**Finance & Performance Sub Committee
6 July 2020**

ENC - Economic Recovery Prospectus

Purpose of report

To provide an overview of, and seek approval for, the East Northamptonshire Council Economic Recovery Prospectus (Recovery Through Enterprise) and associated work programme and budget proposal, to address the impact of the economic shock resulting from the COVID19 pandemic.

Attachments:

Appendix 1 – Economic Recovery Prospectus – "Recovery Through Enterprise"
Appendix 2 – Equalities Impact Assessment
Appendix 3 – Health and Wellbeing Impact Assessment
Appendix 4 – Privacy Impact Assessment

1.0   Background

1.1   Members are well aware of the significant economic shock resulting from the COVID 19 pandemic. In response the Council, through its Business Rates Team, has been working hard over the last couple of months to support businesses through a range of Government financial support packages that, to date, has seen an investment of over £25 million into local businesses. This work continues with a number of new announcements to address gaps in provision. Financial support for local businesses and residents is also being provided at a national level via HM Revenue and Customs, the Department of Work and Pensions and the banking system**.**

1.2   Alongside this support, the Council is also providing a range of help for businesses and residents through service delivery including, for example,   environment health and protection, revenue and benefits, planning and building control.

1.3   In addition, Enterprising East Northants (EEN), the Council's economic development service, has been working with   local and strategic partners to provide a range of support to help local businesses and residents suffering as a result of the economic turmoil.

1.4   All of this work has culminated in the production of an Economic Recovery Prospectus (see Appendix 1), which seeks to join up, drive and accelerate a programme of assistance to meet local needs. A fundamental principle of this approach has been to focus on innovation, enterprise and entrepreneurship as the cornerstones for supporting sustainable economic recovery and future prosperity; this focus is reflected in the branding "Recovery Through Enterprise"

2.0   Economic Recovery Prospectus (ERP) – Detailed Proposal

2.1   The next phase of the ERP is to develop and drive forward a comprehensive work

programme consisting of 5 work streams over the next10 months. This will be developed around two distinctive but interrelated phases:

- An immediate short term 3 month turbo charged programme (which started on 1 June) to help address the urgent current needs of business up until 31 August 2020, and
- A medium term proposal, from September 2020 to March 2021, to reset the economy on a trajectory to achieve stabilisation and sustainable prosperity which will help inform a longer term proposal as part of the new unitary arrangements which will be in place from 1 April 2021.

2.2   An important element of this approach, to reflect the urgent and dynamic position of the situation, is the emergent and iterative nature of the strategy, which recognises that the actions will need to adapt to the changing circumstances and associated needs; it will not follow a pre determined set of actions as per traditional strategies. In particular, the outputs and outcomes from the initial 3 month phase will help shape the approach taken in the medium 7 month phase which it is envisaged will include exploring the scope to widen the programme across North Northamptonshire as part of the new unitary arrangements.

2.3   **Work Stream 1 – Dynamic Business Support Programme -** Provision of a "local front door" with East Northants branding, one phone number and one email. This will provide triage and sign posting to a range of support services at the University of Northampton, Wellingborough and East Northants Chamber of Commerce, SEMLEP Growth Hub, Enterprise East Northants (EEN) Business Support Programme, Federation for Small Business (FSB), Bizspace and East Midlands Business. A particular FSB element will involve underwriting reduced membership fees for local businesses so they can access the range of FSB support services. The EEN Business Support Programme involves extending and repurposing the existing services provided by Building Business; this has already been agreed and is underway.

2.4   A particular sector focus of this work stream will be retail and the support required to restart trading safely within our retail centres through June and over the summer; this will include utilising the recently announced Government funding on this matter. In this context, consideration will need to be given to how best to deliver this at a local level given the unique nature of all of our town centres and retail areas.

2.5   **Work Stream 2 – Fast track Job Match Initiative -** Provision of responsive employment support initiatives to meet changing and emerging needs of those seeking work e.g. virtual jobs fair, sector based academies, specialised training for specific groups including digital and support with self employment.

2.6   **Work Stream 3 – Economic Recovery Hub -** This will include taking space at the Enterprise Centre to create a hub and focal point for the whole programme to provide a combination of virtual and face to face support (allowing for social distancing given the space available in the first year). This would also provide on site marketing to potential new customers for the Enterprise Centre and involve working closely with the operators Bizspace.

2.7   **Work Stream 4 – Business Charter -** To review the ENC current Business Charter in light of emerging economic conditions and consider how best ENC services can support existing and emerging businesses.

2.8   **Work Stream 5 – Long Term Economic Recovery Strategy -** Economic insights and scenario planning will help the Council and its partners to understand current trends and explore potential visions as the basis for shaping policy development with

SEMLEP, the Oxford Cambridge Arc and within the new North Northamptonshire unitary Council.

2.9   A specific and immediate element of the recovery programme is to support the reopening of town centres and commercial areas. Within this context £5,000 will be devolved to each town council from the £84,908 European Funding awarded to the council. This will include payment against eligible spend and will be subject to the signing of a mirror contract by each town council to reflect the funding agreement that the council will be required to sign with Government.

2.10   The delivery of the Prospectus in being shaped and driven through a weekly meeting of the key players including ENC, the University of Northampton, SEMLEP, the FSB the Job Centre Plus and Building Business. Each of these partners connects to and engages with a range of other local and strategic partners to ensure a comprehensive and inclusive approach. Other partners will dip in and out of these meeting as required and to reflect the emerging focus on activity.

3.0   Equality and Diversity Implications

3.1   There are only positive impacts of the Economic Recovery Prospectus which are detailed in the Equalities Impact Assessment in Appendix 2.

4.0   Legal Implications

4.1   All the necessary governance and contracting arrangements will be put in place as and when required using a range of legal documentation. The initial programme includes a memorandum of understanding between ENC and the University of Northampton to provide the immediate emergency business support programme.

5.0   Risk Management

5.1   The key risks and mitigations are detailed in the table below:

Risk	Mitigation
Lack of support form local and strategic partners involved with business and employment support	All partners currently signed up to the proposal; this will need to be kept under review and managed as part of the development of the medium term phase from September 2020.
Lack of take up by local people and local businesses	Significant and concerted promotions campaign is underway and will form the main thrust of the initial activity. This includes a mailshot to every business and a range of press releases and social media campaigns.
Lack of support from other North Northants councils making it difficult to continue as part of the new unitary arrangements	This will be managed through the Future Northants work streams and associated governance arrangements

6.0   Implications for our Customers

6.1   The delivery of the Economic Recovery Prospectus will provide only positive benefits

for customers by providing access to employment, business advice and associated training and support.

7.0   Constitutional Implications

7.1   This report does not require any amendment to the Council's Constitution.

8.0   Health Impact Implications

8.1   There are only positive impacts of the Economic Recovery Prospectus which are detailed in the Health Impact Assessment in Appendix 3

9.0   Privacy Implications

9.1   There are no direct privacy implications resulting from the Economic Recovery Prospectus as detailed in the Privacy Impact Assessment in Appendix 4.

10.0   Resource and Financial Implications

10.1   The table below summarises the budget for each of the work streams over the next 10 months:

Work Stream	3 month budget June to Aug 2020	7 month Budget Sept 2020 to March 2021	Total
Work Stream 1 - Dynamic Business Support	£15k	£170k	£185k
Work Stream 2 - Fast Track Job Match	£5k	£25k	£30k
Work Stream 3 - Business Recovery Hub	£10k	£10k	£20k
Work Stream 4 – Business Charter Refresh	ENC staff time	ENC staff time	0
Work Stream 5 - Long Term ER Strategy	Not immediate	£15k	£15k
Total	**£30k**	**£220k**	**£250k**

10.2   It is important to note that these are indicative budgets and have been developed with the view of being flexible in terms of enabling movement between the work streams to make sure the programme reflects emerging needs and priorities for action.

10.3   The £30k budget for the immediate 3 month time frame will be funded from the current economic development budget (£15k) and an element (£15k) of the recently announced Government Reopening the High Street Safely Fund which allocated £84,908 to ENC. It should be noted that this new Government fund for reopening the high street needs to show additionality e.g. signage and adjustments to public realm to promote social distancing and cannot be used to fund existing activity such as capital improvements. The criteria set out in the guidance will be reviewed and reflected in the proposals developed.

10.4   The £220k budget for the medium term time frame will be funded from a combination of an existing economic development budget (£10k), the Reopening the High Street Safely Fund (£15k) and it is proposed that the remaining £195k required is funded

from a draw down from the Business Rates Risk Reserve, unless an appropriate external funding stream can be identified to cover this cost.

10.5   As set out in the Assets, Capital Schemes and Reserves Notification Process approved by the North Northamptonshire Shadow Executive Committee on 25 June 2020, any proposed purchase, disposal and transfer of assets, new capital schemes with on-going financial commitments and use of reserves above those already set out in each council's budget, by any of the existing councils above a set de minimis level of £100k must be notified to the relevant Shadow Executive(s).

10.6   In line with the requirement set out in section 10.5 the Chief Executive or s151 Officer of the council will submit a report on this proposal for the use of reserves to the Interim Chief Executive of the North Northamptonshire Shadow Authority. The proposed use of reserves will be discussed at the next meeting of the Shadow Executive. The Shadow Executive will act as a consultee and will be asked to endorse, rather than approve the proposal put before it.

10.7   In broad terms, the budget will fund the following accelerated activity:
- **3 month spend** – Marketing, local business support programmes, subsidised FSB membership, range of employment support initiatives and setting up Economic Recovery Hub
- **7 month spend -** Marketing, local business support programmes, subsidised FSB membership, range of employment support initiatives, continuation of Economic Recovery Hub and production of long term economic recovery plan

11.0   Corporate Outcomes

11.1   This report contributes to the following corporate outcomes:

- **Good Quality of Life – Prosperous** – Nurturing and supporting local residents into employment and to start and grow their own businesses that will help promote sustainable employment and prosperity;
- **Good value for money –** Leveraging in significant funding to support employment and business growth ;
- **Effective Partnership working –** The initiative has already galvanised key local and strategic partners and will help to do the same as part of the unitary process.

12.0   Recommendations

12.1   The Sub Committee is requested to recommended that Policy and Resources Committee make a recommendation to Full Council to:

a.   Approve the Economic Recovery Prospectus (Appendix 1) and associated work streams and the budget and sources of funding detailed in this report including a draw down of £195k from the Business Rates Risk Reserve unless an appropriate external funding stream can be identified to cover this cost.

   *(**Reason:** To put in place measures to support and drive economic recovery across the district to address the economic crisis resulting from the pandemic)*

b.   Delegate authority to the Head of Economic & Commercial Development, in consultation with the Chair of the Finance & Performance Sub Committee, to finalise and update the detail of the programme as the basis for driving delivery.

*(**Reason:** To put in place arrangements to ensure effective management)*

c. Approve the governance process where by Finance and Resources Sub Committee receive regular updates on progress to monitor performance and agree any significant changes to the programme.

   *(**Reason:** To put in place arrangements to ensure effective monitoring and governance)*

Legal	Power: Local Government Act 1972				
	Other considerations:				
Background Papers: ENC Economic Recovery Prospectus – Recovery Through Enterprise					
Person Originating Report: Greg Macdonald Head of Economic and Commercial Development ☐ 01832 742014 ☐ gmacdonald@east-northamptonshire.gov.uk					
Date: 15 June 2020					
CFO 25/06/20		**MO (Deputy) 24/06/20**		**CX 23/06/20**	

East Northamptonshire Council

Enterprising
East N rthants

RECOVERY

THROUGH

ENTERPRISE

WORKING DOCUMENT

Innovate...Deliver...Thrive...

Overview

The purpose of this prospectus is to detail East Northamptonshire Council's response to the economic shock resulting from the COVID-19 pandemic. The response builds on the Enterprising East Northants economic initiative that has gained significant momentum over the last two years in driving economic prosperity across the district.

This response is being developed within the context of a strategic approach underway through a national economic recovery group, the Oxford Cambridge Arc (OCA), the South East Midlands Local Enterprise Partnership (SEMLEP) and the Northamptonshire Local Resilience Partnership. This prospectus aims to act as a local mechanism for joining up and driving delivery at a local level.

A new collaboration has emerged between partners which are seeking to respond in an inclusive way to meet the challenges of COVID-19.

The challenges

- Significant disruption of established patterns of trade and consumption
- Rapid pace of impact, making it difficult for businesses to respond effectively
- Uncertain future making it difficult for business planning
- Sector shifts with winners (e.g. food retail) and losers (e.g. tourism)
- Rapid changes in employment patterns with significant increased unemployment
- Continued labour shortages in the care sector and agriculture
- Mental health of workforce and employers struggling to maintain welfare provision
- Significant impact on health care sector and associated supply chains
- Weak business continuity practices

The opportunity

- The combination of COVID-19, Brexit and the move to North and West Northamptonshire Councils provides the opportunity to shape an agile and inter-connected response.
- This is a pivotal time, with these three factors creating a unique combination of challenges and opportunities to engage in ambitious, visionary and imaginative solutions to recover and grow our local economy.
- To be effective this must affirm an open dialogue with local and strategic partners and stakeholders, and reflect emerging trends as well as anticipating future lifestyles. It is no longer possible to look back at what went well before, and replicate 'more of the same'. A new 'normal' will not look like the old normal.
- Although direct Government financial support has been critical to address the immediate impacts of the economic shock, this prospectus promotes innovation, enterprise and entrepreneurship as the building blocks for sustainable economic prosperity.

Driving recovery

The immediate response to the economic shock came via a comprehensive Government business support and employment package delivered at a local level by councils and nationally by HM Revenue and Customs, the Department for Work and Pensions and the banking system.

This support targeted staffing and running costs during the lockdown period through a range of grants and fiscal reliefs along with changes to welfare payments though the Universal Credit system.

Moving forward it will be important to focus on the mechanisms for supporting business start-ups and growth, rather than direct financial support, that will have a more effective impact on embedding and nurturing innovation, enterprise and entrepreneurship to sustain economic prosperity for the longer term.

Recovery can be defined in 3 phases:

RESTART

Phase 1 – Immediate emergency action...
- The Business Rates team have delivered significant direct financial support through the Government's Business Relief and Grants programmes (as of 15 May 2020):
  - **Expanded Retail Relief - £12.4m**
  - **Over 1,200** Grants have been paid, totalling more than **£13.4m**
- Detailed **personal intervention and support** through Business Account Managment and Tourism functions
- **EEN Business Support Programme**, delivered by Building Business, has pivoted fast to supply 100% online support and training resources

RESTORE

Phase 2 – Joining up approaches and filling the gaps...
- Driving delivery of **Government funding programmes** to address gaps
- Working with other local and strategic partners to develop a **joined up approach** focused around the Northamptonshire Local Resilience Partnership, SEMLEP and the OCA
- Collecting and sharing **business intelligence and insights** to shape responses
- **Providing agile and responsive support** through a range of business facing services including business rates, customer services, communications, environment health and protection, finance, community, housing, waste mangement, facilities management, revenues and benefits, planning and building control
- **Dialogue with key partners** such as FSB, SEMLEP, Growth Hub and University of Northampton has led to a wide mix of webinars and intelligent support meeting business needs
- **Delivering Enterprise Centre East Northants** to support new business start-ups and growth (due to open in July). This has also been offered up as a facility to support the response to the emergency

RESET

Phase 3 – Accelerating delivery of support and long term planning...
- Develop and deliver a **dynamic business support programme** to meet current and emerging needs of business. This will be driven forward with all current business support providers to join up and accelerate their support in East Northamptonshire across all sectors over the coming weeks and months (for an initial 3 month period - subject to review thereafter)
- Develop and deliver a **fast track job match initiative** via the EEN skills groups to map unemployment (in terms of numbers and skills profiles) against available jobs
- Set up a **economic recovery hub** as a virtual and physical presence as part of the Enterprise Centre project as a focal point for all the support programmes
- Undertake a review of the **business charter** to see how service delivery can support the economic recovery process
- **Undertake scenario modelling and produce intelligence led policy** to help develop responsive and flexible medium and long term recovery strategies

Contact:

Greg Macdonald – Head of Economic and Commercial Development
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James Tennant – Business Account Manager
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Karen Williams – Tourism Promotion and Development Officer
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Initial Equalities Impact Assessment APPENDIX 2

Title of proposal being assessed:	*ENC Economic Recovery Plan*
What type of proposal is this an assessment of?	*Service - New*
What are the aims and/or objectives of the proposal and the intended outcomes?	*To provide a framework for shaping and driving delivery of economic recovery programme to address the impact on the economy of the COVID 19 pandemic.*
Who is intended to benefit from this proposal?	*All residents, workforce and businesses across the district*
Who are the main stakeholders in relation to the proposal?	*Businesse, residents, University of Northampton SEMLEP*
How is the success of the proposal to be measured?	*Reduced economic impact of economic recession and eventually economic and employment growth*
Name of person completing Initial Screening:	*Greg Macdonald*
Job title / role of person completing Initial Screening:	*Head of Economic and Commercial Development*
Date of Initial Assessment	*15/06/2020*

Instructions: For **every** category in column A, below, submit a positive, negative or neutral assessment by entering an **x** in the relevant cell. Add an explanation in the Reason box, where applicable, including a specification of any sub-group affected. There may be both a positive and negative impact for the same category (e.g. a policy may be positive for young children but negative for older people).

Equality Group	Positive Impact	Negative Impact	Neutral Impact	Explanation and Evidence (e.g. data, consultation results, customer feedback)
Gender:				
Consider Women/Girls, Men/Boys, Transgender individuals.	x			Will promote economic growth across the whole economy ensuring minority groups are particularlly supported
Sexual Orientation:				
Consider, for instance: Lesbians, gay men and bisexuals Any other sexual orientation	x			Will make vulnerable groups feel safer as well improve safety for general population
Race/Ethnicity:				
Consider, for instance: • White British people, • White non-British people • Asian or Asian British people • Black or Black British people • Chinese people • People of mixed heritage • Travellers (Gypsy/Roma/Irish heritage) • People from any other ethnic groups • People who do not have English as their first language	x			Will promote economic growth across the whole economy ensuring minority groups are particularlly supported
Disability:				
Physical impairment, e.g. mobility issues which mean using a wheelchair or crutches.	x			Will promote economic growth across the whole economy ensuring minority groups are particularlly supported
Sensory impairment, e.g. blind/having a serious visual impairment, deaf/having a serious hearing impairment.	x			Will promote economic growth across the whole economy ensuring minority groups are particularlly supported

Mental health condition, e.g. depression or schizophrenia	X			Will promote economic growth across the whole economy ensuring minority groups are particularlly supported
Learning disability/difficulty, e.g. Down's syndrome or dyslexia, or cognitive impairment such as autistic spectrum disorder	x			Will promote economic growth across the whole economy ensuring minority groups are particularlly supported
Long-standing illness or health condition, e.g. cancer, HIV. Diabetes, chronic heart disease or epilepsy			x	
Other health problems or impairments *(please specify if appropriate)*	x		x	
Marriage and Civil Partnership:				
People in a Marriage or Civil Partnership			X	
Pregnancy and Maternity:				
People who have just had a baby or who are pregnant.	x			Will promote economic growth across the whole economy ensuring minority groups are particularlly supported
Age:				
Older People (60+)	X			Will promote economic growth across the whole economy ensuring minority groups are particularlly supported
Children and Young People (see guidance for definition)	X			Will promote economic growth across the whole economy ensuring minority groups are particularlly supported
Religion/Belief:				
Consider, for instance: • Christian • Hindu • Muslim • Sikh • Buddhist • any other religion or belief (including holding no belief)	x			Will promote economic growth across the whole economy ensuring minority groups are particularlly supported
Other Potentially Affected Groups				
Rural Isolation - People who live in rural areas e.g. isolated geographically, lack of internet access	x			Will promote economic growth across the whole economy ensuring minority groups and those living in isolated coditions are particularlly supported
Socio–economic Exclusion – e.g. people who are on benefits, have low educational attainment, single parents, people living in poor quality housing, people who have poor access to services, the unemployed or any combination of these and the other protected strands	x			Will promote economic growth across the whole economy ensuring minority groups are particularlly supported
Any other potentially affected groups *(please specify)*			X	

This form should be completed for any existing/proposed policy/function/project where there may be an impact on a specific group of individuals. This is regardless of whether the policy/function/project is aimed at external customers or internal staff, as equality policy

Please answer every question.

If you conclude that there is a negative impact you will need to carry out a full Impact Assessment to review the policy/function/project to improve the equalities performance and

As a result of carrying out an Equality Impact Assessment, you will have checked that your policy/function/project does not have negative/adverse impacts in terms of Gender, Race, Disability, Age, Sexual Orientation, Pregnancy/Maternity, Religion or Belief (equality target groups) or if it does you will have identified relevant actions needed to minimise or remove

This is not simply a paper exercise – it is designed to make sure that your policy/function/project and service (development) is delivered fairly and effectively to all sections of our local community, and our employees.

Please note that the Council is required to publish the results of these assessments, and update; therefore **your completed questionnaire may be a public document.**

Appendix 3 - Health Impact Assessment

How to use this tool:

Potential Health and Wellbeing impact – Think about what the potential health and wellbeing impacts will be in regards to each determinant of health. If you are unsure of the impact, mark uncertain. If there is no identified impact, mark neutral.

Length of impact – Provide details of whether the identified health and wellbeing impacts are likely to be short, medium or long term, or a combination.

Description of impact – Provide further details describing the potential impact of the policy, project or proposal.

Recommended mitigation or enhancement actions – Think about any recommendations detailing how positive impacts could be enhanced and negative impacts mitigated against.

If you have any questions regarding completing this form, you can contact Mitch Harper, Public Health Mharper@northamptonshire.gov.uk

Name of proposal, policy or project	ENC Economic Recovery Prospectus
Service/organisation responsible	Economic and Commercial Development/ East Northamptonshire Council
Name of completing officer	Greg Macdonald Head of Economic and Commercial Development
Date HIA created	15 June 2020

How does this proposal impact upon **health behaviours** in a positive or negative way?

Determinant of Health	Potential Health and Wellbeing impact	Length of impact Short (<1 yr) Med (1-5 yrs) Long (>5 yrs)	Description of potential impact Please identify any specific indicators	Recommended mitigation or enhancement actions
Healthy eating	☐Positive ☐Negative ☒Neutral ☐Uncertain	☐Short term ☐Medium term ☐Long term		
Physical activity	☐Positive ☐Negative ☒Neutral ☐Uncertain	☐Short term ☒Medium term ☐Long term		
Mental Health	☒Positive ☐Negative ☐Neutral ☐Uncertain	☒Short term ☒Medium term ☐Long term	Provide access to employment and support for business survival which will reduce a potential stress for individuals and communities	Develop specific programme to recognise and support those with mental health diagnosis into employment/ start own businesses
Use of alcohol/drugs	☐Positive ☐Negative ☒Neutral ☐Uncertain	☐Short term ☐Medium term ☐Long term		
Sexual Health	☐Positive ☐Negative ☒Neutral ☐Uncertain	☐Short term ☐Medium term ☐Long term		.
Use of cigarettes	☐Positive ☐Negative ☒Neutral ☐Uncertain	☐Short term ☐Medium term ☐Long term		

Other (list in description)	☐Positive ☐Negative ☐Neutral ☐Uncertain	☐Short term ☐Medium term ☐Long term		

How does this proposal impact upon **social support and the community** in a positive or negative way?

Determinant of Health	Potential Health and Wellbeing impact	Length of impact Short (<1 yr) Med (1-5 yrs) Long (>5 yrs)	Description of potential impact Please identify any specific indicators	Recommended mitigation or enhancement actions
Family support – how will the proposal affect access to family support?	☒Positive ☐Negative ☐Neutral ☐Uncertain	☒Short term ☒Medium term ☒Long term	Improve access to employment/ reduce the impact of unemployment and associated poverty	Provide better childcare facilities and focus on improving links to schools to increase awareness in next generation .
Community assets – will the proposal impact on the quality or access availability to community assets?	☒Positive ☐Negative ☐Neutral ☐Uncertain	☐Short term ☐Medium term ☐Long term	Use of community facilities to provide range of support packages within the community e.g. job fairs, training, business clubs	Develop programme of local events focus on the Enterprise Centre as hub and other community facilities as spokes/satellites

Community safety –a safe and inclusive environment that acts to discourage crime and antisocial behaviour.	☐Positive ☐Negative ☒Neutral ☐Uncertain	☐Short term ☐Medium term ☐Long term	
Social isolation – will the proposal have an impact on the level of contact between an individual and society?	☒Positive ☐Negative ☐Neutral ☐Uncertain	☒Short term ☒Medium term ☒Long term	It will help provide access to range of business / employment opportunities for the local community
Other (list in description)	☐Positive ☐Negative ☐Neutral ☐Uncertain	☐Short term ☐Medium term ☐Long term		

How does this proposal impact upon the **housing** in a positive or negative way?

Determinant of Health	Potential Health and Wellbeing impact	Length of impact Short (<1 yr) Med (1-5 yrs) Long (>5 yrs)	Description of potential impact Please identify any specific indicators	Recommended mitigation or enhancement actions

Home temperature and warmth – will the proposal affect home energy and the access to a warm home?	☒Positive ☐Negative ☐Neutral ☐Uncertain	☒Short term ☒Medium term ☒Long term	Focus on green tech sector will increase awareness and resource within community to improve housing conditions	Develop specific circulate economy sector group to convene and drive development of green tech and associated industries
Noise exposure – is there likely to be a change to the exposure of noise in the proposal?	☐Positive ☐Negative ☒Neutral ☐Uncertain	☐Short term ☐Medium term ☐Long term		
Indoor air pollution – will the proposal impact on indoor air quality – house dust mites, allergens and dampness.	☐Positive ☐Negative ☒Neutral ☐Uncertain	☐Short term ☐Medium term ☐Long term		
Adequate space – will the proposal	☐Positive ☐Negative ☒Neutral	☐Short term ☐Medium term ☐Long term		

affect access and size of housing space? Is there likely to be an increased risk of falls?	☐Uncertain			
Home safety – is there likely to be an impact on safety in the home?	☐Positive ☐Negative ☒Neutral ☐Uncertain	☐Short term ☐Medium term ☐Long term		
Other (list in description)	☐Positive ☐Negative ☐Neutral ☐Uncertain	☐Short term ☐Medium term ☐Long term		

How does this proposal impact upon the **environment** in a positive or negative way?

Determinant of Health	Potential Health and Wellbeing impact	Length of impact Short (<1 yr) Med (1-5 yrs) Long (>5 yrs)	Description of potential impact Please identify any specific indicators	Recommended mitigation or enhancement actions

Noise exposure – is there likely to be a change to the exposure of noise in the proposal?	☐Positive ☐Negative ☒Neutral ☐Uncertain	☐Short term ☐Medium term ☐Long term		
Outdoor air pollution – will the proposal contribute towards a reduction in air pollution?	☐Positive ☐Negative ☒Neutral ☐Uncertain	☐Short term ☐Medium term ☐Long term		
Green spaces – will the proposal affect access and availability of green spaces?	☐Positive ☐Negative ☒Neutral ☐Uncertain	☐Short term ☐Medium term ☐Long term		
Waste disposal – is there likely to be an increase in the amount of landfill and food waste?	☐Positive ☐Negative ☒Neutral ☐Uncertain	☐Short term ☐Medium term ☐Long term		
Other (list in description)	☐Positive ☐Negative ☐Neutral	☐Short term ☐Medium term ☐Long term		

| | ☐Uncertain | | | |

How does this proposal impact upon **work, education and income** in a positive or negative way?

Determinant of Health	Potential Health and Wellbeing impact	Length of impact Short (<1 yr) Med (1-5 yrs) Long (>5 yrs)	Description of potential impact Please identify any specific indicators	Recommended mitigation or enhancement actions
Employment - including working conditions	☒Positive ☐Negative ☐Neutral ☐Uncertain	☒Short term ☒Medium term ☒Long term	This is key focus on initiative Look to develop KPI around jobs, businesses and training	.
Economy – will the proposal have impact on work, benefits, allowance income and the economy?	☒Positive ☐Negative ☐Neutral ☐Uncertain	☒Short term ☒Medium term ☒Long term	This is key focus on initiative Look to develop KPI around jobs, businesses and training	
Education – is there likely to be an affect on opportunities for education?	☒Positive ☐Negative ☐Neutral ☐Uncertain	☒Short term ☒Medium term ☒Long term	This is key focus on initiative Look to develop KPI around jobs, businesses and training	
Other (list in description)	☐Positive ☐Negative ☒Neutral ☐Uncertain	☐Short term ☐Medium term ☐Long term		

How does this proposal impact upon **transport** in a positive or negative way?

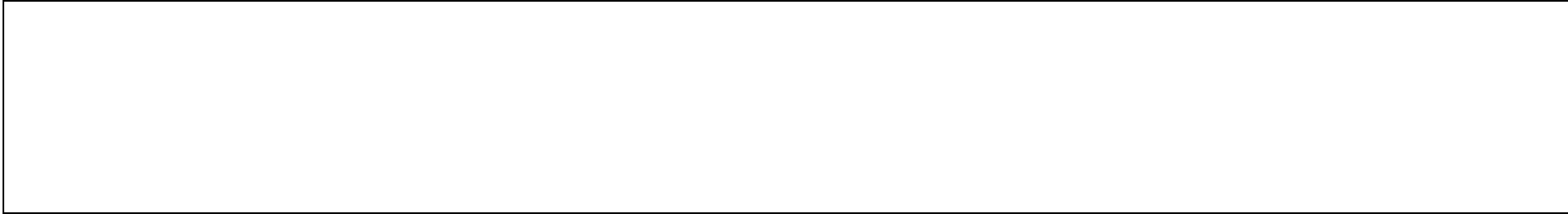| Determinant of Health	Potential Health and Wellbeing impact	Length of impact Short (<1 yr) Med (1-5 yrs) Long (>5 yrs)	Description of potential impact Please identify any specific indicators	Recommended mitigation or enhancement actions
Active transport networks – how will the proposal affect participation in active travel? (cycling / walking)	☒Positive ☐Negative ☐Neutral ☐Uncertain	☐Short term ☒Medium term ☒Long term	Aim is to promote green tech / low carbon economy as key strand of programme which will include transport systems and networks with focus on cycling and walking	Connect with Greenway project as key driver for this element of the programme
Public transport networks – will the proposal support public transport use? Will it provide more availability of public transport?	☐Positive ☐Negative ☒Neutral ☐Uncertain	☐Short term ☐Medium term ☐Long term		

Traffic management – is there likely to be an impact on the traffic flow and pedestrian crossings?	☐Positive ☐Negative ☒Neutral ☐Uncertain	☐Short term ☐Medium term ☐Long term		
Road injury risk – will the proposal have an impact on the road risk to pedestrians and vehicle users?	☐Positive ☐Negative ☒Neutral ☐Uncertain	☐Short term ☐Medium term ☐Long term		
Other (list in description)	☐Positive ☐Negative ☐Neutral ☐Uncertain	☐Short term ☐Medium term ☐Long term		

Using the above information, your own experience, and the evidence base, briefly outline the overall proposed health impact of the project.

To support employment and business growth to generate wealth and encouraging and supporting greater independance

Privacy Impact Assessments

Privacy by design is an approach to projects and review of existing working practices that promotes privacy and data protection from the start.

This approach is a requirement of the General Data Protection Regulations and Data Protection Act 2018, and it will help East Northamptonshire Council ensure that privacy and data protection is a key consideration in the early stages of any project and then throughout its lifecycle. For example when:

- building new IT systems for storing or accessing personal data;
- developing legislation, policy or strategies that have privacy implications;
- starting a new data sharing initiative; or
- using personal data we already hold for new purposes.

Taking a privacy by design approach helps us to minimise privacy risks. Designing projects, processes, products or systems with privacy in mind can lead to benefits which include:

- Identifying potential problems at an early stage, which means they should be simpler and less costly to fix.
- Increased awareness of privacy and data protection across our organisation.
- Help us to reduce the likelihood of breaches.

Privacy impact assessments (PIAs) are a tool used by East Northamptonshire Council to identify and reduce the privacy risks of your projects. A PIA can reduce the risks of harm to individuals through the misuse of their personal information. It can also help you to design more efficient and effective processes for handling personal information.

Projects which might require a PIA

A PIA should be applied to any project which involves the use of personal data or to an activity which could have an impact on the privacy of an individual such as:

- A new IT system for storing and accessing personal data.
- A data sharing initiative where two or more organisations seek to pool or link sets of personal data.
- A proposal to identify people in a particular group or demographic and initiate a course of action.
- Using existing data for a new and unexpected or more intrusive purpose.
- A new surveillance system, especially one which monitors members of the public.
- A new database which consolidates information held by separate parts of the council.
- Legislation, policy or strategies which will impact on privacy through the collection of use of information or through other monitoring.

How does the process work?

Please complete the initial assessment form below and return to Kirsty Squires (Data Protection Officer) by email to ksquires@east-northamptonshire.gov.uk

If you are unsure about any element of the form please contact Kirsty for advice.

If you answer yes to any of the questions on this initial assessment please complete the full form. Kirsty is available to support you with this if required.

Privacy Impact Initial Assessment Form

For ease, where the term 'project' is used, it will refer equally to a project, review of a process, or a policy for the purposes of the assessment.

Policy/Project Name:	ENC Economic Recovery Prospectus
Reference/Identifier (e.g. Project number)	
Name of project/policy owner:	Greg Macdonald
PIA completed by:	Greg Macdonald
Date of assessment:	15/06/2020

Will the project/policy result in the collection/use/control of <u>any</u> Personal Data?

	Please tick	Next step…
No	✓	If no, you need take no further steps. Save and submit this form with your policy, or save it with your project documentation.
Yes		If yes, answer the questions below. Submit the completed form to the Information Governance Manager.

For projects/policies utilising personal data, please answer all questions.
Please provide relevant explanations/descriptions:

Will the project involve the collection of new information about individuals?	
Will the project compel individuals to provide information about themselves?	
Will information about individuals be disclosed to organisations or people who have not previously had routine access to the information?	
Are you using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?	
Does the project involve you using new technology which might be perceived as being privacy intrusive? For example, the use of biometrics or facial	

recognition.	
Will the project result in you making decisions or taking action against individuals in ways which can have a significant impact on them?	
Is the project likely to raise privacy concerns or expectations? For example, using health records, criminal records or other information that people would consider to be particularly private.	
Will the project require you to contact individuals in ways which they may find intrusive?	

Full Privacy Impact Assessment

This template should be used to record the PIA if the initial assessment says you need to complete a full assessment. You should start to fill in details from the beginning of the project and review this document at regular intervals.

Step 1: Identify the need for a PIA

Explain what the project aims to achieve, what the benefits will be to the organisation, to individuals and to other parties.

You may find it helpful to link to other relevant documents related to the project, for example a project proposal or plan.

Also summarise why the need for a PIA was identified (you can drawn on your answers from the initial assessment form).

To improve safety of all those using ENC facilities and services whilst ensuring privacy rights on not breached

Step 2: Describe the information flow

You should describe the collection, use and deletion of personal data here. It may also be useful to refer to a flow diagram or another way of explaining data flows. You should also say how many individuals are likely to be affected by the project.

The information will be collect via the CCTV system and stored via a cloud system. Management of the data will be dealt with through existing processes and procedures e.g. around data protection. New processes and procedures will be developed as required to support delivery. Potentially this will impact on all those living, working and visiting the district.

Step 3: Consultation requirements

Explain what practical steps you will take to ensure that you identify and address privacy risks. Who should be consulted internally and externally? How will you carry out the consultation?

Consultations will be undertaken with CMT, the DPO and via a specific working group of relevant interested parties. If required consultation will be undertaken with relevant regulatory bodies.

Step 4: Identify the privacy and related risks

Identify the key privacy risks and the associated compliance and corporate risks. **Larger scale PIAs should record this information in the council's risk management software and provide a summary here including the risk reference numbers from in phase.**

Please use the questions below to help you identify the DPA related compliance risks.

Privacy issue	Risk to individuals	Compliance risk	Associated organisation / corporate risk	Solution(s)	Result: is the risk eliminated, reduced or accepted?	Evaluation: is the final impact on individuals a justified, compliant and proportionate response to the aims of the project?	Authorised by:
Principle 1 *fairly and lawfully processed*							
Principle 2 *Processed for limited purposes*							
Principle 3 *Adequate, relevant & not excessive*							
Principle 4 *accurate*							
Principle 5 *Not kept for*							

longer than necessary							
Principle 6 *Processed in line with data subjects rights*							
Principle 7 *secure*		.					
Principle 8 *Not transferred to other countries without adequate protection*	None as data will be held and processed within the EU.						

Answering these questions during the PIA process will help you to identify where there is a risk that the project will fail to comply with the DPA or other relevant legislation - for example, the Human Rights Act.

Principle 1

Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless:

> **a) at least one of the conditions in Schedule 2 is met and**

> **b) in the case of sensitive personal data, at least one of the conditions in Schedule 3 is also met.**

Have you identified the purpose of the project?

How will you tell individuals about the use of their personal data? Via signage where the CCTV is placed, privacy statement on the ENC website, within a new policy and via other communications as deemed necessary

Do you need to amend your privacy notices?

Have you established which conditions for processing apply? Yes within policy

If you are relying on consent to process personal data, how will this be collected and what will you do if it is withheld or withdrawn?

If your organisation is subject to the Human Rights Act, you also need to consider:

Will your actions interfere with the right to privacy under Article 8?
Have you identified the social need and aims of the project?

Are your actions a proportionate response to the social need?

Principle 2

Personal data shall be obtained only for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or those purposes.

Does your project plan cover all of the purposes for processing personal data?

Have you identified potential new purposes as the scope of the project expands

Principle 3

Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.

Is the quality of the information good enough for the purpose(s) it is used?

Which personal data could you not use, without compromising the needs of the project?

Principle 4

Personal data shall be accurate and, where necessary, kept up to date.

If you are procuring new software, does it allow you to amend data when necessary?

How are you ensuring that personal data obtained from individuals or other organisations is accurate? –

Principle 5

Personal data processed for any purpose or purposes shall not be kept for longer than necessary for that purpose or those purposes.

What retention periods are suitable for the personal data you will be processing? As dictated by legislation

Are you procuring software that will allow you to delete information in line with your retention periods?

Principle 6

Personal data shall be processed in accordance with the rights of data subjects under this Act.

Will the systems you are putting in place allow you to respond to data subjects rights requests more easily?

If the project involves marketing, have you got a procedure for individuals to opt out of their information being used for that purpose?

Principle 7

Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

Do any new systems provide protection against any security risks you have identified?

What training and instructions are necessary to ensure that staff know how to operate a new system securely?

Principle 8
Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures and adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Will the project require you to transfer data outside of the EEA?

If you will be making transfers, how will you ensure that the data is adequately protected?

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Step 5: Integrate the PIA outcomes back into the project plan

Who is responsible for integrating the PIA outcomes back into the project plan and updating any project management paperwork? Who is responsible for implementing the solutions that have been approved? Who is the contact for any privacy concerns that may arise in the future?

Action to be taken	Date for completion of actions	Responsibility for action

Contact point for future privacy concerns Greg Macdonald
Kirsty Squires – Data Protection Officer