

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
Thursday, 20 June 2018 at 6pm

George Candler
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 Graham Walker
Committee Members	Councillor Rufia Ashraf Councillor Mohammed Azizur Rahman (Aziz) Councillor Alan L Bottwood Councillor Vicky Culbard Councillor Gareth Eales Councillor Penelope Flavell Councillor Luke Graystone Councillor Paul Joyce Councillor Dennis Meredith Councillor Cathrine Russell Councillor Brian W Sargeant Councillor Samuel Kilby-Shaw Councillor Zoe Smith

Calendar of meetings

Date	Room
24 September 2018 6:00 pm 12 November 28 January 2019 29 April 15 July	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 30 April 2018.
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	Performance Management Scrutiny	7 - 12	<p>The Committee to undertake performance management scrutiny on:</p> <ul style="list-style-type: none"> • PP06% change in serious acquisitive crime from the baseline • PP07% Hackney carriage and private hire vehicles inspected which comply with regulations • HML01 total no of households living in temporary accommodation • HML07 number of households that are prevented from becoming homeless
6	Monitoring Of O&S Reports		
6 (a) 6:30pm	Homelessness (Pre Decision Scrutiny)	13 - 20	
6 (b) 6:45pm	Anti Social Behaviour	21 - 44	
6 (c) 7:00pm	Effectiveness of the Enforcement of Taxi and Private Hire Licensing	45 - 57	

Northampton Borough Overview & Scrutiny Committee

6 (d) 7:15pm	Match Day Parking	58 - 60	
6 (e) 7:30pm	NBC Owned Street Lighting	61 - 64	
7	Scrutiny Panels		The Overview and Scrutiny Committee to approve the scopes of the three Scrutiny Reviews.
7 (a) 7:45pm	Scrutiny Panel 1	65 - 71	
7 (b) 7:50pm	Scrutiny Panel 2	72 - 77	
7 (c) 7:55pm	Scrutiny Panel 3	78 - 83	
8 8:00pm	Evaluation of Overview and Scrutiny Working Group	84 - 90	The Overview and Scrutiny Committee to consider the scope of the Working Group - Evaluation of Overview and Scrutiny.
9 8:05pm	Overview and Scrutiny Reporting and Monitoring Working Group	91	The Committee to approve the membership of the Overview and Scrutiny Reporting and Monitoring Working Group.
10 8:10pm	Overview and Scrutiny Annual Report 2017/2018	92 - 110	The Committee to consider the draft Annual Report 2017/2018.
11 8:15pm	Report back from NBC's representative to NCC's Health and Social Care Scrutiny Committee	111 - 112	Councillor Brian Sargeant to provide an update on the work of NCC's Health and Social Care Scrutiny Committee.
12 8:20pm	NBCs Representative, and Deputy Representative, to NCC's Health and Social Care Scrutiny Committee		The Committee to confirm NBCs Representative, and Deputy Representative, to NCC's Health and Social Care Scrutiny Committee
13 8:25pm	Potential future pre decision scrutiny		The Overview and Scrutiny Committee to consider any potential issues for future pre decision scrutiny.
8:30PM	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, 30 April 2018

COUNCILLORS PRESENT: Councillor Jamie Lane (Chair), Councillor Graham Walker (Deputy Chair); Councillors Brian Sargeant, Mohammed Aziz, Alan Bottwood, Vicky Culbard, Paul Joyce, Dennis Meredith, Cathrine Russell, Sam Kilby-Shaw, Zoe Smith

Josie Falco, and Chris Collier, Veolia

Councillor Mike Hallam Cabinet Member for Environment
Councillors Julie Davenport, Andrew Kilbride, Les Marriott, Sally Beardsworth, Arthur McCutcheon, Jane Birch

Rob Purdie, Northampton Town Centre BID

Julie Seddon, Director, Customers and Communities
Ruth Austen, Environmental Health and Licensing Manager
Derrick Simpson, Town Centre Manager
Ian Churms, Political Assistance (Labour)
Tracy Tiff, Scrutiny Officer

1. APOLOGIES

An apology for absence was received from Councillors Tony Ansell and Janice Duffy.

2. MINUTES

The minutes of the meeting held on 29 January 2018 were signed by the Chair as a true and accurate record.

3. DEPUTATIONS/PUBLIC ADDRESSES

There were none.

4. DECLARATIONS OF INTEREST (INCLUDING WHIPPING)

Councillor Jamie Lane declared an interest as the Deputy Chair of the Planning Committee in agenda item 6 – Enforcement Contract Update.

5. PRESENTATION

A comprehensive presentation was received from Josie Falco and Chris Collier, representatives of Veolia.

A question and answer session ensued. Key points:

- The borough is being surveyed and should Councillors have a specific area that they would like to be surveyed they should notify officers. The first six months of

the contract will concentrate on “problem” areas. The organisation has the relevant IT software regarding the identification of hotspots. Any concerns should be logged through the normal channels.

- A robust plan is in place
- The Community Engagement Officer will build up community links and provide education.
- An electronic system will be used to build a bin stock system.
- Should recycling be contaminated, crews will leave notification and Officers can visit and provide education. Communications will be consistent and clear. The Officers will communicate with Community Groups and Residents’ Associations.
- Co-mingling encourages more recycling.
- The vehicles are of Environmental Gold Standard. They are all brand new and of the highest standard. Smaller electric vehicles are being brought in.
- Litter bins should be no more than 85% full at any one time. Intelligence will be built after time.
- Route risk assessments are carried out for every route. Collections will take place, Monday to Friday, 7am to 5pm.
- Private access ways are included in this contract

Josie Falco and Chris Collier were thanked for the informative address and presentation.

6. ENFORCEMENT CONTRACT UPDATE

The Overview and Scrutiny Committee received an update on the Enforcement Contract. Various statistics were provided. The Committee was also shown two short training videos that showed the Enforcement Officers working.

The Committee made comment, asked questions and heard:

- Councillors had seen the Enforcement Officers issuing tickets outside the Grosvenor Centre. It was noted that they are deliberately not obviously visible as Enforcement Officers.
- Notices can only be issued to over 18s; it is not normal practice to issue warnings. Warnings are only issued in exceptional circumstances, for example to under 18s. A zero tolerance approach is applied.
- Initially, the Team concentrated on the town centre but has begun to move out to the wards. Permissions have been given for the Team to go onto private sites too.
- The Team can assist with parks and events in open spaces.
- 3,500 notices have been issued from the start of the contract to date. 6% was written off for various reasons.
- There is a team of 6 Enforcement Officers, 1 supervisor and an Admin Officer.

AGREED: That the information is noted.

7. PURPLE FLAG UPDATE

Derrick Simpson, Town Centre Manager, provided the Committee with an update regarding Purple Flag. Salient points:

- Northampton Borough Council and the BID submitted an application for Purple Flag on 31 January 2018. The town was assessed on 23 March 2018, the assessment process was explained to the Committee.
- Should the town have achieved Purple Flag, the Council will be notified on 11 May 2018. It would be a great achievement for the town.
- A presentation will be given on 27 June 2018, if Purple Flag is achieved.

AGREED: That the update is noted.

8. PERFORMANCE MONITORING REPORT

The Committee discussed the Performance Monitoring Report December 2017.

It was suggested that it would be useful for the Committee to undertake performance management scrutiny on:

- PP06% change in serious acquisitive crime from the baseline
- PP07% Hackney carriage and private hire vehicles inspected which comply with regulations
- HML01 total no of households living in temporary accommodation
- HML07 number of households that are prevented from becoming homeless

at its June 2018 meeting.

The Committee commended Customer Services for the performance indicator measure in relation to dealing with customers on time.

AGREED: That the Overview and Scrutiny Committee undertakes performance management scrutiny on the above at its 20 June 2018 meeting.

9. WORK PROGRAMME 2018/2019

The Chair confirmed that as a result of the Work Programme event a number of topics had been identified for Scrutiny review in 2018/2019. He reminded the Committee of the priority order of these reviews.

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 three Scrutiny reviews for 2018/2019 be as follows:

Scrutiny Panel 1 - Homelessness and Rough Sleepers

Membership of the Panel would comprise:

Chair Councillor Cathrine Russell

Deputy Chair Councillor Zoe Smith

Members Councillors Aziz, Meredith. Further members would be invited to join the Panel.

Scrutiny Panel 2 – Impact of the move of the University of Northampton

Membership of the Panel would comprise:

Chair Councillor Graham Walker

Deputy Chair Councillor Sam Kirby-Shaw

Members Councillors Aziz, Culbard, Meredith .

Scrutiny Panel 3 - Northampton – Post Unitary

Membership of the Panel would comprise:

Chair Councillor Brian Sargeant

Deputy Chair Councillor Paul Joyce

Members Councillors Aziz, Culbard, Lane, Kirby-Shaw, Stone and Walker. The Chair confirmed that membership of this Scrutiny Panel was now full.

Working Group – Evaluation of O&S

Chair: Councillor Jamie Lane

Members: Councillors Aziz, Bottwood, Meredith, Kirby-Shaw and Smith

The Chair advised that he would ask for reports and briefing papers regarding:

- Enforcement of adults riding bicycles on pavements and the parking of cars on pavements
- The Bus Station
- Revenue from the hiring of rooms at the Guildhall
- Report on tenancies and how housing stock is increasing and maintained
- Littering and the cleanliness of the town
- Research - HIMOs

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

That the Overview and Scrutiny Committee agrees its Work Programme for 2018/2019 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 2018/2019 with all Councillors, and Directors.

The Overview and Scrutiny Work Programme for 2018/2019 is published on the Overview and Scrutiny page of the Council's webpage.

10. SCRUTINY PANELS

11. SCRUTINY PANEL 1

Councillor Brian Sargeant, Chair, Scrutiny Panel 1 – Cemeteries, presented the final report of his Scrutiny Panel to the Committee for approval.

AGREED: That the report of Scrutiny Panel 1 - Cemeteries is approved and the Chair of the Committee presents the report to Cabinet at its June 2018 meeting.

12. SCRUTINY PANEL 2

Councillor Jamie Lane, Chair, Scrutiny Panel 2 - Culture and Tourism, presented the final report of his Scrutiny Panel to the Committee for approval.

AGREED: That the report of Scrutiny Panel 2 – Culture and Tourism is approved and the Chair of the Committee presents the report to Cabinet at its June 2018 meeting.

13. SCRUTINY PANEL 3

Councillor Cathrine Russell, Chair, Scrutiny Panel 3 – Dementia Friendly Town, presented the final report of his Scrutiny Panel to the Committee for approval.

AGREED: That the report of Scrutiny Panel 3 – Dementia Friendly Town is approved and the Chair of the Committee presents the report to Cabinet at its June 2018 meeting.

14. O&S REPROVISION OF THE ENVIRONMENTAL SERVICES CONTRACT WORKING GROUP

Councillor Dennis Meredith, Chair, O&S Reprovision of the Environmental Services Contract Working Group, presented the final report of his Scrutiny Panel to the Committee for approval.

AGREED: That the report of O&S Reprovision of the Environmental Services Contract Working Group, is approved and the Chair of the Committee presents the report to Cabinet at its June 2018 meeting.

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

The Overview and Scrutiny Committee received a report back from Councillor Brian Sargeant, NBC's representative to NCC's Health and Social Care Scrutiny Committee.

The Chair confirmed that, at the next meeting, the Committee would agree the representative and deputy representative from NBC to this Committee for the year 2018/2019.

AGREED: (1) That the update is noted.
(2) That at the next meeting the Committee would agree the representative and deputy representative from NBC to this Committee for the year 2018/2019

16. POTENTIAL FUTURE PRE DECISION SCRUTINY

There were none.

17. URGENT ITEMS

There were none.

Northampton Borough Council Overview and Scrutiny



Overview and Scrutiny Committee

20 June 2018

Briefing Note: Performance Management Report December 2018

1 Background

- 1.1 At a recent meeting of the Scrutiny Panel, the Performance Management Report for December 2017 was considered. PP06% change in serious acquisitive crime from the baseline, was agreed to be scrutinised.
- 1.2 Serious Acquisitive Crime figures are a combination of Theft of Motor vehicle and Theft from motor vehicle, Robbery and Residential Burglary and are recorded by the Police.

2 Update

- 2.1 Theft of motor vehicle and Theft from motor vehicle have seen a reduction over the last 12 months.
- 2.2 Robbery and Residential Burglary have both seen an increase over the past 12 months.
- 2.3 Both of the above local crime trends, follow the national trend.
- 2.4 Northampton Community Safety Partnership (NCSP), is made up of statutory and voluntary organisations, including; Northamptonshire Police, Northamptonshire Council, Probation, Health, The Police Crime Commissioners Office, The University of Northampton and Northampton Partnership Homes. The partnership is facilitated by Northampton Borough Council and has a statutory duty to put together a strategy and delivery plan, on how it intends to reduce crime and anti-social behaviour.

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- 2.5 The NCSP has a three year strategy, 2017-2020.
- 2.6 The reduction of property crime, specifically residential burglary and vehicle crime are priorities that have been identified within the strategy and amongst partners.
- 2.7 Specific actions include:
- Support those most at risk of becoming a victim,
 - Raise awareness of crime issues and provide target hardening advice in priority areas,
 - Commitment of £10,000 towards target hardening, to provide additional security to those most vulnerable in our communities,
 - Deliver neighbourhood and themed weeks of action, focussing on personal and property safety and environmental improvements, including the removal of shrubbery and foliage to create safer spaces

3 Conclusions

- 3.1 Our local figures are reflective of what is happening at a national level.
- 3.2 We continue to work with partners, to deliver a safe, confident Northampton.
- 3.3 The performance measure is a Police measure, in isolation, this performance measure doesn't reflect the work of the collective partnership.
- 3.5 Specific statistical data for any crime, which can be searched and broken down at neighbourhood level, can be found at <https://www.police.uk/>

Brief Author: Vicki Rockall, Community Safety & Engagement Manager

8 May 2018

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Northampton Borough Council Overview and Scrutiny



Overview and Scrutiny Committee

20 June 2018

Briefing Note: Performance Management Report December 2018

1 Background

- 1.1 At a recent meeting of the Scrutiny Panel, the Performance Management Report for December 2017 was considered. PP07% hackney carriage and private hire vehicles inspected which comply with regulations.
- 1.2 Hackney carriages and private hire vehicles are required to be both roadworthy and to meet the requirements of the Council's Licence conditions.
- 1.3 Working with colleagues from the Police and the DVSA, the licensing enforcement officers carry out frequent checks on vehicle to determine compliance with both legal and licensing requirements

2 Update

- 2.1 Table 1 below summarises the results of vehicle checks carried out in the period from October – December 2017.

Table 1

month	Total number of checks carried out	Number of checks where vehicle defect found	Number of vehicles fully compliant with licence conditions
October 2017	70	4	39
November 2017	29	0	23

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December 2017	91	7	55
Total for quarter	190	11	117

- 2.2 Immediate action is taken to address vehicle defects with vehicles being taken off the road until the defects are remedied.
- 2.3 Appropriate licensing enforcement action is also taken in these cases as it is vital that public safety is not compromised by the use of vehicles which are not road worthy
- 2.4 Licence conditions can be breached by defects in vehicles such as inadequate tread depth and defective lights. The standards required of licensed taxi and private hire vehicles are higher than those for general vehicles – for examples licensed vehicles are required to have a minimum tread depth of 2 mm compared with the 1.6mm MOT standard.
- 2.5 A significant number of the breaches recorded in the vehicle checks relate to the failure to carry relevant documentation such as insurance certificates and copies of condition booklets. Whilst these are technical breaches of the licence conditions and would result in the driver receiving a warning, they do not pose a direct risk to public safety.

3 Conclusions

- 3.1 Following the reorganisation of the licensing team in 2016 there has been an increased focus on enforcement. Phased enforcement action is taken where breaches of licence conditions are detected on vehicle checks ranging from verbal warnings to immediate suspension for vehicles with safety defects.
- 3.2 Statistical trends will continue to be monitored over the next year to assess the effectiveness of enforcement action taken.

Brief Author: Ruth Austen Environmental Health and Licensing Manager

5 June 2018

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OVERVIEW & SCRUTINY COMMITTEE

Report Title	Temporary Accommodation and Homelessness Prevention
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Meeting Date:	20 June 2018
Accountable Cabinet Member:	Councillor Stephen Hibbert

1. Introduction

1.1 After considering the Council's performance for Quarter 3 of 2017/18 (the Quarter ending 31 December 2017), the Overview & Scrutiny Committee has requested more information about two of the Homelessness Performance Measures:

- **HML01** – Total number of households living in temporary accommodation
- **HML07** – Number of households that are prevented from becoming homeless

1.2 The purpose of this report is to provide the Overview & Scrutiny Committee with additional information about the number of homeless households living in temporary accommodation and the number of households prevented from becoming homeless.

2. HML01 – Total number of households living in temporary accommodation

2.1 During the Quarter, the Council continued to receive a high number of homelessness applications and requests for temporary accommodation.

2.2 As a result of this high demand and the shortage of affordable housing that homeless households living in temporary accommodation were able to move into, the overall number of households in temporary accommodation increased during Quarter 3:

- **October 2017: 203**
- **November 2017: 225**
- **December 2017: 217**

2.3 Although the number of households living in temporary accommodation continued to rise, improvements were made to the living conditions of the households living in temporary accommodation – including families with children – because the number of households residing in Bed & Breakfast was reduced by 31% and the number of households placed outside of the borough was reduced by 57%.

3. HML02 – Number of households that are prevented from becoming homeless

3.1 During Quarter 3, the Housing Options & Advice Team prevented a total of 186 households from becoming homeless:

- **October 2017: 80**
- **November 2017: 63**
- **December 2017: 43**

3.2 Of the households that are prevented from becoming homeless, approximately half are helped to remain in their existing home while the other half are helped to secure suitable alternative accommodation.

3.3 There are three main ways in which the Housing Options & Advice Team is able to help people to remain in their existing home:

- Where a household has been served with notice to leave their private rented accommodation but that notice has not been served correctly, the Housing Options Officer will negotiate with the landlord and tenant, providing legal advice and problem solving to ensure that the landlord revokes the notice, enabling the household to remain in the accommodation
- Where a family is breaking down and a young person or non-dependant adults and their children are being asked to leave, the Housing Options Officer will help the families to work through their problems and find a way to continue as a family unit
- Where a household has fallen behind with their rent and/or are in debt, the Housing Options Officer or Money Adviser will provide them with debt advice and help them to address their arrears and enter into repayment agreements with landlords

3.4 There are three main ways in which the Housing Options & Advice Team is able to help people to secure suitable alternative accommodation:

- They can help them access supported housing, such as Oasis House
- They can help them join Northampton's Housing Register and bid for properties until they are offered a suitable council or housing association home
- They can help them to secure suitable, affordable private rented accommodation

3.5 Preventing homelessness – especially when it involves the loss of private rented accommodation - continues to be very difficult. This means that the Housing Options Officers are having to be even more creative in their approach to homelessness prevention casework, drawing upon the support and involvement of other services and organisations, attending multi agency meetings and, wherever possible, ensuring that people leave hospital and prison in a planned way.

3.6 It is hoped that, as a result of the changes being made in response to the Homelessness Reduction Act 2017, all services and organisations (including the Council) will intervene earlier, providing more opportunities to prevent homelessness.

Phil Harris
Head of Housing and Wellbeing
01604 837871

NORTHAMPTON BOROUGH COUNCIL

OVERVIEW AND SCRUTINY

ACTION PLAN: SCRUTINY PANEL - Homelessness (Pre Decision Scrutiny)

Recommendations from Scrutiny Panel (Homelessness (Pre Decision Scrutiny) completed in April 2017

Proposed dates for monitoring implementation of accepted recommendations

Report received by Cabinet	Response received by Overview and Scrutiny Committee	Monitoring activity	Monitoring complete
June 2017	November 2017	June 2018	

Recommendation 1: The Council undertakes a comprehensive review of homelessness in the borough and develops a new 5 year Homelessness Strategy that is designed to substantially reduce the number of households that become homeless and the number of homeless families that are living in temporary accommodation.

Action	Implementation/responsibility by:	Resources required/available	Target date	Achievement/Completed
<ul style="list-style-type: none"> • Undertake a comprehensive review of homelessness • Produce a 5 year, multi-agency homelessness strategy 	<p>Housing Strategy Officer</p> <p>Housing Strategy Officer</p>	<p>An additional Project Officer (funded from Flexible Homelessness Support Grant) will be recruited on a fixed-term contract to support this work.</p>	<p>November 2018</p> <p>March 2019</p>	<p>The start of this work has been delayed to allow the Housing & Wellbeing Team to concentrate on the implementation of the Homelessness Reduction Act 2017 which came into effect on 3 April 2018</p>

Recommendation 2: The Council establishes a Homelessness Strategy Implementation Group to direct, co-ordinate and monitor the action that the Council and its partners take to tackle, prevent and reduce homelessness in the borough				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
<ul style="list-style-type: none"> • Establish a Homelessness Strategy Implementation Group 	Housing Options & Advice Manager	To be achieved within existing resources	February 2019	This Implementation Group will be established shortly before the completion of the new 5 year, multi-agency homelessness strategy
Recommendation 3: The Council publishes an information leaflet, (electronic, paper base and in languages commonly known to be spoken by rough sleepers), for distribution to all Agencies, services and more widely available to members of the public, which sets out very clearly how its homelessness and housing advice services are organised – together with details of the services provided by other organisations and services – and how people can access them.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
<ul style="list-style-type: none"> • Write, design and publish an information leaflet 	Housing Options & Advice Manager	To be achieved within existing resources	October 2018	This piece of work has been delayed until the Housing Options & Advice has been reorganised in response to the implementation of the Homelessness Reduction Act 2017 which came into effect on 3 April 2018

Recommendation 4: A comprehensive review of rough sleeping services is carried out to ensure that all services are operating efficiently and effectively, and that there is no unnecessary duplication of effort between the Nightshelter, the Hope Centre, Oasis House, NAASH and other services.

Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
<ul style="list-style-type: none"> Review the way in which rough sleeping services are operating 	Housing Options & Advice Manager and Housing Strategy Officer	To be achieved within existing resources	October 2018	This work is ongoing and will be assisted by the Scrutiny Panel's review of the way in local groups and services are engaging with rough sleepers

Recommendation 5: A Homelessness Forum is established that engages with other statutory and non-statutory Agencies.

Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
<ul style="list-style-type: none"> Establish a Homelessness Forum 	Housing Options & Advice Manager	To be achieved within existing resources	September 2018	Quarterly meetings will start in September 2018

Recommendation 6: The Council carries out an annual review of rough sleeping in the borough that goes beyond the limitations of the Statutory requirements, for example personalised Development Plans are produced for each rough sleeper and that these continue to be implemented even after they have moved into permanent housing.

Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
<ul style="list-style-type: none"> Carry out an annual review of rough sleeping 	Housing Options & Advice Manager	To be achieved within existing resources	December 2018	This work will be undertaken in conjunction with the annual Rough Sleepers Count, SWEP, the Nightshelter and the Homelessness Forum

Recommendation 7: There is active and meaningful involvement of individuals who have lived experience or service users with the development and delivery of services, and the implementation process.

Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
<ul style="list-style-type: none"> Service users & individuals with lived experience will be routinely and meaningfully involved in shaping and delivering services 	Housing Options & Advice Manager	To be achieved within existing resources	March 2019	<p>Nightshelter guests are already routinely involved in shaping services</p> <p>Individuals with lived experience will join the Homelessness Forum and become involved in the review of homelessness and the development of the 5 year homelessness strategy and its implementation.</p>

Recommendation 8: The Council considers its approach to assisting individuals with multiple and complex needs				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
<ul style="list-style-type: none"> The Council will review the way in which it (and other services) assists people who have multiple and complex needs 	Housing Options & Advice Manager	To be achieved within existing resources	October 2018	This work is ongoing and will complement the work that is going on to determine how best to use the 'Housing First' model and successfully implement the Homelessness Reduction Act 2017
Recommendation 9: The existing arrangements for meeting the health needs of homeless people (including rough sleepers) are reviewed and strengthened – informed by a Health Needs Audit - to ensure that rough sleepers and people who are living in temporary accommodation are not only aware of, but are also helped to connect with, local support services.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
<ul style="list-style-type: none"> Review and strengthen the arrangements for meeting the health needs of rough sleepers and people living in temporary accommodation 	Housing Options & Advice Manager	To be achieved within existing resources	October 2018	This piece of work has been delayed because of the need to concentrate on the implementation of the Homelessness Reduction Act 2017 which came into effect on 3 April 2018

Recommendation 10: . Details of the medical advice and treatment available to people who are homeless and/or sleeping rough – at various locations, including Maple Access and Oasis House – are communicated to all organisations and services in order that they can be shared with people who are homeless or at risk of becoming homeless.

Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
<ul style="list-style-type: none"> Details of the medical advice and treatment available will be collected and shared with all organisations and services 	Nightshelter Co-ordinator	To be achieved within existing resources	September 2018	This work is ongoing

Recommendation 11: The Council develops an ambitious plan, using SMART outcomes, for minimising its use of Bed & Breakfast accommodation and out-of-borough temporary accommodation

Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
<ul style="list-style-type: none"> An ambitious plan will be developed to minimise the Council's use of B&B and out-of-borough temporary accommodation 	Head of Housing & Wellbeing	To be achieved within existing resources	April 2018	COMPLETED. Although the number of households in temporary accommodation has continued to rise, 93% of homeless households were living in self-contained accommodation in the borough – and only two children were in B&B – at the end of May 2018.

Recommendation 12: The Council works imaginatively and collaboratively with Northamptonshire County Council, and other Agencies and organisations, to provide more support for homeless families in temporary accommodation and mitigating any adverse effects on the families' finances and the children's schooling and healthcare.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
<ul style="list-style-type: none"> The Council works with the County Council to support homeless families in temporary accommodation 	Head of Housing & Wellbeing	To be achieved within existing resources	October 2018	The importance of this action has reduced, due to the sharp fall in the number of children placed in temporary accommodation outside of the borough. The proposed reorganisation of local government offers an opportunity for improving services in the future.
Recommendation 13: All nightly-purchased temporary accommodation that is used by the Borough Council should provide free Wi-Fi facilities.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
<ul style="list-style-type: none"> All B&Bs used by the Council will provide free Wi-Fi facilities 	Housing Options & Advice Manager	To be achieved within existing resources	April 2018	Completed

Recommendation 14: It is recommended to the Overview and Scrutiny Committee that when monitoring takes place, a previous service user is asked to attend the meeting to provide information.				
	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
<ul style="list-style-type: none"> • A former service user will be asked to attend the Overview & Scrutiny Committee to provide information 	Head of Housing & Wellbeing	To be achieved with existing resources	June 2018	
Recommendations to the Overview and Scrutiny Committee				
Recommendation 15: 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 2017/2018	Added to the O&S Monitoring Work Programme - Overview and Scrutiny Committee	n/a	Monitoring to take place in June 2018	

NORTHAMPTON BOROUGH COUNCIL

OVERVIEW AND SCRUTINY

ACTION PLAN: SCRUTINY PANEL - IMPACT OF ANTI-SOCIAL BEHAVIOUR ON THE TOWN

Recommendations from Scrutiny Panel (Impact of Anti Social Behaviour on the Town) completed in March 2016.

Proposed dates for monitoring implementation of accepted recommendations

Report received by Cabinet	Monitoring activity	Monitoring complete
11 May 2016		
8 February 2017	29 January 2017	

1. **Recommendation 1:** Ward Councillors and Partner Agencies are asked to promote the variety of projects that the Community Safety Partnership has put in place to address anti-social behaviour, such as Street Football, Street and School Pastors and Weeks of Action within their wards.

Action	Implementation/responsibility by:	Resources required/available	Target date	Achievement/Completed
Events and activities in Ward areas are to be shared with Ward Councillors	Community Safety Manager / Community Safety Team	Officer time	October 2016	Completed: Projects and activities are already being promoted at multi-agency meetings in priority areas (Weeks of Action), which

				<p>include the local Councillors. Flyers detailing Street Football and other sporting activities led by the Leisure Trust are also shared, and promoted by the Neighbourhood Wardens.</p> <p>Attached with the action plans is a calendar of community events delivered by the community safety & engagement team, including the weeks of action. This is produced annually.</p>
<p>1. Recommendation 2: Councillors give consideration, through the Councillor Community (Enabling) Fund, to supporting Junior Warden Schemes and other relevant youth schemes that address anti-social behaviour, in their local area.</p>				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
<p>Councillors to be made aware of option of utilising their funding to support Junior</p>	<p>Community Safety Manager / Community Safety Team</p>	<p>Officer time/ Councillor Community Fund</p>	<p>October 2016</p>	<p>Completed: Neighbourhood Wardens have promoted the Junior Warden Scheme. Some Councillors have already provided funding in support of Junior Wardens.</p>

Warden Schemes				Partnership Grants Funding is currently being provided for youth projects such as Street Football and Jam in the Hood. NBC's partnership grant fund, small grants fund and also the Cllr community funding, continue to fund activities for young people, i.e. Free2Talk funded to deliver youth work from our community centres.
2. Recommendation 3 All Councillors, in particular the Cabinet Member for Community Safety, are encouraged to attend the open day at Hazard Alley, Milton Keynes on 24 July 2016.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Open invitation to Councillors to attend Hazard Alley on 24/07/2016	Community Safety Team / Neighbourhood Wardens / Councillors	Officer Time / Councillor Community Fund	July 2016	Unfortunately due to other commitments Councillors were not able to attend. There is an open invitation to Councillors should they wish to attend any further visits when arranged in 2017. This invitation is also open to Cllrs in 2018.

3. Recommendation 4: The work of Hazard Alley is promoted to all primary schools in the borough.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Hazard Alley resource to be promoted with local primary schools	Neighbourhood Wardens	Officer Time / Councillor Community Fund (to enable visit)	Feb 2016	Completed: Neighbourhood Wardens are sharing the information with the primary schools in their areas, about the Junior Warden scheme and the activities for the children, including Hazard Alley. Completed
4. Recommendation 5: Network Rail's 24-hour helpline number: 03457 11 41 41 and on-line form for reporting issues, including graffiti, is issued to all County Council and Northampton Borough Councillors .				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Identify Network Rails reporting system and advise Councillors	Community Safety Manager	Officer time	October 2016	Completed: number has been shared
2. Recommendation 6: It is ascertained whether the Council has authority to remove graffiti on railway land and buildings bordering the				

railway and train station				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Ascertained whether the Council has authority to remove graffiti on railway land and buildings bordering the railway and train station	Community Safety Manager	Officer time	October 2016	Completed: Councils do not have the authority to remove graffiti from railway land or buildings. Permission needs to be sought from land/building owners.
1. Recommendation 7: Neighbourhood Wardens responsible for the town centre are issued with a body worn CCTV camera on a trial basis of six months, following which their effectiveness is assessed; with a view to extending the trial further, outside the town centre, to include parks and open spaces.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
As per recommendation	Environmental (Direct) Services Manager	Funding to purchase cameras	April 2017	Completed: The Body Worn Video (BWV) Policy has been approved by Cabinet. The equipment has been purchased and is now in use. The BWV is only worn by the Town Centre Neighbourhood Warden, or

				other wardens covering this area. It is not planned to provide BWV to Wardens working outside the town centre or Park Rangers. This will be reviewed at the end of 2017. All wardens will continue to be able to radio/phone in to the CCTV control room to request monitoring in specific area as and when required.
5. Recommendation 8: The Induction Training Programme for Neighbourhood Wardens includes the awareness of substance misuse and dealing with Street Drinkers.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Neighbourhood Wardens to attend Alcohol and drug awareness training	Environmental (Direct) Services Manager	Officer time	Oct 2016 and ongoing	Complete: All Neighbourhood Wardens have attended drug and alcohol awareness training at Aquarius (drug & alcohol agency). This training covers a range of substances and also the

				long term issues of excessive use. This training forms part of the induction programme for all new Wardens.
6. Recommendation 9: When reports of fly-tipping are made by Neighbourhood Wardens the rubbish is collected as a matter of urgency.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
As per recommendation	Neighbourhood Wardens / Enterprise	Officer time	October 2016	Completed: This forms part of the daily role for the Wardens. Any reported fly-tipping is collected with 48 hours of being reported. This is the agreed timeline within the service level agreement we have with our contractors.
1. Recommendation 10: The option of Neighbourhood Wardens working from a local community base on a regular basis is explored. The purpose being for residents to meet with the Neighbourhood Warden and share any issues they may have. The days and times that the Neighbourhood Warden is based at one of the community locations should be widely promoted within the ward.				

Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
As per recommendation		Officer time	Ongoing	<p>Complete - This already takes place with some Neighbourhood Wardens having hot desks in local police station and community rooms. There is however further opportunities being explored to develop the work of the wardens and PCSO's around co-location.</p> <p>The Anti-Social Behaviour Case Managers are working regularly from neighbourhood police stations, also focussing on early intervention, parenting agreements, acceptable behaviour contracts.</p>
7. Recommendation 11: Neighbourhood Wardens continue to patrol the town centre, twice a day, to discourage, and move on, Street Drinkers and Beggars.				
Action	Implementation/responsibility	Resources	Target date	Achievement/Completed

	by	required/available		
As per recommendation	Environmental (Direct) Services Manager / Neighbourhood Warden	Officer time	October 2016	<p>Completed: There is a dedicated Town Centre Warden that undertakes a set patrol of the town centre in the morning and afternoon. At busy times, such as the Christmas period or summer holidays, this is increased to 2 Wardens.</p> <p>Whilst on patrol the Warden will also monitor and report on trade waste issues, fly-tipping, littering, fly-poster, graffiti, street furniture and buskers. They also endeavour to move on rough sleepers, beggars and remove alcohol from street drinkers. The Warden will also engage with the police, shoppers and businesses.</p> <p>NBC will pay for a dedicated police officer to work on the town centre, they will focus on enforcement of ASB legislation for street beggars and drinkers, i.e. CPN and CBO breaches.</p>

8. Recommendation 12: Consideration is given to looking at the hours of operation for Neighbourhood Wardens.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
As per recommendation	Environmental (Direct) Services Manager	Officer time / Overtime budget	April 2017	<p>Complete Wardens are now working on Saturdays.</p> <p>Warden's standard working day is between 7am and 6pm, Mon to Fri. The Town Centre Warden starts the first patrol at 0830 and the second patrol starts at 1300. Consideration always needs to be given to the impact on other areas when Wardens are taken away to cover specific highlighted issues in other locations. However, they do work later hours to support specific operations as and when required and a formal proposal to further develop this is nearing completion. There is no</p>

				additional budget to cover overtime.
1. Recommendation 13: The option of providing a shelter (“Wet Area”), or similar area, where Street Drinkers can congregate is explored.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
As per recommendation	Community Safety Manager / Town Centre Manager	Suitable location / funding to support implementation	April 2017	Completed; Options have been explored to see if existing resources and locations could be broadened to provide this type of service. As it stands there are no viable options. There is no additional funding available to support the provision of a ‘Wet Area’ The Night Shelter provides night time accommodation and support for rough sleepers Partnership Grant funding has been provided to Bridge

				to deliver an Outreach support service for street drinkers
1. Recommendation 14: The Council, together with relevant partner Agencies, adopts a zero tolerance approach to street drinking in the town.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
				<p>Complete - As far as is possible, zero tolerance is taken to those people drinking alcohol. If, whilst out on patrol Neighbourhood Wardens or Police Officers come across people drinking in the street, the alcohol is removed and poured away. Unfortunately it cannot be guaranteed that there will be an authorised officer available to undertake this task at all times.</p> <p>PCSOs have recently been given the powers to enforce</p>

				the PSPO.
<p>3. Recommendation 15: In acknowledging the need to ascertain why individuals rough sleep and street drink; the development and implementation of the Council's Rough Sleepers Strategy is fully supported. This will include linking in with Voluntary Organisations to establish how they can and do provide assistance</p>				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
	Head of Housing & Wellbeing			The Rough Sleepers Strategy has now been agreed and adopted. Statutory and voluntary organisations the development of the strategy.
<p>9. Recommendation 16: All Agencies dealing with anti-social behaviour are recommended to link in with, and make referrals to the Northampton Anti-Social Behaviour Unit (ASBU) to ensure effective management of anti-social behaviour issues/cases.</p>				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Ensure referral process is fit for purpose for	Community Safety Manager	Officer time	October 2016	Completed: Referral process reviewed and is fit for purpose. Referrals also now being received via

agencies to make referrals into ASBU				ECIN's system Street Community Meeting has been taken over by the HASBAG, chaired by the Community Safety & Engagement Manager. Multi-agency approach being adopted, support and enforcement being taken against individuals. The new police officer post, will further help with enforces any breaches of CPNs and CBOs as this is not within the powers of any of the other officers (i.e. neighbourhood wardens, town centre wardens or PCSOs.
1. Recommendation 17 NBC, and its partner Agencies, utilise the Case Management System, called ECINs, as the central point for recording ASB issues and case building on individuals and problem premises.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Continue role out of ECIN's systems to NBC staff and partner agencies	Heads of Service/Managers form agencies and relevant departments	Officer time	April 2017	Ongoing: There are a number of departments within NBC now utilising the system to great effect, but there is reluctance from some to use

				<p>the system. NPH now use the system as their sole case management system and a number of other statutory and voluntary organisations have signed up to</p> <p>NBC contribute to a countywide ECINs officer post, which continues to promote the case management system and get buy in from partner agencies.</p> <p>Through the HASBAG and Cuckooing case management meetings we have increased the number of different agencies accessing the system, as we use it to task actions and provide updates during and after the meetings. i.e. social services and three housing associations.</p> <p>Amy Midson (Case Manager) is providing training to NBC officers and also partner agencies next month.</p>
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1. Recommendation 18 All Agencies work together to ensure that both victims and perpetrators are aware of the anti-social behaviour support available.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
As per recommendation	Lead officers from all agencies	Officer time	October 2016	Completed: Part of the referral process involves undertaking a risk assessment which includes the identification of support and relevant agency to deliver this. Voice Northants have relaunched their services, offering victim support to victims of ASB – please see link below for further details http://voicenorthants.org/
1. Recommendation 19: A document, similar to the “Green Book” that provides information on the Agencies which provide support to vulnerable people is produced and distributed to all Councillors in the borough.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed

Explore the option of developing a booklet that provides information on support agencies	Community Safety Manager	Officer time & support from partner agencies	31/03/2018	<p>Ongoing: Due to a number of changes within agencies over the last year this is proving difficult. However, officers are aware of contacts and appropriate referrals are being made.</p> <p>ASBU are currently putting together a list of agencies that provide support for young people, i.e. youth clubs, street football etc.</p> <p>In relation – to what free local services that are available, support from other agencies, please see link below which will take you to a booklet with relevant contacts</p> <p>http://www.kers.org.uk/website/K83012/files/Northampton%20Free%20Local%20Services.pdf</p>
<p>1. Recommendation 20 Existing resources are reviewed to ascertain whether a further multi-agency “Task Force” approach is required in addressing anti-social behaviour for the town.</p>				

Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Review current process and structures in place to respond to Anti-Social behaviour	Community Safety Partnership Officers Group	Officer time	01/04/2017	<p>Completed:</p> <p>Review of structures and process undertaken. Approach and engagement by and with relevant agencies is at a good level, with good meeting structures in place</p> <p>As above, review of ASBU – officers have a geographical area to cover, HASBAG terms of reference and attendance reviewed. Good partner engagement.</p>
<p>1. Recommendation 21 Support is given through Partnership Grants for street based service to support substance misuse and Street Drinking.</p>				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed

Consideration to be given to encouraging applications from the voluntary sector to provide support services for drug and alcohol issues, especially with the Street Community	Partnerships & Communities Manager	Partnership Grants Funding	30/06/2017	Completed: Grant funding has been allocated for 2017/18 to Bridge and Hope centre for the provision of support work to the Street Community 2018-19 – Hope Centre and the Bridge both supported through the partnership grant.
1. Recommendation 22: Relevant Officers, such as Neighbourhood Wardens and Park Rangers, attend an awareness raising session around psychoactive substances and drug and alcohol misuse. A similar session is included within the Councillor Development Programme 2016/2017.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Drug and alcohol awareness training to be provided for front line workers, particularly Neighbourhood Wardens and Park rangers	Community Safety Manager	Funding for training and officer time	01/04/2017	Completed: Training has been provided at no cost by Aquarius. All Neighbourhood Wardens and Park Rangers have attended. Other front line workers such as One Stop Shop and NPH staff have

				also attended the training. ASBU officers and community safety & engagement team completed the training.
1. Recommendation 23 The Council supports any activity through the Health and Wellbeing Partnership in addressing issues caused by psychoactive substances, drug and alcohol misuse, such as the health implications and anti-social behaviour.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
As per recommendation	Community Safety Manager	Officer time	01/04/2017	Completed: Following the introduction of the Psychoactive Substances Act 2016 there has been a notable reduction in on-street issues and Anti-Social behaviour attributed to their use. Situation continues to be monitored and relevant awareness/education sessions on substance misuse and alcohol are taking place within schools. Primary schools event to be

				held at the end of year, various community safety subjects to be included, this will be a subject that will be covered.
1. Recommendation 24 The Scrutiny Panel formally informs Cabinet that it fully supports the Community Protection Notice process and highlights the positive effect this has in addressing and reducing acts of anti-social behaviour.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
As per recommendation	Scrutiny	Officer time	01/04/2017	Completed: O&S Report has been presented, and Community Protection process has been adopted
1. Recommendation 25: The Council, together with its partners, look to implement a shadowing programme between staff from partner organisations, with the aim of better understanding what partner Agencies powers involve and how they can be effectively used in tackling Anti-Social behaviour.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Develop a shadowing programme for relevant officers	Community Safety Manager	Officer time	October 2017	Completed: Shadowing programme has been in place for Housing Officers and new Police officers

from partner organisations to improve understanding and response to ASB				since 2006. This has now been broadened to include other agencies
<p>1. Recommendation 26 Northampton Borough Council urges the new Police and Crime Commissioner, when developing his Policing Plan relevant to the borough of Northampton, to include a more proactive approach to dealing with anti-social behaviour issues, particularly relating to begging, Street Drinking, urinating and defecating in the street and the night time economy.</p>				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Ass per Completed: recommendation	OPCC	Officer time	April 2017	<p>The Police & Crime Plan 2017/2021 includes priorities on Protecting People from Harm, which covers the concerns of ASB and alcohol/drugs</p> <p>Good working relationship established with the PCCs office, engagement and attendance with the CSP, including attendance at the CSP Officer meetings.</p>
<p>1. Recommendation 27: Cabinet recommends to the Licensing Committee that conditions on problem licensed premises are</p>				

reviewed, when it is identified that their working practices are contributing to ASB in the town, and they are failing to meet their licensing responsibilities.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Licensing Committee review licences of problem premises, when it is identified that their working practices are contributing to ASB in the town, and they are failing to meet their licensing responsibilities.	Snr Licensing Officer / Chair Licensing Committee	Officer & Committee time	April 2017	Completed: This process is in place and working effectively. Relevant sanctions are applied to licences when they are failing to meet their licensing responsibilities
1. Recommendation 28: Cabinet recommends to the Licensing Committee that it reviews the Licensing Policy with a view to opposing the early morning sales of alcohol.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Review of Licensing Policy is undertaken	Chair of Licensing Committee / Senior Licensing Officer	Officer time	April 2017	Completed: Review is undertaken on an annual

				basis and amendments made if required. All liquor licence applications are judged on their own merit and appropriate restrictions applied
Recommendations to the Overview and Scrutiny Committee				
Recommendation 29: 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 2017/2018	Added to the O&S Monitoring Work Programme - Overview and Scrutiny Committee	n/a	Monitoring to take place in January 2017	

NORTHAMPTON BOROUGH COUNCIL

OVERVIEW AND SCRUTINY

ACTION PLAN: SCRUTINY PANEL - EFFECTIVENESS OF THE ENFORCEMENT OF TAXI AND PRIVATE HIRE LICENSING

Recommendations from Scrutiny Panel (Effectiveness of the enforcement of Taxi and Private Hire Licensing) completed in March 2016.

Proposed dates for monitoring implementation of accepted recommendations

Report received by Cabinet	Monitoring activity	Monitoring complete
11 May 2016		
8 February 2017	29 January 2018 20 June 2018	

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1. **Recommendation 1:** Consideration is given to the provision of additional taxi ranks in the town centre suggested locations are Abington Street, The Parade, Guildhall Road / Derngate and Mercers Row.

Action	Implementation/responsibility by:	Resources required/available	Target date	Achievement/Completed
Discussions with Highways and other partners about potential locations	Licensing Team	Officer time	2017	Discussions have been carried out. Monitoring is currently being carried out in relation to the loading bays

<p>for Taxi Ranks</p> <p>Further sites will be investigated as potential Electric Taxi Charging locations following the implementation of the Taxi and Private Hire Vehicle Emission Policy.</p>				<p>on Abington Street near to the Library to determine the level of usage and establish whether it would be possible to create either a full time or night time rank in this location. Investigations are also being progressed to determine potential locations for electric vehicle charging points for taxis</p>
<p>Recommendation 2: Taxi rank signage is put in situ at the various ranks within the town.</p>				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
<p>Discussions with Highways to arrange for improved rank</p>	<p>Licensing Team</p>	<p>Officer time</p>	<p>Summer 2017</p>	<p>completed</p>

signage				
<p>Recommendation 3: An unmet demand survey for Hackney Carriages is undertaken in order to Determine whether the number of Hackney Carriages exceeds requirements and whether a cap is necessary. This survey should also consider the extent of the Private Hire Trade and be undertaken every three years.</p>				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Commissioned unmet demand survey, Competed in early 2017, Analysed results, prepared a report for committee recommending capping of number of Hackney Licences at 155. Report agreed by Licensing Committee on 25	Licensing Team Leader assisted by team	Officer time and funding for unmet demand survey from Licensing budget	Summer 2017	Completed and implemented May 2017

April 2017				
Recommendation 4: . A sign for Private Hire Vehicles (PHV) to display “Pre Booked only” is issued to all PHV. The sign must be on display at all times.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Review current signage, Investigate alternative suppliers, carry out appropriate procurement procedures, develop alternative signage options, consult with trade, bring forward report to committee, implement changes having regard to impact on ongoing	Licensing Team Leader supported by team	Officer time	ongoing	Current signage has been reviewed, alternative suppliers investigated and procurement process followed. Alternative options are being prepared for Trade consultation ensuring that there is no conflict with the messages of the Out Tonight, Do It Right campaign. New plates are now in place – further discussions are being held with trade about

promotional campaigns etc.				badges and door stickers
Recommendation 5: The Scrutiny Panel informs Cabinet that it supports the further introduction of Child Sexual Exploitation (CSE) training for all Hackney carriage and private hire drivers in Northampton. Details of the CSE training is presented to the Licensing Committee regarding its roll out and content				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
<p>Include content on CSE within Driver Induction Training and ensure that knowledge of this is tested as part of the assessment process.</p> <p>Work with colleagues at NCC and other Districts and Borough to develop a package of training on CSE for all drivers and</p>	<p>Senior Licensing Enforcement Officer and Licensing Team</p> <p>Licensing Team Leader with colleagues from around Northants</p>	<p>Staff time</p> <p>Staff time and possible cost if training provided by third party. Possible to recharge fees to drivers</p>	<p>Summer 2016</p> <p>Spring 2018</p>	<p>Completed</p> <p>Discussions in process, pilot training course has taken place in South Northants.</p> <p>Training to be rolled out across the County as part of a standardised approach</p>

operators. Incorporate a requirement to undertake this training as a condition of holding a licence	Licensing Team Leader supported by team	Staff time	End of 2018 /19	and development of an a common framework
Recommendation 6: When approved, the relevant sections from the Low Emissions Strategy for Northampton are included within the licensing Policy for Taxis and Private Hire.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Consult on a Low Emission Policy for Taxi and Private Hire Vehicles. Taking account of consultation responses, present a draft Vehicle Emission Policy to	Licensing Team Leader with support from team Licensing team leader with support from consultant working on Low Emission Strategy and Environmental Health and	Staff time	End on 2016	Report to launch consultation presented to Licensing Committee Dec 2016 Consultation took place during spring 2017. Consultation on website, via direct email to trade and drop in sessions for drivers and operators

Licensing Committee for approval Implement approved policy	Licensing Manager Licensing Team		End of 2017 ongoing	Report with draft Low Emission Policy presented to Licensing Committee 5 December 2017 – following discussion, report deferred until March 2018. Policy has been agreed and is being implemented from May 2018.
Recommendation 7: The standard test to become a Private Hire driver is raised.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Review test and further questions where appropriate	Licensing enforcement team	Officer time	Summer 2017	Complete. Test has been reviewed and additional compulsory questions included
Recommendation 8: An evaluation of the Policy regarding the enforcement of licensing conditions takes place and consideration is given to the inclusion of structured enforcement guidelines. Licensing conditions for Hackney Carriages and Private Hire are then reviewed every two years from January 2017.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed

<p>Carry out comprehensive review of policy regarding enforcement of licensing conditions.</p> <p>Draft and consult on revised policy</p> <p>Implement new policy</p>	Licensing team	Officer time	End of 2018/19	<p>Work on this piece of work has been delayed as staff time has been concentrated on the development and implementation of the vehicle capping and vehicle emission policy. Work has now commenced to review existing policies and to develop a draft for consultation.</p> <p>Existing policies have been collated and reviewed for consistency and a report is to be submitted to Licensing Committee in July 2018 to seek approval of updated policy</p>
<p>Recommendation 9: At least an annual joint meeting between Hackney Carriage drivers, private hire drivers and the relevant Authorities, including NBC Licensing Officers, Northants Highways and the Police is held.</p>				

Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Arrange a joint meeting between Hackney and Private hire drivers and relevant partner agencies	Licensing Team and partner agencies	Officer time	Summer 2017	<p>A meeting has been arranged, in 2017, however, attendance was low.</p> <p>Regular meetings are held with Private Hire operators and the Hackney Association. These meetings are attended by Police and Highways colleagues. Drop in sessions for all drivers and operators have been held to provide information on recent changes to procedures</p>
<p>Recommendation 10: . Articles are placed in the press regarding the difference between Hackney Carriages and Private Hire; particularly around the Christmas period. Copies of such articles are also forwarded to Community Groups and Residents' Associations</p>				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Publicity Campaign organised	Licensing team in conjunction with Communications Team,	Officer time	Commenced early 2017 ongoing	The "Out Tonight Do It Right" Campaign includes a

	and Community Safety Team			range of messages about steps to take to ensure safety in the night time economy including publicity about the difference between Hackney and Private Hire Vehicles. These are conveyed through a range of media including social media posts, stickers, posters etc. Stickers are provided for all taxis and private hire vehicles.
2. Recommendation 11: A PR campaign, using social and conventional media is put in place to convey positive messages about the benefits of using taxis/ private hire vehicles and give information about complaint mechanisms. Existing contacts with the University of Northampton and Northampton College are used to share information through their information sharing processes.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
See response to recommendation 10 above.				

3. Recommendation 12: Taxi Marshalls are introduced for a trial period of six months. The trial is then evaluated so that the success of Taxi Marshalls can be assessed.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Trial of Taxi Marshals and subsequent evaluation	Community Safety Team and Police with	Financial support from Community Safety team and Pubwatch		<p>Short trial of Street Marshall's carried out between June 2016 and June 2017</p> <p>Whilst the trial was broadly successful in addressing vulnerability and antisocial behaviour issues, it was less focuses on taxis than was originally planned.</p> <p>The lessons learnt for any future scheme are that the precise definition of the role of the marshall is clearly defined and that effective briefing is carried on each duty session.</p> <p>Taking account of these lesson a longer pilot taxi marshall scheme to be</p>

				provided for peak weekends over summer and autumn period
Recommendation 13: Consideration is given to the removal of the two plant pots in situ at the entrance of Kingswell Street in order that it could become a functional road to through traffic				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Check the situation regarding with Kingswell Street with NCC Highways	Senior Licensing Enforcement Officer and NCC Highways colleagues	Officer time		The large planters have been removed from Kingswell Street. NCC are progressing with an order to prohibit driving on this stretch of road. This is because it has been previously used as a rat run which contributed to traffic congestion when the bus station was opened.
Recommendation 14: It is recommended to Northamptonshire Highways that double red lines are introduced at Wood Hill				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Check with NCC Highways regarding the potential for	SLEO	Officer time	By Dec 2017	Highways indicate that the previous problems with obstruction have been

installing double red lines in this area				addressed by the introduction of no loading restrictions on Wood Hill
4. Recommendation 15: Temporary full closures to traffic of Bridge Street are introduced on specific dates as identified by the Licensing Sergeant Northants Police.				
Action	Implementation/responsibility by	Resources required/available	Target date	Achievement/Completed
Implement Road closures on specified dates	Police / NCC Highways	Officer time	End 2016	Completed – closures are implemented on key days as recommended by Northants Police.
Recommendations to the Overview and Scrutiny Committee				
Recommendation 16: 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 2017/2018	Added to the O&S Monitoring Work Programme - Overview and Scrutiny Committee	n/a	Monitoring to take place in January 2017	



NORTHAMPTON BOROUGH COUNCIL

OVERVIEW AND SCRUTINY COMMITTEE

20 JUNE 2018

BRIEFING NOTE: MATCH DAY PARKING

1 INTRODUCTION

- 1.1 An Overview & Scrutiny Report in March 2015 outlined an 'activity' that had taken place around issues concerning Match Day Car Parking; availability, congestion and potential solutions.
- 1.2 The Cabinet response of March 2017 proposed a meeting with the relevant organisations to discuss the issues and potential ways forward based on the recommendations contained in the original O&S report.
- 1.3 An Officer/Member working group has been established which comprises Northampton Saints Rugby Club (NSRC), Northampton Town Football Club (NTFC), Stagecoach, Northampton Partnership Homes (NPH), Northamptonshire County Council (NCC) and Northampton Borough Council (NBC). The working group is chaired by Cllr Brian Sargeant, chair of the original Scrutiny Parking Working Group. Five meetings have been held to date with a final meeting planned for 9 July 2018.
- 1.4 This paper provides an update on progress made and the next steps.

2 UPDATE / ACHIEVEMENTS

- 2.1 The group has been working in partnership to recommend potential solutions to the car parking and traffic flow issues which occur in the St James area, Duston, Upton and further afield on Match Days.
- 2.2 Work has been undertaken around the location of the Saints season ticket holders. This has allowed the group to understand where they are situated to give a better idea of how they are likely to travel to a match. The data suggests most are likely to travel by car.
- 2.3 Northampton Saints Rugby Club has confirmed that their car parks are at capacity on match days and they work with an external company to ensure there is a traffic management plan in place for each match. This

plan aims to guarantee that the traffic vacates the site within 40 minutes. This target is met on most match days. The group has managed to enable the opening of Claret Car Park on Match Days which has assisted with car parking.

- 2.4 It was agreed that all partners would promote the available car parks to fans on Match Days on the relevant pages on their websites.
- 2.5 The two sports clubs are now working more closely in terms of supporting the issue of congestion and parking on Match Days. Where there is a joint match day, NTFC has, wherever possible, changed the time of the match to assist with the congestion issue. This is, at times, governed by the media and away teams. This is something that the clubs will continue to work together to achieve.
- 2.6 NPH have confirmed that there are mixed views on car parking barriers within the housing blocks across the town. There are however issues with parking in a number of areas of the town and NPH are investing funding into these car parking issues. NPH are currently testing a new fob barrier system which, if successful, they will roll out to other blocks. The idea is to find a solution to solve the problems across the town. These solutions are hoped to be in place by the end of the summer and therefore ready for the next season.
- 2.7 NPH are also now looking into 'Residents Only Parking' signage.
- 2.8 NCC are adding wording to their electronic signage to encourage the sports fans to park considerately on Match Days.
- 2.9 The group explored a number of options in terms of parking permits in the area including:
 - Zoned permit areas,
 - Match Day Only residents permits,
 - One permit zone across the affected area.

NCC confirmed that all the above options would require:

- consultation of the area in question (with a majority of responses and within this a majority of positive votes to enable the permit system to be put in place)
- permanent signage across the area in question
- additional enforcement

Due to the level of commitment/resources involved in setting up a permit system of any kind, the residents would still have to pay the full permit amount each year. Consultations have been undertaken previously which have shown little interest in the permit scheme due to the cost and therefore, overall, it was decided not to move forward with any kind of permit system at this time.

- 2.10 NBC sent a letter sent to all the businesses located on Pineham and Swan Valley to understand whether there was any interest in using their car parks for a Park and Ride system on match days. The finer details

around parking charges and beneficiaries would require further discussion with one suggestion being that the money raised from parking (or part of it) could go to a charity of the business' choice. The business would however only be able to take part in this scheme should they not use their car park at the weekends and potentially some evenings in line with the match times/dates.

NBC did not receive any interest from any of the businesses.

- 2.11 The St James Mill Link Road, once completed, will assist with the congestion on Match Days. This project has its own programme.
- 2.12 Multi Storey Car Park at the Railway Station – currently looking into the viability of this and other options for NBC.

3 NEXT STEPS

- 3.1 The ongoing work outlined above will continue to be undertaken by the various members of the group. The idea is to gradually change habits of fans to encourage them to consider alternative parking/traveling solutions.

4. RECOMMENDATION

- 4.1 That Overview and Scrutiny note the progress that has been made by the group.
- 4.2 That Overview and Scrutiny recognise the work undertaken above has assisted with the overall issue and, at the present time, little else can be achieved towards the matter.
- 4.3 That Overview and Scrutiny agree to the 9 July 2018 being the final meeting of this working group.

Rick O'Farrell
Senior Regeneration Consultant
June 2018



NORTHAMPTON BOROUGH COUNCIL

OVERVIEW AND SCRUTINY COMMITTEE

20 JUNE 2018

BRIEFING NOTE: NBC STREET LIGHTING

1. INTRODUCTION

1.1 Northamptonshire County Council (NCC) were maintaining and paying the electricity for a number of Northampton Borough Council (NBC) owned street lights for a number of years. NCC wanted to transfer the 581 street lights back to NBC to manage and maintain. This was on the basis any that were not accepted by NBC would be removed.

1.2 Following the Overview and Scrutiny report in July 2015 and the Cabinet response in January 2017, an Officer/Member working group was established which is chaired by the Deputy Leader, Cllr Phil Larratt. The working group has met on eleven occasions with the next planned for July 2018. The key responsibility of the working group is to identify, monitor and evaluate current usage of all NBC owned Street Lighting. The working group were to oversee the transfer of those street lights which are owned by NBC but were managed and maintained by NCC.

1.3 The lighting in question sits on a number of parks and housing estate areas. The housing areas are currently managed on behalf of NBC by Northampton Partnership Homes (NPH). The responsibility of the 581 lighting columns breakdown is as follows:

NBC Assets: 174 (30%)

NPH Assets: 407 (70%)

The responsibility for the management and maintenance of the lights will fall as per the percentages above. Discussions around this are being held between NBC and NPH.

1.4 This paper provides an update on progress made and the next steps.

2. UPDATE

- 2.1 Following negotiations with NCC, and the agreement of Cabinet on 13 September 2017, NBC accepted the transfer of 581 street lights from NCC in October 2017, this was on the basis NBC were to manage and maintain these assets.
- 2.2 Cabinet also approved an additional revenue budget of £70k per year to address ongoing electricity and maintenance costs.
- 2.3 A Full Asset List and GIS Map has now been completed to show the location of all of the NBC lighting assets across the borough. This has been completed with a view to using this as a base for an interactive mapping system.
- 2.4 Following on from the transfer, NBC is taking this opportunity to undertake a review of their lighting assets and understand more about what their future obligations are. To address this, NBC is commissioning a conditions survey to understand the current condition, any potential safety issues and any costs of repairs/replacements to a total of 1,303 lights. These lights are mainly located in parks and housing estates across the Borough of Northampton.
- 2.5 To understand better NBC's existing and newly acquired assets and potentially look at an 'Invest to Save Programme', NBC have requested a survey to cover the following:

A full condition and safety survey of each lighting column and lamp to:

- Ensure that the lights are fully functional
- Locate the controls and supply for each lighting column
- Advise on the type of lamp, light level and energy consumption with options and payback for LED and improved controls where relevant
- Include an E.I.C.R and Integrity test to ensure that the columns are safe and in good condition and ensure that there are no additions such as hanging baskets, posters or any other fittings which should not be there.
- Ensure there are no exposed wires or other safety issues
- Advise if the lighting is required for the area to be suitably illuminated or if the light can be removed

These works will include a report backed up with photographs and a table of costs advising:

- Replacement and repair costs for columns and lamps where required
- When further inspections are necessary and the cost
- An options appraisal showing appropriate suggestions of which to maintain and which could potentially be removed to include different options available to NBC/NPH and the costs associated with each.

The development of a suitable identification numbering system of the asset list - this will be used to ensure people needing to report a fault know who to contact and differentiate between lights on NBC and NPH land. A related northing and easting will need to be included in the final asset list.

The design and installation of a labelling system - this will be fixed onto the lighting columns as the survey is being undertaken. These labels will simply outline that they are owned by NBC, the ID Number and the contact information should there be an issue. The labels should also relate back to the asset list.

- 2.6 This Conditions Survey and Options Appraisal has now been commissioned (*will be by the time of the O&S meeting*). Thorn Electrical (Northampton) Ltd are undertaking the survey works which are expected to be completed by the end of July 2018.

3. NEXT STEPS

- 3.1 NBC is in the process of setting up Street Lighting as part of the 'Report It' app. Once the labelling system has been put in place as part of the survey works, people will simply be able to take a picture of the label and send it through with the reported issue. It will then be directed to NBC/NPH depending on its location.
- 3.2 A management company will be procured to undertake the management and maintenance of the street lighting assets across the borough. The procurement of the management company will be informed by the final survey and will help to ensure comprehensive management and maintenance of the lighting across the borough. There will also be a universal reporting method making it easier for our customers to report a fault. A minimum call out and repair time will also be able to be enforced. At present, it is difficult to ensure this due to lack of resources.
- 3.3 Discussions have already been held with LGSS Procurement on the best way forward in terms of procuring the management company. The first avenue to explore is using the existing contract in place between NCC and Balfour Beatty as they are already familiar with the lighting assets. An initial meeting has been held with them and Balfour Beatty are in the process of putting together some initial costings based on the information they already have. A full costing will not be able to be estimated until the survey work has been completed.
- 3.4 Should using the existing contract with Balfour Beatty not be acceptable for any reason, NBC will then use an ESPO framework to procure the management company.
- 3.5 NBC/NPH also plan to undertake an 'Invest to Save Programme' which will be informed by the options appraisal following the completion of the survey work.

4. THE WAY FORWARD

- 4.1 The information within the survey report and options appraisal will allow NBC and NPH to make an informed decision on the future of each street light asset. This will include upgrading, removal and replacement. Recommendations from this report will be consulted on with the relevant wards and taken to Cabinet for approval.
- 4.2 September Cabinet 2017 noted that further investigation would be undertaken by officers into an 'Invest to Save Programme' for all NBC street lights that may lead to a further report to Cabinet in due course. An additional capital budget may need to be considered at this point as part of the Council's overall capital programme.
- 4.3 NBC and NPH to negotiate with a management company to manage and maintain the lighting assets on behalf of NBC and NPH.

5. RECOMMENDATIONS

- 5.1 That Overview & Scrutiny;
 - 1. Note the progress that has been made to date and invites the Director of Regeneration, Enterprise and Planning to submit a further update in due course
 - 2. Endorse the way forward outlined in this briefing.

Rick O'Farrell
Senior Regeneration Consultant
June 2018



NORTHAMPTON BOROUGH COUNCIL

OVERVIEW AND SCRUTINY COMMITTEE

20 JUNE 2018

BRIEFING NOTE:

SCRUTINY PANEL 1: HOMELESSNESS AND ROUGH SLEEPERS

1 INTRODUCTION

- 1.1 The Overview and Scrutiny Committee commissioned Scrutiny Panel 1 to undertake a Review regarding: Homelessness and Rough Sleepers the rationale being “To review the way in which the Council and its partners engage with rough sleepers, consider the best way in which ‘Housing First’ can be used to reduce rough sleeping in the borough, and understand the nature and extent of ‘hidden homelessness’ and how it can best be addressed.”
- 1.2 Membership of the Scrutiny Panel comprises Councillor Cathrine Russell (Chair); Councillor Zoe Smith (Deputy Chair); Councillors Aziz, Sally Beardsworth, Jane Birch, Janice Duffy, Gareth Eales and Dennis Meredith.
- 1.3 The Scrutiny Panel suggested that the Director of the Umbrella Fair Committee is co-opted to this Review.
- 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 understand how rough sleepers are engaged with and to make recommendations for improvement, as appropriate.
 - To understand the ‘Housing First’ model and to make recommendations on how it could be used to reduce rough sleeping in the borough

- To understand the nature and extent of 'hidden homelessness' and to make recommendations on how it could be tackled
- To understand how people become homeless

2.2 The schedule of meetings comprises:-

May 2018 – March 2019

- 15 May 2018 - Scoping meeting
- 5 July - Evidence gathering
- 6 September - Evidence gathering
- 8 November - Evidence gathering
- 24 January 2019 - Evidence gathering
- 14 March - Approval final report

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 both the Jeffery Room at the Guildhall and various locations around the borough.

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 1, as attached at Appendix A.

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

29 May 2018



Appendix A

OVERVIEW AND SCRUTINY

SCRUTINY PANEL 3 - HOMELESSNESS AND ROUGH SLEEPERS

1. Purpose/Objectives of the Review

To review the way in which the Council and its partners engage with rough sleepers, consider the best way in which 'Housing First' can be used to reduce rough sleeping in the borough, and understand the nature and extent of 'hidden homelessness' and how it can best be addressed.

Key Lines of Enquiry

- To gain an understanding of why people sleep rough
- To gain an understanding of the causes and extent of rough sleeping in the borough, the impact that rough sleeping has on the health, safety and life expectancy of people who are sleeping rough, and the implications for safeguarding and community safety.
- To gain an understanding of the work that is currently being undertaken by Northampton Borough Council (NBC) and local groups, services and organisations to engage with rough sleepers
- To consider the effectiveness of the action that is being taken (by NBC and local groups, services and organisations) to help people who are sleeping rough to come off the streets
- To gain an understanding of the 'Housing First' model and consider how best it could be used to reduce rough sleeping in the borough
- To gain an understanding of the nature and extent of 'hidden homelessness' in the borough, including the profile of the people affected and what contact (if any) they have had with NBC, Northampton Partnership Homes or local advice agencies
- To explore various ways of connecting with, and engaging with, harder to reach groups
- To gain an understanding of the specific needs and assistance provided for young people, between the age of 16-25, including care leavers

- To gain an understanding of the specific needs and assistance provided for ex-Offenders
- To understand how data, statistics and demographics are gathered and used to meet the needs of rough sleepers, men and women, who are homeless

2. Outcomes Required

- To understand how rough sleepers are engaged with and to make recommendations for improvement, as appropriate.
- To understand the 'Housing First' model and to make recommendations on how it could be used to reduce rough sleeping in the borough
- To understand the nature and extent of 'hidden homelessness' and to make recommendations on how it could be tackled
- To understand how people become homeless

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:
 - Rough sleeper engagement
 - Homelessness in Northampton
 - Housing First
 - Tackling Hidden Homelessness
 - Relevant national and local background research papers
 - Definitions – Rough Sleepers, homeless, and Hidden Homelessness
 - Homelessness Reduction Act 2017
 - Barriers to housing people and maintaining successful tenancies
 - Relevant Council Policies and Strategies

- Statistics:
 - Rough sleeper data
 - Hidden homelessness data and information
 - Homeless data, including LGBT statistics

- Relevant Legislation:
 - Homelessness Reduction Act 2017
 - The Health and Social Care Act 2012

- Relevant published papers on homelessness and rough sleeping, for example Central Government's paper – [Rough Sleeping \(England\) 2018](#), [Housing First - A Good Practice Briefing - Shelter](#)
- HomelessLink paper
https://www.homeless.org.uk/sites/default/files/site-attachments/Annual%20Review%202017_0.pdf

- Best practice external to Northampton
- Case studies – hidden homeless and rough sleepers

- Internal expert advisors:
 - Cabinet Member for Housing, NBC
 - Housing Options and Advice Manager, NBC
 - Cabinet Member for Community Safety, NBC
 - Chair of the Community Safety Partnership (CSP) and the Community Safety Team

- External expert advisors:
 - Head of Protecting Vulnerable Persons, Northamptonshire Police
 - Director, NACRO
 - Director, NAS
 - Director of Public Health, Northamptonshire County Council
 - Director, Adult Social Care, NCC (specifically in relation to ex-Offenders)
 - Director, Housing First (England)
 - Manager, Hope Centre
 - Service Manager, Salvation Army
 - Service Manager, Jesus Army

- Chief Executive, Central Northamptonshire CAB
 - Homelessness Charities such as:
 - Shelter
 - Crisis
 - Joseph Rowntree Trust
 - Big Issue
 - Healthwatch Northamptonshire
 - Director, Maple Access Centre
 - Director, SAAFA
 - Skype interview, or similar, link with American organisation regarding the Housing First initiative
 - MPs – Michael Ellis, Andrea Leadsom, Andrew Lewer
 - Community Co-Chairs, all Northampton Community Forums
 - Representative of the Landlords Forum
- Site visit(s) to the Hope Centre, Women’s Refuge, Oasis House; other organisations that support homeless people and rough sleepers, Emmaus Centre in Bedford. Representatives of the Panel to accompany the Out Reacher Workers and attend the Rough Sleepers count. Site visit to Re-Store Café. The Deputy Chair to visit Manchester.

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

- Ian Bates, Director, Umbrella Fair Committee, 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 2018 – March 2019

- 15 May 2018 - Scoping meeting
- 5 July - Evidence gathering
- 6 September - Evidence gathering
- 8 November - Evidence gathering
- 24 January 2019 - Evidence gathering
- 14 March - Approval final report

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

Meetings to commence at 6.00 pm and will be held in various locations around the borough.

9. Responsible Officers

Phil Harris, Head of Housing and Wellbeing
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 2019. 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 2019)



NORTHAMPTON BOROUGH COUNCIL
OVERVIEW AND SCRUTINY COMMITTEE

20 JUNE 2018

BRIEFING NOTE:

SCRUTINY PANEL 2: THE MOVE OF THE UNIVERSITY

1 INTRODUCTION

- 1.1 The Overview and Scrutiny Committee commissioned Scrutiny Panel 2 to undertake a Review regarding: the move of the University; the rationale being “To review the impact on the town and local areas; including student accommodation”
- 1.2.1 Membership of the Scrutiny Panel comprises Councillor Graham Walker (Chair); Councillor Sam Kilby Shaw (Deputy Chair); Councillors Aziz, Jane Birch, Vicky Culbard, Gareth Eales, Penny Flavell, Dennis Merdith and Danielle Stone.
- 1.3 The Scrutiny Panel suggested that the Chief Operating Officer, University of Northampton, is co-opted to this Review.
- 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 understand the impact of the move of the University and to make recommendations, as appropriate.
- 2.2 The schedule of meetings comprises:-

May 2018 – March 2019

- 29 May 2018 - Scoping meeting
- 12 July - Evidence gathering

- 13 September - Evidence gathering
- 22 November - Evidence gathering
- 31 January 2019 - Evidence gathering
- 11 February - Evidence gathering
- 21 March - Approval final report

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 both 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 2, as attached at Appendix A.

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

1 June 2018



OVERVIEW AND SCRUTINY

SCRUTINY PANEL 2 – The Move of the University of Northampton

1. Purpose/Objectives of the Review

To review the impact on the town and local areas; including student accommodation

Key Lines of Enquiry

- To understand the work currently being undertaken by the University of Northampton, Northampton Borough Council (NBC), and other partners regarding the move of the University
- To gain an understanding of the social, cultural, physical, economic and environmental effects of the move of the University
- To gain an understanding of the challenges, including all areas of the town, in respect of the move of the University
- To gain an understanding of the implications of the move of the University

2. Outcomes Required

- To understand the impact of the move of the University and to make recommendations, as appropriate.

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:
 - Work currently being undertaken regarding the move of the University
 - Number and areas of student accommodation
 - Statistics:
 - Financial data
 - Students
 - Footfall
- Internal expert advisors:
 - Cabinet Member for Housing and Cabinet Member for Regeneration, Enterprise and Planning, NBC
 - Ward Councillors, NBC
 - Town Centre Manager
 - Cabinet Member for Community Safety, NBC
 - Chair of the Community Safety Partnership (CSP) and the Community Safety Team
 - Environmental Health and Licensing Manager
 - Head of Assets and Regeneration
 - Private Sector Housing Manager
- External expert advisors:
 - Head of Protecting Vulnerable Persons, Northamptonshire Police
 - Representatives from the University of Northampton and the Student Union, University of Northampton
 - Manager, Student Homes, Northampton
 - Letting Agencies, Northampton
 - Executive Director, Town Centre BID
 - Director, PubWatch
 - Residents' Associations, groups such as Friends of Parks Groups etc.

- Site visit(s): student accommodation, University of Northampton campus

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

- Terry Neville, Chief Operating Officer, University of Northampton, to be approached suggesting that he, or his representative, is 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 2018 – March 2019

- | | |
|-------------------|-------------------------|
| • 29 May 2018 | - Scoping meeting |
| • 12 July | - Evidence gathering |
| • 13 September | - Evidence gathering |
| • 22 November | - Evidence gathering |
| • 31 January 2019 | - Evidence gathering |
| • 11 February | - Evidence gathering |
| • 21 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

Peter Baguley, Head of Planning

Marion Goodman, Head of Customers and Cultural Services

Tracy Tiff, Scrutiny Officer

10. Final report presented by:

Completed by March 2019. Presented by the Chair of the Panel to the Overview and Scrutiny Committee and then to Cabinet.

11. Monitoring procedure:

Review the impact of the report after six months (approximately November/December 2019)



NORTHAMPTON BOROUGH COUNCIL
OVERVIEW AND SCRUTINY COMMITTEE

20 JUNE 2018

BRIEFING NOTE:

SCRUTINY PANEL 3: NORTHAMPTON POST UNITARY

1 INTRODUCTION

- 1.1 The Overview and Scrutiny Committee commissioned Scrutiny Panel 3 to undertake a Review regarding: Northampton Post Unitary the rationale being “To look at Northampton, post Unitary, giving particular consideration to how civic pride and ceremonies can be protected.”
- 1.2 Membership of the Scrutiny Panel comprises Councillor Brian Sargeant (Chair); Councillor Paul Joyce (Deputy Chair); Councillors Aziz, Vicky Culbard, Sam Kilby-Shaw, Jamie Lane, Danielle Stone, Graham Walker.
- 1.3 The Scrutiny Panel suggested that a previous Mayor of Northampton= is co-opted to this Review.
- 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 purpose of the Review, the Scrutiny Panel felt that it should read “To look at Northampton, (being mindful of the potential Unitary Authority), giving particular consideration to how civic pride and ceremonies can be protected
- 2.2 In discussing the rationale for the Review, the Scrutiny Panel felt that the required outcome should be:
 - To recommend an action plan how civic pride, events and ceremonies can be protected.
- 2.3 The schedule of meetings comprises:-

June 2018 – March 2019

- 14 June 2018 - Scoping meeting
- 4 July - Evidence gathering
- 20 September - Evidence gathering
- 29 November - Evidence gathering
- 7 February 2019 - Evidence gathering
- 25 March - Approval final report

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

2.5 Meetings of the Scrutiny Panel will commence at 6.00pm and be held in both the Jeffery Room at the Guildhall and various locations around the borough.

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 Brian Sargeant, Chair, Scrutiny Panel 3

15 June 2018



OVERVIEW AND SCRUTINY

SCRUTINY PANEL 3 – NORTHAMPTON POST UNITARY

1. Purpose/Objectives of the Review

- To look at Northampton, (being mindful of the potential Unitary Authority), giving particular consideration to how civic pride and ceremonies can be protected

Key Lines of Enquiry

- To gain an understanding and overview of the civic pride, events and ceremonies (compiling a formal list) that currently take place within the Borough of Northampton
- To gain an understanding of how Northampton's civic events and ceremonies are marketed
- To understand the role of the Mayor of Northampton
- To understand the roles of both the previous Northampton Borough Council and other partners in civic events and ceremonies within the borough
- To consider how the pride and history of the Borough and the Guildhall can be preserved and enhanced as part of any new Unitary Authority.

2. Outcomes Required

- To recommend an action plan how civic pride, events and ceremonies can be protected.

3. Information Required

- Background data
- Background reports
- Best practice data (if applicable)
- 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: a summary of the civic pride, events and ceremonies that currently take place within the Borough of Northampton and information; links with communities, role of the Mayor
 - Relevant Legislation, for example the Localism Act 2011
 - Statistics: including:
 - Number of Mayoralty events, civic ceremonies etc.
 - Supporting Charities (previous Mayor's)
- Best practice external to Northampton/Case Study examples
- Internal expert advisors:
 - The current Mayor of Northampton
 - Leader and Deputy Leader of the Council
 - Chief Executive
- External expert advisors:
 - Representative of the Northampton Rotary Club
 - Freeman of the Borough
 - Expert Historian
 - The Chairman, Committee, Mayor's Fund for the Housebound
 - Lord Lieutenant's Office
 - High Sheriff's Office
 - Previous Mayor of Northampton
 - Representative of All Saints Church, Thomas White, Blue and Orange School
 - Chair, NIFF
 - Town Clerk from a Town Council, such as Sutton Coldfield, Chester

5. Methods Used to Gather Information

- Minutes of meetings

- Desktop research
- Site visits (if applicable)
- Officer reports
- Presentations
- Examples of best practice/case studies
- Witness Evidence:-

➤ Key witnesses as detailed in section 4 of this scope

6. Co-Options to the Review

Lee Mason, previous Mayor of Northampton, to be approached to be co-opted to the Review

Deputy Lieutenant to be approached to be co-opted to the Review

7. Community Impact Screening Assessment

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

8. Evidence gathering Timetable

June 2018 – March 2019

- | | |
|-------------------|-------------------------|
| • 14 June 2018 | - Scoping meeting |
| • 4 July | - Evidence gathering |
| • 20 September | - Evidence gathering |
| • 29 November | - Evidence gathering |
| • 7 February 2019 | - Evidence gathering |
| • 25 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

Laurie Gould, Solicitor

Tracy Tiff, Scrutiny Officer

10. Final report presented by:

Completed by March 2019. Presented by the Chair of the Scrutiny Panel to the Overview and Scrutiny Committee and then to Cabinet.

11. Monitoring procedure:

Review the impact of the report at the appropriate time.



NORTHAMPTON BOROUGH COUNCIL
OVERVIEW AND SCRUTINY COMMITTEE

20 JUNE 2018

BRIEFING NOTE:

EVALUATION OF OVERVIEW AND SCRUTINY WORKING GROUP

1 INTRODUCTION

- 1.1 The Overview and Scrutiny Committee commissioned the Working Group to undertake Scrutiny activity, evaluating the success of Overview and Scrutiny since 2005.
- 1.2 Membership of the Working Group comprises Councillor Jamie Lane (Chair); Councillors Aziz, Alan Bottwood, Vicky Culbard, Sam Kilby-Shaw, Dennis Meredith and Zoe Smith.
- 1.3 At the inaugural meeting of the Working Group, 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 Scrutiny activity, the Scrutiny Panel felt that the required outcomes should be:
 - To report on the effectiveness of Scrutiny Reviews undertaken to date and produce an Action Plan for any required improvement in the Review process.
- 2.2 The schedule of meetings comprises:-

June 2018 – March 2019

- 11 June - Scoping meeting
- 2 July - Evidence gathering
- 17 September - Evidence gathering
- 19 November - Evidence gathering
- 26 February 2019 - Evidence gathering

- 26 March - Approval final report

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 Working Group 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 Evaluation of Overview and Scrutiny, as attached at Appendix A.

Author: Tracy Tiff, Overview and Scrutiny Officer, on behalf of Councillor Jamie Lane, Chair, Evaluation of Overview and Scrutiny Working Group

12 June 2018



OVERVIEW AND SCRUTINY

O&S Evaluation of O&S Reports Working Group

1. Purpose/Objectives of the Review

To evaluate the effectiveness of Scrutiny Reviews completed to date.

Key Lines of Enquiry

- To demonstrate the effectiveness of Overview and Scrutiny reviews at Northampton
- To identify areas and means for further developing Overview and Scrutiny review process at Northampton Borough Council
- To provide objectivity by identifying evidence from the questions posed in the framework
- To highlight any potential barriers to improvement

2. Outcomes Required

- To report on the effectiveness of Scrutiny Reviews undertaken to date and produce an Action Plan for any required improvement in the Review process.

3. Information Required

- Background data
- Background reports (previous Scrutiny Review reports)
- Best practice data (if applicable)
- Desktop research
- Evidence from expert internal witnesses
- Evidence from expert external witnesses

4. Format of Information

- Background data, including:
 - Previous Scrutiny Review Reports, including:

2005/2006

- [Planning](#)

2006/2007

- [Public engagement and communications](#)
- [Best value review](#)
- [Tree policy](#)
- [Allotments \(water charges\)](#)
- [Street scene](#)
- [Leisure services](#)
- [Homelessness \(rough sleepers\) task and finish group](#)
- [Community safety \(evaluation of dispersal orders\)](#)

2007/2008

- [Community engagement](#)
- [Voluntary sector](#)

2008/2009

- [Councillor Call for Action](#)
- [Billing Waste Water Working Group](#)
- [Historic Buildings Task and Finish Group](#)
- [Contaminated Water task and finish group - phase one](#)
- [Contaminated Water task and finish group - phase two](#)
- [West Northants Development Corporation \(WNDC\) and partnership working with Northampton Borough Council \(NBC\)](#)
- [Evaluation of Overview and Scrutiny](#)
- [Proposed Post Office Closures](#)
- [Customer Services](#)

2009/2010

- [West Northants Emergent Joint Core Strategy](#)
- [Concessionary Fares](#)
- [More Facilities for Older Children](#)

- [Community Centres](#) This scrutiny review was shortlisted for a Centre for Public Scrutiny Good Scrutiny Award. As part of the shortlist process, a [video](#) was produced. The judges thought that this work, which facilitated the transfer of a large number of community facilities from the council to community control, demonstrated the contribution that scrutiny can make to implementing a key Government policy around community asset transfer successfully at local level.

2010/2011

- [Cost of Consultants](#)
- [Sheltered Housing and Housing Options for Older People](#)
- [Absence Management](#)
- [Northamptonshire Alcohol Strategy](#)
- [Pre-Scrutiny of Environmental Services Procurement](#)
- [Leisure Trust Implementation](#)
- [Neighbourhood Model](#)
- [Lease that Northampton Borough Council has With Northampton Town Football Club, the Contractual Arrangements between Northampton Town Football Club and the Rugby and Northampton Athletics Club](#)
- [Commissioning Framework for the Voluntary and Community Sector](#)

2011/2012

- [Councillor Empowerment Fund](#)
- [Hate Crime](#)
- [Independent Living Strategy](#)

2012/2013

- [Customer Services](#)
- [Evaluation of Overview and Scrutiny \(2012\)](#)
- [Serious Acquisitive Crime, Violent Crime and Community Safety](#)

2013/2014

- [Retail Experience](#)
- [Section 106 Agreements and Infrastructure Requirements](#)
- [Improving the Town's Parks](#)

2014/2015

- [Management and Regulation of Private Sector Housing \(including HIMOs\)](#)
- [Impact of the Welfare Reform Act](#)
- [Interpersonal Violence](#)
- [Poverty in the Town](#)
- [Keep Northampton Tidy](#)
- [Parking](#)
- [Tree Maintenance](#)

2015/2016

- [Impact of Anti-Social Behaviour on the Town](#)
- [Health Check of the Local Economy](#)
- [Effectiveness of the Enforcement Policies in respect of Taxis and Private Hire](#)
- [NBC Owned Street Lighting](#)

2016/2017

- [Museum Trust \(pre decision scrutiny\)](#)
 - [Child Sexual Exploitation](#)
 - [Homelessness \(Pre-Decision Scrutiny\)](#)
 - [Emissions Strategy \(Action Plan\)](#)
- Monitoring Action Plans for previous Scrutiny Reviews and information regarding the number of accepted recommendations :
- Internal expert advisors:

Relevant Cabinet Members and Senior officers in respect of the success of each Scrutiny Review being evaluated

5. Methods Used to Gather Information

- Minutes of meetings
- Desktop research
- Site visits (if applicable)

- Officer reports
- Presentations
- Examples of best practice/case studies
- Witness Evidence:-

➤ Key witnesses as detailed in section 4 of this scope

6. Co-Options to the Review

None.

7. Community Impact Screening Assessment

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

8. Evidence gathering Timetable

June 2018 – March 2019

- | | |
|--------------------|-------------------------|
| • 11 June 2018 | - Scoping meeting |
| • 2 July | - Evidence gathering |
| • 17 September | - Evidence gathering |
| • 19 November | - Evidence gathering |
| • 26 February 2019 | - Evidence gathering |
| • 26 March | - Approval final report |

Meetings to commence at 6.00 pm

9. Responsible Officers

Tracy Tiff, Scrutiny Officer

10. Final report presented by:

Completed by March 2019. Presented by the Chair of the Scrutiny Panel to the Overview and Scrutiny Committee and then to Cabinet.

11. Monitoring procedure:

Review the impact of the report after six months (December 2019/January 2020)



NORTHAMPTON
BOROUGH COUNCIL

NORTHAMPTON BOROUGH COUNCIL

OVERVIEW AND SCRUTINY COMMITTEE

20 JUNE 2018

BRIEFING NOTE: REPORTING AND MONITORING WORKING GROUP 2018/2019

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 2019 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 2017/2018 was:

Councillor Jamie Lane (Chair)
Councillors Mohammed Aziz, Alan Bottwood, Janice Duffy, Dennis Meredith, Brian Sargeant, Sam Kilby Shaw and Zoe Smith.
- 1.4 The schedule of meetings of the Reporting and Monitoring Working Group are:

12 November 2018, 5:15pm
10 January 2019, 5:15pm

2 Recommendations

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

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

30 April 2018

Report of the
**Overview & Scrutiny
Committee**

**Annual Report
2017/2018**

Overview and Scrutiny Annual Report 2017/2018

A Message from Councillor Jamie Lane, Chair, Overview and Scrutiny Committee

This Annual Report is a summary of just some of the work Overview and Scrutiny (O&S) has done this year, what has worked well and what issues we need to concentrate more on next year.

It has been another very busy and interesting year for O&S with three comprehensive reviews being undertaken:

- Cemeteries
- Tourism and Culture
- Dementia Friendly Town

The Scrutiny Panels reported their findings and recommendations to the Overview and Scrutiny Committee at its April 2018 meeting.

The O&S Committee set up a Working Group that undertook a short, sharp review – O&S Re-provision of the Environmental Services Contract Working Group.

The Working Group reported its conclusions and recommendations to the Overview and Scrutiny Committee at its April 2018 meeting.

Overview and Scrutiny work is member-led and evidence-based. It is fundamental that the work of scrutiny adds value and improvement and I feel the conclusions and recommendations from the in-depth Reviews undertaken this year have really demonstrated that. I will be pleased to present all four reports from 2017/2018 to Cabinet in the spring 2018.

Once again, we asked the citizens of Northampton to suggest topics for Scrutiny reviews. There were around seventy five suggestions from the public. I would add that Overview and Scrutiny values and encourages the input of the public into its Work Programming. Non-Executives carefully considered the suggestions at a workshop held in April 2018. From these suggestions, Cabinet's priorities for the year and ideas put forward by Councillors, the Overview and Scrutiny Committee approved its Work Programme 2018/2019 at its April 2018 meeting.

The Committee scrutinised the Council's budget proposals by delegating work to its Reporting and Monitoring Working Group who identified three budget proposals for the Committee to scrutinise in-depth. This Working Group will continue to meet during the Municipal year 2018/2019. This is a process that has previously been noted as best practice.

I would like to thank all those who have been involved in and have supported Scrutiny over the past year. I would also like to convey my thanks to the many witnesses, the three Co-Optees and members of the public that have that have contributed to scrutiny's work this year. Their participation brings knowledge, ideas and enthusiasm to the work of Scrutiny.

Overview and Scrutiny welcomes and encourages members of the public who live or work in the borough to get involved in Scrutiny. If you have any suggestions for the work of scrutiny we would welcome your comments by post or [email](mailto:scrutiny@northampton.gov.uk). For more information about scrutiny and to view current and past reports, please visit our website at www.northampton.gov.uk/scrutiny.

Instead of a complete commentary of all that O&S has achieved over the year this Annual Report provides a summary of the key highlights of the work O&S has been engaged in during 2017/2018. I hope it reflects what I feel has been a very productive year in Overview and Scrutiny. I do hope that you find this report informative and interesting.



Councillor Jamie Lane
Chair, Overview and Scrutiny Committee

Overview and Scrutiny Annual Report 2017/2018

Achievements

How was this impact made during 2017 -2018?

The Scrutiny Panels carry out in-depth Scrutiny reviews, whilst the Overview and Scrutiny (O&S) Committee concentrates on strategic issues, including holding the Cabinet to account, performance management and scrutiny of crime and disorder. This structure attracts increased public participation and the involvement of non-Executives in Scrutiny reviews.

Involvement of Non- Executives (not Scrutiny Members) in Overview and Scrutiny

The O&S structure enables non-Executives, who are not members of the O&S Committee, to be fully involved in the O&S process.

Two of the three Scrutiny Panels this year had non-Executive Councillors who were not O&S Councillors as members of the Panels. There was not an opportunity for other non-Executives, to join the Scrutiny Panel – Dementia Friendly Town as seven Councillors from the O&S Committee conveyed their interest in the topic and the membership was closed to other non-Executives.

Membership of the Scrutiny Panels was closed when it reached seven Councillors; this enabled the option of appointing a co-optee.

Key Example: The Scrutiny Panel that investigated how Northampton's heritage could be promoted, how visitor numbers could be increased, jobs and spending linked to tourism increased and how the vehicle of tourism could be used to provide learning about Northampton was made up of seven non-Executives, of which two were not O&S Councillors, demonstrating involvement of non-Executives in the O&S process.

Co Optees to Scrutiny Panels

All of the Scrutiny Panels this year benefitted from the expertise and knowledge of co optees. A representative from Northants Carers sat on the Scrutiny Panel (Dementia Friendly Town), a Funeral Director sat on the Scrutiny Panel (Cemeteries) and the Chief Executive of the local theatres, who sat on the Scrutiny Panel (Culture and Tourism.)

“Being co-opted was an interesting and enlightening experience for someone, such as myself who has had no previous experience in this area. The opportunity to express both the opinion of my industry as well as my own and to have such opinions recognised was appreciated. Moreover was the panel's interest and acceptance of the opinions of external groups and individuals, all of which were considered seriously. The discussions and evidence presented will help in the development of a plan going forward to ensure that the maintenance and availability of cemeteries as well as the ongoing provision of grave space in Northampton will remain an important consideration for the council. “

Simon Hollowell
Hollowells Funeral Directors –
Co-Optee Scrutiny Panel 1, Cemeteries.

Overview and Scrutiny Annual Report 2017/2018

“It was a privilege to be co-opted onto Northampton Borough Council scrutiny panel regarding achieving Dementia Friendly Town status for the town. It was clear that there was a true commitment from councillors and officers alike to understand dementia on its impact on families and enabling residents to live well with dementia.

It was encouraging to hear councillors bring their experiences and that of other residents to meetings as well as not being afraid to listen to outside experts.

I have come out of the meetings with actions about how our organisation can better support families living with dementia and I hope that a successful implementation of Northampton becoming Dementia Friendly will further improve the situation for residents.”

Gwyn Roberts
Deputy Chief Executive
Northamptonshire Carers

Crime and Disorder Scrutiny

Key Example: Crime and Disorder Scrutiny is an example of excellent working relationships between non-Executives and partners.

The scrutiny of crime and disorder was formalised in 2010, putting in place clear working arrangements between the Chair of the Community Safety Partnership (CSP) and the Committee. An annual report from the CSP informs the O&S Committee of work undertaken; non-Executives decide whether further review or scrutiny is required. This report focuses on the levels of performance in the light of reduced resources, if so what measures have been taken to meet any shortfall in performance. This demonstrates excellent working relationships between non-Executives and partners.

The work and commitment of Overview and Scrutiny is greatly valued, it helps to shape, drive and support the delivery of the priorities of the Community Safety Partnership.

Vicky Rockall
Community Safety Partnership Manager

The O&S Committee has also looked at:

- Neighbourhood Policing
- Safety in the Town Centre
- Trips and fall
- Enforcement Contract
- Purple Flag

Performance Management Scrutiny

A process enabling the Committee to identify key performance measures earlier on was introduced in 2013/14. The Committee informs the Chair prior to a meeting of the O&S Committee of performance measures that it feels warrant future scrutiny.

The scrutiny of specifically identified measures is included on the agenda of meetings of the O&S Committee. This results in measures being reviewed on an exception basis with relevant Cabinet

Overview and Scrutiny Annual Report 2017/2018

Members being called to present information to the Committee. Cabinet Members are scrutinised on performance, the causes of underperformance and the corrective actions being taken. Active debate is undertaken and support and challenge is offered to the recommendations being made to deliver service improvements.

Key example: Performance management scrutiny of:-

- HML07 – Homeless Households
- PP16 – Off Licence Checks
- PP06 - %age change in serious acquisitive crime from the baseline (m)

Critical Friend to Cabinet

Call-In

At Northampton call-in is used sparingly. During 2017/2018 there was one Call-In Hearing which was not upheld by the Overview and Scrutiny Committee.

Influencing Policy Development

Three in-depth Scrutiny reviews were undertaken during 2017/2018:

Cemeteries
Culture and Tourism
Dementia Friendly Town

Review work of 2016/2017 has received Cabinet's response. Almost all of the recommendations were accepted, which highlights that Overview and Scrutiny is continuing to make significant influence of Council policy, both in terms of holding the Cabinet to account and contributing to policy development, and the well-being of the citizens of Northampton.

Raising the profile of Overview and Scrutiny at Northampton

The profile of O&S has continued to be raised with a number of important and successful reviews carried out during 2016/2017. O&S is keen to keep this up and invites suggestions for the work programme from various partners, Agencies and members of the public.

The Scrutiny review process at Northampton is widely recognised both within the Council and amongst the citizens of Northampton.

The O&S Work Programme received extensive press coverage, locally, which just under 50 individuals responded to, suggesting over 75 ideas for future Scrutiny review.

Overview and Scrutiny Annual Report 2017/2018

Paperless Overview and Scrutiny

As reported in last three year's Annual Reports, the innovation attracted national interest. External interest in the innovation has again continued this year, with a number of enquiries regarding the success of the paperless Committee.

Public engagement within the Overview and Scrutiny process at Northampton

O&S has included various issues referred to it from the public onto its Work Programme. The details below provide key points of how O&S work has reflected the concerns of service users.

Key Example of review work during 2017/2018:

Cemeteries

The report of the Cemeteries Scrutiny Review was presented to Cabinet in the Municipal year 2017/2018. The O&S Committee will begin monitoring of the accepted recommendations early in 2019.

The purpose of the Scrutiny Panel was to review cemeteries in the Borough, concentrating on:

- Maintenance and health and safety requirements
- Amenities and facilities
- Financial implications

The Overview and Scrutiny Committee, at its work programming event in April 2017, agreed to include a review of cemeteries onto its work programme for the year. The Overview and Scrutiny Committee commissioned Scrutiny Panel 1 to undertake the review. An in-depth review commenced in June 2017 and concluded in March 2018.

"The Scrutiny Panel was made up from members of the Overview and Scrutiny Committee – together with other non-Executive Councillors. The Scrutiny Panel benefitted from the expertise of the co optee, Simon Hollowell of Hollowell's Funeral Services.

The Scrutiny Panel received both written and spoken evidence from a wide variety of expert advisors. Desktop research was carried out by the Scrutiny Officer. Representatives undertook site visits to various cemeteries around the borough and also visited the cemetery at Kettering. All of which produced a wealth of information that informed the evidence base of this high profile Scrutiny review.

Following the collation of the evidence, the Scrutiny Panel drew various conclusion and recommendations that are contained in the report."

Councillor Brian Sargeant

Chair, Scrutiny Panel 1 - Cemeteries

Overview and Scrutiny Annual Report 2017/2018

Co-Opted Members

This year, the Scrutiny process chose to engage the expertise and knowledge of co-optees in its review process for all of its in-depth reviews. It also fully utilised expert advisors in the witness evidence process. Further details are contained at page 2 of this Annual Report.

Review work 2017/2018

O&S at Northampton has undertaken some excellent review work again this year.

The best practice Scrutiny review work has continued to be built upon. Over the last year, Scrutiny reviews have attracted interest from both external organisations and the public.

Overview and Scrutiny at Northampton continues to be Councillor-led and focuses on the major issues affecting the town. It has therefore carried out some very high profile reviews this year, the impact of which will be reported in next year's O&S Annual Report:

Scrutiny Panels

The Scrutiny Panels obtain information to inform the Review through a variety of methods, including:

- Research and briefings commissioned from officers
- Select committee-style meetings with external experts and relevant officers
- Informal interviews
- Site visits
- Surveys

Some meetings of the Scrutiny Panels are often held in a 'Select Committee' format, with the Scrutiny Panels seeking evidence through a question and answer session with senior officers, Cabinet Members, external experts, representatives of interested groups or members of the public who have relevant experience.

Culture and Tourism

The purpose of the Scrutiny Panel was:

- To promote Northampton's heritage and culture on a national and global platform.
- To increase visitor numbers to Northampton through its diverse heritage and cultural offering.
- To increase jobs and spending linked to tourism.
- To use the vehicle of tourism to provide learning about Northampton.

Overview and Scrutiny Annual Report 2017/2018

Key Lines of Enquiry

- To gain an understanding of the culture and heritage within the Borough of Northampton
- To gain an understanding of how Northampton's tourism, heritage and culture offer is marketed and to identify any gaps that can be developed
- To receive an overview of Northampton's heritage assets
- To review the extent to which an holistic image of Northampton as an attractive cultural, heritage and tourism place to visit
- To understand the roles of both Northampton Borough Council and other partners in promoting the town of Northampton

The recommendations were around:

An Action Plan for Culture and Tourism

Vision

Definitions

Promotion

Education and Heritage Talks

Tourist Information Centre

Signage

The report will be presented to Cabinet in the Municipal year 2017/2018.

The Scrutiny Panel was made up from members of the Overview and Scrutiny Committee together with other another non-Executive Councillor. The Scrutiny Panel benefitted from the expertise of the co optee, Martin Sutherland, Chief Executive, Royal and Derngate Theatres.

From its evidence gathering the Scrutiny Panel realised there are a lot of events organised and there is a need to build on this success to attract visitors from across the country. The Scrutiny Panel held its meetings in a number of various locations around the town, including the Doddridge Centre, Delapre Abbey and the Great Hall at the Guildhall, noting the history of these venues. The Scrutiny Panel received both written and spoken evidence from a wide variety of expert advisors. Desktop research was carried out by the Scrutiny Officer. There was a very good response to the survey of the Scrutiny Panel; comments received have informed the evidence base of this Review. Representatives of the Scrutiny Panel undertook site visits to Market Harborough and Rugby, valuable information was gathered from these towns; all of which informed the evidence base of this important Scrutiny review. The Scrutiny Panel was also pleased to have benefitted from a site visit to Delapre Abbey. Following the collation of the evidence, the Scrutiny Panel drew various key conclusion and recommendations that are contained in the report. The Review took place between June 2017 and April 2018.

I would like to thank all those acknowledged below who gave up their time and contributed to this Review.

Councillor Jamie Lane
Chair, Scrutiny Panel 2 – Culture and Tourism

Dementia Friendly Town

The purpose of the Scrutiny Panel was to investigate the town of Northampton can become a Dementia Friendly Town.

Overview and Scrutiny Annual Report 2017/2018

Key Lines of Enquiry

- To gain an understanding of what Dementia is, and its symptoms
- To gain an understanding of the Dementia Friendly Communities Programme, Dementia Friendly Communities Recognition Process, the BSI Code of Practice for Dementia Friendly Communities (and the foundation criteria),
- To gain an understanding of the Dementia Friends Programme and Dementia Friends Champion
- To gain an understanding of the effect on the health, wellbeing and the safety of people with dementia and their carers/families
- To gain an understanding of current and potential partnership working
- To gain an understanding of the causes and barriers to supporting people with Dementia
- Identify any specific groups that are not accessing services

Following approval of its work programme for 2017/2018, the Overview and Scrutiny Committee, at its meeting in April 2017 commissioned Scrutiny Panel 3 to undertake the review – Dementia Friendly Town. An in-depth review commenced in June 2017 and concluded in April 2018.

A Scrutiny Panel was established. Gwyn Roberts, CEO, Northamptonshire Carers was co-opted to the review.

The recommendations were around Northampton becoming a Dementia Friendly Town.

The report will be presented to Cabinet in the Municipal year 2017/2018.

This was a very interesting and informative Review; with clear evidence which was received in a variety of ways. I thank all those who gave up their time to attend a meeting of the Scrutiny Panel to provide this information and all those who took the time to send comprehensive written evidence. I would particularly like to convey my thanks to the Lutterworth Care and Share Group that made the Scrutiny Panel feel so welcome when we visited in the autumn.

The Scrutiny Panel held interviews with Cabinet Members, Senior Staff at Northampton Borough Council and a number of expert external witnesses. Desktop research was carried out by Tracy Tiff, Scrutiny Officer.

After each meeting the Scrutiny Panel were able to watch a short film, such as a TED film, on research into dementia, assistance provided to those living with dementia and their carers and films around dementia friendly towns. These short films proved invaluable and very useful in providing the Panel additional information using a different media.

The Scrutiny Panel was offered Dementia Friends training, which I can only commend.

The result is a piece of work which recommends to Cabinet a number of key recommendations aimed at how Northampton can become a dementia friendly town and fulfilling the requirements of our original specification.

I think the Panel should be very proud of this report and would like to thank everyone who participated and contributed to this very important piece of work.

Councillor Cathrine Russell

Chair, Scrutiny Panel 3- Dementia Friendly Town

Cemeteries

Please refer to page 5 for a precis of this review.

Overview and Scrutiny Annual Report 2017/2018

O&S Re-provision of the Environmental Services Contract Working Group

The purpose of this Scrutiny activity was to:

- Help non-Executives understand the re provision process and the legal framework around the re-provision of the contract.
- Enable non-Executives to meaningfully challenge the rigour and robustness of the process.

Two non-Executive Councillors called in the decision of Cabinet of 16 November 2016, (item 11 – Re-Provision of the Environmental Services Contract). A Call In Hearing was held on 29 November 2016. During the deliberation session, the Overview and Committee concluded that there was a need for wider consultation, the recommendations were ill-informed, based on assumptions regarding costs, before quality; the areas of methodology used were flawed; and the contracting out option had been based on a failing contract. The Committee further concluded that there was a need for Overview and Scrutiny involvement at the relevant stages of the process.

Upon a majority vote it was resolved that:

- (1) That after all the evidence had been heard that the Call-In be accepted on the grounds that:
 - (i) there is the need for wider consultation;
 - (ii) the recommendations were ill-informed, based on assumptions regarding costs, before quality;
 - (iii) the areas of methodology used were flawed;
 - (iv) the contracting out option had been based on a failing contract.
- (2) That there is Overview and Scrutiny involvement in the relevant stages of the process.

The Overview and Scrutiny Committee then convened a Working Group

A series of meetings were held that provided key information to the Scrutiny Working Group. Further meetings will be held during the process. An interim report of the Working Group was Cabinet ion 18 October 2017. Within this report the Working Group highlighted that:

From the information provided to the Working Group to date, the Overview and Scrutiny Committee is satisfied that the right processes have taken place to date. From the information provided so far the processes to date have been robust and carried out with due diligence.

From the information received, the Overview and Scrutiny Committee is satisfied that the procurement process has been robust.

The final report of the Working Group firmed up its conclusions and recommendations contained within its Interim Report.

Overview and Scrutiny Annual Report 2017/2018

This Scrutiny activity took place between March 2017 and April 2018.

It was a very interesting and informative piece of Scrutiny activity, with clear evidence received. The Working Group presented its interim report to Cabinet in October 2017, its key findings at that stage being that Overview and Scrutiny Committee was satisfied that the right processes have taken place. The processes to date had been robust and carried out with due diligence. The procurement process had been robust.

The Working Group was very pleased to note that the new contractor will have both an Engagement Manager and Officer that will work on community engagement projects and liaise regulator with local groups and forums.

The final report mirrors the findings of the interim report with additional conclusions and recommendations. I would like to thank everyone who took part in this detailed piece of Scrutiny activity

Councillor Dennis Meredith
Chair, O&S Re-provision of the Environmental Services Contract Working Group

How has the work of the Scrutiny Panels made a difference to the Council and our residents?

Accepted recommendations from previous Scrutiny reviews, undertaken during the previous year, are being monitored by the O&S Committee.

Key examples

Scrutiny Panel 1 - Child Sexual Exploitation

The purpose of the Scrutiny Panel was to ensure Northampton Borough Council (NBC) plays an active role in tackling Child Sexual Exploitation (CSE)

Key lines of Inquiry:

- 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

Recommendations were around:

Making Public Spaces Safer
Communication and E- Safety
Training and Awareness Raising

Overview and Scrutiny Annual Report 2017/2018

The report was presented to Cabinet and its response is awaited.

Scrutiny Panel 2 – Homelessness (pre decision Scrutiny)

The purpose of the pre-decision scrutiny review was to review how the Borough Council and its partners prevent homelessness and to 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

The Overview and Scrutiny Committee, at its work programming event in April 2016, agreed to include a review around how the Borough Council and its partners prevent homelessness. An in-depth review commenced in May 2016 and concluded in March 2017.

This review links to the Council's corporate priorities, particularly corporate priority 3 - Housing for Everyone - Helping those that need it to have a safe and secure home.

Recommendations were around:

- Multi Agency Working
- Improving access to homelessness services
- Improving access to health services
- Temporary accommodation

Cabinet received the report in June 2017 and the Overview and Scrutiny Committee is busy monitoring the impact of the accepted recommendations.

Museum Trust

The purpose of the Scrutiny Panel was to undertake 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 Cabinet Member with responsibility for Museums had advised the Overview and Scrutiny Work Programming event in March 2016 that work was underway regarding investigating the feasibility and benefits of establishing a Museum Trust. The Overview and Scrutiny Committee

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agreed to include a review of Museum Trust (Pre-decision Scrutiny) in its Work Programme 2016/2017 and commissioned Scrutiny Panel 2 to undertake the review. A short, sharp review commenced in May 2016 and concluded in July 2016.

This review links to the Council's corporate priorities, particularly corporate priority 1 – Northampton Alive - A vibrant town for now and the future.

Following conclusion of this short, sharp review, the recommendations of the Scrutiny Panel included:

The Overview and Scrutiny Committee is satisfied that further investigation into the establishment of a Museum Trust including a full options appraisal will ensure the best outcome for the future of the Museum Service and Cultural Quarter.

The Overview and Scrutiny Committee is satisfied that the commissioning of detailed planning including a full business plan and a 5 – 10 year financial plan should be undertaken to establish a Museum Trust.

The Overview and Scrutiny Committee supports the hybrid model of a Museum Trust. (A hybrid is where responsibility is devolved to a trust but assets are retained by the Council)

Overview and Scrutiny has received updates to its meetings.

Emissions Strategy (Action Plan)

The objective of the Scrutiny Review was to provide Scrutiny input into the Action Plan for the Council's Emissions Strategy

Key lines of Inquiry:

- To increase Councillor and public understanding of air quality issues in Northampton
- To understand the causes and impact of air pollution
- To understand the actions being taken to reduce air pollution in Northampton
- To understand the actions being taken by partners to reduce air pollution in Northampton
- To provide recommendations for the production of the Action Plan for the Council's Emissions Strategy, which will identify ways of improving air quality in Northampton
- Examine all current air quality management areas to ensure they are performing.

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- To see if they can be improved and consider all other factors and future factors in moving forward

The Overview and Scrutiny Committee considered a briefing note regarding the Emissions Strategy, including hotspots, at its meeting held on 15 August 2016. Following consideration of this information it was agreed that a Scrutiny Review would commence to investigate the Air Quality Action Plan and how Scrutiny could provide input into this. An in-depth review commenced in October 2016 and concluded in April 2017.

This review links to the Council's corporate priorities, particularly corporate priority Protecting Our Environment - A clean and attractive town for residents and visitors.

Recommendations were around:

Emissions Strategy Action Plan
Councillor and Public Awareness of Air Quality Issues
Partner Agencies

The Overview and Scrutiny Committee has started to monitor the impact of the accepted recommendations contained within this report.

Budget Scrutiny

Each year, the Overview and Scrutiny Committee sets up the Reporting and Monitoring Working Group to:

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

Overview and Scrutiny finds it helpful for a small Working Group of Councillors to take a brief overview of all the budget proposals and bring a small selection to the Committee for detailed scrutiny.

This year the Working Group comprised eight Councillors from the Overview and Scrutiny Committee.

The Overview and Scrutiny Committee, at its meeting in January 2018, undertook budget scrutiny of the following issues:

- Increased income – Car parking
- Reduction in events programme
- Environmental Services Contract – Net budget stream for the Environmental

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Services vehicles

- Challenges on temporary accommodation and homelessness budgets
- HRA stock loss and mitigation through a new build programme

Looking ahead

The Work Programme for 2018/2019 was approved by the Overview and Scrutiny Committee in the spring 2018. Three Scrutiny Panels will be set up and will scope the reviews:

- Homelessness and Rough Sleepers
- The impact of the move of the University of Northampton
- Northampton Post Unitary
- Evaluation of Overview and Scrutiny (Working Group)

Details of the Overview and Scrutiny Work Programme for 2018/2019 will be published on the Overview and Scrutiny [webpage](#) as soon as it is finalised.

What are our Challenges for 2018/2019?

- To build on Overview and Scrutiny's achievements by setting stretching targets to broaden our impact. An example would be to ensure the Committee continues to undertake pre-decision scrutiny activities.
- To ensure that Overview and Scrutiny continues to make a positive contribution to the development of policy and the continuous improvement of the Council's operations.
- To continue to ensure the O&S work programme reflects concerns of service users, community and public – ensuring that a wide range of organisations, partners and the public are consulted with for suggestions for scrutiny review and then on the actual work programme.
- To ensure O&S is able to respond effectively to legislative requirements, such as the new powers, for example, wider powers to influence policy and public service delivery in their area – for example investigated issues beyond its traditional remit but affect local people.
- To continue to ensure O&S works with the community and key partners to respond to concerns.
- To continue to ensure that the work of O&S has a positive effect on decision-makers and provide evidence that it has made a real difference.
- To continue to increase public participation in O&S at Northampton by increased public suggestions for scrutiny review and increased attendance at O&S Committee and Panel meetings. This process has continued to increase year on year.

Glossary of Terms

Call-In

The process by which the O&S Committee considers whether a decision is properly taken or is the right decision.

Cabinet (Executive)

The Executive body responsible for the day-to-day running of the Council and the development of policy. Cabinet Members have portfolios or areas of responsibility (e.g. Housing) for which they take executive decisions.

Councillor (Member)

An elected local representative on the Council, a Councillor represents the interests of the people who live in their ward and Northampton as a whole

Pre-decision Scrutiny:

O&S may inform Executive decisions on topics on the Forward Plan by making evidence based recommendations or advice prior to formal decision by the Executive.

Review

A study led by Scrutiny Councillors on a current issue, selected by the Committee. It aims to identify areas of good as well as poor practice, compare performance with other Councils' countrywide, and challenge existing practice where relevant.

The review will lead to recommendations for improvements to relevant Cabinet Members as well as outside agencies, such as health trusts. While these are not obliged to support the recommendations, effective consultation has been proven to lead to consensus and to Cabinet support for reviews undertaken.

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Contact details for more information

Tracy Tiff, Scrutiny Officer, is always very happy to speak to local people about the activities of the Overview and Scrutiny Committee. If you have any comments or queries, or would like to suggest areas which may be appropriate topics for future work, you can speak to her by calling 0300 330 7000 or by [email](#).

You can view recent agendas and minutes on the Council's website at www.northampton.gov.uk or by contacting [Democratic Services](#)

Overview and Scrutiny has its own dedicated website within the Council's website. The current work of Overview and Scrutiny and the reports already published are available on this site. The address is www.northampton.gov.uk/scrutiny

Suggest an item for Overview and Scrutiny to investigate?

Do you have any suggestions for issues for inclusion onto the Overview and Scrutiny future Work Programme? If so please complete the form overleaf and return to: -

Overview and Scrutiny
Northampton Borough Council
The Guildhall
St Giles Square
Northampton
NN1 1DE

Email: [Scrutiny](#)

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Just as Overview and Scrutiny has considerable influence when used in the right way, there are times when other procedures are more appropriate.

Overview and Scrutiny cannot help in the following areas:

Individual complaints about specific issues - these should be taken up through Northampton Borough Council's Customer Care Procedure.

Proper accounting for money of the Council - this is the responsibility of the Audit Committee - for information, contact 01604 837722

The conduct or behaviour of a councillor or officer - this is the responsibility of the Standards Committee - for information, contact 01604 837408.

It cannot be guaranteed that items raised in this way will actually be considered by Overview and Scrutiny.

Suggested Issue for Overview and Scrutiny

Name:

Email:

Telephone

Issues suggested for inclusion on the Overview and Scrutiny Work Programme

Overview and Scrutiny Annual Report 2017/2018

If English is not your first language and you need help in translating this document please contact Tracy Tiff on 01604 837408.

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

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kowaad oo aad u baahan-tahay in laga caawiyo
turjumidda warqaddan fadlan kala xidhidh Tracy
Tiff tilifoonka 01604 837408

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

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

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01604 837408

Northampton Borough Council Overview and Scrutiny



Overview and Scrutiny Committee

20 June 2018

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

1 Background

- 1.1 Councillor Brian Sargeant is currently Northampton Borough Council's representative to Northamptonshire County Council's (NCC) Health, Adult Care and Wellbeing Scrutiny Committee. Councillor Rufia Ashraf is the current substitute.
- 1.2 A meeting of NCC's Health, Adult Care and Wellbeing Scrutiny Committee is scheduled for 13 June 2018.
- 1.3 The Health, Adult Care and Wellbeing Scrutiny Committee has the overview and scrutiny function responsibilities for scrutiny of health, adult social care and Public Health.

2 Update

- 2.1 Details of the main issues to be discussed at the meeting are detailed below:
 - Update on Northamptonshire Adult Social Services and its Directorate Plan
 - Health & Social Care Reviews To consider updates on:
 - (a) The report of the Newton Review and actions being taken to address issues arising from it;
 - (b) The Care Quality Commission whole-system review of health and social care for people over 65 in Northamptonshire (due to report in July 2018).
 - Cabinet Member for Public Health & Wellbeing – portfolio priorities and challenges

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E-mail: ttiff@northampton.gov.uk

Northampton Borough Council

Overview and Scrutiny

2.2 In addition, the Committee considered the development and delivery of the work programme for 2018/2019.

3 Conclusions

3.1 That the update is noted.

3.2 That regular updates of the work of Northamptonshire County Council's Health and Adult Care and Wellbeing Scrutiny Committee be provided by Councillor Brian Sargeant to this Committee.

3.3 The next meeting of Northamptonshire County Council's Scrutiny Committee is scheduled for 5 September 2018 commencing at 10:00am and an update on this meeting will be provided to the Committee also.

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

5 June 2018

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