specialist retirement housing in the District was provided through the affordable rented sector, with a relatively low provision for sale.

To provide for future housing needs the study identified target figures for specialist housing provision and in East Northamptonshire that equated to:

- 70 units per annum for outright sale; and
- 33 units per annum for shared ownership/shared equity

The target of 103 units per annum was arrived at using the Retirement Housing Model which assumed that 2.5% of people aged 65-74 and 15% of households aged 75 and over would live in specialised retirement housing if it was available in their area and in their chosen tenure.

Northamptonshire County Council had been requested to co-ordinate a meeting between all stakeholders to form an action plan to take the recommendations forward. It was suggested that the general principles of the study could be endorsed to allow officers to work up more detailed implications, understand better the implications and inform future strategy.

During debate on the item, Members highlighted that the report had been considered by the Housing Policy Working Party, who were not happy with all of its conclusions and recommendations but it had acknowledged that it was a county wide report and the different councils had different issues. It was noted that the report identified the scale of potential demand for retirement housing from existing residents in rural areas but did not consider the increase in demand from people wanting to move into the area. There was also no mention of how retirement homes would be funded.

RESOLVED:

- (i) To endorse the key principles raised in the report and to support the further work outlined in the “next steps” to allow officers to work up the detailed implications of the report in informing future strategy and policy formulation; and
- (ii) To publish the draft report on the Council’s website for evidence to support future strategy and policy formulation.

(Reason: To ensure the Council provides a sound evidence base in supporting policy and strategy development.)

196. PROCUREMENT STRATEGY

The Finance Manager presented a report which requested that the Committee consider the revised Procurement Strategy. The Council has had a Procurement Strategy in place for many years but it had only last been updated in 2014.

The key changes in the Strategy were:

- New section setting out the purpose of the strategy
- New section setting out aims and objectives
- Additional statements of support to local suppliers
- Updated measures of success to reflect latest information
- Strengthening the information on sensible spending
- New section setting out governance and accountability arrangements

In response to questions from Members, officers confirmed that the definition of “sub-region” within the Strategy was the county of Northamptonshire.

RESOLVED:

To approve the revised Procurement Strategy, subject to any minor amendments being agreed with the Chairman of the Policy and Resources Committee.

(Reason: To ensure the Council has an up to date and effective Procurement Strategy.)

197. PROPOSED AMENDMENTS TO THE COVERT SURVEILLANCE POLICY

Further to the meeting of the Committee in July 2017, when the Council’s Covert Surveillance Policy was updated to reflect changes following the introduction of the Protection of Freedoms Act 2012, the Monitoring Officer presented a report which informed Members of the Office of Surveillance Commissioner’s Report for 2017 and proposed further changes to the Covert Surveillance Policy and related procedures in response to the report.

The Commissioner’s recommendations from the 2017 inspection were:

- That ENC’s Covert Surveillance Policy be further revised in accordance his inspection report (repeat recommendation with additions)
- That consideration be given to reducing the number of Authorising Officers
- That RIPA training be arranged and provided for all relevant officers, a record of attendance being kept and that periodic refresher training take place thereafter
- That period reports of RIPA activity (or lack of it) are made to elected councillors

In response to the Commissioner's recommendations it was now being proposed to make four changes to the Policy:

- a) To reduce the number of Authorising Officers.
- b) To remove reference to urgent oral authorisation.
- c) To clarify the respective roles of authorising officer (to authorise) and magistrate (to approve).
- d) To formalise the requirements for reporting and training.

In addition, training was being organised for the remaining Authorising Officers and SPOC. The outcome of this would be reported to the Governance and Audit Committee in November 2017 along with the level of activity requested or authorised in the period 2014/15- 2016/17 (nil) to start the formal reporting process.

RESOLVED:

To approve the insertion of the additional text outlined in Appendix A of the report into the Council's Covert Surveillance Policy.

(Reason: To ensure that East Northamptonshire Council is compliant with the Protection of Freedoms Act 2012.)

R.10 RESOLVED TO RECOMMEND TO FULL COUNCIL:

That the Scheme of Delegation (Part 3.2) be updated to reflect the changes to Authorising Officers as:

All services or where the authorisation is likely to obtain confidential information or the deployment of a CHIS under the age of 18 or vulnerable person or where access to and disclosure of communications data is involved	Monitoring Officer
All services or where access to and disclosure of communications data is involved	Head of Customer and Community Services
All services	Head of Environmental Services

(Reason: To ensure the Constitution is updated to reflect the revised Policy.)

198. EAST MIDLANDS RAIL FRANCHISE CONSULTATION

The Executive Director presented a report which outlined the current public East Midlands Rail Franchise consultation and proposed a draft response from this Council.

The district of East Northamptonshire did not include any railway stations and therefore residents and businesses were dependent on access to services from stations outside of the district. These included Corby, Kettering and Wellingborough stations, which were referenced in the current Department for Transport (DfT) consultation on the future operation of the East Midlands rail franchise.

The key proposed changes that would affect East Northamptonshire were:

- Station classification
- Electrification
- Thameslink expansion

The North Northamptonshire Joint Planning Committee (NNJPC), Wellingborough Borough Council and East Midlands Councils had responded to the consultation. The NNJPC had given particular emphasis to the impact on Policy 17 – North Northamptonshire’s Strategic Connections – of the proposals. In particular, the proposal to abandon the electrification of the Midland Mainline between Kettering and Sheffield was contrary to the plan. The Wellingborough Borough Council response focused on concerns around increased journey times and possible failure to address overcrowding.

During debate on the item, Members made reference to the proposal for trains to take up to 12 coaches, however most stations could not accommodate trains of that size. Ticketing was also raised, particularly the considerably cheaper tickets available from Bedford, Huntingdon and St Neots.

RESOLVED:

To approve the submission of the response to the Department of Transport, subject to the agreed amendments being made.

(Reason: To enable the Council’s views on the implications of the proposals for the East Midlands Franchise on East Northamptonshire to be communicated to Government.)

199. WASTE AND CLEANSING CONTRACT PROCUREMENT UPDATE

The Head of Environmental Services presented a report which provided an update on the work of the Waste Project Board and sought approval of the proposed waste and recycling collection service procurement option.

The Waste Project Board (WPB) had been formed in early 2016, to define the scope, specification and method of procurement of the next Waste and Cleansing contract. This contract was the largest that the Council awarded and it covered the waste and recycling collection services, street cleansing and ancillary services and was due to expire in July 2018. The most significant element of the contract was the collection of household waste and recycling. The specification approved by the Policy and Resources Committee in January 2017 was based on the current position i.e.:

- Residual waste – fortnightly collection- 180 litre wheeled bin
- Dry recycling- fortnightly co-mingled collection- 240 litre wheeled bin
- Food waste – weekly collection- 10 litre bin and caddy
- Garden waste- fortnightly collection (subscription based) 240 litre wheeled bin

The WPB had now considered a range of options including:

- a market procured contracted out service,
- a shared service with other Councils,
- the setting up of an arms length vehicle,
- extending the current contract; or
- bringing the service back in house.

After careful consideration of all the options, the recommendation of the WPB was to commence a market procurement exercise to secure the provider of waste services from August 2018.

RESOLVED:

To approve that the provision of the next waste collection and cleansing contract is based on a market procurement exercise.

(Reason: To ensure the continued provision of a waste service within the resource and risk profile of the Council.)

200. EXCLUSION OF PRESS AND PUBLIC

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

201. COMPULSORY PURCHASE ORDER

The Environmental Protection Manager presented a report which provided Members with information regarding a long term empty property that the Empty Homes Project considered further enforcement action was necessary to bring it back into use.

The property had stood empty since April 2002 and had been registered with Council Tax as an empty property. Neighbours had complained that the property was not being maintained and the gardens were overgrown. Unsuccessful attempts had been made by officers to encourage the owner to complete the works and either move in or sell it.

RESOLVED:

- (i) That the Equalities Impact Assessment be approved; and
- (ii) That the formulation stage as detailed in section 3.2 of the report be started.

(Reason: The Council (or customers) will receive the maximum benefit from the proposed option.)

Chairman



Finance Sub-Committee

Minutes of a meeting held on Monday 11 September 2017 at 7.00pm, East Northamptonshire House, Thrapston

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

Officers: David Oliver (Chief Executive)
Greg Macdonald (Head of Economic and Commercial Development)
Julia Smith (Head of Community and Customer Services)
Michelle Drewery (Finance Manager)

1.0 APOLOGIES FOR ABSENCE

1.1 Apologies for absence were received from Councillor David Brackenbury.

2.0 MINUTES

2.1 The minutes of the meeting of the Finance Sub-Committee held on 26 June 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 JULY 2017

5.1 The Finance Manager presented a report providing an overview on the forecast revenue position against the approved budgets for the period ended 31 July 2017, highlighting any significant under or overspending and identifying the impact on the year end position. The estimated outturn for services for the year was an underspend of approximately £102,000.

- 5.2 The savings to date on the vacancy factor were below expectations to meet the full year target of £200,000. This would be kept under review during the course of the financial year.
- 5.3 The estimated underspend had arisen mainly as a result of the rental income in the region of £234,000 from the commercial property purchased at Eaton Walk, Rushden. This was offset largely by an estimated shortfall of approximately £100,000 in the Housing Benefit Subsidy following the outturn from 2016/17 where there had been insufficient budget provision made and the Sub-Committee was provided with a breakdown of the Housing Benefit Subsidy budget.
- 5.4 At the request of the Sub-Committee, the commercial property elements of the capital programme would be set out separately in future reports to the Sub-Committee.

RESOLVED: That

- i) the latest revenue, capital and reserves positions for 2017/18 be noted.

(Reason: This is for information / monitoring purposes)

- ii) the collection and write off performance for sundry debtors, local taxation and benefit overpayments as set out in Appendix 3 to the report be noted.

(Reason: This is for information / monitoring purposes)

- iii) the transfer of £25,000 from the Development Pool into the Approved Capital Programme in respect of the refurbishments to the properties at Duck Street (paragraph 3.9 of the report) and that the remainder of £15,000 be left in the Development Pool subject to a further report following the Compulsory Purchase of a property in Carnegie Street.

- iv) the continuation of the current business rates pooling arrangement in 2018/19 as set out in paragraph 2.24. of the report be noted.

(Reason: To advise members about the continuation of this arrangement)

RESOLVED TO RECOMMEND TO FULL COUNCIL: That

- i) the Approved Capital Programme budget be increased by £10,000 in respect of the purchase of additional wheeled bins, to be funded through an additional revenue contribution to capital (paragraph 3.5 of the report).

- ii) £33,589 be removed from the overall programme (as set out at paragraph 3.7 of the report) as no longer being required and the funds be reverted back to Capital Reserves.

(Reason: To follow the formal process for approval of the amendment to the Capital Programme Budget for 2017/18)

6.0 TREASURY MANAGEMENT REPORT TO 31 JULY 2017

- 6.1 The Finance Manager presented a report outlining the Treasury Management position for the period ended 31 July 2017.

- 6.2 It was noted that a report on the Council's investment principles and plans for higher return investments would be submitted to the next meeting of the Sub-Committee.

RESOLVED:

That the Treasury Management performance for period up to 31 July 2017 in financial year 2017/18 be noted.

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

7.0 CIPFA CONSULTATIONS ON PRUDENTIAL CODE AND TREASURY MANAGEMENT

- 7.1 The Finance Manager reported that two consultations had been released by the Chartered Institute for Public Finance and Accountancy (CIPFA) in relation to the Prudential Code for Capital Finance and the Treasury Management Code.
- 7.2 The Prudential Code for Capital Finance had been developed by CIPFA as a professional code of practice to support Local Authorities in taking decisions. Local Authorities were required by Regulation to have regard to the Prudential Code when carrying out their duties under Part 1 of the Local Government Act 2003 and the Code had last been updated in 2011.
- 7.3 The Treasury Management Code provided a framework for effective treasury management in public sector organisations and this had also last been updated in 2011.
- 7.4 Initial consultations had been carried out in February 2017 and had closed in April 2017. CIPFA were now seeking responses to the proposed changes arising from the initial consultation responses received. This consultation would close on 30 September 2017 with the intention of publishing the revised Code towards the end of the year for 2018/19 implementation, although authorities were being encouraged to consider earlier implementation.
- 7.5 A summary of the issues raised in the consultation document was submitted and it was noted that it was proposed to remove the current indicator for impact on Council Tax. However, the Sub-Committee considered that this indicator should be retained and the Finance Manager confirmed that Capita also shared this view.

RESOLVED:

That the contents of the report be noted and, subject to the response stating that the indicator for impact on Council Tax should be retained, the remainder of the report be used as the basis for the response to the CIPFA consultation.

(Reason: To raise Members' awareness of current proposals for the Prudential Code and Treasury Management Code).

8.0 PAYMENT SURCHARGES

- 8.1 The Head of Customer and Community Services reported that the Payment Services Regulations 2017 no longer permitted 'surcharging' (where a charge was made to allow a service to be paid for by either a credit or debit card) and HM Treasury had stated that from 13 January 2018, the Council would no longer be able to apply card

surcharging to consumer payments by credit or debit card. The financial implications to the Council of this change were submitted.

RESOLVED:

That the changes to the ability to apply a surcharge to card payments, and the subsequent financial impact of £4,590 from January 2018, be noted.

(Reason: In accordance with new legislation no longer allowing surcharges to be applied to card payments)

The following item of business was added to the published Agenda with the consent of the Chairman in accordance with Section 100B(4)(b) of the Local Government Act 1972 in order to take advantage of potential European Union funding which had time limited availability.

9.0 EAST NORTANTS ENTERPRISE CENTRE

- 9.1 The Head of Economic and Commercial Development presented a report seeking approval for a final concept for the East Northants Enterprise Centre as the basis for appointing a specialist project manager to help with developing a business case, assembling a site, securing a funding package, obtaining all the necessary permissions and procuring expertise to design, build and operate the Centre.
- 9.2 It had become apparent that there was a potential funding opportunity through the European Regional Development Fund (ERDF) to support up to 50% of the construction costs. To take advantage of this opportunity a bid would need to be submitted by June 2018 and the Council would therefore need an interest in a site by the end of 2017 so that planning permission could be secured before the bid deadline date.
- 9.3 An outline of the proposal was set out in a brochure circulated with the report and the next steps to the point of ERDF bid submission in June 2018 were reported.
- 9.4 It was noted that a progress report would be produced every month for review by the project team and Corporate Management Team and an interim business case (which would include an assessment of costs, cash flow, risk and market conditions) would be presented to the next meeting of the Finance Sub-Committee in December 2017. This would form the basis for seeking funding to secure a site, obtain planning permission and develop an ERDF bid. This interim business case would also present a total funding package including an indication of the expected level of investment required from the Council. All of the above would be incorporated into a final business case which would be reported to the Council during April and May 2018.

RESOLVED: That

- i) the proposal detailed in the brochure attached to the report be approved.
- ii) the procurement of a specialist consultant project manager to support the next phase of project development and delivery be approved.

(Reason: To drive forward the delivery of the Enterprise Centre to the next phase of development)

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

11.0 ASSET MANAGEMENT – AUGUST 2017 UPDATE

11.1 The Head of Economic and Commercial Development presented a report providing an update on the Council's asset management; the review of the Asset Management Strategy and seeking delegated authority to agree and finalise a new Lease for the Rushden Centre.

RESOLVED:

That the Chief Executive, in consultation with the Chairman of this Sub-Committee, be authorised to agree and sign the lease for the Rushden Centre.

(Reason: To secure a tenant and income for the Rushden Centre)

Chairman



Community Facilities Fund Working Party

Minutes of meeting held on
Thursday 14 September 2017 at 10am in the Members Room

Present:

- Councillors:** Councillor Steven North (Chair) Cllr SN
 Councillor Glenn Harwood MBE Cllr GH
 Councillor Roger Glithero Cllr RG
 Councillor Richard Lewis Cllr RL
 Councillor Annabel De Capell Brooke Cllr ADCB
 Councillor Wendy Brackenbury Cllr WB
- Officers:** Julia Smith, Head of Customer & Community Services JS
 Mike Greenway, Community Partnerships Manager MG
 Michelle Drewery, Finance Manager MDwy
 Lucy Hawes, Community Development Officer LH
- Minutes:** Sharon Prior, PA to Chief Executive sprior@east-northamptonshire.gov.uk

ACTION

1. **Apologies**

- 1.1. No apologies received.

2. **Declarations of interest**

2.1.	Councillor/Officer	Item	Nature of Interest	DPI	Other
	Councillor Richard Lewis	Eligibility Applications	Social Member of the Rushden Historical Transport Society	No	Yes
	Councillor Glenn Harwood	Eligibility Applications	Social Member of the Rushden Historical Transport Society	No	Yes

The meeting noted that all of the Members on the Working Party would be aware of many of the organisations who had applied for funding, via their links with Town/Parish Councils.

JS joined the meeting at 10.10am

3. **Review of progress with projects awarded CFF funding to date**

- 3.1. MGwy presented a schedule of all projects to date that had previously receiving funding together with a status update on the progress with each project. MGwy confirmed that an updated schedule would be available at the next meeting. The Working Party noted the update and look forward to receiving further updates.

**MGwy –
next
meeting
(Jan 2018)**

4. **Financial position update**

- 4.1. MDwy provided an update on the position of the New Homes Bonus reserve. It was confirmed that the indicative allocation for 2017/18 for Round 5 of Stream 2 projects (Community Facilities Fund) would be £563,351, which the meeting noted.

4.2. MDwy confirmed that £118k was carried over for a number of projects from 2015/16 (Round 3) that were still in progress – these projects were noted:-

- Rushden Town Council – Pavilion
- Irthlingborough Cricket Club
- Transition Kings Cliffe – mini-bus (underspend)
- Oundle Rowing Club

4.3. MDwy confirmed that £358k was carried over for all Round 4 projects (2016/17) and that only £26k had been spent to date.

4.4. MDwy confirmed the remainder of the 2017/18 allocation for stream 3 projects would be £563,313, bringing the current balance for Stream 3 to £3,291,084.

5. Applications to Round 5 - Eligibility Stage

5.1. The meeting noted the criteria used to consider the applications. This had been approved by Policy and Resources Committee.

5.2. The Working Party considered the eligibility applications **seeking £5K or less:-**

App no.	Applicant	Project details	Amount requested £	Recommendation (with conditions)
18	Higham Ferrers Town Council	Heritage signs	£3,500	Award grant
12	Transition Kings Cliffe	Village bike racks	£4,320	Rejected <ul style="list-style-type: none"> • Scored under 20 points • Not enough detail given in application • No information given the intended audience / community
14	Irthlingborough Town Council	Crow Hill Community Centre	£3,485	Rejected – scored under 20 points
25	Higham Ferrers Archaeology & Research Society	Access for All – Geophysical Survey Training	£4,258	Rejected – scored under 20 points

5.3. The Working Party then considered the applications **seeking between £5,001 and £50K, with a score of 20 and over:-**

App no.	Applicant	Project details	Amount requested £	Recommendation (with conditions)
17	Manor School	Hockey, netball and multi-sport astro-turf pitch	£50,000	Approved to progress to Stage 2

App no.	Applicant	Project details	Amount requested £	Recommendation (with conditions)
11	Kings Cliffe Active	Pavilion extension	£50,000	Approved to progress to Stage 2
5	Windmill School	Redevelopment of outdoor areas	£39,833	Approved to progress to Stage 2
1	Warmington Church	Warm up Warmington	£14,100	Approved to progress to Stage 2
22	Thrapston Town Council	Play equipment	£41,200	Approved to progress to Stage 2
20	Woodford Sports Club	Playing field improvement project	£46,336	Approved to progress to Stage 2
8	Irthlingborough Town Council	Adult gym	£47,250	Approved to progress to Stage 2
23	Great Addington Parish Council	The Addingtons' Greenway link	£25,875	Approved to progress to Stage 2
6	Glaphorn Recreational Sports	Glaphorn community playing field	£50,000	Rejected – application rejected due to complications with land purchase
9	St Peter's Church, Raunds	Safer pathways and heat conservation	£20,000	Approved to progress to Stage 2
19	Higham Ferrers Town Council	Play equipment (Saffron Road)	£8,000	Approved to progress to Stage 2
10	Barnwell Parish Council	Play equipment	£36,000*	Approved to progress to Stage 2

* This application did not originally meet the criteria, ie, scoring over 20 points. However, Members noted their concerns with the score given to two elements of this application. Members agreed to increase the scoring by one point, in two sections of the application which resulted in the overall score being revised to 21.

Councillor RL left the meeting at 10.55am

- 5.4. The Working Party then noted the applications that would not progress to the next stage and the reason for rejection:-

App no.	Applicant	Project details	Amount requested £	Recommendation (with conditions)
13	Rushden Historical Transport	Provision of equipment to enhance	£13,500	Rejected - Requested 77% match funding,

App no.	Applicant	Project details	Amount requested £	Recommendation (with conditions)
	Society	community facilities		when limit is 75% - Scored under 20 points
21	Higham Ferrers Town Council	Recreational equipment (Mallard Close)	£10,000	Rejected – scored under 20 points
4	Benefield Parish Council	Provision of childrens play equipment	£20,000	Rejected - Requested 95% match funding, when limit is 75% - Scored under 20 points
24	Rushden & Higham RUFC	Changing room refurbish	£29,949	Rejected – scored under 20 points
2	Islip & Thrapston Sports Association	Quality sporting fields for East Northants	£12,000	Rejected – scored under 20 points
3	AFC Rushden & Higham	Re-commission main stand at Hayden Road	£47,500	Rejected – scored under 20 points
16	SERVE	Disability bathroom	£2,237	Rejected – scored under 20 points
7	Ranger Cadets	Project “Drum Beat”	£4,321	Rejected - Requested 93% match funding, when limit is 75% - Scored under 20 points

MDwy left the meeting at 12.03pm

6. Recommendations to Policy and Resources Committee, 9 October 2017

6.1 The Working Party **Resolved to Recommend** to Policy and Resources Committee:-

1. That the awards of CFF grants to the eligible project requesting £5k and under, as set out in table 5.2, be approved.
2. That approval is given for inviting those projects scoring 20 points or more (as set out in table 5.3) to submit stage 2 applications on the basis of the conditions set out for each application.
3. That approval is given for those projects set out in table 5.4 scoring below 20 to be rejected.
4. That the Working Party considers completed stage 2 applications and makes recommendations on CFF Grant awards at the 12 February 2018

meeting of the Committee.

7. **Any Other Business**

7.1. The Working Party felt that some elements of the evaluation criteria might be challenging to interpret. JS confirmed she had noted Members' concerns during the meeting and suggested a review of the criteria at a future meeting. **JS/MGwy**

7.2. **Communications** – Members requested a flyer be created with details of the funding available that they would use to take to Town/Parish Councils meetings to spread the word. **JS/MGwy/
Comms
Team**

8. **Date of Next Meeting**

8.1. It was agreed that a date for the next meeting of the Working Party would be scheduled for the first working week of January 2018; SP to circulate a potential date. **SP**

Meeting closed at 12.21pm

Note: A date for the next meeting had been identified as Thursday 11 January 2018 at 10.30am.

JS/MG/LH/SP 20.9.17



Personnel Sub-Committee

Minutes of a Meeting held on Monday 18 September 2017 at 11.30am (on the meeting becoming quorate), East Northamptonshire House, Thrapston

Present: Councillors: Wendy Brackenbury
Roger Glithero
Glenn Harwood MBE
Steven North
Sarah Peacock

Officers: David Oliver Chief Executive
Sharn Matthews Executive Director
Mike Deacon Head of Environmental Services
Aime Armstrong Human Resources Manager
Michelle Drewery Finance Manager
Jenny Walker Environmental Protection Manager

1.0 APOLOGIES FOR ABSENCE

1.1 No apologies for absence had been received.

2.0 MINUTES

2.1 The minutes of the meeting of the Personnel Sub-Committee held on 10 July 2017 were approved and signed by the Chairman.

3.0 DECLARATIONS OF INTEREST

3.1 No declarations of interest were made by Members of the Sub-Committee. All Staff present declared an interest in the item "Christmas Closure and Extra Annual Leave Proposal" which would be of benefit for all members of staff. All staff remained in the meeting.

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, particularly the impact of long-term absences on the overall sickness levels.

- 5.2 It was noted that it had previously been agreed that a report on vacant posts would no longer be submitted to each meeting of the Sub-Committee. As the Council was in the process of setting next year's budget, Members requested that a report be submitted to the next meeting identifying current vacant posts and proposed courses of action for each post.

RESOLVED:

That the report be noted and a report on vacant posts be submitted to the next meeting of the Sub-Committee.

6.0 UPDATE ON VACANT POSTS WITHIN THE ENVIRONMENTAL PROTECTION TEAM, ENVIRONMENTAL SERVICES

- 6.1 The Environmental Protection Manager reported that in June 2016 the creation of two new part-time, fixed-term posts within Environmental Protection had been approved by the Sub-Committee.
- 6.2 The posts approved were for an additional part-time Technical Officer to support the full-time post with technical drawings for Disabled Facilities Grants (DFGs) with the costs being met from the capital budget for DFGs. The creation of a second post was to assist the Environmental Protection team in continuing to provide planning consultation responses. This post was to be funded from Planning Applications fees.
- 6.3 As a result of not being able to recruit to the roles, alternative measures had been put in place. These were to use the funding allocation for the planning consultation role to appoint external consultants to assist the Environmental Services team as and when required. The Head of Planning would be advised if it was felt that circumstances required a consultant to be appointed for a particular application.
- 6.4 With regard to the Technical Officer role, in June 2016 this Council had sought to share a resource with Daventry District Council, although DDC had now trialled other options. Due to the failure to find a suitable candidate, ENC were working with Kettering and Corby Borough Councils to examine the resourcing and resilience of this role. In the interim, ENC had utilised consultants to carry out some of the work as well as the Adapt Service run by Spire Homes Care and Repair which, as an interim measure, had proved successful.
- 6.5 The future position on the posts would be clarified in the report on vacant posts to be submitted to the next meeting as agreed under the previous item.

RESOLVED:

That the current position of the two vacant posts be noted and the interim measures generated as a result of not being able to recruit, as set out in the report, be approved.

(Reason: The recommended course of action is the most cost-effective)

7.0 ENVIRONMENTAL SERVICES – LICENSING PROJECTS SUPPORT

- 7.1 The Head of Environmental Services presented a report seeking approval for an additional project support resource in Environmental Services to enable the progress of projects which were aimed at developing the Central Licensing Administration Unit (CLAU) partnership into new areas of working.
- 7.2 The CLAU partnership, which this Council hosted on behalf of 5 Councils, was looking to further develop its work into additional areas of licensing, specifically taxi licensing and the licensing of houses in multiple occupation (HMO).
- 7.3 A report on changes to housing legislation had been considered by the Policy & Resources Committee in February 2017. This report had identified the need for additional resources to implement the new HMO regime and this would be subject to a further report to this Sub-Committee.
- 7.4 During 2017/18 the proposed post would be financed from forecast service salary savings and for the remainder of the period the costs would be covered by a combination of partner contributions and fee income. Government guidance indicated that costs associated with setting up and running this service in the first five years could be reflected in the fees set for the licence and the budget would therefore need to be built into the base budget from 2018/19 onwards

RESOLVED:

That the creation of a Licensing Projects Support Officer post as a 2- year part time (14.8 hours per week) fixed term post be approved.

(Reason: To enable the identified projects to proceed without detriment to existing service provision)

8.0 ELECTORAL REGISTRATION CANVASS RATES OF PAY

- 8.1 The Chief Executive, in his capacity as the Authority's Electoral Registration Officer, presented a report seeking approval for new rates of pay for the authority's canvassing activity being undertaken during the Autumn of 2017 and, potentially, in future years.
- 8.2 Details of the rates of pay paid by the authority since the introduction of Individual Electoral Registration (IER) were submitted, together with an outline of the procedures involved in conducting the canvass.
- 8.3 It was noted that over the previous two canvasses the return rates had dropped by approximately 6-8%. This was thought to be partly due to the introduction of IER and potentially due to the current payment scheme, which did not give the canvasser an incentive to ensure that people who were visited then submitted the relevant forms and went onto the register. Accordingly, a new fees structure was proposed to address this matter and it was anticipated that the costs of the proposed change could be accommodated within the existing Electoral Registration budget.

RESOLVED:

That the Fees Structure for Electoral Registration for the 2017 canvass set out below be approved and the canvass return rate be reviewed after the publication of the Electoral Register to consider if the payment structure needs to be reviewed prior to the 2018 canvass.

Activity	Fee
Attendance at a briefing session provided by the Electoral Services Team	£25.00
Property visit	£0.21 per property
Return of a completed HEF or ITR	£1.00 per form
Mileage payable from first property visited to last property (mileage cannot be claimed from home or to home)	£0.45 per mile

(Reason: To ensure that the canvass process is successful in maximising electoral registration)

9.0 **COUNSELLING SERVICE**

- 9.1 The Human Resources Manager presented a report outlining the counselling service currently provided for staff, together with information regarding use of the service since 2014/15.
- 9.2 It was noted that the current provider of counselling would cease to trade at the end of 2017 and a replacement provider would need to be found. One option would be to consider a broader employee support product in the longer term, which could include face to face counselling as well as telephone counselling. It was also noted that the counselling service referred consultees to specialist advisory services, such as debt management advisors, where this was appropriate.
- 9.3 The counselling service was also available to Members of the Council and it was considered that this should be publicised among Members, including the issue of a Member Briefing, as the availability of the service appeared to not be widely known.

RESOLVED:

That the report be noted.

10.0 **CHRISTMAS CLOSURE AND EXTRA ANNUAL LEAVE PROPOSAL**

- 10.1 The Chief Executive set out proposals for awarding ENC staff a one-off additional day's leave (pro-rata for part-time staff) to recognise their continued commitment and hard work during challenging times and to close earlier on the last working day before Christmas.
- 10.2 The Sub-Committee had approved an additional day's leave for staff in June 2013 in recognition of their hard work and commitment during several years of austerity during which staff numbers reduced by around 15%. There had been no increase in costs arising from the additional leave as backfill for the extra leave had not been provided and there had been no noticeable impact on customers.

- 10.3 For the last 2 years, the Council Offices had closed at 4.00 p.m. on the last working day before the Christmas break and there had been no negative feedback from customers. Calls and visits from customers had historically been very low in the afternoon on the last working day before the Christmas and New Year closure (only about a dozen in 2016) and many staff took the afternoon or the whole day off in any case. It was proposed to trial a closure of the offices at 12.00 noon on 22 December 2017, which was the last working day of the year. This would be treated as a further additional half-day's leave, with appropriate adjustments/arrangements for part-time staff.

RESOLVED: That

- i) a one-off extra day's leave for all staff, pro-rata for part-time staff, to be taken between 1 October 2017 and 30 April 2018 be approved.
- ii) the closure of the Council Offices at 12.00 noon on Friday 22 December 2017 be approved and a further half-day's leave with appropriate arrangements for part-time staff be awarded.
- iii) it be noted that a report will be submitted to a subsequent meeting setting out the impact on customer service of early Christmas closure, with a view to deciding whether to make this a permanent arrangement.

(Reason: In recognition of continued staff contribution to the council's service delivery during a prolonged challenging period for local government)

11.0 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 2 and 3 of Part 1 of Schedule 12A of the Local Government Act 1972, may be disclosed.

12.0 CHANGE TO ENVIRONMENTAL SERVICES OFFICER ROLE

- 12.1 The Head of Environmental Services presented a report seeking approval to integrate the Grounds Maintenance Contract monitoring function into the Environmental Services Officer (ESO) role in the Waste Services Team and to recruit to the vacancy within the team.
- 12.2 The integration of duties would provide additional resilience for all the duties currently being undertaken as part of the existing ESO role. These duties included patrols and enforcement of offences covered under the Council's Enforcement Policy, specifically littering, dog fouling and fly-tipping. The proposal would also enhance the ability for enforcement actions against those who committed offences impacting on grounds maintenance, such as littering.
- 12.3 The integrated posts had been job evaluated and had been graded at a higher grade than anticipated. The report proposed to reduce the hours of the part-time post to keep the overall costs within the existing budget. However, the Sub-Committee considered that the Council should have adequate resources in place to support this important area of activity and the hours of the part-time post should remain as originally proposed and the additional costs met..

RESOLVED: That

- i) the Equality Implications set out in section 4 of the report have been considered.
- ii) the amalgamation of the Amenities Supervisor post with the part time Environmental Services Officer post be approved.
- iii) the recruitment to the newly amalgamated and vacant Environmental Services Officer post be approved.
- iv) notwithstanding that the posts have been job evaluated at a grade higher than anticipated, the hours of the part-time post be retained as proposed at 28 hours per week and the additional cost of approximately £10,000 per year for the two posts be met from the overall forecast underspend in 2017/18 and be built into the base budget from 2018/19 onwards.

(Reason: To discharge the Council's contractual obligations with regard to the Grounds Maintenance Consortium)

Chairman