



**Northamptonshire
County Council
Business Meeting
19 March 2020
10.30am**



**Northamptonshire
County Council**

NOTICES FOR COUNCILLORS

1. **ATTENDANCE RECORD**

Councillors are asked to sign the Attendance Record Book on entering the Council Chamber.

2. **DATES OF FUTURE COUNCIL MEETINGS**

The next meeting of the Council will be its annual meeting and will be held on 14 May 2020 at 10.00am

3. **GIFTS AND HOSPITALITY**

Please note that if you receive any gift or hospitality over the value of £25, written notification must be given to Democratic Services within 28 days of receiving such gift or hospitality. Forms are available to provide such written notification and can be obtained by contacting Jenny Daniels, Democracy Officer.

4. **DEADLINES**

Deadlines for this meeting of the Council are:

- Written notice of requests by members of the public to address the meeting:
Noon on 17 March 2020

5. **REGISTER OF FINANCIAL AND OTHER INTERESTS**

Please note that any changes to your current notification of financial and other interests must be notified to Democratic Services within 28 days of you becoming aware of such changes. Forms can be obtained by contacting Jenny Daniels, Democracy Officer.

6. **POINTS OF ORDER**

A Councillor may raise a point of order at any time. The Chairman will hear them immediately. A point of order may only relate to an alleged breach of the Council Rules of Procedure or the law. The member must indicate the rule or law and the way in which he/she considers it has been broken. The ruling of the Chairman on the matter will be final.

7. **PERSONAL EXPLANATION**

A Councillor may make a personal explanation at any time. A personal explanation may only relate to some material part of an earlier speech by the Councillor which may appear to have been misunderstood in the present debate. The ruling of the Chairman on the admissibility of a personal explanation will be final.

8. **MOBILE PHONES**

Please ensure your mobile phone is switched off before entering the Council Chamber.

This information can be made available in other formats upon request.

Please contact Jenny Daniels, Democratic Services Assistant Manager
on Tel: 01604 367560

or e-mail: jdaniels@northamptonshire.gov.uk



COUNTY COUNCILLORS ARE HEREBY SUMMONED to attend the **BUSINESS MEETING** of the **NORTHAMPTONSHIRE COUNTY COUNCIL** to be held in the Council Chamber at County Hall, Northampton, on Thursday 19 March 2020 at 10.30am for the purpose of transacting the following business:-

Please note: that the timings for agenda items are only indicative.

The meeting will be preceded by a reflection for the day from Mrs Sally Jones, Chief Executive of Northamptonshire Young Carers Association.

Item No / Indicative Time		Page No
1. 10.30	Apologies received from Councillors for inability to attend the meeting.	
2. 10.35	To approve and sign the minutes of the meeting held on 20 February 2020	Pack 1 9-22
3. 10.35	Notification of requests by members of the public to address the meeting	
4. 10.40	Declarations of Interest by Councillors Northamptonshire County Council takes seriously any breach of the Code of Conduct. Councillors need only declare an interest that has not been recorded in the register of interests. Any councillor who declares such an interest must remove him or herself for the whole of the item. Councillors are asked to declare: <ul style="list-style-type: none">• the item number in which they have an interest;• the nature of the interest; and• whether it is a discloseable pecuniary interest or non-statutory interest.	
5. 10.40	Chairman's Announcements	
6. 10.50	Petitions To receive petitions notified under Council Procedure Rule 25	

7. Opposition Priority Business

10.55

(Please note that, in accordance with the Council Procedure Rule 11.5, if after a period of three hours from the commencement of the meeting, consideration of this item has not begun, it will be taken next after the conclusion of the item of business under discussion)

Motion submitted by Councillor Danielle Stone:

“This council recognises that well-resourced youth work in Northamptonshire will deliver many benefits.

It will:-

- *provide meaningful and enriching activities for young people*
- *provide jobs and career pathways for youth workers*
- *deflect young people from gangs and criminal activity*
- *support the mental health and well-being of our youth*
- *enable young people to develop a voice and contribute to our future prosperity*

In our work on transitions and transformation we need to also have a focus on youth, to develop our understanding of what young people need, to work with them to identify gaps in provision, to work in partnership with the voluntary sector, to make sure those needs are met.

To this end we agree to support the campaigns for more youth services across the county, a Youth Centre for Northampton, and youth forums for each of the two new unitary councils.”

8. Business Items (including Budget & Policy Framework Items, Appointments & Annual Reports)

11.40

- | | | |
|------------|--|-------|
| (a) | Annual Report by the Standing Advisory Council for Religious Education (SACRE)
<i>Report by the Director for Children’s Services (enclosed)</i> | 23-40 |
| (b) | Council Pay Policy
<i>Report by the Director of HR (enclosed)</i> | 41-62 |
| (c) | Local Government Reorganisation: Changes to the Schedule of Committee Meetings
<i>Report by the Monitoring Officer (enclosed)</i> | 63-68 |
| (d) | Amendments to the Constitution
<i>Report by the Monitoring Officer (enclosed)</i> | 69-82 |
| (e) | Appointment of new arrangements to the Anglian (Great Ouse) Regional Flood and Coastal Committee
<i>Report by the Monitoring Officer (enclosed)</i> | 83-89 |

(f)	New Capital Scheme Approvals <i>Report by the Executive Director of Finance (enclosed)</i>	91-94
(g)	Climate Change, Carbon Management and the Environment <i>Report by the Director of Place and Commercial (enclosed)</i>	Pack 2 3-56
13.00	LUNCH	
9. 14.00	Questions, if any, to the Chairman of the Audit Committee relating to the work of the Audit Committee since the last ordinary meeting. Minutes of relevant meetings of the Audit Committee are enclosed for this purpose	
	(a) 26 September 2019	57-64
	(b) 28 November 2019	65-71
10. 14.20	Cabinet Business <i>(to follow)</i> <i>(Under Rule 10.1 of the Constitution this item is limited to 30 minutes)</i> Report from the Leader of the Council and questions, if any, to the Leader and Cabinet Members: Following the presentation of the report, Councillors will have the opportunity to ask questions on the report. Questions submitted on notice under rule 10.2 will then be put.	
	Cabinet Decision Notes:	
	(a) 17 December 2019	72-76
	(b) 14 January 2020	77-80
	(c) 11 February 2020	81-90
11. 14.50	Scrutiny Business <i>(Under Rule 10.1 of the Constitution this item is limited to 30 minutes)</i> Report from the Chairman of the Overview and Scrutiny Committee and questions if any. Following the presentation of the report, Councillors will have the opportunity to ask questions on the report. Questions submitted on notice under rule 10.2 will then be put.	90-92
	Overview and Scrutiny Committee Decision Notes:	
	(a) Meeting on 27 November 2019	93-94
	(b) Meeting on 18 December 2019	95-96
	(c) Meeting on 29 January 2020	97
	(d) Meeting on 26 February 2020	98-100

12.
15.20

Motions submitted by Councillors under rule 13.1:

Motion submitted by Councillor Anjona Roy:

“Northamptonshire County Council welcomes the commitment of the Labour Party, the Liberal Democrats and the Green Party to abolish SATs and other high-stakes testing in primary schools.

It notes that:

- 1. Statutory testing in primary schools has increased since 2010 and is increasing further: by 2020, children will be tested in Reception (the Baseline Assessment), year 1 (the Phonics Screening Check), year 2 (SATs), year 4 (the Multiplication Tables Check) and year 6 (SATs).*
- 2. The pressures of statutory assessment contribute to the crisis of teacher morale, workload, recruitment and retention; making it difficult for schools to retain staff.*
- 3. Tests are focussed on the requirements of school accountability rather than on support for children’s learning.*
- 4. The pressures of testing in primary schools have a detrimental effect on children’s mental health.*
- 5. Educational research has demonstrated repeatedly that teaching to the test narrows the curriculum and the educational experience of children, focussing on labelling not learning.*
- 6. The National Education Union is campaigning to abolish high-stakes primary testing and to halt the introduction of the Reception Baseline Assessment in September 2020.*

This council believes that campaigning, by those who work in primary schools, parents and academics, to end the current high-stakes system of primary assessment should be welcomed, in particular the More Than a Score campaign.

It resolves:

- 1. To express its support for campaigns against the current system of primary assessment, including those organised by teacher unions and More Than a Score.*
- 2. To write to the Secretary of State for Education to listen to the growing number of voices who are calling for the abolition of high stakes testing in primary schools.*
- 3. To call a meeting of trade unions, parents and school governors to discuss the council’s position on these matters and to co-ordinate a response.*
- 4. To offer support to schools within the area which*

adopt an alternative approach to assessment (for example by taking the More Than a Score pledge)”

13. Urgent Business
15.50

14. Exempt Items

In respect of the following items the Chairman may move the resolution set out below on the grounds that if the public were present it would be likely that exempt information (information regarded as private for the purposes of the Local Government Act 1972) would be disclosed to them: The Committee is requested to resolve:

“That under Section 100A of the Local Government Act 1972, the public be excluded from the meeting for the following item(s) of business on the grounds that if the public were present it would be likely that exempt information under Part 1 of the Schedule 12A to the Act of the descriptions against each item would be disclosed to them”

LGSS
Report by the Executive Director of Finance (enclosed)

**Exempt
papers**

Democratic Services
One Angel Square
Angel Street
Northampton NN1 1ED

11 March 2020



Susan Zeiss
Proper Officer

This information can be made available in other formats upon request.

Please contact Jenny Daniels: 01604 367560 or email:

jdaniels@northamptonshire.gov.uk

THIS PAGE IS INTENTIONALLY BLANK

Democratic Support Service
1st Floor, One Angel Square
Northampton
NN1 1DE



MINUTES of the Budget Meeting of the NORTHAMPTONSHIRE COUNTY COUNCIL held at County Hall, Northampton on 20 February 2020 at 10.00am.

PRESENT

Councillor Stephen Legg (Chairman)
Councillor Wendy Brackenbury (Vice-Chairman)

Councillor	Richard Auger	Councillor	Allan Matthews
“	Fiona Baker	“	Andrew Mercer
“	Jane Birch	“	Gill Mercer
“	Elizabeth Bowen	“	Dennis Meredith
“	Rebecca Breese	“	Ian Morris
“	Adam Brown	“	Sandra Naden-Horley
“	Robin Brown	“	Steve Osborne
“	Pinder Chauhan	“	Bill Parker
“	Michael Clarke	“	Suresh Patel
“	Julie Davenport	“	Victoria Perry
“	Gareth Eales	“	Anjona Roy
“	Scott Edwards	“	Sam Rumens
“	Matthew Golby	“	Bob Scott
“	Robert Gough	“	Mick Scrimshaw
“	Martin Griffiths	“	Jason Smithers
“	Jim Hakewill	“	Chris Stanbra
“	Cecile Irving-Swift	“	Danielle Stone
“	Graham Lawman	“	Michael Tye
“	Malcolm Longley	“	Allen Walker
“	Arthur McCutcheon	“	Malcolm Waters
“	John McGhee	“	

Also in attendance (for all or part of the meeting)

Clare Chamberlain and Andrew Christie, Children’s Commissioners
Jenny Daniels, Democracy Officer (minutes)
Anna Earnshaw, Managing Director of Northamptonshire Adult Social Services (NASS)
Theresa Grant, Chief Executive
Paul Hanson, Democratic Services Manager
Barry Scarr, Executive Director for Finance
Susan Zeiss, Monitoring Officer

And 8 members of the public.

01/20 Apologies received from Councillors for inability to attend the meeting:

Apologies were received from Councillors Julie Brookfield, Annabel de Capell-Brooke, Jonathan Ekins, Andre Gonzalez de Savage, Eileen Hales, Mike Hallam, Amy Howard, Dudley Hughes, Sylvia Hughes, Andrew Kilbride, Adil Sadygov, Judy Shephard, Chris Smith-Haynes and Winston Strachan

02/20 To approve and sign the minutes of the Meeting held on Thursday 21 November 2019:

RESOLVED that: Council approved the minutes of the meeting held on 21 November 2019.

03/20 Notification of requests by members of the public to address the meeting.

None received.

04/20 Declarations of Interest by Councillors:

There were none.

05/20 Chairman's Announcements

The Chairman's garden party would be held from 2pm on Saturday 18 April 2020 at Delapre Abbey. Attendees would have the opportunity to look around the grounds which he commended to all, as well as finding out about local charities who were also attending. He had invited colleagues from District and Borough Councils as well.

In line with statutory requirements all decisions on the budget would be subject to a recorded vote.

There were certain rules of procedure which applied only the budget meeting. The only amendments that could be moved were those that had been notified to the Monitoring Officer under Rule 15.7. Councillors could find a summary of the rules of procedure on their chairs

06/20 Urgent Business – Children's Commissioner Update

At the Chairman's invitation the Children's Commissioner, Mr Andrew Christie introduced his report (copies of which had been previously circulated). He explained that Clare Chamberlain had been appointed by the Secretary of State approximately 4 months previously. He was about to send his letter and first report to the Secretary of State and he hoped the Secretary of State would publish this.

The Council had received its first quarterly monitoring visit from Ofsted, which was something any local authority in Special Measures would receive. These visits were a good way of being able to track progress made. The first monitoring visit looked at the way services focussed on vulnerability. Inspectors had found the service had stabilised and the way in which unallocated cases were dealt with had improved. The workforce had stabilised and more permanent staff had been recruited. This was a good report but was only the start of a long and difficult journey to ensure the Council could be sure of the safety of children and families across the county. There would be setbacks and issues identified by Ofsted and other agencies where not enough progress had been made and it

was important to be clear about those areas that were working well and those where there was still work to do.

They were now taking steps to establish the Children's Trust. They had been able to appoint a Chair, Mr Ian Curryer who had a background in children's services before becoming Chief Executive at Nottingham City Council. They were recruiting a Chief Executive and other posts. They aimed to have the trust established in July. The trust would be wholly owned by the Council and its successors. The Council would remain the accountable body and would require a lead member and Director of Children's Services. It should be noted that successful safeguarding was not just the business of those working in social care but also the business of the wider public sector such as police, health and schools, as well as the entire community. The trust could only succeed and prosper if it worked in partnership with other agencies.

In answer to queries that had been submitted in advance the following was confirmed:

- The delivery contract would confirm the scope of services. Services not in that contract would remain with the Council. Certain groups of citizens, such as children with special educational needs, may receive services from both the Trust and the Council, The Trust would have to work closely with the Council to be effective.
- The Trust would aim to recruit the best people possible to build on what was already in place in the Council. He felt assured that recent recruits had a good grip on their responsibilities. He pointed out that there were zero unallocated cases at the time of the meeting.
- He was confident that plans were in place to recruit high quality senior leaders.
- Salaries would be in line with other senior staff. It would be necessary to pay competitive salaries but these would not be inflated.
- He advised Council that most trusts had been organised along the same lines as that established in Birmingham.
- The Trust was expected to enter into negotiations with the Council regarding its budget. It could also put forward papers to the overview and scrutiny function. A collaborative relationship between the trust and the Council would be required.
- Worcestershire was the nearest council that was statistically similar to Northamptonshire and which had a trust.
- Serious case reviews provided an opportunity to look into how and why things happened and how they could be rectified.
- Both the Council and the Trust would be accountable to their local safeguarding partnership.
- The Trust would have a complaints process.
- The Council would be expected to put in place the right commissioning arrangements which would involve regular monitoring and reporting. This would involve senior officers and councillors.

Council received the Children's Commissioner's Update.

(Claire Chamberlain and Andrew Christie left the meeting and Susan Zeiss joined the meeting at 10.57am)

07/20 Final Revenue and Budget Report for 2020-2021

At the Chairman's invitation Councillor Malcolm Longley proposed the report (copies of which had been previously circulated) stating the following:

- He believe that the majority of people wanted assurance about the state of the finances so they could be comfortable they could pursue the Council's interests with confidence.
- The Council's recent history included a £41.5million overspend, low reserves and a Section 114 notice being issued. However, the 2017/2018 accounts had been signed off by the auditors and they had informed Council there would be no public interest report.
- More recently, the Council had seen the intervention of the Secretary of State, the appointment of two Commissioners, the appointment of a new Chief Executive with a 'can do' attitude and a revamped cabinet.
- The 2019-2020 financial year had started to reveal the benefits of financial management and productivity improvements, leading to the Section 114 notice being lifted. This had a great effect on morale and was a statement of confidence in the budget. He paid tribute to both the previous and current Chief Finance Officers and pointed out that the latest in-year position was a forecast £29,000 underspend, although in the words of that baseball player, Yogi Berra 'it aint over 'til it's over'.
- The Council had reduced the amount of year-end borrowings, increased the reserves and reduced the number of LOBO loans.
- Because of work they had undertaken with LGSS Law it looked likely that it would make a profit of just under £250k.
- He was pleased to report that the outlook for 2020-21 year was more positive. Government grants and continued productivity improvements meant that borrowing would reduce, reserves would increase and there would be a 4% pay increase for staff.
- He summarised the gross and net spend for each department.
- In his opinion the Council would go into the local government reorganisation with increased reserves, reduced borrowing, and a balanced budget, a good senior management team and a united Cabinet.
- He thanked councillors, in particular Councillors Scrimshaw and Stanbra, who had attended many cabinet meetings and took a major part in scrutiny of the budget.

The budget was seconded by Councillor Michael Tye. He expressed gratitude for the commitment shown by the Cabinet and the Overview and Scrutiny Committee, as well as officers. He also thanked residents for their comments during the consultation. The budget was a continuous challenge, particularly with the services the Council provided. It was important that the budget reflected the challenges being faced, particularly during the local government reorganisation process.

The Chairman invited Councillor Mick Scrimshaw to make a budget statement on behalf of the Labour Group. He stated the Council was in an unprecedented position, preparing a budget with assistance from Commissioners who had the power to take decisions away from elected councillors and for the last ever time. On behalf of the opposition, he welcomed the fact that the commissioners had brought about the type of budget the Administration had not been able to in the past. He stated that although the proposed budget sought to address the Council's finances, it did not necessarily reflect the priorities of local residents.

Moving to two unitary authorities would not answer all of the issues. Until Central Government came up with a plan to address the national crisis in social care, every social services authority would have an issue. This would be exacerbated in Northamptonshire because of the political mismanagement and underperformance of those in charge. This was something that had been identified by the Government's own inspector who had

described the Council's previous approach as 'sloppy and lacking in rigour'. The Council's own auditors had already said the money spent so far on unitary arrangements may not be value for money. It was very difficult to comment on the way funding for unitary authorities would continue in the coming months.

The budget included some fine points about children's services but the Overview and Scrutiny Committee had been concerned about individual savings proposals and were unsure if the children's budget could continue 'on track' until the Board was in place. Local Government Reform for Northamptonshire would bring about challenges and more cost for the tax payers. He felt the Government distanced itself from local councils and unanswered questions around social care funding could affect services provided by district and borough councils. Further investment in the County's individual service areas however had been a good move. Allowances had been made in line with the forecast in inflation and future growth and these were required to compensate for previous failings. If the assumptions around growth were wrong then it could add more pressure in-year and savings may not be delivered. He was disappointed at not being able to change the winter gritting plan.

He felt the budget went a long way towards addressing the short term issues facing the Council but it did leave some things open or subject to longer term reassurance. He felt that, given the constraints, there was very little else that could be done. They therefore would not be opposing the budget but nor would they support it.

The Chairman then invited Councillor Chris Stanbra to make a statement on behalf of the Liberal Democrat Group. He stated that he was disappointed to note that scrutiny had been unable to encourage the Commissioners to reconsider the proposals relating to road maintenance. Back in 2018 there had been a no confidence vote in the then Leader of the Council, the Caller Report, an LGA Peer Review, the Leader of the Council resigned, the Commissioners came in and a Section 114 notice was issued. He acknowledged that the Council was in a better position but there was a need to make huge savings because of a massive overspend in the years to March 2018. He proposed an amendment to the budget which would see the reintroduction of the Empowering Councillors Scheme and reverse proposed cuts to the winter maintenance scheme. The winter gritting proposal had been in the 2018 budget and had been withdrawn. In early 2019, over 3,000 people signed a petition to reinstate the budget in this area. He asked if the Council really needed to make the proposal especially as no-one appeared to like it. This could be achieved by reducing the budget contingency by £600,000.

The amendment was seconded by Councillor Meredith who particularly supported the reintroduction of the Empowering Councillors Scheme. He represented a very deprived area and he had been able to do many small things such as providing a local school with £2,000 to provide pupils with the chance to go to the Saints Rugby Club. Without his help the pupils would not have been able to get involved in that sport. He had also given money to food banks and he felt really proud to help those in the community. This money however had now dried up and he was unable to help the many organisations who contacted him to ask for help.

Councillors debated the amendment and made the following points:

- Reference was made to Harrington which had a gin distillery and a very popular public house. Rural communities generally suffered disproportionately when cuts were made.
- It was noted that the Administration listened carefully to scrutiny and had regular

conversations with the Commissioners. The Council would not put anyone at risk with the winter maintenance proposals and would undertake a review to see if there were any changes that could be made.

- Much as the empowering councillors scheme and winter maintenance were noble causes, it was felt Council could not support them in the current financial environment. The contingency meant putting some money aside in case of need and it wasn't justifiable to take the money from the contingency in order to provide the empowering councillors fund and winter maintenance.
- It was felt the Council could not afford the empowering councillors fund but the new authorities could consider it.

In response, Councillor Stanbra asked Council if it felt it was right to add more funding to a contingency that was already there.

Councillor Longley stated the contingency remained in place unless it was needed.

RESOLVED that: Upon a recorded vote of 3 for, 32 against with 8 abstentions and 14 absentees the amendment was lost.

Council then returned to the debate on the substantive motion and commented as follows:

- The Council had put together a good budget, with all staff working hard to make it a reality. The work of Councillor Scrimshaw as Chairman of the Overview & Scrutiny Committee was acknowledged.
- It was felt by some that the budget was the work of the Commissioners, Chief Executive and senior staff. The Council would cease to exist in a year's time because of the failings of the Administration.
- Some felt it was good that the budget focussed on some of the things highlighted by Ofsted but the level of risk was noted, especially as the Children's Trust was due to be in place by July 2020.
- The auditors had concluded that the Council had not offered value for money for 3 years in a row. In 2018 they had sent an advisory note to say if set the budget would be unlawful. The Council had also lost a judicial review of the library programme. Commissioners had been appointed and the headquarters had been sold to plug a gap in finances.
- Some noted that the current budget would put money back into reserves.
- It was noted that children still came into care and that life expectancy was reducing in disadvantaged areas.
- There was a need to understand the robustness of assumptions that had been made about business rates.
- The Council was on a journey and was in a good position with reserves of £40million.
- It was suggested councils such have the freedom to raise Council tax without the need for a referendum.
- It was noted there were fewer services than there had been in the past with the result that the most vulnerable people were affected. The county would be affected by events such as Brexit and proposed reductions to inward migration levels could result in fewer people working in the care system.
- The budget had been a massive challenge and everyone had worked together to make it a success. It was a good position to hand over to unitary authorities.

In reply Councillor Longley stated it was worth mentioning they would all remain responsible for delivering the budget and services associated with it until May 2021. The Commissioners and senior officers had put in a huge amount of effort. It was a team game and would require constant vigilance to deliver. Any member could present what they considered to be a good idea at any time and the Administration would receive it gratefully.

RESOLVED that: Upon a recorded vote of 31 for, 3 against, 7 abstentions and 16 absentees Council agreed:

- a) the Revenue Budget 2020-21, which sets:
 - i. a gross General Fund Revenue Budget of £645.87m and a Net Revenue Budget of £445.71m,
 - ii. a total Council Tax requirement for the Council’s own purposes for 2020-21 of £321.06m
 - iii. a Band D Council Tax of £1,285.42, an increase of 3.99% (1.99% on ‘core’ Council Tax and 2.00% on Social Care Precept) from 2019-20 with Band A to H Northamptonshire County Council precept detail for 2020-21 as set out in the table below

Council Tax Band	‘Core’ Council Tax £	Social Care Precept £	Total £
A	780.66	76.29	856.95
B	910.76	89.01	999.77
C	1,040.88	101.72	1,142.60
D	1,170.98	114.44	1,285.42
E	1,431.20	139.87	1,571.07
F	1,691.42	165.30	1,856.72
G	1,951.64	190.73	2,142.37
H	2,341.96	228.88	2,570.84

- iv. the formal Council Tax resolution as set out in Appendix M to determine the Levels of Council Tax for Northamptonshire County Council for 2020-21
- b) the detailed proposals underpinning the revenue budget for 2020-21 as set out within Appendix B.
- c) the fees and charges for 2020-21 as set out within Appendix C.
- d) the utilisation of Dedicated Schools Grant for 2020-21 as at Appendix E.
- e) the Capital Strategy as at Appendix F.
- f) the Treasury Management Strategy 2020-21 as at Appendix G, which includes:
 - i the Prudential Indicators, including the Capital Financing Requirement of £680.0m and the Authorised Borrowing Requirement of £750.0m,
 - ii the Annual Investment Strategy as at Appendix G-5.
- g) the Minimum Revenue Provision Policy as at Appendix G-4.
- h) the Flexible Use of Capital Receipts Strategy as at Appendix H, which sets out the latest transformation projects to be funded by the flexible use of capital receipts.
- i) the inclusion of two new capital schemes to enable their formal entry into the Council’s Capital Programme following Cabinet recommendations (further information at section 17 of this report):

- i. LGSS Law Refinancing - £475k**
- ii. Northampton School for Girls extension of facilities - £2,750k**

That Council notes:

- j) the Consultation feedback as at Appendix I as having been taken into consideration.**
- k) the Equality Impact feedback as at Appendix J as having been taken into consideration.**
- l) the Chief Finance Officer's Section 25 Report as at Appendix K.**
- m) the responses to the Scrutiny recommendations as at Appendix L**

That Council:

- n) delegates authority to the Executive Director of Finance to manage any variation in budget prior to the start of 2020-21 as a result of final confirmation of funding/income, or unforeseen commitments; in consultation with the Chief Executive, Commissioners and Finance Portfolio Holder.**

08/20 Exempt items

There was none.

There being no further business the meeting closed at 12.45pm.

NORTHAMPTONSHIRE COUNTY COUNCIL

Recorded Votes for Council:
Date of Meeting: 20 February 2020
Item No: 7 – Amendment proposed by the Liberal Democrat Group

Surname	First Name	For	Against	Abstain	Absent
Auger	Richard		√		
Baker	Fiona		√		
Birch	Jane			√	
Bowen	Elizabeth		√		
Brackenbury	Wendy		√		
Breese	Rebecca		√		
Brookfield	Julie				√
Brown	Adam		√		
Brown	Robin		√		
Chauhan	Pinder		√		
Clarke	Michael		√		
Davenport	Julie		√		
De Capell-Brooke	Annabel				√
Eales	Gareth			√	
Edwards	Scott		√		
Ekins	Jonathan				√
Golby	Matthew		√		
Gonzalez de Savage	Andre				√
Gough	Robert		√		
Griffiths	Martin		√		
Hakewill	James	√			

Surname	First Name	For	Against	Abstain	Absent
Hales	Eileen				√
Hallam	Mike				√
Howard	Amy				√
Hughes	Dudley				√
Hughes	Sylvia				√
Irving-Swift	Cecile		√		
Kilbride	Andrew				√
Lawman	Graham		√		
Legg	Stephen		√		
Longley	Malcolm		√		
McCutcheon	Arthur			√	
McGhee	John			√	
Matthews	Allan		√		
Mercer	Andrew		√		
Mercer	Gill		√		
Meredith	Dennis	√			
Morris	Ian		√		
Naden-Horley	Sandra		√		
Osborne	Steve		√		
Parker	Bill		√		
Patel	Suresh		√		
Perry	Victoria		√		
Roy	Anjona			√	
Rumens	Sam		√		
Sadygov	Adil				√

Surname	First Name	For	Against	Abstain	Absent
Scott	Bob			√	
Scrimshaw	Mick			√	
Shephard	Judy				√
Smith-Hayes	Christina				√
Smithers	Jason		√		
Stanbra	Chris	√			
Stone	Danielle			√	
Strachan	Winston				√
Tye	Michael		√		
Walker	Allen		√		
Waters	Malcolm		√		
Totals		3	32	8	14

NORTHAMPTONSHIRE COUNTY COUNCIL

Recorded Votes for Council:
Date of Meeting: 20 February 2020
Item No: 7 – Budget Report for 2020-21

Surname	First Name	For	Against	Abstain	Absent
Auger	Richard	√			
Baker	Fiona	√			
Birch	Jane			√	
Bowen	Elizabeth	√			
Brackenbury	Wendy	√			
Breese	Rebecca	√			
Brookfield	Julie				√
Brown	Adam	√			
Brown	Robin	√			
Chauhan	Pinder	√			
Clarke	Michael	√			
Davenport	Julie				√
De Capell-Brooke	Annabel				√
Eales	Gareth				√
Edwards	Scott	√			
Ekins	Jonathan				√
Golby	Matthew	√			
Gonzalez de Savage	Andre				√
Gough	Robert	√			
Griffiths	Martin	√			
Hakewill	James		√		

Surname	First Name	For	Against	Abstain	Absent
Hales	Eileen				√
Hallam	Mike				√
Howard	Amy				√
Hughes	Dudley				√
Hughes	Sylvia				√
Irving-Swift	Cecile	√			
Kilbride	Andrew				√
Lawman	Graham	√			
Legg	Stephen	√			
Longley	Malcolm	√			
McCutcheon	Arthur			√	
McGhee	John			√	
Matthews	Allan	√			
Mercer	Andrew	√			
Mercer	Gill	√			
Meredith	Dennis		√		
Morris	Ian	√			
Naden-Horley	Sandra	√			
Osborne	Steve	√			
Parker	Bill	√			
Patel	Suresh	√			
Perry	Victoria	√			
Roy	Anjona			√	
Rumens	Sam	√			
Sadygov	Adil				√

Surname	First Name	For	Against	Abstain	Absent
Scott	Bob			√	
Scrimshaw	Mick			√	
Shephard	Judy				√
Smith-Hayes	Christina				√
Smithers	Jason	√			
Stanbra	Chris		√		
Stone	Danielle			√	
Strachan	Winston				√
Tye	Michael	√			
Walker	Allen	√			
Waters	Malcolm	√			
Totals		31	3	7	16



COUNCIL

19 March 2020

Report by: THE DIRECTOR OF CHILDREN, FAMILIES & EDUCATION

Subject:	The Standing Advisory Council for Religious Education (SACRE) Annual Report 2018 - 2019
Recommendations:	That SACRE Annual Report for 2018 – 2019 is received and approved, to be published to schools in order to improve the quality of provision for Religious Education and collective worship

1. Purpose of report

After being accepted by the County Council, the report will be published to schools. Schools will take note of the advice given in the report and act on it in order to improve the quality of provision for Religious Education and Collective Worship.

2. How this decision contributes to the Council plan

The Council’s vision is for Northamptonshire to be a county where everyone looks after each other and takes responsibility, where the vulnerable are protected and supported and where the people who can help themselves receive the assistance they need to stay independent and healthy.

This initiative helps the Council to deliver this vision through the following strategic priorities outlined in the Council Plan

- Working in partnership with other public sector organisations (such as the seven district and borough councils, the local NHS bodies, and Northamptonshire Police).
- Enabling individuals and communities to achieve better outcomes.
- Engaging with partners and communities to co-design and co-deliver services.
- Using innovation to find better and more sustainable ways of delivering services ensuring they are efficient and affordable in the long term.
- Focusing resources on prevention and early intervention.
- Using technology and digital solutions to meet the needs of residents.
- Commissioning and procuring services and goods with partners.
- Utilising the Council’s assets effectively.
- Reducing inequalities and disparity of opportunities.

3. Background

3.1 Section 390 of the Education Act 1996 states that it is the statutory duty of the Local Authority (LA) to establish:

- A permanent body called a Standing Advisory Council for Religious Education (SACRE) to advise the LA on matters concerned with Religious Education and

Collective Worship. LAs must appoint representatives to each of four committees, representing respectively:

- Group A: Christian denominations and such other religions and religious denominations as, in the authority’s opinion, will appropriately reflect the principal religious traditions in the area;
 - Group B: the Church of England;
 - Group C: teacher associations;
 - Group D: the LA.
- The broad role of the SACRE is to support the effective provision of Religious Education and Collective Worship by:
 - Giving advice on methods of teaching the Agreed Syllabus for Religious Education;
 - Advising the LA on the provision of training for teachers;
 - Monitoring inspection reports on Religious Education, Collective Worship and Spiritual, Moral, Social and Cultural Development (SMSC);
 - Considering complaints about the provision and delivery of Religious Education and Collective Worship referred to it by the LA.

Section 391 (6) and (7), Education Act 1996 states that:

“Each SACRE must publish an annual report on its work and on actions taken by its representative groups, specifying any matters on which it has advised the LA, broadly describe the nature of that advice and set out reasons for offering advice not referred to the LA”.

The full Annual SACRE report for 2018/19 is attached.

4. Consultation and Scrutiny

Before the final report was agreed, there was discussion and consultation within the SACRE. The SACRE comprises four groups: the Church of England, other Christian denominations and the major faiths represented in Northamptonshire, teachers and the County Council. All groups have voted in support of the final version of the report.

5. Equality Screening

Reason that no EqlA is required	as appropriate
The paper is for information only	
The proposal/activity/decision has no impact on customers or the service they receive	
The proposal impacts upon staff but the proposed staffing changes will not affect the service that customers receive*	
Other (Please explain further)	

6. Alternative Options Considered

None

7. Financial Implications

	Current year	Forecast		
	2018/19	2019/20	2020/21	2021/22 & beyond
	£000	£000	£000	£000
Capital Investment	N/A	N/A	N/A	N/A
Costs				
Funded by				
On-going costs (revenue)				
Costs - Staffing	8.4	8.2	8.2	8.2
Other	0.0	0.0	0.0	0.0
Total on-going costs (revenue)	8.4	8.2	8.2	8.2
Funding by	Direct Schools Grant (DSG) as part of the School Effectiveness Budget.			

<p>What benefits will the proposal deliver?</p>	<ul style="list-style-type: none"> • Improved value for money as the shared RE adviser contract comes to an end in July and will not be renewed. School Effectiveness staff and Local Lead Teachers are able to provide the support required thus providing a more cost effective and sustainable model using capacity from within the system and providing increased accountability for the expenditure; • Increased participation from schools as more locally driven; • Additional income from RE training events will reduce the total on-going costs; <ul style="list-style-type: none"> • It is a statutory duty of the Local Authority to maintain a SACRE; • It helps to ensure that statutory requirements are met by county schools; • It will advise schools on ways in which to raise standards in Religious Education; • It will help schools to respond effectively to issues raised in Ofsted HMI Reports; • It provides schools with details of the latest national and local guidance and support in RE; • It will help schools to be aware of ways in which RE can help to celebrate diversity and promote a more cohesive community; • It enables schools to understand what support is available to help them to implement the Agreed Syllabus for RE. • Overall this will raise standards in Religious Education in schools.
---	---

8. Risk and Business Continuity Management

a) Risk(s) associated with the proposal

Risk	Mitigation	Residual Risk
That schools will not take account of the recommendations made or will not have suitably qualified staff to ensure that the recommendations are implemented.	<p>Additional guidance has been given to schools through the Agreed Syllabus for Religious Education and additional SACRE Guidance.</p> <p>Schools also have access to details of the services of a local specialist in Religious Education, which can be provided by the SACRE, to enable them to improve the quality of provision in Religious Education.</p> <p>The SACRE produces RE Newsletters for schools each term and send e-mail alerts and updates to teachers who have signed up to this process</p>	AMBER

b) Risk(s) associated with not undertaking the proposal

Risk	Risk Rating
That governing bodies may be judged by Ofsted as not ensuring that all statutory requirements are met	AMBER
The quality of provision in Religious Education and Collective Worship will not be improved and this could have a detrimental effect on the quality of educational experience for children	AMBER

9. List of Appendices

Appendix 1 – SACRE Annual Report

Author:	Name: Morcea Walker – Chair of SACRE
Contact details:	Tel: 01604 365086 Email: sacre@northamptonshire.gov.uk
Background Papers:	SACRE Annual Report 2018 - 2019
Does the report propose a key decision is taken?	NO
If yes, is the decision in the Forward Plan?	NO
Will further decisions be required? If so please outline the timetable here	NO
Does the report include delegated	NO

decisions? If so, please outline the timetable here	
Is this report proposing an amendment to the budget and/or policy framework?	NO
Have the financial implications been cleared by the Strategic Finance Manager (SFM)? Have any capital spend implications passed through Capital Programme governance procedures?	YES Name of SFM: Emily Taylor NO
Has the report been cleared by the relevant Director?	YES Name of Director: Cathi Hadley
Has the relevant Cabinet Member been consulted?	YES Cabinet Member: Fiona Baker
Has the relevant scrutiny committee been consulted?	NO
Has the report been cleared by Legal Services?	YES Name of solicitor: Debbie Carter-Hughes
Have any communications issues been cleared by Communications and Marketing?	YES Name of officer: Annalee Bougourd
Have any property Issues been cleared by Property and Asset Management?	NO
Have the Procurement Implications below been referenced in the Paper: <ul style="list-style-type: none"> • Have you evidenced compliance with the Council's Contract Procedures Rules? • Have you made clear in this paper where you are seeking Cabinet to approve an exemption from the Contract Procedure Rules and detailed the risks and mitigations? • Have you identified any EU or UK legislative risks such as non-compliance with the Public Contract Regulations Act 2015, transparency and open competition? • Have you identified the procurement risks associated with a contract? 	NO
Are there any community safety implications?	NO
Are there any environmental implications:	NO

Are there any Health and Safety Implications:	NO
Are there any Human Resources Implications:	NO
Are there any human rights implications:	YES Relevant to the human rights to belong to a faith group
Constituency Interest:	Countywide

THE ANNUAL REPORT OF THE
NORTHAMPTONSHIRE STANDING ADVISORY
COUNCIL FOR RELIGIOUS EDUCATION

2018 – 2019

September 2018 – August 31st 2019

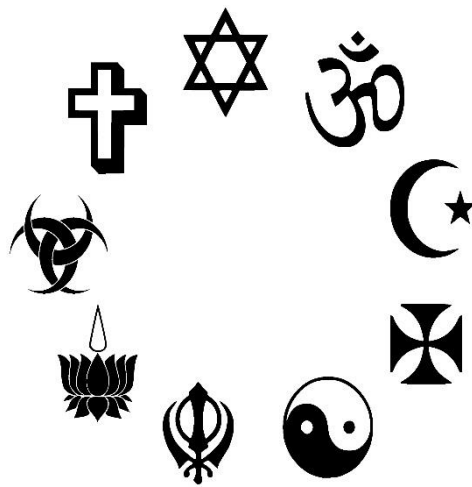


TABLE OF CONTENTS	PAGE
CHAIRMAN'S INTRODUCTION	3
PURPOSE OF REPORT	4
MANAGEMENT OF SACRE	4
NASACRE Conference	5
Formal Complaints	5
Complaints Concerning Collective Worship	5
Determinations	5
Secondary Schools Data	5
Appendix List of Members – Appendix KS5 GCSE A Level Results 2019 (see attached) KS4 GCSE (9-1) Full Course (391) (see attached)	6

This Information can be made available in other languages and formats on request, such as large print, Braille and audio cassette. Please contact Jane Hall, Clerk to SACRE on 01604 365086 or jhall@childrenfirstnorthamptonshire.co.uk

**Northamptonshire Standing Advisory Council
on Religious Education:
Annual Report 2018-2019**

Foreword by Morcea Walker - Chair of the Northamptonshire SACRE 2018-2019

2018-2019 has been a year of many changes within the County of Northamptonshire and this has had an impact on the work of Northamptonshire SACRE whose aim has continued to be to promote a high standard of RE in our schools and similar establishments. This is achieved through the Local Agreed Syllabus and by giving the Local Authority advice regarding collective worship and religious education.

Although the part-time SACRE Advisor had a planned programme of work, including the sharing of good practice between Northamptonshire, Peterborough, Cambridgeshire and Rutland, she left before this could be completed. With the foundation set we look forward to continuing this work.

The dedication of the members of SACRE goes from strength to strength. The team is made up members of faith and non-faith organisations, teachers, councillors and officers. Together they have contributed much to SACRE and I have appreciated all their hard work.

The Agreed Syllabus continues to be a very useful resource for the teaching of RE with updates being made when necessary.

The meetings of Northamptonshire SACRE are held 4 times year and are open to the public. Agendas are published on the County Council Website in advance of the meetings. We welcome anyone wishing to attend.

Morcea Walker MBE, DL
Chair Northamptonshire SACRE

THE PURPOSE OF THE REPORT

Religious Education is an important curriculum subject. It is important in its own right and also makes a unique contribution to the spiritual, moral, social and cultural (SMSC) development of pupils and supports wider community cohesion. The Government is keen to ensure all pupils receive high-quality Religious Education.

The Education Act 1996, Section 391 (6) and (7) requires that each year the Standing Advisory Council on Religious Education (SACRE) from each Local Authority will publish a report as to the exercise of its functions and any action taken by the representative groups on the Council during the last preceding year.

This entails:

- advising the Local Authority on Religious Education given in accordance with the Agreed Syllabus;
- monitoring the provision and quality of Religious Education taught according to its Agreed Syllabus, together with the overall effectiveness of the syllabus;
- providing advice and support on the effective teaching of Religious Education in accordance with the locally Agreed Syllabus;
- providing advice to the Local Authority and its schools on methods of teaching, the choice of teaching material and the provision of teacher training;
- in partnership with its Local Authority, considering whether any changes need to be made in the Agreed Syllabus or in the support offered to schools in the implementation of the Agreed Syllabus, to improve the quality of teaching and learning of RE;
- offering advice to the Local Authority, and through the Local Authority to schools, concerning how an existing Agreed Syllabus can be interpreted so as to fit in with a broad, balanced and coherent curriculum.

MANAGEMENT OF SACRE

The Local Authority has continued to support the work of SACRE through funding that provides a clerk for the meetings, services of an RE Adviser to support SACRE, its work and teacher training for the teaching of Religious Education, and advice about Collective Worship.

During the past year SACRE members have spent time discussing the teacher membership and representation of the organisation. It was felt by the membership that SACRE needed to reflect the modern structure of Northamptonshire educational establishments for young people. It was unanimously agreed at the January meeting 2019 to open up the membership of SACRE to a wider catchment of education in order to give the opportunity to more people to input into the RE Curriculum within Northamptonshire.

Every Local Authority has to convene a Standing Advisory Council on Religious Education (SACRE). Northamptonshire SACRE, which has met four times this year, comprises four statutory groups. Attendance at meetings has been good. SACRE continues to ensure the membership reflects the demographic.

The four groups that make up SACRE are as follows:

- Committee A - representatives of non-Anglican Christian denominations, other religions, and world-view communities;
- Committee B - representatives of the Church of England;

- Committee C - representatives of the teachers' associations; Teachers, Teaching Assistants and High Level Teaching Assistants
- Committee D – representatives of the Local Authority.

SACRE said farewell to Amanda Fitton and many thanks were extended to her for her contribution to SACRE and RE in Northamptonshire.

Details of the agenda items, attendance at the meetings and minutes of the meetings can be found on the Northamptonshire County Council SACRE website at <http://www3.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/information-for-school-staff/curriculum-and-resources/Pages/religious-education.aspx>

NASACRE Conference

This was held on Wednesday 22 May 2019 in Manchester and was attended by Amanda Fitton (RE Adviser), Morcea Walker (Chair of SACRE) and Justine Davies (Secondary School Representative NASUWT). The Keynote Address was given by Peter Bull, Head of RE in Alsop High School, Walton, Liverpool on “How can SACRE transform schools to become Beacons of Hope. The Delegates were put into Groups and Amanda Fitton reported to the SACRE meeting held on 25 June 2019 that the one thing that came out of the Conference from the group that she joined was about the SACRE constitution and the right to be able to ask people to join the SACRE and add them to the constitution. .

Network Meeting

A Primary RE Network meeting was held on 12 March 2019 at Lumbertubs Primary School which was very successful.

Formal Complaints

There have been no formal complaints made to the Local Authority.

Complaints Concerning Collective Worship

The SACRE has not received any complaints about Collective Worship.

Determinations

There have been no determination requests in regard to Collective worship made to SACRE.

Secondary Schools Data

Please find attached the GCSE Results for 2018 – 2019 and the A level results for 2018 – 2019 for information. An analysis of these results will be published later on in the year.

APPENDIX

Membership 1 September 2018 – 31 August 2019

Name	Organisation
Mr Farnush Tanhai	Bahai Faith
Mr William Duncan	Buddhism
Mr Arthur Newbury	The Church of Jesus Christ of Latter-Days Saints
Mr Chris Paddock	Humanist
Mr Bhupesh Parekh	Hinduism
Mr Saifullah Nassir	Islam
Mr Daniel Tabor	Judaism
Sister Aidan Richards	Catholic Diocese
Mr Harkirat Singh	Sikh Faith
Mrs Morcea Walker	United Reform Church
Mr John Flory	Religious Society of Friends

Group B – Representative of the Church of England

Mrs Val Griffiths	Church of England
Mrs Julie Barke	Church of England

Group C – Representatives of the Teacher Associations

Mrs Jenny Dixon	Primary Teacher Representative (NEU)
Mrs Justine Davies	Secondary School Representative (NASUWT)
Mrs Elaine Coe	Head Teacher Representative (NEU)

Group D – Representatives of the Local Authority

Cllr Dudley Hughes	LA
Cllr Wendy Brackenbury	LA

Clerk to SACRE

Mrs Jane Hall

Subject: Religious Studies (4610) / Exam: GCSE (9-1) Full Course (391)
QAN: 60184000

Est. No.	Centre	NOR	NOE	9	8	7	6	5	4	3	2	1	U	X	9-5	9-4	9-1	Avg Pts
-	National (All Schools)	604740	108130	8.0	10.6	12.7	16.4	14.4	10.7	14.5	7.6	3.5	1.3	0.4	62.1	72.8	98.3	5.2
-	National (State Funded)	542690	100690	6.8	9.8	12.4	16.4	14.8	11.2	15.2	8.0	3.7	1.3	0.3	60.2	71.4	98.3	5.1
-	LA (State Funded)	7538	1339	4.5	7.9	12.5	16.0	15.3	12.3	15.9	8.9	5.2	1.3	0.1	56.2	68.6	98.6	4.8
4601	Bishop Stopford School	212	212	8.5	12.7	20.8	20.3	13.7	10.4	9.0	2.4	1.4	0.9	-	75.9	86.3	99.1	5.9
4051	Campion School	211	133	3.8	9.0	15.0	20.3	21.1	12.0	13.5	3.0	1.5	0.8	-	69.2	81.2	99.2	5.3
4005	Caroline Chisholm School	238	1	-	-	-	-	-	-	-	100.0	-	-	-	-	-	100.0	2.0
4041	Elizabeth Woodville School	182	49	6.1	12.2	14.3	18.4	16.3	10.2	12.2	8.2	2.0	-	-	67.3	77.6	100.0	5.4
4042	Guilsborough Academy	222	29	6.9	10.3	13.8	17.2	20.7	10.3	6.9	6.9	3.4	-	3.4	69.0	79.3	96.6	5.3
4017	Huxlow Science College	143	1	-	-	-	-	-	-	-	-	100.0	-	-	-	-	100.0	1.0
6908	Kettering Buccleuch Academy	194	37	16.2	16.2	16.2	10.8	16.2	8.1	10.8	5.4	-	-	-	75.7	83.8	100.0	6.1
6909	Kettering Science Academy	186	12	8.3	-	16.7	8.3	25.0	8.3	25.0	8.3	-	-	-	58.3	66.7	100.0	4.9
4071	Kingsthorpe College	199	1	-	-	-	100.0	-	-	-	-	-	-	-	100.0	100.0	100.0	6.0
4550	Magdalen College School	182	179	1.1	2.8	10.1	14.5	24.6	15.1	14.5	10.6	5.0	1.7	-	53.1	68.2	98.3	4.4
6910	Malcolm Arnold Academy	234	56	7.1	5.4	5.4	10.7	5.4	12.5	26.8	14.3	12.5	-	-	33.9	46.4	100.0	4.1
5406	Manor School Sports College	128	97	1.0	2.1	5.2	13.4	13.4	16.5	26.8	16.5	3.1	2.1	-	35.1	51.5	97.9	3.9
4015	Montsaye Academy	171	5	-	20.0	40.0	20.0	-	20.0	-	-	-	-	-	80.0	100.0	100.0	6.4
4022	Moulton School and Science College	217	18	-	11.1	11.1	-	11.1	16.7	38.9	-	11.1	-	-	33.3	50.0	100.0	4.2
6905	Northampton Academy	229	1	-	-	-	-	-	100.0	-	-	-	-	-	-	100.0	100.0	4.0
4076	Northampton School for Girls	269	60	8.3	26.7	11.7	11.7	10.0	8.3	15.0	6.7	-	-	1.7	68.3	76.7	98.3	5.8
4016	Prince William School	191	183	1.6	3.8	10.4	10.9	12.6	15.3	19.1	14.2	10.4	1.6	-	39.3	54.6	98.4	4.0
4027	Rushden Academy	142	2	-	-	-	-	-	50.0	-	-	-	50.0	-	-	50.0	50.0	2.0

QAN: 60184000

Est. No.	Centre	NOR	NOE	9	8	7	6	5	4	3	2	1	U	X	9-5	9-4	9-1	Avg Pts
5409	Sir Christopher Hatton Academy	201	68	10.3	13.2	23.5	23.5	11.8	4.4	8.8	4.4	-	-	-	82.4	86.8	100.0	6.2
5400	Southfield School for Girls	156	14	14.3	14.3	21.4	28.6	14.3	7.1	-	-	-	-	-	92.9	100.0	100.0	6.6
4066	The Duston School	235	1	-	-	-	100.0	-	-	-	-	-	-	-	100.0	100.0	100.0	6.0
4038	Wollaston School	238	1	-	-	100.0	-	-	-	-	-	-	-	-	100.0	100.0	100.0	7.0
4014	Wrenn School	189	179	0.6	2.8	5.0	16.8	13.4	12.8	20.7	12.8	12.3	2.8	-	38.5	51.4	97.2	3.8

Subject: Religious Studies (4610) / Exam: GCSE (9-1) Full Course (391)
QAN: 60184012

Est. No.	Centre	NOR	NOE	9	8	7	6	5	4	3	2	1	U	X	9-5	9-4	9-1	Avg Pts
-	National (All Schools)	604740	14370	8.0	11.5	12.4	16.3	14.2	12.0	13.4	7.8	3.3	0.9	0.2	62.4	74.4	98.9	5.3
-	National (State Funded)	542690	13330	7.2	10.8	12.1	16.2	14.4	12.3	14.1	8.3	3.5	1.0	0.2	60.7	72.9	98.8	5.2
-	LA (State Funded)	7538	83	1.2	1.2	4.8	8.4	6.0	13.3	19.3	24.1	14.5	6.0	1.2	21.7	34.9	92.8	3.1
4703	Thomas Becket Catholic School	84	83	1.2	1.2	4.8	8.4	6.0	13.3	19.3	24.1	14.5	6.0	1.2	21.7	34.9	92.8	3.1

Subject: Religious Studies (4610) / Exam: GCSE (9-1) Full Course (391)
QAN: 60185946

Est. No.	Centre	NOR	NOE	9	8	7	6	5	4	3	2	1	U	X	9-5	9-4	9-1	Avg Pts
-	National (All Schools)	604740	8310	10.5	13.0	14.3	14.8	14.1	11.3	10.9	6.6	2.9	1.4	0.2	66.6	77.9	98.4	5.5
-	National (State Funded)	542690	6890	7.9	11.6	13.3	14.8	14.8	12.2	12.5	7.6	3.5	1.7	0.2	62.4	74.6	98.2	5.2
-	LA (State Funded)	7538	86	4.7	8.1	9.3	32.6	14.0	12.8	7.0	4.7	7.0	-	-	68.6	81.4	100.0	5.3
4005	Caroline Chisholm School	238	13	-	15.4	-	46.2	15.4	-	15.4	-	7.7	-	-	76.9	76.9	100.0	5.3
4071	Kingsthorpe College	199	17	-	-	11.8	29.4	17.6	17.6	11.8	5.9	5.9	-	-	58.8	76.5	100.0	4.7
5404	Northampton School for Boys	215	40	10.0	10.0	12.5	32.5	7.5	12.5	5.0	7.5	2.5	-	-	72.5	85.0	100.0	5.7
4000	Weston Favell Academy	248	16	-	6.3	6.3	25.0	25.0	18.8	-	-	18.8	-	-	62.5	81.3	100.0	4.6

Subject: Religious Studies (4610) / Exam: GCSE (9-1) Full Course (391)

QAN: 60188790

Est. No.	Centre	NOR	NOE	9	8	7	6	5	4	3	2	1	U	X	9-5	9-4	9-1	Avg Pts
-	National (All Schools)	604740	44680	6.6	9.6	12.4	15.1	14.6	12.7	12.9	8.8	5.2	1.7	0.3	58.3	71.1	98.0	5.0
-	National (State Funded)	542690	43200	6.2	9.2	12.2	15.0	14.7	13.0	13.2	9.0	5.4	1.7	0.3	57.4	70.4	97.9	4.9
-	LA (State Funded)	7538	132	5.3	9.8	13.6	23.5	13.6	13.6	8.3	9.1	1.5	1.5	-	65.9	79.5	98.5	5.3
6907	Brooke Weston Academy	177	16	12.5	31.3	31.3	12.5	6.3	-	6.3	-	-	-	-	93.8	93.8	100.0	7.1
6905	Northampton Academy	229	27	7.4	3.7	11.1	33.3	14.8	14.8	7.4	7.4	-	-	-	70.4	85.2	100.0	5.4
4055	The Latimer Arts College	189	49	6.1	14.3	14.3	26.5	16.3	10.2	4.1	4.1	2.0	2.0	-	77.6	87.8	98.0	5.7
4038	Wollaston School	238	40	-	-	7.5	17.5	12.5	22.5	15.0	20.0	2.5	2.5	-	37.5	60.0	97.5	4.0

Subject: Religious Studies (4610) / Exam: GCSE (9-1) Full Course (391)
QAN: 60300632

Est. No.	Centre	NOR	NOE	9	8	7	6	5	4	3	2	1	U	X	9-5	9-4	9-1	Avg Pts
-	National (All Schools)	604740	31080	7.0	10.3	12.3	16.2	13.5	11.0	13.8	8.7	4.8	1.9	0.5	59.3	70.3	97.6	5.0
-	National (State Funded)	542690	29350	6.4	9.8	12.0	16.2	13.7	11.2	14.2	9.1	5.0	2.0	0.5	57.9	69.2	97.5	5.0
-	LA (State Funded)	7538	104	5.8	6.7	16.3	19.2	16.3	12.5	16.3	2.9	3.8	-	-	64.4	76.9	100.0	5.3
4089	Chenderit School	154	67	7.5	7.5	11.9	17.9	16.4	14.9	17.9	1.5	4.5	-	-	61.2	76.1	100.0	5.2
4013	Kingswood Secondary Academy	182	12	-	-	8.3	25.0	16.7	16.7	25.0	8.3	-	-	-	50.0	66.7	100.0	4.5
4066	The Duston School	235	5	-	-	60.0	-	20.0	-	20.0	-	-	-	-	80.0	80.0	100.0	5.8
4094	The Ferrers School	168	20	5.0	10.0	25.0	25.0	15.0	5.0	5.0	5.0	5.0	-	-	80.0	85.0	100.0	5.8



Subject: Religious Studies (4610) / Exam: GCSE (9-1) Short Course (394)

QAN: 60300620

Est. No.	Centre	NOR	NOE	9	8	7	6	5	4	3	2	1	U	X	Avg Pts
-	National (All Schools)	604740	520	5.2	9.6	10.6	14.0	10.6	7.7	19.0	9.6	6.7	3.5	3.6	0.0
-	National (State Funded)	542690	480	5.7	10.3	11.3	15.1	10.9	8.4	17.8	8.8	6.3	3.1	2.3	0.0
-	LA (State Funded)	7538	1	-	-	-	-	-	-	-	-	-	-	100.0	0.0
6908	Kettering Buccleuch Academy	194	1	-	-	-	-	-	-	-	-	-	-	100.0	0.0



Subject: Religious Studies (4610) / Exam: GCE A level (111)

Est. No.	School/College	NOE	*	A	B	C	D	E	U	X	A*-A	A*-B	A*-E	Avg Pts
-	National (all entries)	15980	4.4	17.4	28.3	26.0	15.7	6.2	1.8	0.3	21.7	50.0	97.9	34.2
4601	Bishop Stopford School	19	5.3	-	52.6	10.5	31.6	-	-	-	5.3	57.9	100.0	33.7
6907	Brooke Weston Academy	9	11.1	55.6	22.2	11.1	-	-	-	-	66.7	88.9	100.0	46.7
4005	Caroline Chisholm School	1	-	-	100.0	-	-	-	-	-	-	100.0	100.0	40.0
4041	Elizabeth Woodville School	10	10.0	10.0	30.0	20.0	20.0	-	10.0	-	20.0	50.0	90.0	33.0
4017	Huxlow Science College	2	-	-	-	-	-	100.0	-	-	-	-	100.0	10.0
6908	Kettering Buccleuch Academy	3	-	-	66.7	33.3	-	-	-	-	-	66.7	100.0	36.7
4009	Lodge Park Academy	5	-	20.0	-	40.0	20.0	20.0	-	-	20.0	20.0	100.0	28.0
4550	Magdalen College School	10	-	10.0	30.0	20.0	30.0	10.0	-	-	10.0	40.0	100.0	30.0
6910	Malcolm Arnold Academy	3	-	-	66.7	33.3	-	-	-	-	-	66.7	100.0	36.7
6905	Northampton Academy	10	-	-	10.0	20.0	20.0	40.0	10.0	-	-	10.0	90.0	18.0
5404	Northampton School for Boys	11	9.1	18.2	45.5	18.2	9.1	-	-	-	27.3	72.7	100.0	40.0
4076	Northampton School for Girls	9	-	-	11.1	66.7	11.1	11.1	-	-	-	11.1	100.0	27.8
4016	Prince William School	11	-	18.2	45.5	27.3	9.1	-	-	-	18.2	63.6	100.0	37.3
4027	Rushden Academy	5	-	-	20.0	20.0	20.0	40.0	-	-	-	20.0	100.0	22.0
5409	Sir Christopher Hatton Academy	12	-	8.3	25.0	25.0	33.3	8.3	-	-	8.3	33.3	100.0	29.2
5400	Southfield School for Girls	4	-	50.0	-	25.0	25.0	-	-	-	50.0	50.0	100.0	37.5
4094	The Ferrers School	2	-	-	50.0	50.0	-	-	-	-	-	50.0	100.0	35.0
4703	Thomas Becket Catholic School	8	-	-	-	50.0	25.0	25.0	-	-	-	-	100.0	22.5
4000	Weston Favell Academy	6	-	-	-	33.3	16.7	50.0	-	-	-	-	100.0	18.3
4014	Wrenn School	5	-	-	40.0	20.0	40.0	-	-	-	-	40.0	100.0	30.0



Subject: Religious Studies (4610) / Exam: GCE AS level (121)

Est. No.	School/College	NOE	A	B	C	D	E	Q	U	X	A-B	A-E	Avg Pts
-	National (all entries)	7180	16.5	19.6	21.1	18.5	12.0	-	11.5	0.9	36.0	87.6	13.6
4009	Lodge Park Academy	2	-	-	50.0	-	50.0	-	-	-	-	100.0	10.0
5404	Northampton School for Boys	1	-	100.0	-	-	-	-	-	-	100.0	100.0	20.0
4703	Thomas Becket Catholic School	14	-	7.1	21.4	42.9	21.4	-	7.1	-	7.1	92.9	10.0
4000	Weston Favell Academy	11	-	9.1	-	18.2	36.4	-	36.4	-	9.1	63.6	5.5
4014	Wrenn School	7	28.6	28.6	-	42.9	-	-	-	-	57.1	100.0	17.1



COUNCIL

19 March 2020

Report by: THE CHIEF EXECUTIVE

Subject	The 2020/21 Pay Policy statement.
Recommendations	Council is asked to: 1. Agree the Council's Pay Policy Statement for the financial year 2020/21 (Appendix 1) 2. Note the Gender Pay Gap report for 2020/21 (Appendix 2)

1 Purpose of Report

- 1.1 The Localism Act 2011 requires local authorities to prepare and approve a Pay Policy Statement each financial year. This paper seeks Council's agreement to the Pay Policy Statement for 2020/21.
- 1.2 Part 3, Section 16 of the Council's constitution, Responsibilities for Functions (Scheme of Delegation) sets out the decision making powers of the Chief Executive. One such requirement is to report to full Council on the manner in which the discharge of the Council's functions is co-ordinated, and the number and grade of officers required for the discharge of functions.
- 1.3 The Equality Act 2010 includes regulations on reporting the gender pay gap. The legislation means we are required by law to publish a number of calculations that show the difference between the average earnings of men and women in the Council; it does not involve publishing individual employees' data. The data used for these calculations is the Council's pay data as of 31 December 2019. This paper asks Council to note the Gender Pay Gap report for 2019/2020.

2 Relevant Priority Outcomes

- 2.1 The content of this report and the Pay Policy for 2020/21 supports the delivery of outcomes within the Council Plan. In particular, by ensuring that:
 - Resources are utilised effectively and efficiently, in coordination with partners and providers, to support and enable effective front line service delivery for the remaining lifespan of the Council and transition to unitary authorities.
 - Pay policies are fit for purpose and provides good value for money, focusing precious resources where they have the biggest impact.

3 Background - review of the past year

3.1 Pay inflation during 2019/20

Local pay negotiations commenced October 2018, with trade unions seeking a return to national pay and contractual incremental pay progression. However, these were subsequently suspended because savings required for 2018/19 were not achieved and no provision for pay inflation included in the approved budget for 2019/20.

Changes to statutory minimum pay rates were applied to pay points 7 - 10 to remain legally compliant; also the occupational sick pay policy was further relaxed, meaning sick pay would be paid from day one of absence.

A commitment was made that, should stabilisation of the budget be successful during the year, then pay would be brought forward into 2019/20 mid-year.

Regular budget reviews took place during 2019/20. It looked increasingly unlikely that stabilisation would be achieved in-year, so the trade unions were informed of the position in November and staff were also communicated to. A concession was offered for an additional day of paid leave to recognise staff and their commitment to the council.

3.2 Incremental pay progression for April 2019

As a consequence of decisions on pay for 2019/20, increments were not paid in April 2019. Suspension of the pay progression schemes which started during 2017/18 continued and interim appraisal arrangements continue to operate decoupled from pay.

4 Consultation and Scrutiny - the year ahead

4.1 Statutory minimum pay from April 2020

The government is embarked on delivering a 'Good Work' plan in which the National Living Wage is central to ensuring fair pay in the economy. Accommodating the government's targeted intention (minimum pay by 2020 is 60% of median earnings) has featured in annual pay planning for a number of years.

In April 2019, county schools following national pay terms assimilated to the new NJC pay spine - this provided a solution to pay compression issues and future-proofed for future statutory minimum pay increases.

To date, decisions on NCC Local pay have been to accommodate statutory minimum pay inflation within existing pay structures. This has led to pay compression, meaning no differentiation in the value of the lowest pay points.

A commitment has now been made to review the bottom of the council's local pay and grading structure during 2020/21, prior to the transition to unitary councils.

4.2 Pay inflation for 2020/21

Local pay negotiations commenced November 2019, with trade unions primarily seeking a 6% increase to pay points, incremental pay progression for all staff not at the top of their pay grade and contractual change to the sick pay scheme to permanently remove the initial unpaid days of sickness absence. In late December a final pay offer was made, to increase pay points by 4% and contractually eliminate the initial unpaid days of sickness absence in the occupational sick pay scheme. A commitment was also given to consider providing an additional day of annual leave for all staff in 2020/21.

A pay settlement was reached in early February 2020, with the trade unions agreeing to the terms made under the final offer.

4.3 Incremental pay progression for April 2020

The pay progression schemes remain suspended and interim appraisal arrangements continue to operate decoupled from pay.

As part of the settlement for 20/21, a commitment has been made to put incremental pay progression at the top of the unitary agenda and into unitary budgets.

5 **The Pay Policy (Appendix 1)**

5.1 Section 6: Payment of salary. This additional section does not reflect a change in practice or policy, but is to improve transparency and aid employee understanding over how salaried employees pay is calculated if there are changes that take place mid-month.

5.2 Section 9: Incremental pay progression arrangements remain under review. This also applies to the Director and Senior Managers' Performance Progression Scheme.

6 **Pay Multipliers**

6.1 In accordance with the Localism Act, the Council's pay multiple (the ratio of the pay of the organisation's top earner to that of the mean/median earner) is published on the Council's [transparency/open data](#) web pages. Pay ratios are updated annually at the start of the new financial year.

6.2 The mean and median salaries below are based on total remuneration for employees in post as of 31 December 2019. The figures exclude schools, casual workers and zero hour employees.

Mean Remuneration Value	£23,353
Median Remuneration Value	£21,260
Highest Remuneration Value	£195,043
Lowest Remuneration Value	£143
Mean Ratio (<i>mean remuneration to highest earner</i>)	8.35 : 1
Median Ratio (<i>median remuneration to highest earner</i>)	9.17 : 1

6.3 The pay multiples have increased slightly when compared to 2019-2020. This is because last year the Chief Executive had not been in post for a full year, meaning the highest remuneration value for 2019/20 was the highest paid director. However, ratios are within the expected multiples of 8.1 – 12.1 for the public sector, as identified in the Hutton Review of Fair Pay in the Public Sector report (March 2011).

7 **Senior Management**

Information on the number and grade of senior officers required for the discharge of functions is published annually on the Council website. The next publication date is 31 March 2020.

8. **Gender Pay Gap Report (Appendix 2)**

8.1 The Council is required by law to carry out Gender Pay Reporting under the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017. This involves carrying out calculations that show the difference between the average earnings of men and

women. Full Council are asked to note the results set out in the report shown in Appendix 2, which is based on pay data as of 31st March 2019.

- 8.2 The mean gender pay gap (average hourly rate of pay and percentage difference) is 13%, against a national public sector mean pay gap of 8.2%.
- 8.3 The median gender pay gap (middle hourly rate of pay and percentage difference) is 18% against a national public sector median pay gap of 8.1%.
- 8.4 The pay gap has widened significantly, when compared to that reported to Full Council for the 2019 report (where the mean was 8% and median 5%).
- 8.5 The gender split by pay quartile shows that women are over represented in the lower and lower middle quartiles, when compared to the standard distribution across the whole council. This increase is a direct consequence of service changes that took place during the reporting period. Most notably Olympus Care Services, which previously operated as a separate business, transferred staff back into the council meaning they are now captured within the reporting data. This workforce is predominantly female and heavily skewed towards lower paid roles and is the cause of the expansion of the pay gap.
- 8.5 The Council's gender pay gap is currently higher than the national public sector average (specifically, local authorities with 1000+ employees), which is 8.2% (mean) and 8.1% (median). However, the data available for 2019 at the time of writing is limited because few employers have reported. Other factors include the make-up of services - many will not be direct care providers.

9 Alternative Options Considered

The Localism Act requires the approval by Full Council and publication of a Pay Policy every year before 31 March. As the current policy and delegated powers have been in place and working successfully since April 2012, apart from the updates outlined no other alternative options were considered necessary.

10 Financial Implications

The financial implications of statutory minimum pay and local pay inflation have been budgeted for as part of the Medium Term Plan agreed by Cabinet and Council in February 2020.

11 Risk and Business Continuity Management

Risk(s) associated with not undertaking the proposal:

Risk	Risk Rating
Non-compliance with legal requirements (should Full Council not approve the Pay Policy)	Green

List of Appendices

Appendix 1 Pay Policy 2020-21
Appendix 2 Gender Pay Gap Report 2020

Author:	Name: Martin Cox Title: Director of HR, LGSS
Contact details:	Tel: 07921092743 Email: mcox@northamptonshire.gov.uk
Background Papers:	None
Does the report propose a key decision is taken?	NO
If yes, is the decision in the Forward Plan?	n/a
Will further decisions be required? If so, please outline the timetable here	Every March, or whenever the Pay Policy is reviewed, Council will be asked to approve the Pay Policy.
Is this report proposing an amendment to the budget and/or policy framework?	NO
Have the financial implications been cleared by the Strategic Finance Manager (SFM)? Have any capital spend implications been cleared by the Operational Management Team (OMT)	YES Name of SFM: Rosemary Pallot not required
Has the report been cleared by the relevant Executive Director or ACE?	YES Name of Director: Theresa Grant, Chief Executive
Has the relevant Cabinet Member been consulted?	YES Cabinet Member: Councillor Malcolm Longley
Has the relevant scrutiny committee been consulted?	NOT REQUIRED Scrutiny Committee:
Has the report been cleared by Legal Services?	YES Name of solicitor: Susan Zeiss, General Counsel
	Solicitor's comments:
Have any communications issues been cleared by Communications and Marketing?	NOT REQUIRED Name of officer:
Have any property issues been cleared by Property and Asset Management?	NOT REQUIRED Name of officer:
Has an Equalities Impact Assessment been carried out in relation to this report?	YES
Are there any community safety implications?	NO
Are there any environmental implications:	NO
Are there any Health & Safety Implications:	NO
Are there any Human Resources Implications:	NO
Are there any human rights implications:	NO
Constituency Interest:	No specific constituency

THIS PAGE IS INTENTIONALLY BLANK



Effective from 1st April 2020

Pay Policy

1. Introduction

Northamptonshire County Council is committed to operating consistent and equitable pay arrangements for employees. This policy sets out key principles that must be adhered to in establishing employee pay levels and in approving pay related allowances. It sets out the basis for determining salaries, how salary levels are arrived at, the method of pay progression and the approval for acting up, market supplement, honoraria and severance payments.

The Council is an equal opportunities employer and, as such, is committed to the principle of equal pay in employment. The Council believes that its male and female workers should receive equal pay for like work, work rated as equivalent or work of equal value, and in order to achieve this will maintain a pay system that is transparent, based on objective criteria and free from bias.

This policy provides managers with guidance on the application of salaries and salary related payments. This policy is not intended to and shall not give rise to any rights under employees' contracts of employment.

In accordance with the Localism Act and the Transparency Code, this policy, the pay multiple between the highest paid employee and the Council's median salary, along with the remuneration levels for senior employees are published on the Council's Transparency pages of its [website](#).

The legislation requires pay to include all remuneration including all taxable earnings for the given year, including base salary, variable pay, bonuses, allowances and the cash value of any benefits-in-kind. All such payments are covered within this policy or the other pay related policies referred to in section 14.

2. Scope

This policy applies to employees on NCC Local terms and conditions of employment, which includes those on Local Government Services-based terms, Soulbury-based terms, Senior Managers and the Chief Executive. These employees are also covered by the Council's local pay bargaining arrangements.

All 'statutory officer' posts are therefore included within this policy i.e. Head of Paid Service, Director for Adult Social Care Services, Director of Children, Families and Education, Chief Education Officer, Section 151 Officer, and Monitoring Officer.

This policy does not apply to centrally employed teachers whose pay and conditions are determined in accordance with the School Teachers Pay and Conditions Document and Burgundy Book, as set out in the Centrally Employed Teachers Pay Policy, reviewed annually in September.

3. Legal context

This policy is in operation to ensure that the Council meets its obligations under the Localism Act, Equal Pay and other relevant employment legislation.

4. Local and National pay provisions

The Council operates local pay bargaining arrangements for employees on NCC Local terms and conditions. Any locally agreed inflationary pay settlements ('cost of living' awards) are applied to spinal column points.

Pay arrangements for Centrally Employed Teachers are set in accordance with those agreed by the respective national body and reflected in the Teacher Pay Policy.

5. Delegated authority levels

Managers should be aware in their discussions with employees or potential employees that any variation in pay detailed within this policy is subject to appropriate approval. Decisions on pay detailed within this policy are delegated as set out in the table below.

Decision	Delegated authority level
Starting pay and appointment to a higher graded job (above grade minimum) at grades A-M and up to, but not including, Assistant Director (and equivalent level)	Assistant Director
Starting pay and appointment to a higher graded job (above grade minimum) at Assistant Director and above (and equivalent level)	For Head of Paid Service and Chief Officers – delegated authority is in accordance with the Council's Constitution. Providing it is within the pay policy that has been agreed by Full Council, Director to approve actual salary when appointing to an Assistant Director job.
Partial acting-up payment up to, but not including, Assistant Director level (Tier 3 and below)	Assistant Director
Partial acting-up payment at Assistant Director level where total salary package is less than £100k (Tier 2)	Director
Partial acting-up payment for posts where total salary package is over £100,000 (Tier 1)	Chief Executive, in consultation with the Leader
Market supplement	Director
Market supplement for posts where total salary package is over £100,000.	Chief Executive, in consultation with the Leader
Market supplement for Chief Executive post	Full Council

Decision	Delegated authority level
Honorarium Payment:	
i. total value up to £500	i. Assistant Director
ii. total value over £500	ii. Director
iii. where honorarium would mean total salary package is £100k or above	iii. Chief Executive, in consultation with the Leader
iv. payment to Chief Executive	iv. Full Council

Delegations for a decision on pay cannot be delegated below the levels outlined above.

Advice should be sought from Human Resources to ensure any decisions on pay are made in accordance with the delegated authority levels and are compliant with the terms of this policy and legislation.

6. Payment of salary

Salaried employees receive their salary paid in 12 equal instalments, rather than for the number of days or hours worked in a particular month.

Those employed on a zero hours contract basis make a monthly claim for the hours that they have worked.

Any employee who may be eligible for a pay enhancement or allowance (for example, a shift enhancement pay rate for working on a Sunday) will make a monthly claim for that pay element or allowance, as applicable.

7. Starting pay and appointment to a higher graded job

The pay grades for NCC Local (Local Government Services-based) and Senior Manager posts are determined by the use of the Hay job evaluation scheme. The Localism Act advocates publishing the ratio of the pay of the organisation's top earner to that of the mean/median earner in order to support the principle of Fair Pay. However, the use of the HAY job evaluation methodology sets different levels of basic pay to reflect the differences in responsibilities, job content and skills and knowledge required. This process ensures that different jobs having the same value are paid at the same rate.

The Council therefore does not explicitly set the remuneration of any individual or group of posts by reference to a simple multiple of another post or group of posts, but it does publish the data on Pay Multiples on the [Transparency](#) website.

The pay grades for NCC Local (Soulbury based) posts are in accordance with NCC Local pay, based on the nationally agreed Soulbury pay structures as of 1 April 2013.

Individuals newly appointed to the Council will normally be placed on the minimum pay point of the grade for the job.

Employees who are successfully appointed to a higher graded job within the Council will normally be placed on the minimum pay point of the new job grade. If a grade overlaps and the employee is on the highest pay point of their current grade, the next pay point of the new job grade should apply.

In certain circumstances it may be appropriate to appoint to a higher point in the pay grade. This may arise when the preferred candidate for the job is in or has been in receipt of a salary at a higher level than the grade minimum.

Recruiting managers who wish to appoint a candidate (up to, but not including Assistant Director level) at a salary above the grade minimum must seek approval from their Assistant Director by email fully outlining the business case. Managers may seek guidance from Human Resources, if required.

The business case should incorporate the following:

- preferred candidate's current or most recent salary;
- salary range for job being appointed to;
- preferred candidate's interview assessment outcome compared to other interviewees;
- benefits to service and customers of appointing the preferred candidate;
- potential impact on other jobholders of appointing the preferred candidate at a level higher than the grade minimum;
- confirmation that increased employee costs will be met by the existing service budget.

The Assistant Director will:

- consider the request presented by the recruiting manager;
- discuss their proposed decision with Human Resources to ensure it is compliant with the terms of the Pay Policy;
- provide an immediate email response to the recruiting manager, confirming their decision so that the recruitment process can be completed;

The decision of the Assistant Director is final.

Full council are required to agree all major organisational re-structures and the associated grading and salary ranges for any new or changed posts created at Assistant Director and above. Starting pay and appointment to a higher graded job for posts at Assistant Director level and above will be as set out in the table in Section 5.

8. Re-employment of former employees

Former local government employees are able to be re-employed by the Council but there are some restrictions if they were previously made redundant by NCC or are already in receipt of a Local Government Pension Scheme pension.

When someone is released on voluntary or compulsory redundancy, it would not be expected that they would be re-employed as either an employee or an agency worker/contractor/under a contract for services in the same or similar job role or service area from which they were made redundant. Such action could indicate that the original decision on the voluntary or compulsory redundancy was not a value for money decision for the tax payer. Therefore any exceptions to this approach leading to the re-engagement of voluntary or compulsory redundant employees will have to be justified to ensure that the original terms of the redundancy i.e. cessation of work has actually occurred. Managers who wish to recruit employees or procure workers who have previously been made redundant from the same service area will need to provide a business case for doing so and request authorisation from their Director, who will discuss the business case with HR to confirm compliance.

When a Local Government Pension Scheme pensioner is re-employed within the local government sector and combined earnings and pension exceeds final salary in the original employment (when adjusted for inflation), the pension will be abated.

9. Incremental progression

Incremental pay progression arrangements are currently under review; this also applies to the Director and Senior Managers' Performance Progression Scheme,

Note: NCC Local (Soulbury based) terms and conditions include a Structured Professional Assessment (SPA) arrangement and this is unaffected by the review

10. Acting-up to a higher graded job

Acting-up is appropriate when the higher graded post becomes vacant due to maternity leave, sick leave etc. Acting-up payments are made to employees who agree to temporarily carry out the duties and responsibilities of a higher grade job. The higher graded job must be part of the Council's agreed staffing establishment.

A payment is payable when an employee carries out the work of the higher grade job for a continuous period of at least four weeks, for any reason other than annual leave.

Employees who undertake the **full duties and responsibilities** of the higher graded job will receive the salary that would apply if they were appointed to the higher graded post. For a full acting up, an employee is effectively moving to another position, so this would either be done through e-recruitment, or by using the **Appoint an internal mover form in ERP Gold**.

Employees who undertake **part of the duties and responsibilities** of a higher grade job will receive a partial acting-up allowance. For example, if the employee is covering 20% of the higher graded duties and responsibilities then they would receive 20% of the grade differential as acting up allowance.

Acting-up payments may be shared between two or more employees on a pro-rata basis. The employees concerned must undertake the full duties and responsibilities of the job for the specified period of time. For example, if the employee is spending 50% of their time on the acting up role then they would receive 50% of the grade differential as acting-up allowance.

If an employee in receipt of pay protection undertakes acting up duties, the pay protection payment will be reduced (or cease) for the duration of the acting up period, to reflect the acting up payment being received.

Payment of any acting-up payment will usually be for a maximum of 12 months. Where there is a need to partially or fully cover a position for more than 12 months, then consideration should be given to advertising the vacancy more widely.

Where there are only one or two employees who are able to "act-up" to the higher grade job it is relatively easy to identify the jobholder(s) who could reasonably be asked to carry out the higher graded job. Where there are a large number of employees who may be in a position to "act-up" to the higher graded job, then there will be a need to advertise the temporary vacancy or the acting-up arrangement.

Managers who wish to use either partial or full acting up arrangements must seek approval in the first instance from their Assistant Director/Director (depending on the level of job). Managers may also seek guidance from Human Resources, if required.

Partial acting-up

Managers should take HR advice before completing the **Pay a partial acting up form in ERP Gold**.

The approving manager will:

- consider the request presented by the requesting manager;
- discuss their proposed decision with Human Resources to ensure it is compliant with the Pay policy;
- provide a response through ERP Gold to the requesting manager, normally within 10 working days;

The decision of the approving manager is final.

Any acting up arrangements at Assistant Director level must be agreed by the Director. Any acting up arrangements for posts with a remuneration package at or above £100k must also be agreed in accordance with the delegated authority levels detailed in Section 5. In both cases the salary must be within the Pay Policy agreed by Full Council.

Acting-up allowances are removed once the need for the acting-up arrangement no longer exists. Managers are responsible for ensuring that employees receive sufficient notice of this.

Full acting-up

Managers need to complete full acting up arrangements as an appointment in e-recruitment (or use the non-e-recruitment process where applicable). If a manager is not using the e-recruitment system, they need to use the **Appoint an internal mover form in ERP Gold**.

Normally, the starting pay under a full acting up arrangement will be the minimum of the new grade's spinal column point, anything higher will need to be authorised, in accordance with the process set out in Section 6. Managers may seek guidance from Human Resources, if required.

Full acting-up is a pensionable, contractual element of pay and included in the calculation of benefits such as sick pay.

During a period of acting-up, employees are entitled to receive the full contractual benefits appropriate to the higher graded job.

11. Market supplements

A market supplement is an allowance paid to employees in a job or a job group in recognition of the need to "top-up" the base pay for the job, to ensure that the Council is competitive within the job market. Every effort should be made however, to recruit or retain staff on salaries within the range of the evaluated grade for the job before any market supplement is considered.

A market supplement can only be considered when there is clear evidence to support the following:

- the market rate for the job is substantially higher than the rate the job has been evaluated and graded at within the Council; and

- the grade applied to the job within the Council is directly impacting on the service's ability to recruit and/or retain the numbers of employees required to carry out the job role.

A manager who wishes to apply a market supplement to a job should take HR advice and will need to submit a **Pay a market supplement form in ERP Gold**. The business case contained in the form should evidence the following:

- retention difficulties (including turnover statistics and number of vacancies in the previous 12 month period);
- the link between retention difficulties and pay through the use of exit interviews, employee questionnaires etc.;
- recruitment difficulties in the previous 12 month period demonstrating no suitable applicants in at least two recruitment advertising campaigns;
- alternative strategies that have been applied to address recruitment and retention difficulties such as the use of advertising, exploring new ways of working, workforce and succession planning;
- the likely effectiveness of the council's market position if the market supplement is applied;
- verification of the pay differential between the council and the market by using the Hay pay comparison data base (this data can be accessed via Human Resources) or by analysing pay information from job advertisements or by commissioning a pay comparison survey;
- confirmation that the cost of any market supplement awarded can be met from the service's existing budget.

It is expected that the Assistant Director supports the business case before a manager submits the form for authorisation by the Director.

The Director will:

- consider the business case and impact to the Council of introducing the market supplement;
- determine whether a market supplement is appropriate and if so, the level that this should be set at, subject to an overall maximum of 20% of the top point of the relevant salary grade;
- discuss their proposed decision with Head of HR to ensure it is compliant with the Pay Policy;
- provide a response through ERP Gold, normally within ten working days;

Market supplements that lead to a remuneration package exceeding £100k must also be approved in accordance with the delegated authority levels detailed in Section 5.

Market supplements will be paid on a monthly basis and on a pro-rata basis to part-time employees, proportionate to their working hours. They are a pensionable pay element and will not be subject to any cost of living increase applied to the Council's pay points.

If an employee is in receipt of pay protection this will be reduced by any market supplement awarded to the current substantive post. Where the pay for the current substantive post increases, then any market supplement and pay protection will also be reduced by an equivalent amount.

Market supplements are a non-contractual element of pay and may be removed once the Council has identified that the justification for paying a market supplement no longer exists.

Market supplements must be reviewed on an annual basis, to ensure that there is an ongoing need to retain this allowance and review the amount of this allowance if appropriate. Managers who wish to retain the market supplement beyond the initial 12 month period are required to submit a fresh business case via a new **Pay a market supplement form in ERP Gold**.

Information on market factor supplement payments will be compiled and reviewed annually by Human Resources for monitoring purposes. The Trade Unions will be involved in any review of market supplement payments where the effectiveness of this Policy's application is challenged.

12. Honorarium payments

An honorarium payment is usually a **one-off** payment. It can only be made where there is clear evidence to support the following circumstances:

- where an employee temporarily carries out significant additional work over and above their usual responsibilities;
- where an employee carries out a significant amount of work over their normal contracted hours, but is not eligible for overtime payments because of their placing on the salary scale.

An honorarium payment **cannot** be made in the following circumstances, where the:

- employee is carrying out the full or partial duties and responsibilities of a higher graded job, when an acting-up payment should be made;
- ongoing duties and responsibilities of the job have changed to the extent that the job should be submitted for re-evaluation;
- additional work undertaken is commensurate with the employee's current job description/salary grade.

Honorarium payments are calculated as follows:

Reason for honorarium	Calculation of payment
Where an employee temporarily carries out significant additional work over and above their usual responsibilities	An amount equal to the highest difference between increments within the employee's current salary grade or, A figure that is considered fair and equitable when considered against the nature of the additional work being undertaken over and above the employee's usual responsibilities.
Where an employee carries out a significant amount of work over their normal contracted hours but is not eligible for overtime payments because of their placing on the salary scale.	An amount equal to the highest difference between increments within the employee's current salary grade; or, A figure that is considered fair and equitable when considered against the amount of additional hours undertaken and the employee's hourly rate of pay.

A manager who wishes to award an honorarium to an employee must complete the **Pay an honorarium form in ERP Gold** which contains the business case. Managers may seek guidance from Human Resources, if required.

The business case should evidence the following:

- the reason for the honorarium payment
- the service and customer benefits of the employee's work that has led to the request for the honorarium payment;
- the process that has been applied to identify employee(s) to receive an honorarium payment;
- alternative strategies considered to avoid the need for an honorarium payment to be made;
- potential impact on other employees of awarding this honorarium payment;
- confirmation that the cost of any honorarium payment awarded can be met from the service's existing budget.

The **Pay an honorarium form in ERP Gold** containing the business case will be passed to the relevant approving manager in accordance with the delegated authority levels to approve honorarium payments, these are dependent upon the level of payment being recommended.

Honorarium payments - total value up to £500

Honorarium payments of up to £500 can be approved by the Assistant Director, who will:

- consider the business case and impact to the council of awarding the honorarium payment;
- determine whether an honorarium payment is appropriate;
- if so, determine the level of payment giving consideration to the proposal presented by the manager;
- discuss their proposed decision with Human Resources to ensure it is compliant with the Pay Policy;
- provide a response through ERP Gold to the manager, normally within 10 working days;

The decision of the Assistant Director is final.

Honorarium payments – total value over £500

If the Assistant Director supports the business case to award an honorarium of over £500, they will pass the form containing the business case to the relevant Director, who will:

- consider the business case and impact to the Council of awarding the honorarium payment;
- determine whether an honorarium payment is appropriate;
- if so, determine the level of payment giving consideration to the proposal presented by the manager;
- discuss their proposed decision with the Head of HR, to ensure it is compliant with the Pay Policy;
- provide a response through ERP Gold to the manager, normally within 10 working days;

The decision of the Director is final.

Honorariums that lead to a remuneration package exceeding £100k must be approved in accordance with the delegated authority levels detailed in Section 5, having taken advice from the LGSS HR Director or their nominated representative.

Any honoraria payments including any payment made to the Chief Executive in their capacity of Returning Officer will be subject to Full Council approval. This is a separate statutory function from that of the Head of Paid Service and has a different legal entity. Therefore, in election years, Full Council will be asked to agree any payment to be made to the Returning Officer at the same time as agreeing the Pay Policy.

Honorarium payments are a one-off payment and will be paid on a pro-rata basis to part-time employees, proportionate to their working hours. They are a pensionable pay element.

Information on all honoraria payments will be compiled and reviewed annually by Human Resources for monitoring purposes. The Trade Unions will be involved in any review of honoraria payments where the effectiveness of this Policy's application is challenged.

13. Severance Payments

On ceasing to be employed by the Council, employees will be paid contractual payments due under their contract of employment. In the event of redundancy, severance pay will be paid in line with the Council's [Redundancy policy](#). The Council may consider payments under section 203 of the Employment Rights Act 1996 in exceptional cases. If consideration is being given to any such payment, the relevant director will discuss their proposal with the Head of HR to ensure it is compliant with pay policy and the Council's constitution where relevant.

In agreement with the Council's external auditors' advice, any Chief Officer payments under section 203 as part of a mutual agreement (between the employer and the employee) will be undertaken in formal liaison with the Leader and the relevant Cabinet Members.

14. Other pay related policies

Pay related policies applicable to all employees:

- Business Travel and Expenses
- Relocation expenses
- Early retirement redundancy – efficiency of service
- Pensions

Pay related policies applicable only to employees on NCC Local terms paid at/below spinal column point 27:

- Pay enhancements
- Overtime

Other non-contractual pay related policies that are market related, time limited and specific to a job, profession or qualification:

- Pay Arrangements for Approved Mental Health Practitioners

Pay scales published on LGSS Direct:

- NCC Local (LGS based) Grades A-M
- NCC Local (Soulbury based) for Educational Psychologists and Education Improvement Professionals
- NCC Local (Senior Manager) Grades SM1 – SM6
- NCC Local (Chief Executive)
- Centrally Employed Teachers Pay Policy

15. Monitoring and Review

Northamptonshire Leadership Team will review the application of this policy on an annual basis; prior to approval by Full Council which will take place annually, in March.

Any material change or deviation from this policy outside of the annual review will be subject to consultation with the relevant trade union representatives and require Full Council approval.

THIS PAGE IS INTENTIONALLY BLANK

Gender Pay Gap Report

Published March 2020

Northamptonshire County Council is an employer required by law to carry out Gender Pay Reporting under the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017. This involves carrying out calculations that show the difference between the average earnings of men and women in our Council; it does not involve publishing individual employees' data. The data used for the calculations is the Council's pay data as of 31st March 2019.

We are required to publish the results on a government gender pay gap website, and in addition it is advisable to publish the high level results on the Northamptonshire County Council website alongside our pay and transparency data.

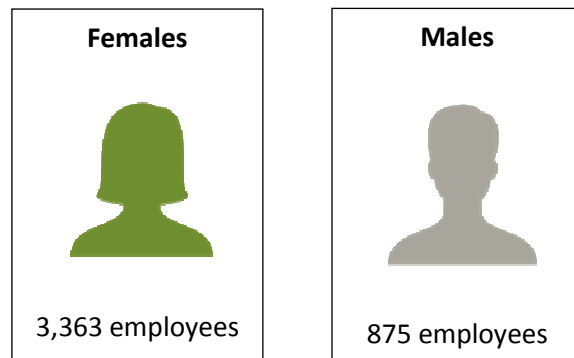
Gender pay reporting is used to assess:

- the levels of gender equality in our workplace
- the balance of male and female employees at different levels

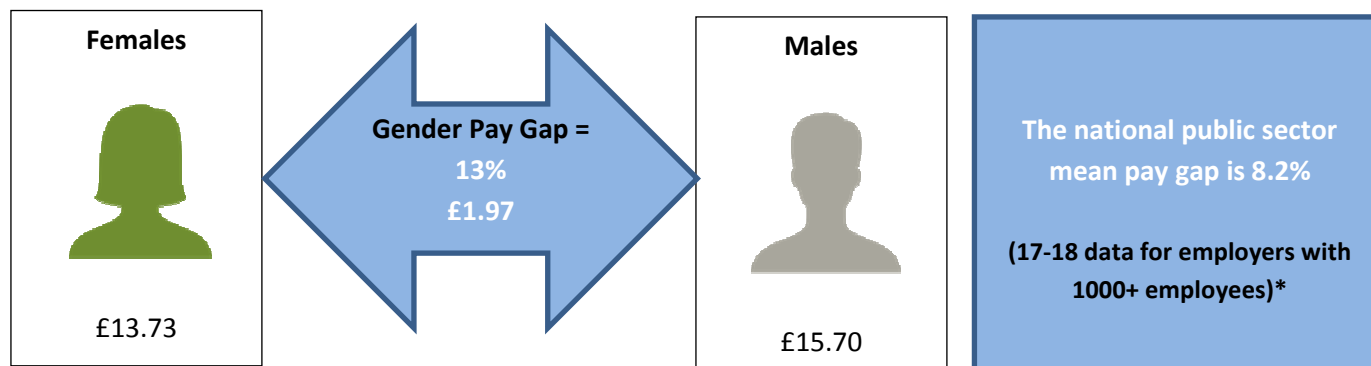
Few employers in Northamptonshire can boast the breadth and variety of roles we enjoy at Northamptonshire County Council. We are one of the biggest employers in the County, with a diverse workforce to be proud of. We are committed to equality within our workforce, and our wide range of roles ensure that we encourage and support women to come to work for us, and develop their long-term career to stay with us.

Our Workforce Profile

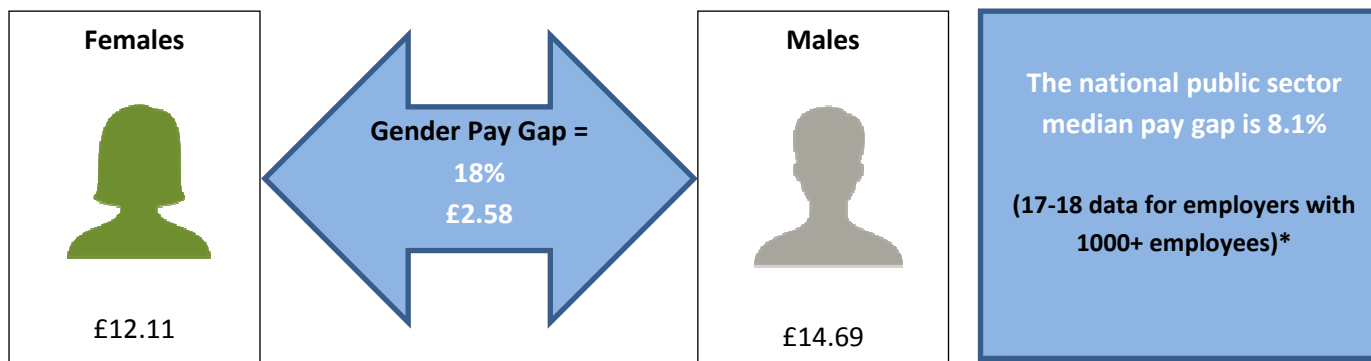
Our total headcount as of the 31st March 2019 was 4,238 with 79% of these employees being female:



Mean Gender Pay Gap in Hourly Pay



Median Gender Pay Gap in Hourly Pay



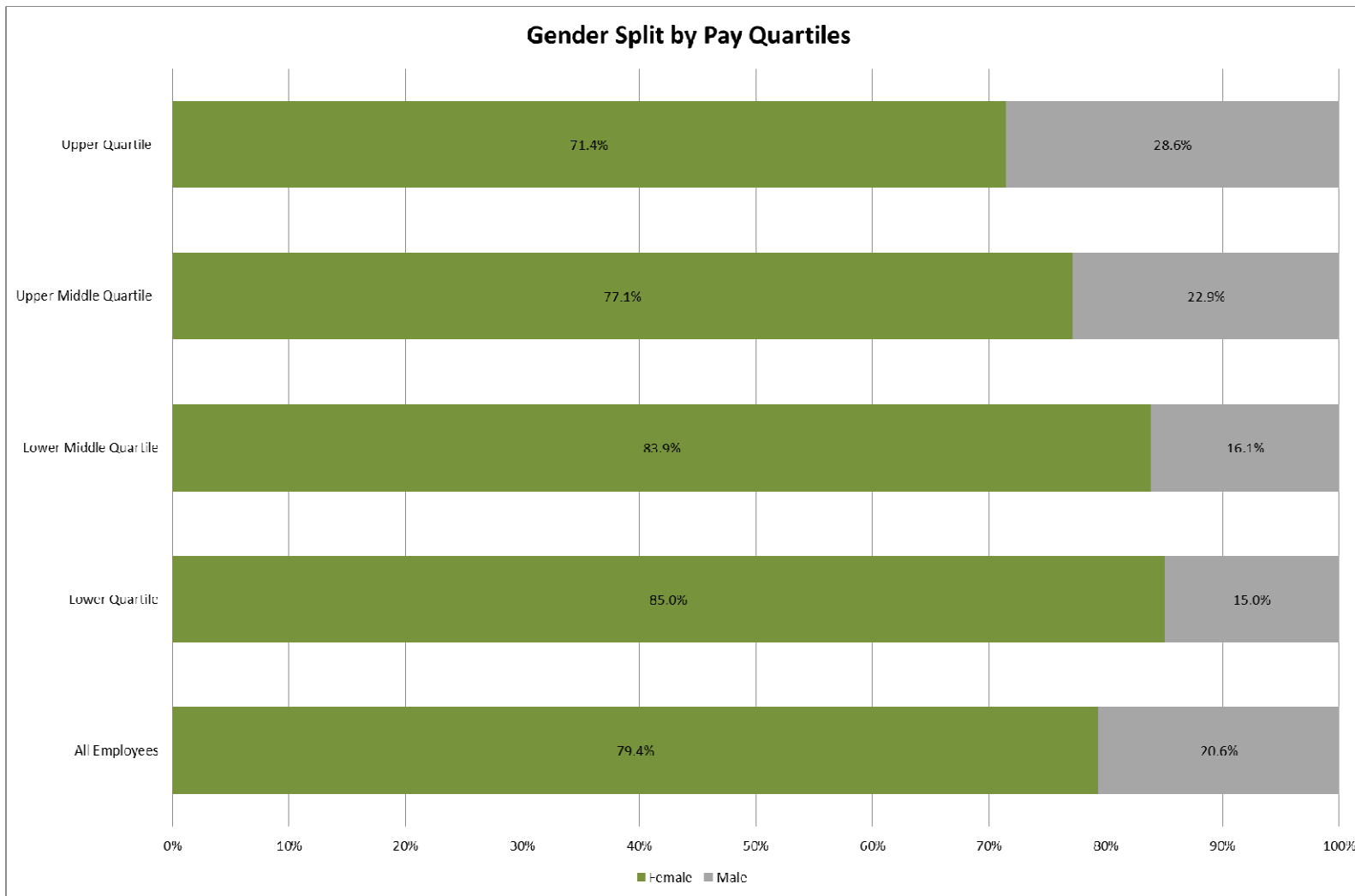
[*Gov.uk Gender Pay Gap portal](https://www.gov.uk/gender-pay-gap-portal)

The pay gap is a snapshot in time, reflecting organisational structure and individuals in post as of 31 March 2019. Both measures have widened significantly, compared to those reported in 2019 (where the mean was 8% and median 5%).

The increase is a direct consequence of service changes during the reporting time frame, most notably the transfer of Olympus Care Services (OCS) into the council in March 2018. This workforce is predominantly female and heavily skewed towards lower paid roles and therefore caused the expansion of the pay gap.

Northamptonshire County Council's mean and median gender pay gap is currently higher than the national average for public sector organisations with 1000+ employees. At the time of writing this report, the data available for 2019 is limited as few have yet reported. Other factors include the make-up of services – although all are local authorities, many will not be direct care providers.

Proportion of Males and Females in Each Pay Quartile



The graph above outlines gender split by pay quartile. The lower quartile range relates to hourly rates up to £9.61. The lower middle quartile is hourly rates of £9.61 - £12.89. The upper middle quartile is hourly rates of £12.89 – £16.73. The upper quartile relates to hourly rates of £16.73 and above. With our overall workforce split between women and men comprising 79:21, this is a useful benchmark against which to compare the balance in each quartile. Women are fairly evenly split across pay quartiles, with the exception of the lower and lower-middle quartiles - where almost 84-85% are women, compared to 79% of women staff overall.

Mean, Median and Proportion of Males and Females Receiving a Bonus Payment

Northamptonshire County Council does not operate a bonus payment scheme, and therefore has no bonus payment gender pay gap.

Next Steps

The challenge for NCC, as it is nationally, is to eliminate any gender pay gap and we will continue to analyse and compare these figures year on year. Northamptonshire Leadership Team will continue to review this data.

COUNCIL
19 March 2020
Report by: THE MONITORING OFFICER

Subject:	Local Government Reorganisation: Changes to the Schedule of Committee Meetings
Recommendations:	<p>Council is asked to:</p> <ol style="list-style-type: none"> 1. Note the changes to the schedule of committee meetings set out within this report; 2. Note that the Monitoring Officer will enact any consequential amendments to the Constitution as may be required (in relation to the frequency of meetings) and republish the Constitution accordingly; and 3. Note that the revised schedule has the support of the Commissioners and will be implemented from May 2020.

1. Purpose of report

1.1 The report sets out a number of revisions to the schedule of meetings for the Council, Cabinet and the Overview and Scrutiny Committee. These revisions are necessary in order to accommodate the meetings of the new Shadow North Northamptonshire Council and Shadow West Northamptonshire Council, both of which will come into existence following elections in May 2020.

2. How this decision contributes to the Council plan

2.1 The Council's vision is for Northamptonshire to be a county where everyone looks after each other and takes responsibility, where the vulnerable are protected and supported and where the people who can help themselves receive the assistance they need to stay independent and healthy.

3. Background

3.1 As previously reported to Council, the Shadow North Northamptonshire Council and the Shadow West Northamptonshire Council will come into existence following elections on 7th May 2020. The two shadow authorities will be responsible for making the necessary preparatory arrangements for the North Northamptonshire and West Northamptonshire unitary authorities following vesting day on 1 April 2021. These arrangements include, but are not limited to, setting a budget, agreeing governance arrangements and a constitution and the policies necessary to ensure operation from that date.

3.2 The new shadow authorities will exist alongside Northamptonshire County Council and the seven district and borough councils from May 2020 until April 2021. The Northamptonshire (Structural Changes) Order 2019 mandates that, during this time, the two shadow councils will operate an executive form of

governance. This will be similar to the system of governance already operated by a number of authorities in Northamptonshire, including the County Council.

- 3.3 In simple terms, this means that certain major decisions, such as the preparation of a budget for the unitary authorities, will be reserved for the Shadow Councils. The Shadow Executives will take responsibility for all matters not reserved for the Shadow Councils. As is necessary in all authorities operating an executive form of governance, Shadow Overview and Scrutiny Committees will form an intrinsic part of the governance of the Shadow Authorities. Senior Officer Appointments Committees, reporting to the Shadow Councils, will also be necessary in order to appoint officers to the unitary authorities. Once established, the Shadow Councils may decide to expand their governance structures further.
- 3.4 From the point at which the shadow authorities come into being, it will be necessary to reduce the number of formal meetings that take place within the existing Northamptonshire authorities. This will create the capacity to ensure that the meetings of the new authorities can be scheduled and adequately supported. It also reflects the reducing requirement for decision making at the Council as it will not be required to set a budget for 2021-22 nor develop and agree policies for implementation past this date.
- 3.5 Council is being advised of these changes for information and also because some conforming changes will be required to the Constitution. For example, both the Cabinet Procedure Rules and the Overview and Scrutiny Procedure Rules prescribe that a certain number of meetings must take place during each municipal year. This is a matter of local choice and the Council has the ability to reduce the frequency of meetings as it wishes. The changes will affect Council, Cabinet and the Overview and Scrutiny Committee. Regulatory committees, where the frequency of meetings is largely a product of demand, will be generally unaffected.

4. Consultation and Scrutiny

- 4.1 Consultation has been undertaken with the Commissioners appointed by the Secretary of State for Housing, Communities and Local Government. Consultation has also been undertaken with the Chair, Vice Chairs and members of the Overview and Scrutiny Committee and the Councillor Services and Governance Working Group.

5. Equality Screening

Reason that no EqIA is required	as appropriate
The paper is for information only	
The proposal/activity/decision has no impact on customers or the service they receive	
The proposal impacts upon staff but the proposed staffing changes will not affect the service that customers receive*	
Other (Please explain further)	

6. Alternative Options Considered

The changes are necessary to ensure the Shadow North Northamptonshire Council and the Shadow West Northamptonshire Council are able to function efficiently and effectively during the shadow period. The Council could continue with all of the meetings previously scheduled, however these are not likely to be required and would likely impact on the successful delivery of the Shadow Council functions.

7. Financial Implications

7.1 There are no financial implications to the amendments recommended in this report.

8. Risk and Business Continuity Management

8.1 The reduction in the number of meetings will not impact on the decision making processes of the Council from a business continuity perspective. The Council's Constitution and the legal framework underpinning it provide ample discretion for meetings to be arranged on an ad hoc basis should the requirement arise.

9. List of Appendices

Appendix 1: Revised schedule of meetings: Council, Cabinet and Overview and Scrutiny

Author:	Name: Paul Hanson Team: Democratic Services
Contact details:	Tel: 01604 366813 Email: phanson@northamptonshire.gov.uk
Background Papers:	
Does the report propose a key decision is taken?	NO
If yes, is the decision in the Forward Plan?	NO
Will further decisions be required? If so please outline the timetable here	
Does the report include delegated decisions? If so, please outline the timetable here	YES: as set out in the recommendations.
Is this report proposing an amendment to the budget and/or policy framework?	NO
Have the financial implications been cleared by the Strategic Finance Manager (SFM)? Have any capital spend implications passed through Capital Programme governance procedures?	YES Name of SFM: Rosemary Pallot N/A
Has the report been cleared by the	YES

relevant Director?	Name of Director: Susan Zeiss
Has the relevant Cabinet Member been consulted?	N/A Cabinet Member:
Has the relevant scrutiny committee been consulted?	N/A Scrutiny Committee:
Has the report received legal clearance?	YES Name of solicitor: Susan Zeiss
Have any communications issues been cleared by Communications and Marketing?	N/A
Have any property Issues been cleared by Property and Asset Management?	N/A Name of officer:
Have the Procurement Implications below been referenced in the Paper	N/A
Are there any community safety implications?	NO
Are there any environmental implications:	NO
Are there any Health and Safety Implications:	NO
Are there any Human Resources Implications:	NO
Are there any human rights implications:	NO
Constituency Interest:	None specific

Appendix 1

		2020								2021				
TITLE OF MEETING	TIME	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY
Cabinet	2.00pm The Covey Room	12	9	14	11	8	13	10	17	12	9	9	13	11
Council	10.30am Council Chamber	14 10am	18			17		19			18 10am	18		13
Overview & Scrutiny Committee	10am One Angel Square	27	24	29	26	30	28	25	16	27	24	31	28	26

COUNCIL

19 March 2020

Report by: THE MONITORING OFFICER

Subject:	Amendments to the Constitution
Recommendations:	<p>Council is asked to note that the amendments proposed to the constitution below have the support of the Commissioners.</p> <p>Council is asked to agree:</p> <ol style="list-style-type: none"> 1. The amendments to the constitution set out in sections 4 and 5 of this report; 2. That the Monitoring Officer be given delegated authority to enact these amendments and any consequential minor amendments as may be required and to republish the Constitution accordingly; and

1. Purpose of report

1.1 The report sets out a number of amendments to the Council’s constitution. These amendments are recommended to Council in order to ensure that the constitution is fit for purpose, promotes efficient governance and supports the Council’s best value duties, as well as being reflective of best practice and current legislative requirements.

2. How this decision contributes to the Council plan

2.1 The Council’s vision is for Northamptonshire to be a county where everyone looks after each other and takes responsibility, where the vulnerable are protected and supported and where the people who can help themselves receive the assistance they need to stay independent and healthy.

3. Background

3.1 The Monitoring Officer is charged with keeping the constitution under constant review and reporting to Council on this activity. This work is undertaken alongside officers from Democratic Services and other services where relevant. Additionally, the Commissioners appointed by the Secretary of State for Housing, Communities and Local Government have a remit which includes ensuring the governance arrangements of the Council are fit for purpose and contribute to the Council's best value duty under Part I of the Local Government Act 1999. Council is asked to note that the recommended amendments set out below are supported by the Commissioners.

3.2 The cross-party Councillor Services and Governance Working Group (CSGGW) is also charged with considering proposed changes to the constitution. At its last meeting on 3rd March 2020, the working group considered and discussed the amendments set out below.

4. Changes Required - Part 3 (Scheme of Delegation)

4.1 Following changes to legislation and the Department for Education's departmental advice (The Free School Presumption), some conforming amendments are required to the powers and duties of the Council relating to the establishment of new schools. These reflect the free school presumption and bring the Council's existing arrangements for determining such matters up to date and reflect the latest guidance and terminology. Council should note that the New Schools Cabinet Sub-Committee meets on an ad hoc basis (and very infrequently in practice) and has the power to determine recommendations to the Secretary of State in accordance with the aforementioned departmental advice.

Part 3	Cabinet	Legal reference (as appropriate)
	<p>The following powers relating to schools:</p> <ul style="list-style-type: none"> • Agreeing the need to establish a new academy (free) school and agreeing the establishment of such schools and authorising the transfer of necessary land and assets. • Agreeing the closure of a community, foundation or voluntary school, a community or foundation special school or a maintained nursery school. • Making prescribed alterations to maintained schools. 	<p>Education and Inspections Act 2006 Education Act 2011</p>

Part 3	New Schools Cabinet Committee	Legal reference (as appropriate)
	To facilitate the submission of and assess proposals sought to establish a new free school and to make recommendations to the Secretary of State as to a preferred sponsor to operate the new school.	Education and Inspections Act 2006, The Academies Act 2010 and the Education Act 2011.

5. Change Required: Part 5 (Code of Conduct) Section 6

5.1 The Council has a duty to promote high standards of conduct in accordance with the provisions of the Localism Act 2011. This includes the requirement to adopt a Code of Conduct for councillors. The Council adopted its Code following implementation of the Act in June 2012. Apart from revising the guidance for councillors involved in the determination of planning matters, the Code has remained in place relatively unaltered since then.

5.2 The Commissioners appointed by the Secretary of State for Housing, Communities and Local Government have recently overseen a revision to Part 6 of the Code of Conduct, the protocol on councillor/officer relations. This section of the Code applies to both councillors and officers and addresses the expected standard of conduct to be upheld in their interactions with one another. This part of the Code of Conduct also covers important legal rights and duties relating to access to information.

5.3 The protocol has been revised in order to:

- clarify the legal requirements underpinning the relationship between councillors and senior officers in particular;
- provide additional clarity in relation to access to information and in particular the requirements of the General Data Protection Regulation;

The revised document is attached at Appendix 1.

6. Consultation and Scrutiny

6.1 Consultation has been undertaken with the Commissioners appointed by the Secretary of State for Housing, Communities and Local Government. Consultation has also been undertaken with the Councillor Services and Governance Working Group.

7. Equality Screening

Reason that no EqIA is required	as appropriate
The paper is for information only	
The proposal/activity/decision has no impact on customers or the service they receive	
The proposal impacts upon staff but the proposed staffing changes will not affect the service that customers receive*	
Other (Please explain further)	

8. Alternative Options Considered

8.1 The changes are necessary to ensure the constitution remains fit for purpose and enables the Council to carry out its functions in the most effective and efficient manner.

9. Financial Implications

9.1 There are no financial implications to the amendments recommended in this report.

10. Risk and Business Continuity Management

10.1 The revisions help to ensure the Council has a robust constitution which enables the Council to continue to improve its governance arrangements.

11. List of Appendices

Appendix 1: Revised Constitution Part 5, Section 6 ‘Senior Staff Working To Councillors (“The Member/Officer Protocol”)

Author:	Name: Paul Hanson Team: Democratic Services
Contact details:	Tel: 01604 366813 Email: phanson@northamptonshire.gov.uk
Background Papers:	
Does the report propose a key decision is taken?	NO
If yes, is the decision in the Forward Plan?	NO
Will further decisions be required? If so please outline the timetable here	
Does the report include delegated decisions? If so, please outline the timetable here	YES: as set out in the recommendations.
Is this report proposing an amendment to the budget and/or policy framework?	NO
Have the financial implications been cleared by the Strategic Finance Manager (SFM)? Have any capital spend implications passed through Capital Programme governance procedures?	YES Name of SFM: Rosemary Pallot N/A
Has the report been cleared by the relevant Director?	YES Name of Director: Susan Zeiss
Has the relevant Cabinet Member been consulted?	N/A Cabinet Member:
Has the relevant scrutiny committee	N/A

been consulted?	Scrutiny Committee:
Has the report received legal clearance?	YES Name of solicitor: Susan Zeiss
Have any communications issues been cleared by Communications and Marketing?	N/A
Have any property Issues been cleared by Property and Asset Management?	N/A Name of officer:
Have the Procurement Implications below been referenced in the Paper	N/A
Are there any community safety implications?	NO
Are there any environmental implications:	NO
Are there any Health and Safety Implications:	NO
Are there any Human Resources Implications:	NO
Are there any human rights implications:	NO
Constituency Interest:	None specific

CODE FOR NORTHAMPTONSHIRE COUNTY COUNCIL: SENIOR STAFF WORKING TO COUNCILLORS (“The NCC Member/Officer Protocol”)

1. Introduction

- 1.1 This protocol aims to guide Councillors and officers in how they work together and operate effectively in a professional and mutually respectful manner.
- 1.2 An effective and trusting relationship between Councillors and officers is a key part of the efficient running of the organisation. This relationship can of course be varied and complex and so this protocol cannot be comprehensive enough to cover all scenarios.
- 1.3 However it seeks to provide a clear framework on which these significant relationships should be built.

2. The Law’s requirements

- 2.1 Underpinning this protocol are those specific requirements laid out in law:
- 2.2 All staff advising Councillors work to the Council as a whole, not just the party in power.
- 2.3 Councillors, when making decisions, agree to take account of advice from the Council’s Monitoring Officer, Chief Finance Officer and Chief Executive.
- 2.4 Councils are subject to challenge by judicial review if they make decisions that are “irrational” or “unreasonable”
- 2.5 Councillors may take political principles and considerations into account but not to the exclusion of other relevant considerations.
- 2.6 Councillors need to give consideration to the potential for any conflicts of interests. Such judgements are personal; they cannot be delegated to officers, though officers can provide a sounding board and offer advice.
- 2.7 Officers must be mindful of the law and Chief Officers in particular must give formal advice on statutory requirements as necessary. Chief Officers are senior staff as defined in Article 13 of the NCC Constitution, while there is also a definition of chief officers set out in section 2 of the Local Government and Housing Act 1989. This can be found [here](#)

3. The Nolan Principles

- 3.1 As articulated at the beginning of this Code of Conduct, all behaviours within the Council are underpinned by the Nolan Principles. Adherence to these should be the guiding foundation for all relationships between officers and Councillors.

- 3.2 The Nolan Principles on which all relationships and interactions should be built are as follows:
- i. Selflessness
 - ii. Integrity
 - iii. Objectivity
 - iv. Accountability
 - v. Openness
 - vi. Honesty
 - vii. Leadership.

- 3.3 The following sections outline how each of these principles must be adhered to within officer and Councillor relationships.

4. Selflessness

- 4.1 All officer and Councillor interactions must be conducted in a spirit of selflessness. Both are in their positions to serve only the public interest and no other consideration should influence behaviour.

5. Integrity

- 5.1 Councillors and officers must treat each other with respect at all times. Challenge and debate is of course healthy however this should always be in the spirit of a critical friend and a right to reply must always be respected.
- 5.2 Councillors and senior staff need to operate within the expectations of professional behaviour. This will normally preclude extensive or intensive social contact between individuals. This includes interaction on social media platforms.
- 5.3 When challenging conversations are taking place there will be an additional expectation that all parties will commit to professional conduct and language to avoid any sense of personal attack.
- 5.4 Care should be taken to identify and make reasonable adjustments where individuals have particular needs by virtue of religion, disability or other characteristics covered by law.

6. Objectivity

- 6.1 Councillors should at all times respect the political neutrality of officers and therefore should not draw them into political debate or dialogue. They should not ask officers to undertake work, or act in a way which seeks to support or benefit a particular political party. Both councillors and officers should be particularly mindful of this requirement during periods of heightened political sensitivity such as pre-election periods.
- 6.2 In situations where significant choices have to be made senior staff are entitled to put formal advice in writing and Councillors should expect to reply

in writing. Officer advice does not have to be followed, but a key decision made against officer advice must be documented and the reasons recorded.

- 6.3 Councillors should engage with officers to generate options, clarify implications (including any potential unintended consequences) and expand understanding of options appraisals.
- 6.4 All Council staff owe the same duty to the scrutiny systems as they do to the political leadership of the organisation and associated executive systems. It is not the job of staff to 'protect' the political leadership from challenge or analysis by scrutiny councillors.

7. Accountability

- 7.1 Councillors from the majority party form the administration and are responsible for policy direction. Officers need to ensure they understand this direction. Regular dialogue between officers and councillors will enable the policy to be implemented lawfully and effectively.
- 7.2 Officers should not be expected to account for the decisions and the direction set by Cabinet. This accountability lies with the political leadership and not officers.
- 7.3 When asked questions or asked to give an account, senior staff must strive to give a full, and straightforward account and not withhold information. In return Councillors should not rush to judgement and should respect the answer provided. At all times the Councillor must be minded that the officer should not be treated as part of the political arena.
- 7.4 Both Executive and Scrutiny Councillors will have reason to hold senior staff, meaning the Chief Executive, Executive Directors and other Chief Officers, to account. Chief Officers are responsible for the performance of all other staff, not Councillors.
- 7.5 Complaints against or concerns about senior staff should be dealt with in accordance with Section 11 below.
- 7.6 Scrutiny activity will include the following:
 - i. Scrutiny of decisions taken -where decision makers might be asked to give an account of why the decision has been made
 - ii. Scrutiny of delivery - where senior staff and accountable executive Councillors might be asked to give account for what has or has not happened)
 - iii. Overview - where Scrutiny at its own volition or at the request of a Cabinet Member, Full Council and other bodies as set out in the NCC Constitution will look into relevant issues within the Terms of reference above.
- 7.7 Within the scrutiny process, Cabinet will need to own and explain the decisions that they have made and senior staff will need to explain any

decisions they have made or advice they have given, but the distinction between the two must be clear.

- 7.8 Democratic Services staff are responsible for drafting scrutiny output reports. They should liaise with colleagues in service departments as appropriate to support accuracy in matters of fact and the legality and feasibility of any recommendations.

8. Openness

- 8.1 Cabinet Members will agree with their lead senior staff, their expectations covering what they expect to be told; how often they want to meet; how they want to work; what policy ambitions they have; their availability and any other matters designed to clarify expectations and build a professional partnership.

- 8.2 Written reports including reports to Cabinet, Scrutiny and Committees should be clearly and concisely set out and signed off by both the report author and Chief Officer or other relevant senior officers.

- 8.3 Councillors have the right to scrutinise the work of the Council, and in order to enable them to do so effectively officers should provide factual advice and documentation in accordance with the Council's Access to Information Rules. Also see section 11 of this code.

- 8.4 Good systems operate best within clear, well-planned expectations. In particular Scrutiny Programmes will be planned in advance, so that the appropriate staff and Executive Members can attend.

- 8.5 The Commissioners have the right to attend and speak at any council meeting including scrutiny meetings. Attendance by the Leader of the Council and Chief Executive at scrutiny meetings will be as per the Overview and Scrutiny Procedure Rules set out elsewhere within this constitution. The appropriate Cabinet Member will usually be invited to attend scrutiny meetings under his or her portfolio.

9. Honesty

- 9.1 All relationships between officers and Councillors must be based on complete honesty at all times on all matters.

10. Leadership

- 10.1 The Commissioners will oversee effective working relationships between councillors and officers and adherence to these protocols.

- 10.2 The Head of Paid Service (usually the Chief Executive) is responsible for ensuring the scrutiny and executive systems are both adequately supported by the organisation.

- 10.3 Senior staff will brief Councillors in a timely, open and honest fashion on emergent issues. Briefings, in consultation with Councillors, may be face-to-face, via telephone or email. Suitable records of significant discussions must be kept.
- 10.4 Attendance by officers at scrutiny meetings will be decided by Chief Officers. They may ask specialist, more junior staff to attend to provide specialist information. Attendance of scrutiny should never be solely by junior staff. As a courtesy, Chief Officers should periodically review attendance of scrutiny committees with Chairs of Committees to discuss what is practical, reasonable and appears to be working well or otherwise.
- 10.5 Individual Councillors with individual concerns or who wish to challenge policy or performance matters can ask for an item to go on a scrutiny agenda, within the Terms of Reference agreed and even if not a member of that scrutiny committee, can attend and speak to that item with the permission of the Chair.

11. Complaints or Concerns about Officers or Services

- 11.1 Councillors have the right to criticise reports or the actions taken by officers but they should always:-
- i. avoid personal attacks on, or abuse of officers;
 - ii. ensure that criticism is constructive and well founded; and
 - iii. take up an individual concern with the officer privately, where possible.
- 11.2 Councillors must not raise matters relating to the conduct or capability of an officer at committee meetings or in a public forum. Such action could be damaging both to effective working relationships and to the image of the Council. An officer has no means of responding to such criticisms in public.
- 11.3 If a Councillor feels they have not been treated with the proper respect, courtesy or has any concerns about the conduct or capability of an officer, and fails to resolve it through direct discussion with the officer, they should raise the matter with the appropriate manager. A complaint about a manager should be raised with the appropriate Chief Officer and then the Chief Executive. Similarly a complaint about a Chief Officer should be raised with the Chief Executive. A complaint about a statutory Chief Officer (Chief Executive, Monitoring Officer or Chief Finance Officer) should be raised with the Leader and/or a statutory officer who is not the subject of the complaint.
- 11.4 The recipient of the complaint will look into the facts and report back to the Councillor. If the councillor continues to feel concern, they should then report it to the appropriate Chief Officer who will look into the matter afresh. Any action taken against an officer in respect of a complaint will be in accordance with the provisions of the Council's disciplinary rules and/or the Officer Employment Procedure Rules as appropriate.
- 11.5 Where an officer feels that they have not been treated with respect and courtesy they should raise the matter with their manager, Chief Officer or the Chief Executive as appropriate, especially if they do not feel able to discuss

the matter with the councillor concerned. In these circumstances the manager, Chief Officer or Chief Executive will take appropriate action by approaching the individual Councillor and/or Group Leader. If investigation or further action is required, this will be undertaken in accordance with the Council's Code of Conduct and agreed procedures for dealing with complaints about the conduct of councillors.

12. Access to Information

- 12.1 Councillors have the right to scrutinise the work of the Council, and in order to enable them to do so effectively officers should provide factual advice and documentation in accordance with the Council's Access to Information Rules. Councillors should take care to act on the advice of officers on the sensitivity of information. Additional rights of access applicable to the Overview and Scrutiny Committee, as well as members of the committee, are set out in regulation. Further guidance is available elsewhere in the Constitution at Part 4 (B) Access to information Procedure Rules and Part 4 (E) Overview & Scrutiny Procedure Rules.
- 12.2 Councillors must not disclose information given to them in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where:-
- a) you have the consent of a person authorised to give it;
 - b) you are required by law to do so;
 - c) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
 - d) the disclosure is:-
 - i. reasonable and in the public interest;
 - ii. made in good faith and in compliance with the reasonable requirements of the authority;
- 12.3 Councillors are free to approach Council directorates to request such information, explanation or advice as they may think they need in order to assist them in discharging their role as members of the Council. This can range from a request for general information about some aspect of a directorate's activities to a request for specific information on behalf of a constituent. Officers will assist in understanding why members need information, using this insight to ensure that they can provide them with relevant, proportionate information. Such approaches should always be directed to the Chief Officer (Director) or another senior officer (Assistant Director) of the directorate concerned.
- 12.4 Councillors have a statutory right to inspect any Council document relating to business to be transacted at a council meeting or a committee or sub-committee meeting. This right applies irrespective of whether the councillor is a member of the Committee or Sub Committee concerned and extends also to any relevant background papers. This right does not automatically apply to documents relating to certain items which may appear on the private agenda for meetings. The items in question are those which contain exempt

information relating to employees, occupiers of Council property, applicants for grants and other services, the care of children, contract and industrial relations negotiations, legal advice and criminal investigations.

- 12.5 In addition to the statutory rights of councillors, any councillor may inspect any document in the possession of the Council provided they can demonstrate a reasonable need to see the documents in order to carry out their role as a councillor (the "need to know" principle).
- 12.6 In this respect a member has no right to "a roving commission" to go and examine documents of the Council. The crucial question is the determination of the "need to know" in the absence of a statutory right to know. This question must initially be determined by the particular Chief Officer whose directorate holds the document in question (with advice from the Monitoring Officer). In the event of dispute, the question must be determined by the Chief Executive.
- 12.7 In certain circumstances (e.g. a member wishing to inspect documents which contain personal information about third parties) a councillor will normally be expected to justify the request in specific terms and may be required to obtain consent from the party in question. Councillors must be mindful of the impact of requesting significant amounts of information from officers, particularly in terms of workloads.
- 12.8 Whilst the term "Council document" is very broad and includes, for example, any document produced with Council resources, it is accepted by convention that a member of one party group will not have a "need to know", and therefore a right to inspect, a document which forms part of the internal workings of another party group. It does not apply to documents in draft.
- 12.9 Further and more detailed advice regarding councillors' rights to inspect Council documents may be obtained from the Monitoring Officer.
- 12.10 Any information provided to a member must only be used by the member for the purpose for which it was provided i.e. in connection with the proper performance of the member's duties as a member of the Council.

13. Data Protection and Access to Information

- 13.1 Councillors must process constituents' personal data fairly, lawfully and in a transparent manner. Councillors must be clear with constituents about what will happen to their information. In return, councillors should be able to use constituents' data in a proportionate and necessary manner in response to contact initiated by the constituent.
- 13.2 Generally, the act of a constituent approaching a councillor to ask for assistance and reasonably expecting that their data will be shared with relevant third parties is likely to be a sufficient demonstration of their wishes. However, there may be circumstances where the processing will go beyond the expectation of the constituent, or where there is uncertainty over the

constituent's wishes. In cases like this a councillor should go back to the constituent to make sure consent to share their data is in place. Councillors should be prepared to obtain consent from constituents if required to do so by a council officer.

- 13.3 Further and more detailed advice regarding data protection and GDPR may be obtained from the Monitoring Officer.



COUNCIL

19 March 2020

Report by: THE MONITORING OFFICER

Subject:	Appointment of new arrangements to the Anglian (Great Ouse) Regional Flood and Coastal Committee
Recommendations:	That Council: approves the new arrangements to the Anglian (Great Ouse) Regional Flood and Coastal Committee including voting rights, as set out in Section 4 of this report.

1. Purpose of Report

1.1 To agree the arrangements for the Anglian (Great Ouse) Regional Flood and Coastal Committee (ARFCC).

2. How this decision contributes to the Council Plan

2.1 The Council's vision is to make Northamptonshire a great place to live and work. This is achieved through increasing the wellbeing of your county's communities and/or safeguarding the county's communities.

2.2 This initiative contributes to the delivery of all areas of the Council Plan.

3. Background

3.1 Appointments to organisations, which includes charities, voluntary organisations, local government association and partnership boards are made annually.

3.2 The Council may replace any of its nominees before the appointment expires if necessary.

3.3 The Council makes appointments to many other organisations, which includes charities, voluntary organisations, local government associations and partnership boards, after every County Council election. Should the Council need to replace any of its nominees before the next election, it may do so.

3.4 It should be noted that the Chief Executive has delegated authority to make appointments to outside bodies outside of the Council meeting cycle if it is necessary to do so. This authority is subject to consultation with the three political group leaders.

4. Appointments to Outside Bodies and Partnership Boards

Anglian (Great Ouse) Regional Flood and Coastal Committee

The ARFCC is a committee established by the Environment Agency under the Flood and Water Management Act 2010. It brings together members appointed by Lead Local Flood Authorities (LLFAs) and independent members with relevant experience for 3 purposes:

- to ensure there are coherent plans for identifying, communicating and managing flood and coastal erosion risks across catchments and shorelines
- to encourage efficient, targeted and risk-based investment in flood and coastal erosion risk management that represents value for money and benefits local communities
- to provide a link between the Environment Agency, LLFAs, other risk management authorities, and other relevant bodies to build understanding of flood and coastal erosion risks in its area

There has been a variation to the composition for the Anglian (Great Ouse) RFCC that will be enacted from 1 April 2020. It will have a Chair (appointed by the Minister), 8 people appointed by the Environment Agency and members appointed by, or on behalf, each Constituent Authority or Group Constituent Authorities.

Northamptonshire is in a group with Buckinghamshire and Milton Keynes Councils. This is a change from the previous group of Buckinghamshire and Hertfordshire County Councils. This also affects the voting rights. Northamptonshire would only have voting rights in the year that it is represented in the rota.

Buckinghamshire County Council have suggested they take year 1 in the rota, Northamptonshire takes year 2 and Milton Keynes takes year 3.

It is proposed that Councillor Andy Mercer remains our member on the Anglian (Great Ouse) Regional Flood and Coastal Committee.

5. Consultation and Scrutiny

- 5.1 The ARFCC have informed us that our member has been involved in the discussions and decisions with regard to the change of the Committee's Composition & Name and the new Membership Protocol.
- 5.1 Consultation around the in-year appointments is made with the Chief Executive, the political Group Business Managers (where appropriate), the political Group Leaders and the organisations involved.

6. Alternative Options Considered

- 6.1 The Council is required to appoint representatives to Outside Bodies and Partnership Boards under the terms of the Constitution. There would be risks involved if no appointments were made.

7. Financial Implications

- 7.1 There are no additional costs arising from this appointment. Any expense incurred in undertaking approved duties will be met from within the existing Democratic Services budget.

8. Risk and Business Continuity Management

a) Risk(s) associated with the proposal

Risk	Mitigation	Residual Risk
Failure to fill posts	All groups have been consulted with.	GREEN

b) Risk(s) associated with not undertaking the proposal

Risk	Risk Rating
If the Council did not make any appointments to this body there would be a risk that the interests of the Council would not be represented adequately at a local, regional or national level.	GREEN

9. List of Appendices

Appendix 1 – Letter received from ARFCC

Author:	Name: Jenny Daniels Team: Democratic Services
Contact details:	Tel: 01604 367560 Email: jdaniels@northamptonshire.gov.uk
Background Papers:	None
Does the report propose a key decision is taken?	NO
If yes, is the decision in the Forward Plan?	NO
Will further decisions be required? If so, please outline the timetable here	NO
Is this report proposing an amendment to the budget and/or policy framework?	NO
Have the financial implications been cleared by the Strategic Finance Manager (SFM)?	YES Name of SFM: Rosemary Pallot
Have any capital spend implications been cleared by the Capital Investment Board (CIB)	N/A
Has the report been cleared by the relevant Director?	YES Name of Director: Sophia Narthey
Has the relevant Cabinet Member been consulted?	YES/NO Cabinet Member: Cllr Lizzy Bowen
Has the relevant scrutiny committee been consulted?	N/A Scrutiny Committee:
Has the report been cleared by Legal Services?	YES Name of solicitor: Sophia Narthey
	Solicitor's comments:
Have any communications issues been cleared by Communications and Marketing?	YES/NO Name of officer: Liam Beasley
Have any property issues been cleared by Property and Asset Management?	Name of officer:

Has an Equalities Impact Assessment been carried out in relation to this report?	N/A
Are there any community safety implications?	No – representation to the organisation listed will support community safety priorities
Are there any environmental implications:	NO
Are there any Health & Safety Implications:	NO
Are there any Human Resources Implications:	NO
Are there any human rights implications:	NO
Constituency Interest:	ALL

Democratic Services
Northamptonshire County Council
County Hall
George Row
Northampton
NN1 1DF

Our ref: AMC/2019/1588-1
Date: 16 December 2019

Dear Sir/Madam,

Anglian (Great Ouse) Regional Flood and Coastal Committee

Cllr Andy Mercer is your nominated Member on the Anglian (Central) Regional Flood and Coastal Committee (RFCC) and has been involved in the discussions and decisions with regard to the change of the Committee's Composition & Name and the new Membership Protocol.

We now have the required Ministerial approval for the change to the Committee's Composition and Name.

Variation to the Composition

The below confirms the varied composition for the Anglian (Great Ouse) RFCC that will be enacted from the 1st April 2020.

- 1. A Chair appointed by the Minister**
- 2. Eight persons appointed by the Environment Agency**
- 3. The members appointed by, or on behalf of, each Constituent Authority or Group of Constituent Authorities as set out below:**

Constituent Authority	Number of members of the Anglian (Great Ouse) Regional Flood and Coastal Committee to be appointed by, or on behalf of, each Constituent Authority or Group of Constituent Authorities
Bedford Borough Council	One
Central Bedfordshire Council	One
Buckinghamshire Council Milton Keynes Council Northamptonshire County Council	One member appointed by, or on behalf of, this group of Constituent Authorities
Cambridgeshire County Council	Three
Essex County Council Suffolk County Council	One member appointed by, or on behalf of, this group of Constituent Authorities
Hertfordshire County Council Central Bedfordshire Council	One member appointed by, or on behalf of, this group of Constituent Authorities
Milton Keynes Council	One
Norfolk County Council	One

This represents a change for Northamptonshire County Council in your membership allocation. Under the varied composition your Shared Seat has been changed from sharing with Buckinghamshire and Hertfordshire County Councils to sharing with Buckinghamshire and Milton Keynes Councils.

Under the new Membership Protocol (see below), please can you confirm that you have agreed with your shared seat partners, whether you will operate a “Partnership” or “Rota” approach to this seat. Where it would be helpful, Brian Stewart OBE would be happy to personally support discussions about the approach to shared seat representation, although we are sure that in most cases the Councils can come to a locally agreed position yourselves. If this will be a “Rota” basis please confirm who will have the voting rights for Year 1, Year 2 and Year 3 cycles.

Please ensure that the Anglian (Great Ouse) RFCC Development Officer (Nigel Wood) is informed in writing of your decision before the 1st April 2020, contact via nigel.wood1@environment-agency.gov.uk or by post to the Environment Agency Brampton Offices (address in footer of this letter).

Name Change

The Anglian (Central) Regional Flood & Coastal Committee is now called the **Anglian (Great Ouse) Regional Flood & Coastal Committee**.

Please could you reflect the new name of the Committee within your systems and publications as soon as practical?

Membership Protocol

Please find enclosed a copy of the Committee’s Membership Protocol. This has been developed as a result of questions from Members and our secretariat experiences over recent meetings. The initial document was issued to your appointed Member in September 2019. The attached updated Membership Protocol includes one minor adjustment with regard to deputies and voting on local income decisions – “However it should be noted that Officer substitutions will not be accepted for any meeting where local income decisions form part of the agenda.”

Please could you review the document and ensure your own governance over the selection and appointment of members and deputies fits within the requirements of this protocol and the statutory Regulations that it refers to.

We would appreciate notification as soon as practical that this letter has been received and is being actioned, via the secretariat Nigel Wood (contact details below) and we look forward to working with your appointed Member to the Anglian (Great Ouse) RFCC under its new composition from 2020/21 onward.

If you have any questions or comments please can you forward them to Nigel Wood, either via nigel.wood1@environment-agency.gov.uk or by post to Environment Agency Area Office, Bromholme Lane, Brampton, Cambridgeshire, PE28 4NE.

Yours faithfully



Brian Stewart OBE
Chair, Anglian (Great Ouse) Regional Flood & Coastal Committee

And



Simon Hawkins
Area Director
East Anglia Area

Tel: 02030 255472

Email: areamanagercorrespondence.eastanglia@environment-agency.gov.uk

THIS PAGE IS INTENTIONALLY BLANK



COUNCIL

19 March 2020

Report by: THE EXECUTIVE DIRECTOR OF FINANCE

Subject:	Monthly Capital Report (MCR) - New Capital Scheme Approvals.
Recommendations:	<p>That Council approves the inclusion of one new capital scheme:</p> <ul style="list-style-type: none"> • Chedworth House - £300k <p>in the Council’s Capital Programme following Cabinet recommendation.</p>

1. Purpose of Report

- 1.1 Full Council is formally requested to approve the inclusion in the Council’s Capital Programme of one new capital scheme not previously approved as part of the Council’s 2019-20 Capital Strategy, but subsequently approved by Cabinet.

2. How this decision contributes to the Council Plan

- 2.1 The Council’s vision is for Northamptonshire to be a county where everyone looks after each other and takes responsibility, where the vulnerable are protected and supported and where the people who can help themselves receive the assistance they need to stay independent and healthy.

The Council’s capital programme helps the Council to deliver this vision through the following strategic priorities outlined in the Council
<ul style="list-style-type: none"> • Working in partnership with other public sector organisations (such as the seven district and borough councils, the local NHS bodies, and Northamptonshire Police). • Enabling individuals and communities to achieve better outcomes. • Engaging with partners and communities to co-design and co-deliver services. • Using innovation to find better and more sustainable ways of delivering services ensuring they are efficient and affordable in the long term. • Focusing resources on prevention and early intervention. • Using technology and digital solutions to meet the needs of residents. • Commissioning and procuring services and goods with partners. • Utilising the Council’s assets effectively. • Reducing inequalities and disparity of opportunities.

3. Background

- 3.1 This report sets out a new scheme which has been approved by Cabinet since the last report to Full Council, excluding those schemes approved as part of the Budget Report 2020-21 to Full Council on 20th February 2020.

3.2 Due to these schemes being new initiatives or funding opportunities identified since the 2019-20 Capital Strategy was approved, they now require Full Council approval as part of the Council's governance process.

4. Governance

4.1 The governance of the capital programme comprises:

- A Capital Approvals Board chaired by the S151 Officer, and attended by the Executive Director for Strategic Delivery and Transformation, the Cabinet members for Finance and Highways and Place, and the relevant senior officers with subject matter expertise. The group reviews requests for new capital schemes to inform recommendations to Cabinet
- A Capital Projects Board chaired by the Executive Director for Strategic Delivery and Transformation, aimed at reviewing scheme progress through project management reporting and identifying issues and risks which require support to resolve or escalation to the Northamptonshire Leadership Team (NLT) and Finance Director.
- A Place Shaping Board which ensures that new developments, disposals, investments and acquisitions are taken forward by the County Council (independently or in partnership) supporting strategic objectives for financial sustainability, economic growth and regeneration across the County.
- The Councils Financial Regulations relating both specifically to capital approval processes and those wider regulations in relation to overarching financial governance and procurement.
- The Capital Programme monitoring undertaken monthly by managers in line with the Financial Management SORP which sets out budget manager responsibilities. The outcome of the capital financial monitoring forms part of this report which includes up to date projections for capital expenditure and funding in the current financial year, identifying financial and service delivery risks in relation key capital schemes.

5. Financial Implications

Recommendations by the Northamptonshire Leadership Team and Cabinet

5.1 The Northamptonshire Leadership Team has recommended one new capital scheme totalling investment of £300k which has been approved by Cabinet to go forward for Full Council approval.

No.	Scheme Status	Capital Scheme Title	Capital Expenditure Requiring Approval £000's	Funding Source	Cabinet Approval Date
1	New Scheme	Chedworth House	300	Discretionary Funding	14 January 2020
Total			300		

Table 1 - Summary of capital schemes recommended for inclusion in the capital programme. Please note Discretionary Funded schemes are funded by NCC from either borrowing or capital receipts.

Chedworth House - £300,000

Purchase of Chedworth House to formally recognise the transfer of services from Northamptonshire Trading Limited into Council ownership.
Chedworth House is an Olympus Care Services hub for short term enablement services.

6. Consultation and Scrutiny

- 6.1 The 2019-20 Capital Strategy and Capital Programme were subject to consultation and overview and scrutiny process review prior to approval by Full Council in February 2019.

7. Equality Screening

- 7.1 Where a scheme may have an impact upon customers with protected characteristics an equality impact assessment will be carried out by the service prior to the scheme being implemented to ensure that these implications are understood

Reason that no EqlA is required	as appropriate
The paper is for information only	
The proposal/activity/decision has no impact on customers or the service they receive	
The proposal impacts upon staff but the proposed staffing changes will not affect the service that customers receive*	
Other (Please explain further) as described above this is a finance approval report only and the service will ensure an EqlA is completed as appropriate prior to any changes to service delivery.	

8. Alternative Options Considered

- 8.1 The deliverability of the 2019-20 Capital Strategy is monitored by each accountable project manager and senior officer. There is further review throughout the financial year through the operation of the Place Shaping Board and corporate oversight is provided through monthly NCC Leadership Team reviews.
- 8.2 If any overspends, or emerging pressures are identified during the year then mitigating actions will be sought and management interventions undertaken. Details of pressures, risks and mitigating actions implemented are provided as part of the finance monitoring reports as the year progresses.

9. Risk and Business Continuity Management

There are internal control processes in place to ensure that the Council does not spend beyond the resources available. Risk will be managed and monitored throughout the organisation during the delivery of the Council's budget plans.

10. List of Appendices

None.

Author:	Name: Andrea Devereux Team: NCC Finance – Place and Corporate Services
Contact details:	Tel: 01604 367348 Email: adevereux@northamptonshire.gov.uk
Background Papers:	
Does the report propose a key decision is taken?	YES
If yes, is the decision in the Forward Plan?	NA
Will further decisions be required? If so, please outline the timetable here	
Does the report include delegated decisions? If so, please outline the timetable here	NO
Is this report proposing an amendment to the budget and/or policy framework?	NO
Have the financial implications been cleared by the Strategic Finance Manager (SFM)? Have any capital spend implications been cleared by the Capital Investment Board (CIB)	Yes Name of SFM: Rosemary Pallot YES
Has the report been cleared by the relevant Director?	YES Name: Barry Scarr
Has the relevant Cabinet Member been consulted?	YES Cabinet Member: Cllr Malcolm Longley
Has the relevant scrutiny committee been consulted?	NO Scrutiny Committee:
Has the report been cleared by Legal Services?	YES Name of solicitor: Debbie Carter-Hughes
Have any communications issues been cleared by Communications and Marketing?	YES Name of officer: Liam Beasley
Have any property issues been cleared by Property and Asset Management?	YES Name of officer:
Has an Equalities Impact Assessment been carried out in relation to this report?	YES
Are there any community safety implications?	YES
Are there any environmental implications:	NO
Are there any Health & Safety Implications:	NO
Are there any Human Resources Implications:	NO
Are there any human rights implications:	NO
Constituency Interest:	ALL