

# POLICY AND RESOURCES COMMITTEE

Date: 09 July 2018

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)  
David Jenney (Deputy Leader of the Council)

Tony Boto  
Val Carter  
John Farrar  
Roger Glithero JP

Helen Harrison  
Andy Mercer  
Phillip Stearn

## 73. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors David Brackenbury, Dudley Hughes JP and Sarah Peacock.

## 74. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 11 June 2018 were approved and signed by the Chairman.

## 75. DECLARATIONS OF INTEREST

The following declaration of interest was made:

Councillor	Item	Nature of Interest	DPI	Other Interest
Andy Mercer	ICT Strategy	Is the NCC Cabinet Member with responsibility for ICT		Yes

## 76. QUESTIONS UNDER COUNCIL PROCEDURE RULE 10.3

No questions were submitted under Procedure Rule 10.3.

## 77. MINUTES OF SUB-COMMITTEES AND WORKING PARTIES

### a) Housing Policy Sub-Committee – 12 June 2018

The minutes of the meeting of the Housing Policy Sub-Committee held on 12 June 2018 were received (see pages 100 to 102).

**RESOLVED:**

That Councillors Richard Lewis, Tony Boto and David Jenney be appointed to the Housing Options Contract Working Party.

**b) Personnel Sub-Committee – 25 June 2018**

The minutes of the meeting of the Personnel Sub-Committee held on 25 June 2018 were received (see pages 103 to 105).

**c) Finance and Performance Sub-Committee – 25 June 2018**

The minutes of the meeting of the Finance and Performance Sub-Committee held on 25 June 2018 were received (see pages 106 to 115).

**R.6 RESOLVED TO RECOMMEND TO FULL COUNCIL that:**

- (i) the updates to the Terms of Reference for the ENC Enterprise Centre Working Party set out in Appendix 1 be approved.
- (ii) subject to the revisions to the Capital Programme Development Pool being agreed, authority be given to proceed with the purchase of the land for the site of the Enterprise Centre from reserves.
- (iii) the following revisions to the Council's Capital Programme Development Pool for the budgeted build costs be approved:  
  
Total: £6,302,000, split as follows:  
2018/19 - £2,000,000  
2019/20 - £4,302,000
- (iv) the following revised funding package for the Capital Programme Development Pool be approved:  
  
Council reserves of at least £5,415,000, and  
Borrowing, if sufficient reserves are not available, of £2,670,000.
- (v) the Executive Director (Resources & Commercial) develop the required documentation in relation to the potential borrowing for approval by Full Council prior to a contractor being appointed.

*(Reason – To drive forward delivery of the project )*

**78. URGENT ITEM**

The following item of business had been added to the published Agenda with the consent of the Chairman in accordance with Section 100B(4)(b) of the Local Government Act 1972 as a decision was required before the next scheduled meeting of the Committee to ensure the effective working of the Policy.

#### **d) Discretionary Rates Relief Working Party – 11 June 2018**

The minutes of the meeting of the Discretionary Rates Relief Working Party held on 11 June 2018 were received (see pages 116 to 117).

#### **RESOLVED:**

That no amendments are made to the Discretionary Rate Relief Policy.

### **79. ICT STRATEGY**

The Head of Resources presented a report which provided an update on the ICT Strategy which had been approved in October 2016. A briefing on the ICT Strategy had been held prior to the meeting.

The Council had operated a shared ICT service with the Borough Council of Wellingborough since 2009, during which time significant efficiencies and improvements had been delivered. In October 2016, the Committee had approved an ICT Strategy to deliver the shared vision between the two Councils. The key aims of the strategy were to:

- Make our ICT infrastructure simpler, more reliable and secure;
- Focus our resources on business improvement rather than housekeeping and troubleshooting, which, while they were essential to keeping services running for residents, did not improve those services;
- Integrate ICT with the other service areas critical to business improvement; HR and Business Transformation;
- Introduce new governance arrangements to simplify management processes and decision-making within the ICT Service;
- Work more closely with BCW to adopt common processes and improve efficiency;
- Save money.

Whilst the ICT Strategy was still on course for delivery, it was recognised that there had been some difficulties in implementation which could not have been foreseen at the commencement of the work, particularly staff absences due to sickness and maternity leave, and the departure of key members of staff earlier than expected. These had meant the savings arising from the investment had been delayed, although once fully implemented they were anticipated to be greater than the original savings identified.

#### **RESOLVED:**

That the progress made on implementing the ICT Strategy, including projected annual savings of £280,000 by 2020 for the Council, be noted.

### **80. DRAFT STRATEGIC HOUSING PLAN 2018-2023**

The Housing Strategy and Delivery Manager presented a report on the Draft Strategic Housing Plan 2018-23, which had been revised following consultation.

Following the Committee's meeting in April 2018, the Draft Strategic Housing Plan had been circulated for consultation. The following responses had been received on the document:

- a) Councillors wished to see more emphasis included on the housing aspirations of the district as well as housing needs;
- b) The East Northamptonshire Faith Group were concerned that more consultation had not taken place on the vision document for Rushden East, including the potential to relocate the night shelter to better facilities;
- c) East Northamptonshire Faith Group had also highlighted their aspiration that new night shelter facilities should include daytime activities for vulnerable people; and
- d) Whilst keeping Bed and Breakfast to a minimum had been identified as a priority for the Council, this needed to be included in the future actions that would be undertaken in respect of homelessness.

The Draft Plan had been amended to take account of these comments and it had been further considered by the Housing Policy Sub-Committee at its meeting on 12<sup>th</sup> June 2018. Sub-committee members were satisfied that the issues raised during the consultation had been addressed and further requested that:

- a link should be provided to the licensing website for the standards required for Houses in Multiple Occupation;
- including planning policies on Houses in Multiple Occupation in the Local Plan Part 2 should be explored; and
- a link should be provided to the Housing Mix Report on the Council's website.

Whilst there was no longer a statutory obligation to produce a Housing Strategy, there was an obligation to produce a Homelessness Strategy. As the Homelessness Reduction Act 2017 and the accompanying Government Code of Guidance had only just been implemented, it was not possible to be certain that the proposed Homelessness Strategy included in the Strategic Housing Plan would be adequate. It was therefore proposed that the homelessness element of the Plan is reviewed once the new legislation and guidance had been in place for a year.

During discussion on the item, Members asked how Officers would work with private landlords to encourage them to support our housing duties. Officers responded that it could be around looking to secure private rented accommodation by providing help with deposits and rent in advance. Members stated that one of the biggest problems was that Housing Benefit was now paid directly to tenants, often to the detriment of the landlord. Officers clarified that under Universal Credit, Housing Benefit could only be paid directly to the landlord if the tenant was already in arrears. It was noted that this situation may mean that it could be difficult to get private landlords to take housing benefit tenants in the future.

**RESOLVED:**

- (i) That the Equality Implications relating to the report are noted; and
- (ii) That the Draft Strategic Housing Plan 2018-23 be adopted.

*(Reason: To ensure that the strategic direction of the housing service is fit for purpose and accords with legislation.)*

**81. LITTERING FROM VEHICLES OUTSIDE LONDON (KEEPERS: CIVIL PENALTIES) REGULATIONS 2018**

The Waste Manager presented a report which informed the Committee of the introduction of the Littering From Vehicles Outside London (Keepers: Civil Penalties) Regulations 2018, which allowed local authorities the ability to issue a fixed penalty notice to the keeper of a vehicle if there was reason to believe that a littering offence had been committed from that vehicle. These regulations came into effect from 01 April 2018.

The Regulations introduced powers to issue a fixed penalty notice to the owner of a vehicle when an enforcement officer of the litter authority was able to show that litter had been thrown from that vehicle onto land that falls within the District. The legislation gave local authorities the power to set the level of fixed penalty up to £150. It also allowed for an early payment discount to be applied to the fine to reduce the amount payable to £75 but also gave the power to increase the fine by 100% should payment not be received within 28 days of issue.

During discussion on the item, Members questioned the cost effectiveness of the fines and whether we would break even if they were issued. Officers confirmed that the proposed fines would be in line with the fixed penalty fines for environmental offences agreed at the last meeting of the Committee. It was also confirmed that the vehicle owner could appeal against the issuing of a fixed penalty.

It was proposed that the level of fine should be set at £150, doubling to £300 if payment not received within 28 days of issue, with an early payment discount reduction to £100.

**RESOLVED:**

- (i) That the Equality Implications relating to the report are noted;
- (ii) That the Privacy Implications relating to the report are noted;
- (iii) That the amendment to the Council's Enforcement Policies, to include the new Regulations and the following changes to the fixed penalty fines, be approved:

Littering from Vehicles (Environmental Protection Act 1990, (Section 88))

Penalty Level for East Northamptonshire Council - £150

Penalty Level for Early Payment - £100

Penalty Level for Non-Payment within 28 days of issue - £300

- (iv) To delegate authority to the Head of Environmental Services to introduce the new powers and to authorise the appropriate officers to issue Fixed Penalty Notices under legislation.

*(Reason: To accord with legislation and the policy of the Council.)*

**Chairman**



## Housing Policy Sub-Committee

Draft Minutes of a meeting held on Tuesday 12 June 2018 at 2.00pm, East Northamptonshire House, Thrapston

**Present:** Councillors: Steven North  
David Jenney  
Val Carter  
Tony Boto

Officer) **Officers:** Sharn Matthews (Executive Director and Monitoring  
Paul Bland (Head of Planning Services)  
Carol Conway (Housing Strategy and Delivery  
Manager)  
Jenny Walker (Environmental Protection Manager)  
Richard Palmer (Planning Policy and Conservation  
Manager)

### 1.0 APPOINTMENT OF CHAIRMAN

#### **RESOLVED:**

That Councillor Tony Boto be appointed Chairman of the Housing Policy Sub Committee for the year 2018/19.

### 2.0 APPOINTMENT OF VICE-CHAIRMAN

#### **RESOLVED:**

That Councillor Richard Lewis be appointed Vice-Chairman of the Housing Policy Sub-Committee.

### 3.0 APOLOGIES FOR ABSENCE

3.1 Apologies for absence were received from Councillors Richard Lewis and Sarah Peacock and officers, Aine Cooper, Housing Enabling Officer, Louise Bagley, Housing Services Officer and Chris Spong, Housing and Planning Officer.

### 4.0 TO NOTE THAT THE SUB-COMMITTEE IS OPERATING UNDER THE TERMS OF REFERENCE OF THE HOUSING POLICY WORKING PARTY, UNTIL AMENDMENTS TO THE CONSTITUTION ARE APPROVED AT THE NEXT COUNCIL MEETING

4.1 The Terms of Reference for the Housing Policy Working Party were noted. Members requested that the new Terms or Reference did not include specific names.

## **5.0 DECLARATIONS OF INTEREST**

5.1 No interests were declared.

## **6.0 QUESTIONS UNDER PROCEDURE RULE 10.3**

6.1 There were no questions submitted under Procedure Rule 10.3.

## **7.0 STRATEGIC HOUSING REPORT**

7.1 The Housing Strategy and Delivery Manager presented the draft Strategic Housing Plan, providing an overview of the amendments made to it. Changes to the licensing legislation in respect of Houses in Multiple Occupancy were explained, and it was noted that this would have an impact on officer workloads due to the increased number of properties in the district that would require a license.

7.2 During discussion on the item, Members proposed a number of amendments to the draft document.

### **RESOLVED TO RECOMMEND TO POLICY AND RESOURCES COMMITTEE:**

- i) That the Strategic Housing Plan be approved, subject to the agreed amendments being made.

*(Reason: to ensure that the strategic direction of the housing service is fit for purpose and accords with legislation)*

### **RESOLVED:**

- i) That the contents of the Equalities Impact Assessment be noted.

*(Reason: to ensure that the strategic direction of the housing service is fit for purpose and accords with legislation)*

## **8.0 VERBAL UPDATE ON THE IMPLICATIONS OF THE NATIONAL PLANING POLICY FRAMEWORK (NPPF) CHANGES AND LOCAL PLAN MAKING FOR HOUSING MIX.**

8.1 The Planning Policy and Conservation Manager gave a presentation outlining the potential implications that the NPPF changes could have when they are implemented.

8.2 During discussion on the item, Members raised concerns about the potential lack of time available to test the Local Plan against NPPF requirements. Officers advised that positive promotion opportunities for aspirational housing on appropriate sites would be explored, entailing direct contact with site and development promoters on specific sites that may be appropriate for the delivery of larger aspirational housing..

### **RESOLVED:**

That the verbal update on revisions to the NPPF be noted and that opportunities for exploring the positive promotion of larger aspirational housing be identified and implemented by the Head of Planning Services and relevant colleagues

That a Housing Mix SPD would not now be pursued and that a policy in the emerging Local Plan Part 2 would cover the matter of encouraging larger aspirational housing in the south of the district as part of a re-balancing of the housing mix in East Northamptonshire.

**9.0 TO APPOINT MEMBERS TO THE HOUSING OPTIONS CONTRACT WORKING PARTY**

- 9.1 The Sub-Committee appointed three Members to the Housing Options Contract Working Party.

**RESOLVED TO RECOMMEND TO POLICY AND RESOURCES COMMITTEE:**

That Councillors Richard Lewis, Tony Boto and David Jenney be appointed to the Housing Options Contract Working Party.

*(Reason: To meet constitutional requirements)*

**10.0 TO AGREE THE COMMENCEMENT TIME FOR FUTURE MEETINGS OF THE SUB-COMMITTEE**

- 10.1 The options for the commencement times of future meetings were discussed.

**RESOLVED:**

That the commencement time for future meetings of the Sub-Committee be no later than 10am.

*(Reason: To ensure the efficient workings of the Sub-Committee)*

**Chairman**





## Personnel Sub-Committee

Minutes of a Meeting held on Monday 25 June 2018 at 6.30pm, East Northamptonshire House, Thrapston

**Present:** Councillors: Tony Boto  
John Farrar  
Roger Glithero JP  
Glenvil Greenwood-Smith  
David Jenney  
Steven North  
Sarah Peacock

**Officers:** David Oliver Chief Executive  
Glenn Hammons Executive Director (Resources & Commercial)  
Lisa Butterfill Interim Human Resources Manager

### **APPOINTMENT OF CHAIRMAN**

1.0

#### **RESOLVED:**

That Councillor Roger Glithero be appointed Chairman of the Personnel Sub-Committee for the year 2018/19.

### **APPOINTMENT OF VICE-CHAIRMAN**

2.0

#### **RESOLVED:**

That Councillor Sarah Peacock be appointed Vice-Chairman of the Personnel Sub-Committee for the year 2018/19.

### **APOLOGIES FOR ABSENCE**

3.1 No apologies for absence were received.

### **MINUTES**

4.1 The minutes of the meeting of the Personnel Sub-Committee held on 14 May 2018 were approved and signed by the Chairman.

### **DECLARATIONS OF INTEREST**

5.1 No declarations of interest were made.

## **6.0 QUESTIONS UNDER PROCEDURE RULE 10.3**

6.1 There were no questions submitted under Procedure Rule 10.3.

## **7.0 ABSENCE MANAGEMENT POLICY**

7.1 The Interim HR Manager reported that the Absence Management Policy, which formed part of the Staff Management Policy, required updating in advance of a review of the full Staff Management Policy. This was to complete an audit action and was in line with the Absence Management Policy Review Action Plan discussed by the Sub-Committee in November 2017.

7.2 Staff consultations had been undertaken and the proposed revisions to the Policy were appended to the report.

7.3 It was confirmed that, while reference to specific health conditions was made in the Policy, it covered all medical conditions.

### **RESOLVED:**

That, subject to the amendment set out below, the changes to the Absence Management Policy set out in the report be approved.

Paragraph 10.5: the revised wording to read “contact should be maintained on at least a monthly basis”.

*(Reason: To ensure absence is managed in a clear, fair, legal and consistent way).*

## **8.0 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 4 of Part 1 of Schedule 12A of the Local Government Act 1972, may be disclosed.

## **9.0 SHARED SERVICE PROPOSAL**

9.1 The Executive Director (Resources & Commercial) reported that, further to the report submitted to the Sub-Committee in January 2018, an independent review of the shared HR service proposal from Corby Borough Council had been undertaken by East Midlands Councils (EMC). The recommendation made by EMC was for this Council to enter into a shared HR service with Corby Borough Council (which would act as the host authority) and the Borough Council of Wellingborough.

9.2 A summary of the proposed service was provided, together with the benefits afforded by a shared service and the indicative timescale for implementation.

- 9.3 Should the Sub-Committee give its approval, a period of consultation with staff affected by the proposals would take place and this was planned to be undertaken simultaneously across the three councils involved.

**RESOLVED:** That

- i) the report by East Midlands Councils on the assessment of options for a shared HR service with Corby Borough Council and the Borough Council of Wellingborough be noted.
- ii) the preferred option to enter into a shared HR service with Corby Borough Council (host authority) and the Borough Council of Wellingborough be approved.
- iii) consultation with staff on the implementation of the preferred option be approved.
- iv) it be noted that a report will be submitted to a subsequent meeting setting out the results of the consultation with staff and, if appropriate, formally establishing a shared HR service with Corby Borough Council and the Borough Council of Wellingborough

*(Reason: To ensure that council services are provided in the most cost-effective manner)*

## **10.0 PLANNING SERVICES RESTRUCTURE AND SECONDMENT**

**RESOLVED:**

That consideration of this item be deferred until the next meeting of the Sub-Committee.

**Chairman**



## Finance and Performance Sub-Committee

**Minutes of a meeting held on Monday 25 June 2018 at 7.05pm, East Northamptonshire House, Thrapston**

**Present:** Councillors: David Brackenbury  
John Farrar  
Roger Glithero JP  
Glenvil Greenwood-Smith  
David Jenney  
Steven North

Officers:

David Oliver	Chief Executive
Glenn Hammons	Executive Director (Resources and Commercial)
Greg Macdonald	Head Economic and Commercial Development
Julia Smith	Head of Customer and Community Services
Sandie Williams	Interim Finance Manager
Mike Greenway	Community Partnerships Manager
Angela Hook	Corporate Support Manager
Samantha Jeffrey	Performance Officer

### 1.0 APPOINTMENT OF CHAIRMAN

**RESOLVED:**

That Councillor Steven North be appointed Chairman of the Finance and Performance Sub-Committee for the year 2018/19.

### 2.0 APPOINTMENT OF VICE-CHAIRMAN

**RESOLVED:**

That Councillor Richard Lewis be appointed Vice-Chairman of the Finance and Performance Sub-Committee for the year 2018/19.

### 3.0 APOLOGIES FOR ABSENCE

3.1 Apologies for absence were received from Councillor Richard Lewis.

### 4.0 MINUTES

4.1 The minutes of the meeting of the Finance Sub-Committee held on 30 April 2018 were approved and signed by the Chairman.

## **5.0 DECLARATIONS OF INTEREST**

5.1 No declarations of interest were made.

## **6.0 QUESTIONS UNDER PROCEDURE RULE 10.3**

6.1 There were no questions submitted under Procedure Rule 10.3.

## **7.0 VARIATION TO ORDER OF THE AGENDA**

7.1 With the consent of the Sub-Committee, the Chairman varied the order of the published Agenda.

## **8.0 EXCLUSION OF PUBLIC AND PRESS**

### **RESOLVED:**

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

## **9.0 EAST NORTANTS ENTERPRISE CENTRE**

*Martin Miller representing the Council's appointed PMQS consultants, TPI, was in attendance to outline the services provided by the Total Project Integration and provide an overview of the programme to confirm timeframes including that it would be operational by March 2020.*

9.1 The Head of Economic and Commercial Development presented a report seeking funding support from the Council to develop and deliver the East Northants Enterprise Centre.

9.2 Approval was being sought for the Council to fund the whole project from a combination of council reserves and a loan facility following an unsuccessful European Regional Development Fund bid. The reasons for refusal of the bid had been considered to help shape and refine the revised business case presented in the report. Other funding sources were also being investigated in order to add value to the project.

9.3 It was noted that the balance between use of the Council's Reserves and borrowing might change as the project proceeded.

### **RESOLVED: That**

- i) progress on the project to date be noted.
- ii) it be noted that the European Regional Development Fund funding bid was not successful and a revised funding package is being put in place for the scheme;
- iii) it be agreed that further reports will be submitted to Finance and Performance Sub-Committee prior to the start of procurement and prior to a contractor being appointed.

- iv) It be noted that the design team will be appointed once the revised funding package has been agreed by Council

**RESOLVED TO RECOMMEND TO FULL COUNCIL:** That

- i) the updates to the Terms of Reference for the ENC Enterprise Centre Working Party set out in Appendix 1 be approved.
- ii) subject to the revisions to the Capital Programme Development Pool being agreed, authority be given to proceed with the purchase of the land for the site of the Enterprise Centre from reserves.
- iii) the following revisions to the Council's Capital Programme Development Pool for the budgeted build costs be approved:

Total: £6,302,000, split as follows:

2018/19 - £2,000,000

2019/20 - £4,302,000

- iv) the following revised funding package for the Capital Programme Development Pool be approved:

Council reserves of at least £5,415,000, and  
Borrowing, if sufficient reserves are not available, of £2,670,000.

- v) the Executive Director (Resources & Commercial) develop the required documentation in relation to the potential borrowing for approval by Full Council prior to a contractor being appointed.

*(Reason – To drive forward delivery of the project )*

**10.0 ASSET MANAGEMENT – JUNE 2018 UPDATE**

- 10.1 The Head of Economic and Commercial Development presented a report providing an overview of current activity associated with the Council's assets in relation to the adopted Asset Management Strategy.

**RESOLVED:** That

- i) the development of proposals in principle and budgets for the Wilko Site to produce a Masterplan for the area; demolish 103 High Street and design and deliver improvements to the area between the 103 High Street Eaton Walk be approved.
- ii) options for the Rushden Centre be considered at the next meeting of the Sub-Committee.
- iii) the request for self build at land to west of St Mary's Avenue Rushden be refused.
- iv) the position on land at Smithfield Place and Unit 5 Enterprise Road Raunds be noted.

- v) the promotion and marketing of land at Kings Cliffe for affordable housing be approved.
- vi) the sale of the plot of land at 37 Thorpe Road Raunds be approved.
- vii) the position on approval to sell the garage site at New Road Oundle be confirmed.

*(Reason: To deliver the Asset Management Strategy).*

#### **11.0 RE-ADMISSION OF PRESS AND PUBLIC**

##### **RESOLVED:**

That the press and public be re-admitted to the meeting.

#### **12.0 MINUTES OF WORKING PARTIES**

- 12.1 The minutes of the meetings of the ENC Enterprise Centre Working Party held on 31 May and 11 June 2018 were received.

#### **13.0 QUARTERLY PERFORMANCE REPORTING – QUARTER 4 2017-18**

- 13.1 The Corporate Support Manager presented a report detailing the performance of the Council in respect of agreed indicators and other statistics for Quarter 4 2017/18.

##### **RESOLVED:**

That the report be noted.

#### **14.0 BUDGET MONITORING TO 31 MAY 2018 (HIGH LEVEL REVIEW ONLY)**

- 14.1 The Interim Finance Manager provided an overview on the forecast revenue position against the approved budgets for the period ended 31 May 2018 in financial year 2018/19.
- 14.2 It was noted that there was currently a budget shortfall in ICT of £93k and that the position was continually monitored. It would be flagged where it was possible to make savings to reduce or eliminate this shortfall.
- 14.3 It was noted that a report on the monitoring process for capital expenditure would be submitted to the meeting of the Sub-Committee to be held on 10 September 2018, with a focus on Disabled Facilities Grants.

##### **RESOLVED:**

That the latest estimate on the revenue position for 2018/19 be noted.

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

## **15.0 TREASURY MANAGEMENT REPORT TO 31 MARCH 2018**

- 15.1 The Executive Director (Resources and Commercial) presented a report outlining the Treasury Management position for the period ended 31 May 2018.

**RESOLVED:** That

the Treasury Management performance for period up to 31 May 2018 in financial year 2018/19 be noted.

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

## **16.0 CAPITAL PROGRAMME AND DEVELOPMENT POOL UPDATE**

- 16.1 The Executive Director (Resources and Commercial) reported that the Council's Medium Term Financial Strategy had been approved at the Council meeting held on 26 February 2018. Whilst this included approval of the Capital Programme and Development Pool budget, it had been agreed that due to the continuing decline of capital resources and significant ongoing changes to the capital programme, the approval would be subject to a review of the programme by Members of this Sub-Committee and Corporate Management Team. The review would ensure that sufficient justification was made for all items to be included in the Capital Programme.
- 16.2 The Sub-Committee was provided with an update on the ICT programme in terms of progress, delivery, savings and next steps for 2018/19. Whilst there had been slippage in delivering expected savings in 2017/18 and 2018/19 due to some work streams taking longer than planned, savings were still on target to be delivered in 2019/20.
- 16.3 The latest position in respect of ICT requirements within the Capital Programme and Development Pool were outlined. A review the current status of IT Capital Projects had been undertaken and the Development Pool for IT projects required adjustment in order to reflect current projects more appropriately.
- 16.4 In order to continue delivery of phase 2 of the work programme, provision of £595,475 had been identified of which £65,000 was already within the Approved Capital Programme.

**RESOLVED :** That

- i) the realignment of ICT budgets in the Development Pool, as set out in Appendix 2, be approved.

*(Reason: To follow correct approval process for transfers within the Development Pool)*

- ii) the transfer of £378,350 from the Development Pool to the Approved Capital Programme, as set out below, be approved

<b>Description</b>	<b>Total</b>
LAN/Wifi	£152,900
End User Device	£143,125
Data Infrastructure Equipment (for Servers)	£ 20,000
Business Transformation Resource	£ 62,325



<b>Total</b>	<b>£378,350</b>
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*(Reason: To follow correct approval process for transfers to the Approved Capital programme from the Development Pool)*

## **17.0 REPORT ON DEBT WRITE OFFS AND OUTSTANDING DEBT AT 31 MARCH 2018**

- 17.1 The Interim Finance Manager presented a report outlining the amount of debt written off during the financial year 2017/18 and providing an analysis of outstanding debt at 31 March 2018.
- 17.2 It was noted that the data produced at the end of March 2018 had been affected by the Business Rates valuations not being received until January 2018 and the demands not, therefore, being issued until February 2018. In addition, a Business Rates national appeal was pending which concerned a demand for £207,000.
- 17.3 An update on the figures contained in the report was provided as follows:
- 17.4 The total value of invoices not on payment plans was £971,227.15  
The total outstanding debt was approximately £4.3m.

### **RESOLVED:** That

the position of debts written off for financial year 2017/18 and the latest information on outstanding debts at 31 March 2018 be noted.

*(Reason: To meet requirements as set out in section 5.46 of the Council's Financial Procedure Rules (Part 4.3 of the Constitution)*

## **18.0 EAST NORTHAMPTONSHIRE GREENWAY**

- 18.1 The Community Partnerships Manager presented a report seeking the Sub-Committee's approval for the release of funding for various developments on phases 5, 7 and 8 of the East Northamptonshire Greenway. Phase 5 of the project was an extensive phase covering the route from Ditchford Bridge to Stanwick Lakes, with Phases 7 and 8 connecting Woodford Locks and Thrapston.
- 18.2 At its meeting held on 26 June 2017, the Finance Sub-Committee had approved an allocation up to £130,000 from the New Homes Bonus (NHB) reserve to provide match funding for an application to the European Agricultural Fund for Rural Development. Officers had subsequently considered options for delivering the works and detailed feasibility proposals were submitted for the Sub-Committee's consideration.
- 18.3 It was noted that a total of £76,563.50 had been allocated for supported Greenway developments in the section 106 agreement for development reference EN/08/02282/FUL. The Policy and Resources Committee had approved the allocation of £31,000 for developing phase 5e at its meeting held on 4 September 2017 (minute 154 refers), which left £45,563.50 available to support the phase 5 projects detailed in the report.

- 18.4 An additional £170,000 was required for the full development of phases 7 and 8, as outlined in the report and there was sufficient funding currently in the NHB Stream 3 pool for this work to be carried out.

**RESOLVED:** That

- i) the equality and diversity implications as set out in the report have been considered and noted..
- ii) the allocation of a maximum of £30,000 from the Section 106 monies from development: EN/08/02282/FUL, to either support the construction of the new bridge on phase 5 or improve footpaths on phase 5, be approved.
- iii) the release of £15,000 from the section 106 monies from development: EN/08/02282/FUL, to support the supply and installation of signage and interpretation boards on phase 5 Higham to Irthlingborough, be approved.
- iv) the release of a further £170,000 from the New Homes Bonus reserve, making a funding stream of up to £300,000 available to deliver phases 7 and 8, be approved.
- v) the Privacy Impact Assessment has been considered and noted.

*(Reason: To support the delivery of a green corridor for cycling and walking through East Northamptonshire that provides opportunities for active and healthy lifestyles).*

**Chairman**

## Appendix 1 – East Northants Enterprise Centre Working Party – Revised Terms of Reference

### 1 Purpose

- 1.1 This working party has been created to oversee, inform and drive delivery of the East Northants Enterprise Centre (the Project) with regards to funding, design, procurement and communications.
- 1.2 The Working Party will be councillor led but will include key officers tasked with providing information and liaison with key partners. It will provide a forum for discussion and distillation of options and approaches and for ensuring the responses are compiled in a timely manner.
- 1.3 The Working Party has no statutory role and has no formal decision making powers. It will make recommendations to Finance and Performance Sub-Committee regarding:
  - ~~Submission of ERDF bid (including agreement of ENG match funding)~~ Identifying funding sources
  - Procurement of Construction and Operator contracts
  - Designs ready for planning application submission
  - Award of operating contract (subject to planning and funding)
  - Award of construction contract (subject to planning and funding)
  - ~~Signing of ERDF funding agreement~~ Securing a funding package

### 2 Membership

- 2.1 The Working Party will comprise of the Chair and three other councillors drawn from Finance and Performance Sub Committee. It will be advised by the Head of Economic and Commercial Development and Finance Manager, together with other officers as appropriate.
- 2.2 The Working Party will be serviced by East Northamptonshire Council.
- 2.3 The Working Party will invite individuals or representatives of other organisations, consultants, contractors and advisers to attend a particular meeting when an item of relevance to them is to be discussed or where particular specialist input is needed.

### 3 Meetings

- 3.1 Working Party meetings will take place when required. The business of the meeting shall be set out in an agenda and notified to members of the Working Party five days in advance of the date of the meeting. At least 2 ~~members~~ councillors of the Working Party will need to be present for the meeting to be quorate.
- 3.2 The Working Party will chaired by the ~~Leader~~ Cllr Greenwood-Smith, with the Deputy Leader acting as Deputy Chair.
- 3.3 Items for inclusion on the agenda will be agreed with the Chair and should be submitted for consideration at least 7 days prior to the date of the meeting.

3.4 The minutes of the previous meeting shall be submitted for agreement at the start of every meeting.

3.5 In order to provide for free and frank discussions, reports and minutes will be confidential to the Working Party until otherwise agreed by the Working Party. Once no longer considered confidential, reports and minutes will be published on the Council's website.

#### **4 Members' Responsibilities**

4.1 Councillors and officers must declare at the start of any meeting an interest in any matter for discussion in which they have a personal interest or involvement.

#### **5 Voting**

5.1 The Working Party will work towards securing mutual agreement on all aspects of the project, but should a vote be necessary each Councillor will have a single vote and decisions will be made on the show of hands. In the event of a tie in the number of votes, the Chair will have a second, or casting, vote.

#### **6 Variation of the Terms of Reference**

6.1 These Terms of Reference may be altered by vote at (full) Council.

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<b>Description</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>Total</b>
End User Devices (Desktops, Laptops, Tablets, Scanners) *	143,125	143,125	-	-	<b>286,250</b>
Replacement Printers & Scanners	4,194	-	-	-	<b>4,194</b>
Data Infrastructure Equipment (Data Centre & Council Offices)*	25,000	5,000	30,000	55,000	<b>115,000</b>
Security Systems	5,000	5,000	5,000	5,000	<b>20,000</b>
Licences	-	82,000	84,000	86,000	<b>252,000</b>
Capital ICT Balance - To be allocated *	51,264	10,875	90,650	90,800	<b>243,589</b>
Committee Management System	18,000	-	-	-	<b>18,000</b>
CRM Replacement	-	20,000	-	-	<b>20,000</b>
LAN / Wi-fi*	152,900	-	-	-	<b>152,900</b>
Meeting Room AV Equipment	30,000	-	-	-	<b>30,000</b>
Business Transformation Resource*	62,325	9,000	-	-	<b>71,325</b>
ESRI - GIS Upgrade	10,000	-	-	10,000	<b>20,000</b>
<b>Total</b>	<b>501,808</b>	<b>275,000</b>	<b>209,650</b>	<b>246,800</b>	<b>1,233,258</b>

Changes are marked \*



**Discretionary Rate Relief Working Party  
Minutes of meeting held on  
Monday 11 June at 10.00am  
in the Member's Room**

**Present**

<b>Councillors:</b>	<b>Steven North Glenvil Greenwood-Smith David Jenney</b>	<b>Cllr SN Cllr GGS Cllr DJ</b>
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**Also in attendance**

<b>Officers:</b>	Lucy Hogston, Benefits Manager	LH
	Julia Smith, Head of Customer and Community Services	JS
	Sue Wadlow, Business Rate Officer	SW
	Greg Macdonald, Head of Economic and Commercial Development	GM

*Minutes – Charlie Christmas, Democratic Services and Corporate Support Officer (CCh)*

		<b><u>ACTION</u></b>
<b>1</b>	<b>Introduction and apologies</b>	
1.1	Round table introductions were made. No apologies were received.	
1.2	Cllr DJ declared an interest as the Chairman of the Rushden Sea Cadets.	
<b>2</b>	<b>To note the Terms of Reference</b>	
2.1	It was noted that this working party was omitted from the Full Council meeting in May, and will therefore need to go to P&R Committee to be officially reconvened. Any declarations of interest made that are relevant, will be carried through to future meetings. The membership will also need to change; with a replacement nominated for Councillor Helen Harrison.	
<b>3</b>	<b>Appointment of Chairman and Vice Chairman</b>	
3.1	Cllr DJ was elected as Chairman of the Working Party. Cllr SN was elected as Vice Chairman of the Working Party.	
<b>4</b>	<b>National Non Domestic Rate Report</b>	
4.1	LH provided an overview of national non domestic rates. Business rates are a tax levied on non-domestic properties, and since 2013 council's have been able to retain a portion of business rates raised locally; currently 40% for ENC. This figure may rise from 2020/21, although the exact percentage is yet to be confirmed.	
4.2	Some properties are eligible for discounts, known as business rates reliefs. This falls under two categories; mandatory or discretionary relief.	

	Examples of mandatory relief are: Charitable Relief, Rural Relief and Small Business Rates Relief (SBRR). From April 2017, SBRR of 100% applies to eligible properties with a rateable value of not more than £12,000.	
4.3	The current position of the fair funding consultation was queried. JS to request this information from Michelle Drewery. JS confirmed that any risks, such as being unable to collect rates, are included on the risk register.	<b>JS</b>
<b>5</b>	<b>Discretionary Rate Relief Report</b>	
5.1	The Discretionary Rate Relief Policy was approved in 2012, with several amendments made since then. In line with current policy, customers who receive relief were notified on 1 <sup>st</sup> March 2018 that this ceases on 31 <sup>st</sup> March 2019 due to the review. After a through discussion and overview of the policy members felt it was fit for purpose and supported businesses as appropriate. Further communication to be sent notifying customers of the outcome of the review subject to approval by Policy and Resources Committee.	<b>LH/SW</b>
5.2	Members were provided with an analysis of the descriptions determined by the Valuation Office, of the types of organisations that currently receive discretionary relief. A breakdown of the 2017/18 reliefs totalling £5,585,109, granted by the council was also presented.	
<b>6</b>	<b>Any other business</b>	
6.1	None raised.	
<b>7</b>	<b>Date of the next meeting</b>	
7.1	No further meetings are required.	
	<b>RESOLVE TO RECOMMENDED TO POLICY AND RESOURCES COMMITTEE:</b> That no amendments are made to the Discretionary Rate Relief Policy.	