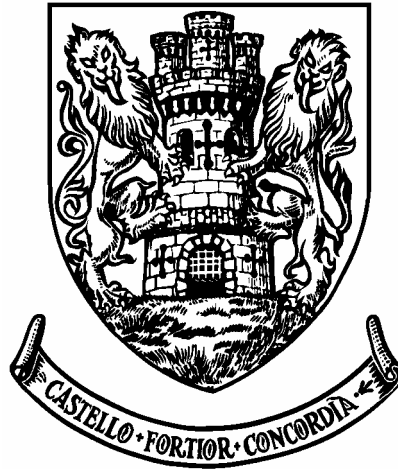


NORTHAMPTON BOROUGH COUNCIL



COUNCIL

Monday, 8 September 2008

YOU ARE SUMMONED TO ATTEND A MEETING OF NORTHAMPTON BOROUGH COUNCIL, WHICH WILL BE HELD AT THE GUILDHALL NORTHAMPTON ON MONDAY, 8TH SEPTEMBER 2008 AT SIX THIRTY O'CLOCK IN THE EVENING WHEN THE FOLLOWING BUSINESS IS PROPOSED TO BE TRANSACTED:-

1. MINUTES.

To approve the minutes of the proceedings of the Meeting of the Council held on MeetingDate.

2. APOLOGIES.

3. DECLARATIONS OF INTEREST

4. MAYOR'S ANNOUNCEMENTS.

5. PUBLIC COMMENTS AND PETITIONS

- (i) Petition from Upton Grange Residents Association to extend Upton Parish boundary.
- (ii) Other.

6. MEMBER AND PUBLIC QUESTION TIME

The questions submitted and the responses are attached.

7. CABINET MEMBER PRESENTATIONS

8. OVERVIEW AND SCRUTINY ANNUAL REPORT 2007/2008

9. APPOINTMENT OF MEMBERS TO THE WEST NORTHAMPTONSHIRE JOINT STRATEGIC PLANNING COMMITTEE

Report of Solicitor to the Council.

10. APPOINTMENTS TO NORTHAMPTON MUNICIPAL CHURCH CHARITIES

Report of Solicitor to the Council

11. INDEPENDENT REMUNERATION PANEL

Report of Solicitor to the Council

12. AMENDMENTS TO MEETINGS CYCLE

Report of Chief Executive

13. OPPOSITION GROUP BUSINESS

14. MATTERS OF URGENCY WHICH BY REASON OF SPECIAL CIRCUMSTANCES THE MAYOR IS OF THE OPINION SHOULD BE CONSIDERED.

The Guildhall
Northampton
28th August 2008

D. Kennedy Chief Executive

A Question from Cllr Ifty Choudary to Cllr Church

"Northamptonshire Police believe that a skateboard park in Becketts Park would be a very useful youth facility as currently skate boarding in Abington Street causes annoyance to traders, shoppers and visitors to the town. The Police believe it would help solve anti-behaviour in the town centre. Other towns such as Milton Keynes and Camden in London have built skate parks that have proved popular with all age groups and alleviated issues of people skating in town centres and other inappropriate areas. These parks have been designed as street skating parks that replicate the sort of street skating, that Abington Street provides.

As a ward councillor it is my view that Becketts park should have a skate board park. Can the portfolio holder and the Lib Dem administration give the police their unequivocal backing for a skateboard facility in Becketts Park?"

Answer:

The consultation on the proposed master plan for Becketts Park has shown considerable support for the principle of a skateboard provision sited on the park. This would not just be a small facility, but a major attraction to provide a very special resource for skateboarders, rollerbladers, BMX and trail bikers. The proposed master plan will be presented to cabinet in October.

The siting and the proposed funding of a skateboard park need very careful consideration before a firm commitment can be made. The proposal needs to be considered alongside other proposed activities in the park, including a marina, and also residential and commercial development around the park. A skateboard park on this scale will need considerable financial support, not just to build, but to operate and maintain, funds that the Borough council does not have.

The Council's administration would wish to see a major facility such as this in Northampton. It would provide something of real value to local young people, as well as drawing more people into our town. We need to be certain that Becketts Park is the right place for it, so we may be asking for more work to identify other potential sites while supporting the concept of such a facility in Becketts Park.

Councillor R Church
Portfolio Holder – Regeneration

B Question from Cllr Tess Scott to Cllr Tony Woods

Following my question at the last council meeting the Leader of Council said further investigations would be carried out on whether planning permission should have been applied for before placing any artwork on the racecourse. Given that it was seven weeks ago could the Leader now tell us whether or not planning permission was needed?

Answer:

As there was some uncertainty about the Ownership of the Artwork, Officers sought clarity from the Friends of Northampton Racecourse on this issue. FONR have, by letter, formally gifted the Artwork to Northampton Borough Council. This means that the artwork, being owned by NBC can be regarded as permitted development. Therefore, there will not be a need for a retrospective planning permission application and any issue about past planning permission is now academic.

**Cllr T Woods
Leader of the Council**

Council
Monday 8th September 2008

Portfolio Holder Presentations

1. Report of the Leader of the Council, Portfolio Holder for Partnerships and Improvement (Page 1)
2. Report of the Portfolio Holder for Community Engagement & Safety (Page 3)
3. Report of the Portfolio Holder for Housing (Page 5)
4. Report of the Portfolio Holder for Regeneration (Page 6)
5. Report of the Portfolio Holder for Environment (Page 8)
6. Report of the Portfolio Holder for Performance (Page 10)
7. Report of the Portfolio Holder for Finance (Page 13)

Council

Monday 8th September 2008

Report of the Portfolio Holder for Partnerships & Improvement

Management Restructure

Job evaluation has been completed and salary scales set for the Director and Head of Service posts and agreed with myself, the Leaders of the Opposition Groups and the Chair of General Purposes.

Formal offers have been accepted for:-

Director of Planning & Regeneration
Director of Housing
Head of Planning

David Bailey
Lesley Wearing
Susan Bridge

Further announcements will be made. Offers have been made for thirteen other posts. Seven further posts will be advertised shortly. Interim arrangements are being put in place to ensure cover for all posts when the new management structure comes into effect on 1 October 2008.

As anticipated, the new management team will comprise current Corporate Directors and Managers, promotions from our operational managers and external appointments.

I will be announcing some changes to Cabinet Portfolio responsibilities shortly to ensure a better match between the political and managerial leadership structures.

Improvement

There has been no Government Monitoring Board meeting since last Council. The next meeting is now scheduled for 16 October 2008.

The Audit Commission, will be conducting an 'Access to Services' inspection early next calendar year.

This will test a number of key aspects of the Council from our equalities performance through engagement to our 'customer focus'. It will be a very wide ranging inspection that will, potentially, encompass all our services.

We had hoped to apply for CPA re-grading before the government's deadline of 31 March 2009. The government wanted all councils graded as Poor in the 2004 round of CPA inspections – which includes Northampton Borough Council – to be rated above Poor before 31 March 2009.

However, the Audit Commission have made it clear that they will only consider performance information for the year 2006-07 in any re-grading inspection. This is so far out of date as to be meaningless and would mean that NBC would be most unlikely to be re-graded above Poor. We have, therefore, decided not to seek regarding.

However, we do need to have a clear benchmark as to our current position.

We have, therefore, commissioned the Improvement & Development Agency (IDeA) to undertake a Peer Review this autumn. This is something undertaken entirely voluntarily. There has been no pressure from the Government Monitoring Board or Lead Official to undertake this review. However, it is an important step in our improvement journey.

The IDeA team will be on site for 4 days commencing on 13 October. I am sure they will want to talk to a cross section of Councillors. This date will also allow the Review Team to observe a Government Monitoring Board meeting. This will be the first IDeA Peer Review since 2001.

I have recently read the report from that 2001 review. If the problems identified in that report had been acted upon, swiftly and effectively, Northampton Borough Council might well have avoided being classified as Poor in 2004 and so have avoided the torrid time we have experienced, over the past 4 years, in government 'engagement'.

Sadly, only now, some 7 years after that IDeA report, are we seriously, effectively tackling the problems of Northampton Borough Council.

Joint Strategic Planning Committee (JSPC)

The statutory order was approved at the end of July establishing the JSPC.

Membership will be:-

Northampton BC	4 seats
Daventry DC	3 seats
South Northants DC	3 seats
Northamptonshire CC	2 seats

In addition there will be non voting observers from WNDC, Wellingborough BC and the Labour Party (to ensure all three parties are involved). Other observers may be appointed as required.

NBC will chair for the first 18 months.

The first meeting of the JSPC will be on 21 October 2008.

There have been concerns about the progress being made towards establishing a Local Development Framework. Progress has been slow, continues to slip and there are concerns raised about achieving the 'test of soundness'.

To address this the four Councils have commissioned (with GO-EM support) a review of the LDF process and the JPU's 'fitness for purpose' in supporting this.

I anticipate that the report will identify a resource shortfall in the JPU with a recommendation that significantly more and more senior people are employed.

This will have budget implications.

WNDC

Council has asked for regular feedback from my activities as a member of the WNDC Board. There is, however, nothing substantive to report this time.

Cllr Tony Woods
September 2008

Council

Monday 8th September 2008

Report of the Portfolio Holder for Community Engagement & Safety

1. Community Safety

Safer Stronger Northampton Partnership (SSNP)

The co-located unit is now firmly established at Fish Street. An official launch will take place on the 11 September 2008. The combination of the Council and Police Community Safety services have provided the opportunity for new practices to be established to further develop partnership working. This will not only help in co-ordinating the work of our front line services, but also enable us to identify crime and disorder issues as and when they emerge, therefore giving the opportunity to provide support and intervention at an earlier stage.

Crime

Northampton continues to see a fall in overall crime with marked reductions in robbery and violent crime. Partnership working with the police through the SSNP, Neighbourhood Management and Joint Action Groups continues with various front line services taking an active role.

2. Culture and Leisure

Venezia!

The Venezia! Festival came to an end on 10th August. We are now evaluating the project. We will be setting up an opportunity for sponsors to give feedback on their experience of the event.

Museums

The museum has received a grant of £15,000 from the Designation Challenge Fund towards audience development work.

Be prepared to see the museum in Guildhall Road being covered in scaffolding in the next few weeks – not a piece of cutting edge contemporary art, but the start of work to repair a leaking roof and replace some of the ailing air-conditioning units.

Balloon Festival

The weather was kind to the Festival this year. The general consensus was that it was a successful event. Some traders are already requesting sites for next year. 41,000 paying visitors, together with a similar number of children attended this year. With the green light given for next year, the events team will begin planning next year's event now.

Events

The events team are working on a revised Events in Parks policy.

Leisure

Swimming attendances are up at Danes Camp.

Direct debits for gym membership are growing, but there has been a slight slow down probably due to the 'credit crunch', but the outlook is still optimistic.

There is a damp problem with the Sports Hall floor at Lings Forum. Work is underway and has to be completed by the end of September, when the centre hosts the National League Men's basketball

3. Customer Services Operations

There is a time limited project One Stop Shop transformational group reviewing the existing use of the One Stop Shop, customer feedback, stakeholder requirements for the future to forward plan how existing accommodation is used, review resource and capacity for service delivery.

Customer Services staff have been working hard following the implementation of the Choice Based Lettings project. This has involved increased call volumes and customers into the One Stop Shop in the early stages as customers get used to the new allocations system. The numbers coming in have started to diminish and staff are reporting that advising customers on their housing application is a much more straight forward process.

The IT Governance Board have approved the procurement of a workforce management system called Q-max for the Contact Centre. The systems enables managers to make the most effective use of staffing resources to meet customer demand and free up staff time for training and development. The system will generate efficiency savings for the contact centre as well as ensuring we have the resources to meet the performance standards set.

A Customer Feedback Coordinator has been appointed to work with service areas on improving their processes on complaints. The Coordinator will be concentrating on improving reporting to service areas on complaints and working with service area resolvers on improving the quality of written responses.

Support Services

A Value for Money review indicated that the Royal Mail CleanMail Advance service could provide significant savings to NBC. Discussions are in progress to secure this deal to ensure an ongoing saving for the Council on essential costs.

Further savings will be possible in the Print Room by replacing an obsolete high volume copier with two newer machines for the same monthly lease fee. This has more than doubled the copying capacity of the unit.

Call Care

On the 29th May a full 3-year audit was conducted by Telecare Standards Association (TSA). Call Care passed this inspection and is accredited to the TSA Part 1 for calls handling. The inspector complimented staff on the quality of their pre-inspection submission. There were no "improvement notices" issued. Work is in progress to achieve Part 2 of the accreditation in the autumn of this year.

Cllr Brendan Glynane
September 2008

Council

Monday 8th September 2008

Report of the Portfolio Holder for Housing

4. Performance

Choice Based Lettings (CBL) went live on 31st July as planned and three bidding cycles have already taken place. A great deal of hard work has been done by a significant number of staff in the last few months leading to the successful launch. CBL will give our customers on the waiting list more choice over where they live. A number of Housing Associations have now signed up to be part of the common housing register and will advertise their properties through our scheme. We are also working with South Northants Council on a joint CBL scheme.

The Housing service improvement plan for 2008-10 is currently in development with a series of workshops with staff being held. The plan will address the recommendations in the recent Audit Commission progress inspection report and will be a key document, identifying priority actions and outcomes for the next couple of years.

5. Partnership Working

Just over 100 people attended the recent Landlord's forum held in the Great Hall. Presentations were given on licensing, energy performance certificates and local housing allowances. Feedback was very positive and it is planned to hold this event on a quarterly basis in future.

Officers recently attended a research workshop organised by Communities and Local Government (CLG) in Milton Keynes designed to assist a common understanding of the care and support needs of communities within growth areas and to ensure that these needs can be accurately predicted and addressed.

6. Key Issues

- The restructure of the Housing Department below the Head of Service level is progressing following consultation with staff. It is hoped to implement the new structure from 1st October.
- The Benefit Service is recruiting to team leader vacancies. These posts are critical to the continued improvement in benefits performance and we expect to attract a number of high calibre candidates.

Housing Services have recently taken over responsibility for the management of Ecton Lane Gypsy and Traveller site.

A management agreement has been negotiated with one of the residents of the site and a housing officer has been allocated to work with both the manager and the residents to ensure liaison and monitoring arrangements are in place and work effectively. A service user group will be established to ensure issues are addressed quickly and to the satisfaction of all residents. These arrangements will ensure that the previous issues relating to Ecton Lane are not repeated.

Cllr Sally Beardsworth
September 2008

Council
Monday 8th September 2008

Report of the Portfolio Holder for Regeneration

Market Square

I am delighted to report that our plans for the market square have been well received by Northamptonshire Enterprises Ltd and we have been awarded a grant of £900,000 for a three year programme of improvements to the square. This is a vote of confidence in our proposals for our market square as the hub of our town centre.

Our aim is to create a versatile space for so more people to enjoy the fabulous place our Market Square is. A successful trading market is a key element, that is why we want to invest in promoting the market and looking at ways we can support and encourage new traders. The Market Square will be a place for entertainments and leisure as well as additional retail. A place to watch live British medal success at the 2012 Olympics, to enjoy a skating rink at Christmas, to enjoy an evening's music or experience the tastes and smells of a food festival whilst maintaining market trading. The cabinet has agreed to fund a full time events organiser who can help us make all of these things happen.

Public Realm

Once work in Gold St is completed, WNDC, The County Council and ourselves are looking at where the next phase of the public realm project should be. The Council are keen to see work in the Market Square and Abington St to raise the quality of the public environment in these key areas.

Chrysalis Centre

We have submitted a bid to the East Midlands Development Agency to secure capital funding for this major project to restore 36 Guildhall Rd as a business start up centre, where new entrepreneurs can have a town centre base to trade from. We expect to hear the outcome soon.

St. Johns Masterplan

We have launched the St. John Masterplan jointly with our colleagues in The County Council and WNDC. We have had a consultation event in the Guildhall for stakeholder in the area, focusing particularly on our plans for the area known as the Blueberry Diner site close to the new entrance to the Derngate Centre. Generally, the plans have been well received, and we are in discussions with prospective developers for phase 1 – The Blueberry Diner and Albion Street car park sites.

Central Area Action Plan

The results of the consultation on "Issues and Options" for the Central Area Action Plan have now been published and are available on the council's website. We shall soon be presenting a Preferred Options Paper for further consultation.

Director of Planning & Regeneration and Head of Planning

David Bailey has been appointed as Director of Planning and Regeneration and will start with the Council on November 1st. Susan Bridge starts at the beginning of September as the Head of Planning. I am pleased to welcome them both to the council.

Planning Committee meetings

Plans are being prepared for changes to the Jeffery Room to improve arrangements for planning committee meetings. These include new audio visual equipment and furniture to improve the meetings for both members and the public. The changes will also have benefits for other meetings in the Guildhall. The chair and deputy chair of planning, as well as the leaders of the opposition parties and cabinet members have been consulted on these proposals.

Beckets Park and The Racecourse

Consultations on draft proposals for Beckets Park and the Racecourse were held at the balloon festival. The Beckets Park masterplan will be being presented to cabinet shortly. Proposals for a Marina have received widespread support, and could create a major new attraction for our town. A report on the Racecourse masterplan will also be presented to cabinet, and we will be looking for further consultation opportunities, and working with Friends of the Racecourse to seek funding to implement key elements of the final masterplan.

Cllr Richard Church
September 2008

Council

Monday 8th September 2008

Report of the Portfolio Holder for Environment

The following is an update on key issues delivered or being progressed within the Street Scene & Property Maintenance Portfolio.

Street Scene

ELVIS (End of life vehicle impound scheme)

Following the introduction of the new service level agreement in April this year, removal of abandoned vehicles continues to exceed targets. For the past three months, removal levels have been maintained at 100%. Numbers of abandoned vehicles have also decreased significantly since the rise in scrap metal prices.

Britain in Bloom

The judges visited the Borough in mid-July to look at floral displays within Northampton that have been provided by the Council as well as those of some local businesses and Headlands Primary School. The results will be revealed at a presentation to be held in Nottingham in September. Northampton is part of the 'city category' for the East Midlands.

Encams – The Big Tidy

During September NBC will be holding various 'clean-ups' across the Borough in conjunction with Encams (Keep Britain Tidy). Officers, Neighbourhood Wardens and local groups are joining together to clear-up areas to help improve their local community and environment.

It is not too late to join in, please contact Fred Williams on 01604 838042 for further information.

Consultations

Rose Garden and Maze

After consulting with the ward Councillor's, Friends of Abington Park and Members of the Abington Conservation group an Article was placed in the Chronicle and Echo outlining plans for this proposed project. Plans were on display at the Balloon Festival and are now displayed in the front foyer of the Guildhall.

To date one letter of objection has been received via The Chronicle & Echo.

Assuming the results of consultation are positive, the aim is to start the works as early as possible so it will be in place by next summer.

Postcards from the Park

The second PFP competition has just taken place. This competition is a joint initiative between the Chronicle and Echo and NBC and this year produced a record number of entries. The competition gives local photographers the opportunity to showcase their skills while at the same time highlighting the many beautiful parks across the Borough. A list of winning entries, along with some of the best submissions of the six categories, is currently on display in the Guildhall.

Waste Services

Additional plastics to be recycled

We are currently exploring new technologies to enable us to recycle additional types of plastics that can be collected from the kerbside. It is hoped that margarine and yoghurt pots will be just a few of the new additional plastics that can be added in to the existing blue recycling box.

Kitchen Waste Collections

Tenders have recently been received to introduce kitchen waste collections across Northamptonshire. This is a project that has been developed through the Northamptonshire Waste Partnership that includes the Borough and County Councils along with other districts. Evaluations of the submitted returns will continue throughout September and October and once a preferred bidder has been identified, Cabinet will give further consideration for potential introduction during 2009.

Carbon management

We are continuing making progress in the carbon reduction and we are now looking into others areas where we can reduce the carbon footprint in house

Private Sector Housing

A joint project with the county to review DFG provision is now complete and a draft report is being produced. Additional technical officer resources have now been secured by engaging experienced agency staff and the backlog of grants is being processed. The service is in the process of transfer to Housing services

Cllr Trini Crake
September 2008

Council
Monday 8th September 2008
Report of the Portfolio Holder for Performance

Improving the Councils Performance.

- Preparations for the Council's Peer review, scheduled for week commencing 13th October are well underway. The Self Assessment and supporting evidence is being prepared. Further details relating to the on-site schedule will be communicated shortly.
- Performance Plus implementation evaluation has been completed. Learning will be used in planning the roll out phases across the authority. A report will be taken to Cabinet recommending the next phase of the roll-out to other service areas. This recommendation will include input from the Performance Team Leader, who joins the Council on Monday 8th September who has experience of the Performance Plus from her current authority.

An analysis of our 2007/08-outturn performance is being undertaken using recently purchased interim quartile data. This will allow us to compare our performance against all other councils earlier than is usually available, as the Audit Commission comparison data is not issued until December. A report of the outturn will be taken to Cabinet and Scrutiny benchmarking our services and highlighting areas of improvement and those requiring more attention to improve the Citizen experience.

- The Performance Team continues to work with the other Local Area Agreement partners within the county to develop a co-ordinated approach to monitoring and reporting the new National Indicators, particularly focusing in the first instance on those detailed within the new LAA.

Higher Standards of Service

Electoral Services

- The annual canvas of the Register of Electors has commenced with letters being sent to 94K households. Publicity has been arranged at the Balloon Festival and via fifty roadside posters to encourage individuals to register to Vote.
- Members of the public can confirm the details by telephone or via the internet if there are no change of circumstances to register. Initial response rates are ahead of last year and the new register will be published by the 1st December.

Legal action to improve Services

- Enforcement action has been taken by the Legal Department across a number of services to ensure compliance with statutory duties and quality of service provided to members of the public. Prosecutions have been undertaken in respect of Food Hygiene and Private Hire Trading.
- Legal action has also been pursued in respect of recovering outstanding Council Tax payments and over payment of Housing Benefits where individuals failed to properly advise the authority of their change of circumstances.

- Anti-Social Behaviour Orders have been obtained against two individuals, where the Courts judge the behaviour of these individuals was having a detrimental impact on the lives of their neighbours.

Land Charges

- Land charge searches are down on last year reflecting the “credit crunch”. The 22% year on year reduction in searches is a clear indicator of the reduction in property sales locally.
- The authority is currently producing consultation responses to two government proposals on Access to Data and the charges for providing extra data a part of the land search process.

Licensing

- Following requests from the public or the police or another interested party a number of the Licensed Premises reviews have been reported to Licensing Committee. This has resulted in license conditions being tightened or the license being revoked.
- In addition to the Plying for Hire prosecutions, which relate to individual drivers, the owner and operators licence holder of a local firm, has been found guilty of plying for hire fined a total of £2,015.00.
- Inspections of the premises covered by the Gambling Act are also continuing.

Better Information for the Public

- Work has commenced to revise the Council’s Publication Scheme. This is a statutory requirement under section 19 of the Freedom of Information Act 2000 and was last revised in Jan 2003. Along with other public bodies the Borough council will submit a new scheme by 31st December 2008.
- The new scheme will list 7 classes of information compared to the previous 12 and will detail how much the Council charges for the information and whether it is publicly available, or available on request. It is anticipated that the revised scheme will be reported to Cabinet in November 2008.
- It is hoped that the new Publication scheme will enable the public to have better access to information and reduce the authorities work responding to Freedom of Information requests.

Supporting Councillors and our Staff

Independent Remuneration Panel.

- As reported on the Council agenda a new Independent Remuneration Panel is to be appointed to fulfil the statutory requirement that the Council has to receive independent advise on matters relating to councillor allowances and support.
- The new panel is being supported by a national expert in this field and will report its findings to council in October.

Single Status

- Work is progressing with the establishment of a new project to deliver the Pay and Grading arrangements for this council. A target date for the project of April 2010 has been set.

**Cllr Brian Hoare
September 2008**

Council

Monday 8th September 2008

Report of the Portfolio Holder for Finance

7. 2007/08 Statement of Accounts

Work has started on the audit of our 2007/08 Statement of Accounts and Annual Governance Statement. Our external auditors, KPMG, commenced the audit at the beginning of August. In line with statutory requirement, the accounts post audit are due back to the Audit Committee, Cabinet and Council later this month.

8. Comprehensive Performance Assessment (CPA)

The Use of Resources section of the CPA was presented to our external auditors this month too. The Use of Resources is made up of five sections; Value for Money, Financial Standing, Financial Management, Financial Reporting and Internal Control. Robust evidence was presented detailing the good work undertaken during 2007/08. The results of their review is expected at the latter end of this year. It is mainly a backward looking review.

9. Budget

The budget round for 2009/10 to 2011/12 has been launched and Finance are meeting with budget managers to assist in the process. The 2008/09 budget setting process, that included estimates for 2009/10 and 2010/11, identified that there are considerable pressures to manage in 2009/10 and future budget rounds.

Cllr Malcolm Mildren
September 2008

OVERVIEW & SCRUTINY ANNUAL REPORT 2007/2008

Full Council 8 September 2008

Report Title	OVERVIEW & SCRUTINY ANNUAL REPORT 2007/2008
--------------	--

Agenda Status: PUBLIC

1. Purpose

1.1 To receive the Overview and Scrutiny Annual Report 2007/08, as attached at Appendix A.

2. Recommendations

2.1 That Council notes the Overview and Scrutiny Annual Report 2007/2008.

3. Background and Issues

3.1 Part 2, Article 6 of the Council's Constitution requires that the Overview and Scrutiny Committees report annually to Council on their workings and make recommendations for further work programmes, and amended working methods if appropriate. Attached at Appendix A is the third Overview and Scrutiny Annual Report to the Council, covering the 2007/08 municipal year. It aims to provide a succinct summary of the Overview and Scrutiny Committees appointed, as well as the main issues scrutinised during the course of the year.

3.2 Overview and Scrutiny Committees are responsible for setting their own work programmes and will report to Council annually. The Overview and Scrutiny work programme 2008/2009, detailing the work of all three Committees will be reported to Council at a later meeting.

4. Options

4.1 Not applicable.

5. Implications (including financial implications)

5.1 Priorities

5.1.1 Effective Overview and Scrutiny arrangements leading to improvements in service design and delivery contribute to achieving the ambition of being a well managed Council where the customer is at the heart of what we do.

5.2 Policy Framework

5.2.1 The work of Overview and Scrutiny plays a major part in the development of the Council's policy framework through its the work programme.

5.3 Resources and Risk

5.3.1 Not applicable.

5.4 Legal

5.4.1 Statutory power to undertake the proposals as set out in the report

5.4.1.1 The duties to undertake Overview and Scrutiny are set out in the Local Government Act 2000.

5.5 Equality

5.4.1 Overview and Scrutiny carries out equality impact assessments for its reviews, working closely with the Policy Team Leader.

5.5 Consultees (Internal and External)

5.5.1 The report has been circulated to the Overview and Scrutiny Management Committee for comment.

6. Background Papers

Key background information: -

- Overview and Scrutiny Committee agendas and minutes
- Overview and Scrutiny Review reports

Report Author and Title: Tracy Tiff, Overview and Scrutiny Officer on behalf of Councillor A Simpson, Chair, Overview and Scrutiny Management Committee

Telephone and Email: 01604 837408, tiff@northampton.gov.uk























Report of the
Overview & Scrutiny Committee
2007/2008



NORTHAMPTON
BOROUGH COUNCIL

Contents



Message from the Chair of the Overview and Scrutiny Management Committee	3	
Introduction	4	
The Overview and Scrutiny structure at Northampton	5	
Overview and Scrutiny making a difference	7	
Overview and Scrutiny - Adding value to the work of the Council	8	
How Overview and Scrutiny contributes to the Council's corporate objectives	8	
How you can become involved in the work of Overview and Scrutiny	9	
Overview and Scrutiny Management Committee	10	
Key changes	11	
What are the future challenges for Overview and Scrutiny?	11	
Welcome from the Chair of Overview and Scrutiny Committee 1	14	
Key outcomes and achievements	15	
Call in - Alteration to the Task and Finish Group recommendations CEFAP	23	
The year ahead	24	
Welcome from the Chair of Overview and Scrutiny Committee 2	26	
Key outcomes and achievements	27	
Call in - Robinson House	30	
The year ahead	31	
Welcome from the Chair of Overview and Scrutiny Committee 3	33	
Key outcomes and achievements	34	
The year ahead	36	
Overview and Scrutiny contact details	37	





a message from

Councillor Andrew Simpson, Chair, Overview and Scrutiny Management Committee

Welcome to the third Annual Report of the work of Northampton Borough Council's Overview and Scrutiny.

This has been the first year of an expanded Overview and Scrutiny function within the Council with the creation of three new committees and a management committee following the Liberal Democrats taking control of the Council in May 2007.

This has presented us both with opportunities and challenges for Overview and Scrutiny within Northampton Borough.

The opportunity has been there to involve more Councillors in scrutinising the work of the Council and in contributing to its improvement. This has been demonstrated by a number of Reviews ranging from Historic Buildings through to Voluntary Sector funding. Overview and Scrutiny has also demonstrated engagement with the public through one-off pieces of work on issues such as Billing Waste Water, Council housing and Post Office Closures.

With the Government strengthening the role of Scrutiny in looking at partner organisations and moving towards 'scrutiny of place' the future challenge is to look beyond the role of Northampton Borough Council. Overview and Scrutiny needs to involve and work closely with all external partners and organisations who all contribute to the well being of the people of Northampton.

At the same time Overview and Scrutiny needs to demonstrate clearly how it is contributing towards the improvement of Northampton Borough Council and above all helping involve more citizens in its work.

This is even more challenging in a position of limited resources but an increasing workload and responsibility. That's why we are conducting a review of how Overview and Scrutiny works in Northampton, looking at best practice elsewhere and building on experience gained over the last few years. The opportunity is there to really start making a difference to the future of Northampton



**Councillor
Andrew Simpson
Chair, Overview
and Scrutiny
Management Committee**



Introduction

What is Overview and Scrutiny?

Overview and Scrutiny emerged in the Local Government Act 2000 as part of the Government's 'modernisation' agenda. The Act required Local Councils to revisit their existing Committee structures and move towards a model that more closely resembled that of Central Government with its Cabinet and Select Committees.

Overview and Scrutiny is a new way of working for local councils that holds the Executive to account but also an important mechanism for driving forward improvements in services.

The Centre for Public Scrutiny was established to support the development of Overview and Scrutiny nationally. In its 2004 Good Scrutiny Guide it developed the following principles for effective public scrutineers:

Four Principles of effective Overview and Scrutiny

- Provide a 'critical friend' challenge to executives and external authorities
- Reflect the voice and concerns of the public
- Take the lead and own the scrutiny process on behalf of the public
- Make an impact on the delivery of public services

Overview and Scrutiny is led by Councillors. They lead on the review of topics where issues are researched and recommendations developed. They are also involved in setting work programmes for the Overview and Scrutiny Committee, bringing forward topics and issues, identifying who they want to hear from to inform their work and what they want to know and how it is presented to them.

Topics for Overview and Scrutiny are identified from a variety of sources. These can include: -

- Issues critical to the Council's improvement
- Topics suggested for review by the Cabinet
- Matters referred from Full Council meetings
- Topics put forward by Overview and Scrutiny Councillors
- The Forward Plan for Cabinet (future decisions)
- Issues raised by members of the public

Call-In of Cabinet decisions

The Cabinet makes key decisions which are decisions that affects more than two wards and/or involves more than £50,000. Within three working days of the minutes of the Cabinet meeting being published, two Councillors may "call in" a decision made at that meeting. This means that Overview and Scrutiny examines the decision to make sure that it was made in the correct way and using robust information. Overview and Scrutiny may recommend that the Cabinet or Full Council should reconsider the decision. It may also be consulted by the Cabinet on forthcoming decisions and the development of policy.

At Northampton, to date, Call-In has been used sparingly, and during 2007/2008 there were just two call ins which showed that the decision making process is transparent and open to constructive challenge.

The Overview and Scrutiny process enables non-Executive Councillors (those who are not on the Cabinet) to influence decisions that are taken by Cabinet and to ensure that the views and needs of local people are taken into account.

Overview and Scrutiny is objective and constructive, aiming to add value to any area it considers.



The Overview and Scrutiny Structure at Northampton

Up to 2005 the Council had seven separate Overview and Scrutiny Committees, each reflecting a Cabinet Portfolio.

As part of the Constitutional changes made in September 2005 this was streamlined down to a single Committee which was then supported by various ad hoc task and finish groups. Whilst this proved effective, it was difficult to maintain the necessary breadth of overview across the range of the Council's activities.

In May 2007, the number of Overview and Scrutiny Committees was increased to three, in addition to the establishment of a Overview and Scrutiny Management Committee.

The Committees mirror the Cabinet Portfolios and are identified as: -

- **Overview & Scrutiny Committee 1** (partnerships, regeneration; community safety and community engagement)
- **Overview & Scrutiny Committee 2** (housing and environment)
- **Overview & Scrutiny 3** (improvement, performance and finance)

Overview and Scrutiny Structure



Membership of the Overview and Scrutiny Management Committee 2007/2008



Councillor Andrew Simpson (Chair)



Councillor Roger Conroy (Vice Chair)



Councillor Joy Capstick



Councillor Jamie Lane



Councillor Christopher Malpas



Councillor Jane Hollis

The Overview and Scrutiny Management Committee co-ordinates and manages the work of the Overview and Scrutiny Committees. The Management Committee comprises six Councillors who will normally be the Chairs and Deputy Chairs of the three Overview and Scrutiny Committees.



The Overview and Scrutiny Structure at Northampton

The Management Committee has the following responsibilities:

- Co-ordinating work programmes
- Allocation of resources
- Allocating areas of responsibility in cases of doubt
- Re-allocation of areas of responsibility in the event of changes to Cabinet Portfolios
- Involvement of other people in Overview and Scrutiny process
- Training and development needs for Overview and Scrutiny Councillors
- Publicising the work of Overview & Scrutiny both within the Council and externally to the public and external organisations
- Evaluating the performance against the four main principles of Overview and Scrutiny

The Overview and Scrutiny Committees set up Task and Finish Groups to review specific issues. These have been a successful feature of Northampton's Overview and Scrutiny process.

The Groups work in more informal and flexible work style, with a smaller number of Councillors, which enables good cross-party working and greater opportunities to develop in-depth knowledge and expertise. Task and Finish groups often bring in outside witnesses or experts to assist in the review as well as hearing from interested members of the public.

This evidence-based process leads to the Task and Finish Groups compiling reports which are considered by the relevant Overview & Scrutiny Committee before going to Cabinet and/or Full Council.



Overview and Scrutiny making a difference

The fact that Overview and Scrutiny has grown reflects how important Overview and Scrutiny is to the improvement of Northampton Borough Council and to role of the Council in making Northampton a town to be proud of.

Northampton's previous Overview and Scrutiny Committee undertook some good work and was noted for 'good practice' for its call-in procedure and the aim has been to build on that success.

During 2007/2008 the ways that Overview and Scrutiny is delivered has changed and improved the workings of scrutiny: -

- The Overview and Scrutiny Committees have increased from one to four. Three Committees mirror the Cabinet Portfolios with a fourth overarching Management Committee
- Increased dedicated Overview and Scrutiny support has been provided through two Overview and Scrutiny Officers
- Improved systems and processes to support the Overview and Scrutiny process have been introduced
- All Councillors have been supported to get more involved in Overview and Scrutiny through a programme of dedicated Overview and Scrutiny training sessions The Overview and Scrutiny Work Programme has been further developed.
- An Overview and Scrutiny report format for submission to Cabinet has been introduced
- An improved Overview and Scrutiny agenda format has been introduced
- 10 Scrutiny Reviews were conducted which resulted in a number of recommendations to Cabinet. Further details are given in later sections of this Annual Report
- One Joint Scrutiny Review was held which demonstrated the importance of partnership and joint working to deal with issues affecting more than just the Borough Council
- There were two "Call-Ins" which showed that the decision-making process is transparent and open to constructive challenge
- Early in the consultation process Overview and Scrutiny dedicated part of its scheduled meetings to budget consultation and provided comment on the Council's draft budget.



Overview and Scrutiny Adding value to the work of the Council

Overview and Scrutiny adds value because through it Councillors can devote the time to look at issues and problems in depth. They can bring in all the necessary people to speak to them so that they can get a more rounded understanding. Then the evidence collected can be used to put together recommendations for improvement to the Cabinet or Council.

Overview and Scrutiny also provides an opportunity for the public and other stakeholders to access, influence and inform the work of the Council. It enables them to raise issues and contribute to Reviews and Inquiries and also hear first hand issues in more depth than is possible at other Council meetings.

How Overview and Scrutiny contributes to the Council's Corporate Objectives

Overview and Scrutiny supports the Council's five priorities and underpinning commitments and a lot of scrutiny work is developed around these priorities.

The Council's five priorities and underpinning commitments are:

- **We will help our communities become safer, greener and cleaner**
- **We will improve housing and health to enhance the well-being of our communities**
- **We will be a well-managed organisation that puts our customers at the heart of what we do**
- **We will promote economic development and growth in Northampton**
- **We will strengthen our commitment to partnership working and engaging with our communities to deliver better outcomes**



How you can become involved in the work of Overview and Scrutiny

There are a number of ways in which the public and interested organisations can find out about the work of Overview and Scrutiny:-

Attend a Meeting of the Overview and Scrutiny Committee

All Overview and Scrutiny Committee meetings are held in public and anyone is welcome to attend to listen to the proceedings.

Only on rare occasions, when certain types of confidential information are being discussed, are members of the public not allowed to attend Overview and Scrutiny Committee meetings. As well as wanting to keep people informed about Overview and Scrutiny, the Councillors on the Overview and Scrutiny Committees and Task and Finish Groups are keen to hear your views on the topics they are looking at.

There are a number of ways in which the public's views can be heard by the Councillors:-

Write to the Task and Finish Groups

If you have a particular interest in a review you can write to or e-mail the relevant Task and Finish Group to give your views to the Councillors. If you do choose to make a contribution to a Task and Finish Group's review, any comments you make will not be made public unless you have agreed to this.

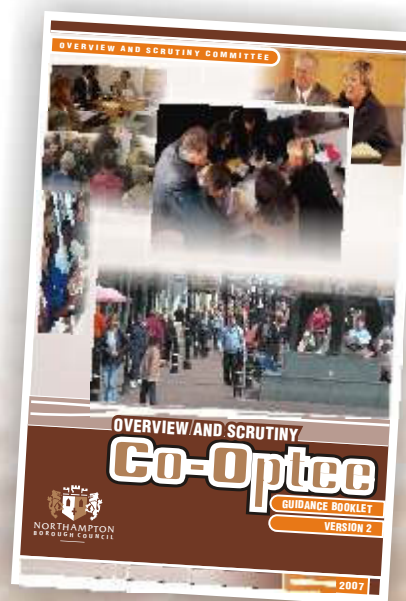
Become a Witness

One of the main ways in which the Task and Finish Groups gather the evidence they need to

inform their reviews is through inviting individuals with a particular knowledge of the subject to attend their meetings and provide evidence. This enables the Councillors to make better informed recommendations but it also gives individuals and organisations from outside the Council a way of having their voice heard.

Become a co-opted member to a Task and Finish Group

If you have knowledge or expertise in the topic being reviewed, become a co-opted member to the Task and Finish Group. Co-opted members are normally representatives of groups or organisations or members of the public with specific or relevant expertise external to the Council. Overview and Scrutiny has put together a Co-Optee Handbook that gives brief details the roles of a Co-Opted member.



Overview & Scrutiny Committee
Management Committee



Overview and Scrutiny Management Committee

The Overview and Scrutiny Management Committee has overall responsibility for co-ordinating, managing and developing the scrutiny process.

The Committee has introduced a number of changes as part of an ongoing process of review and development, which aims to ensure that we continually improved Overview and Scrutiny at Northampton.

The Key Changes

- Improved performance management monitoring for all Overview and Scrutiny Committees
- Introduction of Equality Impact Assessments for all Task and Finish reviews
- Improved project management practices for Task and Finish reviews
- Introduction of Appreciative Inquiries
- Introduction of a dedicated Overview and Scrutiny training programme for all Councillors
- Initiation of an evaluation of the performance of the Overview and Scrutiny process using the Centre for Public Scrutiny framework

What are the future challenges for Overview and Scrutiny?

Countywide Joint Scrutiny

There are some further challenges arising from the impending Local Government and Public Involvement in Health Act (2007) (LGPI), which widens the remit of Overview and Scrutiny functions. Overview and Scrutiny at Northampton decided to meet informally with the other District and Borough Scrutiny Teams to start to get a common understanding of what needs to be done in the future, with regard to: -

- Scrutiny in a two-tier area and county wide scrutiny
- Partner scrutiny - scrutiny of external agencies in the area
- Requiring external partners to supply information to Overview and Scrutiny Committees
- Scrutiny of matters of importance to local communities
- Scrutiny of Local Area Agreements Round 2 (LAA2)

Meetings have been held with Scrutiny Teams at the neighbouring authorities and have been met with enthusiasm for the proposal. Work will continue over the next few months.



Overview and Scrutiny Management Committee

Comprehensive Area Assessment (CAA)

Comprehensive Area Assessment (CAA) will replace Comprehensive Performance Assessment (CPA). This is a major change to the current assessment system following the passing of the Local Government and Public Involvement in Health Act (2007). CAA will look at the public services in an area delivered by councils and their partners, including the private and voluntary sector. CAA aims to be more relevant to local people by focussing on issues that are important to their community. It will also develop a shared view about the challenges facing an area, such as crime, community cohesion, a sustainable environment or public health issues and will also create a more joined-up and proportionate approach to public service regulation.

Local Area Agreements Round 2 (LAA2)

Local Area Agreements (LAAs) set out the priorities for a local area agreed between central government and the local authority, Local Strategic Partnership (LSP) and other key partners at a local level. LAAs simplify some central funding, help join up public services more effectively and allow greater flexibility for local solutions to local issues.

Evaluation of Overview and Scrutiny

The objective of this review is to evaluate the performance of Overview and Scrutiny at Northampton using the Centre for Public Scrutiny's framework. The Overview and Scrutiny Management Committee has instructed the Overview and Scrutiny Team to start the evaluation process and report progress. It is

envisage that the evaluation will conclude in 2008, making recommendations for further development and improvement to the Overview and Scrutiny process at Northampton.

Resourcing Overview and Scrutiny

A key challenge with an expanding role for Overview and Scrutiny is how it will be resourced in the future. The Management Committee has been looking at this to ensure prioritisation of work within the current resources, but also to see where additional support is needed. The evaluation is also helping inform this going forward. With an increased Cabinet workload there is a knock-on effect to Overview & Scrutiny if it is to adequately provide the function of a 'critical friend'. This will need resourcing both in arranging support for meetings and reviews but also in Councillor participation.

Improving Public Involvement

Development of Overview and Scrutiny relies on engagement and involvement of the public in order to succeed. The Management Committee is looking to develop how Overview and Scrutiny encourages more people to 'get involved' in what the Council does through contributing to Scrutiny Reviews and in raising issues with the Council and inputting into future work programmes.



Overview & Scrutiny Committee **1**

Partnerships, Regeneration, Community Safety and Engagement



Overview & Scrutiny Committee **1**

Partnerships, Regeneration, Community Safety and Engagement

welcome from

Councillor Andrew Simpson, Chair, Overview and Scrutiny 1

It's been a busy year for the Committee with five reviews, one Call-In, one Special Inquiry and a number of consultation Reviews and reports to Cabinet.

The year kicked off with two reviews on Voluntary Sector Funding and Community Engagement both were urgent items providing an opportunity for Overview and Scrutiny to input into future Cabinet decisions.

We then had a Special Inquiry into the proposed closure of seven Post Offices in Northampton which enabled Councillors, the public and the Post Offices affected to try and influence Post Office Ltd in deciding which to close. This Inquiry undoubtedly helped save one office in the town.

Three further reviews have been completed one on Historic Buildings, one on the Councillor Call for Action (CCfA) (as proposed in the Local Government & Public Involvement in Health Act (LGPIH)) and a third jointly with the County Council on Alcohol Related Violence and the use of Polycarbonate Glasses.

There was also a Call-In from the Cabinet decision over Voluntary Sector Funding which was upheld and resulted in the Cabinet revisiting a previous decision.

The Committee has also provided comments on national Government consultations and looked at some specific issues raised by the public and Councillors and made recommendations to Cabinet.

The future challenge is to respond to new powers for Overview and Scrutiny under the LGPIH Act and to develop the scrutiny of Crime and Disorder matters.

Involving more partner organisations and the public in future reviews will be essential for continued success.

I would like to thank all Councillors, Council staff, external organisations, and above all, members of the public who have contributed to this year's packed work programme.



A handwritten signature in black ink that reads "A Simpson".

**Councillor
Andrew Simpson
Chair, Overview
and Scrutiny
Management Committee**

Overview and Scrutiny Committee 1

Overview and Scrutiny Committee 1 has a wide-ranging agenda, which seeks to examine and influence policies under its remit of partnerships, regeneration, community safety and community engagement.

Key outcomes and achievements

Overview and Scrutiny Committee 1 successfully oversaw and delivered a number of reviews during 2007/2008, interviewing key witnesses, undertaking desktop research, looking at models of best practice and gathering statistical information and data to aid the review process.

Reviews for 2007/2008 included: -

Alcohol Related Violence/Polycarbonate glasses

This was a joint review with Northamptonshire County Council. The objective of the review was to identify the benefits to well being accrued through the introduction of polycarbonate glasses within specified localities such as city centres, sporting and leisure venues.

The Review acknowledged that the Council's Licensing Committee is already introducing the use of polycarbonate glasses in its licensing conditions but this report, together with its extensive research, provides evidence in support of such conditions

Key findings:

- As proven by diverse urban contexts in the UK, the use of polycarbonate glasses can be efficiently introduced/enforced in town centres via locally-appropriate combinations of Local Government Act 2000 'promotion of well-being' powers, byelaws, licensing conditions and/or voluntary-based campaigns.
- Polycarbonate glasses have been introduced most efficiently, and have yielded the most positive outcomes, where there has been close consultation, partnership and agreement between Local Authorities and local licensees/publicans/landlords and other stakeholders
- A number of misconceptions currently characterise public perceptions of polycarbonate glasses (e.g. they are 'wibbly wobbly' plastic; they have a significant financial/environmental cost compared to glass; they are unhygienic). From consultation with users of Northampton's 'leisure zone', it is evident that perceptions of polycarbonate glasses improve markedly once users handle/use a polycarbonate vessel for the first time. There is therefore a need to undertake educational/promotional work preceding or accompanying the introduction of polycarbonate glasses
- Should polycarbonate glasses be introduced in Northampton's 'leisure zone', there is a need to evaluate in a robust and ongoing way the outcomes of such an intervention.
- Although the introduction of polycarbonate glasses is proven to have numerous positive outcomes, it must be remembered that polycarbonate glasses are not a 'magic bullet' cure for issues of alcohol-related violence.



Overview and Scrutiny Committee 1

Key Outcomes

- Evidence was obtained that proves the beneficial effect of introducing polycarbonate glasses and which supports their introduction where appropriate
- A report was provided to both the Chair of Licensing and Leader of the Council
- Northampton Borough Council's current approach was endorsed by the findings
- A greater understanding was provided of the effect of using polycarbonate glasses and a recognition that they do not solve all issues associated with alcohol related violence

- Funding to the Voluntary and Community Sector under the Partnership Fund should be on a minimum three-yearly basis and only Voluntary and Community Sector Organisations should be funded from the Voluntary and Community Sector grants pot.
- Interim arrangements for those organisations currently funded for one year (to end 31 March 2008) should be put in place and clearly communicated to organisations concerned no later than 30 November 2007.
- A feasibility study is carried out to ascertain whether the administrative function for grant applications should be outsourced.
- The Council develops a Commissioning Strategy for the provision of services to meet the Council's corporate objectives.

Voluntary Sector Funding/Partnerships

The purpose of this review was to make recommendations to the Cabinet to assist in the budget process and medium term financial strategy for 2008-2011. To also review the organisations currently being funded and to review the overall Voluntary and Community Sector (VCS) partnership strategy against the national situation of funding.

Key recommendations included: -

- A minimum of £700,000 is ringfenced in the budget for 2008/2009 for Voluntary Sector grants ahead of the full budget process so that the grant application process can proceed between now and March 2008 £50,000 of this sum be allocated to a 'Small Grants pot'.

Key Outcomes

By the end of the Municipal year, Cabinet had actioned the first five of the eight recommendations of the report :-

- That a Senior Officer, minimum of Corporate Manager level, is explicitly identified as being responsible for the relationship with the Voluntary Sector.
- That funding to the Voluntary and Community Sector under the Partnership Fund be on a minimum three-yearly basis.
- That only Voluntary and Community Sector Organisations should be funded from the Voluntary and Community Sector grants pot.



Overview and Scrutiny Committee 1

Key Outcomes

- That interim arrangements for those organisations currently funded for one year (to end 31 March 2008) should be put in place and clearly communicated to organisations concerned no later than 30 November 2007.
- That the Council develops a Commissioning Strategy for the provision of services to meet the Council's corporate objectives.

Cabinet made an amendment to the Task and Finish Group's recommendation 4 to read "The budget for the Community Enabling Fund will be for those organisations that have in the past been funded from the budget plus any new organisations meeting the funding criteria for CEFAP" is noted. This decision was called in at a later date and details are given on page 31 of the Annual Report. Cabinet asked for further work to be undertaken during 2008/09 to consider the implications of recommendations 6-8, as detailed below, and to develop alternative proposals in relation to the future funding, commissioning and administration of support to the voluntary and community sector: -

- That the Administration decides which of the currently funded organisations will be mainstream funded with funding linked to the corporate objectives and Council departments.

- That a feasibility study be carried out to ascertain whether the administrative function for grant applications should be outsourced.
- That the Council develops a Commissioning Strategy for the provision of services to meet the Council's corporate objectives.

Following monitoring activity that was carried out during December it was proposed to re-convene this Task and Finish Group later this year to find out whether further scrutiny work needs to be carried out.

Community Engagement

This review focussed on Northampton Borough Council's engagement activities, including neighbourhood management and to Review how community engagement could be improved and what Groups the Council should be engaging with, in particular how it should engage with new and difficult to reach communities who are not currently represented.



Overview and Scrutiny Committee 1

The review agreed that the following needed to be investigated and linked to the achievement of the Council's corporate priorities: -

- An analysis of the Council's current method of engagement, including successes and failures of engaging with the community
- A synopsis of all information currently available
- Officer reports/presentations
- Maps showing how areas are currently geographically split
- Best practice external to Northampton
- Witness interviews/evidence
- The mechanisms for receiving public feedback be examined and a policy produced.
- The philosophy of Neighbourhood Management is extended across the whole town. Each area should have its own Communication / Participation Plan that is resourced by the Council. Within this there should be a feedback mechanism. Neighbourhood Partnerships should be fully resourced in order that their role can be enhanced and that they form part of each area's plan should this be appropriate for that area.
- The Council recognises that in order to consult with hard to reach groups it will have to consider how best to inform those in the community whose contact with the Council is minimal.

This review linked to the Council's corporate priorities as it demonstrated listening to local people and providing the services that they need.

Key recommendations included:

- A Strategy for Community Engagement should be devised which reflects organisational priorities and increased partnership working in accordance with the Local Area Agreement (LAA) and the Local Strategic Partnerships (LSPs) devolved structures.
- For the public to be more trusting of the Council, it has to be open and transparent in reporting all of its activities. All public information should therefore be widely available and published.

Key Outcomes

- Cabinet adopted all of the Review's recommendations subject to the adoption of the Council's Community Engagement Strategy
- In response to the recommendations of the Review, a Community Engagement Strategy was developed that established the key principles through which the Council would carry out community engagement activity



Overview and Scrutiny Committee 1



St. Marks Church, Green Street

Historic Buildings/Regeneration Opportunities

This review came about because of the demolition of The Maltings and St Marks Church. Councillors wanted to review the current powers and those of partner organisations that might be used to prevent the loss of further historic buildings in the town. The review also investigated the extent of the Borough Conservation areas including the managed plan programme in hand. Proposals for mapping of buildings that are not listed but are of value to the town were considered and the group compared Northampton Borough Council's conservation service in relation to other similar Councils.

The review acknowledged that the Council's relationship and partnership arrangements with West Northamptonshire Development Corporation (WNDC) needed to be improved with regards to historic buildings and heritage sites. Working protocols on the way in which conservation issues will be dealt with before the

planning application stage need to be developed to ensure that the West Northamptonshire Development Corporation is considering conservation issues at an early stage of regeneration proposal development.

New conservation legislation should enable Councils to provide better protection to historic buildings. Until this time one of the few ways in which to protect buildings is to establish a conservation area.

Key recommendations included:

- Additional resources to the conservation service are required in order to ensure that there is sufficient resource available to respond to the emerging legislation on the protection of historic buildings and ensure that there is sufficient resource available to deal with the increasing demands placed upon the service as a result of growing levels of regeneration.
- Cabinet was asked to instruct Officers to:
- Bring forward proposals to map buildings that are not listed, but of value to the town
- Bring forward proposals to adopt the secondary list; this would recognise that these buildings are important and that the Council would wish to protect them
- Work with our partners to review county archaeological advice and storage arrangements.
- Examine the feasibility of building a physical and computer model of Northampton central area, so that an understanding can be gained of the potential impact of proposed new developments on historic buildings.



Overview and Scrutiny Committee 1

Key Outcomes

- Although Cabinet rejected the recommendation for additional staffing (a team of six Officers) it is possible that there may be opportunities for at least one if not two additional Officers to be appointed for a short period
- Key stakeholders will be consulted on the proposal to promote a Civic Trust for Northampton
- The need to bring forward proposals to map buildings that are not listed but are of value to the town was accepted
- Adoption of the 'local list' was agreed
- A review of county archaeological advice and storage arrangements was agreed
- Feasibility study into the construction of a physical or computer model of Northampton central area
- All Councillors were given the opportunity to see a presentation about the site of Northampton Castle and so gain a greater understanding of its historical importance



Review of proposed Post Office closures in the Borough

Overview and Scrutiny Committee 1, on behalf of the Council, held a short, focused Inquiry in response to Post Office Ltd's consultation on the proposal to close seven Post Offices in the Borough of Northampton. This was part of the national 'Network Change Programme' agreed by Government that would see 2,500 post office branches across the country close.

The Committee presented its fully-evidenced report, together with three key recommendations to Cabinet: -

- 1. The Council must provide the following updated information to Post Office Limited by January 10th 2008;-
 - Demographics
 - Population and proposed new settlements
 - Growth, regeneration and development plans
 - An assessment of the economic impact of closure where possible



Overview and Scrutiny Committee 1

- 2. Agree the evidence presented in this report as part of the council's formal submission to the Post Office Ltd
- 3. The Council improves its ability to respond to consultation requests from external bodies in a timely manner, and uses Overview and Scrutiny to assist in responses where appropriate.

Cabinet accepted the report and its recommendations and Post Office Limited was asked to reconsider its proposals in the light of community information and more detailed information on planned regeneration and growth in the areas surrounding the proposed closure sites. As a result Post Office Limited decided not to close the Post Office at Gloucester Avenue.

Key Outcomes

- The public, Councillors and other stakeholders were able to provide input into Post Office Ltd's proposed closure programme and influence the outcome.
- Overview & Scrutiny was successfully able to cross examine the proposals from an external organisation that would affect the well being of Northampton residents
- This review demonstrated Overview and Scrutiny making a real difference. The result of one of its inquiries made changes to Post Office Ltd's proposals.

Councillor Call for Action (CCfA)

The Local Government and Public Involvement in Health Act 2007 enables Councillors to refer a local matter to Scrutiny. The aim of this new measure, which has become known as the 'Councillor Call for Action' is to help frontline Councillors raise matters on an authority's agenda on behalf of their constituents where all the usual courses of action have failed to resolve the matter. It will be up to Overview and Scrutiny to determine whether or not to hold a Scrutiny enquiry into the matter and to respond. This indicates a gauge of support for frontline Councillors and is a clear recognition by Government of the role of Overview and Scrutiny in contributing to community leadership.

A Task and Finish Group was set up to look at a way forward for this Council prior to the legislation being implemented. It was a real opportunity for Overview and Scrutiny to be involved in policy development for the Council and the proposed pilot scheme for CCfA sets Northampton Borough Council at the forefront of establishing this new initiative. There will be further work required as the pilot is tested and the Task and Finish group hopes that all Councillors will use the opportunity to be involved in this area of legislation. There are challenges to bringing Partner Organisations into this process as well as informing the public how this enhances the role of their elected representatives and provides a clear route for some issues to be tackled.



Overview and Scrutiny Committee 1

Key recommendations included:

- The draft procedure and guidelines for the Councillor Call for Action be adopted for implementation as a pilot scheme and following the pilot any further revisions are made to the scheme and brought back for final approval.
- Should the relevant legislation come into force during the pilot that the Policy and Governance Manager is authorised (a) to make any minor modifications that may be required once guidance has been issued and (b) to recommend to Council the necessary amendments the council's constitution.
- Cabinet makes available sufficient resources to set up and test a pilot Councilor Call for Action process (including support for publicity, training and team briefing where applicable)
- In relation to the Local Government & Public Involvement in Health Act, further consideration be given to; (a) the external scrutiny of LAA partners' delivery of local improvement targets and; (b) scrutiny of crime and disorder matters, together with the overview and scrutiny committee structure most appropriate to exercising these powers; (c) the handling of Local Petitions as defined in the LGPIH Act within Northampton Borough Council.
- That the additional scrutiny powers contained in the Local Government and Public Involvement in Health Act 2007 be included in the Council's constitution once brought into force.

Key Outcomes

- Initial discussions on joint working on CCfA was established with Northamptonshire County Council
- The Group provided the basis for the Council's response to the Government's consultation over CCfA and Petitions
- Further outcomes are not yet known. Report to be presented to Cabinet at its meeting on 14 July 2008



Overview and Scrutiny Committee 1

County Council Schools Private Finance Initiative (PFI) and the loss of school playing fields

A member of the public attended an Overview and Scrutiny Committee 1 and advised Councillors of their concerns about the loss of school playing fields. They raised the issue that in order for the County Council to be able to fund the PFI scheme, it was selling off school playing fields and that developed community use on the sites was not always taking place. The Chair of Overview and Scrutiny Committee 1 felt that this was an important issue for his Committee to scrutinise and it was discussed at the meeting held on 15 May 2008. The Committee gave this issue full consideration at its meeting and the following recommendations were agreed and were presented to Cabinet: -

- That Overview and Scrutiny Committee 1 requests Cabinet to seek confirmation from WNDP that Managed Community Access agreements have been put in place in respect of former school sites that have been developed under both the PFI scheme and where land has been sold and developed for housing.
- That Cabinet instructs officers to seek clarification from WNDP how NBC's and other consultees' comments were applied in deciding the planning applications for former school sites; in particular in relation to NBC's statement published in 2003 with regards to surplus school sites and issues

raised by the NBC's Planning Committee's comments in February 2007.

- That Overview and Scrutiny Committee 1 recommends that Cabinet ensures that the Borough's 2003 planning statement on surplus school sites, "Open Space, Sport and Recreation Needs Assessment Audit and Playing Pitch Strategy" are incorporated into the emerging new Local Development Framework as a matter of urgency.
- That Cabinet provides a response to a future meeting of Overview and Scrutiny Committee 1 on recommendation 1, 2 and 3 above.
- That Overview and Scrutiny Committee 1 informs Cabinet that a response from the Director of WNDP to the Development, Building Control and Environmental Health Corporate Manager's letter of 12 February 2007 has not been received.

Key Outcomes

- The Committee established that there did appear to be an issue with regards to the use of former school sites for development and managed community access agreements for PFI school sites.
- Further Outcomes are not yet known. Report to be presented to Cabinet at its meeting on 14 July 2008



Overview and Scrutiny Committee 1

Call-In of Cabinet decisions

Overview and Scrutiny 1 has looked at one 'Call-In' over the last year as follows:

Alteration to the Task and Finish Group recommendations regarding Community Enabling Fund Advisory Panel (CEFAP)

When Cabinet received the review report on Voluntary Sector Funding/Partnerships it amended recommendation 4 - "That only Voluntary and Community Sector Organisations should be funded from the Voluntary and Community Sector grants pot" to read: -

"The budget for the Community Enabling Fund will be for those organisations that have in the past been funded from the budget plus any new organisations meeting the funding for CEFAP".

The above decision was called in by Overview and Scrutiny Committee 1. The basis of the Call-In was to help ensure that the funding process was carried out fairly, ensuring that all groups had an equal chance of applying for funding. It was requested that an urgent meeting of Cabinet be set to discuss the Call-In to reduce any possible delay of funding to the Voluntary Sector. There was concern about groups applying for and receiving money outside the procedures laid down. The worry being that anyone not funded could challenge the process.

The Committee upheld the Call-In and its recommendations were accepted by Cabinet.

Key Outcomes

Cabinet resolved that: -

- That the CEFAP criteria be amended so that Voluntary Sector Groups that were funded in 2007 and 2008, and met the requirements of CEFAP, can be considered for financial support again in the forthcoming year.
- That Cabinet requests Officers to bring forward a further report later in the year with recommendations for a thorough and robust process of grant funding the voluntary and community sector in the future.

The year ahead

Next year's work programme

During 2008/2009 the Committee wants to be as flexible as possible and not take on too much planned work, which might prevent Overview and Scrutiny from being able to react to any new issues that might arise.

Issues programmed in for 2008/2009 include: -

- Work surrounding Northampton Safer Stronger Communities and Partnerships
- Partnership working with West Northants Development Corporation
- Concessionary Fares Appreciative Enquiry



Overview & Scrutiny Committee **2**
Housing and Environment



Overview & Scrutiny Committee **2**

Housing and Environment

welcome from

Councillor Christopher Malpas, Chair, Overview and Scrutiny 2

Overview and Scrutiny Committee 2, with responsibility for housing and environment, came into action in May 2007. Over the course of the year we have carried out a number of detailed and productive in-depth reviews, covering issues that are of high importance on both the local and national agendas, setting up Task and Finish Groups to pursue in-depth Review work. Details of the review work can be found on page 31. The work programme has been a challenging one in 2007/2008 and as a Committee we have sought to learn from the best through our research.

The Committee continues to monitor progress on the work that it has done previously to make sure the recommendations are being carried out.

The Committee also looks regularly at how the Council performs against national and local performance indicators for housing and environment.

I anticipate further progress over the next year and in 2008/2009 we will be focussing our wide-ranging remit on some specific areas where we can seek to add real value to housing and environmental issues.



**Councillor
Christopher Malpas
Chair, Overview
and Scrutiny
Committee 2**

Overview and Scrutiny Committee 2

Overview and Scrutiny Committee 2 has an extensive agenda that includes all housing and environmental issues of the borough.

Making a difference

During 2007/2008 this Committee has: -

- Completed one review in detail
- Jointly with Overview and Scrutiny Committee 3, has started an Appreciative Inquiry into Initial Private Sector Housing
- Received witness evidence from the local MP regarding housing best value performance indicators
- Considered the Call-In to Cabinet's recommendations on Robinson House

Key outcomes and achievements

Overview and Scrutiny Committee 2 successfully oversaw and delivered one review during 2007/2008: -

Billing Waste Water Working Party

In November 2007, representatives from a local group, CLEAN, addressed Overview and Scrutiny Committee 2, conveying its concerns about Billing Sewerage Station; in particular problems with odour emissions. CLEAN is an action group that purports to represent local businesses, householders and neighbours of the Anglian Water Waste Water Treatment Works. CLEAN has actively campaigned to ensure that the Council serves an Abatement Notice on Anglian Water.

In response to the concerns raised, the Committee set up a Working Party to review and



evaluate the evidence to establish whether there was a statutory nuisance and to identify the range of alternative options to move forward and make recommendations.

After undertaking comprehensive research and receiving evidence from a variety of sources, it was concluded that: -

Key findings and recommendations: -

- The Working Party has seen sufficient evidence to acknowledge that the work of Northampton Borough Council's Environmental Health Officers has been robust and professional; however to ensure continued improvements to the service, the Environmental Health Department carries out periodic reviews to ensure that their working practices continue to be in line with national standards and Government guidance
- At this time having given consideration to the weight of evidence and balance



Overview and Scrutiny Committee 2

- Between that evidence and the current and planned works by Anglian Water, the Working Party considers that little or no benefit would be gained through the service of an Abatement Notice and specifically notes that remedial works outlined within such an Abatement Notice would not necessarily resolve any future potential nuisances given the nature of the activity
- Notwithstanding the above statement; given the factors affecting the possibility of any potential future nuisance due to the nature of the activity and the many causative factors, it is recommended that a robust proactive continuous monitoring regime is put in place by the Council's Environmental Health Department to ensure that the planned improvements reduce odour omissions and that should they fail to do so there is evidence to support any necessary action
- The evidence collected by this Working Party is forwarded onto West Northamptonshire Development Corporation (WNDC) for its information in the consideration of any planning applications submitted by Anglian Water
- Anglian Water is taking and will continue to take appropriate action to manage the odour, working closely with the Council's Environmental Health Officers
- The Council's Environmental Health Officers are contacting each petitioner within the Northampton Borough Boundary, and will forward the rest of the petition to Wellingborough Borough Council for action according to their processes
- The report, together with its recommendations, will be presented to Cabinet in the Municipal Year 2008/2009.

Key Outcomes

- Not known. Report will be presented to Cabinet late summer/early autumn 2008.



Overview and Scrutiny Committee 2

Private Sector Housing Strategy (Disability Facilities Grants- joint review with Committee Two)

This review followed the format of an Appreciative Inquiry. A small group of Councillors worked with officers from Housing

Services, carrying out the investigative work.

Work is still underway and the final report will be presented to Overview and Scrutiny Committees 2 and 3 early in the Municipal Year 2008/2009. Services, carrying out the investigative work. The Group met with officers on a number of occasions to look at various elements of the Council's involvement in managing the grants application and approval process. This included looking at an overview of the overall condition of all of Northampton's Housing stock, the use of powers to bring empty homes back into occupation, the process of establishing need for



Disabled Facilities Grants, the application process for that grant, the different ways Council tenants and home owners qualified for and could access help, the way Private Sector Improvement Grants were used and how and when other funding streams could be engaged by those needing help. By then, the work of the Council was on the way to being back on track. Funding had been provided, an officer post was identified as necessary to be appointed to put in place and control the work required to bring the waiting list back to where it should be.

It was decided to stand the Group down to await the publication of the new Strategy Document, currently in course of preparation, that will cover this area of work. At that point it is proposed that the Group will reconvene to scrutinise that Strategy.

Key Outcomes

- Not known. The Group will re-convene when the Private Sector Housing Strategy document has been published and will then report its findings.



Overview and Scrutiny Committee 2

Housing Best Value Performance Indicators

Sally Keeble, MP, was asked to provide witness evidence at an Overview and Scrutiny Committee 2 meeting, when it looked at housing performance indicators.

She provided comment on the Council's procedures and processes for housing services and offered advice on areas for improvement.

Call-In Robinson House

As part of the consultation process for the proposed closure of Robinson House, Overview and Scrutiny considered the proposal and forwarded its concerns and comments to Cabinet: -

- That Ward Councillors, Overview and Scrutiny Committee 2 and local residents are fully consulted throughout the development of this scheme
- That Cabinet should not delegate the decision to an individual Cabinet Member



- That officers are instructed to carry out further work to establish the use of all Council properties affected by the proposals
- That Cabinet requires the Chief Executive to ensure that all officers consult Ward Councillors on issues relating to their ward

Cabinet then investigated the proposals regarding the closure of Robinson House, which was the start of consultation. Robinson House had been unsatisfactory premises for many years and it was the chance to give those who lived there the opportunity to have a more suitable tenancy. All single persons' accommodation had been looked at, but only Robinson House had management problems. Thirty-four of the forty-two residents had registered for transfer. The other five single-person units were not in locations conducive to this particular type of scheme. Disabled Facilities Grants could not have been applied for unless a premise had been identified. Cabinet appreciated that this was an emotive issue but that the premises in their present stated caused problems and were inadequate and that one outcome of the proposal was that the closure of Robinson House would remove the problems and that there needed to be discussions as to what was required.

Cabinet resolved: -

- That the success of the bid to Communities and Local Government be noted.
- That the comments made by Overview and Scrutiny Committee who considered the report as an item of urgent business at their meeting on 1 April be noted.



Overview and Scrutiny Committee 2

- That Cabinet in the future considers the principle of progressive closure of Robinson House, subject to the outcome of consultations referred to in the body of the report.
- That the outcome of the consultations be brought to Cabinet at the earliest opportunity to decide whether Robinson House should be closed.
- Should the closure be approved, calls for a further report are to be submitted to Cabinet (and to Overview and Scrutiny) once outstanding details of the scheme have been agreed in principle with the Council's partners, to include options for the future use and siting of central Northampton facilities.

The decision by Cabinet regarding Robinson House was called in for the following reasons: -

- Information on how the site was identified has not been provided. We therefore request that the Overview and Scrutiny Officers obtain details of the studies, if any, conducted to identify suitable sites for this facility, including the criteria used in their assessment, the reasons for selecting the site of Robinson House in preference to alternatives, and the reason for excluding public consultation from this process
- The precise consultation process and timescales have not been outlined. We request that officers provide detailed information on this at the committee meeting

Key Outcomes

- Overview and Scrutiny Committee 2 rejected this Call-In on the grounds that Officers would be carrying out consultation on the possible closure of Robinson House and would provide further information to Overview and Scrutiny before Cabinet took a decision on this issue.
- The Call-In enabled a greater understanding to be provided about the proposals and for the public and other stakeholders to express their opinions on the initial plans

The year ahead

In line with the Overview and Scrutiny work programme for 2008/2009, the Committee also wants to be as flexible as possible and not take on too much planned work, which might prevent Overview and Scrutiny from being able to respond to any new issues that might arise.

Issues programmed in for 2008/2009 include: -

- Review of parks and grounds maintenance: To investigate the service and improve the experience of local people and visitors as a result
- HRA Asset Management Strategy: Improve safety both in the home and the environment
- Registered Social Landlords: To investigate how the Council currently works in partnership with this sector and to improve the relationship and service received as a result
- Tenancy occupation and subletting: To investigate tenancies with particular focus on subletting of property



Overview & Scrutiny Committee **3**

Finance, Performance and Improvement



Overview & Scrutiny Committee **3**

Finance, Performance and Improvement

welcome from

Councillor Jamie Lane, Chair, Overview and Scrutiny 3

I am pleased to present the first annual report by Northampton Borough Council's Overview and Scrutiny Committee 3 for Improvement, Performance and Finance. This report looks at our activities over the past 12 months and our plans for the coming year.

We have been busy analysing performance measures and looking at ways of improving them.

We have set up a number of Task and Finish Groups to look at:-

- Monitoring and budget programme
- Disabled Facilities Grants (joint with Overview and Scrutiny 2)
- Sustainable Procurement

Our future work is going to look at absenteeism and new recording systems for Best Value Performance.

I would like to thank the Overview and Scrutiny Team for its support and commitment during the year and to all the Councillors who sit on this Committee.



A handwritten signature in black ink, appearing to read 'Jamie Lane', written over a light-colored background.

**Councillor
Jamie Lane
Chair, Overview
and Scrutiny
Committee 3**

Overview and Scrutiny Committee 3

The agenda for Overview and Scrutiny Committee 3 seeks to examine and influence policies under its remit of improvement, performance and finance.

Key outcomes and achievements

Overview and Scrutiny Committee 3 successfully oversaw and delivered two reviews and one joint review during 2007/2008, interviewing key witnesses, undertaking desktop research, looking at models of best practice and gathering statistical information and data to aid the review process.

Budget consultation

Like its associate Overview and Scrutiny Committees, Overview and Scrutiny Committee 3 took part in the budget consultation process, making comment early on in the process.

Performance Monitoring

A significant role for this Overview and Scrutiny Committee is to undertake performance and financial monitoring, which has provided the information necessary to identify areas where further work is needed. At its meetings, the Committee regularly scrutinises the Council's performance indicators in detail, holding the Portfolio Holder to account.

Draft Procurement Strategy

At one of its meetings, Overview and Scrutiny Committee 3 provided an input into the draft Procurement Strategy, looking at it in detail and providing relevant comment.

Monitoring and Budget Programme

A review was set up to look at putting in place a structure to enable the ongoing monitoring of performance and financial data of Overview and Scrutiny Committee 3, so that systems can be established that provide clear, consistent information that enables Councillors and the general public to understand finance and performance monitoring information.

The review was put on hold until the Councilor Call For Action Task and Finish Group had concluded its work. Now that this is completed, the Group will work with the Corporate Manager and produce its report and recommendations for presentation to Overview and Scrutiny Committee 3 and then onto Cabinet for consideration.

Key Outcomes

- Not known. Report will be presented to Cabinet during the Municipal year 2008/09.



Overview and Scrutiny Committee 3

Private Sector Housing Strategy (Disabled Facilities Grants - joint Review with Committee Two)

This review followed the format of an Appreciative Inquiry. A small group of Councillors worked with officers from Housing Services, carrying out the investigative work.

The Group met with officers on a number of occasions to look at various elements of the Council's involvement in managing the grants application and approval process. This included looking at an overview of the overall condition of all of Northampton's Housing stock, the use of

powers to bring empty homes back into occupation, the process of establishing need for Disabled Facilities Grants, the application process for that grant, the different ways Council tenants and home owners qualified for and could access help, the way Private Sector Improvement Grants were used and how and when other funding streams could be engaged by those needing help. By then the work of the Council was on the way to being back on track. Funding had been provided, an officer post was identified as necessary to be appointed to put in place and control the work required to bring the waiting list back to where it should be.

It was decided to stand the Group down to await the publication of the new Strategy Document, currently in course of preparation, that will cover this area of work. At that point it is proposed that the Group will reconvene to scrutinise that Strategy.



Key Outcomes

- Not known. The Group will re-convene when the Private Sector Housing Strategy document has been published and will then report its findings.



Overview and Scrutiny Committee 3

Sustainable Procurement Policy

A Working Group was set up to review the delivery of carbon-neutral services. As part of the evidence gathering process it was realised that the Council needs to undertake a lot of work in the delivery of carbon-neutral services, bearing this in mind, the Working Group realised that it would not be able to complete the review in the allocated timescale and asked the Overview and Scrutiny Management Committee to suspend the review to a later date.



The year ahead

For the forthcoming year, Overview and Scrutiny Committee 3 has not as yet taken on any planned work.

It has been suggested that a Task and Finish Group be established to examine the high levels of sickness absence in the authority and a review on the new recording systems for Best Value Performance.

When suggesting further issues it will identify suitable priorities for future scrutiny examination.





Contact details

for more information

The Overview and Scrutiny Team consists of Mark Farmer-Ward and Tracy Tiff. They are always very happy to speak to local people about the activities of the Overview and Scrutiny Committees. If you have any comments or queries, or would like to suggest areas which may be appropriate topics for future work, you can speak to them by

 01604 837046/837408

 Scrutiny@northampton.gov.uk

You can view recent agendas and minutes on the Council's website at www.northampton.gov.uk or by contacting Meeting Services.

Overview and Scrutiny has its own dedicated website within the Council's website. The current work of Overview and Scrutiny and the reports already published are available on this site.

 www.northampton.gov.uk/scrutiny

LARGE PRINT AND TAPE

If you would like this document as large print or as a tape recording please call
01604 837408

If English is not your first language and you need help in translating this document please contact

 **Tracy Tiff or Mark Farmer**
01604 837408/837046

Jesli angielski nie jest Twoim jezykiem ojczystym a potrzebujesz pomocy w przetlumaczeniu tego dokumentu, prosze skontaktuj sie z Tracy Tiff pod numerem 01604 837408

Если английский не Ваш родной язык и Вам нужна помощь с переводом этого документа, то свяжитесь с Трайсу Тиф.Тел. 01604 837408

Haddii afka Ingriisigu aanu ahayn luuqad-daada kowaad oo aad u baahan-tahay in lagaa caawiyo turjumidda warqaddan fadlan kala xidhidh Tracy Tiff tilifoonka 01604 837408

如果英語不是你的主要說用語言而需要幫助將這份文件翻譯，請致電 01604 837408 向 Tracy Tiff 提出要求。

যদি ইংরেজী আপনার মাতৃভাষা না হয় এবং এই দলিলটি অনুবাদে আপনার সাহায্যের দরকার হয় তবে অনুগ্রহ করে ট্রেইসি টিফ-এর সাথে 01604 837408 এই টেলিফোন নম্বরে যোগাযোগ করুন।







NORTHAMPTON
BOROUGH COUNCIL

COUNCIL

8 SEPTEMBER 2008

Agenda Status: Public

Directorate: Chief Executive's

Report Title	Appointments to West Northamptonshire Joint Strategic Planning Committee
---------------------	---

1. Summary

To confirm the appointment of Councillors Church, Hollis, Woods and P D Varnsverry (Councillors Beardsworth and Collins as substitutes) to The West Northamptonshire Joint Strategic Planning Committee and to appoint two further substitutes.

2. Recommendations

1. That Councillors Church, Hollis, Woods and P D Varnsverry be confirmed as the Council's representatives on The West Northamptonshire Joint Strategic Planning Committee with Councillors Beardsworth, Collins, J. Conroy and Meredith to act as substitutes.

3. Report Background

Council, at its meeting on 22 May 2008, appointed as part of the Appointments to Outside Bodies report, Councillors Church, Hollis, Woods, P D Varnsverry, Beardsworth (substitute) and Collins (substitute) to The West Northamptonshire Joint Strategic Planning Group. The Statutory Instrument (No 1572 The West Northamptonshire Joint Strategic Planning Committee Order 2008, attached) came into effect on 25 July 2008 and formally creates the Joint Committee, which now becomes the joint decision making body on behalf of Northamptonshire County Council, Northampton Borough Council, Daventry District Council and South Northamptonshire District Council in respect of the Joint Local Development Scheme and any local development documents specified in it.

The Council is entitled to appoint four representatives to the Committee (the County Council 2, Daventry 3 and South Northants 3) and it is proposed that the members and substitutes appointed by Council on 22 May 2008 to the Joint Planning Group now be confirmed as the appointees to the Joint Committee. It is also intended that there should now be four substitute members.

It is understood that as the Labour party has no representation on the Joint Committee, the political make up of the constituent authorities being such that this is not possible, it has been agreed that Councillor K Davies will also attend the Joint Committee meetings as a non-voting observer. This observer status has also been granted to West Northamptonshire Development Corporation and Wellingborough Borough Council.

Appointments to the Joint Committee will be for three years unless a member resigns, is replaced by their constituent authority or ceases to be a member of their constituent authority. After three years members will be eligible for reappointment.

Meetings of the Joint Committee will be in public and the agendas, reports and minutes for it will be published in accordance within normal committee rules.

4. Implications (including financial implications)

4.1 Resources and Risk

Appointments to the Joint Committee need to be properly constituted so as to avoid legal challenge as to its competency.

4.2 Legal

There is a formal legal requirement for full Council to nominate the Council's representatives onto the Joint Committee, to enable them to fully participate in its work.

4.3 Other Implications

None.

5. Background Papers

SI 2008/1572 The West Northamptonshire Joint Committee Order 2008

Report Author and Title: F McGown, Meetings Services Team Leader

Telephone and Email: 7101 fmcgown@northampton.gov.uk

 STATUTORY INSTRUMENTS

2008 No. 1572

TOWN AND COUNTRY PLANNING, ENGLAND

The West Northamptonshire Joint Committee Order 2008

<i>Made</i> - - - -	<i>11th June 2008</i>
<i>Laid before Parliament</i>	<i>19th June 2008</i>
<i>Coming into force</i> - -	<i>25th July 2008</i>

The Secretary of State, in exercise of the powers conferred by section 29 of the Planning and Compulsory Purchase Act 2004(a), makes the following Order:

Citation and commencement

1. This Order may be cited as the West Northamptonshire Joint Committee Order 2008 and shall come into force on 25th July 2008.

Interpretation

2. In this Order—

- “the 1972 Act” means the Local Government Act 1972(b);
- “the 2004 Act” means the Planning and Compulsory Purchase Act 2004;
- “the Agreement” means the Agreement dated 23rd May 2008 between the constituent authorities;
- “the constituent authorities” means the authorities specified in article 3(2);
- “co-opted member” means a member of the joint committee appointed in accordance with article 5(5);
- “the joint committee” means the West Northamptonshire Joint Strategic Planning Committee;
- “observer” means a person appointed in accordance with article 5(6);
- “substitute” means a person appointed in accordance with article 5(3); and
- “voting member” means a person appointed in accordance with article 5(2).

(a) 2004 c.5.

(b) 1972 c.70. Relevant amendments were made by section 46 of the Local Government Act 2000 (c.22), sections 1 and 94 of, and Schedule 12 to, the Local Government and Housing Act 1989 (c.42), section 84 of, and Schedule 14 to, the Local Government Act 1985 (c.51), section 206 of, and Schedule 8 to, the Representation of the People Act 1983 (c.2), section 54 of, and Schedule 3 to, the Audit Commission Act 1998 (c.18), section 69 of the Greater London Authority Act 1999 (c.29), sections 37, 38 and 46 of the Criminal Justice Act 1982 (c.48), section 78 of, and Schedule 10 to, the Environment Act 1995 (c.25), section 139(3) of the Transport Act 1985 (c.67), section 38 of the Local Government Finance Act 1982 (c.32), section 237 of, and Schedule 13 to, the Education Reform Act 1988 (c.40) and sections 74(1), 209(2), 216(2) and 241 of, and Schedules 3, 13, 14 and 18 to, the Local Government and Public Involvement in Health Act 2007 (c.28). Relevant amending instruments are S.I. 1999/2267 and S.I. 2001/2237.

Establishment of the joint committee

3.—(1) A joint committee, to be known as the West Northamptonshire Joint Strategic Planning Committee, is constituted as the local planning authority for the purposes of Part 2 (local development) of the 2004 Act for the administrative areas of Northampton Borough Council, Daventry District Council and South Northamptonshire District Council in respect of the matters specified in article 4(1) (being matters specified in the Agreement).

(2) The following authorities are specified as those which are to constitute the joint committee—

- (a) Northamptonshire County Council;
- (b) Northampton Borough Council;
- (c) Daventry District Council; and
- (d) South Northamptonshire District Council.

Functions of the joint committee

4.—(1) The matters referred to in article 3(1) are the preparation, submission and revision of—

- (a) such of the local development documents specified in the local development scheme submitted to the Secretary of State on 16th March 2007 as are identified in that scheme for preparation otherwise than by a constituent authority;
- (b) the joint local development scheme; and
- (c) the local development documents specified in the joint local development scheme.

(2) Section 15 (local development scheme) of the 2004 Act shall apply in relation to the joint committee as if for paragraph (b) of subsection (3) there were substituted—

“(b) submit its joint local development scheme to the Secretary of State not later than 25th October 2008;”.

Membership of the joint committee and voting rights

5.—(1) The joint committee shall consist of—

- (a) 2 members appointed by Northamptonshire County Council;
- (b) 4 members appointed by Northampton Borough Council;
- (c) 3 members appointed by Daventry District Council;
- (d) 3 members appointed by South Northamptonshire District Council; and
- (e) such number of co-opted members as may be appointed pursuant to paragraph (5).

(2) The members appointed by the constituent authorities shall be entitled to vote at a meeting of the joint committee on any question that falls to be decided at that meeting.

(3) Each constituent authority shall appoint a substitute for each voting member it appoints; and where paragraph 5(6)(c) of the Schedule applies, a substitute shall be entitled to vote at the meeting of the joint committee as regards which the substitute is deemed to be a voting member, on any question which falls to be decided at that meeting.

(4) A constituent authority shall not appoint as a voting member or substitute a person who is not a member of that authority.

(5) The joint committee may invite other bodies to participate in proceedings of the joint committee, and each body that accepts such an invitation shall appoint one member of the joint committee.

(6) The joint committee may, in accordance with the terms of the Agreement, appoint observers who may attend and participate in meetings of the joint committee.

(7) Co-opted members and observers shall not be entitled to vote at any meeting of the joint committee on any question which falls to be decided at that meeting.

(8) Voting members and substitutes shall be entitled to recover from the constituent authority by which they are appointed any expense they incur in connection with the discharge of the joint committee's functions.

Disqualification for membership of the joint committee

6.—(1) A person who is disqualified under Part 5 (general provisions as to members and proceedings of local authorities) of the 1972 Act for being elected or being a member of a local authority shall be disqualified for being a member of the joint committee.

(2) Section 92(a) (proceedings for disqualification) of the 1972 Act, with the exception of subsections (7) and (8), shall apply with respect to membership of, or claims to be entitled to act as a member of, the joint committee as it applies to membership of, or claims to be entitled to act as a member of, a local authority.

Tenure of office

7.—(1) A voting member shall hold office for a period of three years from the date of appointment but a person shall cease to be a voting member if the person—

- (a) resigns in accordance with paragraph (4);
- (b) is removed or replaced by the constituent authority which made the appointment; or
- (c) ceases to be a member of a constituent authority (and does not on the same day again become a member of that or any other constituent authority).

(2) A person appointed as a co-opted member shall hold office until one of the following occurs—

- (a) the person resigns in accordance with paragraph (4);
- (b) the person is removed or replaced by the body which made the appointment; or
- (c) the joint committee decides that the body which made the appointment may no longer participate in proceedings of the joint committee.

(3) A person who ceases to be a voting member of the joint committee shall be eligible for reappointment.

(4) A member may resign from the joint committee by sending written notice delivered—

- (a) in the case of a member appointed by a local authority, to the proper officer of the local authority which appointed the member;
- (b) in any other case, to the body which appointed the member.

(5) Any casual vacancy shall be filled as soon as practicable by the body which appointed the member of the joint committee whose membership has ceased.

Meetings and proceedings

8. The meetings and proceedings of the joint committee shall be conducted in accordance with the rules set out in the Schedule to this Order.

Secondments

9.—(1) The constituent authorities may make secondments, in accordance with the Agreement, of such officers as they think necessary to enable the joint committee to discharge its functions.

(2) The joint committee may make arrangements with a constituent authority for the services of any officer of that authority to be placed at the disposal of the joint committee for such period as may be agreed between the joint committee and the constituent authority.

(a) Amended by sections 37, 38 and 46 of the Criminal Justice Act 1982 (c.48).

Expenses of joint committee

10. The expenses incurred by the joint committee shall be defrayed by South Northamptonshire District Council.

Signed by authority of the Secretary of State for Communities and Local Government

11th June 2008

Iain Wright
Parliamentary Under Secretary of State
Department for Communities and Local Government

SCHEDULE

Article 8

RULES FOR THE CONDUCT OF MEETINGS AND PROCEEDINGS OF THE JOINT COMMITTEE

Annual Meeting

- 1.—(1) The joint committee shall in every year hold an annual meeting.
- (2) The first meeting held after 31st May in any year shall be the annual meeting.
- (3) The joint committee may in every year hold, in addition to the annual meeting, such other meetings as it may determine.

Appointment of chair and vice-chair

- 2.—(1) The joint committee shall at its annual meeting appoint a chair and a vice-chair from among the voting members of the joint committee.
- (2) The chair and vice-chair shall, unless they resign their office or cease to be members of the joint committee, continue in office until their successors become entitled to act.
- (3) The chair and vice-chair shall not be members of the same constituent authority.

Casual vacancies

- 3.—(1) This paragraph applies if a casual vacancy occurs in the office of chair or vice-chair of the joint committee.
- (2) The vacancy shall be filled by the appointment by the joint committee of one of its voting members at the next meeting.
- (3) The person so appointed shall hold office until the next annual meeting.

Conduct of meetings

- 4.—(1) At a meeting of the joint committee the chair if present shall preside.
- (2) If the chair is absent from a meeting of the joint committee the vice-chair shall preside.
- (3) If both the chair and vice-chair are absent, another voting member of the joint committee, chosen by the voting members of the joint committee present at the meeting, shall preside.

Calling of meetings

- 5.—(1) The chair of the joint committee may call a meeting of the joint committee at any time.
- (2) If—
 - (a) the chair refuses to call a meeting of the joint committee after being presented with a requisition for that purpose signed by three voting members of the joint committee; or
 - (b) without so refusing, the chair does not call a meeting within seven days after being presented with such a requisition,any three members of the joint committee may, on that refusal or on the expiration of seven days (as the case may be), call a meeting of the joint committee.
- (3) At least five clear working days before a meeting of the joint committee—
 - (a) notice of the time and place of the intended meeting shall be published at the offices of each constituent authority and, where the meeting is called by members of the joint

committee, the notice shall be signed by those members and shall specify the business proposed to be transacted at that meeting; and

- (b) subject to sub-paragraph (4), a summons to attend the meeting, specifying the agenda for that meeting, and signed by the chair shall be left at or sent by post to the usual place of residence of every member of the joint committee with a copy to the proper officer of every constituent authority.

(4) Lack of service of the summons in accordance with sub-paragraph (3)(b) shall not affect the validity of a meeting.

(5) A voting member who is unable to attend any meeting of the joint committee shall inform the chair of the joint committee in writing as soon as practicable and in any event not later than 24 hours before the meeting is due to take place.

(6) Where the chair receives notification in accordance with sub-paragraph (5)—

- (a) the voting member giving the notification shall be deemed not to be a member of the joint committee for the whole of the meeting to which the notification relates; and
- (b) the voting member's substitute may attend the meeting; and
- (c) the voting member's substitute shall be deemed to be a voting member of the joint committee for the whole of that meeting.

(7) Where the office of chair is vacant, sub-paragraphs (1) to (6) shall apply as if references to the chair of the joint committee were references to the vice-chair of the joint committee.

Quorum

6. No business shall be transacted at a meeting of the joint committee unless at least three voting members are present.

Proceedings of meetings

7.—(1) Subject to sub-paragraph (2), all questions coming or arising before a meeting of the joint committee shall be decided by a majority of the voting members of the joint committee present and voting at that meeting.

(2) A decision to invite a body to appoint a co-opted member of the joint committee must be a unanimous decision of all voting members of the joint committee.

(3) The minutes of the proceedings of each meeting of the joint committee shall be drawn up and shall be signed at the next ensuing meeting of the joint committee by the person presiding at that next meeting.

(4) A copy of the minutes of the proceedings of each meeting of the joint committee shall be sent to the proper officer of each constituent authority within 14 days after the date of the meeting at which they were signed.

(5) The names of the members present at each meeting of the joint committee shall be recorded in the minutes of the proceedings of that meeting.

Standing orders

8. Subject to the provisions of this Order, the joint committee may make standing orders for the regulation of its proceedings and may vary or revoke any such orders.

EXPLANATORY NOTE

(This note is not part of the Order)

This Order, which comes into force on 25th July 2008, establishes a joint committee for West Northamptonshire. The constituent authorities are Northamptonshire County Council, Northampton Borough Council, Daventry District Council and South Northamptonshire District Council.

Article 3 of the Order constitutes the joint committee as the local planning authority for the borough of Northampton and the districts of Daventry and South Northamptonshire. Together with article 4 it provides for the joint committee to exercise the functions of a local planning authority under Part 2 of the Planning and Compulsory Purchase Act 2004 in relation to the preparation, submission and revision of certain local development documents and a joint local development scheme. Article 4(2) modifies section 15 of that Act so as to require the joint committee to submit its joint local development scheme to the Secretary of State not later than 25th October 2008.

Articles 5 to 10 deal with membership and voting rights, disqualification, tenure of office, meetings and proceedings, secondment of officers and expenses.

The Schedule to the Order makes further provision as to meetings and proceedings of the joint committee and enables the joint committee to make standing orders for the regulation of its proceedings.

An impact assessment has not been produced for this instrument as no impact on the private or voluntary sectors is foreseen, and the impact on the public sector is minimal.



NORTHAMPTON
BOROUGH COUNCIL

COUNCIL

8 SEPTEMBER 2008

Agenda Status: Public

Directorate: Chief Executive's

Report Title	Appointments to Northampton Municipal Church Charity
---------------------	---

1. Summary

To confirm appointment of Mr J Church, Mr T Sanderson and Mrs J Lineker as trustees to the Northampton Municipal Church Charity.

2. Recommendations

That Mr J Church, Mr T Sanderson and Mrs J Lineker be appointed as trustees to the Northampton Municipal Church Charity.

3. Report Background

Three trustee vacancies have been notified to the Council by Wilson Browne Solicitors, who is the clerk to the Northampton Municipal Church Charity. The charity administers an almshouse in St Giles Street and any surplus income is used to benefit persons in need who are resident in the Northampton Borough Council area, by way of grants or pensions.

The Council appoints six trustees to this charity. Appointees do not have to be Councillors. Appointments usually run for four years.

Wilson Browne propose that Mr Jonathan Church, Mr Tony Sanderson and Mrs Jean Lineker be appointed to fill these vacancies.

Mr Jonathan Church is a director of Church & Co Ltd, the shoe making company that has been in Northampton since 1873. Mr Church has worked in Northampton since 1989 and lives in Priors Marston, where he is a parish councillor.

Mr Tony Sanderson is retired and was a former Facilities Manager with Milton Keynes NHS Trust from 1986 to 2005. He is a qualified Building Surveyor and currently sits on the East

Midlands Committee of the Chartered Institute of Building Services Engineers. Mr Sanderson lives in Northampton.

Mrs Jean Lineker has been a trustee of this charity since 1997. However, due to the illness and subsequent death of her husband, Mrs Lineker's tenure of office has lapsed although she has expressed an interest in being reappointed. Mrs Lineker has worked for Tesco and is a former Borough Councillor (1995-99) and lives in Northampton.

4. Implications (including financial implications)

4.1 Resources and Risk

None

4.2 Legal

None

4.3 Other Implications

Other implications to be taken into consideration such as Equality & Diversity; Crime & Disorder; Human Rights

None.

5. Background Papers

None.

Report Author and Title: F McGown, Meetings Services Team Leader

Telephone and Email: 7101 fmcgown@northampton.gov.uk



NORTHAMPTON
BOROUGH COUNCIL

COUNCIL

8th September 2008

Agenda Status: Public

Directorate: Borough Solicitor

Report Title	Independent Remuneration Panel
--------------	--------------------------------

1. Summary

- 1.1 Local Authorities are required by legislation to have in place an Independent Remuneration Panel to determine the Councillors' Allowances Scheme and make recommendations regarding that scheme to Council. This report seeks Council's approval to the setting up of the Panel and appointments to it.

2. Recommendations

- 2.1 It is recommended that Council approves the setting up of an Independent Remuneration Panel.
- 2.2 That Council appoints the following people to the Panel:
- 2.2.1 Mr. Paul Joy
- 2.2.2 Mr. Augustine Madu
- 2.2.3 The third member of the Panel is to be confirmed
- 2.3 It is recommended that the period of service for the Independent Remuneration Panel members be varied between three to five years in order to retain experience on the Panel and avoid all members leaving together. The length of service is to be negotiated with each of the Panel members and is to have regard to the relationship between the length of service and the electoral cycle.
- 2.4 Council note that the recruitment and selection of the Independent Remuneration Panel has been undertaken in line with the Local Authorities (Members' Allowances) (England) Regulations 2003.

3. Report Background

- 3.1 Local Authorities have for some time been responsible for developing local schemes in relation to allowances and pensions for Councillors. The approach regarding amounts payable to Councillors are a matter of local determination. It is important that Councils can take full account of their particular circumstances when deciding the remuneration for

their local Councillors and that the Council is advised on its allowances by a local panel whose members are independent.

- 3.2 Prior to the report to Cabinet on the 6th of May the Council was a member of Northamptonshire County Councils' Independent Members' Remuneration Panel. Cabinet resolved to establish a new Independent Remuneration Panel for Northampton Borough Council, and that the Panel recommends a new Councillors' Allowances Scheme to Council on the 27th of October 2008.
- 3.3 In respect of any Allowances Scheme it is considered good practise to convene a Panel each year to review the scheme, although this is only legally required every four years. With regard to refreshing or recruiting a new panel, whilst it is considered good practise to give Panel members a reasonable term of office so that expertise etc can be developed, this must be balanced with the need for the panel to reflect changes to local circumstances and differences. Specifically in respect of joint panels, Councils must consider whether this approach is appropriate and cost effective arrangement for their local circumstances.
- 3.4 Since panels were required for all Authorities from 2003, the circumstances facing Northampton Borough Council have changed, as has the way in which it operates (both managerially and politically through the new Constitution) and therefore it is now appropriate for the Council to put in place an independent panel that can deal solely with Northampton Borough Council.
- 3.5 Following an advertisement in the local newspaper the Council interviewed six candidates on the 12th and 13th of August 2008 in order to recruit the Independent Remuneration Panel. The following Candidates have been nominated by the interview panel to Council as members of the Independent Remuneration Panel:
- 3.5.1 Mr. Paul Joy
3.5.2 Mr. Augustine Madu
3.5.3 The third member of the Panel is to be confirmed
- 3.6 Since the above Cabinet resolution the Council has engaged the services of Declan Hall, a national expert on Councillors' Allowances from INLOGOV to undertake training and advise the Independent Remuneration Panel on the development of a new Councillors' Allowances scheme.

4. Implications (including financial implications)

4.1 Resources and Risk

4.1.2 In the report to Cabinet on the 6th of May 2008 the resource implications for the recruitment, training, scheme development and on going Panel costs were outlined. Following the Cabinet report we now have more definitive costs associated with setting up the Panel which are summarised as follows:

4.1.3.	Expert consultancy, including training, scheme development	£6,300
	Advertising	£1,213.95
	Panel meetings for training and scheme development	£1,650
	SUB TOTAL	£9,163.95

- 4.1.4 There will be some costs associated with Panel mileage and subsistence but this is not anticipated to bring the amount to more than the original budget of £10,000
- 4.1.5 The anticipated ongoing running cost of the Panel is as follows and is based on an optimistic number of meetings and therefore the actual number of meetings required each year and the costs maybe less depending upon the scheme review programme put in place at the end of the development of the Councillors' Allowances Scheme:
- 4.1.5.1 6 meetings per year (= £2,000) - 9 meetings per year (= £3,000)
- 4.1.6 The cost of the new Panel will be found from within existing resources.

4.2 Legal

- 4.2.1 Section 18 of the Local Government and Housing Act 1989 (as amended) allows Local Authorities to make provision for various Councillors' Allowances. The Local Authorities (Members' Allowances) (England) Regulations 2003 requires the Council to have a relevant scheme and to have regard to the recommendations of an Independent Remuneration Panel as a pre-requisite to adopting the scheme.
- 4.2.2 The guidance on the regulations for Local Authority Allowances states that the Council should adopt a recruitment process which it considers is best able to result in the membership of its Independent Remuneration Panel being truly independent, well qualified to discharge the functions of the Panel and be representative of the diversity of Northampton's communities.
- 4.2.3 The above aspects were taken into account in the development of the recruitment process in that the recruitment and selection process was advertised externally across Northampton using local media, and the successful candidates have been drawn from backgrounds that includes a deep understanding of community issues and a knowledge of local government, including previous public roles involving public probity, accountability and transparency.

4.3 Other Implications

- 4.3.1 None

5. Background Papers

- (1) *"New Council Constitutions: Guidance on Regulation for Local Authority Allowances"* Department for Communities and Local Government
- (2) *"Members Remuneration – Models, issues, incentives and barriers"* Dr Declan Hall and Sir Rodney Brooke, Councillors Commission December 2007
- (3) *"Guidance on members' allowances for local authorities in England"* ODPM April 2001
- (4) *"The Local Authorities (Members' Allowances) (England) Regulations 2003"*, Statutory Instrument 2003: No. 1021; and various amendment regulations.
- (5) *"Members' Allowances: Post 2003 Regulations – Patterns and Issues"* Conference. School of Public Policy, University of Birmingham, 2007

Report Author and Title: Simone Wade, Policy & Governance Manager

Telephone and Email: Ext 8569
swade@northampton.gov.uk



NORTHAMPTON
BOROUGH COUNCIL

COUNCIL

8 SEPTEMBER 2008

Agenda Status: Public

Directorate: Chief Executive's

Report Title	AMENDMENT TO MEETINGS CYCLE
---------------------	------------------------------------

1. Summary

To seek approval of the amended Meetings Cycle, which includes the movement of Cabinet Meetings from Mondays to Wednesdays.

2. Recommendations

That the amended Meetings Cycle for 2008/09 be approved to take effect from Wednesday 15 October 2008.

3. Report Background

- 3.1 In order to accommodate and streamline the processes involved in the preparation and approval of reports accompanying Cabinet agendas, it has been suggested that future Cabinet meetings are moved from a Monday to a Wednesday evening. To avoid conflicts, this will also involve an alteration to the dates of some other meetings on the approved Meetings Cycle.
- 3.2 So as to avoid a wholesale redrafting of the already approved cycle of meetings and the effects on room bookings, outside venues, diaries, etc, a minimum change approach has been adopted to reach the desired effect for the remainder of 2008/09. Appendix A shows the effect of this. Two meetings of General Purposes Committee and one each of Neighbourhood Partnerships 7, 8, 10, 11 and 12 are the meetings displaced by this change. The new Cabinet dates and new dates for the displaced meetings are highlighted in the Appendix. An additional Cabinet meeting has already been agreed for 26 September 2008 to meet deadlines for a number of issues.
- 3.3 It is proposed that this change comes into effect with the new Cabinet date of 15 October 2008, with the existing meeting on 20 October being cancelled.

4. Implications (including financial implications)

4.1 Resources and Risk

None.

4.2 Legal

None specifically arising from this report.

4.3 Other Implications

None.

5. Background Papers

N/A

Report Author and Title: F McGown, Meetings Services Team Leader

Telephone and Email: 837101 fmcgown@northampton.gov.uk

MEETINGS CYCLE 2008/09

	June	July	August	September	October	November	December	January
Monday	26			1 CAB Pre Cab 16.30			1	
Tuesday	27 A	1		2 OSM			2 A	
Wednesday	28	2 PL		3 NP7	1 OS3		3 DCEF GP	
Thursday	29 DCEF	3 OS3		4	2 NP10		4 OS2	1 New Year's Day
Friday	30 ////////////////	4 ////////////////	1 ////////////////	5 ////////////////	3 ////////////////		5 ////////////////	2 ////////////////
Saturday	31 ////////////////	5 ////////////////	2 ////////////////	6 ////////////////	4 ////////////////	1 ////////////////	6 ////////////////	3 ////////////////
Sunday	1 ////////////////	6 ////////////////	3 ////////////////	7 ////////////////	5 ////////////////	2 ////////////////	7 ////////////////	4 ////////////////
Monday	2 CAB Pre CAB 16.30 LSP 11.30	7 LSP 11.30	4 CAB Pre CAB 16.30	8 Council Pre CL14.00	6	3	8 COUNCIL Pre CL 14.00	5
Tuesday	3 OSM	8	5	9 GP	7 NP11	4 LC	9 LC	6
Wednesday	4 PL	9 NP11	6	10 LGB OS1	8 DIS	5 CAB Pre CAB 16.30	10 OS3	7
Thursday	5	10	7	11 NP8	9 OS2	6 LGB	11 NP10	8 LGB
Friday	6 ////////////////	11 ////////////////	8 ////////////////	12 ////////////////	10 ////////////////	7 ////////////////	12 ////////////////	9 ////////////////
Saturday	7 ////////////////	12 ////////////////	9 ////////////////	13 ////////////////	11 ////////////////	8 ////////////////	13 ////////////////	10 ////////////////
Sunday	8 ////////////////	13 ////////////////	10 ////////////////	14 ////////////////	12 ////////////////	9 ////////////////	14 ////////////////	11 ////////////////
Monday	9 DIS	14 CAB Pre CAB 16.30	11	15	13 NP13	10	15 NP13	12 NP7
Tuesday	10 LC	15	12	16 NP9	14 NP12	11 OSM	16 NP11 SSNB 10.00	13 CAB Pre CAB 16.30
Wednesday	11 NP8	16	13	17	15 CAB Pre CAB 16.30	12 NP8	17 PL	14 PL
Thursday	12	17	14	18 PEN MD	16 MD	13	18 STD	15 NP8
Friday	13 ////////////////	18 ////////////////	15 Balloon Festival	19 ////////////////	17 ////////////////	14 ////////////////	19 ////////////////	16 ////////////////
Saturday	14 ////////////////	19 ////////////////	16 Balloon Festival	20 ////////////////	18 ////////////////	15 ////////////////	20 ////////////////	17 ////////////////
Sunday	15 ////////////////	20 ////////////////	17 Balloon Festival	21 ////////////////	19 ////////////////	16 ////////////////	21 ////////////////	18 ////////////////
Monday	16 STD CAB Pre CAB 16.30	21 COUNCIL Pre CL	18	22 STD	20	17 NP7	22 CAB Pre CAB 16.30	19 COUNCIL Pre CL 14.00
Tuesday	17 LGB SSNB 14.00 GP	22 LC	19	23 LC	21 SSNB 14.00	18 NP9	23	20 NP9
Wednesday	18 NP9	23 NP12	20	24 PL	22 PL	19 PL	24	21 OS1
Thursday	19 OS2	24	21 MD	25 A	23	20 MD	25 Christmas Day	22 NP10 PEN
Friday	20 ////////////////	25 ////////////////	22 ////////////////	26 CAB 17.30 Pre CAB 16.30	24 ////////////////	21 ////////////////	26 Boxing Day	23 ////////////////
Saturday	21 ////////////////	26 ////////////////	23 ////////////////	27 ////////////////	25 ////////////////	22 ////////////////	27 ////////////////	24 ////////////////
Sunday	22 ////////////////	27 ////////////////	24 ////////////////	28 ////////////////	26 ////////////////	23 ////////////////	28 ////////////////	25 ////////////////
Monday	23	28 NP13	25 ////////////////	29 CAB (17.00) Pre CAB 16.00 COUNCIL \$ (18.30)	27 COUNCIL Pre CL 14.00	24 NP12	29	26 OS3
Tuesday	24 NP10 A	29 GP	26 SSNB 14.00	30 DCEF	28 GP	25 DIS	30	27 LC
Wednesday	25 OS1	30 PL	27 PL		29	26 CAB Pre CAB 16.30	31	28 DIS
Thursday	26 PEN ø CAB/COUNCIL Pre Cl 14.00	31	28		30 PEN	27 OS1		29 OS2
Friday	27 ////////////////		29 ////////////////		31 ////////////////	28 ////////////////		30 ////////////////
Saturday	28 ////////////////		30 ////////////////			29 ////////////////		31 ////////////////
Sunday	29 ////////////////		31 ////////////////			30 ////////////////		
Monday	30							
Tuesday								

MEETINGS CYCLE 2008/09

February	March	April	May	June	July	August	
				1 Council Pre CL 14.00			Monday
				2 A			Tuesday
		1 OS1		3 PL	1 PL		Wednesday
		2		4	2 OS2		Thursday
		3 //	1 //	5 //	3 //		Friday
		4 //	2 //	6 //	4 //	1 //	Saturday
1 //	1 //	5 //	3 //	7 //	5 //	2 //	Sunday
2 GP	2 COUNCIL Pre CL 14.00	6 NP10	4 May Day	8 NP8	6	3	Monday
3 NP11	3 OSM	7 CAB Pre Cab 16.30	5 NP13	9 LC	7 NP11	4	Tuesday
4 CAB Pre CAB 16.30	4 NP7	8 PL	6 PL	10 CAB Pre CAB 16.30	8 CAB Pre CAB 16.30	5 CAB Pre CAB 16.30	Wednesday
5	5 DCEF	9	7	11 MD	9 MD	6	Thursday
6 //	6 //	10 Good Friday	8 //	12 //	10 //	7 //	Friday
7 //	7 //	11 //	9 //	13 //	11 //	8 //	Saturday
8 //	8 //	12 Easter Day	10 //	14 //	12 //	9 //	Sunday
9	9 STD	13 Easter Monday	11 OSM	15 STD	13 COUNCIL Pre CL 14.00	10	Monday
10 NP12	10 DIS	14	12	16 LGB GP	14 LC	11	Tuesday
11 PL	11 PL	15	13 NP7	17 NP9	15	12	Wednesday
12 MD	12 LGB MD	16 MD	14 DCEF MD	18	16 OS3	13 MD	Thursday
13 //	13 //	17 //	15 //	19 //	17 //	14 //	Friday
14 //	14 //	18 //	16 //	20 //	18 //	15 //	Saturday
15 //	15 //	19 //	17 //	21 //	19 //	16 //	Sunday
16 NP13	16 GP	20 COUNCIL Pre CL 14.00	18	22 A	20	17	Monday
17 A	17 LC	21 LGB	19 DIS	23 NP10	21 NP12	18	Tuesday
18	18 CAB Pre CAB 16.30	22 NP11	20 CAB Pre CAB 16.30	24 OS1	22	19	Wednesday
19 CAB +	19 NP8 PEN	23 OS2	21 AN CL	25 PEN	23	20	Thursday
20 //	20 //	24 //	22 //	26 //	24 //	21 //	Friday
21 //	21 //	25 //	23 //	27 //	25 //	22 //	Saturday
22 //	22 //	26 //	24 //	28 //	26 //	23 //	Sunday
23	23	27 NP12	25 Spring Bank Holiday	29 CAB/ COUNCIL ø Pre CAB 16.30	27 NP13	24 August Bank Holiday	Monday
24	24	28	26	30	28 GP	25	Tuesday
25 CAB Pre CAB 16.30	25 NP9	29 CAB Pre CAB 16.30	27		29 PL	26 PL	Wednesday
26 COUNCIL * +	26	30 OS3	28		30	27	Thursday
27 //	27 //		29 //	//	31 //	28 //	Friday
28 //	28 //		30 //	//		29 //	Saturday
	29 //		31 //	//		30 //	Sunday
	30					31	Monday
	31						Tuesday

* Council Tax Setting
+ Budget/Council
ø Annual Statement of Accounts
\$ Final Statement of Accounts
CL – Council 18:30
PL – Planning 18:00
LC – Licensing Committee 18:00
CAB – Cabinet 18:00
STD – Standards 17:00
OS1 – Overview & Scrutiny: Partnerships, Regeneration,
Safety & Engagement 18:00
OS2 – Overview & Scrutiny: Housing & Environment 18:00
OS3 – Overview & Scrutiny: Improvement, Performance &
Finance 18:00
OSM – Overview & Scrutiny: Management
Committee 18:00
A – Audit 18:00
NP – Neighbourhood Partnerships all at 19:00
(except NP13 at 19:30)
GP – General Purposes 18:00
LSP – Local Strategic Partnership
SSNB – Safer Stronger Northampton Board
WOM – Womens Forum 12:30
PEN – Pensioners Forum 14:00
LGB – Lesbian, Gay & Bisexual People Forum 18:30
DIS – Disabled Forum 17:30
DCEF – Diverse Communities Equalities Forum 18:30
MD – Members Development
NB
YF – Youth Forum
Dates to be based around the School Timetable