

NORTHAMPTON BOROUGH COUNCIL
Overview and Scrutiny Committee

Your attendance is requested at a meeting to be held in the Jeffrey Room,
The Guildhall, St. Giles Square, Northampton, NN1 1DE on
Wednesday, 25 November 2015 commencing at 6:00pm

D Kennedy
Chief Executive

If you need any advice or information regarding this agenda please phone Tracy Tiff, Scrutiny Officer, telephone 01604 837408 (direct dial), email ttiff@northampton.gov.uk who will be able to assist with your enquiry. For further information regarding **Overview & Scrutiny Committee** please visit the website www.northampton.gov.uk/scrutiny

Members of the Committee

| | |
|-------------------|--|
| Chair | Councillor Jamie Lane |
| Deputy-Chair | Councillor Brian W Sargeant |
| Committee Members | Councillor Rufia Ashraf Councillor Muna Cali Councillor John Caswell Councillor Gareth Eales Councillor Terrie Eales Councillor James Hill Councillor Phil Larratt Councillor Dennis Meredith Councillor Brian Oldham Councillor Suresh Patel Councillor Samuel Shaw Councillor Zoe Smith Councillor Graham Walker |

Calendar of meetings

| Date | Room |
|--|--|
| 20 January 2016 6:00 pm 11 April 13 June | All meetings to be held in the Jeffery Room at the Guildhall unless otherwise stated |

Northampton Borough Overview & Scrutiny Committee

Agenda

| Item No and Time | Title | Pages | Action required |
|------------------|---|--------|--|
| 1 6:00pm | Apologies | | Members to note any apologies and substitution |
| 2 | Minutes | 1 - 3 | Members to approve the minutes of the meeting held on 28 September 2015. |
| 3 | Deputations/Public Addresses | | The Chair to note public address requests. The public can speak on any agenda item for a maximum of three minutes per speaker per item. You are not required to register your intention to speak in advance but should arrive at the meeting a few minutes early, complete a Public Address Protocol and notify the Scrutiny Officer of your intention to speak. |
| 4 | Declarations of Interest (Including Whipping) | | Members to state any interests. |
| 5 6:05pm | Flooding 1:200 Flood Risk | | The Overview and Scrutiny Committee to receive a briefing on flood risk. |
| 6 7:05pm | Sheltered Housing Review Update | 4 - 7 | The Committee to receive an update on the Sheltered Housing Review. |
| 7 | Monitoring of the implementation of the accepted recommendations contained in the Overview and Scrutiny reports: | | |
| 7 (a) 7:15pm | Management and Regulation of Private Sector Housing including HIMOs | 8 - 18 | |
| 8 7:30pm | Performance Management Scrutiny | | The Overview and Scrutiny Committee to undertake performance management scrutiny: NI154 – Net additional homes provided HML05 – Total number of people sleeping rough on the streets PP53 – Percentage Service requests responded to within three days ESC09 – Percentage of Fly-tipping incidents removed within two working days of notification ESCO1n – Total bins/boxes missed in period |

Northampton Borough Overview & Scrutiny Committee

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| 9 | Response of Cabinet to Overview and Scrutiny Reports | | |
| 9 (a) 7:50pm | Impact of the Welfare Reform Act | 19 - 26 | |
| 9 (b) 7:55pm | Poverty In the Town | 27 - 32 | |
| 10 | Scrutiny Panels | | The Overview and Scrutiny Committee to receive a progress report from the three Scrutiny Panels. |
| 10 (a) 8:00pm | Scrutiny Panel 1 | 33 | |
| 10 (b) 8:05pm | Scrutiny Panel 2 | 34 | |
| 10 (c) 8:10pm | Scrutiny Panel 3 | 35 | |
| 11 8:15pm | Overview and Scrutiny Reporting and Monitoring Working Group | 36 - 39 | The Committee to approve the scope (terms of reference) of the Overview and Scrutiny Reporting and Monitoring Working Group for 2015/2016.. |
| 12 8:20pm | Overview and Scrutiny NBC Owned Street Lighting Working Group | 40 | The Overview and Scrutiny Committee to receive a progress report from the Chair of the O&S NBC owned Street Lighting Working Group. |
| 13 8:25pm | Report back from NBC's representative to NCC's Health and Social Care Scrutiny Committee | 41 - 42 | Councillor Brian Sargeant to provide an update on the work of NCC's Health and Social Care Scrutiny Committee. |
| 14 8:30pm | Potential future pre decision scrutiny | 43 - 44 | The Overview and Scrutiny Committee to consider any potential issues for future pre decision scrutiny. |
| 15 8:35pm | Urgent Items | | This issue is for business that by reasons of the special circumstances to be specified, the Chair is of the opinion is of sufficient urgency to consider. Members or Officers that wish to raise urgent items are to inform the Chair in advance. |

NORTHAMPTON BOROUGH COUNCIL

OVERVIEW & SCRUTINY COMMITTEE

Monday, 28 September 2015

PRESENT: Councillor Jamie Lane (Chair); Councillor Brian Sargeant (Deputy Chair);
Councillors Gareth Eales, Terrie Eales, James Hill, Phil Larratt, Dennis
Meredith, Brian Oldham, Suresh Patel, Samuel Shaw and Zoe Smith

| | |
|---------------------------|--------------------------------|
| Councillor Alan Bottwood, | Cabinet Member for Environment |
| Ruth Austen | Environmental Health Manager |
| Phil Harris | Head of Housing and Wellbeing |
| Tracy Tiff | Scrutiny Officer |
| Nicola Brindley | Democratic Services Officer |

1. APOLOGIES

An apology for absence was received from Councillors Rufia Ashraf, Graham Walker and Muna Cali.

2. MINUTES

The minutes of the last meeting held on 29th July 2015 were agreed as a true record.

3. DEPUTATIONS/PUBLIC ADDRESSES

There were none.

4. DECLARATIONS OF INTEREST (INCLUDING WHIPPING)

There were none.

5. MONITORING OF THE IMPLEMENTATION OF THE ACCEPTED RECOMMENDATIONS CONTAINED IN THE OVERVIEW AND SCRUTINY REPORTS:

5.A MANAGEMENT AND REGULATION OF PRIVATE SECTOR HOUSING INCLUDING HIMOS

Phil Harris, Head of Housing and Wellbeing addressed the Committee and confirmed that the Additional HIMO Licensing Scheme was introduced in November 2014 and had started to deliver. Approximately 300 HIMOs have been licensed to date in an area of the town where it is estimated that there could be as many as 1,500 HIMOs. There have been changes in the team and Debi Waite has recently joined the Council as the Private Sector Housing Manager with a proven track record of successfully prosecuting rogue landlords.

Meetings have been held with private landlords and student landlords who have endorsed the Council's approach to rogue landlords. The first recommendation in the report has been delivered and good practice has been promoted.

The Council is currently considering making changes to its HMO Fees Policy – to reward good landlords with discounts and penalise bad landlords by reducing the length of the licence period – and finalising a new Enforcement Policy.

Landlords Forum meetings are now being held three times a year; the next two are in

October 2015 and February 2016.

Phil Harris confirmed that a formal written update (and response to the Overview & Scrutiny recommendations) will be provided at the next meeting.

In response to a question from Councillor Jamie Lane, Phil Harris confirmed that the Enforcement Policy would be approved by the Cabinet. If anyone is concerned about a problematic HIMO that is not licensed, they should report it to the Council.

It was acknowledged that the Housing Service needs to work closely with the Planning Service and support the work of the Planning Committee.

RESOLVED: The comments be noted and a full report provided at the next meeting.

6. CODE OF PRACTICE FOR BETTING SHOPS

Councillor Alan Bottwood Cabinet Member for Environment and Ruth Austen Environmental Health and Licensing Manager presented the report.

In response to a question from Councillor Dennis Meredith, Ruth Austen confirmed that the increase of online betting was outside of their control as was the online betting offshore. She confirmed that the numbers of gaming machines was a cause for concern but there was no specific recommendation on numbers.

RESOLVED: That the report be noted.

7. PERFORMANCE MONITORING REPORT

Councillor Jamie Lane presented the Performance Monitoring Report to the Committee.

It was requested that the report be made more user friendly and a member of Performance Department to come to Committee to explain how it worked.

RESOLVED: That a member of the Performance Department present the report to Committee.

8. SCRUTINY PANELS

8.A SCRUTINY PANEL 1

Councillor Samuel Shaw confirmed that they had selected the questions to ask the witnesses ahead of the next meeting. He confirmed that it had been well attended.

RESOLVED: That the update be noted.

8.B SCRUTINY PANEL 2

Councillor Dennis Meredith confirmed that site visits had been arranged and walkabouts with Neighbourhood Wardens.

Councillor Phil Larratt and Councillor Dennis Meredith will attend a meeting of the Anti-Social Behaviour Joint Partnership Meeting and had found the new legislation useful to tackle street drinkers. They would also review littering.

Councillor Brian Oldham confirmed there was also a problem with dog fouling and the prosecution figures were poor. The law was not effective and too long to process.

RESOLVED: The update be noted.

8.C SCRUTINY PANEL 3

Councillor Gareth Eales confirmed that the Panel had received a presentation at its last meeting on how Hackney carriages and private drivers were licensed. They had six core questions to witnesses and the induction course was to be reviewed to ensure it was as stringent as it should be.

RESOLVED: The update be noted.

9. STREET LIGHTING WORKING GROUP

Councillor Phil Larratt confirmed that the meeting was this week and an update would be provided at the next meeting.

RESOLVED: That the update be noted.

10. REPORT BACK FROM NBC'S REPRESENTATIVE TO NCC'S HEALTH AND SOCIAL CARE SCRUTINY COMMITTEE

Councillor Brian Sargeant confirmed that he had attended the meeting and he found it very informative.

Resolved: That the update be noted.

11. POTENTIAL FUTURE PRE DECISION SCRUTINY.

There were none.

12. URGENT ITEMS

There were none.

The meeting concluded at 18.45



Title: NPH Older Persons' Strategy Update

Report of: Mike Kay, Chief Executive, NPH

Shirley Davies, Executive Director of Housing, NPH

Telephone and Email: mkay@northamptonpartnershiphomes.org.uk 01604 837775

sdavies@northamptonpartnershiphomes.org.uk

1. EXECUTIVE SUMMARY

In 2012 NBC undertook a review of its sheltered housing stock which was followed by a further, external review by the Chartered Institute of Housing (CIH) who were commissioned to '*review the strategic and operational options available to the Council for improving upon the existing service model for the provision of sheltered housing accommodation and services in the Borough*'.

Following this Shirley Davies was appointed as an Interim Project Manager to analyse the CIH's recommendations and translate these into a vision for the future which provides long-term, high quality designated older person's accommodation.

On the 5th January 2015 NPH was created by NBC and Shirley Davies was appointed in April 2015 as Executive Director of Housing for NPH. NPH have subsequently taken this work and research further and fed this into a wider "Older Persons' Strategy" project which will produce a more holistic Strategy that meets the future needs and aspirations of older people in Northampton. To support this work NPH have engaged a specialist consultant: Althea Howarth of Ridgeway Consultants.

This report is now provided to update the committee on progress and provide an anticipated timescale for completion.

2. RECOMMENDATION

The Overview and Scrutiny Committee are recommended to note the report.

3. BACKGROUND AND DETAIL

Prior to the formation of the ALMO on the 5TH January 2015 the NBC had commenced a review of its sheltered housing stock which was supported by a further, external review in 2012 by the Chartered Institute of Housing (CIH).

The CIH were commissioned to ‘review the strategic and operational options available to the Council for improving upon the existing service model for the provision of sheltered housing accommodation and services in the Borough’.

Following this Shirley Davies was appointed by NBC as an Interim Project Manager to analyse the CIH’s recommendations and translate these, in partnership with tenants and other stakeholders, into a shared vision for the future which provides long-term, high quality designated older person’s accommodation.

Following Shirley Davies appointment as Executive Director of Housing for NPH, NPH have taken the work and research commenced with the Sheltered Housing review and fed this into a wider “Older Persons’ Strategy” project which will produce a wider and more holistic Strategy that meets the future needs and aspirations of older people in Northampton. To support this work NPH have engaged a specialist consultant: Althea Howarth of Ridgeway Consultants.

The work is being undertaken at a time of significant change both within the Housing sector itself and within the older people’s housing and support sector. A robust strategy devised in partnership with stakeholders will be an essential tool for highlighting the priorities for the future and supporting the delivery of high quality, cost effective services. The Government’s agenda to increase housing development and the welfare reform legislation, coupled with budgetary constraints, has moved ‘housing and services’ up the priority agenda for statutory authorities.

In addressing these issues the strategy will look at demand for housing and services for older people across Northampton, the issues for the current stock, affordability challenges for tenants (rent and support costs) and will deliver a range of options for reducing rent loss and delivering cost-effective refurbishment / development opportunities.

The work undertaken to date already illustrates the significant challenges in drafting a robust strategy that meets the future needs of the predicted increasing population of older people in Northampton shown in the table below:

Older people in Northampton: Projected change to 2030 (%)

| NBC Projections (%) | 2015 - 2020 | 2015 - 2025 | 2015 - 2030 |
|----------------------------|--------------------|--------------------|--------------------|
| 65 + | + 13% | + 28% | + 47% |
| 75+ | + 16% | + 47% | + 70% |
| 85+ | + 16% | + 40% | + 77% |

Source: IPC POPPI

The above research confirms that there is significant projected growth in the older population generally. We would draw attention to projected growth in 85+ populations who are more likely to require the specialist housing which is currently lacking in Northampton.

Furthermore, this ‘older old’ population is likely to include a significant percentage of people living alone who are likely to require support services in their own homes where specialist housing is unavailable. An additional factor to take into account involves projections for people predicted to have Severe Limiting Long Term Illnesses (LLTI), where the overall increase is approximately 54%, the increase for those aged 75-84 is 66% and the increase for the 85 plus age group is 73%.

The above facts are evidenced in background research papers which give the detail and will be included as appendices in the Older Persons Strategy when it is finalised.

4. NEXT STEPS

The desk research element of this project continues and will be supported by extensive field research which is about to commence which will include surveys and follow up face to face consultation as appropriate. The groups to be consulted with include:-

- Tenants in older persons' housing - a survey has been chosen in this instance as experience has shown more vulnerable tenants are less likely to attend focus groups and so their views are not heard. (A process will be put in place to assist tenants who require help completing a survey)
- Surveys with a sample of people aged 50+ in general needs housing, on the waiting list, and in other tenures
- In-depth face to face / telephone interviews with stakeholders, e.g. NPH / NBC Council staff, Health, Adult Social Care

We are also working with staff to undertake a needs mapping exercise to understand the profile of existing tenants in each of the blocks and bungalow schemes in terms of, for example, age, gender, health issues, disabilities and services received.

Following on from the work undertaken in the original Sheltered Housing Options Review, a number of older persons' schemes were identified as being most unsuitable for older people. These will now be included for further consideration within the review and subject to verification will be recommended for decommissioning within the first phase of the older person's strategy confirming the decision as reported to the Sheltered Housing Option Review Project Board on 28 January 2015 and the NPH Operations Committee on 16th February 2015.

At present substantive work to move forward with potential decommissioning of these schemes will be scheduled to commence after the Older Persons' Strategy has been formally approved and adopted. We feel it is important and would be beneficial to undertake some "concept testing" to understand the likely options for future housing and related services these tenants would choose which will inform the strategy in terms of the shape of the housing and services recommended.

These are all mixed general needs and sheltered blocks which would not normally be the recommended model for sheltered housing in the future.

The original review identified properties in 3 schedules (priorities) and to continue this work already undertaken to the next stage the following tasks will be undertaken:

Schedule 1

- An exercise to understand the current care and support needs of residents of two schemes where when the original assessments were undertaken) there were 6 tenants in one scheme and 17 in the other receiving level 2 support services).
- The working group reviewing this stock will analyse the outcomes from this exercise and put forward proposals on the approach to be taken in decommissioning this stock while safeguarding the needs of the more vulnerable tenants. At this stage a timeframe for completion of the work will be established.
- Proposals will also be put forward on the re-letting of any future void sheltered stock within the schemes to general needs tenants.
- Following this process consultation will take place with individual tenants and action plans drawn up detailing their housing preferences and support needs if appropriate.

Schedule 2

- An initial phase of consultation has taken place with tenants in some of this stock. Further detailed consultation with individual tenants in each scheme will take place and a detailed plans of their chosen options and support needs, where applicable, will be drafted
- It will be important for staff to identify potential accommodation for those tenants who wish to move to another property and these tenants will need to be given priority for suitable void stock.

Schedule 3

- More detailed work is required on the options for the future of these blocks of flats and this work will be undertaken as part of the development of the Older Persons' Strategy which is due to be completed in March 2016.

5. FINANCIAL AND VFM IMPLICATIONS

The Strategy represents an opportunity for NBC and NPH to move towards achieving a stock of sustainable and desirable accommodation for a growing population of older people across Northampton. Importantly it will also inform of future demand, failure to deliver this the implications are:-

- Increased void properties and resultant rent loss
- Increased turnover of stock resulting in additional management obligations
- Inappropriate provision not meeting demands and expectations
- Increased re-let times which reflects on organisational performance.

No financial details or forecast can be made at this stage of the work; however the finalised report will include full financial forecasts.

6. TIMESCALES

Consultation with stakeholders is due to commence in January 2016 and is expected to be completed by March 16.

Feedback from the consultation will be fed into the strategy with a view to completing and presenting the finalised report to NPH Operations Committee on Thursday 5th May and NPH Board on Wednesday 11th May 2016, prior to subsequent submission to NBC.

NORTHAMPTON BOROUGH COUNCIL

OVERVIEW AND SCRUTINY

ACTION PLAN: SCRUTINY PANEL Management and Regulation of Private Sector Housing

Recommendations from Scrutiny Panel (Management and Regulation of Private Sector Housing, Including HMOs) completed in June 2014. **Proposed dates for monitoring implementation of accepted recommendations**

| Report received by Cabinet | Response received by Overview and Scrutiny Committee | Monitoring activity | Monitoring complete | | |
|--|--|---|---------------------|--|--|
| 10 September 2014 | 23 March 2015 | 25 November 2015 | | | |
| Recommendation 1: | | | | | |
| A Private Sector Landlords Registration (Licensing) Scheme is implemented with the facility for landlords to register (apply to licence) online. | | | | | |
| Action | Implementation / responsibility by: | Resources required / available | Target date | Achievement / Completed | |
| An Additional HMO Licensing Scheme is now in place and came into effect in November 2014. The designated area is the same as the area covered by an Article 4 Directive introduced by the Planning Service. It is estimated that around 1,500 two storey HMOs in the Additional HMO licensing area will need to be licensed. | Private Sector Housing Team | Additional staff recruited on permanent and temporary contracts | Completed 3/11/2014 | Additional HMO Licensing Scheme introduced and operational | |
| Licensing of Mandatory HMOs (HMOs that have 3 or more storeys and are occupied by 5 or more occupants who share some facilities) started in 2006 and affects all licensable Mandatory HMOs in the borough. | Debi Waite | Existing resources | | Ongoing | |

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| <input type="checkbox"/> Ensure that your property presents no risks to your tenant's health and safety <input type="checkbox"/> Don't find yourself in court when something goes wrong | | | | |
|--|------------------------------------|--------------------------------|---------------|-------------------------|
| Action | Implementation / responsibility by | Resources required / available | Target date | Achievement/ Completed |
| <p>As there is already a whole raft of useful advice and information (covering the subjects identified by the Overview & Scrutiny Panel) on the internet, it is essential that the Council's webpages contain hyperlinks to these other websites, rather than simply duplicate the advice and information that is already available elsewhere.</p> <p>By rewriting its pages on the Council's website, the Private Sector Housing Team will provide prospective landlords with an invaluable single point of access to these external sources of advice and information.</p> | Debi Waite | Existing resources | February 2016 | |
| <p>Recommendation 3: Northampton Borough Council works with the University of Northampton and private sector landlords to agree a Northampton standard for privately rented homes. The standard is produced in conjunction with the useful guide (recommendation 2.1.3) and Best Practice Guide (recommendation 2.1.12).</p> | | | | |
| Action | Implementation / responsibility by | Resources required / available | Target date | Achievement / Completed |
| The Council's Space and Amenities Guide has been published and is promoted by the University of Northampton. Reference will be made to it in the new webpages on the Council's website (see response to | Debi Waite | Existing resources | Completed | Completed |

| <p>Recommendation 2, above).</p> <p>The Private Sector Housing Team will continue to work with the University of Northampton to ensure that students rent accommodation that is safe and healthy.</p> <p>The Council has recently endorsed a new 'standard' Assured Shorthold Tenancy agreement that has been produced by the Northampton Student Landlords Network with the support of the University and DASH.</p> | Debi Waite | Existing resources | | Ongoing |
|---|--|---|--|--|
| <p>Recommendation 4: A Protocol for identifying absent landlords is produced and implemented. Private Sector Landlords are encouraged to join a local or national Landlord Association.</p> | | | | |
| Action | Implementation / responsibility by | Resources required / available | Target date | Achievement / Completed |
| <p>The Private Sector Housing Team is developing an intelligence-led approach to the investigation of landlords and agents, including those who seek to hide by their absence or within companies.</p> <p>To assist with this, Officers have obtained real time access to Council Tax and Housing Benefit data.</p> <p>Risk assessment processes will be introduced to ensure the service addresses the worst cases first.</p> <p>Officers will be trained in advanced investigator/evidence gathering skills to ensure professional and robust enforcement action is undertaken.</p> | <p>Debi Waite</p> <p>Private Sector Housing Team</p> <p>Debi Waite</p> <p>Debi Waite</p> | <p>Existing resources</p> <p>Existing resources</p> <p>Existing resources</p> <p>Existing resources</p> | <p>March 2016</p> <p>August 2015</p> <p>January 2016</p> <p>March 2016</p> | <p></p> <p>Completed</p> <p></p> <p></p> |

| Landlords are encouraged to join professional associations, and to seek accreditation, through a variety of means including the Council's website. | Private Sector Housing Team | Existing resources | | Ongoing |
|---|------------------------------------|--------------------------------|-------------|-------------------------|
| Recommendation 5: A Policy for the prosecution of "rogue landlords" is introduced and a funding pot is identified to be allocated to resources to support licensing through a rigorous programme of encouragement, support to landlords, and enforcement, including prosecution of those landlords who do not comply with the requirements of the Scheme. | | | | |
| Action | Implementation / responsibility by | Resources required / available | Target date | Achievement / Completed |
| Alongside the measures described in the response to Recommendation 4 (above), the focus of the Private Sector Housing Service is changing with a view to the available resources being targeted at the highest risks and the worst cases in order that criminal, rogue and irresponsible landlords are dealt with as a priority. | Debi Waite | Existing resources | March 2016 | |
| In order to support this approach, various processes and procedures are being produced or updated, including the Private Sector Housing Enforcement Policy, the HMO Fees Policy, the Housing, Health and Safety Rating System Procedure and an Enforcement and Legal Processes Manual. | Debi Waite | Existing resources | March 2016 | |
| As well as improving landlords' access to advice and information, the Private Sector Housing Team is strengthening its partnership with landlords and agents, The Landlord Forum continues to flourish and meets three times a year (in February, June and October). | Debi Waite | Existing resources | | Ongoing |

| <p>The prosecution of criminal, rogue and irresponsible landlords is a key element of a revised Private Sector Housing Enforcement Policy that is being developed for consideration by Cabinet in February 2016.</p> <p>A more detailed HMO Policy is also in development to focus on that area of work and the licensing programme introduced in November 2014</p> | Debi Waite | Existing resources | February 2016 | |
|---|---|---------------------------------------|--------------------|--------------------------------|
| | Debi Waite | Existing resources | March 2016 | |
| <p>Recommendation 6: Contact is made with the National Landlords' Association (NLA) regarding utilising its free of charge scheme of on-line training and the use of its free guidance material for tenants and private sector landlords.</p> | | | | |
| Action | Implementation / responsibility by | Resources required / available | Target date | Achievement / Completed |
| <p>Contact has been made with the NLA to explore the potential for closer joint working between the Private Sector Housing Team and the NLA. Although there is currently no NLA representative in Northamptonshire, the Team is working with the Nottinghamshire representative until the NLA fills the local vacancy.</p> <p>The Council's updated web pages (see response to Recommendation 2, above) will provide links to the advice and information provided on the NLA's website.</p> | Debi Waite | Existing Resources | February 2016 | |
| | | | | |

| Recommendation 7: A tri-annual multi-Agency meeting, together with the Landlords Forum, to enable two way discussions and information sharing, is introduced. | | | | |
|--|--|---------------------------------------|--------------------|--------------------------------|
| Action | Implementation / responsibility by | Resources required / available | Target date | Achievement / Completed |
| The Landlord Forum met in July 2015 and October 2015, and the dates of the next 12 months' meetings are now routinely advertised on the Council's website. The Forum will meet 3 times a year: in February, June and October. | Debi Waite | Existing resources | July 2015 | Completed |
| Recommendation 8: Planning Services and Housing Services work collaboratively regarding the private rental sector, to ensure that private lettings make a positive contribution to neighbourhoods. | | | | |
| Action | Implementation / responsibility by | Resources required / available | Target date | Achievement / Completed |
| Meetings have taken place to improve the way in which Planning and Housing Services work together to ensure that effective, collaborative action is taken to identify, manage and minimise the number of HMOs that are operating without planning permission or a licence in the designated Article 4 / Additional HMO Licensing Scheme area of the borough. | Phil Harris and David Hackforth | Existing resources | | Ongoing |
| There is also regular dialogue between Planning Enforcement, Building Control, Regulatory Services and Community Safety on common issues and cases. | David Hackforth, Debi Waite, Ruth Austen and Debbie Ferguson | Existing resources | | Ongoing |

| Recommendation 9: A check be made to ensure that letting agents are renting properties through the correct procedure and that letting agents are included in Additional Licensing. | | | | |
|--|---|---------------------------------------|--------------------|--------------------------------|
| Action | Implementation / responsibility by | Resources required / available | Target date | Achievement / Completed |
| <p>Agents are not exempt from the HMO licensing regimes and must complete a 'fit and proper person' declaration if they are making an application as a "licensee".</p> <p>The Private Sector Housing Team has started to work closely and collaboratively with Trading Standards to make a bigger impact in driving out criminal, rogue and irresponsible letting agents. Joint casework is already being undertaken and both teams have agreed to share information and intelligence on cases of mutual interest.</p> <p>The Northamptonshire's Trading Standards Team is participating in a national Trading Standards initiative that is tackling 'Rogue Letting Agents'.</p> | Debi Waite | Existing resources | | Ongoing |

| Recommendation 10: Arrangements be put in place for Licence fees to be paid through a direct debit scheme, similar to that in place for the payment of Council Tax. | | | | |
|--|---|--------------------------------|---------------|-------------------------|
| Action | Implementation / responsibility by | Resources required / available | Target date | Achievement / Completed |
| Arrangements were put in place at the time the Additional HMO Licensing Scheme was introduced | Helen Mansell | Existing resources | November 2014 | Completed |
| Recommendation 11: The Scrutiny Panel highlights the need for a Best Practice Guide for Private Sector landlords and tenants and has produced a list of key issues that the Guide should include, as detailed below, for Cabinet's consideration: | | | | |
| <input type="checkbox"/> Issues to consider pre tenancy <input type="checkbox"/> Means of managing a property <input type="checkbox"/> Setting up a tenancy and different legal agreements <input type="checkbox"/> Deposits <input type="checkbox"/> Rents <input type="checkbox"/> Housing benefit <input type="checkbox"/> Landlord and tenant responsibilities | <input type="checkbox"/> An agreement between Letting Agents and Landlords that the Letting Agent is permitted to undertake repairs on behalf of the Landlord <input type="checkbox"/> Other housing options <input type="checkbox"/> Empty homes Housing standards and Safety conditions <input type="checkbox"/> Housing health and safety rating system <input type="checkbox"/> Safety checks <input type="checkbox"/> Energy efficiency, recycling and sustainability <input type="checkbox"/> Equalities Statement <input type="checkbox"/> Useful contacts, such as HMRC and Gov.UK | | | |
| Action | Implementation / responsibility by | Resources required / available | Target date | Achievement / Completed |
| See response to Recommendation 2 | Debi Waite | Existing resources | February 2016 | |

| Recommendation 12: The Best Practice Guide for Private Sector landlords and tenants is easily accessible on the Council's website with paper copies available in the Council's One Stop Shop. On request, the Best Practice Guide should be made available in other languages and formats. | | | | |
|--|------------------------------------|--------------------------------|---------------|-------------------------|
| Action | Implementation / responsibility by | Resources required / available | Target date | Achievement / Completed |
| See response to Recommendation 2 | Debi Waite | Existing resources | February 2016 | |
| Recommendation 13: A copy of the Best Practice Guide is sent to the Association of Residential Letting Agents (ARLA) and the National Landlords' Association (NLA). | | | | |
| Action | Implementation / responsibility by | Resources required / available | Target date | Achievement / Completed |
| Northampton's approach to the dissemination of advice and information (see response to Recommendation 2) and partnership working (see responses to the Recommendations 3, 6, 7 and 9) will be shared with ARLA, the NLA and other organisations. | Debi Waite | Existing resources | | Ongoing |

Recommendations to the Overview and Scrutiny Committee

Recommendation : The Overview and Scrutiny Committee, as part of its monitoring regime, reviews the impact of this report in six months' time.

| Action | Implementation / responsibility by | Resources required / available | Target date | Achievement / Completed |
|---|--|---------------------------------------|--|--------------------------------|
| Included onto the O&S Monitoring Work Programme 2015/2016 | Added to the O&S Monitoring Work Programme - Overview and Scrutiny Committee | n/a | Monitoring to take place in September 2015 | |

Appendices: 0



CABINET REPORT

| | |
|---------------------|--|
| Report Title | Cabinet Response to Scrutiny Panel – Impact of the Welfare Reform Act |
|---------------------|--|

AGENDA STATUS: PUBLIC

| | |
|------------------------------------|----------------------------|
| Cabinet Meeting Date: | 15 th July 2015 |
| Key Decision: | No |
| Within Policy: | Yes |
| Policy Document: | No |
| Directorate: | Customers and Communities |
| Accountable Cabinet Member: | Cllr Alan Bottwood |
| Ward(s) | All |

1. Purpose

- 1.1 The purpose of this report is to respond to the recommendations set out in the Overview and Scrutiny document constructed between January 2014 and July 2014 presented to cabinet 12th November 2014.

2. Recommendations

- 2.1 That the recommendations included in the Overview and Scrutiny report “Impact of the Welfare Reform Act” are accepted.
- 2.1.2 That the Scrutiny Panel are formally congratulated for their commitment to evaluating and mitigating the impact of the Welfare Reform Act on the public and council employees, their commitment to improving the customer experience and the high quality and comprehensive report produced and thanked for the time and effort given to produce it.

3. Issues and Choices

3.1 Report Background

- 3.1.1 It was highlighted in the original report that the Review took place between January 2014 and July 2014, and the Panel received evidence both written and spoken, from a variety of expert advisors.

3.2 Response to the Overview & Scrutiny Recommendations

- 3.2.1 All 22 recommendations in the Overview & Scrutiny report have been considered by LGSS Revenues & Benefits, Customer Services and Housing (including Northampton Partnership Homes) and the representatives from the Voluntary Sector.

- 3.2.2 Cabinet's response to the 22 recommendations in the Overview & Scrutiny report are as follows:

- (1) Raising awareness of the ongoing reforms, the impact and support available from partners, the Voluntary Sector and various community groups and organisations is continued.

Response:

This recommendation is accepted. The Revenues and Benefits Partnership and Development Officer will meet with landlords, voluntary organisations including Community Law and Citizens Advice and update them on Welfare Reform impacts. The Money Advice and Customer Service teams will give support and advice to customers including external support where appropriate.

- (2) Revenues and Benefits, LGSS, together with Officers from NBC continue to provide briefings in relation to the emerging reforms and their impact.

Response:

This recommendation is accepted and in addition to the briefings for staff, the voluntary sector and community groups this will also include briefings and updates to councillors. The officer welfare reform steering group will lead on this.

- (3) In recognising the timescales for relevant processes and procedures in relation to Welfare Reform, Revenues and Benefits, LGSS, works closely with Housing Services, NBC, in order that these processes and procedures are speeded up.

Response:

This recommendation is accepted. Housing services work closely with Customer services and revenues to ensure that where possible new tenants have their claims processed in one

day. Housing Services have a regular presence in the One Stop Shop to ensure that co-ordination between the relevant services is as streamlined as possible.

- (4) A dedicated resource for benefits advice, financial inclusion and digital inclusion is established.

Response:

This recommendation is accepted although the resource will be a mixture of officers and external support. Officers within the housing money advice team offer financial inclusion and advice, customer service and revenues and benefits officers offer face to face and telephone financial and benefit advice. The Credit Union are based in the one stop shop and regular referrals take place. We work closely with Barclays Digital Eagles who offer digital training and support and have floor walkers within the One Stop Shop who assist customers with making claims and will be trained to support customers with universal credit claims.

- (5) Claimants are continued to be advised of the availability of Discretionary Housing Payments (DHP) and awarded payment as necessary.

Response:

This recommendation is accepted. Promotion takes place when customers claim either on the phone or face to face and LGSS Revenues and Benefits work closely with Northampton Partnership Homes and the Housing Options service to maintain tenancies and provide time and support to organise moves to more affordable accommodation.

- (6) A financial Risk Assessment is undertaken and published.

Response:

This recommendation is accepted whereby monthly reports are produced which monitor the amount of DHP awarded and the remaining balance within the fund for future applications. Each case is considered on its own merit and a customer financial risk assessment is undertaken as part of the application process.

- (7) A project is undertaken to establish the roles and responsibilities in relation to Welfare Reform, in particular Implementation, Transition and Post-Transition

Response: Revenues and Benefits have started a project looking at the specific impacts and actions required in line with the transition to Universal credit later in the year, this will outline the key personal required at each stage. There will be continuing discussions with NPH through the steering group on their activities.

This recommendation is accepted

- (8) Staff from the relevant service areas - Customer Services, Housing Services, NBC, and Revenues and Benefits, LGSS, are trained and skilled so that they can support individuals through Welfare Reform.

Response:

This recommendation is accepted. Staff are trained to understand the issues and support will be available from all service areas and voluntary sector organisations as appropriate.

- (9) Links with the Department of Work and Pensions (DWP) are actively explored, including the possibility of benefits advice, in particular the application of sanction, and support presence within the one Stop Shop.

Response:

The provision of benefit advice from the DWP has been discussed and they do not provide this service. The DWP themselves provide benefit Advice at their benefit advice centres (via phone & email) and the Job Centres focus on into work activities. We have colocation for regular surgeries in the One Stop Shop for Job Search Advice but will not be able to get direct advice and will continue to assist customers where possible or signpost them to get this support.

- (10) Links with ATOS (or relevant organisation) regarding the impact of the delays in assessing the entitlement of PIPs and the delays with appeal are actively explored.

Response:

This recommendation is not accepted in so far as we cannot influence the process although we can make representations through our links to the relevant organisations for an improvement in assessment and appeals timescales.

- (11) The Sustainable Independent Living (SIL) Scheme Toolkit - Northamptonshire County Council Social Fund 2014/2015, as attached at appendix J of the Overview and Scrutiny Report constructed between January 2014 and July 2014, is disseminated to all Councillors and staff. A workshop for all Councillors is scheduled explaining the work of the Sustainable Independent Living Scheme and Charity Link and the application process.

Response:

This recommendation is no longer applicable due to the cessation of the SIL fund.

- (12) Consideration is given to the development of viable alternatives to pay day loans, for example, facilities are introduced to assist clients to set up direct debits from the Northamptonshire Credit Union to pay bills such as rent (Council and private sector), Council Tax and utilities.

Response:

This recommendation is accepted and customers for whom it would be appropriate are referred to the Credit Unit who offer an account “Budget Plus” which provides a means to ensure bills are paid first and only the balance of the income is transferred to a current account with the CU or high street bank. The cost is £1 per week.

- (13) Consideration is given to Northampton Borough Council joining the East Midlands Credit Union Initiative where rent would be paid directly to the Council, as the social landlord, rather than directly to the tenant.

Response:

During the past year, a variety of initiatives have been introduced by social landlords to improve tenants' budgeting skills and mitigate any negative impact that welfare reform has on rent collection rates. Consideration is being given to the relative merits of all of these initiatives (including the East Midlands Credit Union Initiative) but, at present, rent collection rates are still good.

- (14) The work of Northamptonshire Credit Union is promoted to encourage people to use it as an alternative to pay day loans.

Response:

This recommendation is accepted and ongoing promotion and partnership with the Credit Union includes a presence in the One Stop Shop. Since the Credit Union have been based in the One Stop Shop referrals have increased significantly.

- (15) Close links into and between the Voluntary Sector and Northampton Borough Council are promoted.

Response:

This recommendation is accepted and awards continue to be made annually to the voluntary sector both through Partnership Grants and Community Foundation grants.

Community Law Service and the Citizens Advice Bureau both hold regular surgeries in the One Stop Shop.

- (16) Active promotion of the work of Voluntary Sector organisations, such as (Charity Link, Citizens Advice Bureau and Community Las) takes place on the Council's website, within the One Stop Shop and as part of outreach activities such as tenants' conferences.

Response:

This recommendation is accepted.

- (17) Service Level Agreements with Voluntary Sector organisations are explicit in relation to the necessity to provide support and advice to customers facing sanction.

Response:

This recommendation is accepted and Service Level Agreements have been updated for 15/16 in relation to Information and Advice and include outcomes in relation to the number of customers supported.

- (18) Northampton Borough Council supports the development of Food Hubs.

Response:

This recommendation is accepted and Food Hubs continue to be promoted to those customers for whom this is beneficial.

- (19) Monitoring of the accumulative impact of Welfare Reform as changes are implemented and embedded continues, to inform the development of appropriate support and, in particular, to help prepare for the implementation of Universal Credit.

Response:

This recommendation is accepted and through the Officer Welfare Reform steering group will continue to be monitored.

- (20) Relevant key findings from this Scrutiny Review are presented to an evidence gathering meeting of the Scrutiny Panel that is investigating Poverty in the Town to inform its evidence base.

Response:

This recommendation is accepted and the key findings have been presented.

- (21) The Overview and Scrutiny considers commissioning a Scrutiny review on the impact of Universal Credit after it has been in operation in Northampton for 12 months.

Response:

This recommendation is accepted and will be considered through the Overview and Scrutiny Planning process.

- (22) The Overview and Scrutiny Committee, as part of its monitoring regime, reviews the impact of this report in six months' time.

Response:

This recommendation is accepted

3. Implications (including financial implications)

3.1 Policy

3.1.1 There are none specifically

3.2 Resources and Risk

3.2.1 There are no financial implications at this stage, from the adoption of these recommendations.

3.2 Legal

3.3.1 None specifically.

3.3 Equality and Health

3.3.1 There are no specific new equality implications in adopting these recommendations.

3.5 Consultees (Internal and External)

3.5.1 The Panel took evidence from a wide range of Stakeholders, Councillors from Northampton Borough Council;

- Cabinet Member for Housing, Northampton Borough Council
- Cabinet Member for Finance, Northampton Borough Council
- Head of Revenues and Benefits, LGSS
- Chair, Community Safety Partnership
- Director of Regeneration, Enterprise and Planning, Northampton Borough Council
- Community Law
- Central and East Northants Citizens' Advice Bureau
- Community and Voluntary Sector - Voluntary Impact Northampton
- University of Northampton
- Nationwide Building Society
- Director of Public Health, Northamptonshire County Council
- Northampton Inter Faith Forum
- Community Groups

3.6 How the Proposals deliver Priority Outcomes

3.6.1 NBC Corporate Plan – creating empowered communities and responding to your needs.

3.7 Other Implications

None

4. Background Papers

O & S Scrutiny Report to Cabinet 12th November 2014

Appendices:

0



NORTHAMPTON
BOROUGH COUNCIL

CABINET REPORT

| | |
|---------------------|--|
| Report Title | Cabinet Response to Scrutiny Panel – Poverty in Northampton |
|---------------------|--|

AGENDA STATUS: PUBLIC

| | |
|------------------------------------|---------------------------|
| Cabinet Meeting Date: | 21 October 2015 |
| Key Decision: | No |
| Within Policy: | Yes |
| Policy Document: | No |
| Directorate: | Customers and Communities |
| Accountable Cabinet Member: | Cllr Alan Bottwood |
| Ward(s) | All |

1. Purpose

- 1.1 The purpose of this report is to respond to the recommendations set out in the Overview and Scrutiny document constructed between May 2014 and March 2015 presented to cabinet in March 2015.

2.0 Recommendations

- 2.1 That the recommendations included in the Overview and Scrutiny report “Impact of the Welfare Reform Act” are accepted.
- 2.1.2 That the Scrutiny Panel are formally congratulated for their commitment to evaluating and mitigating the impact of the Welfare Reform Act on the public and council employees, their commitment to improving the customer experience and the high quality and comprehensive report produced and thanked for the time and effort given to produce it.

3. Issues and Choices

3.1 Report Background

The Review took place between May 2014 and March 2015, and the Panel received evidence both written and spoken, from a variety of expert advisors

The Purpose of the Scrutiny Panel was to review poverty in the town to ascertain whether it is a serious issue.

- Whether it is growing and, more generally, what are the trends (including migration)
- What are the causes of poverty locally?
- What can public services do in this time of austerity?
- What can other groups/individuals do to help?
- What the impact is, if any, is there on the economy, crime, health and education

3.2 Response to Overview and Scrutiny Recommendations

3.2.1 All 13 recommendations included in the report have been considered by Customer Services, LGSS Revenues and Benefits and Housing (including Northampton Partnership Homes) and the representatives from the voluntary sector.

Cabinet's response to the 13 recommendations in the Overview and Scrutiny report are as follows:

- (1) The definition of poverty, as devised by the Scrutiny Panel (Poverty in the Town), is used by Northampton Borough Council:
- Have nothing set aside for emergencies
 - Cannot replace broken goods or furniture
 - Can't afford their children's school uniforms, or the cost of school trips
 - Have no spare money for holidays, hobbies or leisure activities
 - Can't afford to keep their homes warm
 - Can't afford to participate in social activities and customs of their community

Response:

This recommendation is accepted

- (2) Northampton Borough Council actively promotes the work of Voluntary Sector organisations such as Charity Link, Citizens Advice Bureau and Community Law via the Council's website, within the One Stop Shop, as part of outreach activities, such as tenants' conferences and by having a regular information stand on the town's market.

Response:

This recommendation is accepted, the customer service team work closely with voluntary sector organisations including charity link, CAB, Community Law and Credit Union to offer face to face, telephone and on-line support. Barclays Digital Eagles offer digital training and support and have floor walkers in the One Stop Shop to assist customers with making claims and applying for assistance. Market stalls are offered free of charge to registered charities and voluntary sector organisations to promote awareness and support.

- (3) Northampton Borough Council works with the Director of Health, Northamptonshire County Council, in the promotion of national health awareness campaigns in Council facilities such as the One Stop Shop and through links available on the Council's website.

Response:

This recommendation is accepted. Partnership working arrangements are in place to support public health promotions within the one stop shop and on the council's website.

- (4) Northampton Borough Council works with the Voluntary and Community Sector regarding the introduction of a strong referral network amongst Agencies.

Response:

This recommendation is accepted. A review is underway to analyse referrals for information and advice between NBC and the voluntary and community sector agencies. The outcome of the review is focussed on reducing duplication and increasing support to customers most in need.

- (5) Northampton Borough Council allotment holders are informed of the Restore Northampton Project and provided with details of how they can provide assistance to the Project.

Response:

This recommendation is accepted. The Committee of Northampton Allotment Network have provided members with details of the project.

- (6) Northampton Borough Council and Voluntary Impact Northampton work together to inform people of, and promote both the smaller charities and the high profile charities.

Response:

This recommendation is accepted.

- (7) Northampton Borough Council promotes the work of smaller scale charities in the Council's One Stop Shop, through links on the Council's website and considers how it can link businesses with smaller charities.

Response:

This recommendation is accepted. Charities are promoted wherever possible within the One Stop Shop and via support and advice given to customers on-line and by telephone.

- (8) Northampton Borough Council promotes the work of Northamptonshire Credit Union to encourage people to use it as an alternative to payday loans.

Response:

This recommendation is accepted. Northamptonshire Credit Union are now based within the One Stop Shop and have regular sessions with customers referred from customer services, Housing and Revenues and Benefits. Since the Credit Union have been based in the One Stop Shop referrals have increased significantly.

- (9) Northampton Partnership Homes is asked to provide budget management training and money advice for its tenants; ahead of the introduction of Universal Credit.

Response:

This recommendation is accepted. Northampton Borough Council housing money advice team offer financial inclusion and advice and the review of referrals for information and advice as mentioned in (4) above will include an analysis of tenants support and training required to support customers with Universal Credit claims.

- (10) Northampton Partnership Homes is asked to promote the work of Northamptonshire Credit Union to its tenants.

Response:

This recommendation is accepted. Northampton Borough Council Customer Services on behalf of Northampton Partnership Homes promote the Credit Union to tenants by ongoing referrals as appropriate.

Overview and Scrutiny Committee

- (11) A copy of the final report is sent to the Environment, Development and Transport Scrutiny Committee, Northamptonshire County Council.

Response:

This recommendation is accepted

- (12) The Overview and Scrutiny Committee considers commissioning a Scrutiny review on equalities between estates and wards within the Borough of Northampton.

Response:

This recommendation is accepted. A review on equalities between estates and wards within the Borough of Northampton will be suggested as a future Scrutiny Review.

- (13) The Overview and Scrutiny Committee, as part of its monitoring regime, reviews the impact of this report in six months' time.

Response:

This recommendation is accepted

3. Implications (including financial implications)

4.1 Policy

- 4.1.1 There are none specifically

4.2 Resources and Risk

- 4.2.1 There are no financial implications at this stage, from the adoption of these recommendations.

4.3 Legal

- 4.3.1 None specifically.

4.4 Equality

- 4.4.1 There are no specific new equality implications in adopting these recommendations.

4.5 Consultees (Internal and External)

- 4.5.1 The Panel took evidence from a wide range of Stakeholders, Councillors from Northampton Borough Council;

- Cabinet Member for Housing, Northampton Borough Council
- Cabinet Member for Finance, Northampton Borough Council
- Cabinet Member for Enterprise, Regeneration and Planning, Northampton Borough Council

- Head of Revenues and Benefits, LGSS
- Chair, Community Safety Partnership
- Director of Regeneration, Enterprise and Planning, Northampton Borough Council
- Community Law
- Central and East Northants Citizens' Advice Bureau
- Community and Voluntary Sector - Voluntary Impact Northampton
- University of Northampton

- Nationwide Building Society
- Director of Public Health, Northamptonshire County Council
- Chair, Northampton Inter Faith Forum
- Dr Matthew Callender
- Father Tim Curtis
- Community Groups
- Nationwide Building Society
- Growing Together

4.6 How the Proposals deliver Priority Outcomes

- 4.6.1 NBC Corporate Plan – creating empowered communities and responding to your needs.

4.7 Other Implications

None

5. Background Papers

O & S Scrutiny Report to Cabinet March 2015

Marion Goodman
Head of Customer and Cultural Services
01604 838273



NORTHAMPTON BOROUGH COUNCIL
OVERVIEW AND SCRUTINY COMMITTEE

25 NOVEMBER 2015

BRIEFING NOTE:

SCRUTINY PANEL 1 – HEALTH CHECK OF THE LOCAL ECONOMY

1 INTRODUCTION

- 1.1 Since the last meeting of the Overview and Scrutiny Committee, the Scrutiny Panel has held a further evidence gathering meeting.

2 UPDATE

- 2.1 At the meeting of the Scrutiny Panel held on 15 October 2015, the Scrutiny Panel received a response to its core questions from expert advisors:

Director of People, Transformation and Transactions, LGSS
Service Manager - Adult Learning, Northamptonshire County Council

- 2.2 The Scrutiny Panel also received a background briefing paper that detailed a number of published reports.
- 2.2 Further evidence gathering meetings are scheduled with the next being set for 30 November 2015.
- 2.4 The Chair of the Scrutiny Panel will provide progress reports to each meeting of the Overview and Scrutiny Committee.
- 2.5 It is envisaged that this Scrutiny Review will conclude in March 2016, with the report of the Scrutiny Panel presented to the Overview and Scrutiny Committee at its meeting scheduled for 11 April 2016.

3 RECOMMENDATION

- 3.1 That the update is noted.

Author: Tracy Tiff, Overview and Scrutiny Officer, on behalf of Councillor Rufia Ashraf, Chair, Scrutiny Panel 1

16 October 2015



**NORTHAMPTON
BOROUGH COUNCIL**

NORTHAMPTON BOROUGH COUNCIL

OVERVIEW AND SCRUTINY COMMITTEE

25 NOVEMBER 2015

BRIEFING NOTE:

SCRUTINY PANEL 2 – IMPACT OF ANTI SOCIAL BEHAVIOUR ON THE TOWN

1 INTRODUCTION

- 1.1 Since the last meeting of the Overview and Scrutiny Committee, the Scrutiny Panel has held a further evidence gathering with a meeting held on 8 October 2015.

2 UPDATE

- 2.1 At the meeting of the Scrutiny Panel held on 8 October 2015 the Scrutiny Panel heard from a number of expert advisors:

Cabinet Member for Community Safety
Environmental Services (Direct Services) Manager
Neighbourhood Wardens and Park Rangers
Environmental Health and Licensing Manager
Town Centre Manager

- 2.2 The Scrutiny Panel also received a briefing note detailing background data that detailed relevant legislation to this Review.
- 2.3 Further evidence gathering meetings are scheduled with the next being set for 10 December 2015.
- 2.4 The Chair of the Scrutiny Panel will provide further progress reports to each meeting of the Overview and Scrutiny Committee.
- 2.5 It is envisaged that this Scrutiny review will conclude in March 2016, with the report of the Scrutiny Panel presented to the Overview and Scrutiny Committee at its meeting scheduled for 11 April 2016.

3 RECOMMENDATION

- 3.1 That the update is noted.

Author: Tracy Tiff, Overview and Scrutiny Officer, on behalf of Councillor Dennis Meredith, Chair, Scrutiny Panel 2

9 October 2015



**NORTHAMPTON
BOROUGH COUNCIL**

NORTHAMPTON BOROUGH COUNCIL

OVERVIEW AND SCRUTINY COMMITTEE

25 NOVEMBER 2015

BRIEFING NOTE:

**SCRUTINY PANEL 3 –
THE EFFECTIVENESS OF THE ENFORCEMENT OF LICENSING POLICY IN
RESPECT OF TAXIS AND PRIVATE HIRE**

1 INTRODUCTION

- 1.1 Since the last meeting of the Overview and Scrutiny Committee, the Scrutiny Panel has continued with its evidence gathering with a meeting held on 22 October 2015.

2 UPDATE

- 2.1 At the meeting of the Scrutiny Panel held on 22 October 2015, the Scrutiny Panel received responses to its core questions from a variety of key expert advisors:

Cabinet Member for Environment
Cabinet Member for Community Safety
Senior Licensing Officer

- 2.2 The Scrutiny Panel also received a briefing paper that detailed précises of various Legislation. The Scrutiny Panel also finalised the date of a further site visit – mid December.
- 2.3 Further evidence gathering meetings are scheduled, with the next meeting being set for 26 November 2015.
- 2.4 The Chair of the Scrutiny Panel will continue to provide progress reports to each meeting of the Overview and Scrutiny Committee.
- 2.5 It is envisaged that this Scrutiny review will conclude in March 2016, with the report of the Scrutiny Panel presented to the Overview and Scrutiny Committee at its meeting scheduled for 11 April 2016.

3 RECOMMENDATION

- 3.1 That the update is noted.

Author: Tracy Tiff, Overview and Scrutiny Officer, on behalf of Councillor Gareth Eales, Chair,
Scrutiny Panel 3

23 October 2015



NORTHAMPTON BOROUGH COUNCIL
OVERVIEW AND SCRUTINY COMMITTEE

25 November 2015

BRIEFING NOTE: REPORTING AND MONITORING WORKING GROUP

1 INTRODUCTION

1.1 The Overview and Scrutiny Committee set up the Reporting and Monitoring Working Group to:

- Review the revenue budget proposals and the Council's medium term financial plans.
- Recommend a short list to Overview and Scrutiny for detailed consideration.
- Consider suggestions from the public and other Councillors for items to be included in the short list for scrutiny.

1.2 Membership of the Working Group comprises Councillor Jamie Lane (Chair); Councillor Brian Sargeant (Deputy Chair); Councillors Terrie Eales, James Hill, Dennis Meredith and Samuel Shaw.

1.3 At the first meeting of the Working Group on 12 October 2015, Councillors agreed the Terms of Reference; a copy is attached at Appendix A for the Committee's approval.

2 BACKGROUND

2.1 A similar Working Group met in previous years with comparable Terms of Reference. Overview and Scrutiny found it helpful for a small Working Group of Councillors to take a brief overview of all the budget proposals and bring a small selection to the Committee for detailed scrutiny.

2.2 Based on the selection of items short listed by the Working Group,

relevant Directors and Heads of Services will then be asked to attend a meeting of the Overview and Scrutiny Committee on 11 January 2016 to answer the questions that the Working Group has put forward on the selected proposals.

- 2.3 The budget item historically led to lengthy debate on all items whether large or small, controversial or not, and this approach, used in recent years, has helped Overview and Scrutiny to focus on key areas.
- 2.4 As appropriate, the Chair of the Reporting and Monitoring Working Group will provide written updates of the progress of the Group to the Overview and Scrutiny Committee.

3 RECOMMENDATION

- 3.1 That the Overview and Scrutiny Committee approves the Terms of Reference of the Reporting and Monitoring Working Group, as attached at Appendix A.

OVERVIEW AND SCRUTINY

REPORTING AND MONITORING WORKING GROUP

Terms of Reference for 2015/16

1. Purpose/Objectives of the Review

The purpose of the Working Group is:

- To review the budget proposals and the Council's medium term financial plans.
- To recommend a short list to the Overview and Scrutiny Committee for detailed consideration.
- To consider suggestions from the public and other Councillors for items to be included in the short list for scrutiny.

2. Outcomes Required

- The production of a short list of budget items for closer consideration by the Overview and Scrutiny Committee.
- To reflect the medium term approach being taken to financial planning.

3. Timetable

| | |
|-----------------|---|
| 12 October 2015 | Agree Terms of Reference |
| 4 January 2016 | Budget Review |
| 11 January 2016 | Report to the Overview and Scrutiny Committee |

4. Responsible Officers

Lead Officer - Glenn Hammons, Head of Finance and Chief Finance Officer
Phil Morrison, Strategic Finance Manager

Co-Ordinator - Tracy Tiff, Scrutiny Officer

5. Resources and Budget

Glenn Hammons, Head of Finance and Chief Finance Office, and Phil Morrison, Strategic Finance Manager, to provide internal advice

6. Final report presented by:

Presented to the Overview and Scrutiny Committee at its meeting on 11 January 2016

7. Monitoring procedure

Continuous, ongoing monitoring process by means of updates to the Overview and Scrutiny Committee.



**NORTHAMPTON
BOROUGH COUNCIL**

NORTHAMPTON BOROUGH COUNCIL

OVERVIEW AND SCRUTINY COMMITTEE

25 NOVEMBER 2015

BRIEFING NOTE:

O&S NBC OWNED STREET LIGHTING WORKING GROUP

1 INTRODUCTION

- 1.1 Since the last meeting of the Overview and Scrutiny Committee, the Working Group has held two evidence gathering meetings.

2 UPDATE

- 2.1 At the meetings of the Working Group, Councillors received information and documents around:

Various Street Lighting Data
Public access to NBC owned street lighting locations
Energy, running and maintenance costs
Report It App.

- 2.2 The Working Group will also undertake a site visit prior to its next meeting.
- 2.3 Further meetings are scheduled .
- 2.4 The Chair of the Working Group will provide further progress reports to each meeting of the Overview and Scrutiny Committee.
- 2.5 It is envisaged that this Scrutiny activity will conclude in January 2016, with the report of the Working Group presented to the Overview and Scrutiny Committee at its meeting scheduled for 11 April 2016.

3 RECOMMENDATION

- 3.1 That the update is noted.

Author: Tracy Tiff, Overview and Scrutiny Officer, on behalf of Councillor Phil Larratt, Chair, O&S NBC Owned Street Lighting Working Group

20 October 2015

Northampton Borough Council Overview and Scrutiny



Overview and Scrutiny Committee

25 November 2015

Briefing Note: Northamptonshire County Council's (NCC) Health, Adult Care & Wellbeing Scrutiny Committee

1 Background

- 1.1 Councillor Brian Sargeant is Northampton Borough Council's representative to Northamptonshire County Council's (NCC) Health, Adult Care and Wellbeing Scrutiny Committee. Councillor Rufia Ashraf is the substitute.
- 1.2 A meeting of NCC's Health, Adult Care and Wellbeing Scrutiny Committee was held on 4 November 2015.
- 1.3 The Health, Adult Care and Wellbeing Scrutiny Committee has the overview and scrutiny function responsibilities for scrutiny of health, adult social care and Public Health.

2 Update

- 2.1 Details of the main issues discussed at the meeting held on 4 November 2015 are detailed below:

Presentation – Transforming Adult Social Care Services. The Committee considered an overview of the proposed future development of Adult Social Care Services, including:

New operating model
Integration of health and social care services

www.northampton.gov.uk/scrutiny

Call 01604 837408

E-mail: ttiff@northampton.gov.uk

Northampton Borough Council

Overview and Scrutiny

3 Conclusions

- 3.1 That the update is noted.
- 3.2 That regular updates of the work of Northamptonshire County Council's Health and Adult Care and Wellbeing Scrutiny Committee be provided by Councillor Brian Sargeant to this Committee.
- 3.3 The next meeting of Northamptonshire County Council's Scrutiny Committee is scheduled for 2 March 2016 commencing at 10:00am and an update on this meeting will be provided to the Committee also.

Brief Author: Tracy Tiff, Overview and Scrutiny Officer, on behalf of Councillor Brian Sargeant

6 November 2015

www.northampton.gov.uk/scrutiny

Call 01604 837408

E-mail: ttiff@northampton.gov.uk



Northampton Borough Council

(Section 5 & 9 of The Local Authorities – (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012)

Decision Maker: Cabinet

| | |
|--|--|
| Directorate: | Chief Executive |
| Report of: | Chief Executive |
| Public or Private | PUBLIC |
| Expected Date of Decision: | 9 December 2015 |
| Title of Expected Decision | Northampton Town Football Club & Sixfields |
| Record of the expected decision to be made: | 🔑 Decision which may be necessary as consequent to the Council's resolution on Monday 2nd November 2015. |

| | |
|--|---|
| Directorate: | Chief Executive |
| Report of: | Chief Executive |
| Public or Private | PUBLIC |
| Expected Date of Decision: | 9 December 2015 |
| Title of Expected Decision | Local Council Tax Reduction Scheme |
| Record of the expected decision to be made: | 🔑 Approval of the proposed amendments to the Council Tax Reduction scheme 2016/17 |

Where indicated a decision or part of a decision may be made in Private – details regarding this can be found by [clicking here](#). Anyone wishing to make representations that this matter should be discussed in public, should do so by not later than 12 Calendar Days prior to the meeting, using the details below:
 The Monitoring Officer c/o The Guildhall, St Giles Square, Northampton, NN1 1DE or
 email: democraticservices@northampton.gov.uk

| | |
|--|--|
| Directorate: | Regeneration, Enterprise and Planning |
| Report of: | Director of Regeneration, Enterprise and Planning |
| Public or Private | PUBLIC |
| Expected Date of Decision: | 9 December 2015 |
| Title of Expected Decision | Duston Neighbourhood Plan |
| Record of the expected decision to be made: | 🔗 Agreement to recommend to Council that it 'makes' the Duston Neighbourhood Plan following the referendum on 5 November 2015. |

Where indicated a decision or part of a decision may be made in Private – details regarding this can be found by [clicking here](#). Anyone wishing to make representations that this matter should be discussed in public, should do so by not later than 12 Calendar Days prior to the meeting, using the details below:
The Monitoring Officer c/o The Guildhall, St Giles Square, Northampton, NN1 1DE or
email: democraticservices@northampton.gov.uk