

NORTHAMPTON BOROUGH COUNCIL
Overview and Scrutiny Committee

Your attendance is requested at a meeting to be held at The Jeffrey Room, The Guildhall, St. Giles Square, Northampton, NN1 1DE on Monday, 13 June 2016 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 Mohammed Azizur Rahman (Aziz) Councillor John Caswell Councillor Janice Duffy Councillor Terrie Eales Councillor Elizabeth Gowen Councillor Phil Larratt Councillor Matthew Lynch Councillor Dennis Meredith Councillor Nilesh Ramesh Parekh Councillor Samuel Shaw Councillor Zoe Smith Councillor Graham Walker

Calendar of meetings

Date	Room
15 August 2016 6:00 pm	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 - 6	Members to approve the minutes of the meeting held on 11 April 2016.
3	Deputations/Public Addresses		<p>The Chair to note public address requests.</p> <p>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.</p>
4	Declarations of Interest (Including Whipping)		Members to state any interests.
5 6:05pm	Unitary Status		The Committee to receive a verbal update on Unitary Status.
6 6:20pm	Sheltered Housing Review Update		
7 6:35pm	Community Safety Partnership (CSP) Performance	7 - 12	The Chair of the CSP to provide a progress report on the levels of performance.
8	Monitoring of the Implementation of the accepted recommendations contained in the Overview and Scrutiny reports:		
8 (a) 6:50pm	Management and Regulation of Private Sector Housing, including HIMOs	13 - 25	
8 (b) 7:05pm	Impact of the Welfare Reform Act	26 - 43	
8 (c)	Poverty in the Town	44 - 53	

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7:20pm			
8 (d) 7:35pm	Interpersonal Violence	54 - 64	
8 (e) 7:50pm	Keep Northampton Tidy	65 - 78	
8 (f) 8:05pm	Tree Maintenance	79 - 85	
9	Scrutiny Panels		The Overview and Scrutiny Committee to approve the scope of the reviews of the three Scrutiny Panels.
9 (a) 8:20pm	Scrutiny Panel 1	86 - 91	
9 (b) 8:25pm	Scrutiny Panel 2	92 - 96	
9 (c) 8:30pm	Scrutiny Panel 3	97 - 102	
10 8:35pm	Overview and Scrutiny Reporting and Monitoring Working Group	103 - 104	The Committee to confirm membership of the Overview and Scrutiny Reporting and Monitoring Working Group.
11 8:40pm	NBC Owned Street Lighting Working Group	105 - 124	The Overview and Scrutiny Committee to receive the report of the NBC Owned Street Lighting Working Group.
12 8:45pm	Report back from NBC's representative to NCC's Health and Social Care Scrutiny Committee		Councillor Brian Sargeant to provide an update on the work of NCC's Health and Social Care Scrutiny Committee.
13 8:50pm	Potential future pre decision scrutiny.		The Overview and Scrutiny Committee to consider any potential issues for future pre decision scrutiny.
14 8:55pm	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

MINUTES OF OVERVIEW & SCRUTINY COMMITTEE

Monday, 11 April 2016

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

David Kennedy, Chief Executive
Ruth Austen, Environmental Health and Licensing Manager
Louise Faulkner, Senior Licensing Officer
Tracy Tiff, Scrutiny Officer
Councillors Sally Beardsworth, Arthur McCutcheon and Danielle Stone

Councillor Alastair Adams (Chairman of O&S Committee)
Councillor Hugh Hamilton (Vice Chairman of O&S Committee and Chairman of a current running Scrutiny Team on Planning Enforcement), Councillor Mrs Val Wood, Councillor Ged Bearcroft, Councillor Charles Tucker and Jo Roberson, Scrutiny Officer, Wychavon District Council

1. APOLOGIES

Apologies for absence were received from Councillors Muna Cali and John Caswell.

2. MINUTES

The minutes of the meeting of the Overview and Scrutiny Committee held on 20 January 2016 were signed by the Chair as a true and accurate record.

3. DEPUTATIONS/PUBLIC ADDRESSES

There were none.

4. DECLARATIONS OF INTEREST (INCLUDING WHIPPING)

There were none.

5. OVERVIEW AND SCRUTINY WORK PROGRAMME 2016/2017

The Chair confirmed that as a result of the Work Programme four topics had been identified for Scrutiny review in 2016/2017.

The Committee was asked to prioritise the reviews and also indicate whether they wished to serve on the Scrutiny Panels. The Chair advised the Committee that other non-Executive Members would then be asked if they wished to serve on any of the Panels.

AGREED :-

That the priority of suggested reviews be as follows:

A report on Unitary Status would be presented to the Overview and Scrutiny Committee at each stage of the process. A copy of the report that the University of Northampton is producing for Northamptonshire County Council regarding Unitary Status would also be requested for the Committee, when the report is published. The Chair advised that reports would be received by the Committee, along with the report of the University and it would then be decided whether there was the need for a Working Group to be set up. Councillor Larratt would Chair this Working Group if the need arises for such a Group.

Scrutiny Panel 1 - Child Sexual Exploitation, Human Trafficking and Domestic Slavery

Membership of the Panel would comprise:

Chair Councillor Dennis Meredith

Deputy Chair To be elected by the Scrutiny Panel

Members Councillor Rufia Ashraf, James Hill, Brian Oldham, Brian Sargeant, Zoe Smith and Graham Walker. Further members would be invited to join the Panel.

Scrutiny Panel 2 – Museum Trust

Membership of the Panel would comprise:

Chair Councillor Jamie Lane

Deputy Chair To be elected by the Scrutiny Panel

Members Councillors Samuel Shaw, Gareth Eales, Brian Sargeant. Councillor Arthur McCutcheon also requested to join this Panel. Further members would be invited to join the Panel.

Scrutiny Panel 3 - Homelessness

Membership of the Panel would comprise:

Chair Councillor Zoe Smith

Deputy Chair To be elected by the Scrutiny Panel

Members Councillors Terrie Eales, Samuel Shaw, Dennis Meredith and Phil Larratt. Further members would be invited to join the Panel.

The Chair advised that should the above Scrutiny Panels conclude their reviews before the end of the Municipal year 2016/2017 the list of issues suggested at the Overview and Scrutiny Work Programme event would be revisited and a further Scrutiny Panel set up.

The Overview and Scrutiny Committee further **AGREED:**

That the Overview and Scrutiny Committee agrees its Work Programme for 2016/2017 from the issues suggested by the recent Work Programming event.

The Chair of the Overview and Scrutiny Committee invites other non-Executives, who are not a member of the Overview and Scrutiny Committee, to join the membership of the Scrutiny Panels.

The Chair of the Overview and Scrutiny Committee communicates details of the Work Programme 2016/2017 with all Councillors, and Directors.

The Overview and Scrutiny Work Programme for 2016/2017 is published on the Overview and Scrutiny page of the Council's webpage.

6. SCRUTINY PANELS

7. SCRUTINY PANEL 1

Councillor Rufia Ashraf, Chair, Scrutiny Panel 1 – Health Check of the Local Economy, presented the final report of this Scrutiny Panel to the Committee.

Councillor Ashraf advised that the objective of this Scrutiny Panel was to look at how partners locally, including the private sector, can work together to influence the local economy. A comprehensive review took place between July 2014 and March 2016. A

wealth of background data and information was received by the Scrutiny Panel. A series of interviews with a number of key expert advisors were held. A number of organisations and groups provided written information. Desktop research was undertaken by the Scrutiny Officer, the findings of which informed the review.

Councillor Ashraf highlighted that information gathering was very important to this review so that the Scrutiny Panel could inform its health check of the local economy. This enabled the Scrutiny Panel to devise its key findings, conclusions and recommendations that will be considered by Cabinet later this year. She referred the Committee to the key conclusion, findings and recommendations of the final report.

Councillor Ashraf thanked all those involved in this Review and presented the report to the Overview and Scrutiny Committee for approval.

AGREED: That the report of Scrutiny Panel 1 – Health Check of the Local Economy is approved and presented to Cabinet for its consideration.

8. SCRUTINY PANEL 2

Councillor Dennis Meredith, Chair, Scrutiny Panel 2 – Impact of anti-social behaviour on the town, presented the final report of this Scrutiny Panel to the Committee.

Councillor Meredith advised the Overview and Scrutiny Committee of the objective of this Scrutiny Panel. The review had taken place between July 2014 and March 2016. He added that the result was a piece of work, which recommends to Cabinet a number of improvements to dealing with anti-social behaviour on the town.

Councillor Meredith referred the Committee to the key conclusion, findings and recommendations of the final report.

Councillor Meredith thanked all those involved in this Review and presented the report to the Overview and Scrutiny Committee for approval.

AGREED: That the report of Scrutiny Panel 2 – Impact of Anti-Social Behaviour on the Town is approved and presented to Cabinet for its consideration.

9. SCRUTINY PANEL 3

Councillor Gareth Eales, Chair, Scrutiny Panel 3 – Effectiveness of the enforcement of Licensing Policy in respect of Taxis and Private Hire presented the final report of this Scrutiny Panel to the Committee.

Councillor Eales advised the Overview and Scrutiny Committee of the objective of this Scrutiny Panel. This in-depth review had taken place between July 2014 and March 2016.

Councillor Eales referred the Committee to the key conclusion, findings and recommendations of the final report. He highlighted that the sentence prior to the recommendations of the report should read "Scrutiny Panel 3 recommends to Cabinet". He suggested that the report is updated.

The Overview and Scrutiny Committee requested that it is ascertained how much it would cost for a six months' trial period of Taxi Marshals. The Chair would then relay this information to Cabinet when presenting the report.

Councillor Eales thanked all those involved in this Review and presented the report to the Overview and Scrutiny Committee for approval.

AGREED: That the report of Scrutiny Panel 3 – – Effectiveness of the enforcement of Licensing Policy in respect of Taxis and Private Hire, as updated, is approved and presented to Cabinet for its consideration.

10. OVERVIEW AND SCRUTINY NBC OWNED STREET LIGHTING WORKING GROUP

Councillor Phil Larratt, Chair, O&S NBC Owned Street Lighting Working Group, apprised the Overview and Scrutiny Committee on progress on this Scrutiny activity.

At the meeting held on 4 April 2016, the Working Group had considered the Corporate Asset Register and drafted a number of conclusions and recommendations for inclusion within its final report. Councillor Larratt advised that he had visited Abington Park and had seen eight street lights in the park and confirmed that these are not included with the Corporate Asset Register. This would be discussed at the next meeting of the Working Group.

A final meeting is scheduled for May 2016. It is anticipated that the final report of the Working Group will be presented to the Overview and Scrutiny Committee at its meeting on 13 June 2016.

AGREED: That the update is noted.

11. REPORT BACK FROM NBC'S REPRESENTATIVE TO NCC'S HEALTH, ADULT CARE & WELLBEING SCRUTINY COMMITTEE

Councillor Brian Sargeant provided an update from Northamptonshire County Council (NCC)'s Health, Adult Care and Wellbeing Scrutiny Committee; highlighting the salient points of the meeting. He advised that the Committee would be visiting a local prison.

The update was noted.

12. OVERVIEW AND SCRUTINY ANNUAL REPORT 2015/2016

The Chair presented the draft Overview and Scrutiny Annual Report 2015/2016 to the Committee for approval. Following approval of the Committee the Annual Report would be finalised and presented to Council in the Municipal year 2016/2017.

AGREED: That the wording for the Overview and Scrutiny Annual Report 2015/0216 is approved and the Report is presented to full Council in the Municipal year 2016/2017.

13. POTENTIAL FUTURE PRE DECISION SCRUTINY

There were none.

14. URGENT ITEMS

There were none.

The meeting concluded at 7:12 pm

Northampton Borough Council Overview and Scrutiny



Overview and Scrutiny Committee

13 June 2016

Briefing Note – Crime & Disorder, Overview & Scrutiny

Summary

On the 3 February 2011 it was agreed that as part of the Overview & Scrutiny Committee role, that in meeting their responsibilities under the Crime and Disorder (Overview and Scrutiny) Regulations 2009, an annual report from the Community Safety Partnership (CSP) would be provided. The report would focus on the levels of CSP performance and whether crime has increased in the light of reduced resources, and if so what measures have been taken to meet any shortfall in performance. The report was to advise the Committee of work undertaken, thereby informing Overview and Scrutiny of further review or scrutiny that may be required.

Community Safety Partnership – Performance Overview

The CSP continue to prioritise issues that are most likely to affect people in their day to day lives, including violent crime (including domestic abuse), anti-social behaviour, domestic burglary and vehicle crime, ensuring that our town and communities are safe places in which to live and enjoy themselves.

Performance has seen a downward trend for 2015/16, seeing increases in Serious Acquisitive Crime (SAC) and continued increases in Violent Crime. However, we are continuing to see reductions in some crime types such as Anti-Social Behaviour (ASB), non-domestic burglary, shoplifting, cycle theft. Overall crime has continued to increase.

Actual Performance – April 2015 to March 2016

There's been an increase in overall crime in Northampton of 4.6% (+884 crimes) from the baseline during the year. Performance has varied significantly between different crime types/groups. The increases seen within violent crime and serious acquisitive crime types have impacted on the overall crime figure which has meant that the majority of targets set by the CSP at the beginning of the year have not been achieved.

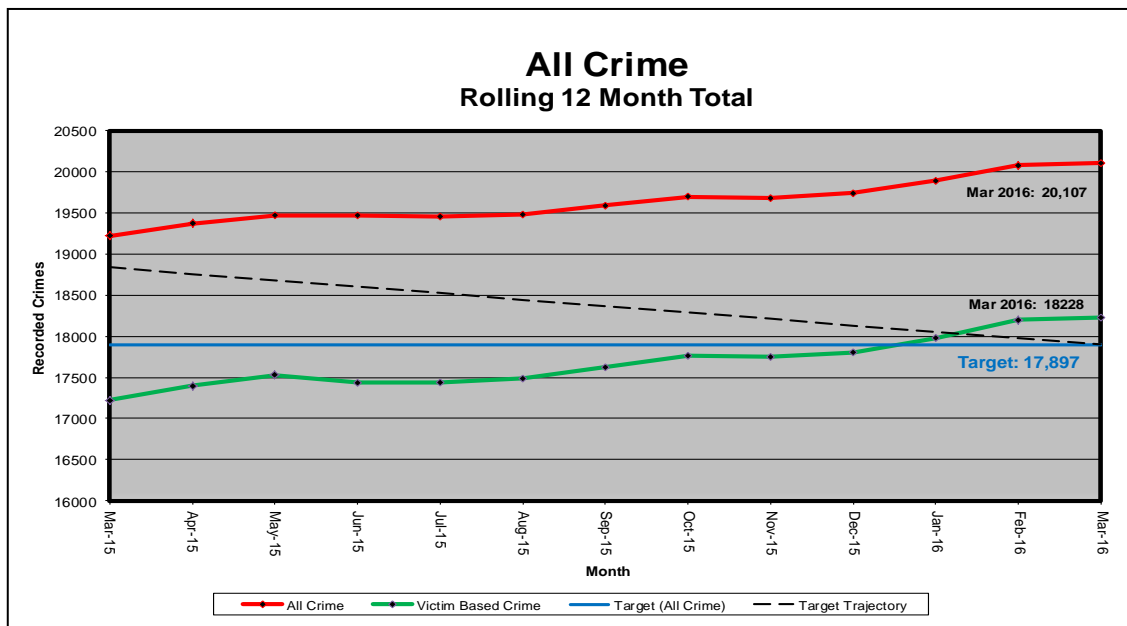
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Overall crime is used as a proxy measure for crime relating to drugs and alcohol misuse. Improved comparative performance has been seen in *five* crime types/groups; violence against the person, violence without injury, sexual offences, racially aggravated offences and drug offences. All sexual offences increased by 27.7% during the year (+100 offences) however the rate at which how many of these reports are historic is not yet known. An increase in reports of sexual offences should not necessarily be viewed negatively as it may be as a result of improved confidence in being able to report offences.



Northampton has seen a 25.3% increase (+1194 crimes) in violence offences during 2015/16. This includes a 23.3% increase (+618 crimes) in violence without injury and a 27.9% increase (+27.9%) in violence with injury. Northampton ranked 15th within the Most Similar Group of CSPs throughout the year for all violence, however, there was an improvement in relation to violence without injury from 15th to 14th during the year. However, the rate of increase has slowed during the year and appears to be reaching a plateau. There are a significant amount of initiatives being implemented which should in turn have an impact upon these figures.

Due to changes in Police systems the data in relation to first time & repeat victims is currently under review. Northampton saw a higher reduction rate in relation to domestic non-crimes (-26.4% / -998) in comparison to the Force as a whole which saw a 23.4% reduction (-2271) during 2015/16. There was a 36.8% increase (+789 crimes) in domestic abuse related crimes compared to a Force increase of 27.9% (+1537 crimes). However there are indications that there has been an increase in first time reporting, which is seen as a positive.

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SAC did see good reductions between April and August; however there was an overall increase of 6.0% (+158 crimes) during the year. Vehicle crime has been the primary performance issue in relation to acquisitive crime, with theft of motor vehicles increasing by 26.5% (+82 crimes) and theft from motor vehicles increasing by 5.3% (+54 crimes). Robbery and domestic burglary increased by 2.3% (+7 crimes) and 1.5% (+15 crimes) respectively. There are a number of initiatives specifically focussed on vehicle crime now taking place.

Performance in relation to Anti-Social Behaviour, particularly reported incidents to the Police has been extremely positive with an overall reduction of 14.3% (-1895 incidents) during the year compared to the 1.5% reduction seen in 2014/15. All three ASB incident types have seen fewer incidents this year than last with reductions of 29.8% (-552 incidents) in environmental ASB, 13.8% (-623 incidents) in personal ASB and 10.4% (-720 incidents) in nuisance ASB. Criminal damage offences did however increase slightly by 3.6% (+100 crimes). The resolved case rate for Northamptonshire Partnership Homes has also exceeded the target set, with 94.9% of cases being resolved successfully during 2015/16 (280 of 295 cases closed). The data relating to the Police public attitudes survey shows that the percentage of respondents who agreed that the Police and Council were dealing with ASB & crime issues had increased from 55.1% in 2014/15 to 57.9% in 2015/16, albeit the 59.0% target set at the beginning of the year hasn't been achieved. Performance has also declined in relation to the percentage of those surveyed reporting ASB as an issue which has increased from 5.6% in 2014/15 to 8.7% in 2015/16.

Crime Type	2014/15 Baseline	2015/16 Target Reduction	Year end performance
All crime	19223 recorded crimes	5%	4.6% increase, 884 more crimes than previous year
Violent Crime (including domestic abuse)	4720 recorded crimes	5%	25.3% increase, 1194 more crimes than previous year
Serious Acquisitive Crime	2620 recorded crimes	6.5%	6% increase, 158 more crimes than previous year
Anti-Social Behaviour incidents	13269 recorded incidents	5%	14.3% reduction, 1895 less incidents than previous year

Specific pieces of work that took place:

- Priority location work in relation to violent crime and serious acquisitive crime and target hardening for victims of burglary. Main areas for focus were Blackthorn, The Mounts/Abington Square, Spring Boroughs/Semilong, Kingsheath.

- The key focus was on violent crime for Partnership 'Weeks of Action'. With www.northampton.gov.uk/scrutiny
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serious acquisitive crime, anti-social behaviour, drugs & alcohol and environmental issues being included. These weeks resulted in over 1,360 face to face interactions with local residents, 142 Home Fire Safety Checks and the removal of over 8 tonnes of waste.

- Community Payback undertook 27 specific projects during the year and also supported work during all four 'Weeks of Action'. Specific multi-agency focused work on alcohol related violent crime. Closer working between Police, NBC and NGH looking at frequent flyers.
- Personal Safety awareness sessions were delivered to local businesses and schools.
- 'Prevent' training (statutory legal duty) on counter terrorism and implementing effective safeguarding systems has been delivered to the majority of NBC staff.
- The CSP Street Drinkers/Beggars/Rough Sleepers Multi-Agency meetings continue, with a case management approach being taken to provide support and address any offending behaviour. There are currently 40 individuals being monitored and case managed through this process.
- Awareness training on Child Sexual Exploitation has been provided for all NBC front line officers and Councilor's. Specific training and awareness raising has also been provided for taxi operators and drivers, seeing over 200 people attending. Supplementing this awareness raising materials have also been distributed to all taxi operators premises and is displayed within NBC premises.
- Target Hardening of properties at risk of burglary continues. 52 properties had improved security measures implemented.
- Target hardening for victims of Domestic Abuse being provided. Over 80 victims received security improvements to their home.
- Street Football continued in hot spot locations.
- School Pastors continue to operate at Northampton Academy and have also been launched at Weston Favell Academy, with regular patrols taking place on Thursday's and Friday's with pastoral support being provided as and when required. The team have been well received and feedback from pupils and staff has been positive. Excellent working with Weston Favell Centre.
- Kingsheath Community Hub was launched in June 2015, headed up by the local Police Sector, NBC Wardens and Housing. To date over 181 residents have utilised the resource. Data collected for both the Kingsheath and the Spring Borough's 'Hub' locations has shown a significant reduction in anti-social behaviour.

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- Killing with Kindness campaign continues, raising awareness around street begging issues, and encouraging people to donate to local charities who provide support for this group.
- Specific events held at University of Northampton and Northampton College, providing crime prevention and personal safety advice, support and guidance to students. Security marking of property and bicycles was also undertaken.
- Work on anti-social behaviour cases continues with 107 referrals being received by ASBU in 2015/16, a 34% increase on referrals received for the previous year. This resulted in the 26 warning letters being issued and 2 Criminal Anti-Social Behaviour Orders, 2 Anti-Social Behaviour Orders, 2 Criminal Behaviour Orders, 11 Community Protection Warning letters and Notices and 1 Injunction to Prevent Nuisance & Annoyance being granted.
- Junior Warden's scheme continues, with a further 3 primary schools taking part.
- Through the Partnership Grants process, funding has been allocated to domestic abuse support agencies to provide support for victims and their families.
- Language Café continues in the Mounts/Spring Boroughs/Semilong area linking in with individuals who are experiencing difficulty in communicating, as English is not their first language. The project now runs from the Good Loaf. The first 6 months of the project saw 27 people taking part, with excellent results. 1 person has found employment, with a further 2 about to commence a work programme. The majority are now able to communicate at a good level and have more confidence in speaking with professionals. The sessions give the opportunity to provide information on benefits, health and welfare issues and the support that is available, with other voluntary sector groups providing support.

Partnership Weeks of Action

Partnership Weeks of Action have been a key delivery model during 2015/16. These 'Weeks' were held in the four priority areas as identified by the police and NCSP as high in Violent Crime, Serious Acquisitive Crime and Anti-Social Behaviour. The areas also mirrored the authority's hotspots for fly-tipping and other social disorder.

During the weeks there were a number of coordinated activities across each of the areas which included:

- Community Engagement
- Personal Safety
- Awareness raising around drug and alcohol abuse
- Crime prevention and home security advice
- Target Hardening & Home Security Checks
- Property and bicycle marking

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- Dog chipping
- Rubbish removal and community clean-up activities
- Community Payback carrying out landscaping improvements and other clean-up activities
- Environmental improvements
- Fire Service carrying out Home Fire Safety checks and fitting smoke alarms
- Housing enforcement activity
- Police enforcement activity
- Multi-agency Licensing checks
- Promotion and education around recycling and the Green Bag system and Euro-bins
- Family Fun Days – linking in with the ‘Our Place’ programme and local community centres
- Youth engagement and supporting activities
- Sports activities

It is important to note that up to 2014/15 Community Safety Partnerships received government funding that sat with the Office of the Police & Crime Commissioner. This funding was withdrawn for 2015/16, therefore all activity delivered has mainly been supported from existing NBC resources.

Conclusion

The Community Safety Partnership has seen reduced performance against the majority of targets during 2015/16 performance. However, good reductions have been achieved in anti-social behaviour. Overall crime is continuing to increase, but at a slower rate than 2014/15. Violent crime continues to increase, alongside an increase in Serious Acquisitve Crime for the first time in 5 years. The CSP are working closely with partners agencies. There are a number of initiatives being implemented that should have a positive impact and ensure that an effective multi-agency approach will be taken in tackling crime and disorder issues during 2016/17.

Brief Author: Debbie Ferguson, Community Safety Partnership Manager on behalf of Councillor Mike Hallam, Portfolio Holder for Community Safety – June 2016

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	

13

<p>The computerised management system / database (commonly known as “M3” and provided by Northgate) is to benefit from a series of improvements that are planned for 2016/17. These improvements are designed to modernise and enhance the functionality of the system and will enable landlords and agents to complete an HMO Licence application online.</p> <p>Officers considered the merits and feasibility of the proposed “M3” improvements and enhancements against a product developed by another company, Rocktime Digital Agency, which offers a bespoke design service for an HMO Online Licensing System.</p> <p>After considering the business case, the Council commissioned Rocktime to develop the system in a way that supports and complements the Private Sector Housing Team’s unique approach to HMO licensing.</p> <p>Rocktime Digital Agency is now working closely with the Private Sector Housing Team to design and implement a bespoke HMO online licensing system.</p>	<p>Debi Waite /IT</p> <p>Debi Waite</p>	<p>Discussions are ongoing with Northgate to determine if this facility will be provided under existing contractual arrangements or has additional cost implications.</p> <p>Existing resources</p>	<p>Improved functionality is being developed and will be available in 2016</p> <p>The new Online HMO Licensing System will go ‘live’ on or before 01/09/16</p>	<p>Ongoing</p> <p>Ongoing</p>
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Recommendation 2:

A useful guide for individuals that are considering becoming a private sector landlord is published on the Council's website and includes the following headlines:

- Speak to your mortgage lender
- Get references from potential tenants
- Prepare a formal agreement
- Deposits – properly protected
- Obtain an energy performance certificate
- Do you need a property licence?
- Get all your gas and electric appliances checked
- Minimise the risk from fire
- Ensure that your property presents no risks to your tenant's health and safety
- 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>				

<p>In order to progress this action, a member of the Private Sector Housing Team has been asked to act as the team's 'Web Officer' and, after receiving the appropriate training in February 2016, he is now able to edit text and upload files and photographs onto the Council website. The Private Sector Housing Team is working with the Council's Communications Team to update and improve all of the Private Sector Housing Team's web pages to address the issues identified in this recommendation.</p>	Debi Waite	Existing resources	October 2016	Ongoing
<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
<p>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 Recommendation 2, above).</p>	Debi Waite	Existing resources	Completed	Completed
<p>The Private Sector Housing Team is now meeting regularly with the University, DASH, Students Union and Northampton Student Landlords Network.</p>	Debi Waite	Existing resources		Ongoing
<p>The Northampton Student Housing Working Group is now established and the group has developed a shared statement that all stakeholders will sign up to, setting out the Working Group's commitment to improving the standard of students' accommodation in Northampton.</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.				
Action	Implementation / responsibility by	Resources required / available	Target date	Achievement / Completed
<p>The Private Sector Housing Team has developed and adopted an intelligence-led approach to enforcement against criminal, rogue and irresponsible landlords.</p> <p>Officers have been trained to fulfil an Intelligence Officer function and have the necessary skills and permissions to interrogate Council Tax, Housing Benefit, Land Registry and Companies House records, and to access a credit referencing and tracing system, in order to seek out those landlords and managing agents that have so far avoided regulation.</p> <p>Enforcement is managed using a risk based approach to ensure that the team is proactively targeting the worst properties first.</p> <p>To enable them to carry out their roles effectively, Officers have undergone extensive training that will lead to Advanced Investigator Certification which is recognised by the courts. They have also been supplied with the correct equipment to carry out their role competently, and criminal investigation processes have been introduced to ensure that Private Sector Housing cases have the optimum chance of succeeding in court.</p>	Private Sector Housing Team	Existing resources	March 2016	Completed

<p>The Private Sector Housing Team has consolidated and strengthened its partnership working with a range of agencies and stakeholders, including the Police, Trading Standards, Immigration, the Gangmasters Licensing Authority, the Anti-Social Behaviour Team and the Community Safety Partnership. This will increase the effectiveness of the team and ensure a multi-agency approach.</p> <p>The Private Sector Housing Manager has delivered a number of training sessions for Northampton Police to highlight the work of the Private Sector Housing Team. Around 70 Police Officers have received the training to date and this has improved partnership working in relation to offences, including unlawful evictions.</p>				
<p>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.</p>				
Action	Implementation / responsibility by	Resources required / available	Target date	Achievement / Completed
<p>Alongside the measures described in the response to Recommendation 4 (above), the Private Sector Housing Team has developed a new Private Sector Housing Enforcement Policy, a new Private Sector Housing Fees and Charges Policy and a new Housing, Health and Safety Rating System (HHSRS) Procedure.</p>	Debi Waite	Existing resources	March 2016	Completed

<p>In March 2016, the HMO Licensing procedure was revised and updated to include a new HMO Licensing application form and accompanying guidance which reflected the fresh approach in the Private Sector Housing Enforcement Policy and the Private Sector Housing Fees & Charges Policy.</p>	Debi Waite	Existing resources	March 2016	Completed
<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.</p> <p>The Private Sector Housing Team has established good links with the Association of Residential Lettings Agents, the National Landlords Association and the Northampton Student Landlords Association.</p> <p>The NLA has recently appointed a new representative for Northampton and the Private Sector Housing Manager met with him on 24th May 2016. The NLA is keen to attend the Landlord Forum and host a table at the event to promote the benefits of NLA membership.</p>	Debi Waite	Existing Resources	May 2016	Completed

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 Private Sector Housing Team hosts 3 meetings of the Landlord Forum each year (in February, June and October) and has refreshed the format to include presentations from partner agencies and 'information tables' where landlords and managing agents can seek advice and ask questions of a wide range of services and organisations. Attendance of the Landlord Forum has increased significantly since its relaunch.	Debi Waite	Existing resources	Ongoing	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
Regular meetings continue to take place between Housing & Planning to improve the way in which the two 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. There is also regular dialogue between Planning Enforcement, Building Control, Regulatory Services and Community Safety on common issues and cases. Officers from Housing and Planning delivered HMO Training for Councillors in February 2016.	Phil Harris and Peter Baguley	Existing resources	Ongoing	Ongoing

<p>Monthly meetings are programmed between the Private Sector Housing Team and the Planning Team and work has commenced to carry out joint operational work, producing joined up strategies and looking at hotspots and evidence of illegal activity from the Planning and Private Sector Housing perspectives.</p> <p>The Private Sector Housing Manager attends the Community Safety Partnership meetings and the Private Sector Housing Team has established a close working relationship with the partners attending the meeting. Joint working has commenced on cases shared with the Anti-Social Behaviour Team.</p>	Debi Waite, Rita Bovey, Claire, Ruth Austen and Debbie Ferguson	Existing resources	Ongoing	Ongoing
<p>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.</p>				
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>	Debi Waite	Existing resources	Ongoing	Ongoing

<p>Northamptonshire's Trading Standards Team is participating in a national Trading Standards initiative that is tackling 'Rogue Letting Agents'.</p> <p>Trading Standards attend and actively participate in Northampton's Landlord Forum. The Private Sector Housing Team has started meeting regularly with Trading Standards to look at issues of mutual interest, including regulation. The Private Sector Housing Team and Trading Standards have also started to share information about poor and criminal practice in relation to letting agents with a view to undertaking joint enforcement operations.</p> <p>As mentioned in the response to Recommendation 6 (above), links have been made with ARLA and Officers from the Housing & Wellbeing Service attended the regional ARLA meeting on 24th May 2016. Regional meetings take place twice a year and the Private Sector Housing Manager has agreed to attending future meetings, either as a delegate or a guest speaker.</p>				
<p>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.</p>				
Action	Implementation / responsibility by	Resources required / available	Target date	Achievement / Completed
<p>Arrangements were put in place at the time the Additional HMO Licensing Scheme was introduced.</p>	<p>Helen Mansell</p>	<p>Existing resources</p>	<p>November 2014</p>	<p>Completed</p>

Officers in the Private Sector Housing Team now have the ability to take payments by card over the phone and, when the Online HMO Licencing System is up and running, applicants will need to make an online payment before they are able to submit their licence application.				
<p>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:</p>				
<ul style="list-style-type: none"> <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 	<ul style="list-style-type: none"> <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	

NORTHAMPTON BOROUGH COUNCIL

OVERVIEW AND SCRUTINY

ACTION PLAN: SCRUTINY PANEL 1

Recommendations from Scrutiny Panel 1 (Impact of the Welfare Reform Act) completed in July 2014

Proposed dates for monitoring implementation of accepted recommendations

Report received by Cabinet	Response received by Overview and Scrutiny Committee	Monitoring activity	Monitoring complete
12 November 2014	25 November 2015	13 June 2016	

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Recommendation 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.				
Action	Implementation/responsibility by:	Resources required/available	Target date	Achievement/Completed
The Revenues and Benefits Partnership and Development Officer meets with landlords, voluntary organisations including Community Law and Citizens Advice and updates them on	December 2015	Revenues and Benefits Partnership and Development Officer. Money advice and customer service teams		Completed

Welfare Reform impacts. The Money Advice and Customer Service teams give support and advice to customers including external support where appropriate				
Recommendation 2: Revenues and Benefits, LGSS, together with Officers from NBC continue to provide briefings in relation to the emerging reforms and their impact.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Staff are receiving regular briefings, the voluntary sector and community groups are receiving briefings and updates as are councillors. The officer welfare reform steering group continues to lead on this.	December 2015		Completed	

Recommendation 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.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
LGSS Revenues and Benefits work closely with customer services 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.	December 2015			Completed
Recommendation 4: A dedicated resource for benefits advice, financial inclusion and digital inclusion is established.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Resource is provided for benefits advice,	December 2015			The recommendation has not been completed in so far

<p>financial inclusion and digital inclusion. This is through 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</p>				<p>as a dedicated resource has not been established however the mixture of officers and external support providing financial inclusion and benefit advice and support for digital inclusion has met the intention of the recommendation which is to provide a high degree of support for customers in need.</p>
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be trained to support customers with universal credit claims.				
Recommendation 5: Claimants are continued to be advised of the availability of Discretionary Housing Payments (DHP) and awarded payment as necessary.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
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.	December 2015			Completed

Recommendation 6: A financial Risk Assessment is undertaken and published.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
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.	December 2015			Completed

Recommendation 7: A project is undertaken to establish the roles and responsibilities in relation to Welfare Reform, in particular Implementation, Transition and Post-Transition				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
LGSS Revenues and Benefits completed a project which reviewed the specific impacts and actions required in line with the transition to Universal credit. This is monitored through the welfare reform steering group.	December 2015			Completed
Recommendation 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				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed

Staff have received training to understand the issues and support is available from all service areas and voluntary sector organisations as appropriate. The training is ongoing as welfare reform changes are implemented.	December 2015			Completed
Recommendation 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.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
The provision of benefit advice from the DWP has been discussed and they do not provide this service. The DWP themselves provide				Not implemented in full – partly implemented through provision of advice in partnership and through surgeries. Ongoing discussions are taking place with regard to wholesale

<p>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.</p>				<p>co-location of the DWP into the Guildhall to support greater integration and partnership working.</p>
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Recommendation 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.

Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
<p>We cannot influence the process although we can make representations</p>				<p>Not completed as unable to influence the process other than to make</p>

through our links to the relevant organisations for an improvement in assessment and appeals timescales.				representation.
<p>Recommendation 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.</p>				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
This recommendation is no longer applicable due to the cessation of the SIL fund.				Not completed as the recommendation is no longer applicable due to the cessation of the SIL fund.

<p>Recommendation 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.</p>				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Customers for whom this is 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.	December 2015			Completed

Recommendation 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.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
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.	December 2015			Completed

Recommendation 14: The work of Northamptonshire Credit Union is promoted to encourage people to use it as an alternative to pay day loans.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
The 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.	December 2015			Completed

Recommendation 15: Close links into and between the Voluntary Sector and Northampton Borough Council are promoted.

Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Awards continue to be made annually to the voluntary sector both through Partnership Grants and Community Foundation grants. Community Law Service and Citizens Advice are both now located permanently in the One Stop Shop.	April 2016			Completed

Recommendation 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.

Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Promotion is taking place through the	January 2016			Completed

OSS, the Council website and intranet and through tenants' conferences.				
Recommendation 17: Service Level Agreements with Voluntary Sector organisations are explicit in relation to the necessity to provide support and advice to customers facing sanction.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Service Level Agreements have been updated for 15/16 onwards in relation to Information and Advice and include outcomes in relation to the number of customers supported.	November 2015			Completed

Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Recommendation 18: Northampton Borough Council supports the development of Food Hubs.				
				Completed
Food Hubs continue to be promoted to those customers for whom this is beneficial.				
Recommendation 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.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Monitoring is carried out through the Officer Welfare Reform steering group will continue to be closely reviewed	December 2015			Complete

Recommendation 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.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
The key findings have been presented.	The Scrutiny Review (Poverty in the Town) received a copy of this report to inform its evidence base as part of the evidence gathering process	n/a		Complete
Recommendations to the Overview and Scrutiny Committee				
Recommendation 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.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
This recommendation is accepted and will be considered through the Overview and Scrutiny Planning process	This suggestion will be presented to a future Overview and Scrutiny Work Programming event at the appropriate time	n/a		

Recommendation 22: 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 June 2016	

NORTHAMPTON BOROUGH COUNCIL

OVERVIEW AND SCRUTINY

ACTION PLAN: SCRUTINY PANEL 2

Recommendations from Scrutiny Panel 2 (**Poverty in the Town**) completed in March 2015

Proposed dates for monitoring implementation of accepted recommendations

Report received by Cabinet	Response received by Overview and Scrutiny Committee	Monitoring activity	Monitoring complete
15 July 2015	25 November 2015	13 June 2016	

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Recommendation 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

Action	Implementation/responsibility by:	Resources required/available	Target date	Achievement/Completed
This definition is now adopted and in use.	December 2015	n/a		Completed

Recommendation 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.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
The customer service team work closely with voluntary sector organisations including charity link, CA, 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	April 2016	Support from voluntary sector organisations	Completed	

<p>charities and voluntary sector organisations to promote awareness and support.</p> <p>Community Law and CA now have permanent offices in the One Stop Shop offering a seamless service to customers.</p>					
<p>Recommendation 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.</p>					
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed	
<p>Partnership working arrangements are in place to support public health promotions within the one stop shop and on the council's website.</p>	<p>December 2015</p>	<p>Public Health Officers</p>		<p>Completed</p>	

Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
<p>A review is underway to strengthen the current referral network. The review has taken longer than originally envisaged due to the creation of the Wellbeing CiC but the co-location of Citizens Advice and Community Law within the One Stop Shop is promoting increased and stronger referrals meanwhile.</p>	<p>October 2016</p>	<p>Project management support, representatives of agencies, customer services and housing services.</p>	<p>January 2017</p>	

Recommendation 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.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
The Committee of Northampton Allotment Network have provided members with details of the project.	December 2015	n/a		Completed
Recommendation 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.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Promotion is ongoing.		n/a		Completed
Recommendation 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.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Promotion is ongoing.		n/a		Completed

Recommendation 8 Northampton Borough Council promotes the work of Northamptonshire Credit Union to encourage people to use it as an alternative to payday loans.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
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.		n/a		Completed
Recommendation 9: Northampton Partnership Homes is asked to provide budget management training and money advice for its tenants; ahead of the introduction of Universal Credit.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Northampton Borough Council housing money advice team		n/a		Completed

offer financial inclusion and advice on behalf of NPH and the review of referrals for information and advice and include an analysis of tenants support and training required to support customers with Universal Credit claims. A welfare reform working group monitor the impact and success.				
Recommendation 10: Northampton Partnership Homes is asked to promote the work of Northamptonshire Credit Union to its tenants.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Northampton Borough Council Customer Services on behalf of Northampton Partnership Homes promote the Credit Union to tenants by ongoing referrals as appropriate. The		n/a		Completed

Credit union now have a permanent base in the One Stop Shop.				
Recommendation to the Overview and Scrutiny Committee				
Recommendation 11 : A copy of the final report is sent to the Environment, Development and Transport Scrutiny Committee, Northamptonshire County Council.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
A copy of the finalised report was sent to the Environment, Development and Transport Scrutiny Committee, Northamptonshire County Council.	July 2015	n/a		completed

Recommendation 12: The Overview and Scrutiny Committee considers commissioning a Scrutiny review on equalities between estates and wards within the Borough of Northampton.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
The suggestion of this Scrutiny Panel to commission a Scrutiny review on equalities between estates and wards within the Borough of Northampton will be put forward at the O&S Work Programming event in March 2016	March 2016 – Overview and Scrutiny Committee	n/a	March 2016	Consideration at the O&S Work Programming event in March 2016

Recommendation 13: 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 June 2016	

NORTHAMPTON BOROUGH COUNCIL

OVERVIEW AND SCRUTINY

ACTION PLAN: SCRUTINY PANEL Interpersonal Violence

Recommendations from Scrutiny Panel (Interpersonal Violence) completed in March 2015.

Proposed dates for monitoring implementation of accepted recommendations

Report received by Cabinet	Response received by Overview and Scrutiny Committee	Monitoring activity	Monitoring complete
July 2015	January 2016	13 June 2016	

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Recommendation 1: In recognising the success of the information stand hosted by the Scrutiny Panel as part of International Day for the Elimination of Violence Against Women, a similar event is held annually in the town centre in a location with a consulting room should attendees need advice and support.				
Action	Implementation/responsibility by:	Resources required/available	Target date	Achievement/Completed
Hold annual awareness raising event, with specialist support if required.	Community Safety NBC	Officer time	November 2015 and then ongoing on an annual basis	Completed - Event took place in One Stop Shop on 23/11/2015. Sunflower Centre now offer drop in service every Tuesday and Thursday in One Stop Shop. Awareness events will be held every year during

				Interpersonal Violence Week
Recommendation 2: Education Information Packs on domestic abuse preventative services are disseminated to BME Groups, schools, universities, faith groups and community groups in Northampton prior to Domestic Violence Awareness Raising Week 2015.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Link in with NCC to support dissemination of information to identified groups	NCC	Officer time. Budget for leaflets/packs may be required	March 2015	Completed - NBC representation on relevant IPV/Domestic Abuse meetings in place.
Recommendation 3: In recognising the good practice undertaken by Northampton Borough Council in funding domestic abuse services; Northampton Borough Council (NBC) should take this into consideration when allocating funding in future years and share best practice with other funding bodies.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Continue to encourage funding bids from domestic abuse agencies, taking into account external funding opportunities that	Partnerships & Communities Team, NBC	Officer time, Partnership Grant funding	September 2015 and ongoing	Completed – applications for domestic abuse projects continue to be received and where criteria is met are funded. Agencies are also encouraged to apply to the 'Small Grants' pot held by

may result in match funding to further broaden support.				Community Foundation
Recommendation 4: The countywide definition of vulnerable adults is adopted by Northampton Borough Council.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
NBC to sign up to Countywide strategy for Domestic Abuse	Community Safety, NBC	Officer time	January 2016	Completed – Countywide Domestic Abuse Strategy is now adopted and countywide definition is being followed.
Recommendation 5: The Cabinet Member with responsibility for education at Northamptonshire County Council (NCC) is contacted and asked whether education, advice, information and support regarding healthy relationships and personal safety can be included in the school curriculum.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Contact to be made with NCC to clarify position	Community Safety, NBC	Officer time	December 2015	Completed – Included within PSHE programme for schools. Specific awareness raising sessions on healthy relationships and personal safety are being provided.
Recommendation 6: Public awareness of domestic abuse is increased and services that are available to tackle the issue and support victims:				

- Review and update contents of relevant pages of NBC website to ensure it is informative and ‘user friendly’
- Provide effective and updated publicity throughout the Borough via poster, leaflets and contact cards
- Support NADA awareness raising campaigns for the county
- Training for all Councillors on Interpersonal Violence is delivered and an information booklet or webpage is produced

Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Increase awareness of domestic abuse and available support services for victims	Community Safety	<p>Officer time</p> <p>Officer time</p> <p>Officer time</p> <p>Officer time & training budget, estimated £800</p>	<p>September 2015</p> <p>September 2015</p> <p>September 2015</p> <p>March 2016</p>	<p>Completed:</p> <p>Web pages have been reviewed and updated</p> <p>Publicity, awareness/ information is led at countywide level and distributed throughout the borough</p> <p>NBC representative sits on NADA and supports and co-ordinates the delivery of campaigns and bi-annual conference</p> <p>Outstanding:</p> <p>Training has been arranged for June 2016.</p> <p>Web pages are available to</p>

				Cllrs
Recommendation 7: NBC's Domestic Abuse Policy is revised and updated to reflect the new countywide Interpersonal Violence Strategy; which is currently out to consultation.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Review and update NBC Domestic abuse Policy	Housing & Wellbeing	Officer time	January 2016	Completed: Countywide Domestic Abuse Strategy has been adopted. NBC sit on the implementation group. NBC priority is to support and promote a Countywide approach.
Recommendation 8: The statistical data collected in respect of domestic abuse is reviewed to ensure that it is robust and meaningful. NBC considers the effectiveness of current data collection in relation to domestic abuse and encourages all relevant departments to review and contribute by the end of December 2015.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
All data sets to be reviewed and recommendations for future collection.	Community Safety Housing & Wellbeing	Officer time	September 2016	Ongoing. Data sets currently being reviewed in line with changes to police recording system.
Recommendation 9: It is established whether NBC has central funding to access interpreter services, to aid communication with victims whose first language is not English				
Action	Implementation/responsibility	Resources	Target date	Achievement/Completed

	by	required/available		
Establish if translation/interpretation services are available	Community Safety	Officer time and budget if not already in place	September 2015	Completed: Interpretation and translation services are already subscribed to through Communities & Partnerships and can be utilised by all NBC departments.
Recommendation 10: Due to the relocation of the Sunflower Centre, Northampton Borough Council provides them with accommodation in the One Stop Shop for drop in sessions.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Identify location in One Stop Shop for Sunflower Centre to undertake drop-in sessions	Community Safety / Customer Services	Interview room space	September 2015	Completed: Sunflower Centre has been allocated an interview room and hold drop-in sessions in One Stop Shop on Tuesdays and Thursdays.
Recommendation 11: A central budget to support the Sanctuary Scheme and the target hardening for victim's properties is identified to enable victims to remain in their own home.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Finding agreement for Target Hardening and Sanctuaries to be established and embedded	Head of Housing & Wellbeing	Allocation on budget	March 2016	Completed: All Boroughs and Districts have agreed in principal to a Countywide funding arrangement that will require social landlords to meet the

				cost of Sanctuaries and target hardening in their properties, and the relevant Homelessness Team in each area to meet the cost of Sanctuaries and target hardening in the homes of private tenants and owner occupiers. NBC and NPH are delivering in line with this.
Recommendation 12: NBC develops a sustainable domestic abuse awareness raising training programme for Councillors, managers and all staff. This programme is also offered to neighbouring Local Authorities.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Link in with Countywide IPV training strand to develop training programme	Community Safety	Officer time and budget to cover delivery of training courses	September 2016	Ongoing: Countywide IPV Training strand is providing training to front line services across the county. Sessions for NBC Councillors are arranged for June 2016.
Recommendation 13: It is recommended that the conditions of Tenancy Agreements are fully explained to new and prospective tenants to ensure their understanding and compliance.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
New tenants receive full briefing on	Northampton Partnership Homes	Officer time & supporting policies	September 2015	Completed: Approach is victim centred and support is offered throughout

tenancy agreement				the process, including ensuring that tenants are resettled into their new home. On-going support is offered and welfare checks completed for at least the first 12 months of any new tenancy.
Recommendation 14: Dual Tenancies are encouraged and staff trained to recognise the implications of cultural differences				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Review of policies and procedures to ensure treatment of vulnerable groups such as victims of ethnic minorities and domestic abuse is included.	Northampton Partnership Homes	Officer time & supporting policies/procedures	January 2016	Ongoing: NPH is reviewing its policies and procedures with regard to vulnerable groups which include victims of domestic abuse. A new domestic abuse and procedure has been completed and approved by EMT and operations committee. Key staff have been trained and full training across the business is going to also be completed. A vulnerable persons Policy has also been started and is due to be completed by July 2016
Recommendation 15: In recognising that when moving from a crisis and safe accommodation to a permanent address; women often have no furniture or equipment; a Transition Strategy is introduced. Information is provided detailing where household items can be obtained, for example Charity Link and Spencer Contact.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed

Processes are in place to support victims during their transfer from crisis to permanent accommodation to ensure they have access to support services for furniture and equipment.	Northampton Partnership Homes	Officer time & contacts with support agencies	December 2015	Completed: At the sign up interview, an incoming tenant's situation is assessed and if needed a referral is made to Spencer Contact who will offer three items of furniture as a donation. All victims are supported by NPH, and resettlement is part of the support plan and necessary referrals are made to support agencies. If required, referrals are also made to Charity Link.
Recommendation 16: In recognising that new people to the area; and individuals with no recourse to public funds, are offered advice, support and given information.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Arrangements are put in place to ensure advice and support is provided.	Housing & Wellbeing	Officer time	September 2015	Completed: NBC's Housing and Wellbeing Service is actively encouraging and promoting an effective multi agency response to domestic abuse in the borough in order to ensure that people affected by domestic abuse are able to access the advice, support and information they need.
Recommendation 17 Housing Solutions, NBC, takes responsibility for reports of domestic abuse and ensure all staff are trained and able to				

respond.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Processes are put in place to ensure staff understand and are able to respond effectively to reports of domestic abuse	Housing & Wellbeing	Officer time, training budget	September 2015, then ongoing	NBC's Housing and Wellbeing Service takes all reports of domestic abuse seriously and a number of its housing advisers lead on domestic abuse issues. Specialist training has taken place over the past 2 years for frontline staff and further training is planned, for all Housing Options and Advice staff, to ensure that all staff are trained and able to respond.
Recommendations to the Overview and Scrutiny Committee				
Recommendation 18: 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 2016/2017	Added to the O&S Monitoring Work Programme - Overview and Scrutiny Committee	n/a	Monitoring to take place on 13 June 2016	

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NORTHAMPTON BOROUGH COUNCIL

OVERVIEW AND SCRUTINY

ACTION PLAN: SCRUTINY PANEL Keep Northampton Tidy

Recommendations from Scrutiny Panel (Keep Northampton Tidy) completed in March 2015

Proposed dates for monitoring implementation of accepted recommendations

Report received by Cabinet	Response received by Overview and Scrutiny Committee	Monitoring activity	Monitoring complete
July 2015	20 January 2016	13 June 2016	

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Recommendation 1: Investigate the wider use of the successful NBC Report It App., such as the inclusion of a facility to report tree and used as a channel to request and co-ordinate community action such as litter picks. Consider extended to include NCC issues within borough				
Action	Implementation/responsibility by:	Resources required/available	Target date	Achievement/Completed
Contact ICT services to discuss possible development –	ES team	Staff time		Due to proposed upcoming move to a new customer contact (CRM) system there is a freeze on developments linked to existing Lagan

				system
Recommendation 2: All Councillors are sent details of the Report It App., how it works and details of the Report It App. are included in the Induction Pack for all Councillors.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Info on App to be provided to all Councillors	ICT team working with ES team	Staff time	June 2016	
Recommendation 3: A Usage Log for the Report It App. is produced on an annual basis.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Request for production of log submitted to CRM	CRM team in ICT	Staff time	June 2016 for report to 31.3.16	

team				
Recommendation 4: . Officers, such as Neighbourhood Wardens, are charged to use adhesive stickers over illegal fly-posts advertising events indicating cancellation of the event in appropriate cases and removing outdated fly-posts.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Stickers made available to Wardens	EH and Licensing Manager / ES (Direct Services Manager)	Small cost (met within existing printing budget)	March 2016	Completed – stickers available and in use
Recommendation 5: Officers from Planning Services rigorously pursues perpetrators to illegal advertising/flyposting with a view to prosecution. The Scrutiny Panel recognises legislative weaknesses regarding flyposting and asks that Cabinet lobbies MPs for a change in legislation to make it easier to prosecute in respect of this issue.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Make contact with planning team to discuss situation Consider alternative interventions	Communities and Environment Division Staff	Staff time for investigations. Resource implications for implementation of PSPO to be outlined in	End of 2016	Fly posting included within proposed Public Spaces Protection Order. Proposal supported in public consultation process and to be brought forward in order

		Cabinet report		when it comes forward. (scheduled 2016)
<p>Recommendation 6: Funding of £2,000 is made available for:</p> <p>1 Officers to be charged with disseminating portable ashtrays in the town centre.</p> <p>2 “Do not feed the pigeons” signs to be erected in various locations in the town centre.</p> <p>And the provision of chewing gum boards is investigated on a cost benefit basis.</p>				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
<p>Purchase portable ashtrays</p> <p>Investigation of Do not feed the pigeons signs and chewing gum boards</p> <p>Range of initiatives to deal with litter in town centre</p>	<p>Communities and Environment Division Management in consultation with Enterprise/ Amey</p>	<p>Budget for purchase of equipment and staff time</p>		<p>Portable ashtrays have been made available – partly funded by Town Centre BID.</p> <p>Signage conflicts with objective of decluttering town centre</p> <p>The use of chewing gum boards has previously been investigated. They are not considered to be an effective solution (unsightly, attract wasps and ineffective). They also impose a revenue cost for</p>

				<p>which there is no budget.</p> <p>Specialist enforcement officers carrying out patrols in town centre and issuing fixed penalty notices.</p> <p>Green machine being made available for specific use in town centre</p>
<p>Recommendation 7: To enhance an area, empty brick or similar highway planters in situ in the town centre are, either filled with various foliage, removed or topped with a hard surface.</p>				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Ensure that all planters in town centre area provided with suitable floral display	ES (Direct Services) Manager with Northampton in Bloom team	Staff time and Budget – to be provided from Northampton in Bloom budget	Summer 2016	Ongoing action being taken to incorporate all planters in planting for Northampton in Bloom.
<p>Recommendation 8: Officers are instructed to contact supermarkets highlighting the problem of abandoned shopping trolleys in the town and encouraged to participate in a trolley collection schemes.</p> <p>Through the Planning Conditions, supermarkets and similar are required to have mechanisms installed to prevent trolleys being</p>				

removed from site.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Contact made with supermarkets Discussion with planning team about practicality of use of conditions	EH and Licensing Manager / ES Direct Services Manager	Staff time	June 2016	Letters have been sent to Supermarkets reminding them of legal responsibilities and raising awareness of trolley collection schemes Planning Officers indicate that this requirement is outside the scope of conditions that can be required under planning conditions.
Recommendation 9: All Councillors are provided with details of the Shop Front Cleaning Orders (Community Protection Notices) and Street Litter Control Notices Legislation, the guidance to this Legislation when it becomes available and other relevant Legislation.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Briefing paper produced for Councillors	EH and Licensing Manager / ES (Direct Services Manager)	Staff time	June 2016	Briefing paper produced

Recommendation 10: . All relevant Agencies are encouraged to come together at budget planning time, with the aim of making a contribution to the cleanliness and community safety of the town.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Town Centre Task Group has been reconvened and will carry out this action in future	Members of group	Staff time	ongoing	Officer group re-established and meetings programmed. Cleanliness of town is standing item on agenda.
Recommendation 11: Consider the gating of jetties at night in the town centre that are currently subject to anti-social behaviour.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Investigation of possible night time gating of jetties	Members of town centre group	Staff time for investigation		Extensive investigations have been carried out and have concluded that this is not currently practical due to safety issues (e.g. fire exits opening onto jetties etc). matter to be kept under

				review.
Recommendation 12: Information about resources available is published on the Council's website.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Web content updated	Relevant web authors	Staff time	June 2016	Web content update completed
Recommendation 13: In recognising their success, Cabinet explores the effectiveness of Kangaroo Runs				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Assessment of effectiveness of kangaroo runs and other initiatives to be explored	ES (Direct Services) Manager in liaison with Community Safety Team	Staff time for investigation.	Summer 2016	Kangaroo runs target specific areas and will continue as part of weeks of action. Data on fly tipping hotspots has been evaluated and additional proactive targeted fly tipping collections started in May 2016 providing wide coverage across Northampton.

Recommendation 14: Additional funding of £5,000 per year is allocated for five schemes with Junior Wardens and education activities.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Junior warden schemes are operated in schools	ES Direct Services Manager	£5000 plus staff time – it has not been possible to identify specific budget for this to date.		A number of Junior Warden schemes run with funding from Councillor empowerment funds and other funding sources. Most wardens work with schools in their areas to provide environmental and safety education using resources from Junior Warden scheme.
Recommendation 15: The viability of running a National Citizen Scheme (NCS) to attract mid-late teenagers involvement is investigated				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Investigation of viability of running scheme	Resource to implement this recommendation needs to be identified			Not yet completed

Recommendation 16: Community Clean Ups are co-ordinated so that they supplement the cleansing regime of the Environmental Services contract.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Improved liaison between contractor and Members and Community Groups to coordinate clean ups	Customer services staff and colleagues at Enterprise	Staff time	ongoing	Enterprise already support community clean ups, providing equipment and clearing waste collected. Clean for the Queen was an example of the coordination of community clean ups with existing work and this model is being used going forward..
Recommendation 17 Campaigns, such as Community Clean Ups, are publicised both on the Council's webpage and by the organisers of the Community clean ups				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Increased coordination of clean ups	ES staff and Neighbourhood Wardens			Model used in Clean for the Queen to be used in future initiatives. Improved sharing of details on websites
Recommendation 18 Community (Parish) Enhancement Teams are encouraged to undertake more work within the town.				

Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Confirm whether this resource is still available	Resource to implement this action needs to be identified			
Recommendation 19: Where possible, co-ordinated working between the Local Authorities and the Highways Agency regarding major highway closures to enable litter picking to take place during closure periods.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Discussions to be held to try to streamline processes	Enterprise staff / Highways Agency / Northamptonshire County Council	Staff time	Ongoing	Litter picking on high speed roads is coordinated, consent is required to undertake this work and appropriate arrangements are in place to ensure that this takes place.
Recommendation 20 Where practical, the Local Authority and the Highways Agency arranges anti-littering campaigns at service stations				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Contact to discuss		Staff time and funding		The only service station located within Northampton

possibility		for any campaigns		Borough is the Southbound services at junction 15A. Highways England already carry out anti littering promotions using their public information displays
Recommendation 21 Post April 2015, the Highways Agency is contacted to ask that it reviews its grass cutting schedule to include amenity cuts in addition to safety/visibility cuts and litter picking schedules along the A45 throughout the borough and that MPs are contacted in this respect				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Contact with Highways Agency		Staff time		Grass cutting schedules are set on a regional and national basis so not possible to amend
Recommendation 22: 22 Planning Services, Northampton Borough Council, together with the Highways Agency, explores improvements to gateways including signage, such as "Welcome to Northampton" signs to be erected on the entrance to Northampton on the A45 at Billing and at Junction 15 (M1).				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Contact with Highways Agency / Northamptonshire	Resource needs to be identified to progress			

County Council				
Recommendation 23 The Highways Agency is asked to de-clutter signage, in particular around Junction 15(M1).				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
contact to be made and followed up	Resource needs to be identified to progress this,			
Recommendation 24 A time limited Action Plan in respect of the 30 criteria of the Purple Flag Accreditation is produced; with the aim of exploring the feasibility of entering an application for Purple Flag Accreditation for Northampton town centre.				
Purple flag accreditation relates to wider night time economy – The Town Centre BID are currently investigating this. Support will be provided through Town Centre working groups.				
Recommendations to the Overview and Scrutiny Committee				
Recommendation 28: 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	Added to the O&S Monitoring Work Programme - Overview and Scrutiny Committee	n/a	Monitoring to take place 13 June 2016	

2016/2017				
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NORTHAMPTON BOROUGH COUNCIL

OVERVIEW AND SCRUTINY

ACTION PLAN: Scrutiny Working Group – Tree Maintenance

Recommendations from Scrutiny Working Group (Tree Maintenance) completed in March 2016.

Proposed dates for monitoring implementation of accepted recommendations

Report received by Cabinet	Response received by Overview and Scrutiny Committee	Monitoring activity	Monitoring complete
September 2015	20 January 2016	13 June 2016	

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Recommendation 1: In noting its effectiveness, the NBC app. – “Report It”, use is widened and developed so that there is preferably one reporting the whole county or more realistically at least one reporting app. for NBC and NCC.

Action	Implementation/responsibility by:	Resources required/available	Target date	Achievement/Completed
Increase the use of the NBC App.	Mick Tyrrell	Senior Officers of both NBC and NCC.	01/04/2016	This action is still outstanding. The NBC App and the NCC reporting system “Street Doctor” are valued by each authority. Further work needs to be undertaken to identify if there is a willingness on

				NCC's part to shut down "Street Doctor" and replace it with the NBC App.
Recommendation 2: A presentation on the Northamptonshire County Council IT Programme regarding damage caused to street furniture, including trees, is given to all Councillors at Northampton Borough Council.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
NCC representative to make a presentation to councillors.	Mick Tyrrell	NCC officer time and availability	01/04/2016	Outstanding
Recommendation 3: When the software that is being used in relation to the Tree Inspection Programme that is being piloted in Daventry is rolled out in Northampton and becomes available for use by NBC, it is used by NBC to record all trees and hedges on NBC and NPH managed land.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
NBC to use the NCC tree inspection system to log its trees.	Mick Tyrrell	ICT would be needed to set up the system. Funding to employ a person to carry out inspections.	01/04/2016	The system is being used by NCC to record the value of each of their Highway trees, should they need to be replaced. Having spoken to NCC, it does not seem that this system is what NBC would want to use at the

				moment, particularly with the enhanced maintenance that will be taking place over the next five years.
Recommendation 4: In the planning process consideration is given to the retention and planting of trees and hedges and the maintenance thereof affording the ongoing right to light to nearby properties. The Tree Planting and Retention Policy be detailed within the Joint Development Framework view to delivering low on-going maintenance costs and that a Policy is adopted to ensure trees are not planted close to properties or in the vicinity of properties alleviating problems encountered by residents as detailed in this report.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Ensure that tree policy is taken into account when planning applications are considered. Include policy in Joint Development Framework.	Mick Tyrrell	Officer time	01/04/2016	Completed
Recommendation 5: A Policy of thinning out trees in Parks and Open Space throughout the Borough is adopted and funded over a five year period to ensure that remaining trees are able to reach their full growth and maturity				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed

Include the thinning of trees in the revised tree policy and identify funding to carry this out.	Mick Tyrrell	Officer time and availability, External professional input. Revenue funding	01/04/2016	Funding has been allocated and the thinning of trees is included both in the tree policy and maintenance plan.
Recommendation 6: An on-going Forward Maintenance Plan for trees, recognising the right to light, is developed, funded and implemented over a period. This should be linked to the tree inspection software.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Develop an enhanced maintenance plan and identify 5 years funding to carry this out.	Mick Tyrrell	Officer time and availability, External professional input. Revenue funding.	01/04/2016	The maintenance plan has been developed, included in the policy and funded.
Recommendation 7: A revised Corporate Tree Policy, including a Tree Maintenance Policy and recognising the right to light, is developed and adopted. This should be in plain English. It should be an all embracing policy, making reference to relevant Planning, Highways and NPH policies				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Produce a revised Corporate Tree Policy.	Mick Tyrrell	Officer time and availability, External professional input.	01/04/2016	Completed

Recommendation 8: Full consultation should be undertaken on the revised Corporate Tree Policy, including the Maintenance Policy therein.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Carry out consultation on the new policy and maintenance plan.	Mick Tyrrell	Officer time and availability	01/04/2016	The revised policy and maintenance plan is based on best practice and British Standards, also ensuring that the requirements of O&S are taken into account. There was therefore very little that could be consulted on when drafting the policy.
Recommendation 9: Parish Councils should be consulted in developing the new Tree Policy and encouraged to adopt the policy in respect of land in their ownership.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Consult with Parish Councils.	Mick Tyrrell	Officer time and availability.	01/04/2016	The revised policy and maintenance plan is based on best practice and British Standards, also ensuring that the requirements of O&S are taken into account. There was therefore very little that could be consulted

				on when drafting the policy. Most Parish Councils have very little or no responsibility for trees in their parish, but will be sent a copy of the tree policy and encouraged to adopt it as necessary.
Recommendation 10: A review of the effectiveness of the Corporate Tree Policy, including the Tree Maintenance policy therein, takes place within five years.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Review tree policy after 5 years	Overview and Scrutiny Panel	Officer and Member time.	01/04/2021	Review date to be agreed and programmed in.
Recommendations to the Overview and Scrutiny Committee				
Recommendation 11: 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	Added to the O&S Monitoring Work Programme - Overview and	n/a	Monitoring to take place on 13 June	

Programme 2016/2017	Scrutiny Committee		2016	
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NORTHAMPTON BOROUGH COUNCIL
OVERVIEW AND SCRUTINY COMMITTEE

13 JUNE 2016

BRIEFING NOTE:

**SCRUTINY PANEL 1 – CHILD SEXUAL EXPLOITATION (CSE), HUMAN
TRAFFICKING AND DOMESTIC SLAVERY**

1 INTRODUCTION

- 1.1 The Overview and Scrutiny Committee commissioned Scrutiny Panel 1 to undertake a Review regarding Child Sexual Exploitation, Human Trafficking and Domestic Slavery the rationale being “To ensure Northampton Borough Council plays an active role in tackling CSE, human trafficking and domestic slavery.”
- 1.2 Membership of the Scrutiny Panel comprises Councillor Dennis Meredith (Chair); Councillor James Hill (Deputy Chair); Councillors Rufia Ashraf, Sally Beardsworth, Muna Cali, Janice Duffy, Brian Oldham, Brian Sargeant, Zoe Smith, Danielle Stone and Graham Walker.
- 1.3 At the inaugural meeting of the Scrutiny Panel, Councillors agreed the scope of the Review; a copy is attached at Appendix A, for the Committee’s approval.

2 UPDATE

- 2.1 The Scrutiny Panel agreed that the title of the Review should be amended to read: “Child Sexual Exploitation (CSE).”
- 2.2 It was further suggested that the purpose of the Review be updated to read “To ensure Northampton Borough Council plays an active role in tackling CSE.”
- 2.3 In discussing the rationale for the Review, the Scrutiny Panel felt that the required outcomes should be:
 - To make evidence based recommendations to improve the role that NBC has in tackling CSE

- To make recommendations, as appropriate, regarding partnership working in tackling CSE

2.4 The schedule of meetings comprises:-

May 2016 to March 2017

12 May 2016

7 July

8 September

10 November

5 January 2017

16 March

2.5 Various site visits will be programmed in during this period, if required.

2.6 Meetings of the Scrutiny Panel will commence at 6.00pm and be held in the Jeffery Room at the Guildhall.

2.7 In accordance with the Scrutiny Panel Protocol the Chair of this Scrutiny Panel will provide written progress reports to future meetings of the Overview and Scrutiny Committee for information.

3 RECOMMENDATION

3.1 That the Overview and Scrutiny Committee approves the scope of the Scrutiny Panel 1, as attached at Appendix A.

3.2 That the Overview and Scrutiny Committee amends the title of this Scrutiny Review to read "Child Sexual Exploitation (CSE)".

3.3 That the purpose of the Scrutiny Review is updated to read "*To ensure Northampton Borough Council plays an active role in tackling CSE.*"

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

13 May 2016



OVERVIEW AND SCRUTINY

SCRUTINY PANEL 1 - CHILD SEXUAL EXPLOITATION (CSE)

1. Purpose/Objectives of the Review

- To ensure Northampton Borough Council (NBC) plays an active role in tackling Child Sexual Exploitation (CSE)

Key Lines of Enquiry

- To gain an understanding of the work currently being undertaken by partnerships, statutory and voluntary organisations, and the Police to address these issues
- To investigate how NBC contributes to the above work
- To raise awareness of CSE, human trafficking and domestic slavery of children in Northampton
- To explore best practice elsewhere in identifying and providing support to victims of CSE
- To understand what NBC is doing outside the Scrutiny process in relation to human trafficking and domestic slavery of children

2. Outcomes Required

- To make evidence based recommendations to improve the role that NBC has in tackling CSE
- To make recommendations, as appropriate, regarding partnership working in tackling CSE

3. Information Required

- Background data
- Background reports
- Best practice data
- Desktop research
- Evidence from expert internal witnesses
- Evidence from expert external witnesses
- Site visits (if applicable)

4. Format of Information

- Background data, including:
 - Presentation to set the scene: To identify the prevalence of the problem locally
 - Relevant national and local background research papers
 - Definitions – CSE, human trafficking and domestic slavery
 - Case Studies

- Best practice external to Northampton

- Internal expert advisors:
 - Leader of the Council, Northampton Borough Council (NBC)
 - Cabinet Member for Community Safety, NBC
 - Director of Customers and Communities, NBC and the Environmental Health and Licensing Manager, NBC
 - Chair of the Community Safety Partnership (CSP)
 - Service Manager, Anti-Social Behaviour Unit

- External expert advisors:
 - Head of Protecting Vulnerable Persons, Northamptonshire Police
 - Service Manager, RISE Team
 - Senior Manager, Northamptonshire Safeguarding Children's Board
 - Director, Education Services, NCC
 - Representative, Children's Rights' Group, Corporate Parenting Board
 - Chief Officer, Northamptonshire Victim Support
 - Cabinet Member for Adult Services, NCC
 - Cabinet Member for Children's Services, NCC
 - Chair, Northamptonshire Safeguarding Children Board
 - Service Manager, Barnardo's
 - Service Manager, Save the Children
 - Chief Officer, Service Six
 - Chief Officer, Lowdowne Centre
 - Manager, Free to Talk Group
 - Chief Officer, Rape and Crisis Centre
 - Chief Executive, Northampton Partnership Homes (NPH)
 - Chief Officer, Northamptonshire Healthcare NHS Foundation Trust

- Site visit to the RISE Team, Northampton, MAASH, and other areas of the country that have been recognised for its good work in CSE

5. Methods Used to Gather Information

- Minutes of meetings
- Desktop research
- Site visits
- Officer reports
- Presentations
- Examples of best practice
- Witness Evidence:-
 - Key witnesses as detailed in section 4 of this scope

6. Co-Options to the Review

- Chair, Children, Learning & Communities Scrutiny Committee, Northamptonshire County Council, to be approached suggesting that they are co-opted to this Review for its life.

7 Community Impact Screening Assessment

- A Community Impact Screening Assessment to be undertaken on the scope of the Review

8 Evidence gathering Timetable

May 2016 – March 2017

- | | |
|------------------|-------------------------|
| • 12 May 2016 | - Scoping meeting |
| • 7 July | - Evidence gathering |
| • 8 September | - Evidence gathering |
| • 10 November | - Evidence gathering |
| • 5 January 2017 | - Evidence gathering |
| • 16 March | - Approval final report |

Various site visits will be programmed during this period, if required.

Meetings to commence at 6.00 pm

9. Responsible Officers

Lead Officers Phil Harris, Head of Housing and Wellbeing
Co-ordinator Tracy Tiff, Scrutiny Officer

10. Resources and Budgets

Phil Harris, Head of Housing and Wellbeing, to provide internal advice.

11. Final report presented by:

Completed by March 2017. Presented by the Chair of the Panel to the Overview and Scrutiny Committee and then to Cabinet.

12. Monitoring procedure:

Review the impact of the report after six months (approximately November/December 2017)



NORTHAMPTON BOROUGH COUNCIL
OVERVIEW AND SCRUTINY COMMITTEE

13 JUNE 2016

BRIEFING NOTE:

SCRUTINY PANEL 2 – PRE DECISION SCRUTINY: MUSEUM TRUST

1 INTRODUCTION

- 1.1 The Overview and Scrutiny Committee commissioned Scrutiny Panel 2 to undertake a Review regarding Pre Decision Scrutiny: Museum Trust the rationale being “Scrutiny of the establishment of the Museum Trust to ensure the best outcome for the future of the Museum Service and Cultural Quarter.”
- 1.2 The purpose of the meetings is to:
 - Help non-Executives understand the process of establishing a Museum Trust and the legal framework around the establishment of a Museum Trust.
 - Enable non-Executives to meaningfully challenge the rigour and robustness of the process.
- 1.3 Membership of the Scrutiny Panel comprises Councillor Jamie Lane (Chair); Councillor Sally Beardsworth (Deputy Chair); Councillors Jane Birch, Muna Cali, Arthur McCutcheon, Brian Sargeant and Samuel Shaw.
- 1.4 At the inaugural meeting of the Scrutiny Panel, Councillors agreed the scope of the Review; a copy is attached at Appendix A, for the Committee’s approval.

2 UPDATE

- 2.1 In discussing the rationale for the Review, the Scrutiny Panel felt that the required outcomes should be:
 - To provide Scrutiny input, at the pre-decision stage, of the establishment of a Museum Trust

2.4 The schedule of meetings comprises:-

May 2016 to March 2017

23 May 2016

20 June

14 July

15 September

2.5 Various site visits will be programmed in during this period, if required.

2.6 Meetings of the Scrutiny Panel will commence at 6.00pm and be held in the Jeffery Room at the Guildhall.

2.7 In accordance with the Scrutiny Panel Protocol the Chair of this Scrutiny Panel will provide written progress reports to future meetings of the Overview and Scrutiny Committee for information.

3 RECOMMENDATION

3.1 That the Overview and Scrutiny Committee approves the scope of the Scrutiny Panel 2, as attached at Appendix A.

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

24 May 2016



OVERVIEW AND SCRUTINY

SCRUTINY PANEL 2 – MUSEUM TRUST (PRE-DECISION SCRUTINY)

1. Purpose/Objectives of the Pre-Decision Scrutiny Activity

Pre-decision Scrutiny - Scrutiny of the establishment of the Museum Trust to ensure the best outcome for the future of the Museum Service and Cultural Quarter.

The purpose of the meetings is to:

- Help non-Executives understand the process of establishing a Museum Trust and the legal framework around the establishment of a Museum Trust.
- Enable non-Executives to meaningfully challenge the rigour and robustness of the process.

2. Outcomes Required

- To provide Scrutiny input, at the pre-decision stage, of the establishment of a Museum Trust

3. Information Required

- Background data
- Background reports
- Best practice data
- Evidence from expert internal witnesses
- Evidence from expert external witnesses (if applicable)
- Site visits (if applicable)

4. Format of Information

- Background data, including:
 - Presentation to set the scene
 - Relevant Legislation
 - Relevant data

5. Methods Used to Gather Information

- Minutes of meetings
- Desktop research
- Officer reports
- Presentations

6. Co-Options to the Pre-Decision Scrutiny Activity

No co-optees suggested for this pre-decision Scrutiny activity

7. Community Impact Screening Assessment

- A Community Impact Screening Assessment to be undertaken on the scope of the Pre-Decision Scrutiny activity

8. Evidence gathering Timetable

May 2016 – September 2016

- 23 May 2016 - Scoping meeting
- 20 June - Evidence gathering
- 14 July - Evidence gathering
- 15 September - Evidence gathering/Scrutiny comments

Meetings to commence at 6.00 pm

9. Responsible Officers

Lead Officers Julie Seddon, Director of Customers and Communities and Nick Gordon, Cultural Services Manager, following initial scoping meeting

Co-ordinator Tracy Tiff, Scrutiny Officer

10. Resources and Budgets

Julie Seddon, Director of Customers and Communities and Nick Gordon, Cultural Services Manager, following initial scoping meeting, to provide internal advice.

11. Final report presented by:

Completed by September 2016. Presented by the Chair of the Scrutiny Panel to the Overview and Scrutiny Committee and then to Cabinet.

12. Monitoring procedure:

Review the impact of the report after six months



NORTHAMPTON BOROUGH COUNCIL
OVERVIEW AND SCRUTINY COMMITTEE

13 JUNE 2016

BRIEFING NOTE:

SCRUTINY PANEL 3 – PRE DECISION SCRUTINY: HOMELESSNESS

1 INTRODUCTION

- 1.1 The Overview and Scrutiny Committee commissioned Scrutiny Panel 3 to undertake a Review regarding Pre Decision Scrutiny: Homelessness the rationale being “To review how the Borough Council and its partners prevent homelessness and respond to those without homes in the borough.”
- 1.2 Membership of the Scrutiny Panel comprises Councillor Zoe Smith (Chair); Councillor Terrie Eales (Deputy Chair); Councillors Sally Beardsworth, Muna Cali, Vicky Culbard, Janice Duffy, Elizabeth Gowen, Phil Larratt, Dennis Meredith and Samuel Shaw.
- 1.3 At the inaugural meeting of the Scrutiny Panel, Councillors agreed the scope of the Review; a copy is attached at Appendix A, for the Committee’s approval.

2 UPDATE

- 2.1 In discussing the rationale for the Review, the Scrutiny Panel felt that the required outcomes should be:
 - To reduce homelessness in the borough of Northampton
 - An understanding of the Local Authority homelessness role and the services provided in Northampton
 - A review of existing homelessness services in Northampton, in order to assess their quality and effectiveness and identify any significant gaps in service

2.2 The schedule of meetings comprises:-

May 2016 to March 2017

26 May 2016

21 July

22 September

24 November

26 January 2017

30 March

2.3 Various site visits will be programmed in during this period, if required.

2.4 Meetings of the Scrutiny Panel will commence at 6.00pm and be held in the Jeffery Room at the Guildhall.

2.5 In accordance with the Scrutiny Panel Protocol the Chair of this Scrutiny Panel will provide written progress reports to future meetings of the Overview and Scrutiny Committee for information.

3 RECOMMENDATION

3.1 That the Overview and Scrutiny Committee approves the scope of the Scrutiny Panel 3, as attached at Appendix A.

Author:

Tracy Tiff, Overview and Scrutiny Officer, on behalf of Councillor Zoe Smith, Chair,
Scrutiny Panel 3

27 May 2016



OVERVIEW AND SCRUTINY

SCRUTINY PANEL 3 - HOMELESSNESS (PRE DECISION SCRUTINY)

1. Purpose/Objectives of the Review

- Pre-Decision Scrutiny: To review how the Borough Council and its partners prevent homelessness and respond to those without homes in the borough

Key Lines of Enquiry

- To gain an understanding of the work currently being undertaken by Northampton Borough Council (NBC), partnerships, statutory and voluntary organisations to address homelessness
- To assess the extent of homelessness and rough sleeping in the borough assess the initiatives currently in place to tackle homelessness
- To examine the Council's Severe Weather Provision
- To gain an understanding of the effect on the health, wellbeing and the safety of homelessness people, including rough sleepers
- To gain an understanding of the causes and barriers to support homelessness
- Identify any specific groups that are not accessing services

2. Outcomes Required

- To reduce homelessness in the borough of Northampton
- An understanding of the local authority homelessness role and the services provided in Northampton
- A review of existing homelessness services in Northampton, in order to assess their quality and effectiveness and identify any significant gaps in service

3. Information Required

- Background data
- Background reports
- Best practice data
- Desktop research
- Evidence from expert internal witnesses
- Evidence from expert external witnesses
- Site visits (if applicable)

4. Format of Information

- Background data, including:
 - Presentation to set the scene: To identify the prevalence of the problem locally
 - Relevant national and local background research papers
 - Definitions – Homelessness and Rough Sleepers
 - Homelessness Legislation
 - Causes of Homelessness, including Rough Sleeping
 - Relevant Council Policies and Strategies
 - Statistics:
 - Rough sleeper data
 - Homelessness data
 - Relevant Legislation:
 - Welfare Reform Act 2012
 - Localism Act 2011
 - Homelessness Act 2002
 - The Health and Social Care Act 2012
 - Relevant published papers on homelessness and rough sleeping
- Best practice external to Northampton
- Internal expert advisors:
 - Cabinet Member for Housing, NBC
 - Housing Options and Advice Manager, NBC

- Head of Revenues and Benefits, LGSS
 - Cabinet Member for Community Safety, NBC
 - Chair of the Community Safety Partnership (CSP) and the Community Safety Team
 - Case Managers, Anti-Social Behaviour Unit
- External expert advisors:
 - Head of Protecting Vulnerable Persons, Northamptonshire Police
 - Director of Public Health, Northamptonshire County Council
 - Manager, Hope Centre
 - Manager, Maple Access
 - Manager, NAASH
 - Drug and Alcohol Challenge Officer, the Bridge
 - Operations Manager, Midland Heart Housing Association
 - Service Manager, Salvation Army
 - Chief Executive, Central Northamptonshire CAB
 - Emmaus, Homelessness Charity
 - Shelter
 - Crisis
 - Healthwatch Northamptonshire
 - Site visit to temporary accommodation(s) and Oasis House

5. Methods Used to Gather Information

- Minutes of meetings
- Desktop research
- Site visits
- Officer reports
- Presentations
- Examples of best practice
- Witness Evidence:-
 - Key witnesses as detailed in section 4 of this scope

6. Co-Options to the Review

- Senior Officers, Chartered Institute of Housing (CIH) and Homeless Link to be approached suggesting that they are co-opted to this Review for its life.

7. Community Impact Screening Assessment

- A Community Impact Screening Assessment to be undertaken on the scope of the Review

8. Evidence gathering Timetable

May 2016 – March 2017

- 26 May 2016 - Scoping meeting
- 21 July - Evidence gathering
- 22 September - Evidence gathering
- 24 November - Evidence gathering
- 26 January 2017 - Evidence gathering
- 30 March - Approval final report

Various site visits will be programmed during this period, if required.

Meetings to commence at 6.00 pm

9. Responsible Officers

Lead Officer Phil Harris, Head of Housing and Wellbeing
Co-ordinator Tracy Tiff, Scrutiny Officer

10. Resources and Budgets

Phil Harris, Head of Housing and Wellbeing, to provide internal advice.

11. Final report presented by:

Completed by March 2017. Presented by the Chair of the Panel to the Overview and Scrutiny Committee and then to Cabinet.

12. Monitoring procedure:

Review the impact of the report after six months (approximately November/December 2017)



NORTHAMPTON
BOROUGH COUNCIL

NORTHAMPTON BOROUGH COUNCIL

OVERVIEW AND SCRUTINY COMMITTEE

13 JUNE 2016

BRIEFING NOTE: REPORTING AND MONITORING WORKING GROUP 2016/2017

1 Budget Scrutiny – Reporting and Monitoring Working Group

1.1 In recent years the Overview and Scrutiny Committee has set up a Reporting and Monitoring Working Group annually that provides initial scrutiny input in the budget process. The Group reviews the budget and refers specific budget items to the Overview and Scrutiny Committee to consider in detail. This takes place in January each year.

1.2 The Chair of Overview and Scrutiny Committee is keen for this type of budget scrutiny to continue as he recognises this type of budget scrutiny as an example of best practice. It is suggested that this scrutiny activity continues to operate as a Working Group, operating directly with the Finance service, feeding back its schedule of budget items for Overview and Scrutiny Committee to consider at its January 2017 meeting.

1.3 Membership of the Reporting and Monitoring Working Group comprises a number of members of the Overview and Scrutiny Committee, although other non-Executive members may also be invited to join. The Chair of the Working Group should be a member of Overview and Scrutiny Committee.

1.4 Membership of the Working Group for 2015/2016 was:

Councillor Jamie Lane (Chair)

Councillor Brian Sargeant (Deputy Chair)

Councillors Terrie Eales, James Hill, Dennis Meredith, Suresh Patel and Samuel Shaw

1.4 The schedule of meetings of the Reporting and Monitoring Working Group are:

10 October 2016, 5:15pm

12 January 2017, 5:15pm

2 Recommendations

2.1 That the Overview and Scrutiny Committee approves the membership of the Reporting and Monitoring Working Group.

Overview & Scrutiny Committee



SCRUTINY PANEL NBC Owned Street Lighting Working Group

May 2016



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Foreword

The objective of this Working Group was to differentiate between Northampton Borough Council (NBC) and Northamptonshire County Council (NCC) owned street lighting.

Key lines of Enquiry

- Investigate all NBC owned street lighting, not just those in situ on housing land
- Differentiate between Northampton Borough Council (NBC) and Northamptonshire County Council (NCC) owned street lighting
- How the public can report problems and issues with street lighting
- Cost of NBC owned street lighting and energy consumption
- On-going costs for NBC street lighting

The Working Group was made up from Members of the Overview and Scrutiny Committee: Councillors Brian Oldham, Suresh Patel, Graham Walker and myself.

The Overview and Scrutiny Committee set up the Working Group following receipt of an initial briefing paper on NBC owned street lighting on housing land. NBC owned street lighting has been an on-going issue for approximately four years. It had begun when Northamptonshire County Council had upgraded certain street lights and the query arose regarding ownership of some lighting columns. It is an historical issue. Previously, NBC street lighting had been mapped on the NCC mapping system but this is no longer the case.

Over a series of four meetings, the Working Group received various pieces of key information that informed this Scrutiny activity. A site visit took place to various locations in the borough so that Councillors could have sight of examples of NBC owned street lighting columns.

As part of its monitoring regime, Overview and Scrutiny will review this report six months after Cabinet has received it.

I would like to thank everyone who took part in this piece of work.



Councillor Phil Larratt
Chair, O&S NBC Owned Street Lighting Working Group

Acknowledgements to all those who took part in the Review: -

Councillors Brian Oldham, Suresh Patel and Graham Walker who sat with me on this Working Group
Andrew Meakin, Interim Corporate Asset Manager, Darowen Jones, Consultant Project Manager and Nigel Hooper, Property Maintenance Manager, Northampton Borough Council, for providing key information to inform this Scrutiny activity

EXECUTIVE SUMMARY

The purpose of the Scrutiny Panel was to differentiate between Northampton Borough Council (NBC) and Northamptonshire County Council (NCC) owned street lighting.

Key lines of Enquiry

- Investigate all NBC owned street lighting, not just those in situ on housing land
- Differentiate between Northampton Borough Council (NBC) and Northamptonshire County Council (NCC) owned street lighting
- How the public can report problems and issues with street lighting
- Cost of NBC owned street lighting and energy consumption
- On-going costs for NBC street lighting

The Overview and Scrutiny Committee, at its meeting on 29 July 2015, received a briefing paper on street lighting from Northampton Partnership Homes. Following discussion of this briefing paper, the Overview and Scrutiny Committee set up a Working Group to investigate NBC owned street lighting.

A short, sharp Scrutiny activity commenced in September 2015 and concluded in May 2016. The Working Group received various pieces of key information that informed this Scrutiny activity. A site visit took place to various locations in the borough so that Councillors could have sight of examples of NBC owned street lighting columns.

CONCLUSIONS AND KEY FINDINGS

Key evidence was received, details of which are contained in the report. After gathering evidence the Scrutiny Panel established that: -

Energy Costs – NBC Street Lighting

- 4.1 NBC is recharged for electricity used for specific events such as the Christmas lights. Northamptonshire County Council (NCC) purchases its electricity from Laser Group.
- 4.2 The Working Group acknowledges that there is a need to ensure the Council is getting the best possible price on electricity. It would be useful for NBC street lighting to be of low energy lighting. The Working Group noted

that NCC turns down its street lighting during night time hours, therefore reducing energy consumption.

- 4.3 There is no record of dedicated funding in respect of NBC owned street lighting with the exception of Christmas lighting.
- 4.4 There is no current identified revenue budget for the additional 744¹ street lighting.

Identification of Street Lighting

- 4.5 The Working Group highlights the need for the inclusion of reference numbers on NBC owned street lighting columns that identify clearly they are owned and maintained by NBC.
- 4.6 It is felt that there is a need for discussions to take place between NBC, NCC and Balfour Beatty to ascertain whether it would be possible for NBC to “dovetail” onto its interactive mapping system. NCC will be provided with details of the NBC street lighting columns.

Public access to NBC owned street lighting columns

- 4.7 When eastings and northings referencing is completed; the NBC owned street lighting will be plotted onto the Council’s interactive mapping system.
- 4.8 The Working Group emphasises the need for one clear reporting mechanism for the public regarding all NBC owned street lighting. It felt that the majority of street maintenance issues will be reported by the public to Street Doctor. The production of the Corporate Asset List will inform ownership of the street lighting.

Maintenance and repair costs – street lightings

- 4.9 Evidence received details that each street lighting column costs around £30-£50 per year in electricity, depending on wattage, which can range from 30-150 watts. Maintenance costs for 744¹ lighting columns equates to approximately £50,000 per year. It is acknowledged that this amount could change when the Corporate Asset List is finalised. The Working Group felt that it would be beneficial for consideration to be given to looking at a shared street lighting specialist, with NPH, for the 744¹ NBC owned street lighting columns. It is further felt that maintenance would be cheaper if the test was undertaken in a programmed way; such as a number of columns tested in a day rather than on an ad hoc basis.

¹ The figure of 744 street lighting columns could increase or decrease when the Corporate Asset List has been finalised.

- 4.10 Evidence received highlights that there is no revenue or capital budget for NBC owned street lighting and discussions will have to take place regarding assets and maintenance.

Invest to Save Programme - Street Lighting

- 4.11 From the evidence received, the Working Group acknowledges the need for an Invest to Save Programme for NBC owned street lighting. Electricity costs for the 744¹ street lighting columns are in the region of £50,000 to £70,000 per annum. It recognises that NCC has installed energy efficient lighting.
- 4.12 The Working Group recognises that discussions between Northampton Borough Council, Northampton Partnership Homes and Northamptonshire Police regarding the need and appropriateness for lighting and what areas should/should not be lit should take place.
- 4.13 The Working Group acknowledges that there is a need to ascertain whether the current level of 744¹ lighting columns is required; for example the lighting of parks. The views of Northamptonshire Police would be useful.

Report It App.

- 4.14 The Working Group highlights the value of the Report It App. and felt it would be useful for details of NBC owned street lighting to be included within the App.

Training

- 4.15 Evidence received highlights the need for training of relevant officers, such as customer services staff, regarding the difference between NCC and NBC lighting and to which Authority maintenance issues should be reported to.
- 4.16 One clear reporting mechanism for problems with NBC owned street lighting need to be easily available for the public. A clear reporting mechanism, together with the interactive active mapping system, will make identification and reporting of street lighting columns easier.

RECOMMENDATIONS

The above overall findings have formed the basis for the following recommendations: -

The purpose of this Scrutiny Panel was to differentiate between Northampton Borough Council (NBC) and Northamptonshire County Council (NCC) owned street lighting.

Key lines of Enquiry

- Investigate all NBC owned street lighting, not just those in situ on housing land
- Differentiate between Northampton Borough Council (NBC) and Northamptonshire County Council (NCC) owned street lighting
- How the public can report problems and issues with street lighting
- Cost of NBC owned street lighting and energy consumption
- On-going costs for NBC street lighting

The O&S NBC Owned Street Lighting Working Group recommends to Cabinet that:

5.1.1 The Working Group has pursued this Scrutiny activity as far as it can whilst accepting the Corporate Asset List is incomplete. It therefore recommends to Cabinet that the work is continued in the form of a Member/Officer Working Group. The purpose of this Working Group would be to complete the aims and objectives of this Scrutiny activity.

5.1.2 An Invest to Save Programme for NBC owned street lighting commences. The Programme should include:

- Energy costs
- Maintenance Costs
- Energy efficient lighting
- Need and appropriateness of lighting
- Areas that should/should not be lit

5.1.3 Consideration is given to entering into an agreement with Balfour Beatty for the ongoing repair and maintenance of NBC street lighting including a replacement programme.

5.1.4 The Business Case in relation to the Revenue and Capital budget for the Invest to Save Programme for NBC owned street lighting is completed in the 2016/2017 financial year and incorporated into future budgeting procedures.

5.1.5 Discussions between NBC, Northampton Partnership Homes and Northamptonshire Police are held regarding the need and

appropriateness for NBC owned street lighting and what areas should/should not be lit.

- 5.1.6 A reference number, identifying that the street lighting is under the ownership of NBC, is placed on each street lighting column with instructions how to report.
- 5.1.7 A clear reporting mechanism for issues with NBC owned street lighting is published and are easily accessible for both Officers and members of the public.
- 5.1.8 Discussions between NBC, Northamptonshire County Council and Balfour Beatty are held to ascertain whether it would be possible for NBC to “dovetail” onto its interactive mapping system. The NBC owned street lighting details is also plotted onto the NBC interactive mapping system.
- 5.1.9 The location and reference number of NBC owned street lighting is included within the Report It App.
- 5.1.10 Relevant Officers receive training about Northamptonshire County Council and NBC owned street lighting regarding where maintenance issues should be reported and how the location of the street lighting can be identified.

Overview and Scrutiny Committee

- 5.1.11 The Overview and Scrutiny Committee, as part of its monitoring regime, reviews the impact of this report in six months’ time.

NORTHAMPTON BOROUGH COUNCIL

Overview and Scrutiny

Report of O&S NBC Owned Street Lighting Working Group

1 Purpose

- 1.1 The purpose of this Scrutiny activity was to differentiate between Northampton Borough Council (NBC) and Northamptonshire County Council (NCC) owned street lighting.

Key lines of Enquiry

- Investigate all NBC owned street lighting, not just those in situ on housing land
- Differentiate between Northampton Borough Council (NBC) and Northamptonshire County Council (NCC) owned street lighting
- How the public can report problems and issues with street lighting
- Cost of NBC owned street lighting and energy consumption
- On-going costs for NBC street lighting

2 Context and Background

- 2.1 The Overview and Scrutiny Committee, at its meeting on 29 July 2015, received a briefing paper on street lighting from Northampton Partnership Homes. Following discussion of this briefing paper, the Overview and Scrutiny Committee set up a Working Group to investigate NBC owned street lighting. A short, sharp Scrutiny activity commenced in September 2015 and concluded in May 2016.
- 2.2 This review links to the Council's corporate priorities, particularly corporate priority 2 - Invest in safer, cleaner neighbourhoods - Creating an attractive, clean and safe environment.
- 2.3 The Working Group established that the following needed to be investigated and linked to the realisation of the Council's corporate priorities.

2.4 Background data, including:

- Maintenance costs for NBC owned street lighting
- Street Lighting data
- Energy costs for both NBC and NCC street lighting
- Corporate List of all NBC owned street lighting to include:
 - Details of public knowledge to NBC owned street lighting columns
 - Reference numbers of street lighting columns
 - Energy costs for both NBC and NCC street lighting
 - Further maintenance and repair costs – street lighting
 - Report it app. – inclusion of reporting street lighting
- Site Visits

3 Evidence Collection

3.1 Evidence was collected from a variety of sources:

3.2 Background reports and information

3.2.1 Northampton Borough Council (NBC) is working with Northamptonshire County Council (NCC) over the exact ownership of lighting and lamp posts across the borough. The key determinants are land ownership and beneficial use. For example, if a lamp post is on NBC land but illuminates a highway – the responsibility is highways. In most cases however the responsibility and ownership will be clear.

Northampton Partnership Homes

3.2.2 Northampton Partnership Homes (NPH) has responsibility for street lights off the highway around some housing estates, including footpaths, garages, parking and pedestrian areas around blocks of flats.

3.2.3 Extensive cataloguing and condition survey assessment work has previously been carried out and this information transferred to NPH. Initial work has commenced on converting and adapting this data for incorporation into NPH asset management databases; covering 12,000 plus stock and neighbourhood areas where there are street lighting

upkeep responsibilities for NPH. The conversion of and input of data into the NPH asset management database will allow NPH to create planned more effective work regimes and reduce costly one off repair costs. In the meantime, NPH has assumed the repair and maintenance of the non-highway street lighting with issues reported by estate based staff and tenants. As of July 2015, there had been 8 reported repairs to street lighting maintained by NPH. The Northampton standard is now inclusive of the installation of front and rear security lights where required and these will in turn improve home security and enhance overall lighting levels.

3.2.4 Report It App.

3.2.4.1 Following completion of the Street Lighting Reference Project, it is expected that NBC owned street lighting can be included within the Report It App.

Street Lighting Data Housing Land

3.2.4.2 An Asset Register of street lighting on housing land is available. 359 lighting columns were identified stating:

- Asset number
- Location
- Height
- Mounted/column
- Type and wattage
- Control
- Access

Corporate Street Lighting Asset List

3.2.4.3 A Corporate List of NBC Owned Street Lighting is available. As at 4 April 2016, in total, including 359 lighting columns on housing land, 744¹ lighting columns were identified. The List states:

- Asset number
- Location
- Easting
- Northing
- Type
- Lamp type

¹ The figure of 744 street lighting columns could increase or decrease when the Corporate Asset List has been finalised.

- Lamp code
- Height
- Lantern type

3.3 Background statistics

3.3.1 NBC Owned Street Lighting – Running and Maintenance Costs

3.3.1.1 In general, each street lighting column costs around £30-£50 per year in electricity depending on wattage which can range from 30-150 watts. Maintenance costs for 744¹ lighting columns equates to approximately £50,000 per year. The maintenance cost for NCC's PFI lighting is around £20 - £25 per column per year. The full costings cannot be finalised until the accuracy of the Corporate Asset Register has been confirmed.

3.3.1.2 Each lighting column must have a five year electrical test that costs in the region of £50 per column.

3.3.1.3 Street lighting columns must have a seven yearly structural test. This is a visual test and includes the panel being opened to check for corrosion if steel. Concrete columns are checked for cracks. The cost of this test is in the region of £50 to £100 per column.

3.3.1.4 A non-destructive test can also be applied at a cost of £100-£150 per column. This only takes place if there is an obvious need for the column to be tested.

3.3.1.5 Maintenance to NBC owned street lighting is on an ad-hoc basis. Reports are received by the Property Maintenance Helpdesk. An electrical contractor is used for the repairs and maintenance.

3.4 Site Visits

3.4.1 Late afternoon on Monday, 16 November 2015, representatives from the Working Group, together with Officers, attended a site visit. Councillors met at the Water Tower, Bouverie Road, Hardingstone, and observed the lighting on the footpath between Hardy Drive and Bouverie Road.

Key findings:

- Four lighting columns (sodium lighting), all without asset numbers, are in situ along the footpath to the water tower and in the former garage site
- A switch for one of the lighting columns is located inside a resident's bungalow
- Councillors noted that that this area is predominantly older people's accommodation and this footpath is generally well used by residents of sheltered accommodation walking to Bouverie House
- Community Pay Back is scheduled to clear part of the area
- The lighting appeared in poor condition and not all columns came on. It was felt that fewer lighting columns, perhaps three, positioned differently would improve lighting in this area, and be more energy efficient. It was noted that white lighting creates more light than that of yellow lamps



3.4.2 The Working Group then observed the lighting in front of the bungalows and Bouverie House.

Key findings:

- Two lighting columns are positioned in the lawned area in front of the bungalows. It was felt these did not generate enough lighting to light up the footpath around the bungalows.
- Councillors queried whether these lighting columns were general fund or HRA inventory
- PIR lighting has been put up on Bouverie House which was felt to be of benefit to the area
- Councillors suggested that lighting in this area required improvement



3.4.3 The Working Group travelled to the car park at the Picnic Area on Bedford Road, next to the Holiday Inn, and observed street lighting.

Key findings:

- Three dome headed lamps are in situ at the picnic area. None were working at the time of the site visit. None of the lighting columns had asset numbers. It was felt that the dome lamps could warrant cleaning.
- Councillors advised of anti-social behaviour in this area in the evenings and working lighting columns would act as a deterrent. The area also suffers from littering problems. Community Pay Back has cleared this area in the past
- Councillors commented that there is a need to improve the lighting in this area



3.4.4 The Working Group observed street lighting in Priory Close.

Key findings:

- Priory Close consists of sheltered housing
- One lighting column is in place on the footpath around the bungalows. It has “asset number 2” detailed on it. Councillors advised that previously this lighting column had been switched off by Northamptonshire County Council (NCC) and a “switched off” sticker

placed on the lighting column. This has been removed and the light is switched on

- Councillors noted that the bungalows have outside lighting installed with “white lights”, which gives better lighting to that of the yellow lighting of the street lamp



3.4.5 The site visit was wrapped up with a short visit to the housing complex on the corner of Billing road and Cliftonville House.

Key findings:

- The housing complex is made up of flats. CCTV cameras are installed on the outside of the building, along with four wall mounted lamps that were not on
- The street lamp to the entrance to the flats was on at the time of the site visit
- The other street lamp is out and has an NCC notice placed on it “switched off”



- 4 After all of the evidence was collated the following conclusions were drawn:

Energy Costs – NBC Street Lighting

- 4.1 NBC is recharged for electricity used for specific events such as the Christmas lights. Northamptonshire County Council (NCC) purchases its electricity from Laser Group.
- 4.2 The Working Group acknowledges that there is a need to ensure the Council is getting the best possible price on electricity. It would be useful for NBC street lighting to be of low energy lighting. The Working Group noted that NCC turns down its street lighting during night time hours, therefore reducing energy consumption.
- 4.3 There is no record of dedicated funding in respect of NBC owned street lighting with the exception of Christmas lighting.
- 4.4 There is no current identified revenue budget for the additional 744¹ street lighting.

Identification of Street Lighting

- 4.5 The Working Group highlights the need for the inclusion of reference numbers on NBC owned street lighting columns that identify clearly they are owned and maintained by NBC.
- 4.6 It is felt that there is a need for discussions to take place between NBC, NCC and Balfour Beatty to ascertain whether it would be possible for NBC to “dovetail” onto its interactive mapping system. NCC will be provided with details of the NBC street lighting columns.

Public access to NBC owned street lighting columns

- 4.7 When eastings and northings referencing is completed; the NBC owned street lighting will be plotted onto the Council’s interactive mapping system.

¹ The figure of 744 street lighting columns could increase or decrease when the Corporate Asset List has been finalised.

- 4.8 The Working Group emphasises the need for one clear reporting mechanism for the public regarding all NBC owned street lighting. It felt that the majority of street maintenance issues will be reported by the public to Street Doctor. The production of the Corporate Asset List will inform ownership of the street lighting.

Maintenance and repair costs – street lightings

- 4.9 Evidence received details that each street lighting column costs around £30 - £50 per year in electricity, depending on wattage, which can range from 30-150 watts. Maintenance costs for 744¹ lighting columns equates to approximately £50,000 per year. It is acknowledged that this amount could change when the Corporate Asset List is finalised. The Working Group felt that it would be beneficial for consideration to be given to looking at a shared street lighting specialist, with NPH, for the 744¹ NBC owned street lighting columns. It is further felt that maintenance would be cheaper if the test was undertaken in a programmed way; such as a number of columns tested in a day rather than on an ad hoc basis.
- 4.10 Evidence received highlights that there is no revenue or capital budget for NBC owned street lighting and discussions will have to take place regarding assets and maintenance.

Invest to Save Programme - Street Lighting

- 4.11 From the evidence received, the Working Group acknowledges the need for an Invest to Save Programme for NBC owned street lighting. Electricity costs for the 744¹ street lighting columns are in the region of £50,000 to £70,000 per annum. It recognises that NCC has installed energy efficient lighting.
- 4.12 The Working Group recognises that discussions between Northampton Borough Council, Northampton Partnership Homes and Northamptonshire Police regarding the need and appropriateness for lighting and what areas should/should not be lit should take place.
- 4.13 The Working Group acknowledges that there is a need to ascertain whether the current level of 744¹ lighting columns is required; for example the lighting of parks. The views of Northamptonshire Police would be useful.

Report It App.

- 4.14 The Working Group highlights the value of the Report It App. and felt it would be useful for details of NBC owned street lighting to be included within the App.

Training

- 4.15 Evidence received highlights the need for training of relevant officers, such as customer services staff, regarding the difference between NCC and NBC lighting and to which Authority maintenance issues should be reported to.
- 4.16 One clear reporting mechanism for problems with NBC owned street lighting need to be easily available for the public. A clear reporting mechanism, together with the interactive active mapping system, will make identification and reporting of street lighting columns easier.

5

Recommendations

- 5.1 The purpose of the Scrutiny Panel was to differentiate between Northampton Borough Council (NBC) and Northamptonshire County Council (NCC) owned street lighting.

Key lines of Enquiry

- Investigate all NBC owned street lighting, not just those in situ on housing land
- Differentiate between Northampton Borough Council (NBC) and Northamptonshire County Council (NCC) owned street lighting.
- How the public can report problems and issues with street lighting
- Cost of NBC owned street lighting and energy consumption
- On-going costs for NBC street lighting

The Overview & Scrutiny NBC owned Street Lighting Working Group therefore recommends to Cabinet that:

- 5.1.1 The Working Group has pursued this Scrutiny activity as far as it can whilst accepting the Corporate Asset List is incomplete. It therefore recommends to Cabinet that the work is continued in the form of a Member/Officer Working Group. The purpose of this Working Group would be to complete the aims and objectives of this Scrutiny activity.

- 5.1.2 An Invest to Save Programme for NBC owned street lighting commences. The Programme should include:
- Energy costs
 - Maintenance Costs
 - Energy efficient lighting
 - Need and appropriateness of lighting
 - Areas that should/should not be lit
- 5.1.3 Consideration is given to entering into an agreement with Balfour Beatty for the ongoing repair and maintenance of NBC street lighting including a replacement programme.
- 5.1.4 The Business Case in relation to the Revenue and Capital budget for the Invest to Save Programme for NBC owned street lighting is completed in the 2016/2017 financial year and incorporated into future budgeting procedures.
- 5.1.5 Discussions between NBC, Northampton Partnership Homes and Northamptonshire Police are held regarding the need and appropriateness for NBC owned street lighting and what areas should/should not be lit.
- 5.1.6 A reference number, identifying that the street lighting is under the ownership of NBC, is placed on each street lighting column with instructions how to report.
- 5.1.7 A clear reporting mechanism for issues with NBC owned street lighting is published and are easily accessible for both Officers and members of the public.
- 5.1.8 Discussions between NBC, Northamptonshire County Council and Balfour Beatty are held to ascertain whether it would be possible for NBC to “dovetail” onto its interactive mapping system. The NBC owned street lighting details is also plotted onto the NBC interactive mapping system.
- 5.1.9 The location and reference number of NBC owned street lighting is included within the Report It App.
- 5.1.10 Relevant Officers receive training about Northamptonshire County Council and NBC owned street lighting regarding where maintenance issues should be reported and how the location of the street lighting can be identified.

Overview and Scrutiny Committee

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