

NORTHAMPTON BOROUGH COUNCIL
Overview and Scrutiny Committee

Your attendance is requested at a meeting to be held at The Jeffery Room,
St. Giles Square, Northampton, NN1 1DE on 15 July 2019 at 6pm

George Candler
Chief Executive

If you need any advice or information regarding this agenda please phone Tracy Tiff, Democratic and Member Services Manager, 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 Tony Ansell Councillor Janice Duffy Councillor Gareth Eales Councillor Penelope Flavell Councillor Luke Graystone Councillor Samuel Kilby-Shaw Councillor Dennis Meredith Councillor Emma Roberts Councillor Cathrine Russell Councillor Brian W Sargeant Councillor Zoe Smith

Calendar of meetings

Date	Room
30 September 2019 6:00 pm 11 November 9 January 2020 20 February	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 - 5	Members to approve the minutes of the meeting held on 10 June 2019.
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	Northampton Forward		The Committee to receive a briefing around Northampton Forward
6 6:30pm	Air Quality and Management Change Working Group	6 - 8	The Committee to consider the minutes of the recent meeting of the Air Quality and Management Change Working Group
7	Monitoring of Overview and Scrutiny report		
7 (a) 6:45pm	Cemeteries	9 - 17	
8 6:55pm	Performance Monitoring Report	18 - 25	Members to review the Performance Monitoring Report
9	Scrutiny Panel		The Overview and Scrutiny Committee to approve the scopes of the Scrutiny Panel and the Working Group
9 (a) 7:05pm	Scrutiny Panel 1 - Food Poverty	26 - 33	

Northampton Borough Overview & Scrutiny Committee

9 (b) 7:15pm	working Group - Gangs and Knife Crime	34 - 40	
10 7:25pm	Overview and Scrutiny Reporting and Monitoring Working Group	41	The Committee to confirm the membership of the Overview and Scrutiny Reporting and Monitoring Working Group
11 7:35pm	Overview and Scrutiny Annual Report 2018/2019	42 - 60	The Committee to consider the draft Annual Report 2018/2019
12 7:45pm	Potential future pre decision scrutiny		The Overview and Scrutiny Committee to consider any potential issues for future pre decision scrutiny
13 7:50pm	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, 10 June 2019

COUNCILLORS PRESENT: Councillor Lane (Chair), Councillor Walker (Deputy Chair)
Councillors Ansell, Ashraf, G Eales, Kilby-Shaw, Roberts and Russell

Phil Harris, Head of Housing and Wellbeing (items 7a) and 7b))
Marion Goodman, Head of Customers and Communities (items 5 &6)
Tracy Tiff, Democratic and Member Services Manager

Press James Averill, Democracy Reporter

1. APOLOGIES

Apologies for absence were received from Councillors Aziz, Duffy, Flavell, Sargeant and Smith.

2. MINUTES

The minutes of the meeting held on 30 April 2019 were signed by the Chair as a true and accurate record.

3. DEPUTATIONS/PUBLIC ADDRESSES

There were none.

4. DECLARATIONS OF INTEREST (INCLUDING WHIPPING)

There were none.

5. HERITAGE AND CULTURE

Marion Goodman, Head of Customers and Communities, apprised the Committee on heritage and culture. She referred to the recommendation of Overview and Scrutiny regarding Northampton becoming a city of culture by 2025; which had been very welcomed. The Committee heard that Officers, Members and Partners had been researching regarding submitting a bid and had noted that a number of towns had made a bid:

- Luton
- Tees Valley
- Lancashire

- Southampton

Marion Goodman confirmed that the above Authorities had put in a lot of work to day in respect of their bids such as:

- Luton had a budget of £350,000 for a pilot programme and extensive consultation
- Lancashire held an event and has a Cultural expert exploring the potential. A bidding team is being established.
- Tees Valley has convened a Task and Finish Group comprising a number of representatives. They are aiming for 2025.

The Committee was informed that there are a number of processes that must be followed to submit a bid, including:

- Write the bid which will include various assessments and costings
- Promotion campaign
- Engaging a professional
- Identify funds required

It is therefore proposed that a long term strategic vision and aim for Northampton to be a city of culture for 2029 would be launched. It was realised that 2025 was too soon. The Arts Council was supportive. It was commented that by this time projects such as the Vulcan works would be completed. Work will continue and funding would be identified.

The Chair commented that funding was key and this would be a fantastic piece of work.

Marion Goodman was thanked for her informative address.

AGREED: That the update is noted.

6. SPORTS POLICY

Marion Goodman, Head of Customers and Communities, referred to the carried motion of full Council of 11 March 2019:

“In preparation for the transition to Unitary we call upon NBC to produce a Sports Strategy for the people of Northampton that draws on the Sports Strategy for West Northamptonshire of 2009.

The purpose of this strategy, as well as reviewing current facilities, would be to identify gaps, reflect current user preferences and requirements.

Only by doing this can we protect the assets in Northampton for the people of the town.”

Officers had liaised with partners, including Northampton Leisure Trust regarding a Health and Wellbeing Strategy. Northampton Leisure Trust was keen to work with Northampton Borough Council.

The Committee suggested that smaller groups such as youth clubs and Scouts, are consulted with. It was noted that Community Engagement at Northampton Borough Council has a wide network that could be consulted with.

It was suggested that Marion Goodman provides a comprehensive update to a future meeting.

Marion Goodman, Head of Customers and Communities, was thanked for her address.

AGREED: That a further update is provided to the September 2019 meeting of this Committee.

7. MONITORING OF OVERVIEW AND SCRUTINY REPORTS

(A) HOMELESSNESS (PRE DECISION SCRUTINY)

Phil Harris, Head of Housing and Wellbeing, referred to the comprehensive Action Plan regarding progress on the accepted recommendations contained within the Overview and Scrutiny Report: Homelessness (Pre Decision Scrutiny).

Phil Harris highlighted the salient points contained within the Action Plan emphasising the new Legislation had put extra demands on the Homeless Service.

The Committee made comment, asked questions and heard:

- A Multi-Agency Forum would be established. It was expected 20 Agencies would be initially involved at a Workshop that would be convened in September 2019.
- In response to the Chair's request for addresses to be included on the suite of advice leaflets; Phil Harris confirmed this would be included.
- In response to a question regarding the next Rough Sleepers Count, Phil Harris confirmed that he would inform the Overview and Scrutiny Committee of the date.
- It was suggested that Councillors are offered mental health training and first aid training.
- In answer to a query regarding after hours service, Phil Harris confirmed that the Street Outreach Team would be widely promoted. The suite of leaflets would also advise what should be done in an emergency and who to contact.
- Phil Harris undertook to provide the statistics regarding the number of individuals in bed and breakfast accommodation. He provided details of the process for people moving from bed and breakfast accommodation.

Phil Harris, Head of Housing and Wellbeing, was thanked for his informative address.

AGREED: That a further update is provided to the Overview and Scrutiny Committee at is November 2019 regarding the Forums and final information and advice leaflets.

(B) CSE

Phil Harris, Head of Housing and Wellbeing, highlighted the key points contained within the Action Plan of the accepted recommendations of the Overview and Scrutiny report: Child Sexual Exploitation (CSE). He advised that the Action Plan was work in progress and a number of the actions are tied in with work that is being undertaken on safeguarding.

The Committee asked comments, made comments and heard:

- Targets provide are realistic.
- Refresher training on safeguarding would be useful for Councillors
- Regarding recommendation 11: Northampton Borough Council actively encourages and hosts a series of briefings and training sessions for community groups in the borough (including community centres and youth groups), in order to raise awareness of how to recognise the signs of CSE and how to report it. Phil Harris confirmed that to reach youth groups and other community groups, Officers would go through the Community Engagement and Safety Team.

The Chair thanked Phil Harris, Head of Housing and Wellbeing, for his informative address and asked that a further update is provided to the November 2019 meeting of this Committee.

AGREED: That a further update, including details on targets set, is provided to the November 2019 meeting of this Committee.

8. SCRUTINY PANELS

8A SCRUTINY PANEL 1

Councillor Russell, Chair, Scrutiny Panel 1 – Homelessness and Rough Sleepers thanked all those involved in this Review; particularly the rough sleeper who had shared his experiences with the Panel. She informed the Committee that she had given a presentation on this review to the East Midlands Scrutiny Network who had very much welcomed it and had commented on how well evidence was gathered by Northampton on its Scrutiny reviews.

AGREED: That the report: Homelessness and Rough Sleepers (May 2019) is approved and presented to Cabinet for consideration.

8B SCRUTINY PANEL 3

In the absence of Councillor Sargeant, Chair, Scrutiny Panel 3 – Northampton Post Unitary; Councillor Lane presented the report. He thanked the Mayor of Northampton 2018/2019 for addressing the Panel and providing information and also to all the other key expert advisors.

It was suggested that recommendation 6.1.8 is altered to read:

6.1.8 The re-establishment of the roles of Major's Serjeant and Town Serjeant, as Honorary roles, for example an Alderman or former Councillor are investigated.

AGREED: That, subject to the change to recommendation 6.1.8 as detailed above, the report: Northampton Post Unitary (May 2019) is approved and presented to Cabinet for consideration.

8C SCRUTINY PANEL 4

In the absence of Councillor Smith, Chair, Scrutiny Panel 4 – Adult Social Care Facilities; Councillor Russell presented the report. She highlighted the findings from the site visit to the London Borough of Islington

AGREED: That, the report: Adult Social Care Facilities (May 2019) is approved and presented to Cabinet for consideration.

9 OVERVIEW AND SCRUTINY EVALUATION OF O&S REPORTS WORKING GROUP

Councillor Lane, Chair, of the Overview and Scrutiny Evaluation of O&S Reports Working Group, presented the final report to the Committee. He emphasised that the findings had highlighted the good Overview and Scrutiny process at Northampton Borough Council.

AGREED: That the report of the Overview and Scrutiny Evaluation of O&S Reports Working Group is approved and presented to Cabinet for consideration.

10 POTENTIAL FUTURE PRE DECISION SCRUTINY

The Chair suggested that it would be requested that a briefing note on Northampton Forward; particularly around the consultation process. It would be further requested how Overview and Scrutiny could input into the decision making process.

AGREED: That the Leader of the Council is asked to attend the next meeting of the Overview and Scrutiny Committee to provide a briefing note on Northampton Forward ; particularly around the consultation process and how Overview and Scrutiny could input into the decision making process.

11 URGENT ITEMS

The Chair advised that Councillor Kilby-Shaw would be chairing the Climate Change Working Group and requested that the minutes of the Working Group are submitted to this Committee.

Councillor Kilby-Shaw confirmed that the inaugural meeting of the Working Group was scheduled for 18 June 2019 and that all Councillors were welcome to attend.

The meeting concluded at 7:37 pm

NORTHAMPTON BOROUGH COUNCIL

AIR QUALITY AND MANAGEMENT CHANGE WORKING GROUP

Tuesday, 18 June 2019

MEMBERS: Councillor Kilby-Shaw (Chair); Councillors Ashraf, Davenport, Joyce, Hallam, Nunn, Smith and Stone

OFFICERS: Marion Goodman (Head of Customers and Communities), Vicki Rockall (Community Safety and Engagement Manager), Paul Everard (Planning Policy Manager), Ruth Austen (Environmental Health and Licensing Manager), Gavin Smith (Senior Environmental Health Officer), Richard Holley (Public Health Officer – Northamptonshire County Council)

MEMBERS OF THE PUBLIC: Steve Miller, Brian Hoare, Martin Sawyer, Ayo Popoolo, David Garlick, James Averill

1. WELCOME AND INTRODUCTIONS

The Chair, Councillor Kilby-Shaw welcomed Members, Officers and members of the public to the meeting. He stated that all future meetings will be paperless and that documents will be published on the Council's website.

The Chair asked the Leader of the Council, Councillor Nunn to provide the Working Group with an update on the challenges facing the Council in its efforts to be Carbon Neutral by 2030. Councillor Nunn stated that he hopes that this Working Group works to challenge the work of the Council and feed ideas into the work of Scrutiny. He further explained that the community around Northampton care passionately about this issue and that the Council are resolved to working together to challenge this.

Councillor Kilby-Shaw explained the remit of the Working Group and that the Borough Council is working to be carbon neutral. He further explained that the Government is working towards making the United Kingdom carbon neutral and that the Borough Council will need to make a financial commitment to ensure this work is done.

2. PURPOSE, AIMS AND DRAFTING TERMS OF REFERENCE

The Partnerships & Communities Manager explained to the Working Group that there are a standard terms of reference and code of conduct that are utilised at meetings of Forums. The Chair, Councillor Kilby-Shaw asked all present to abide by the code of conduct as set out. He further stated that the terms of reference and objectives of the Group will be agreed to at the next meeting of the Working Group.

In response to a question, the Chair stated that the main objective of the Working Group is to form objectives on helping the Council to meet its objectives to be carbon neutral by 2030.

1. NORTHAMPTON BOROUGH COUNCIL - ACHIEVEMENTS SO FAR

The Chair asked the Environmental Health Manager to present the plans for the Working Group for future meetings. The Environmental Health Manager outlined the areas of remit that fall under Northampton Borough Council and explained where the Council will be able to influence public policy. She further stated the relevant policies around sustainable construction such as the Northampton Low Emissions Strategy and steps that have been

taken so far.

The Environmental Health Manager further explained to the Working Group that an annual status report on Air Quality will be submitted to DEFRA and published on the Borough Council website in due course.

Councillor Stone stated to the Working Group that global warming and climate change will have the biggest impact on the most disadvantaged areas. She further explained that the most disadvantaged communities will fare worse from poor air quality.

Councillor Smith explained that when considering the procurement of electric vehicles, the Borough Council should weigh environmental factors over price and asked Officers whether it is possible to put environmental factors as a higher weighted option during the procurement process. She stated that the Council should seek to work beyond legislation.

1. WHAT WE WANT TO DO BY WHEN

The Chair, Councillor Kilby-Shaw explained that Northamptonshire County Council are due to vote on whether to declare a climate emergency. He explained that he wants the Borough Council to be carbon neutral by 2025 and the Borough of Northampton to be carbon neutral by 2030.

Councillor Ashraf stated to the Working Group that there is a lot of work needed to make Northampton Borough Council carbon neutral and meet its objectives. She further stated that Northampton is a very diverse community and stated that it will be very important to get the involvement of all Northampton's communities.

1. AIR QUALITY RESULTS

The Chair, Councillor Kilby-Shaw asked the Environmental Health & Licensing Manager to present the results of the air quality data.

The Environmental Health & Licensing Manager explained that the raw data will be published on the Council website each month. She further stated that caution will be needed in making comparisons year-on-year and that results may be affected by various factors such as the weather and traffic patterns. An Annual Status Report will be submitted to DEFRA by end of June and will be published once approved and that technical work is currently being carried out to progress the declaration of the town centre's Air Quality Management Area status.

1. FURTHER OPPORTUNITIES AND CONSTRAINTS

The Chair asked the Environmental Health & Licensing Manager to present the opportunities, constraints and risks that face the Council.

In response, the Environmental Health & Licensing Manager raised the following points to the Working Group:

Opportunities:

- That Borough Council policies and reports should consider climate change implications
- Installation of electric vehicle charging points
- Promote the use of car sharing
- Use more electric vehicles in the Council's fleet of vehicles
- The creation of air quality stakeholder group to develop air quality action plan
- Promote the planting of trees

- Influencing partner agencies to cut carbon emissions in their production and supply chains
- Report of baseline position
- Promote the use of renewable energy

Constraints:

- Budget and resources to be committed to making the Borough Council carbon neutral
- Influencing supply chains of the Council – and recognition that we can only progress by working together

1. CLOSING ROUND TABLE - OPINIONS AND INSIGHT

The Chair asked those present at the Working Group for their final opinions as to what suggestions they have going forwards to the next meeting to be scheduled in September 2019. The Chair explained that he believes the Council should target 2025 for being carbon neutral and 2030 for the wider borough of Northampton.

The following points were recorded on the:

- The importance of establishing a baseline position. A motion to be agreed by Council including a commitment to come back with a baseline report by January 2020.
- The importance of updating the Council website and making air quality data more readily accessible.
- The importance of a joined up communications strategy to fully engage with community groups in Northampton
- Climate change is very important and requires cross party working to tackle it effectively
- It is important to acknowledge successes and be realistic and honest about what still needs to be achieved
- That the Labour Group identify a Climate Change Champion
- Education is vital and the need to work in partnership with schools
- It was felt that a good start has been made – important that we stick together with this and there will be some difficult choices to be made and some actions may not be popular
- Suggested that a town wide leaflet or publicity material could be circulated with Council Tax correspondence
- That the frequency of meetings and the suggestion that specific work streams are identified and sub groups established to process these
- Suggested that short term cabinet reduction targets can be used to judge progress
- Acknowledge that there are relevant policies in the Draft Local Plan Part II – although that these are not specific enough and possibly a missed opportunity in relation to energy efficiency in operational buildings.
- Potential for planting trees on small plots of land which are not suitable for development.
- Extinction Rebellion have been invited to this meeting

The next meeting of the Working Group will be arranged for September 2019. At the time of the next meeting, an officer group will have been formed and will be able to assist in taking actions forward working in partnership with the community.

The meeting concluded at 18:25



NORTHAMPTON BOROUGH COUNCIL

OVERVIEW AND SCRUTINY

ACTION PLAN: SCRUTINY PANEL - Cemeteries

Response and Action Plan in response to the Recommendations from Scrutiny Panel

Proposed dates for monitoring implementation of accepted recommendations

Report received by Cabinet	Monitoring activity	Monitoring complete		
June 2018	30 April 2019	Date to be added by O&S Committee when agreed monitoring is completed		
Recommendation 1: Some of the large trees located in the town’s cemeteries that have been planted on or outside the burial plot investigated for removal as soon as possible.				
Action	Lead Cabinet Member and Lead Responsible Officer	Resources required/available	Target date	Achievement/Completed
To remove trees and hedges where practical to do so, but ensuring minimal damage to grave stones and	Cabinet Member for Environment Head of Customers and Communities Environmental Services	Resources were made available and suitable contractors were identified	Completed	Completed 2018

headstones.	Partnership Unit, Asset Management and Parks & Open Spaces			
Recommendation 2: The water tanks located in the extension at Duston Cemetery are plumbed in as soon as practicable.				
Action	Lead Cabinet Member and Lead Responsible Officer	Resources required/available	Target date	Achievement/Completed
Investigate the practicalities and costs involved of installing a new water supply and tanks	Cabinet Member for Regeneration and Enterprise Head of Economy, Assets and Culture Head of Customers and Communities Asset Management & Parks & Open Spaces	Investigating consultants and budget still to be identified. Anglian Water Authority will be required and therefore timescales will be dependent on their availability.	2019/20 financial year	Asset Management property services contractor visited the site and the trough was full and no leaks found
Recommendation 3: The trees that are obscuring the sign at the entrance to Duston Cemetery are pruned as soon as possible.				
Action	Lead Cabinet Member and Lead Responsible Officer	Resources required/available	Target date	Achievement/Completed
To arrange the cut back of the trees with the Environmental Services Contractor	Cabinet Member for Environment Head of Customers and Communities	Resource within the Environmental Services Contract	Completed	Completed 2018

	Environmental Services Partnership Unit			
Recommendation 4: Litter and recycling bins in situ within the cemeteries are replaced with modern bins, including recycling bins, uniformed throughout all cemeteries, where appropriate.				
Action	Lead Cabinet Member and Lead Responsible Officer	Resources required/available	Target date	Achievement/Completed
Survey the open cemeteries for the types and numbers of the litterbins available onsite	Cabinet Member for Environment Head of Customers and Communities Environmental Services Partnership Unit Contract and Parks & Open Spaces		Completed	The current wire baskets are suitable for the nature of the waste, which included wet organic matter such as dead flowers and wreaths. Wire baskets that are damaged and unrepairable will be replaced.
Recommendation 5: The footpaths and roadways in Kingsthorpe Cemetery that are in need of repair, are repaired as soon as possible.				
Action	Lead Cabinet Member and Lead Responsible Officer	Resources required/available	Target date	Achievement/Completed
The footpaths to be surveyed	Deputy Cabinet Member for Planning Head of Customers and Communities Parks & Open Spaces	GF Capital	2019/20	In Progress: This is part of the ongoing Borough Wide Cemeteries Policy Planning

Recommendation 6: The tops of the vaults are made secure.				
Action	Lead Cabinet Member and Lead Responsible Officer	Resources required/available	Target date	Achievement/Completed
The tops of the Vaults to be surveyed	Cabinet Member for Environment Head of Customers and Communities Environmental Services Partnership Unit & Veolia	Resource within the Environmental Services Contract	Completed	Inspection was completed in January 2019 and all vaults were found to be secure.
Recommendation 7: The sign located at the entrance to Dallington Cemetery is cleaned and fresh signage placed behind the glass cabinet.				
Action	Lead Cabinet Member and Lead Responsible Officer	Resources required/available	Target date	Achievement/Completed
Assess the sign and carry out the required actions	Cabinet Member for Regeneration and Enterprise Head of Economy, Assets and Culture Asset Management and Parks & Open Spaces	Officer time	Completed	Completed

Recommendation 8: Signs be erected in cemeteries “Dogs to be kept on a leash at all times” “Please clean up after your dog.”				
Action	Lead Cabinet Member and Lead Responsible Officer	Resources required/available	Target date	Achievement/Completed
Survey open and closed cemeteries and assess requirements	Cabinet Member for Environment Head of Customer and Communities Parks & Open Spaces	Officer time	Complete	Signs are in the process of being erected in Kingsthorpe, Dallington and Billing Road cemeteries following the survey.
Recommendation 9: All signs erected within the borough’s cemeteries are of the same style and standard as other Borough signage.				
Action	Lead Cabinet Member and Lead Responsible Officer	Resources required/available	Target date	Achievement/Completed
Survey open and closed cemeteries and assess requirements	Cabinet Member for Regeneration and Enterprise Head of Planning, Asset Management and Parks & Open Spaces	Officer time. Budget still to be identified	2020/21	This has been paused pending agreement on signage, branding and style and budget.

Recommendation 10: Information regarding the usage and disposal of plastic bottles in cemeteries is produced for users. The information could be included within a Regulations Guidance booklet for users of cemeteries. All Funeral Directors are provided with a copy of the booklet.				
Action	Lead Cabinet Member and Lead Responsible Officer	Resources required/available	Target date	Achievement/Completed
Investigate cemeteries that may require this amount of waste segregation.	Cabinet Member for Environment Head of Customers and Communities Environmental Services Partnership Unit & Veolia	Officer & Contractor time	May 2019	A comprehensive A4 Booklet is currently being designed and produced and will be available for all users and Funeral Directors.
Recommendation 11: The Policies and procedures for the usage of cemeteries within the borough are tightened up and a zero tolerance approach is applied.				
Action	Lead Cabinet Member and Lead Responsible Officer	Resources required/available	Target date	Achievement/Completed
Examine existing policies and procedures and amend where required	Cabinet Member for Environment Head of Customers and Communities Environmental Services Partnership Unit & Veolia	Officer and Contractor time	May 2019	A policy is currently in development

Recommendation 12: The Scrutiny Panel welcomed and noted the pristine condition of the war graves.				
Action	Lead Cabinet Member and Lead Responsible Officer	Resources required/available	Target date	Achievement/Completed
Compliment noted	Northampton Borough Council			
Recommendation 13: Consideration is given to the issuing to Funeral Directors based in the borough of Northampton, key passes, to the chapels in Towcester Road and Kingthorpe cemeteries.				
Action	Lead Cabinet Member and Lead Responsible Officer	Resources required/available	Target date	Achievement/Completed
Examine existing policies and procedures and amend where required	Cabinet Member for Environment Head of Customers and Communities Environmental Services Partnership Unit & Veolia	Officer and Contractor time		This recommendation was explored but is not possible due to security and safety issues. The keys are given out by the staff onsite and this system is working well.
Recommendation 14: The facility of the chapels at Kingthorpe and Towcester Road cemeteries are promoted.				
Action	Lead Cabinet Member and Lead Responsible Officer	Resources required/available	Target date	Achievement/Completed
Examine existing promotional policies and procedures and amend where required	Cabinet Member for Environment Head of Customers and Communities Environmental Services Partnership Unit & Veolia	Officer and Contractor time	ongoing	Promotional activity is taking place and has resulted in increased usage for a variety of purposes including remembrance and commemorative events.

Recommendation 15: The lack of burial space is addressed and potential new sites are investigated, for example, consideration is given to re-categorising the borough owned land (currently categorised as commercial land) that edges the cemetery at Dallington as further cemetery land.				
Action	Lead Cabinet Member and Lead Responsible Officer	Resources required/available	Target date	Achievement/Completed
Enzygo environmental consultants have completed a study identifying the town's burial requirements.	<p>Deputy Cabinet Member for Planning</p> <p>Head of Planning, Head of Customers and Communities</p> <p>A new Cemeteries Group has been set up to examine the consultant's report and its findings.</p> <p>A number of trees have been removed at Towcester Road Cemetery to create extra space, which can be used in two years' time (to allow for the soil to settle)</p>	Officer time	Complete	Additional land has been identified at Dallington Cemetery, as a possible burial site. Two cemeteries working groups have been established – one looking at operational issues and one looking at strategic issues including future burial requirements and space.
Recommendation 16: A feasibility study is undertaken into the requirement of a new large crematorium and cemetery for the town that offers the required services and facilities.				
Action	Lead Cabinet Member and Lead Responsible Officer	Resources required/available	Target date	Achievement/Completed
Keep findings from feasibility under review.	<p>Deputy Cabinet Member for Planning</p> <p>Head of Planning, Head of</p>		Ongoing	Work is currently underway - a strategic working group has been established with representatives from the

	Customers and Communities			relevant service areas.
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Corporate Performance

All Measures & Outturn Report

March 2019

Introduction

The report details the full list of performance measures monitoring the Council's Corporate Plan by corporate priority and is published quarterly.

The measures contained within this report are monitored on a monthly, quarterly, half yearly or four monthly basis.

Performance is reported against the latest report period and then by overall performance year to date (YTD). Overall YTD performance is monitored against the current profiled target and helps us to keep track of the progress towards meeting the annual target.

Performance comparison against the same time last year is highlighted where comparative data is available.

Report Key:

	Exceptional or over performance		No data or target available
	On or exceeding target		No data available
	Within agreed tolerances		No target available
	Outside agreed target tolerance		
	Good to be low: Better		
	Good to be low: Worse		
	Good to be High: Better		
	Good to be High: Worse		
	No change		

NORTHAMPTON
BOROUGH COUNCIL

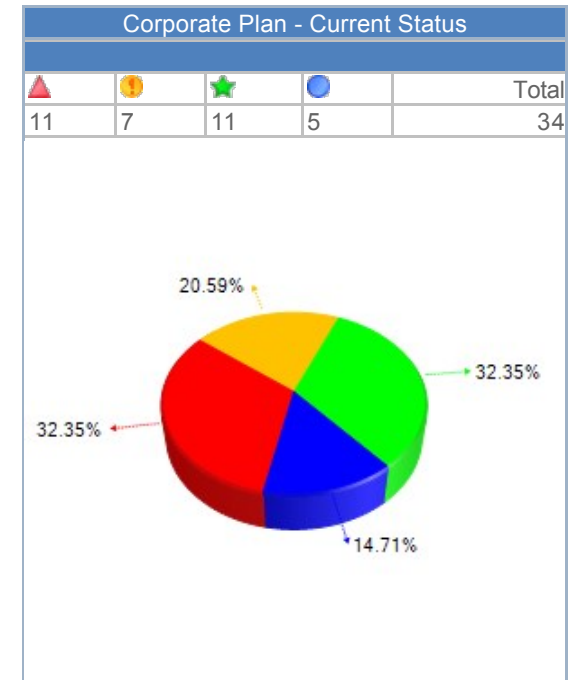
NBC Corporate Plan

The table below has been included for informational purposes, and shows the current year to date performance of each element of the Corporate Plan. The alerts are generated from the Performance Indicators which each service area aligned to the 8 priorities during the service planning process.

Corporate Plan	
	YTD
NBC Corporate Plan - Ambitious, Prosperous, Proud	▲

Theme	
Working Hard and Spending your Money Wisely - Delivering quality modern services	
Safer Communities - Making you feel safe and secure	
Protecting Our Environment - A clean and attractive town for residents and visitors	
Northampton Alive - A vibrant successful town for now and the future	
Love Northampton - Enhancing leisure activities for local people and encouraging participation	
Housing for Everyone - Helping those that need it to have a safe and secure home	

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Monthly Measures															
Measure ID & Name	Dec 18		Jan 19		Feb 19		Mar 19		Overall perf. to date	YTD	Current Profiled Target	Outturn Target	Polarity	Perf. vs. same time last year	YTD value same time last year
⊕ AST05a External rental income demanded against budgeted income (M)	100.00 %	★	100.00 %	★	100.00 %	★	100.00 %	★	100.00 %	★	95.00 %	95.00%	Bigger is Better	?	?
We continue to demand all rental income due on properties.															
Source Date 31/03/2019															
⊕ AST05b % commercial rent demanded within the last 12 months (more than 2 months in arrears) (M)	?	?	?	?	?	?	?	?	?	?	98.00 %		Smaller is Better	?	?
Work is still ongoing to ensure that reporting is improved, as part of a larger review of the Asset team This KPI will not be reported on beyond the end of the financial year. In its place will be a KPI on debt recovery and what percentage of outstanding debt is pursued.															
Source Date 31/03/2019															
⊕ BV008 Local invoices paid within 10 days (M)	83.29	★	84.49	★	85.17	★	89.83	★	89.83	★	80.00	80.00	Bigger is Better	↓	91.92
The invoices paid with ten days continues to perform above target.															
Source Date 31/03/2019															
⊕ BV008 Percentage of invoices for commercial goods & serv. paid within 30 days (M)	99.60 %	★	98.80 %	🟡	99.30 %	★	99.00 %	★	99.00 %	★	99.00 %	99.00 %	Bigger is Better	↓	99.12 %
Continues to perform within targets as an average over the year. Staff are reminded to approve invoices promptly to ensure that the Accounts Payable team can pay invoices on time.															
Source Date 31/03/2019															
⊕ BV012_12r Ave. no. of days/shifts lost to sickness for rolling 12 month period (M)	12.29	▲	11.93	▲	11.70	▲	11.36	▲	11.36	▲	10.20	10.20	Smaller is Better	↓	?
Following the increase in sickness absence, CMB were provided with additional sickness data to disseminate to managers in their service areas. HR will be providing monthly sickness reports to CMB to enable effective management to take place.															
Source Date 31/03/2019															
CH11 Number of visitors to Abington Park Museum	2,484	★	3,397	🟡	3,481	🟡	3,936	🟡	54,102	★	52,100	52,100	Bigger is Better	↓	52,000
A warmer than usual February and a number of events in March, including five art history lectures, two talks for the over 60's , a Japanese cooking workshop and a Vintage Fair meant a pleasing 63.8% above target for the last quarter of the year. The museum attracted 2,002 visitors more than the projected annual target, which was 3.85% above target.															
Source Date 31/03/2019															
⊕ CS05 Percentage satisfied with the overall service provided by the Customer Service Officer (M)	75.00 %	▲	100.00 %	🟡	100.00 %	🟡	0.00 %	★	94.87 %	★	90.00 %	90.00%	Bigger is Better	➡	94.88 %
Since the new GDPR regulations came into force in May 2018 it has not been possible to capture information in the same way as we were previously able. We are exploring ways within our new system and plan reinstate this KPI by July 2019.															
Source Date 31/03/2019															
⊕ CS13a % of calls for NBC managed services into contact centre answered (M)	96.56 %	★	93.80 %	★	90.11 %	★	86.25 %	🟡	92.58 %	★	90.00 %	90%	Bigger is Better	🟢	91.32 %
Customer services answered 91.32% of calls during 2018/19 (149,860 calls answered), achieving our target of 90% of calls answered. In addition we saw an increase in calls relating to repairs that had already been reported during these months, which increased demands on staff time. We are confident following the recruitment of vacant posts within the NPH planning team that we will see a reduction in the number of calls in future.															
Source Date 31/03/2019															
⊕ CS14a % OSS customers with an appointment seen on time (M)	93.5 %	★	94.0 %	★	89.2 %	🟡	88.6 %	🟡	94.9 %	★	90.00 %	90.00%	Bigger is Better	🟢	93.2 %
We saw 93% of customers on our drop in service (19,551) within 15 minutes of their arrival time, achieving target of 90%.															
Due to annual billing we saw an increase of footfall in February and March 2019 which did have an effect on the performance over this period.															
Source Date 31/03/2019															
⊕ ESC01n Total bins/boxes missed in period (M)	164	🟡	311	🟡	252	🟡	259	🟡	3,983	▲	3,294	4,080	Smaller is Better	🟢	7,381
After some initial problems with the change of contractor, the number of bins and boxes reported as missed has now stabilised and is well within targets. Under the new contract, boxes are being phased out and have either been replaced with one Wheelie bin & a trial of sacks has proved successful and may now be rolled out to all houses who are unsuitable for a wheeled recycling bin. This has improved the amount of litter being blown away when residents put out recycling as the material is contained.															

Monthly Measures															
Measure ID & Name	Dec 18		Jan 19		Feb 19		Mar 19		Overall perf. to date	YTD	Current Profiled Target	Outturn Target	Polarity	Perf. vs. same time last year	YTD value same time last year
Source Date 31/03/2019															
⊕ ESC02 % missed bins corrected within 24hrs of notification (M)	100.00 %		100.00 %		100.00 %		100.00 %		91.54 %		84.00 %	84.00 %	Bigger is Better		86.86 %
100% of all missed collections that are reported are being corrected within 24 hours. The number of missed collections reported since the contract with Veolia commenced in June of last year has fallen by 50%															
Source Date 31/03/2019															
⊕ ESC04 % household waste recycled and composted (NI192) (M)	1.83 %		55.56 %		59.86 %		69.82 %		12.93 %		49.00 %	44.00 %	Bigger is Better		45.05 %
We are aiming for a target of 49%, since the implementation of the new blue lidded bins, there has been surge of increased diversion from landfill which has improved the existing recycling percentage.															
Source Date 31/03/2019															
⊕ ESC05 % of Land and Highways assessed falling below an acceptable level - Litter (NI195a) (4M)	?		4.00 %		2.67 %		0.00 %		2.22 %		2.00 %	2.00%	Smaller is Better		4.39 %
The introduction of Fixed Notice Penalties is having a significant impact in the town centre. The new contractors have reviewed and re-scheduled the street cleansing methods which, along with undertaking deep cleansing and ground maintenance around Northampton will bring about sustained improvements. We have introduced monthly inspections and reporting with the contractor in a bid to capture the performance indicators.															
Source Date 31/03/2019															
⊕ ESC06 % of Land and Highways assessed falling below acceptable level - Detritus (NI195b) (4M)	?		6.67 %		2.67 %		0.00 %		3.11 %		4.00 %	4.00 %	Smaller is Better		3.26 %
As well as the improvements mentioned in ESC05 there has also been a thorough removal of detritus on the A45. The contract is going to instigate much more regular cleansing in areas in need.															
Source Date 31/03/2019															
⊕ ESC07 % of Land and Highways assessed falling below acceptable level - Graffiti (NI195c) (4M)	?		6.67 %		1.33 %		8.00 %		5.33 %		2.00 %	2.00 %	Smaller is Better		0.75 %
A scheme of more regular inspections for Litter, Detritus, Graffiti and Fly tipping has been instigated. This is currently being bedded in but it is expected that there will be improvements in the amount of graffiti that is identified and removed.															
Source Date 31/03/2019															
⊕ ESC08 % of Land and Highways assessed falling below acceptable level - FlyPosting (NI195d) (4M)	?		0.00 %		0.00 %		8.00 %		2.67 %		2.00 %	2.00 %	Smaller is Better		0.00 %
The adoption of a graffiti and flyposting policy has confirmed NBC's stance on how to deal with flyposting, this along with proactive work by the wardens and street cleansing staff should see a sustained reduction in flyposting.															
Source Date 31/03/2019															
⊕ ESC09 % of Fly Tipping incidents removed within 2 working days of notification (SO2) (M)	31.29 %		96.00 %		97.98 %		119.11 %		58.48 %		98.00 %	90.00 %	Bigger is Better		99.95 %
A new lower charge for large items to be removed from households is being trialled between April 1st and June 30th. It is hope that if charges to remove large items like white goods, mattress and the like, this will reduce fly tipping incidents. Due to the contract change it was not possible to record data for the end of 2018-2019, but reporting has now recommenced and it is expected the contractor will clear reported fly tips within prescribed time scales. A new App for reporting issues across the different sectors of the service is now in use and is attracting high volumes of reports.															
Source Date 31/03/2019															
⊕ HML01 Total no. of households living in temporary accommodation (M)	299		303		323		338		338		180	180	Smaller is Better		247
The Council is required to accommodate homeless households for at least 56 days before it can make a decision whether or not to accept a rehousing duty. The lack of move on accommodation for those who are accepted, coupled with the requirement to accommodate those who are not accepted for a reasonable period is causing a sitting up effect in temporary accommodation. This has been further exacerbated by an issue with evictions in the County Court, whereby the 3 month suspension on bailiff action was lifted in January 2019 resulting in a high number of households approaching for help upon eviction. On 3rd April 2019 Cabinet approved a comprehensive and robust 14 point action plan that aims to reduce the number of households residing in temporary accommodation to 200 after the first 12 months of its implementation. This will be achieved by increasing our preventative work with households threatened with homelessness in the private sector, improving the flow of households through temporary accommodation by ensuring that all homelessness decisions are accurate and issued as soon as practicable, conversions of HRA Council homes used as temporary accommodation into permanent accommodation, maximising the number of council and housing association homes that are let to homeless households through the Housing Register and ensuring that delays in the construction, repair or refurbishment of council and housing association homes do not result in homeless households spending extra time in temporary accommodation.															
Source Date 31/03/2019															

Monthly Measures															
Measure ID & Name	Dec 18		Jan 19		Feb 19		Mar 19		Overall perf. to date	YTD	Current Profiled Target	Outturn Target	Polarity	Perf. vs. same time last year	YTD value same time last year
HML07 Number of households that are prevented from becoming homeless (M)	51	★	55	★	40	▲	48	●	424	▲	600	600	Bigger is Better	🔴	799
In addition to the households that have been prevented from becoming homeless in the quarter, the team has also helped relieve homelessness for almost 70 households by accessing supported or private rented accommodation or supporting them to rebuild family ties.															
Source Date 31/03/2019															
HML09 Number of households for whom a full homelessness duty is accepted (M)	28	●	31	●	25	●	33	●	286	●	960	960	Smaller is Better	🟢	550
All decisions to accept a rehousing duty under the homelessness legislation have been made after the Council has discharged its duty to 'relieve' the household's homelessness for 56 days. As expected the number of acceptances has risen slightly over the quarter as the team continues to focus on reducing its large caseloads. The number of acceptances has more than halved when compared to the same period last year.															
Source Date 31/03/2019															
⊕ IG03 % FOI/EIR cases responded to within 20 working days (M)	100.0 %	★	99.0 %	●	99.0 %	●	99.0 %	●	99.0 %	●	100.0 %	100.0 %	Bigger is Better	🟢	98.0 %
A firewall issue last year meant that a few emails went into the Spam folder which has pulled the overall figures down slightly over the 12 month period. Apart from this issue all FOI/EIR queries were answered within the 20 day period, unless they were notified of an extension due to the request being a large or complex issue.															
Source Date 31/03/2019															
⊕ IG04 % Subject Access requests responded to within 40 days (M)	100.0 %	★	100.0 %	★	100.0 %	★	100.0 %	★	100.0 %	★	100.0 %	100.0 %	Bigger is Better	➡	100.0 %
All subject access requests were dealt with within timescales.															
Source Date 31/03/2019															
⊕ NI157a % Major Planning applications determined in 13 weeks or agreed extension (M)	100.00 %	★	100.00 %	★	100.00 %	★	100.00 %	★	96.08 %	●	100.00 %	100.00%	Bigger is Better	🔴	100%
100% applications determined within agreed time scales for three quarters of the year. The other quarter missed 100% due to large number of applications.															
Source Date 31/03/2019															
⊕ NI157b % of 'minor' planning apps determined within 8 weeks or agreed extension (M)	100.00 %	●	100.00 %	●	100.00 %	●	100.00 %	●	99.45 %	★	95.00 %	100.00%	Bigger is	🔴	100%
100% applications determined within agreed time scales for the quarter. The other quarter missed 100% due to large number of applications															
Source Date 31/03/2019															
⊕ NI157c % of 'other' planning apps determined within 8 weeks or agreed extension (M)	100.00 %	●	100.00 %	●	100.00 %	●	100.00 %	●	99.88 %	●	95.00 %	95.00%	Bigger is Better	➡	95%
100% applications determined within agreed time scales for 3 out of four quarters but target was acheived.															
Source Date 31/03/2019															
⊕ PP22 % Hackney Carriage and private hire vehicles inspected which comply with regulations (M)	40.00 %	▲	66.67 %	★	66.67 %	★	0.00 %	★	60.04%	★	70.00 %	70.00%	Bigger is Better	🔴	64.71 %
During the year routine tests are carried out as part of general enforcement duties and some targeted specific operations are carried out with the DVSA and the Police. This is why there are significant month on month variations in the number of checks carried out. In these operations, non compliant vehicles will be issued with appropriate sanctions and requirements to take vehicles off the road until defects are dealt with.															
Routine checks will also reveal instances of technical non compliance with licence conditions, such as failure to have a copy of the licence condition book in the vehicle at all times. These results are considered along with any other licence breaches to determine whether enforcement action is required.															
Whilst efforts are made to carry out random testing of vehicles, there is a likelihood that older, and therefore potentially non compliant vehicles will be tested. This, together with the relatively small sample size, means that the percentage of non complaint vehicles may not accurately reflect the overall condition of vehicles in use in Northampton.															
Source Date 31/03/2019															
⊕ PP53a % Service Requests responded to within 5 working days (M)	94.48	★	89.38	●	90.72	●	86.54	▲	87.18	▲	94.00	94.00%	Bigger is Better	🟢	41.11
There is a reduction in number of service requests dealt with inside deadline due to long term absence of two members of staff.															
Source Date 31/03/2019															

Quarterly Measures															
Measure ID & Name	Jun 18		Sep 18		Dec 18		Mar 19		Overall perf. to Date	YTD	Current Profiled Target	Annual Target	Polarity	Perf. vs. same time last year	YTD value same time last year
HMO01 No. HMOs with Mandatory licence (Q)	406		388		414		456		456		340	340	Bigger is Better		405
The number of HMO with a licence continues to rise. As with the additional licences we continue to pursue any cases where it is suspected licences are required and have not been applied for.															
Source Date 31/03/2019															
HMO08 No. of HMOs with an additional licence (Q)	490		376		358		358		358		550	550	Bigger is Better		512
This figure has not changed from the previous quarter.															
Source Date 31/03/2019															
IG01 % LGO cases responded to within 28 days (excl. pre-determined cases) (Q)	50.0 %		100.0 %		100.0 %		66.0 %		66.0 %		100.0 %	100.0 %	Bigger is Better		100.0 %
Over the whole year there were six LGO investigations in 2018-19. Three cases were responded to in time, three exceeded the time (although one did have a 10 working day extension meaning it was responded to within the time allowed by the LGO). The target was 28 days however the average time taken was a little over at 29.83 days.															
Source Date 31/03/2019															
IG02 Av. days to respond to LGO enquiries (excl. pre-determined cases) (Q)	29.50		28.00		0.00		29.83		29.83		28.00	28.00	Smaller is Better		25.00
As previously stated, three cases of six were completed in time. The complexity of the other cases caused a delay in them being completed within prescribed timescales.															
Source Date 31/03/2019															
MPE01 No. of new businesses locating on NWEZ (Q)	2		3		1		5		11		20	20	Bigger is Better		13
Five new business located to the area within the last quarter. We continue to look into ways of bringing new business into the NWEZ.															
Source Date 31/03/2019															
MPE02 No. of new jobs created on NWEZ (Q)	16		6		2		37		61		200	200	Bigger is Better		55
The university funded construction is now complete and is officially open for students. Quarter four figures within the EZ show 5 new businesses opening creating 37 jobs.															
Source Date 31/03/2019															
PP16 % Off licence checks that are compliant (Q)	54.55 %		55.56 %		100.00 %		0.00 %		70.00 %		60.0 %	60.00%	Bigger is Better		44.44 %
No routine checks carried out during the final quarter of the year as staff were involved in other work.															
Source Date 31/03/2019															
TCO05n Town Centre footfall (Q)	3,864,070		3,617,163		3,365,002		3,138,909		13,985,144		14,700,000	14,700,000	Bigger is Better		15,819,292
Footfall in the town centre fell by 11.6% in comparison with the 2017/18 figures. The decline in high street footfall is a national trend and in Northampton the closure of two major high street retailers in Abington Street impacted on footfall figures as one of the town centre footfall cameras is located on M&S building.															
Source Date 31/03/2019															

Major Project update	
Delivery of the Northampton Waterside Enterprise Zone	
The university funded construction is now complete and is officially open for students. Quarter four figures within the EZ show 5 new businesses opening creating 37 jobs.	
	Source Date 31/03/2019
Development of the Greyfriars site	
Consultants have now reported on the potential use of the site and officers are considering the report prior to making recommendations to Members. The development choices for the site will feed into the wider town centre masterplan which is now being developed. Discussions with NPH and Legal & General regarding the conversion of Belgrave House into residential accommodation are progressing well.	
	Source Date 31/03/2019
Restoration and regeneration of Delapre Abbey and Park	
The project is near completion. All Breedon works are now complete. Health & Safety works which form part of the residual outstanding items are complete and the residual items are underway. Flood drainage works to protect the new car park have been successfully completed.	
	Source Date 31/03/2019
Delivery of the Business Incentive Scheme and account management to key businesses	
Three new businesses were supported in Q4 creating 30 additional jobs and attracting £1,070,318 of private sector investment. Overall for 2018-19 17 new and existing businesses have been supported with £135,555 committed grants, 76 jobs created that leveraged £1,336,772 of private sector investment.	
	Source Date 31/03/2019
Delivery of the Four Waterside Development	
Kier were appointed as developers for this site by WND. They have failed to secure any significant development and we have now issued notice that we are terminating the development agreement. Architects and agents have been appointed to do a commercial review of site potential and produce a masterplan and development brief. This will then be used to attract a development partner. The capital programme for 19/20 includes significant resource to enable us to pump prime developments on this site.	
	Source Date 31/03/2019
Development of the Cultural Quarter	
Museum - Demolition works now complete together with external piling. New extension works have commenced with scaffolding erected and roof works underway. Internal refurbishment and remodelling progressing as planned. The project is currently within budget and quality of work remains satisfactory with no accidents or near misses reported.	
	Source Date 31/03/2019
Development of the Cultural Quarter - Vulcan Works	
Vulcan Works - The project plans to build opportunities for start-ups and young businesses in the creative and IT sectors, with a total of 59 letting units of variable sizes and levels of specification. Project started on site in March 2019 with commencement of roof removal and demolition of the Angel Street Cottage	
	Source Date 31/03/2019
Delivery of the Castle Station development	
Network Rail and the train operator are now keen to develop the station site. Phase 1 will be a new 1330 space multi-storey car park, with following phases including residential and office uses. We are in discussion with Network Rail and their development partners ROK to see how we might participate in the funding of the car park.	
	Source Date 31/03/2019



NORTHAMPTON BOROUGH COUNCIL

OVERVIEW AND SCRUTINY COMMITTEE

15 JULY 2019

BRIEFING NOTE:

SCRUTINY PANEL 1 – FOOD POVERTY

1 INTRODUCTION

- 1.1 The Overview and Scrutiny Committee commissioned Scrutiny Panel 1 to undertake a review regarding food poverty.
- 1.2 Membership of the Scrutiny Panel comprises Councillor Dennis Meredith (Chair); Councillor Cathrine Russell (Deputy Chair); Councillors Aziz, Bottwood, Cali, Roberts and Smith.
- 1.3 At the first 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 objectives and outcomes should be:

Objectives

- To examine the extent to which individuals and families are experiencing food poverty, the range of contributing factors and the changes that have been made to the way the Council and partners support residents during hardship.
- To review the impact and concentration of food poverty across the Borough of Northampton

Key Lines of Enquiry

- What are the impacts of food poverty?
- How widespread is food poverty in the borough?
- What strategic approaches are in existence to tackle food poverty?
- What approaches are in existence to reduce people's dependency on food aid, such as Food Banks?

- To receive an understanding of how food poverty is addressed
- To evaluate how the Borough Council, together with its partners, can collectively respond to food poverty
- To identify the specific issues relating to food poverty
- To identify the existence and impact of “holiday hunger”
- To identify how food poverty differs across the borough of Northampton and the reasons for this

Outcomes Required

- To make informed recommendations to all relevant parties on the most appropriate approaches to take to mitigate the impact of food poverty in Northampton.
- To make recommendations on how the specific issues in relation to food poverty are dealt with from now until the new Unitary Authority.

2.2 The Panel agreed that the Community Organiser, Emmanuel Church and the Chair, Northamptonshire Food Poverty Network be approached suggesting that they are co-opted to this Scrutiny Review.

2.3 The schedule of meetings comprises:-

June 2019 – January 2020

- | | |
|-------------------|--------------------------------|
| • 5 June 2019 | - Scoping meeting |
| • 17 July | - Evidence gathering |
| • 25 September | - Evidence gathering |
| • 20 November | - Evidence gathering |
| • 14 January 2020 | - Approval of the final report |

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

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

2.6 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 – Food Poverty, as attached at Appendix A.

Author: Tracy Tiff, Scrutiny Officer, on behalf of Councillor Dennis Meredith Chair, Scrutiny Panel 1 – Food Poverty

25 June 2019



OVERVIEW AND SCRUTINY

SCRUTINY PANEL 1 - FOOD POVERTY

1. Purpose/Objectives of the Review

- To examine the extent to which individuals and families are experiencing food poverty, the range of contributing factors and the changes that have been made to the way the Council and partners support residents during hardship.
- To review the impact and concentration of food poverty across the Borough of Northampton

Key Lines of Enquiry

- What are the impacts of food poverty?
- How widespread is food poverty in the borough?
- What strategic approaches are in existence to tackle food poverty?
- What approaches are in existence to reduce people's dependency on food aid, such as Food Banks?
- To receive an understanding of how food poverty is addressed
- To evaluate how the Borough Council, together with its partners, can collectively respond to food poverty
- To identify the specific issues relating to food poverty
- To identify the existence and impact of "holiday hunger"
- To identify how food poverty differs across the borough of Northampton and the reasons for this

2. Outcomes Required

- To make informed recommendations to all relevant parties on the most appropriate approaches to take to mitigate the impact of food poverty in Northampton.
- To make recommendations on how the specific issues in relation to food poverty are dealt with from now until the new Unitary Authority.

3. Information Required

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

4. Format of Information

- Background data, including:
 - Presentation to set the scene: To identify the prevalence of the problem locally
 - Relevant national and local background research papers
 - Definitions – Food Poverty
 - Causes of food poverty
 - Best practice and successful initiatives in Northampton and comparable Local Authorities
 - Relevant Council Policies and Strategies
 - Relevant Statistics and relevant reports, including:
 - Poverty indicators
 - Demographics (national and Local)
 - UN report on food poverty
 - Institute of Fiscal Studies report on food poverty
 - Relevant Legislation, including:
 - Child Poverty Act 2010
 - Changes to Universal Credit
 - Introduction to benefits and the impact
 - Best practice external to Northampton

- Internal expert advisors:
 - Cabinet Member for Housing and Wellbeing, NBC
 - Head of Housing and Wellbeing, NBC
 - Head of Revenues and Benefits, LGSS
 - Cabinet Member for Community Safety, NBC
 - Chair of the Community Safety Partnership (CSP) and the Community Safety Team
 - Cabinet Member for Finance, NBC
 - Section 151 Officer, NBC
- External expert advisors:
 - Community Law, Northampton
 - Child Poverty Action Group
 - Education Services, Northamptonshire County Council
 - Director of Children's Services, Northamptonshire County Council
 - Community and Voluntary Sector
 - Northamptonshire Citizens Advice Bureau
 - RESTORE
 - Public Health, Northamptonshire County Council
 - Rapid Relief
 - Representations of the Sikh Community
 - Cabinet Member for Children's Services, NCC
 - Head Teachers of local primary and secondary schools (written evidence)
 - Local Youth Clubs, including Community Spaces
 - Partnership Manager, Department of Work and Pensions
- Site visit to be confirmed

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

- Paul Foster, Community Organiser, Emmanuel Church, and Rachel McGrath, Chair, Northamptonshire Food Poverty Network, to be approached to be co-optees on this Scrutiny Panel

7. Community Impact Screening Assessment

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

8. Evidence gathering Timetable

June 2019 – January 2020

- 5 June 2019 - Scoping meeting
 - 17 July - Evidence gathering
 - 25 September - Evidence gathering
 - 20 November - Evidence gathering
 - 14 January 2020 - Approval of the final report
- Various site visits will be programmed during this period, if required.
- Further meetings to be programmed into the schedule

Meetings to commence at 6.00 pm

9. Responsible Officers

Geraldine Mahney, Customer Services Manager
Tracy Tiff, Democratic and Member Services Manager

10. Resources and Budgets

Geraldine Mahney, Customer Services Manager to provide internal advice.

11. Final report presented by:

Completed by January 2020. 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 October 2020)



NORTHAMPTON BOROUGH COUNCIL

OVERVIEW AND SCRUTINY COMMITTEE

15 JULY 2019

BRIEFING NOTE:

OVERVIEW AND SCRUTINY WORKING GROUP – GANGS AND KNIFE CRIME

1 INTRODUCTION

- 1.1 The Overview and Scrutiny Committee commissioned the Overview and Scrutiny Working Group to undertake comprehensive Scrutiny activity regarding gangs and knife crime
- 1.2 Membership of the Scrutiny Panel comprises Councillor Graham Walker (Chair); Councillor Jane Birch (Deputy Chair); Councillors Aziz, Lane and Russell
- 1.3 At the first 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 review, the Scrutiny Panel felt that the required objectives and outcomes should be:

Objectives

- To investigate how Northampton Borough Council (NBC) can play an active role in tackling knife crime and gangs in Northampton

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
- Whether there are links between knife crime, gangs other issues
- How Agencies can work with Community to reduce and respond to

- How young people can be engaged with in preventing knife crime and gangs
- To raise awareness of knife crime and gangs in Northampton
- Whether there are any common factors that lead to involvement in Gangs
- To explore best practice elsewhere in identifying and providing support to victims of knife crime and gangs
- To understand what NBC is doing outside the Scrutiny process in relation to knife crime and gangs

Outcomes Required

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

2.2 The schedule of meetings comprises:-

June 2019 – January 2020

- | | |
|-------------------|--------------------------------|
| • 18 June 2019 | - Scoping meeting |
| • 23 July | - Evidence gathering |
| • 12 September | - Evidence gathering |
| • 14 November | - Evidence gathering |
| • 13 January 2020 | - Approval of the final report |

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

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

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

3 RECOMMENDATION

- 3.1 That the Overview and Scrutiny Committee approves the scope of the Overview and Scrutiny Working Group – Gangs and Knife Crime, as attached at Appendix A.

Author: Tracy Tiff, Democratic and Member Services Manager, on behalf of Councillor Graham Walker, Chair, Overview and Scrutiny Working Group – Gangs and Knife Crime

25 June 2019



OVERVIEW AND SCRUTINY

Gangs and Knife Crime Working Group

1. Purpose/Objectives of the Review

- To investigate how Northampton Borough Council (NBC) can play an active role in tackling knife crime and gangs in Northampton

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
- Whether there are links between knife crime, gangs other issues
- How Agencies can work with Community to reduce and respond to
- How young people can be engaged with in preventing knife crime and gangs
- To raise awareness of knife crime and gangs in Northampton
- Whether there are any common factors that lead to involvement in Gangs
- To explore best practice elsewhere in identifying and providing support to victims of knife crime and gangs
- To understand what NBC is doing outside the Scrutiny process in relation to knife crime and gangs

2. Outcomes Required

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

3. Information Required

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

4. Format of Information

- Background data, including:
 - Presentation to set the scene: To identify the prevalence of the problem locally
 - Relevant national and local background research papers
 - Definitions – Knife crime and Gangs
 - Case Studies
- Best practice external to Northampton
- Internal expert advisors:
 - Leader of the Council, Northampton Borough Council (NBC)
 - Cabinet Member for Community Safety, NBC
 - Head of Customers and Communities, NBC and the Environmental Health and Licensing Manager, NBC
 - Head of Housing and Wellbeing, NBC
 - Cabinet Member for Community Engagement and Safety
 - Chair of the Community Safety Partnership (CSP)
 - Service Manager, Anti-Social Behaviour Unit
- External expert advisors:
 - Head of Protecting Vulnerable Persons, Northamptonshire Police
 - Chief Superintendent, Northamptonshire Police
 - PCSO – St David's, Northamptonshire Police
 - Service Manager, RISE Team

- Senior Manager, Northamptonshire Safeguarding Children's Board
 - Director, Education Services, NCC
 - Representative, Children's Rights' Group, Corporate Parenting Board
 - Chief Officer, Northamptonshire Victim Support
 - Cabinet Member for Adult Services, NCC
 - Cabinet Member for Children's Services, NCC
 - Chair, Northamptonshire Safeguarding Children Board
 - Chief Officer, Service Six
 - Chief Officer, Lowdowne Centre
 - Manager, Free to Talk Group
 - Chief Executive, Northampton Partnership Homes (NPH)
 - Chief Officer, Northamptonshire Healthcare NHS Foundation Trust
 - Chief Executive, Victim Support, Northampton
 - Security Manager and Police Team, University of Northampton
- Site visits to Free2 Talk, Blackthorn, and Far Cotton Boxing Club

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

- 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 2019 – January 2020

- 18 June 2019 - Scoping meeting
- 23 July - Evidence gathering
- 12 September - Evidence gathering
- 14 November - Evidence gathering
- 13 January 2020 - Approval of the final report

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

Meetings to commence at 6.00 pm

9. Responsible Officers

Lead Officers - Vicki Rockall, Community Safety and Engagement Manager and Tracy Tiff, Democratic and Member Services Manager

10. Resources and Budgets

Vicki Rockall, Community Safety and Engagement Manager to provide internal advice.

11. Final report presented by:

Completed by January 2020. Presented by the Chair of the Working Group 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 2020)



NORTHAMPTON
BOROUGH COUNCIL

NORTHAMPTON BOROUGH COUNCIL

OVERVIEW AND SCRUTINY COMMITTEE

15 JULY 2019

BRIEFING NOTE: REPORTING AND MONITORING WORKING GROUP 2019/2020

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 2020 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 2018/2019 was:

Councillor Jamie Lane (Chair)
Councillors Aziz, Bottwood, Duffy, Meredith, Kilby-Shaw, Sargeant, Smith, Flavell and Russell.
- 1.5 The schedule of meetings of the Reporting and Monitoring Working Group are:

11 November 2019, 5:15pm

18 December 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, Democratic and Member Services Manager, on behalf of Councillor Jamie Lane, Chair, Overview and Scrutiny Committee

19 June 2019

Report of the
Overview & Scrutiny
Committee

Annual Report
2018/2019

Overview and Scrutiny Annual Report 2018/2019

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 four in-depth reviews being undertaken and a Working Group undertaking Scrutiny activity:

- Homelessness and Rough Sleepers
- Northampton Post Unitary
- Impact of the Move of the University
- Adult Social Care Facilities
- Evaluation of the success of Overview and Scrutiny reports at Northampton

The Scrutiny Panels reported their findings and recommendations to the Overview and Scrutiny Committee at its April and June 2019 meetings.

I have continued to promote the good work of Overview and Scrutiny at Northampton wider. This year I presented the work that Overview and Scrutiny does regarding public engagement in the O&S process at Northampton at the Centre for Public Scrutiny Conference in December 2018. I was delighted that they promoted this work in their publication [Scrutiny Frontiers](#).

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 five reports from 2018/2019 to Cabinet in the summer and autumn of 2019.

Once again, we asked the citizens of Northampton to suggest topics for Scrutiny reviews. There were over fifty suggestions from the public. I emphasise 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 2019. From these suggestions, Cabinet's priorities for the year and ideas put forward by Councillors, the Overview and Scrutiny Committee approved its Work Programme 2019/2020 at its April 2019 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 2019/2020. I highlight that 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 like to thank all those who have been involved in and have supported Scrutiny over the past year. In particular, I would like to thank my colleagues who chaired the Scrutiny Panels and Working Groups last year. These achievements are recognised in this report.

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](#). 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 2018/2019. I hope it reflects what I feel has been a very important year in Overview and Scrutiny at Northampton.

I do hope that you find this report informative and interesting.



Councillor Jamie Lane
Chair, Overview and Scrutiny Committee

Overview and Scrutiny Annual Report 2018/2019

Achievements

How was this impact made during 2018 – 2019 ?

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.

All of the four Scrutiny Panels this year had non-Executive Councillors who were not O&S Councillors as members of the Panels. Membership for the Scrutiny Panels closed quickly as they reached maximum capacity of seven Members; this enabled the option of appointing a co-optee.

Key Example: The Scrutiny Panel that investigated Adult Social Care Facilities was made up of seven non-Executives, of which four were not O&S Councillors, demonstrating involvement of non-Executives in the O&S process.

Co Optees to Scrutiny Panels

Three of the Scrutiny Panels this year benefitted from the expertise and knowledge of co optees. The Deputy Lieutenant and a previous Mayor sat on the Scrutiny Panel (Northampton Post Unitary), the Vice Chancellor sat on the Scrutiny Panel (Impact of the Move of the University) and the Director of the Umbrella Fair sat on the Scrutiny Panel (Homelessness and Rough Sleeper).

It was a privilege and honour to have been co-opted to Scrutiny Panel 3 which was looking at how to maintain and increase civic pride and ceremonies in Northampton. The group was looking at what Northampton should reflect and improve when the two Unitaries are formed. To have the opportunity to share my own ideas and to hear those of others has given me a much better understanding of the work being done to further improve the lives of the residents of the town and thus its impact on the whole County. The Councillors led meetings that were well organised and participation by organisations and individuals led to very good debate/discussions. I always felt that I was a valued member of the Scrutiny Panel.

**Morcea Walker MBE,
DL**

Co Optee – Scrutiny Panel – Northampton Post Unitary

Overview and Scrutiny Annual Report 2018/2019

It was a great privilege to be co-opted onto this Scrutiny Panel about the future of Northampton "post unitary." As a historian and as a previous Mayor of Northampton I believe it is very important to preserve and protect the traditions of our town and our 800 year old Mayoralty. It was very interesting to hear that so many organisations also share these concerns and are anxious not to lose our ancient heritage.

Lee Mason

Co Optee – Scrutiny Panel – Northampton Post Unitary

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.

Overview and Scrutiny acts as a critical friend, it is constructive and focuses on the priorities of local people, which feeds into the priorities of the Council and its partners. The work of the committee adds great value to the delivery of the community safety partnership strategy.

Vicki Rockall

Community Safety and Engagement Manager

The O&S Committee has also looked at:

Anti Social Behaviour

Enforcement Issues – Adults riding bicycles on pavements

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 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.

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Key example: Performance management scrutiny of:-

- PP06% change in serious acquisitive crime from the baseline
- PP07% Hackney carriage and private hire vehicles inspected which comply with regulations
- HML01 total number of households living in temporary accommodation
- HML07 number of households that are prevented from becoming homeless

Critical Friend to Cabinet

Call-In

At Northampton call-in is used sparingly. During 2018/2019 there were no Call-In Hearings.

Influencing Policy Development

Four in-depth Scrutiny reviews and one comprehensive Scrutiny activity was undertaken during 2018/2019:

Homelessness and Rough Sleepers
Northampton Post Unitary
Impact of the Move of the University
Adult Social Care Facilities
Evaluation of the success of Overview and Scrutiny reports at Northampton

Review work of 2017/2018 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 2018/2019. 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 Centre for Public Scrutiny highlighted the work of O&S at Northampton in its publication - [Scrutiny Frontiers](#).

The Chair of the Scrutiny Panel – Homelessness and Rough Sleepers, and the Democratic and Member Services Manager gave a presentation to the East Midlands Councils Scrutiny Network on the evidence gathering process of this Review, which was very well received.

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The Scrutiny review process at Northampton is widely recognised both within the Council and amongst the citizens of Northampton which is demonstrated by their attendance and interest in the O&S Committee and its Review work.

The O&S Work Programme received extensive press coverage, locally, which just under 40 individuals responded to, suggesting over 50 ideas for future Scrutiny review.

Paperless Overview and Scrutiny

As reported in the last four 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 2018/2019:

Impact of the Move of the University of Northampton

The report of the Cemeteries Scrutiny Review will be presented to Cabinet in the Municipal year 2018/2019. The O&S Committee will begin monitoring of the accepted recommendations in the spring 2020.

The purpose of the Scrutiny Panel was to review the impact on the town and local areas; including student accommodation, concentrating on:

- 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

The Scrutiny Panel was made up from members of the Overview and Scrutiny Committee – Councillor Graham Walker (Chair), Councillors Sam Kilby-Shaw (Deputy Chair of the Scrutiny Panel), Councillors Jane Birch, Gareth Eales, Penny Flavell, Dennis Meredith together with other non-Executive Councillor Danielle Stone. The Scrutiny Panel benefitted from the expertise of the co optee, Jane Bunce, University of Northampton. 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 the University of Northampton, of which produced a

Overview and Scrutiny Annual Report 2018/2019

wealth of information that informed the evidence base of this high profile Scrutiny review. The Scrutiny Panel was very impressed by the facilities offered at the University of Northampton at its new site. Following the collation of the evidence, the Scrutiny Panel drew various conclusion and recommendations that are contained in the report. The Review took place between May 2018 and April 2019.

Councillor Graham Walker

Chair, Scrutiny Panel 2 – Impact of the Move of the University

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 2018/2019

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.

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Homelessness and Rough Sleepers

The objectives of this Scrutiny Panel was to review ways in which the Council and its partners engage with rough sleepers and long term homeless individuals, 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 how and why people become homeless
- 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), local groups, organisations and voluntary services 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

The recommendations were around:

Additional bed spaces for homeless women in the borough
Housing solutions
Refresh of the Rough Sleepers' Strategy
Plan for strengthening equal relationships and partnership working
Social Media Strategy
Multi-Agency Publicity Campaign

The report will be presented to Cabinet in the Municipal year 2019/2020.

The Scrutiny Panel was made up of non-Executives, myself, Councillor Zoe Smith (Deputy Chair); Councillors Sally Beardsworth, Jane Birch, Gareth Eales and Ian Bates from the Umbrella Fair was co-opted to the Review. The Review took place between May 2018 and May 2019.

Overview and Scrutiny Annual Report 2018/2019

This was an informative and at times, intense Review, with clear evidence received, exploring why individuals become homeless, a social and community phenomenon which is growing every year. I thank all those who contributed and gave their time to attend a meeting of the Scrutiny Panel to provide this information and all those who provided comprehensive written evidence. I would particularly like to convey my thanks to those individuals who shared their experiences with the Panel about their experiences when sleeping rough and being homeless; this information has greatly informed the evidence base of this high-profile Scrutiny Review

The Scrutiny Panel held interviews with Cabinet Members, senior officers at Northampton Borough Council and a number of key external expert witnesses. Desktop research was carried out by Tracy Tiff, Scrutiny Officer. After each meeting the Scrutiny Panel would watch a short film, such as a TED film on research into Housing First, homelessness and rough sleeping.

The value of these short films was very useful and provided additional information to the Panel. The result is an important piece of work which, when presented to Cabinet, offers several key recommendations around reducing homelessness and managing rough sleepers in the borough. I would like to thank everyone who participated and contributed to this very important piece of work.

***Councillor Cathrine Russell Chair,
Scrutiny Panel 1 – Homelessness and Rough Sleeping***

The Impact of the Move of the University

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

Northampton Post Unitary

The objective of this Scrutiny Panel was 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

The recommendations were around:

- Retaining the Mayor of Northampton

Overview and Scrutiny Annual Report 2018/2019

- The creation of a Civic Quarter
- The location of a possible Town Council
- Protection of Civic Pride
- Civic events

A comprehensive review took place between June 2018 and May 2019. A wealth of background data and information was received by the Scrutiny Panel and a series of interviews with a number of key expert advisors were held. A number of organisations and community groups provided written information. Informative site visits also took place. Desktop research was undertaken by the Scrutiny Officer, the findings of which informed the review. Information gathering was very important to this review so that the Scrutiny Panel could map the civic events and ceremonies that the Mayor of Northampton is involved in. This enabled the Scrutiny Panel to devise its recommendations that will be considered by Cabinet later this year. As part of the monitoring regime, Overview and Scrutiny will review this report six months after Cabinet has received it. I would like to thank everyone who took part in this in-depth piece of work.

**Councillor Brian Sargeant, Chair
Scrutiny Panel 3 – Northampton Post Unitary**

O&S Evaluation of Overview and Scrutiny Reports

The objective of this Working Group was 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

The recommendations were around:

The good work of Overview and Scrutiny at Northampton and that in any new Unitary Authority there should be some Scrutiny process. The method of Scrutiny operated at Northampton Borough Council is retained in any new Unitary Authority

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

Cabinet has responded to the recommendations in details and Overview and Scrutiny is monitoring the effectiveness of these recommendations.

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

Overview and Scrutiny Annual Report 2018/2019

- 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 is continuing to monitor the impact of the accepted recommendations.

Dementia Friendly Town

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

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

The Overview and Scrutiny Committee is busy monitoring the impact of the accepted recommendations.

Environmental Services Contract

Cabinet considered the interim findings of the Working Group and noted that Overview and Scrutiny Committee is satisfied that the right processes have taken place to date. The processes to date has been robust and carried out with due diligence. Cabinet also noted that Overview and Scrutiny Committee is satisfied that the procurement process has been robust.

The Committee will continue to monitor the Environmental Services Contract.

Culture and Tourism

The purpose of the Scrutiny panel was to investigate and 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 use the vehicle of tourism to provide learning about Northampton.

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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 a 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 Overview and Scrutiny Committee is busy monitoring the impact of the accepted recommendations.

Cemeteries

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

Key Lines of Enquiry

- To gain an understanding of the maintenance and health and safety requirements within the Borough's cemeteries
- To gain an understanding of the financial implications around maintenance and health and safety requirements within the Borough's cemeteries
- To gain an understanding of the financial implications around amenities and facilities within the Borough's cemeteries

The Overview and Scrutiny Committee is busy monitoring the impact of the accepted recommendations.

Budget Scrutiny

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

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

Overview and Scrutiny Annual Report 2018/2019

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 ten Councillors from the Overview and Scrutiny Committee.

The Overview and Scrutiny Committee, at its meeting in January 2019, undertook budget scrutiny of the following issues:

- HRA Housing Delivery Programme (HRA Capital)
- Restructure of Housing Options and Advice Team
- Central Museum Development
- Environmental Services Contract Review
- Reduction in shop income
-

Looking ahead

The Work Programme for 2019/2020 was approved by the Overview and Scrutiny Committee in the spring 2019. One Scrutiny Panel and one Working Group will be set up and will scope the reviews:

- Food Poverty – Scrutiny Panel
- Gangs and knife Crime – Working Group

Details of the Overview and Scrutiny Work Programme for 2019/2020 will be published on the Overview and Scrutiny [webpage](#) as soon as it is finalised.

What are our Challenges for 2019/2020?

- 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.

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- To continue to ensure O&S works with the community and key partners to respond to concerns. We often do this by involving the community and key partners as witnesses or co-optees to our Scrutiny review process.
- 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, Democratic and Member Services Manager, 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: -

Democratic and Member Services
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 2018/2019

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

Jesli angielski nie jest Twoim jezykiem ojczystym
a potrzebujesz pomocy w przetlumaczeniu tego

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

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

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

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

LARGE PRINT AND TAPE

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