

NORTHAMPTON BOROUGH COUNCIL
Scrutiny Panel 3 – Northampton Post Unitary

Your attendance is requested at a meeting to be held at The Jeffrey Room,
The Guildhall, St. Giles Square, Northampton, NN1 1DE on
4 July 2018 at 6pm

George Candler
Chief Executive

If you need any advice or information regarding this agenda please phone Tracy Tiff, Scrutiny Officer, 01604 837408 ttiff@northampton.gov.uk who will be able to assist with your enquiry. For further information regarding **Scrutiny Panel 3 - Northampton Post Unitary** please visit the website www.northampton.gov.uk/scrutiny

Members of the Panel

Chair	Councillor Brian W Sargeant
Panel Members	Councillor Mohammed Azizur Rahman (Aziz) Councillor Vicky Culbard Councillor Paul Joyce Councillor Samuel Kilby-Shaw Councillor Jamie Lane Councillor Danielle Stone Councillor Graham Walker
Co-opted Member	To be confirmed

Calendar of meetings

Date	Room
20 September 2018 6:00 pm	All meetings to be held in the Jeffery Room at the Guildhall unless otherwise stated
29 November	
7 February 2019	
25 March	

Northampton Borough Scrutiny Panel 3 - Northampton Post Unitary

Agenda

Item No and Time	Title	Pages	Action required
1. 6:00pm	Apologies		The Chair to note any apologies for absence.
2.	Declarations of Interest		Members to state any interests.
3.	Deputations and 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.	Minutes	1	The Scrutiny Panel to approve the minutes of the meeting held on 14 June 2018.
5. 6:05pm	Presentation to set the scene		The Scrutiny Panel to receive a presentation that sets the scene.
6. 7:00pm	Core Questions		The Scrutiny Panel to agree the list of core questions to be put to expert advisors
7. 7:15pm	Site Visits		The Scrutiny Panel to discuss potential site visits that it would undertake as part of the evidence gathering for this Review.
8. 7:30pm	Community Impact Assessment	6	The Scrutiny Panel to approve the Community Impact Assessment (CIA) for this Review

NORTHAMPTON BOROUGH COUNCIL

MINUTES OF SCRUTINY PANEL 3 - NORTHAMPTON POST UNITARY

Thursday, 14 June 2018

COUNCILLORS PRESENT: Councillor Brian Sargeant (Chair), Councillors Aziz, Vicky Culbard, Sam Kilby-Shaw, Jamie Lane and Danielle Stone

Officers George Candler, Chief Executive
Laurie Gould, Solicitor
Marianne McCarthy, Solicitor
Tracy Tiff, Scrutiny Officer

1. WELCOME AND INTRODUCTIONS

The Chair welcomed all those present to the inaugural meeting of the Scrutiny Panel.

2. APOLOGIES

Apologies for absence were received from Councillors Joyce and Walker.

3. DECLARATIONS OF INTEREST

There were none.

4. DEPUTATIONS/PUBLIC ADDRESS

There were none.

5. SCOPE OF THE REVIEW

The Scrutiny Panel considered in depth, the draft scope for this Scrutiny Review, making updates and suggestions.

AGREED: That the scope of the Scrutiny Review is presented to the Overview and Scrutiny Committee at its meeting on 20 June 2018 for approval.

6. BACKGROUND INFORMATION

The background information was noted.



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.

Community Impact Assessment

(Incorporating equality analysis and health considerations)
V2.0

Name of Matter Assessed:

Overview and Scrutiny Review – Northampton Post Unitary

Who will make the decision:
(e.g. Cabinet/Board etc.)

Overview and Scrutiny will produce a report with its evidence, findings and recommendations and the Chair of the Overview and Scrutiny Committee will present this report to Cabinet for its consideration.

Who has been involved in developing the matter:

Lead Officers: Laurie Gould, Solicitor
Tracy Tiff, Scrutiny Officer

Chair of the Scrutiny Panel: Councillor Cathrine Russell

What is it:

A Community Impact Assessment (CIA) is a document that summarises how the council has had due regard to the public sector equality duty (Equality Act 2010) in decision-making. This document can also be used to consider health and narrowing health inequalities (Health and Care Act 2012)

When to assess:

A CIA should be carried out when you are changing, removing or introducing a new service, policy or function. The assessment should be proportionate; a major financial decision will need to be assessed more closely than a minor policy change.

Due Regard:

To ‘have due regard’ means that in making decisions and in its other day-to-day activities the council must consciously consider the need to do the things set out in the general equality duty: eliminate discrimination, advance equality of opportunity and foster good relations.

In relation to health, we need to consider the potential short term and long term implication of for decisions that we take to support the Health and Wellbeing agendas.

How much regard is ‘due’ will depend on the circumstances and in particular on the relevance of the aims in the general equality duty to the decision or function in question. The greater the relevance and potential impact, the higher the regard required by the duty. We need to make sure that we understand the potential impact of decisions on people with different protected characteristics and also need to consider this information before and as decisions are being made. This will help us to reduce or remove unhelpful impacts and inequalities

Proposal Name:

Overview and Scrutiny Review – Northampton – Post Unitary

Aims/Objectives and purpose of the policy/service/function

Aims and objectives:

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.

Key actions:

Overview and Scrutiny (O&S) is a means of providing non-Executive Councillors the opportunity to inform policy development and critical friend challenge to the Council's Executive policy makers and decision makers (Cabinet). It also has a strong role in promoting the engagement of non-Executive Councillors in a diverse range of policy development activities, including performance improvement at the Council. Scrutiny aims to engage the community in its work either by attendance at meetings, public addresses to meetings, witness evidence, or co-optees to Scrutiny Reviews.

This Review will hear from a number of key stakeholders to ensure that a wide range of evidence is obtained to inform the Panel's information base.

The projected outcome of this Scrutiny Review is:

To recommend an action plan how civic pride, events and ceremonies can be protected. All Scrutiny Reviews link to the Council's Corporate Plan. Details of which are evidenced within the final report. In particular, this Scrutiny Review links to corporate priority - Working Hard and Spending your Money Wisely – Delivering quality modern services

Expected outcomes:

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

Who will be affected and how:

Overview and Scrutiny ensures that it adheres to the Council's statutory duty to provide the public with access to Scrutiny reports/agendas/minutes and other such documents. Meetings of the Overview and Scrutiny Committee/Scrutiny Panels are widely publicised, i.e.: on the Council's website, copies issues to the local media and paper copies available in the Council's One Stop Shop and local libraries.

This Scrutiny Review will look at issues such as how civic pride and ceremonies can be protected (being mindful of the potential Unitary Authority)

The Scrutiny Panel, in having regard to the general equality duty, will be mindful of the protected characteristics when undertaking this scrutiny activity; so that any recommendations that it made could identify disproportionate and unintended potential positive and negative impacts on any particular sector of the community, including any potential mitigation required. This will be borne in mind as the Scrutiny Panel progresses with the review and evidence is gathered.

In order that the Scrutiny Panel obtains a wide range of views, a number of key witnesses will provide evidence :

- 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

Any recommendations that explore ways of working, training and employment opportunities enabling income inequality to be addressed will consider impact and potential mitigation as appropriate and relevant across all protected characteristics. Impact assessments will be integral to any reports including actions plans.

Approximately how many people will be affected:

The impact of the Scrutiny report cannot be assessed until, at the earliest, an outline of a report has been developed. Therefore, within the Scrutiny Panel's report it could suggest that any impact on the nine protected characteristics be taken into account.

However, any potential recommendations could have an effect on the community of the borough of Northampton, including:

- Ward Councillors
- All residents
- Community Groups
- Key Partners

Expected date of decision:

It is anticipated that the report of the Scrutiny Panel will be concluded in March 2019 presented to the Overview and Scrutiny Committee in May 2019 and to Cabinet in approximately July 2019. Cabinet will then become responsible for delivering the recommendations that it accepts.

Scope/focus of the assessment:

Please outline the scope and focus of the assessment:

The Scrutiny Panel is mindful of the nine protected characteristics when undertaking scrutiny activity so that any recommendations that it makes can identify potential positive and negative impacts on any particular sector of the community. This will be borne in mind as the Scrutiny Review progresses and evidence is gathered. The final report of the Scrutiny Panel has a standard section entitled Community Impact Assessment and details the findings.

Any potential recommendations proposed by the Scrutiny Panel may have perceived adverse and beneficial effects for all diversity groups.

Evidence gathered from the key witnesses will be analysed and contained within the Scrutiny Panel's final report. The comments of the key witnesses will be minuted and published publicly within the [Council's meeting management system](#).

The Scrutiny Panel's report, after it has been endorsed by the Overview and Scrutiny Committee, will be forwarded to the Council's Cabinet for consideration; Cabinet will then become responsible for delivering the recommendations that it accepts.

This Scrutiny Review will investigate and look at Northampton, (being mindful of the potential Unitary Authority), giving particular consideration to how civic pride and ceremonies can be protected.

The Scrutiny Panel, in having regard to the general equality duty, will be mindful of the protected characteristics when undertaking this scrutiny activity; so that any recommendations that it made could identify disproportionate and unintended potential positive and negative impacts on any particular sector of the community, including any potential mitigation required. This will be borne in mind as the Scrutiny Panel progresses with the review and evidence is gathered.

Any recommendations will consider impact and potential mitigation as appropriate and relevant across all protected characteristics. Impact assessments will be integral to any reports including actions plans.

Community Screening Outcome

Will the proposal:	Yes/No
Eliminate discrimination, harassment or victimisation	Yes
Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it	Yes

Foster good relations between persons who share a relevant protected characteristic and persons who do not share it	Yes
Contribute towards health improvements or inequalities	Yes

Relevant data and/or research

Outline the information and research that has informed the decision:

<p>The number of public attending the Scrutiny Panel meetings is recorded.</p> <p>Any feedback received from the above is taken into consideration and used to formulate recommendations to improve the Service.</p> <p>Background data will provided to the Panel including:</p> <ul style="list-style-type: none"> • Background data, including: <ul style="list-style-type: none"> ➤ 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: <ul style="list-style-type: none"> Number of Mayoralty events, civic ceremonies etc. Supporting Charities (previous Mayor's) • Best practice external to Northampton/Case Study examples
--

Rationale for change

What will you do if/when changes are agreed/introduced:

<ul style="list-style-type: none"> • To look at Northampton, (being mindful of the potential Unitary Authority), giving particular consideration to how civic pride and ceremonies can be protected <p>Key Lines of Enquiry</p> <ul style="list-style-type: none"> ➤ 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.

Identification of affected groups/individuals

List the groups/individuals that may be affected by the proposal:

Any potential recommendations could have an effect on the community of the borough of Northampton, including:

- All Ward Councillors
- All residents
- Community Groups
- Key Partners

Assess and/or undertake Consultation

Has there been specific consultation on this decision (if not, state why not and/or when this may happen):

As part of the evidence gathering for this Scrutiny Review, a number of expert advisers will be consulted

What were the results of the consultation:

Consultation with various expert advisers will take place over a series of scheduled meetings, the outcomes of which will inform the evidence base of the Scrutiny Review, which will inform the findings, conclusions and recommendations of the Scrutiny Panel.

Across the protected characteristics, what difference in views did analysis of the consultation reveal:

Evidence gathered from all sources will be analysed and contained within the Scrutiny Panel's final report.

What conclusions have been drawn from the analysis on how the decision will affect people with different protected characteristics:

The Scrutiny Panel will, after completion of its evidence gathering, formulate conclusions and recommendations as appropriate, which will have the intended purpose of recommending a system of community participation and involvement with other Agencies and interested parties. Recommendations will link to SMART (Specific, Measurable, Achievable, Realistic and Time) objectives. Should the recommendations be accepted by the Council's Cabinet, they will then be implemented and necessary actions drawn up.

Assessment of impact on staff

Please give details of impact on staff, including staffing profile if/as appropriate:

The Scrutiny Panel will, after completion of its evidence gathering, formulate conclusions and recommendations as appropriate, which will have the intended purpose of recommending a system of community participation and involvement with other Agencies and interested parties. Recommendations will link to SMART (Specific, Measurable, Achievable, Realistic and Time) objectives. Should the recommendations be accepted by the Council's Cabinet, they will then be implemented and necessary actions drawn up.

Assessment of impact on wider community

Please give details of any impacts to the community as a whole:

The Scrutiny Panel will, after completion of its evidence gathering, formulate conclusions and recommendations as appropriate, which will have the intended purpose of recommending a system of community participation and involvement with other Agencies and interested parties. Recommendations will link to SMART (Specific, Measurable, Achievable, Realistic and Time) objectives. Should the recommendations be accepted by the Council's Cabinet, they will then be implemented and necessary actions drawn up.

Analysis of impact by protected characteristics

Assess the relevance and impact of the decision to people with different characteristics

Any issues around the findings which may impact on the 9 protected characteristics:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual Orientation
- Other socially excluded groups

Will be addressed as part of the report and recommendations of the Scrutiny Panel.

Mitigation of adverse impact on staff/service/people

Where any negative impact has been identified, please outline the measures taken to mitigate against it:

N/A

Publication of results

This Impact Assessment will be published on the Council's website

Monitoring and review

Please give details of how the changes will be monitored, and when the next review is due:

Recommendations contained within the report of the Scrutiny Panel will link to SMART (Specific, Measurable, Achievable, Realistic and Time) objectives. Should the recommendations be accepted by the Council's Cabinet, they will then be implemented and necessary actions drawn up.

The Scrutiny Panel's report, after it has been endorsed by the Overview and Scrutiny Committee, will be forwarded to the Council's Cabinet for consideration; Cabinet will then become responsible for delivering the recommendations that it accepts.

The impact of the accepted recommendations contained with the final report of the Scrutiny Panel will be monitored six months after they have been accepted by Cabinet.

Conclusion

There should be no unlawful discrimination arising from the decision.

Please state how "Due regard" has been taken to the equality duty, and public health considerations:

The impact of the Scrutiny report cannot be assessed until, at the earliest, an outline of a report has been developed. Therefore, with the report of the Scrutiny Panel it could suggest that any impact on the nine protected characteristics be taken into account.

Please advise on the overall equality implications that should be taken into account in the final decision, considering relevance and impact:

The impact of the Scrutiny report cannot be assessed until, at the earliest, an outline of a report has been developed. Therefore, with the report of the Scrutiny Panel it could suggest that any impact on the nine protected characteristics be taken into account.

Signed:

Date: