

NORTHAMPTON BOROUGH COUNCIL
Overview and Scrutiny Committee

Your attendance is requested at a meeting to be held in The Jeffrey Room,
St. Giles Square, Northampton, NN1 1DE on
Monday, 28 November 2016 commencing at 6:00pm

D Kennedy
Chief Executive

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

Members of the Committee

Chair	Councillor Jamie Lane
Deputy-Chair	Councillor Graham Walker
Committee Members	Councillor Brian W Sargeant Councillor Tony Ansell Councillor Rufia Ashraf Councillor Mohammed Azizur Rahman (Aziz) Councillor John Caswell Councillor Vicky Culbard Councillor Janice Duffy Councillor Terrie Eales Councillor Elizabeth Gowen Councillor Mary Markham Councillor Dennis Meredith Councillor Samuel Shaw Councillor Zoe Smith

Calendar of meetings

Date	Room
2 February 2017 6:00 pm 27 March 8 May 26 June	All meetings to be held in the Jeffery Room at the Guildhall unless otherwise stated

Northampton Borough Overview & Scrutiny Committee

Agenda

Item No and Time	Title	Pages	Action required
1 6:00pm	Apologies		Members to note any apologies and substitution
2	Minutes	1 - 3	Members to approve the minutes of the meeting held on 26 September 2016.
3	Deputations/Public Addresses		<p>The Chair to note public address requests.</p> <p>The public can speak on any agenda item for a maximum of three minutes per speaker per item. You are not required to register your intention to speak in advance but should arrive at the meeting a few minutes early, complete a Public Address Protocol and notify the Scrutiny Officer of your intention to speak.</p>
4	Declarations of Interest (Including Whipping)		Members to state any interests.
5 6:05pm	Unitary Status		The Committee to receive an update on Unitary Status.
6 6:25pm	Cemeteries		The Overview and Scrutiny Committee to consider a briefing note on Cemeteries. (Copy to follow.)
7 6:45pm	Sustainable Play Equipment.	4 - 5	The Committee to receive a brief on Sustainable Play Equipment.
8 7:05pm	Performance Monitoring Scrutiny:	6 - 11	The Overview and Scrutiny Committee to consider a briefing on for performance information regarding Council Tax arrears.
9 7:25pm	Cabinet Response to Overview and Scrutiny Report	12 - 14	The Overview and Scrutiny Committee to note Cabinet's response to the O&S report: Pre-decision Scrutiny: Museum Trust
10	Scrutiny Panels		The Overview and Scrutiny Committee to receive a progress report from the three Scrutiny Panels.
10 (a) 7:30pm	Scrutiny Panel 1	15	
10 (b) 7:35pm	Scrutiny Panel 3	16	

Northampton Borough Overview & Scrutiny Committee

10 (c) 7:40pm	Scrutiny Panel 4	17 - 22	The Overview and Scrutiny Committee to approve the Scope of the Review – Emissions Strategy (Action Plan).
11 7:45pm	Overview and Scrutiny Reporting and Monitoring Working Group	23 - 26	The Committee to approve the Terms of Reference for the Reporting and Monitoring Working Group 2016/2017.
12 7:50pm	Report back from NBC's representative to NCC's Health and Social Care Scrutiny Committee	27 - 28	Councillor Brian Sargeant to provide an update on the work of NCC's Health and Social Care Scrutiny Committee.
13 7:55pm	Potential future pre decision scrutiny		The Overview and Scrutiny Committee to consider any potential issues for future pre decision scrutiny.
14 8:00pm	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.

MINUTES OF OVERVIEW & SCRUTINY COMMITTEE

Monday, 26 September 2016

COUNCILLORS PRESENT: Councillor Jamie Lane (Chair), Councillor Brian Sargeant (Deputy Chair), Councillors Tony Ansell, Mohammed Aziz, Vicky Culbard, Janice Duffy, Terrie Eales, Gareth Eales, Elizabeth Gowen, Phil Larratt, Dennis Meredith, Zoe Smith and Graham Walker

Sergeant Martin O'Connell, Northants Police, item 6
Councillor Anna King, Cabinet Member for Community Engagement – Item 7
Julie Seddon, Director for Customers and Communities – Item 7
Tracy Tiff Scrutiny Officer

Councillor Jonathan Nunn - Observing

1. APOLOGIES

Apologies for absence were received from Councillor Rufia Ashraf (Councillor Gareth Eales – substitute) and Councillor John Caswell.

2. MINUTES

Subject to the correct spelling of Councillor Walker's surname the minutes of the Call In Hearing held on 11 August 2016 were signed by the Chair as a true and accurate record.

Subject to the inclusion of Councillor Elizabeth Gowen to the list of attendees, the minutes of the meeting held on 15 August 2016 were signed by the Chair as a true and accurate record.

3. DEPUTATIONS/PUBLIC ADDRESSES

There were none.

4. DECLARATIONS OF INTEREST (INCLUDING WHIPPING)

Councillors Jamie Lane and Elizabeth Gowen declared a personal interest as members of the Planning Committee in agenda item 8(b) – Scrutiny Panel 3.

5. UNITARY STATUS

Consideration of this item was deferred to the meeting of the Overview and Scrutiny Committee on 28 November 2016.

6. PRESENTATION ON DRUGS - THE LAW, PREVENTION AND GENERAL INFORMATION

Sergeant Martin O'Connell gave the Overview and Scrutiny Committee a comprehensive presentation on Drugs – the Law, Prevention and General Information.

The Committee made comment, asked questions and heard:

- In response to a query regarding pubs turning off drinking water, Sergeant O'Donnell confirmed that there is no legislation in this respect but drinking water should be made available.
- Sergeant O'Connell confirmed that malicious accusations are not a circumstance that he has come across.
- Sergeant O'Connell provided details of how pubs should log, destroy and report drug use and suspecting dealing.
- Councillors commended events such as Nightsafe, highlighting the value.
- In answer to a query regarding nitrous oxide, Sergeant O'Connell confirmed that there needs to be case law before a decision can be made whether this substance and psychoactive substances.
- The Committee suggested that details of the link to website "Frank" that details drugs and what they look like etc. are circulated to all Councillors.

Sergeant O'Connell was thanked for giving the presentation to the Committee.

7. CUSTOMER SERVICES

The Overview and Scrutiny Committee considered a briefing note on progress on the Customer Services Task and Finish Group report. This review had taken place back in 2012.

Julie Seddon, Director of Customers and Communities highlighted the salient points contained within the briefing note.

AGREED: That the information is noted.

8. SCRUTINY PANELS

9. SCRUTINY PANEL 1

The written update report from the Chair of Scrutiny Panel 1 – CSE was noted.

10. SCRUTINY PANEL 3

The written update report from the Chair of Scrutiny Panel 3 – Homelessness was noted.

(A) SCRUTINY PANEL 4

The Overview and Scrutiny Committee was asked to elect a Chair for the Scrutiny Review – Emissions Strategy (Action Plan.)

AGREED: That Councillor Samuel Shaw is elected Chair of Scrutiny Panel 4 – Emissions Strategy (Action Plan.) and Councillor Gareth Eales, Deputy Chair.

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

The update from NBC's representative to NCC's Health and Social Care Scrutiny Committee was noted.

12. POTENTIAL FUTURE PRE DECISION SCRUTINY

Councillors reported concerns regarding a number of problems with the town's cemeteries and suggested that Overview and Scrutiny looks into this. It was suggested that Councillors Larratt and Walker meet with the Scrutiny Officer to put together a list of questions around these concerns to the Cabinet Member and the Cabinet Member for

Environment and Director is then asked to attend the meeting of the Committee in November. A briefing would also be provided.

The Committee discussed Council Tax arrears and requested that information regarding this is presented to the next meeting of the Committee. The Cabinet Member for Finance and Director would be asked to attend to provide a briefing.

13. URGENT ITEMS

There were none.

The meeting concluded at 19:25 hours

Agenda Item 7

Northampton Borough Council Overview and Scrutiny



Overview and Scrutiny

28 November 2016

Briefing Paper – Sustainable Provision of Play Equipment

Summary

There are a number of equipped unsupervised play areas throughout the town that are managed by the Environmental Services Contractor, Enterprise. This also includes the general maintenance and minor repairs of the play equipment.

Play equipment that becomes worn through use/age or is severely damaged by vandalism may not be replaced by Enterprise, as they are only required to carry out minor repairs/maintenance. If the cost to repair or replace a piece of equipment is substantial, then the equipment may be removed and not replaced. This is primarily because neither Enterprise nor the Council has a budget for the replacement of play equipment or for creating new play areas.

Newly equipped play areas are being installed in some parks and open spaces, but only if they fall within a catchment area where Section 106 funding is made available. There are also “Friends of Groups” that raise funding through events/grants and donations for additional play equipment to add to existing play areas.

Some existing play equipment is upgraded/replaced using General Fund Capital monies earmarked for Parks/Open Spaces/Cemeteries and Allotments, but the funds have to be prioritised across all those areas.

Current Provision and Maintenance of Play Equipment

The Council provides a number of equipped unsupervised play areas throughout the town that are managed by the Environments Services Contractor, Enterprise. Their partnership working arrangements include minor repairs and maintenance to the play equipment. In addition they are responsible for the cleansing of the play areas at a frequency determined by Enterprise, as some play areas need more visits than others. Some “hotspot” play areas will also be visited at the weekends to clear any litter and empty the litterbins.

Play equipment is inspected regularly by Enterprise to ensure that it is safe for continued use. Complaints of broken glass, build-up of litter, overflowing litterbins or damaged equipment

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E-mail: scrutiny4@northampton.gov.uk

Northampton Borough Council Overview and Scrutiny

reported to the Council will be forwarded to Enterprise, who will arrange for the play area to be inspected within one working day to resolve any problems.

Each year all play equipment will receive an independent inspection to make sure that they meet the British and European safety standards.

Over the years, play areas around the town have been funded from a number of different sources:

- The Council's then "Housing Services" installed small play areas on Council land adjacent to Council Housing Estates.
- The Council installed play areas in some of its larger sized parks.
- Some of the larger housing developments had play areas installed by the Developers', as part of their planning agreement.
- Friends of Groups have also provided additional pieces of play equipment to existing play areas through fund raising/grants and other donations.
- Small developments that didn't have the space to provide play areas would contribute "Section 106" money to the Council, so that the Council could provide such facilities in a neighbouring park or open space.

However, over time the play equipment does become worn through use/age or is severely damaged by vandalism. The equipment may not be replaced by Enterprise, as they are only requested to carry out minor repairs/maintenance. If the cost to repair or replace the equipment is substantial, then the equipment may be removed. Neither Enterprise nor the Council has a budget for the replacement of play equipment or for new play areas.

In the last couple of years, there has been an increase in the number of new play areas being installed in specific areas of the town. This is for a number of reasons:

- **Growing Together** - The "Growing Together" charity in the Eastern Area of the town has been given Lottery funding to increase community involvement and show other improvements in that area of town. As part of those improvements, the charity (community) agreed that new play areas and gym equipment should be installed.
- **Section 106** - The Customers & Communities Directorate have had a direct involvement through its Parks and Open Spaces Division to help decide where Section 106 money should be utilised, especially with regard to parks and open spaces where the criteria of the agreements with the Developers could be met, etc. However, this is site specific.
- **General Fund Capital** - Some existing play equipment is upgraded/replaced using General Fund Capital monies earmarked for Parks/Open Spaces/Cemeteries and Allotments, but the funds have to be prioritised across all those areas.

Conclusion

Given the number of play areas under Council control, it would not be unreasonable to assume that the resources available to the Council are insufficient to do anything other than manage the current play areas. In some cases, this management can involve the removal of some equipment, as and when it comes to the end of its safe maintainable life span.

Currently, the only areas that seem to be having new play areas installed are where new builds are taking place or new builds that are making Section 106 monies available.

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NORTHAMPTON BOROUGH COUNCIL OVERVIEW AND SCRUTINY COMMITTEE

28 November 2016

BRIEFING NOTE: Performance Information relating to Council Tax Arrears

1 INTRODUCTION

- 1.1 To update Committee on the latest position regarding the Council's outstanding Council Tax debts as at 31st October 2016.

2 BACKGROUND

- 2.1 The Revenues and Benefits Service compile a corporate debt summary that monitors the % of debt not currently managed (inactive debt) within the Council. This has been in place for a number of years and provides assurance that all debt is managed to a high standard and not left idle. The % that is shown relates to debt that has fallen out of one status and is in the process of being moved to another stage. This summary also provides a view of the current status of debt.

- 2.1.1 Managed debt is where a debt type is within a specific set of clearly measureable criteria, and unmanaged debt is outside these criteria. An example of this is:

Criteria "Invoiced debt will be sent a reminder if it remains unpaid after 28 days". All debts invoiced and outstanding less than 29 days is "managed", any debt outstanding after 28 days, outstanding and not issued with a reminder is "unmanaged". The debt that has just had a reminder issued would then become subject to a new set of criteria for invoices at reminder stage, which it is measured against.

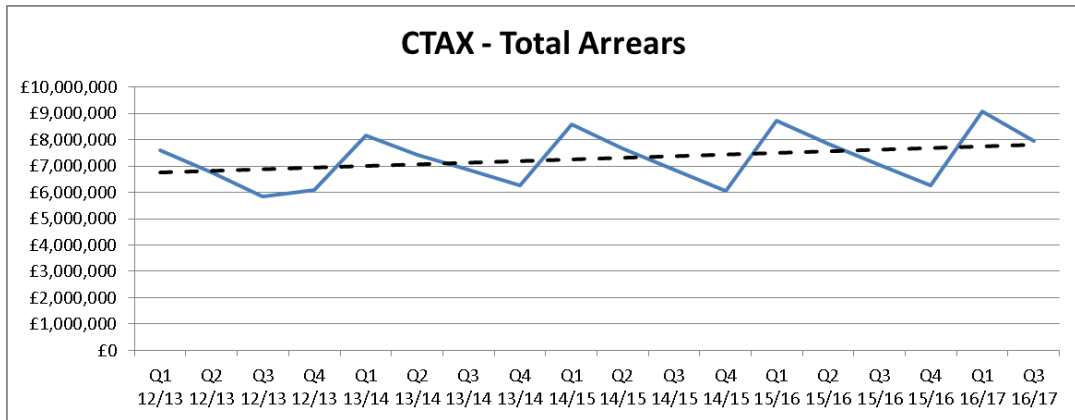
- 2.1.2 This principle supports the theory that managed debt is more likely to be paid, and more promptly. It can be applied to all stages in the life of a debt, how long a disputed debt is on hold, how long a debt is with enforcement agents, or how long it takes to go through a legal process etc.

- 2.1.3 The process supports evidence gathering for process change and improvement, identifying blockages, removing hearsay and myth busting, and the write-off of irrecoverable debts at an earlier stage.

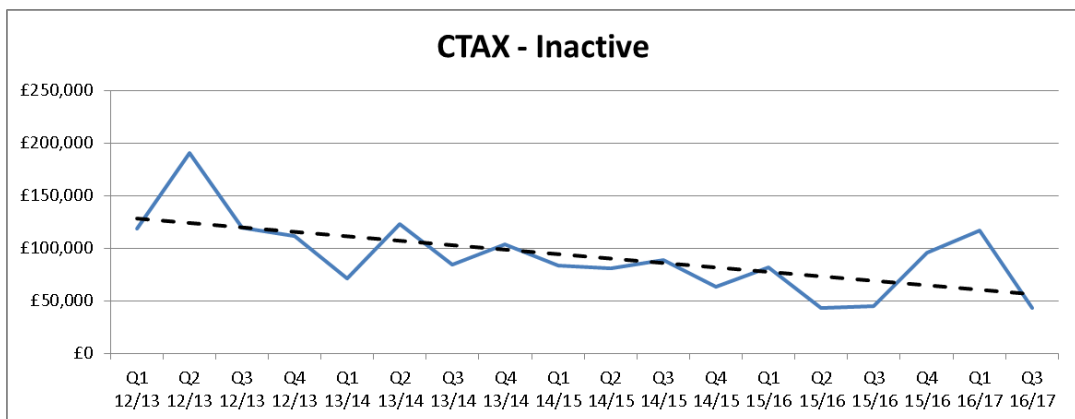
2.1.4 The collection of Council Tax arrears has a detailed recovery timetable, with definitions of debt type and criteria that recovery is taken against.

2.1.5 The amount of unmanaged debt is a corporate KPI. Currently being no more than 4.5%.

2.2 Council Tax as at 31st October 2016



The overall outstanding arrears are £473k more than at the same point last year, which is due to an increase in the Council Tax charge in 2016/17 and a reduction in the 2016/17 Council Tax Reduction Scheme.

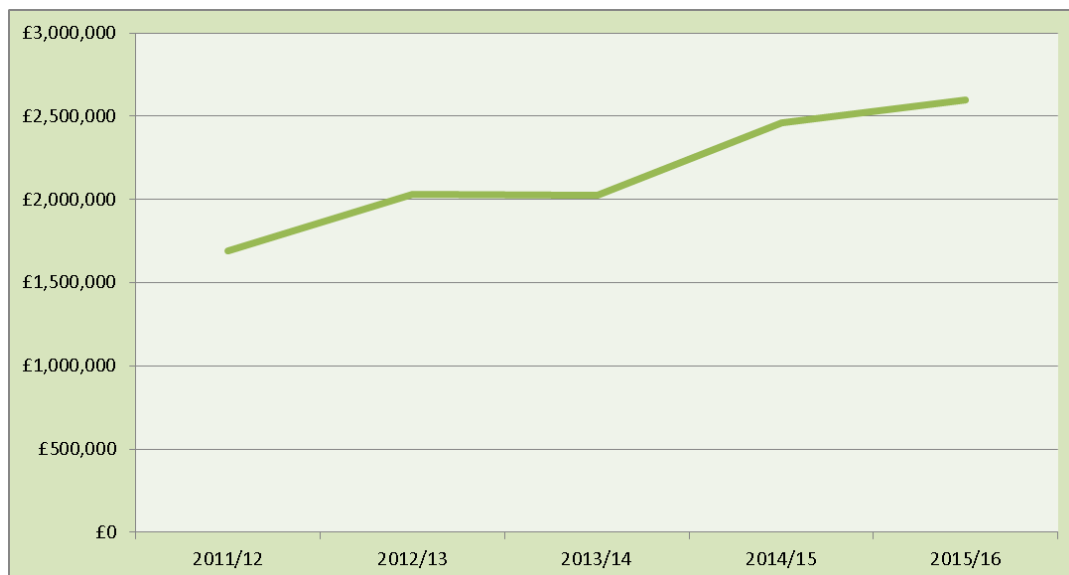


Unmanaged debt is £25k less than the same time last year, however the amount of debt collected against arrears is £322k higher during this financial year.

The current amount of unmanaged (inactive debt) is 0.54%

2.3 **Historic council tax arrears collection**

2.3.1 The table below demonstrates the increase in arrears collected in each of the last 5 financial years.



2.32 Whilst there are pressures on in-year collection, the table shows that the Council is making efforts to collect monies over the longer term. This is more often than not, arrangements of smaller amounts over the longer term. This is the most proven way of helping our customers make sustainable repayment plans and equally allowing the balancing of their personal budgets.

2.4 Comparison between the 31st October 2016 and the 31st October 2015

2.4.1 The continued introduction of Welfare Reforms continues to increase the pressure on those liable for Council Tax and on a low income. There has also been a significant rise in the number of attachment of benefits orders.

2.4.2 The table below provides some context around the impact that the welfare reforms are having on both our service users and the service.

2.4.3 The Council Tax Reduction Scheme (CTRS) is the support provided towards the Council Tax for those customers on a low income.

2.4.4 An Attachment of Benefit (AOB) is a deduction from a debtor's benefit, which can only be made after a liability order has been granted. The current rate is £3.70 per week.

2.4.5 Special Arrangements (SPARs) are non-statutory arrangements made on accounts where a summons has been issued and a customer has agreed to repay the debt over a period of time, based on their personal circumstances.

2.4.6 The table below highlights some of the key impacts, predominately as a result of the introduction of welfare reforms

In-year collection rate	65.51%	31-Oct-16	65.93%	31-Oct-15
Annual CTRS award	£11m	16/17	£11.7m	15/16
Uncollected liability CTRS cases	£2.3m	31-Oct-16	£2.421m	31oct15 adj
CTRS caseload	15,856	31-Oct-16	16,753	31-Oct-15
AOB	£1.1m	31-Oct-16	£780k	31-Oct-15
Monthly amount collected	£32.2k	31-Oct-16	£26.8k	31-Jul-15
AOB hold	661k	31-Oct-16	£276k	31-Oct-15
SPARs	£1.9m	31-Oct-16	£0.7m	31-Oct-15
Reminders & Finals issued	39,082	31-Oct-16	36,382	31-Oct-15
Summons	8,278	31-Oct-16	7,467	31-Oct-15

- 2.4.7 Whilst there has been an increased cut of 8% in the amount of CTRS awarded in 2016/17, the overall collection rate has fallen from 65.93% in 15/16 to 65.51%, in comparison to the end of October last year.
- 2.4.8 We continue to be collecting debt from people, who in previous years, were used to receiving more financial support for their Council Tax.
- 2.4.9 Whilst the annual amount of CTRS awarded has reduced by 6%, the amount of uncollected liability on the same cases has only reduced by 5%.
- 2.4.10 The CTRS caseload falling by 5.35% means that the uncollected liability is being borne by fewer customers.
- 2.4.11 The amount of debt subject to an attachment of benefit is significantly higher than last year, as is the amount of debt that is being held awaiting an existing attachment to be paid off. A customer can only have one attachment for council tax in operation at any given time. The increase in the monthly amounts being paid direct from the DWP has increased by over £5k per month, which demonstrates a large increase in the number of customers subject to an attachment.
- 2.4.12 The issue of recovery documents has increased as compared to last year, with reminders and final notices being up 7.4%, and summonses being up 10.9%.

2.5 Collection Rates for CTRS cases

- 2.5.1 Vulnerable households (HOVUL) are CTRS claimants who are either lone parents or couples with at least one dependent under 5 years old.
- 2.5.2 Vulnerable CTRS claimants are cases on NBCs local scheme or modified scheme e. g. War widows and disablement pension cases
- 2.5.3 Pensionable cases where the claimants who are of pensionable age and are exempt from the CTRS reduction.
- 2.5.4 Working age employed (WKAGEEMP) are claimants who are either single people or couples who are in paid employment.
- 2.5.5 Working age other (WKAGEOTH) are claimants who are either single

people or couples not in paid employment, and receipt of DWP benefits.

2.5.6 The table below highlights the comparison between the claimant types between the 31st October 2016 and the 31st October 2015.

Oct-16				
SCHEME	LIABILITY	RECEIPTS	COLLECTION RATE	UNCOLLECTED
HOVUL	472,534.49	201,675.03	42.68%	270,859.46
VULNERABLE	317.31	386.11	121.68%	-68.80
PENSIONABLE	896,809.30	686,191.94	76.51%	210,617.36
WKAGEEMP	1,165,949.34	598,159.12	51.30%	567,790.22
WKAGEOTH	1,944,675.38	940,244.58	48.35%	1,004,430.80
TOTALS	4,480,285.82	2,426,656.78	54.16%	
TOTAL CTR	4,480,285.82	2,426,656.78	54.16%	2,053,629.04
AS % OF TOTAL	100.00%	100.00%		45.84%
Oct-15				
SCHEME	LIABILITY	RECEIPTS	COLLECTION RATE	UNCOLLECTED
HOVUL	420,565.78	188,965.38	44.93%	231,600.40
VULNERABLE	2,406.68	1,647.08	68.44%	759.60
PENSIONABLE	907,477.22	701,050.56	77.25%	206,426.66
WKAGEEMP	1,091,622.06	552,103.80	50.58%	539,518.26
WKAGEOTH	1,496,553.85	736,630.88	49.22%	759,922.97
TOTALS	3,918,625.59	2,180,397.70	55.64%	
TOTAL CTR	3,918,625.59	2,180,397.70	55.64%	1,738,227.89
AS % OF TOTAL	100.00%	100.00%		44.36%

2.5.7 For comparison purposes, Norwich City Council has a CTRS that is awarded at the same levels as the old CTB scheme (i. e. 100%), their collection rate for CTRS cases is 56.34%.

2.5.8 Whilst the overall collection for CTRS cases is 54.16% for 2016/17, it should be noted that the collection rate, excluding pensioners, has dropped from 49.13% to 48.57%. This is a higher reduction than reported in 2.4.7 above, and suggests that not only is this customer group finding it more difficult to pay, but disproportionately also.

2.5.9 For those customers that cannot, or won't, make an arrangement, they will be issued with a summons. Although there is not much attendance at court, we will still make an arrangement at this stage.

- 2.5.10 There has been an increase in the number of summons issued in the first seven months of the financial year.
- 2.5.11 Where a Liability Order is obtained, the Council's preferred option is to serve an attachment of benefit, and the use of this method of repayment is on the increase compared to previous years. The Council currently collects £32.2k per month through AOB, as compared to £26.8k last year.
- 2.5.12 It should be noted that the maximum amount of money that can be deducted is £3.70 per week, regardless of how much a customer owes, and the recovery of council tax is not a priority debt for deduction by the DWP. The maximum a customer in these circumstances can repay is £192.40 per year. In 16/17, an unparished band. A property with two adults would be liable for £1,026.90, reducing by maximum CTR would leave the customer liable to pay £279.95. The issue of a summons would add a further £82.40, leaving a customer with an annual charge of nearly £270 more than the Council is able to recover.
- 2.5.13 There is also a process to support customers whose debt is passed to Enforcement Agents, similar to that provided by the Council.
- 2.5.14 Where customers are making realistic arrangements to pay these are often small amounts, over a long period of time, regardless of what point of the recovery cycle a customer has reached. Customers have struggled to maintain even these small value arrangements and this increases the cost to the Council to administer.

3 RECOMMENDATION

- 3.1 To note the latest position in relation to the Council's outstanding debts as at 31st October 2016
- 3.2 To consider whether Committee requires any additional information in order to fulfil its role.

Ian Tyrer, Revenues Manager, Extension 7451

Appendices
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NORTHAMPTON
BOROUGH COUNCIL

CABINET REPORT

Report Title	Cabinet's Response to Overview and Scrutiny Committee Pre-Decision Scrutiny Report - Museum Trust - 7 September 2016
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AGENDA STATUS: PUBLIC

Cabinet Meeting Date:	16 th November 2016
Key Decision:	No
Within Policy:	Yes
Policy Document:	No
Directorate:	Customer and Communities
Accountable Cabinet Member:	Cllr Anna King
Ward(s)	Borough Wide

1. Purpose

- 1.1 To provide a response to Overview and Scrutiny Committee's pre-decision scrutiny report of 7th September 2016 on the proposal to establish a museum trust.

2. Recommendations

That Cabinet:

- 2.1 Gives careful consideration to Overview and Scrutiny Committee's pre-decision scrutiny report of 7th September 2016 on the proposal to establish a museum trust.
- 2.2 Notes that Overview and Scrutiny Committee is satisfied that further investigation into the establishment of a museum trust, including a full options appraisal, will ensure the best outcome for the future of the Museum Service and Cultural Quarter.

2.3 In response to Overview and Scrutiny Committee's recommendation that a museum trust business plan is commissioned, instructs that a business case is first developed and brought back to Cabinet in February 2017 for its further consideration and thereafter it is determined whether Cabinet wish to proceed with the development of a full business plan.

2.4 Thanks Overview and Scrutiny Committee for its detailed and robust report.

3. Issues and Choices

3.1 Report Background

3.1.1 The purpose of the pre-decision scrutiny activity was to undertake pre-decision Scrutiny of the proposal to establish a museum trust to ensure the best outcome for the future of the Museum Service and Cultural Quarter.

3.1.2 A report was presented to Cabinet on 7th September 2016 to notify it of the work undertaken by the Scrutiny Panel that carried out the aforementioned pre-decision work.

3.1.3 The Scrutiny Panel decided that the following needed to be investigated and linked to the realisation of the Council's corporate priorities:

Background data, including:

- Presentation to set the scene
- Relevant Legislation
- Relevant data

3.1.4 The findings of pre-decision scrutiny activity were detailed in the appendix to their report and a number of recommendations were formulated.

3.2 Choices (Options)

3.2.2 Cabinet may choose to agree to any or all of Overview and Scrutiny Committee's recommendations in full or part.

3.2.3 Overview and Scrutiny committee have provided Cabinet with a robust and detailed report to support its recommendations, however there is significant cost associated with the development of a full business plan and Cabinet are therefore recommended to first develop a business case which will assist it in determining how it wishes to proceed ahead of incurring substantial costs, as per recommendation 2.3 of this report..

4. Implications (including financial implications)

4.1 Policy

4.1.1 There are no policy implications directly arising from this report.

4.2 Resources and Risk

4.2.1 There will be no additional costs arising from the recommendations of this report. The business case will be developed by officers of the Museum Service with the support of colleagues in LGSS Finance and Legal Services.

4.2.2 The business case will provide a detailed assessment of risk associated with any options it proposes.

4.3 Legal

4.3.1 Appropriate legal advice will be sought to ensure the business case that is developed is robust and sound and offers Cabinet appropriate legal advice on the legalities of establishing a museum trust in the future.

4.4 Equality and Health

4.4.1 Equality and health implications will be taken full account of in the development of the proposed business case.

4.4.2 There will be an equalities impact assessment undertaken as an integral part of the business case development.

4.5 Consultees (Internal and External)

4.5.1 A range of stakeholders will be consulted in the development of the business case. These stakeholders to include service users, elected members and staff.

4.6 How the Proposals deliver Priority Outcomes

4.6.1 The proposal to develop a business case will help to ensure that the museum service is developed in such a way to make its maximum contribution to the future of Northampton.

4.6.2 This will include improving the town's cultural offer and ensuring the service provides value for money.

5. Background Papers

Overview and Scrutiny Committee Pre-decision Scrutiny Report - Museum Trust
7 September 2016

Julie Seddon, Director of Customers and Communities



**NORTHAMPTON
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OVERVIEW AND SCRUTINY COMMITTEE

28 NOVEMBER 2016

BRIEFING NOTE:

SCRUTINY PANEL 1 – CHILD SEXUAL EXPLOITATION (CSE)

1 INTRODUCTION

- 1.1 Since the last meeting of the Overview and Scrutiny Committee, the Scrutiny Panel has continued with its evidence gathering with a meeting held on 10 November 2016.

2 UPDATE

- 2.1 At the meeting of the Scrutiny Panel held on 10 November 2016, the Scrutiny Panel received evidence from a number of key expert advisors. A briefing note containing details of the findings of desktop research – best practice and details of published papers was received.
- 2.2 Further evidence gathering meetings are scheduled with the next being set for 5 January 2016.
- 2.3 The Chair of the Scrutiny Panel will provide progress reports to each meeting of the Overview and Scrutiny Committee.
- 2.4 It is envisaged that this Scrutiny review will conclude in March 2016, with the report of the Scrutiny Panel presented to the Overview and Scrutiny Committee at its meeting scheduled for 8 May 2017.

3 RECOMMENDATION

- 3.1 That the update is noted.



**NORTHAMPTON
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OVERVIEW AND SCRUTINY COMMITTEE

28 November 2016

BRIEFING NOTE:

SCRUTINY PANEL 3 – HOMELESSNESS (PRE-DECISION SCRUTINY)

1 INTRODUCTION

- 1.1 Since the last meeting of the Overview and Scrutiny Committee, the Scrutiny Panel has continued with its evidence gathering.

2 UPDATE

- 2.1 At the meeting of the Scrutiny Panel scheduled for 24 November 2016, the Scrutiny Panel will hear from a number of key expert advisors and receive various briefing notes regarding background reports and the findings of the desktop research exercise.
- 2.2 Further evidence gathering meetings are scheduled with the next being set for 5 January 2017.
- 2.3 The Chair of the Scrutiny Panel will provide progress reports to each meeting of the Overview and Scrutiny Committee.
- 2.4 It is envisaged that this Scrutiny review will conclude in March 2017, with the report of the Scrutiny Panel presented to the Overview and Scrutiny Committee at its meeting scheduled for 8 May 2017.

3 RECOMMENDATION

- 3.1 That the update is noted.



NORTHAMPTON BOROUGH COUNCIL
OVERVIEW AND SCRUTINY COMMITTEE

28 NOVEMBER 2016

BRIEFING NOTE:

SCRUTINY PANEL 4 – EMISSIONS STRATEGY (ACTION PLAN)

1 INTRODUCTION

- 1.1 The Overview and Scrutiny Committee commissioned Scrutiny Panel 4 to undertake a Review regarding the Emissions Strategy. The rationale being “To provide Scrutiny input into the Action Plan for the Council’s Emissions Strategy.”
- 1.2 Membership of the Scrutiny Panel comprises Councillor Sam Shaw (Chair); Councillor Gareth Eales (Deputy Chair); Councillors Rufia Ashraf, Aziz, Julie Davenport, Terrie Eales and Brian Sargeant.
- 1.3 At the inaugural meeting of the Scrutiny Panel, Councillors agreed the scope of the Review; a copy is attached at Appendix A, for the Committee’s approval.

2 UPDATE

- 2.1 In discussing the rationale for the Review, the Scrutiny Panel felt that the required outcomes should be:
 - To make informed recommendations regarding the production of the Action Plan for the Council’s Emissions Strategy

- 2.2 The schedule of meetings comprises:-

October 2016 to April 2017

10 October 2016

5 December

9 February 2017

9 March

27 April

- 2.3 Meetings of the Scrutiny Panel will commence at 6.00pm and be held in the Jeffery Room at the Guildhall.
- 2.4 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 4, as attached at Appendix A.

Author: Tracy Tiff, Overview and Scrutiny Officer, on behalf of Councillor Sam Shaw, Chair, Scrutiny Panel 4

11 October 2016



NORTHAMPTON
BOROUGH COUNCIL

OVERVIEW AND SCRUTINY

SCRUTINY PANEL 4 – EMISSIONS STRATEGY (ACTION PLAN)

1. Purpose/Objectives of the Review

- To provide Scrutiny input into the Action Plan for the Council's Emissions Strategy

Key lines of Inquiry:

To increase Councillor and public understanding of air quality issues in Northampton

To understand the causes and impact of air pollution

To understand the actions being taken to reduce air pollution in Northampton

To understand the actions being taken by partners to reduce air pollution in Northampton

To provide recommendations for the production of the Action Plan for the Council's Emissions Strategy, which will identify ways of improving air quality in Northampton

Examine all current air quality management areas to ensure they are performing. To see if they can be improved and consider all other factors and future factors in moving forward

2. Outcomes Required

- To make informed recommendations regarding the production of the Action Plan for the Council's Emissions Strategy

3. Information Required

Background data, including:

- Presentation to set the scene: "Overview of air quality in Northampton"

- Relevant national, other background research papers and relevant Legislation
- Relevant data:
 - Hotspots and trends
 - Draft Low Emissions Strategy 2016/17
 - Statistical data, including national comparison
- Best practice and successful initiatives in both Northampton and elsewhere
- Case studies
- Witness evidence:

Internal

- Cabinet Member for Environment, Northampton Borough Council (NBC)
- Head of Planning (Planning Policy), NBC
- Senior Environmental Health Officer, NBC

External

- Consultant, Low Emissions Strategies Ltd
- Director of Public Health, Northamptonshire County Council (NCC)
- Residents' Groups
- Northamptonshire Green Party
- Highways/Transport choices, NCC
- Carbon Management Team, NCC
- Electric Corby
- Stage Coach/Uno
- Freight Transport Association

4. Format of Information

- Background data
- Background reports and presentation
- Best practice data
- Desktop research
- Evidence from expert external witnesses
- Evidence from expert internal witnesses

5. Methods Used to Gather Information

- Minutes of meetings
- Desktop research
- Officer reports
- Statistical data
- Presentations
- Examples of best practice
- Witness Evidence:-

➤ Key witnesses as detailed in section 3 of this scope

6. Co-Options to the Review

Representatives from two Residents' Associations in Air Quality Management areas to be approached to be co-opted to this Review

7 Considerations for Community Impact, such as health, equalities and human rights

This Scrutiny Review will gather evidence with the aim of providing Scrutiny input into the Action Plan for the Emissions Strategy. It will seek to put forward informed recommendations to all relevant parties on methods to deal with anti-social behaviour on the town.

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

In order that the Scrutiny Panel obtains a wide range of views, a number of key witnesses will provide evidence as detailed in section 3 of this report.

Any recommendations regarding the Action Plan for the Emissions Strategy will consider impact and potential mitigation as appropriate and relevant across all protected characteristics. Impact assessments will be integral to any reports including actions plans.

8 Evidence gathering Timetable

Meetings to commence at 6.00 pm

October 2016 – April 2017

10 October 2016	Scoping meeting
5 December	Evidence gathering
9 February 2017	Evidence gathering
9 March	Evidence gathering
27 April	Approve final report

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

9. Responsible Officers

Lead Officer	Ruth Austen, Environmental Health and Licensing Manager
Co-ordinator	Tracy Tiff, Scrutiny Officer

10. Resources and Budgets

Ruth Austen, Environmental Health and Licensing Manager, to provide internal advice.

11. Final report presented by:

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

12. Monitoring procedure:

Review the impact of the report after approximately six months (February 2018)



NORTHAMPTON BOROUGH COUNCIL
OVERVIEW AND SCRUTINY COMMITTEE

28 November 2016

BRIEFING NOTE: REPORTING AND MONITORING WORKING GROUP

1 INTRODUCTION

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

- To review the budget proposal, the Council's medium term financial plans and Efficiency Plan.
- 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.

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

1.3 At the first meeting of the Working Group on 26 September 2016, Councillors agreed the Terms of Reference; a copy is attached at Appendix A for the Committee's approval.

2 BACKGROUND

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

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

relevant Directors and Heads of Services will then be asked to attend a meeting of the Overview and Scrutiny Committee on 2 February 2017 to answer the questions that the Working Group has put forward on the selected proposals.

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

3 RECOMMENDATION

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

OVERVIEW AND SCRUTINY

REPORTING AND MONITORING WORKING GROUP

Terms of Reference for 2016/17

1. Purpose/Objectives of the Review

The purpose of the Working Group is:

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

2. Outcomes Required

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

3. Timetable

26 September 2016	Agree Terms of Reference
4 January 2017	Budget Review
2 February 2017	Report to the Overview and Scrutiny Committee

4. Responsible Officers

Lead Officer - Glenn Hammons, Head of Finance and Chief Finance Officer

Co-Ordinator - Tracy Tiff, Scrutiny Officer

5. Resources and Budget

Glenn Hammons, Head of Finance and Chief Finance Office and the Cabinet Member for Finance to provide internal advice

6. Final report presented by:

Presented to the Overview and Scrutiny Committee at its meeting on 2 February 2017

7. Monitoring procedure

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

Northampton Borough Council Overview and Scrutiny



Overview and Scrutiny Committee

28 November 2016

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

1 Background

- 1.1 Councillor Brian Sargeant is Northampton Borough Council's representative to Northamptonshire County Council's (NCC) Health, Adult Care and Wellbeing Scrutiny Committee. Councillor Rufia Ashraf is the substitute.
- 1.2 A meeting of NCC's Health, Adult Care and Wellbeing Scrutiny Committee was held on 9 November 2016.
- 1.3 The Health, Adult Care and Wellbeing Scrutiny Committee has the overview and scrutiny function responsibilities for scrutiny of health, adult social care and Public Health.

2 Update

- 2.1 Details of the main issues discussed at the meeting held on 9 November 2016 are detailed below:

- **An update on the Deprivation of Liberties (DOLs) Service**

Individuals are detained under the Mental Health Act for treatment. Cases should be reviewed under the new Scheme by a First Case Tribunal but a decision has not yet been reached

All those deprived of their liberty would be eligible to safeguards to secure their protection. Comprehensive rights to advocacy. Relevant

www.northampton.gov.uk/scrutiny

Call 01604 837408

E-mail: ttiff@northampton.gov.uk

Northampton Borough Council

Overview and Scrutiny

Person's Representative – Family or friend who maintain the contract

As Total Voice do not have sufficient resource to take the Paid Role on with its inherent responsibilities, LGSS is now needing to take 100 Welfare Applications to the Court of Appeal which would otherwise be a S21 Appeal brought by the Paid Representative. LGS has to incur this cost whereas if the S21 route could be implemented the individual is automatically non means tested Legal Aid.

- **An update on the Carers' Strategy and the plans that sit below it that detail how the Strategy will be achieved**

A general overview of Safeguarding in Northamptonshire

3 Conclusions

- 3.1 That the update is noted.
- 3.2 That regular updates of the work of Northamptonshire County Council's Health and Adult Care and Wellbeing Scrutiny Committee be provided by Councillor Brian Sargeant to this Committee.
- 3.3 The next meeting of Northamptonshire County Council's Scrutiny Committee is scheduled for 1 March 2017 commencing at 10:00am and an update on this meeting will be provided to the Committee also.

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

10 November 2016

www.northampton.gov.uk/scrutiny

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