

Meeting: North Northamptonshire Shadow Executive Committee

Date: Thursday 23rd July 2020

Time: 7:00 pm

Venue: Virtual meeting via Zoom

Committee Membership:


Councillors Roberts (Chair), Griffiths (Vice Chair), Addison, Beattie, W Brackenbury, Jelley, D Jenney, North, Partridge-Underwood, Smithers.

Members of the Committee are invited to attend the above meeting to consider the items of business listed on the agenda.

The meeting will be available for the public to view live at the 'Democratic Services North Northants' youtube channel:-
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Contact: democraticservices@northnorthants.gov.uk

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Exempt Items		
09	None notified.	
Urgent Items		
010	To consider any items of business of which notice has been given to the Proper Officer prior to the meeting of the Shadow Executive and the Chairman considers to be urgent pursuant to the LGA 1972.	
011	Close of Meeting	
	Liz Elliott, Interim Head of Paid Service, North Northamptonshire Shadow Authority  Proper Officer 15th July 2020	

Virtual Meetings

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Where there is a need for the Authority to discuss exempt or confidential business, the press and public will be excluded from those parts of the meeting only and will be unable to view proceedings.

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Members' Declarations of Interest

Members are reminded of their duty to ensure they abide by the approved Member Code of Conduct whilst undertaking their role as a Shadow Councillor. Where a matter arises at a meeting which **relates to** a Disclosable Pecuniary Interest, you must declare the interest, not participate in any discussion or vote on the matter and must not remain in the room unless granted a dispensation.

Where a matter arises at a meeting which **relates to** other Registerable Interests, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but must not take part in any vote on the matter unless you have been granted a dispensation.

Where a matter arises at a meeting which **relates to** your own financial interest (and is not a Disclosable Pecuniary Interest) or **relates to** a financial interest of a relative, friend or close associate, you must disclose the interest and not vote on the matter unless granted a dispensation. You may speak on the matter only if members of the public are also allowed to speak at the meeting.

Members are reminded that they should continue to adhere to the Authority's approved rules and protocols during the conduct of meetings. These are contained in the Authority's approved Constitution.

If Members have any queries as to whether a Declaration of Interest should be made please contact the Interim Monitoring Officer at - Bhupinder.gill@northnorthants.gov.uk

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North Northamptonshire Shadow Executive Committee

At 7:00 pm on Thursday 25th June 2020
Held as a virtual meeting via Zoom

Item No: 02

Present:-

Shadow Members

Councillor R Roberts (Leader of the Shadow Authority and Chair)	Councillor M Griffiths (Deputy Leader of the Shadow Authority and Vice Chair)
Councillor I Jelley	Councillor T Beattie
Councillor T Partridge-Underwood	Councillor S North
Councillor J Smithers	Councillor W Brackenbury
Councillor D Jenney	Councillor J Addison

Officers

L Elliott – Interim Head of Paid Service	B Gill – Interim Monitoring Officer
P Helsby – Programme Director	G Hammons – Interim Chief Finance Officer
B Smith – North Northamptonshire Democratic Services	K Denton – Borough Council of Wellingborough
P Goult – North Northamptonshire Democratic Services	A Statham – Programme Team Finance Enabler
A Hunkin – Enabling Lead for Legal and Democratic	

Also in attendance

Councillor A Dutton (for item 7)
Councillor A Lee (for item 7)
Councillor J Hakewill (for item 7)

1 Apologies for Absence

No apologies were received.

2 Minutes of the meeting held on 11th June 2020

The draft minutes of the Shadow Executive Committee meeting held on 11th June 2020 had been circulated.

Councillor Jelley MOVED and Councillor Beattie SECONDED that the minutes be approved as a correct record. The recommendation having been MOVED and SECONDED was put to an electronic vote. There were 10 votes FOR, no votes against, and no ABSTENTIONS.

RESOLVED that –

- (i) The minutes of the Shadow Executive Committee meeting held on 11th June 2020 be approved as a correct record and signed by the Chair.

3 Notifications of requests to address the meeting

The Chair was notified that three requests had been received under the approved Public Participation Procedure to address the Shadow Executive Committee. Under Agenda Item 7 “Future Northants Programme Update”, Councillor Andrew Dutton, Councillor Anne Lee and Councillor Jim Hakewill had requested to speak.

4 Change to the Order of Business

The Chair proposed that as there were three speakers for item 7 on the agenda that item 7 be brought forward for consideration as the first substantive item.

With the consent of members, the Chair proceeded with the remainder of business.

5 Members’ Declaration of Interest

Councillors were invited to declare any matters of interest on items to be discussed during the meeting. No declarations were made.

6 Announcements

There were no announcements.

7 Future Northants Programme Update

Mr Paul Helsby (Programme Director) introduced a presentation detailing the progress made to date on the implementation of the Future Northants Programme. The presentation included details of the Mobilisation Plan RAG Status, the Programme Management Structure, an update on the preparation of a blueprint for the new unitary authority, details relating to the assurance approach being undertaken for Day One (Vesting Day), the proposed Change Management Strategy, Communication and Engagement activity, and a Finance Report.

In relation to the Mobilisation Plan, it was noted that all activities on the Plan were GREEN status except Detailed Benefit Realisation and the ICT Plan which were both AMBER. Further detailed work was required on Benefits Realisation due to understandable delays whilst resources were directed to dealing with the current Covid-19 pandemic. In relation to the ICT Plan, this was underway but a number of issues needed to be resolved requiring further activity at district and county level.

In relation to Day One service arrangements, Mr Helsby assured the Committee that planning for the disaggregation of NCC services was well underway, and the majority of services would be disaggregated by Vesting Day. Those services which were not disaggregated by Vesting Day, were likely to be hosted by a lead authority (either North or West) on behalf of both, but would eventually be disaggregated during 2021. It was noted that Children’s Services would remain on a countywide basis, to be undertaken through a Trust. In addition progress was being made on planning for the aggregation of district services. Work on financial planning for the new authority had commenced, and Mr Helsby referenced the activity underway across three Task and Finish Groups. These Groups would report into the Shadow Executive Committee during 2020.

Also in relation to Day One assurance, it was stressed that the primary objective was that the new authority be “safe and legal” on Vesting Day. 50 Day One service requirements had already been identified, across a number of service areas. Mr Helsby explained that a significant amount of work had been undertaken prior to the Covid-19 crisis, and that this work had been utilised during recent weeks to develop further planning and map the critical path for each of the identified 50 Day One requirements.

Included with the agenda was a copy of a Change Management Strategy, which had been developed to assist Members and officers in developing the new unitary authority. Whilst it was a priority that the new authority operated in a “Safe and Legal” framework from Vesting Day, opportunities to improve and transform service delivery would be proposed where it was viable to do so. It was important that Members and officers understood the important role they respectively played in developing the structures and priorities for the new authority. Adoption of the proposed Strategy would assist in ensuring all participants felt valued and to encourage their participation.

It was noted that across the sovereign councils, over 300 staff had already signed-up as “Change Champions”. It was hoped that more staff would become engaged, ensuring that all service areas were appropriately represented.

The Shadow Executive Committee noted that a revised Communications & Engagement Strategy was in place, an online consultation hub had been established, and the Future Northants website was being updated and expanded. In addition, it was noted that the Communications & Engagement Task and Finish Group had been established and had commenced its work.

Members noted that briefings for all Shadow Members were to be scheduled in the near future, in order to update Members on the progress of key issues including the establishment of a Children’s Trust etc.

Mr Helsby concluded his presentation by confirming that the current overall cost of the LGR Programme was c.£44m. This had not changed from the previous report to the former North Northamptonshire Joint Committee earlier in the year. This figure included £2m transformation costs, scheduled over 2021/22 – 2022/23.

Ms Statham (Programme Team Finance Enabler) presented a report setting out the financial position of the LGR Programme based on the revised approach of “safe and legal” on Day One, with the capacity to continue full disaggregation of services and transformation post-Vesting Day.

It was noted that a financial outturn report for 2019/2020 would be presented to the next meeting of the Shadow Executive Committee.

The recommendations were **MOVED** by Councillor Griffiths and **SECONDED** by Councillor Jelley.

The Chair invited Councillor Andrew Dutton to address the Committee. Councillor Dutton acknowledged the financial and operational pressures that the current Covid-19 crisis were placing on sovereign councils, and on the LGR Programme. Councillor Dutton acknowledged the need for the new authority to function in a “safe and legal” manner from Vesting Day, but welcomed the stated intention to continue to seek transformation of services where feasible to do so prior to April

2021. Councillor Dutton felt it was important that the new unitary authority addressed the issue of deprivation in North Northamptonshire, and that all Shadow Members be given the opportunity to contribute in shaping the authority's policies and activities. The Chair thanked Councillor Dutton for his contribution.

The Chair invited Councillor Lee to address the Committee. Councillor Lee raised concern regarding the governance model being adopted by the Shadow Authority, which Councillor Lee felt was "autocratic" in nature. Councillor Lee was concerned that the majority of Shadow Members and officers were not able to fully engage in the development of the new authority. Councillor Lee felt that there was a lack of detail in some of the presentation slides, and cited that further information regarding the 50 Day One activities would have been welcomed. Councillor Lee also expressed concern regarding the lack of detail relating to the ICT Plan. The Chair thanked Councillor Lee for her contribution.

The Chair invited Councillor Hakewill to address the Committee. Councillor Hakewill expressed the view that the timetable for the creation and operation of the new authority was extremely "tight". Councillor Hakewill felt this time-pressure had obviously been exacerbated by the ongoing Covid-19 crisis. Councillor Hakewill also expressed concern regarding his perceived lack of transparency in the operation of the established Task and Finish Groups, and noted that no Group had an Independent Group Shadow Member included in its membership. Councillor Hakewill concluded by raising concerns that the potential impact of the LGR Programme on existing town and parish councils had yet to be discussed or quantified. Councillor Hakewill was concerned that potentially major services or liabilities may be forwarded to town and parish councils, with little notice or consultation, and this would have a significant potential impact on local precepts. The Chair thanked Councillor Hakewill for his contribution.

Following their contributions, Councillors Dutton, Lee and Hakewill left the meeting.

The Chair invited Shadow Executive Committee Members to comment on the presentation and report.

Councillor Beattie sought clarification from Mr Helsby in relation to what the public could expect from local services on Day One of the new unitary authority. Mr Helsby confirmed that there would be no diminution of services. The continuity of service delivery was a key priority, together with ensuring the new authority was "safe and legal" on Vesting Day. Where opportunities for the transformation of services would be considered in the run-up to Vesting Day, these were likely to be "back-office" functions, and would not impact on frontline service delivery. The public should experience a seamless transition from the sovereign councils to the new authority.

Councillor Addison referred to the Mobilisation Plan on page 17 of the agenda, and sought clarification if those activities whose status were GREEN, were "strong" GREEN. Mr Helsby confirmed that they were "strong" GREEN.

Councillor Griffiths welcomed the presentation and report, and highlighted the positive start made by many of the Task and Finish Groups. Mr Helsby acknowledged that the Task and Finish Groups had made a constructive start to their respective tasks.

Councillor Beattie queried Ms Statham regarding reference on page 25 of the agenda to financial risks. Ms Statham stated that the potential impact of the Covid-19 crisis would need to be monitored. The Committee would be kept updated.

Councillor Beattie sought clarification in relation to the reduction of £300k under Shadow Member Appointments on page 26 of the agenda. Ms Statham explained that in the original budget, a full Shadow Allowance Scheme and other costs (£360k) had needed to be budgeted for in advance of the then proposed full elections in May 2020. As the situation had altered, with existing sovereign councillors also now filling Shadow Member positions, and that there was less of a need to backfill staffing costs, this budget element could be reduced to £60k.

Councillor Jenney commented in relation to Councillor Hakewill's earlier comments, that there were no proposals to interfere with town & parish councils' ability to set local precepts; that was a matter for them as sovereign local councils.

The recommendations having been MOVED and SECONDED were put to an electronic vote. There were 9 votes FOR, no votes AGAINST and no ABSTENTIONS.

RESOLVED that:-

- (i) The progress being made to mobilise the programme ready for implementation be noted;
- (ii) The Change Management Strategy be approved and adopted; and
- (iii) The finance monitoring report be noted and approved.

8 The Assets, Capital Schemes and Reserves Notification Process

Mr Andrew Hunkin (Enabling Lead for Legal and Democratic) introduced the report.

The purpose of the report was to consider a process that allowed discussion and consultation in a managed manner, on any proposal from sovereign councils concerning assets, capital schemes and reserves.

It was stressed, that sovereign councils would continue to operate and determine their affairs during 2020/2021, however the proposed process would allow for the Shadow Authority to be notified and consulted on any new significant financial spend or new financial liability being considered by sovereign councils.

A de minimis level of £100k was proposed in order to avoid the process becoming unmanageable. The key areas covered by the process would be the purchase, disposal or transfer of assets, new capital schemes with on-going financial commitments, and the proposed use of reserves above those already set out in sovereign council's approved budgets.

Some exceptions to the process were proposed. These included matters relating to Adult or Children Care Packages, and matters relating to HR and associated issues.

The recommendations were MOVED by Councillor Jelley and SECONDED by Councillor Griffiths.

The Chair invited Shadow Executive Committee Members to comment on the presentation and report.

Councillor Jelley felt that the proposed process represented a sensible safeguarding measure for the new authority, protecting public assets and ensuring the considered spend of public money. Sovereign councils would be able to continue to operate during 2020/2021 but the Shadow Authority would be consulted on proposed significant spend.

The recommendation having been MOVED and SECONDED was put to an electronic vote. There were 10 votes FOR, no votes AGAINST and no ABSTENTIONS.

RESOLVED that:-

- (i) The Assets, Capital Schemes and Reserves Notification Process set out in Appendix 1 of the report be approved and adopted.

9 Exempt Items

The Chair informed the meeting that there were no exempt items to be determined on this occasion.

10 Urgent Items

The Chair informed the meeting that there were no urgent items to be determined on this occasion.

11 Close of Meeting

The Chair declared the meeting closed at 7:59 pm.

NORTH NORTHAMPTONSHIRE SHADOW AUTHORITY

SHADOW EXECUTIVE MEETING

23rd July 2020

Report of the Programme Director

Report Title	Programme Directors Update
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Appendices

Appendix A – Programme Director’s Update

Appendix B – Finance Monitoring Report

Appendix B1 – Financial Summary and Analysis

1. Purpose

- 1.1 The purpose of this report is to appraise the members of the progress being made to create North Northamptonshire Council.

2. Recommendations

It is recommended that the shadow executive:

- a) Notes and approves the completion of the mobilisation phase of the programme ready for implementation.
- b) Notes the high level programme delivery status
- c) Notes the update on change readiness and change champion recruitment.
- d) Notes the communication and engagement update
- e) Notes the contents and progress on the development of the draft blueprint
- f) Notes the development of a Portfolio Structure
- g) Notes and approves the finance monitoring report.

3. Issues and Choices

3.1 Report Background

- 3.1.1 The approach to setting up North Northamptonshire Council had to be amended to reflect the impact of the COVID – 19 Pandemic, which was set out in the Prospectus for Change – Next Chapter. The attached slides form the Programme Director’s update (see Appendix A to the report) that sets out the progress being made to mobilise the revised programme and that this stage is now complete.
- 3.1.2 The development of the service blueprint for North Northamptonshire is making good progress and the Executive is asked to note this and the next steps required to complete the draft blueprint ready for formal approval.
- 3.1.3 The Shadow Executive have produced a Portfolio structure which will enable the FN Programme to design and align the Operational Structure to feed into the blueprint and the MTFP.
- 3.1.4 The finance monitoring report for July is submitted for approval and the attached report (see Appendices B and B1) sets out the details for consideration by the Executive.
- 3.1.5 There is also an update on communications and engagement and change management and the current position in relation to Change Champions and the next steps to engage more widely for the Executives information.

3.2 Issues and Choices

- 3.2.1 The creation of a draft blueprint for North Northamptonshire Council will be presented to the Executive in August for approval setting out the approach and choices available.

4. Implications (including financial implications)

4.1 Policy

- 4.1.1 The delivery costs and benefits are set out in detail in the Finance Monitoring Report attached. There is no requirement to provide additional funds and this situation will be carefully monitored on a monthly basis.

4.2 Resources and Risk

- 4.2.1 The full extent of the impact of the pandemic is still emerging and we cannot be sure that a further outbreak is likely or not. The programme has been reorganised to mitigate this as much as possible but it will be necessary to monitor the situation carefully to ensure the resources needed from the sovereign councils are available for the implementation phase of the programme.

4.3 Legal

- 4.3.1 No implications in this report

4.4 Equality and Health

- 4.4.1 No implications in this report

Report Author: Paul Helsby – Programme Director



FUTURE NORTHANTS

Programme Director's Update

July 2020

This document contains private and confidential information

Contents

- 1) Mobilisation Plan RAG Status
- 2) Programme Status Summary
- 3) Change Management Update
- 4) Communication and Engagement Update
- 5) Blueprint Progress Update
- 6) Finance – Audra Statham

Mobilisation Plan

Future Northants Safe and Legal Plus - Mobilisation Plan RAG Status

25th June 2020

	Activity	Status	Notes
1	Review and realign programme resources	G	Mainly complete now with some realignment to complete to two programmes
2	Programme Delivery Resources	G	Resources from D&B and County Council. Requirements being scoped.
3	Programme Boards Set Up	G	Boards on track for each programme and TOR being developed
3	Programme Cost Baselining	G	Completed new baseline and realigned budgets
4	Detailed Benefits Realisation	G	Maintain watching brief on impacts of COVID and any subsequent delays - benefits reprified as past of financial monitoring now
5	Member Task and Finish Groups Operational	G	TOR and membership approved, first meetings underway or diarised
6	Programme Documentation	G	PIDs, ToRs For Boards, Critical Path and Programme plans underway and on track
7	Comms and Engagement Realignment	G	Underway
8	PMO realignment	G	Programme file storage in place, new boards functional.
9	Day One Safe and Legal Blueprints	G	Alignment of services underway, lead authority/Host Authority D&B Alignment on track
10	Programme Plans overall	G	Programme preparations are critical to be in place to commence delivery of Blueprint once approved
10.1	HR Plan	G	Underway, will require D&B and County resources
10.2	ICT Plan	A	Still some areas of risk being mitigated (refer to ICT highlight report)
10.3	Legal and Democratic Plan	G	Underway
10.4	Comms and Engagement Plan	G	Individual engagement plans by programme TBD, will require D&B and County resources
10.5	Individual Programme/Project plans based on MVP	G	Underway
10.6	Critical Path, day one readiness	G	Planning and mapping underway

Notes to Mobilisation Plan

- The Programme Management Office has updated and issued a suite of operational documents to support officers in their delivery of the programme, specifically the **Programme Approach Document**, Quality Management Strategy and Project Delivery Framework.
- The mobilisation phase is now complete and reporting will stop on this phase. Work is now focusing on the implementation phase pending approval of the blueprint.
- The work reported at the last Shadow Executive to establish the critical path and day one assurance is undergoing validation across each programme.
- Throughout this period Martin Cox and Marie Devlin-Hogg have continued to work with all the Trade Unions on behalf of the programme in defining the approach and the legal requirements of the transfer of staff and most importantly recognising the important role that the trade unions play in what we have to do.



Programme Status Summary

Overall FN programme RAG Status - July 2020

Programme	Programme Lead	Programme Status	Commentary
Place North	Ian Vincent	G	On Track
Place West		G	On Track
Finance	Barry Scarr	A	Working through in priority order the scope and project plans.
Corporate	Martin Cox	A	Resources are needed from all councils to support the implementation. The programme is currently identifying all deliverables that may have a cost implication and until this is fully understood the budget element remains amber.
Childrens	Liz Elliott	A	Number of areas requiring further planning work to validate go live of Trust and delivery of service improvements and transformation
Adults	Anna Earnshaw	G	On Track
ICT	Richard Ellis	A	Remediation activities underway, risk level reducing.
Customer and Digital		G	On Track

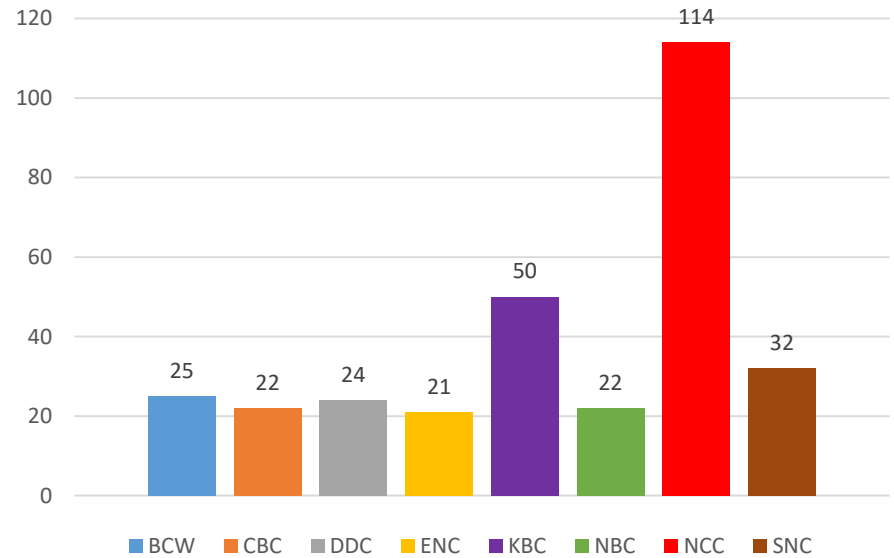
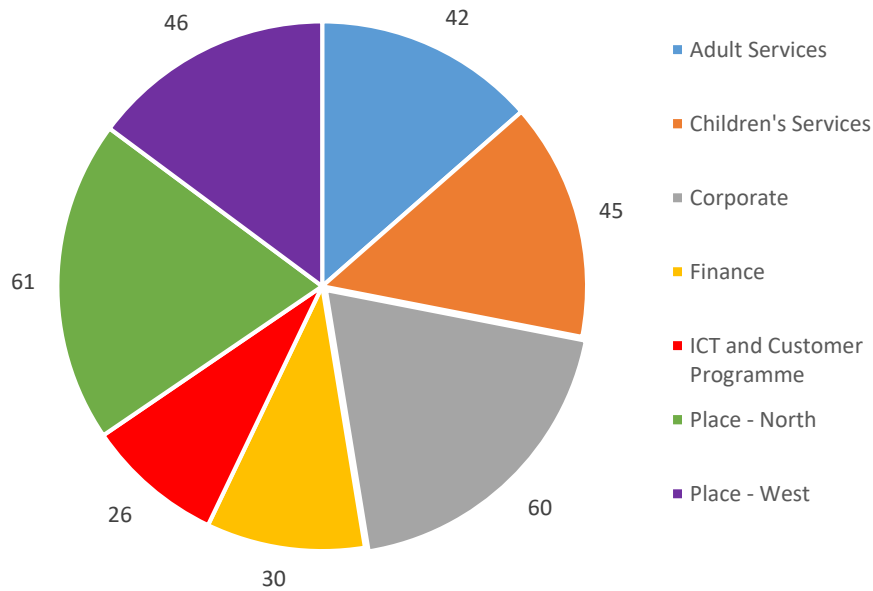


Change Champion Role

- **Actively promote and support change**, and demonstrate you are passionate that the end result is a success.
- **Listen to people, and act as an intermediary** for 2-way communication between the Future Northants Team and all the people you speak to.
- **Be a cheerleader** for the changes and a good role-model for colleagues, offering additional explanations or answering questions.
- **Counteract rumours** by communicating positive, factual information about the changes and establishing any training needs that colleagues may have.
- **Be the first to receive news and updates** on Future Northants and share and explore these with your colleagues
- **Help the Programme Team** understand where more information is needed, giving your colleagues a voice.

Change champion snapshot

The numbers...



Feedback from Champions indicates the concerns remain the same; where will I be located, who will my team be, will I stay on the same terms and conditions?

Looking back

- Future Northants Programme Repurpose video's set up, filmed and edited
- Worked with programme managers to implement the new structure and support teams to progress to delivery at pace, including:
 - Change Managers piloting use of MS365.
 - Change maker profile delivered to 88% of the Future Northants Programme Team.
 - Future Northants Team organisational development proposal signed off.
 - Adult Social Care staff engagement plan implemented, including newsletters, videos, intranet and stories.

Looking forward

- Supporting roll out plans for MS365
- Engagement with change champions for voice and mail automation pilots.
- Following completion in Adult Social Care of the qualitative and quantitative data gathering exercise, change readiness assessment to be completed.
- Currently carrying out change champion mapping to service areas and will be looking to identify gaps where we need more representation.

Communications and engagement

Recent activity

- ✓ Issued first staff, cllr & stakeholder briefing of new programme
- ✓ Promoted first shadow exec meetings; ongoing promotion and coverage of all meetings
- ✓ Booked media training for shadow exec members
- ✓ Met with BBC political reporter re: leader updates
- ✓ Updated FAQs
- ✓ Held first north and west Task & Finish Group meetings
- ✓ Regular engagement with all the Trade Unions





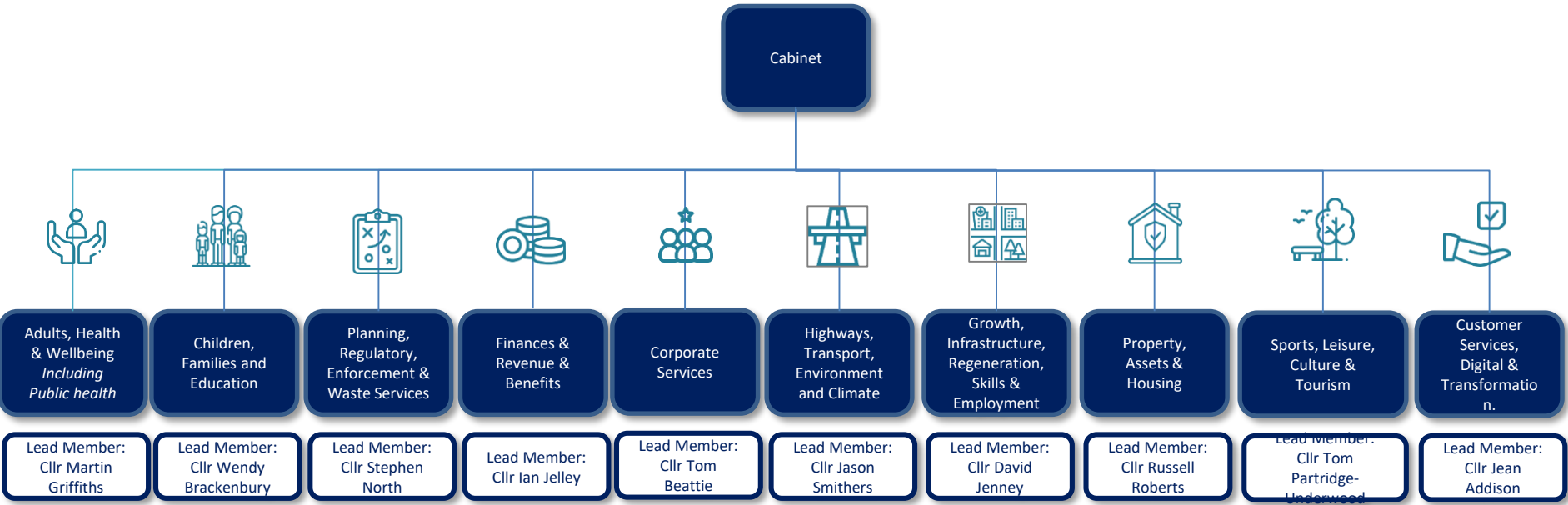
FUTURE NORTHANTS

Shadow Council Portfolios

**Proposed
North
Portfolios**



North Portfolios



Budget monitoring

Audra Statham



FUTURE
NORTHANTS





Document Type	Information Report
Programme	Future Northants
Title	Future Northants Finance Monitoring Report
Audience for this document	
North Northamptonshire Shadow Executive	
Purpose of this document	
The purpose of this report is to provide a summary of the forecast outturn position of the Future Northants Programme.	

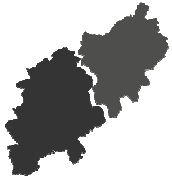
Document Control

Version History (please see version control guidance)			
Date	Version	Author	Brief Comments on Changes
27/05/2020	1.0	Audra Statham	Updated LGR and Transformation Budget Changes
13/07/2020	1.0	Audra Statham	Outturn Report

Distribution (For Information, Review or Approval)	
Name	Resp⁽¹⁾

(1) Responsibility: I=Information, R=Review, A=Approval

Document Approval	
Date	Who



1. Introduction

The programme expenditure and benefits realisable were reviewed, amended and presented to each of the North and West Executive committees in June 2020. Progress against this realigned budget will now be reported on a monthly basis, with this report being the first in that series. The budget monitoring relates to 20/21 only with any resulting slippage for future years being noted.

2. Background

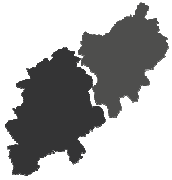
The budget to deliver local government reorganisation and the forecast outturn for 2020/21 is summarised below and in full detail at Appendix 1.

Investment	Budget	Outturn	Variance
	2020/21	2020/21	Under/ (Over)
	£000	£000	£000
Business Rates Retention Pilots	7,802	7,802	0
NCC Transformation	4,250	4,250	0
Other Programme Costs	4,948	4,948	0
Staff Costs	5,697	5,697	0
Total	22,697	22,697	0

Benefits Realisation	Budget	Outturn	Variance
	2020/21	2020/21	
	£000	£000	£000
Business Rates Retention Pilots	2,246	1,515	731
NCC Transformation	12,235	12,850	-615
Total	14,481	14,365	115

Investment

As can be seen the investment costs are currently projected in line with budget. Whilst recruitment to all positions is still on-going, producing a favourable variance within the period, these savings will be used to further strengthen ICT resources and communications and engagement, related to the shortened implementation period.



Benefits Realisation

An analysis of the impact of the current health crisis on the realisation of financial benefits was undertaken on each of the Business Rates Retention Pilot schemes and NCC savings on the basis of what was known or assumed during April and May. This was and remains a fast moving, dynamic period of time and there are a number of assumptions in the analysis that will require ongoing review as the country starts to return to normal and enters into a recovery phase, which will be challenging in the lead up to setting budgets for the two unitary councils.

The variances reported above relate mainly to adults and children's services. The following explanations are an extract from NCC's budget monitoring report to the Executive committee:-

Children First Northamptonshire (CFN)

It is expected that there will be reduced applicants for foster carers during lock down and whilst covid-19 is still prevalent. As a result CFN are forecasting a shortfall in savings delivery for both 19-002-10 'In-House Foster Carers' of £0.208m and 19-002-02 'Improvement in capacity building in foster care' of £0.670m.

The social care transport activity costs relating to April 2020 reveal that there continues to be high demand, making the realisation of savings (19-002-12) in the short term unlikely, with a forecast shortfall of £0.250m. Future social care transport is planned over the summer in preparation for the new school year, after which it is expected that savings will begin to be delivered. Furthermore, a dynamic purchasing system for social care transport is set to go live by the end of quarter 2 which will improve management information and forecasting.

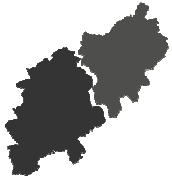
Additional pressures in home care support during school closures for children with disabilities, and less children leaving care due to restrictions on placement moves, due to covid-19, is currently estimated to result in savings shortfalls of £0.200m for 19-002-03 'Disabled Childrens Review' and £0.592m in placements related savings across 19-002-07 'Improved Childrens Outcomes' and 19-002-08 'Reduction in Residential Care'.

The prioritisation of the service response to covid-19 has also meant that work on the options appraisal for the new model of delivery for the Contact service has been delayed and therefore the associated savings totalling £0.100m (19-002-06 'New Contact Offer') are currently forecast not to achieve this financial year.

The Disabled Children's Team domiciliary care framework (19-002-11) was established at the end of Period 2 which will ensure greater control over future costs. However, initial forecasts indicate that the framework is unlikely to deliver the £0.100m savings in 2020-21 as it will take time for existing packages of care to come to an end and new packages to commence on the framework. It is expected that the benefits of the framework will be realised in future years.

An initial high level review of the staffing rolling forecasts across the Directorate shows that there still remains a reliance on agency staff to cover vacancies. As a result, savings proposal 19-002-05 'Reducing Reliance on Agency Staff' is forecast not to deliver the £0.138m saving, despite some early success in converting Agency Staff.

Northamptonshire Adult Social Services (NASS)



There is a forecast shortfall of £4.715m against the NASS savings proposals due to the direct impact of covid-19 on health and social care teams to respond to the pandemic. The shortfall relates initially to the following proposals; Strengths Based Working (STB) (19-001-14), Rapid Response Falls and Admission Avoidance Service (RR) (19-001-08) Care Home Review (19-001-05). STB and RR are directly being impacted by the changes in the way adult social care teams have been asked to respond to the emergency and the pathway changes with Health Partnerships. The planned development and implementation of the "New Ways of Working" has been paused to allow resources to focus on providing care, support and response to the pandemic. It is now expected that STB will deliver reduced savings in 2020-21 and RR will likely be remodelled as part of a review of the impact of the pandemic.

There is an initial forecast under delivery of savings of £0.55m (non covid-19) which is mainly driven by an expected 6 month delay in concluding the Shaw contract variation which is now expected in October 2020. This is due to delays in the legal terms and conditions of the future variation. There are also variances in non-delivery of savings against Shaw – Funded Nursing Care of £0.248m and Shaw PPP review of packages £0.08m. These will need to be reviewed over the coming months.

Place

With regard to the 'Place' budget, the early assessment of savings delivery due to the anticipated impact of Covid-19, reduced the savings forecast from £4.241m down to £2.241m. The service has indeed experienced a significant reduction in income generation as a result of the pandemic, but is still expecting to deliver a number of the budgeted cost efficiency measures in areas such as highways, waste, and economic development which means the projected outturn stands at £3.566m, a favourable variance of £1.325m from the revised baseline assessment.

Revised Financial Forecast

There remains considerable financial risk to the above outturn position, which will not be fully understood for some time yet depending on the recovery of the economy and any further outbreaks of Covid-19.

It is important to note that of the total £84.448m savings, £34.907m has already been delivered in 2019/20 and we are on track to deliver £14,365m during 2020/21. This will leave £35.176m to be delivered beyond vesting day.

3. Conclusion

Overall we are on track to deliver local government reform and transformation within budget, despite the very challenging environment in which we are operating. Risk remains high but by the end of 2020/21 a total of approximately £50m worth of savings will have been delivered.

Future Northants Expenditure and Benefits Realisation

APPENDIX B1

Staff Costs	2019/20	2020/21	2021/24	Total
	£000	£000	£000	£000
Staff Costs	3,047	5,697	8,301	17,045

Year End Outturn Projection
2020/21
£000
5,697

Variance Under/(Over)
2020/21
£000
0

Other Programme Costs	2019/20	2020/21	2021/24	Total
	£000	£000	£000	£000
Resource - backfill	133	553		686
Legal advice		400		400
Restructuring costs			7,900	7,900
Shadow statutory appointments		832		832
Shadow member appointments		60		60
Recruitment to senior appointments		160		160
Branding & signage		500		500
National pay and conditions		250	500	750
Programme delivery contingency		2,193		2,193
LGR pre submission costs (May-Aug 2018)	148			148
LGR pre submission costs (Sept 18 - Aug 19)	1,109			1,109
Total other Programme Costs	1,390	4,948	8,400	14,738

553
400
0
832
60
160
500
250
2,193
0
0
4,948

0
0
0
0
0
0
0
0
0
0
0
0
0

Business Rates Retention	Investment			
	2019/20	2020/21	2021/24	Total
	£000	£000	£000	£000
BRR04 - CFN Improving Fostering	16	120	334	470
BRR06 - CFN Practice Improvement	482	185	128	795
BRR08 - Adults Review Task Force Team	388	12	0	400
BRR09 - Adults Review of Target Operating Model	400		0	400
BRR10 - Strategic Infrastructure - Growth and Infrastructure Plan	27	223	0	250
BRR18 - Customer Contact - Customer and Digital Strategy	0	1,900	3,750	5,650
BRR20 - Shared Service Redesign	43	4,057	0	4,100
BRR21 - Corporate Contracts Review	0	250	0	250
BRR26 - CFN Workforce Programme	539	196	0	735
BRR45 - Adults Overnight Carers Scheme	350	0	0	350
BRR46 - Adults Rapid Response Team	291	859	450	1,600
Unallocated funds	0	0	0	0
Total Business Rates	2,536	7,802	4,662	15,000

Savings			
2019/20	2020/21	2021/24	Total
£000	£000	£000	£000
0	281	2,019	2,300
0	294	2,106	2,400
1,000	0	0	1,000
0	815	13,185	14,000
0	0	60	60
0	0	3,000	3,000
0	0	2,500	2,500
0	0	500	500
0	138	1,262	1,400
626	0	0	626
0	718	8,115	8,833
0	0	0	0
1,626	2,246	32,747	36,619

Year End Outturn Projection
2020/21
£000
271
159
0
1,085
0
0
0
0
0
0
0
0
1,515

Under/(Over) delivery
2020/21
£000
10
135
-270
138
718
731

NCC Transformation	Investment (includes expenditure funded by FUCR)			
	2019/20	2020/21	2021/24	Total
	£000	£000	£000	£000
Adults	1,204	4,250	0	5,454
Childrens	92	0	0	92
Corporate Services	977	0	0	977
Place	0	0	0	0
LGSS	0	0	0	0
				0
Total NCC Transformation	2,273	4,250	0	6,523

Savings			
2019/20	2020/21	2021/24	Total
£000	£000	£000	£000
22,975	7,130	-3,713	26,392
4,086	1,636	2,730	8,452
3,740	258	500	4,498
2,480	2,241	2,796	7,517
0	970	0	970
			0
33,281	12,235	2,313	47,829

Year End Outturn Projection
2020/21
£000
6,251
905
1,158
3,566
970
12,850

Under/(Over) delivery
2020/21
£000
879
731
-900
-1,325
0
-615

Total 9,246 22,697 21,363 53,306

34,907 14,481 35,060 84,448 Total

14,365

115

NORTH NORTHAMPTONSHIRE SHADOW AUTHORITY
SHADOW EXECUTIVE MEETING

**REPORT OF COMMUNICATIONS AND ENGAGEMENT
 ENABLER**

21 July 2020

Report Title	North Northamptonshire Shadow Authority interim brand
Report Author	Louise Spolton – Communications and Engagement Enabler

Appendices

Appendix 1-Shadow Authority Interim Brand Guidelines

1. Purpose

- 1.1 The purpose of this report is to present the proposed design for the North Northamptonshire Shadow Authority brand (See appendix 1 for the brand details) This is an interim brand only to be used for the duration of the shadow authority. A separate piece of work is taking place to create the brand and wider visual identity of the North Northamptonshire Council.

2. Recommendations

That the executive committee approves the interim brand for the North Northamptonshire Shadow Authority.

3. Issues and Choices

3.1 Report Background

- 3.1.1 The North Communications and Engagement Member Task and Finish group, chaired by Cllr Addison, was tasked with creating an interim brand for the North Northamptonshire Shadow Authority to ensure clarity of authority and responsibility. This brand will be used on all shadow documentation and meeting collateral including screens and agendas.

3.2 Issues and Choices

3.2.1 A specification was agreed by the North Communications and Engagement Member Task and Finish group which set out that the interim brand must:

- Build on the current Future Northants branding
- Clearly display the name of the authorities
- Be accessible
- Incorporate elements of the two geographical areas

3.2.2 Member meetings were held to agree a design specification and to develop designs, working with in house designers. All members contributed to the discussions and agreed on this final design. The full governance process has been followed with the shadow executive having final approval.

4. Implications (including financial implications)

4.1 Policy

4.1.1 There are no policy implications arising from this report.

4.2 Resources and Risk

4.2.1 In-house design resource has been used so the interim brand has been delivered at no additional cost to the programme budget.

4.3 Legal

4.3.1 There are no legal implications arising from this report.

4.4 Equality and Health

4.4.1 In-house designers applied their experience and principles of accessible design including consideration of colour and contrast, font size and weights and clear imagery.



PRIMARY LOGO

To be used on digital channels and official council documents



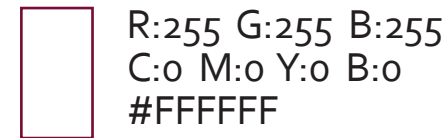
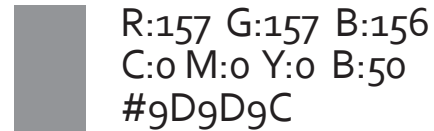
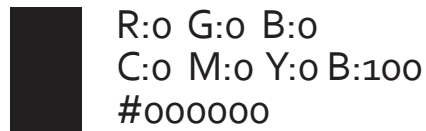
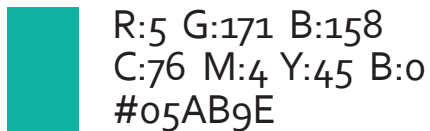
GREYSCALE LOGO

To be used when printing a document that does not need a colour logo



WHITE LOGO

To be used on dark backgrounds only



Arial

abcdefghijklmnopqrstuvwxyz,./;'#[1234567890

abcdefghijklmnopqrstuvwxyz,./;'#[1234567890

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NORTH NORTHAMPTONSHIRE SHADOW AUTHORITY

REPORT TO THE SHADOW EXECUTIVE COMMITTEE

23 JULY 2020

Report Title	Assets, Capital Schemes and Reserves Notification
Report Author	Kelvin Turner Interim Head of Resources / Deputy S151 Officer East Northamptonshire Council kturner@east-northamptonshire.gov.uk

List of Appendices

- Appendix A – ENC Greenway Report
- Appendix B – ENC economic Recovery Prospectus
- Appendix C – Notifications Process

1. Purpose

- 1.1 The purpose of this report is to inform the Shadow Executive of two funding proposals from East Northamptonshire Council (ENC), namely:-
- (i) Transfer of £300K from Greenway phases 7 and 8 project to the Washbrook Road Rushden project (see ENC report attached as Appendix A); and
 - (ii) A draw down of £195k from its Business Rates Risk Reserve to fund an Economic Recovery Prospectus and associated work streams (see ENC report attached as Appendix B).

2. Recommendations

It is recommended that the Shadow Executive:

- a) notes the Leader of the Council's decision to endorse the two proposals from East Northamptonshire Council for the transfer of £300k project funding and the draw down of £195k of reserves, as detailed in Appendices A and B of this report.

3. Issues and Choices

3.1 Report Background

3.1.1 East Northamptonshire Greenway

3.1.2 The Greenway involves creating walking and cycle routes through the Nene Valley, all of which create opportunities for people to improve their health and wellbeing. A budget of £300k was approved to develop phases 7 and 8 of the Greenway which runs from Woodford Lock to Islip.

3.1.3 Part of the scheme involves various amendments to the existing rights of way, part of which would create a new access and exit point on the Kettering Road, Islip for the main Bridle Way. As part of the consultation exercise in respect of these amendments the British Horse Society (BHS) raised significant objection on the perceived grounds of safety and have threatened to make a formal objection if the rights of way amendments proceed to the making of an order.

3.1.4 The BHS objection has been reviewed by LGSS Law who have highlighted that an objection of this kind will almost certainly trigger a public inquiry. The landowner is unlikely to maintain his position for the project to proceed without the changes to the rights of way as proposed.

3.1.5 It is proposed that the £300k set aside for phases 7 and 8 of the Greenway is transferred to the Washbrook Road project which was part of phase 1 where the need has been identified to create a ramp-type facility, utilising the embankments close to the bridge to increase safety and convenience.

3.1.6 Such a facility would require extensive groundworks to take place in order to support such a structure and a recent feasibility study recommended concrete retaining walls as the structured support system with estimated costs of £250-£300k. This would provide the ground structure for constructing the ramp.

3.1.7 Full details are contained in Appendix A attached.

3.2 Economic Recovery Prospectus

3.2.1 The Government has provided a range of financial support packages to local businesses in response to the economic situation resulting from the COVID 19 pandemic.

3.2.2 In addition, ENC'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 economic turmoil.

3.2.3 This work has culminated in the production of an Economic Recovery Prospectus (part of Appendix B attached), which seeks to join up, drive and accelerate a programme of assistance to meet local needs. The next phase of this is to develop and drive forward a comprehensive work programme consisting of the following 5 work streams:

Work Stream 1 – Dynamic Business Support Programme

Work Stream 2 – Fast Track Job Match Initiative
Work Stream 3 - Economic Recovery Hub
Work Stream 4 – Business Charter
Work Stream 5 - Long Term Economic Recovery Strategy

3.2.4 Full details are contained in Appendix B attached.

4. Implications (including financial implications)

4.1 Policy

4.1.1 The Shadow Executive Committee, at its meeting held on 25 June 2020, approved a notification process that 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 £100,000 must be notified to the North Northamptonshire Shadow Executive.

4.1.2 As this meeting of the Shadow Executive is scheduled to take place after East Northamptonshire Council, as the sovereign body, has taken its decisions at its meeting of full Council on 20 July 2020, in accordance with the agreed process (see Appendix C to this report), endorsement was sought from and agreed by the Leader of the Shadow Executive.

4.2 Resources and Risk

4.2.1 East Northamptonshire Greenway

4.2.2 The £300k already approved for Greenway phases 7 and 8 is currently within ENC's Community Projects Reserve. The proposal is to transfer this funding to phase 1 of the project ie the Washbrook Road Rushden project.

4.2.3 A risk register has been put in place to mitigate and control all identified risks.

4.2.4 Economic Recovery Prospectus

4.2.5 A budget of £250k has been identified as the requirement to deliver the 5 work streams over the next 10 months. This comprises of £25k from within current budgets; £30k from the Government's Reopening the High Street Fund; with the proposal to fund the remaining £195k from ENC's Council's Business Rates Risk Reserve.

4.2.6 The key risks and their mitigations are contained in Section 5 of the report attached as Appendix B.

4.3 Legal

4.3.1 The notification process referenced in 4.1.1 allow for the Shadow Authority to be notified and consulted on any new significant financial spend or new financial liability being considered by sovereign councils.

4.3.2 Decision making over funding proposals in these circumstances remains with the relevant sovereign council and so endorsement, rather than approval, by the Shadow Authority has been sought in respect of the recommendations within the report.

4.4 Equality and Health

4.4.1 East Northamptonshire Greenway

4.4.2 An Equalities Impact Assessment has been completed and is included in the report attached as Appendix A. The key positive impact offered by the Washbrook Road ramp is improved access to the Greenway for people with disabilities.

4.4.3 The Greenway increases opportunities for people to improve their health and wellbeing. Whilst the proposal is to transfer the funding between separate Greenway projects, a Health Impact Assessment (HIA) has identified positive health benefits with the provision of a ramp access on phase 1 in Rushden for people with disabilities. A full HIA is attached as part of Appendix A.

4.4.4 Economic Recovery Prospectus

4.4.5 There are only positive equality and diversity impacts of the Economic Recovery Prospectus which are detailed in the Equalities Impact Assessment which forms part of Appendix B attached.

4.4.6 Also attached as part of Appendix B is a detailed Health Impact Assessment which contains only positive impacts.



Finance & Performance Sub-Committee 6 July 2020

East Northamptonshire Greenway – Potential transfer of funding between projects

Purpose of report

To seek approval for transferring the approved funding for the EN Greenway phases 7 and 8 to a different EN Greenway project aimed at providing a new access facility.

Attachments

Appendix 1 – Equalities Impact Assessment (initial screen)

Appendix 2 – Health Impact Assessment

1.0 Background

- 1.1 Members have considered a number of reports around developing the East Northamptonshire Greenway (the Greenway). The Greenway involves creating walking and cycling routes through the Nene Valley, all of which create opportunities for people to improve their health and wellbeing.
- 1.2 At its meeting 25 June 2018 (minute 18.4 iv), the Sub-Committee approved the allocation a further £170K from the Council's Community Projects reserve, to make a funding stream of £300K, to develop phases 7 and 8 of the Greenway. The other part of that £300K, (£130K) was approved by the former Finance Sub-Committee at its meeting 26 June 2017.
- 1.3 Developing phases 7 and 8 has required extensive and prolonged negotiations with the landowner in order to agree the project's proposals. The proposals have attracted a threat of formal objection from the British Horse Society; the details are set out in section 2 below. This is set to delay the project further, making it extremely unlikely that the two phases will be developed before Vesting Day 1 April 2021.

2.0 Greenway phases 7 and 8

- 2.1 Greenway phases 7 and 8 run from Woodford Lock to Islip. The land is owned by Drayton Estates. Much of the negotiation has been through the landowner's agent.
- 2.2 The proposals involve various amendments to the existing rights of way, part of which would create a new access and exit point on the Kettering Road, Islip for the main Bridle Way. The amendments to the rights of way, including the Bridle Way, were prepared and consulted upon by NCC's Rights of Way team. However, as part of that consultation the British Horse Society (BHS) raised significant objection on the perceived grounds of safety to both horse and rider with the proposed new exit and entrance, and the inconvenience of the new route over the existing one. BHS has threatened to make a formal objection if the rights of way amendments proceed to the making of an order.
- 2.3 The BHS objection has been reviewed by LGSS Law. They have provided us with a

legal opinion, which does highlight that an objection of this kind will almost certainly trigger a public inquiry. The landowner is extremely unlikely to maintain his position for the project to proceed without the changes to the rights of way as proposed. We could attempt renegotiation; however, the expected timeframe for this might leave us with insufficient time to complete the works, or reallocate the money to a different project that could be completed before Vesting Day. Officers have reviewed alternative options in consultation with Councillor Sarah Peacock, chair of the Greenway Programme Board.

3.0 Creation of a new entrance/exit point at Washbrook Road on Greenway phase 1, Rushden

3.1 Phase 1 was completed in 2011 and makes use of the former railway line running from Crown Park Industrial Estate to the Asda Superstore, and then on to the Ferrers School. This phase is very popular as it provides a good off-road route to Rushden's town centre in one direction, and to Waitrose and Rushden Lakes in the other.

3.2 The Lottery-funded 'Out to Water, into History' project is making much-needed improvements to the visual look of the route, at the same time as improving the natural environment and creating features that illustrate Rushden's industrial past. This is increasing both the educational and tourist values of this phase.

3.3 The section between Crown Park and Asda is 1.2 kilometres. It has been long argued that without an intermediate access/exit point along this section, people might be put off from using it for fear of safety or lack of convenience. Discussions at the Greenway Programme Board have focused on creating a ramp-type facility, utilising the embankments close to the Washbrook Road bridge. Obviously such a facility would require extensive groundworks to take place in order to support such a structure.

3.4 A feasibility study has been carried out by the structures team at Kier WSP Northamptonshire Highways. The study has identified several options for the ground structural support system for the ramp, these being:-

- Sheet pile retaining walls
- Gabion retaining walls
- Concrete retaining walls
- Brick/masonry retaining walls
- Steel ramp on screw piles foundations

The feasibility study was informed by both a ground investigation survey: analysing and profiling the soil formation and structure, and a topographical survey identifying land levels, gradients, underground services and drainage networks.

3.5 The feasibility study's recommended option for the structural support system is concrete retaining walls, with estimated costs at around £250-300K. This would provide the ground structure for constructing the ramp. The last option in the report: steel ramp on screw piles foundation, includes provisions for the ramp. However, this is estimated to be in the region of £600K as a total package of works.

3.6 If the £300K was allocated to the project and the ground structure installed, the supply and installation of the ramp itself would have to take place sometime in the future when other funding is available. This would be section 106 contributions from neighbouring developments and, or external funding sources.

4.0 Proposed way forward

- 4.1 As identified earlier in this report, the phases 7 and 8 project is likely to see further frustration with reopening landowner negotiations, which potentially should involve BHS too. It is not proposed to drop this project from the Greenway Forward Plan but explore it further to see whether alternative options can be found. However, it leaves the £300K funding uncommitted up to and potentially beyond Vesting Day.
- 4.2 There is greater scope to proceed with the Washbrook Road project and get the ground structure supports system in place. Further discussions are needed with the NCC structures team to develop the proposals in more detail, including the procurement process and final adoption.
- 4.3 The works require the preparation of both detailed design and specification for a tendering process. Subject to further discussion with the NCC teams, the procurement and the works to completion may need external specialist engineering support. If this is the case, officers will be minded to allow a proportion of the £300K to be set aside for that support.

5.0 Equality and Diversity Implications

- 5.1 An equalities impact assessment (initial screen) has been completed and attached at Appendix 1. There are only positive and neutral impacts arising from this proposal. The key positive impact offered by the Washbrook Road ramp is improved access to the Greenway for people with disabilities.

6.0 Privacy Impact Implications

- 6.1 A Privacy Impact Assessment was carried out to support the report to the Sub-Committee meeting 25 June 2018. It identified no privacy implications. The proposals in this report do not give rise to any privacy implications.

7.0 Health Impact Assessments

- 7.1 The EN Greenway increases opportunities for people to improve their health and wellbeing. Whilst the proposal is to transfer the funding between separate Greenway projects, a Health Impact Assessment (Appendix 2) has identified positive health benefits with the provision of a ramp access on phase 1 in Rushden for people with disabilities.

8.0 Legal Implications

- 8.1 This report refers to the fact that the proposals for phases 7 and 8 have led to potential challenge and objection. Legal advice, as set out above has been commissioned. As the objection is likely to instigate a public inquiry, much more detailed legal advice and advocacy are very likely to be required at potentially high cost to the council. Further negotiations with the landowner and possibly BHS, will also require additional legal advice and support.

9.0 Risk Management

- 9.1 As set out in section 4.2 above, the proposed project at Washbrook Road will require further development. As part of that a risk register would be developed and put in

place to mitigate and control all identified risks.

10.0 Resource and Financial Implications

- 10.1 Funding for EN Greenway projects has largely come from developers' contributions (section 106), external bodies such as Sustrans and the Community Projects reserve, which includes the funding for Greenway phases supported through our Community Facilities Fund (CFF). No Greenway projects take place, or have taken place, without the required funding being available and approved by a relevant committee.
- 10.2 The £300K already approved for Greenway phases 7 and 8 is currently within the Community Projects reserve.
- 10.3 In accordance with the financial procedures, funding for capital works must be included in the Capital Programme. Approval is required from Full Council for a project to be added to the Capital Programme.
- 10.4 As stated above, the £300K will only support the installation of the ground structure systems and not the actual ramp itself. However, it is perhaps worth keeping in mind that having the ground structure system in place could be advantageous to potential funders for the ramp itself if a significant part of work has been completed so far.

11.0 Constitutional implications

- 11.1 There are no constitutional implications arising from these proposals.

12.0 Implications for our customers

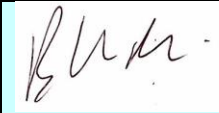
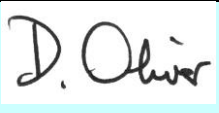
- 12.1 Our residents and visitors benefit from the EN Greenway a lot. The routes are well used and once fully realised, the EN Greenway will provide excellent opportunities to connect East Northamptonshire much better, with a host of opportunities to improve health and wellbeing and promote the visitor economy.

13.0 Corporate outcomes

- 13.1 The Greenway contributes to our corporate outcomes as follows:-
- Good quality of life – safer and healthier: Local people will have opportunities to lead healthy and active lifestyles, through improved, safer and increased cycling and walking to facilities, schools, place of work and other attractions.

14.0 Recommendation

- 14.1 The Sub-Committee is recommended to:
1. Note the Equalities Impact Assessment and the Health Impact Assessment at Appendices 1 and 2 respectively.
 2. Approve the transfer of the £300K from Greenway phases 7 and 8 project to the Washbrook Road Rushden project, and **RESOLVE to recommend to Full Council** that this funding be included in the Capital Programme 2020/21.

Legal	Power: Local Government Act 2000				
	Other considerations: None				
Background Papers:	Feasibility report for the Washbrook Road Access Ramp – held with Community Partnerships team.				
Person Report:	Originating	Mike Greenway (Community Partnerships Manager) ☎ 01832 742244 ✉ mgreenway@east-northamptonshire.gov.uk			
Date: 18 June 2020					
CFO		MO (Deputy) 25/06/20		CX 23/06/20	

Title of proposal being assessed:	East Northamptonshire Greenway - transfer of funding between projects
What type of proposal is this an assessment of?	Project
What are the aims and/or objectives of the proposal and the intended outcomes?	To seek approval for the transfer of approved funding from one Greenway project to another
Who is intended to benefit from this proposal?	Residents of East Northamptonshire
Who are the main stakeholders in relation to the proposal?	Residents
How is the success of the proposal to be measured?	Good quality of life - feeling safer and healthier Increased users of the EN Greenway
Name of person completing Initial Screening:	Mike Greenway
Job title / role of person completing Initial Screening:	Community Partnerships Manager
Date of Initial Assessment	18/06/2020

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	
Sexual Orientation:				
Consider, for instance: Lesbians, gay men and bisexuals Any other sexual orientation			X	
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	
Disability:				
Physical impairment, e.g mobility issues which mean using a wheelchair or crutches.	X			The project looks to include a new access facility at Washbrook Road, Rushden, which will improve accessibility for users with disabilities
Sensory impairment, e.g blind/having a serious visual impairment, deaf/having a serious hearing impairment.			X	

Mental health condition, e.g depression or schizophrenia	X			The EN Greenway supports opportunities for improving health, which in turn helps with mental health and wellbeing
Learning disability/difficulty, e.g. Down's syndrome or dyslexia, or cognitive impairment such as autistic spectrum disorder			X	
Long-standing illness or health condition, e.g. cancer, HIV. Diabetes, chronic heart disease or epilepsy			X	
Other health problems or impairments (<i>please specify if appropriate</i>)			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	
Age:				
Older People (60+)			x	
Children and Young People (see guidance for definition)			x	
Religion/Belief:				
Consider, for instance: • Christian • Hindu • Muslim • Sikh • Buddhist • any other religion or belief (including holding no belief)			X	
Other Potentially Affected Groups				
Rural Isolation - People who live in rural areas e.g isolated geographically, lack of internet access			x	
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	
Any other potentially affected groups (<i>please specify</i>)			X	

APPENDIX 2

NCC - 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

East Northamptonshire Greenway – transfer of funding between projects to create an additional access and exit point with a ramp facility.

Service/organisation responsible

Customer & Community Services (Community Partnerships) - East Northamptonshire Council

Name of completing officer

Mike Greenway

Date HIA created

18.06.2020

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	<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input checked="" type="checkbox"/> Neutral <input type="checkbox"/> Uncertain	<input type="checkbox"/> Short term <input type="checkbox"/> Medium term <input type="checkbox"/> Long term		
Physical activity	<input checked="" type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input type="checkbox"/> Uncertain	<input type="checkbox"/> Short term <input type="checkbox"/> Medium term <input checked="" type="checkbox"/> Long term	<p>The EN Greenway as a whole promotes opportunity for improving health and wellbeing through walking, cycling and access to the countryside.</p> <p>The new ramp access/exit will support this and help people with disabilities</p>	There are no further recommended actions
Mental Health	<input checked="" type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input type="checkbox"/> Uncertain	<input type="checkbox"/> Short term <input type="checkbox"/> Medium term <input checked="" type="checkbox"/> Long term		
Use of alcohol/drugs	<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input checked="" type="checkbox"/> Neutral <input type="checkbox"/> Uncertain	<input type="checkbox"/> Short term <input type="checkbox"/> Medium term <input type="checkbox"/> Long term		
Sexual Health	<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input checked="" type="checkbox"/> Neutral <input type="checkbox"/> Uncertain	<input type="checkbox"/> Short term <input type="checkbox"/> Medium term <input type="checkbox"/> Long term		
Use of cigarettes	<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input checked="" type="checkbox"/> Neutral <input type="checkbox"/> Uncertain	<input type="checkbox"/> Short term <input type="checkbox"/> Medium term <input checked="" type="checkbox"/> Long term		
Other (list in	<input type="checkbox"/> Positive	<input type="checkbox"/> Short term		

description)	<input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input type="checkbox"/> Uncertain	<input type="checkbox"/> Medium term <input type="checkbox"/> Long term		
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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?	<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input checked="" type="checkbox"/> Neutral <input type="checkbox"/> Uncertain	<input type="checkbox"/> Short term <input type="checkbox"/> Medium term <input type="checkbox"/> Long term		
Community assets – will the proposal impact on the quality or access availability to community assets?	<input checked="" type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input type="checkbox"/> Uncertain	<input type="checkbox"/> Short term <input type="checkbox"/> Medium term <input type="checkbox"/> Long term	An aim of the Greenway is to increase connectivity to different parts of the district and where possible, provide accessibility that supports people with disabilities.	There are no further recommended actions



<p>Community safety –a safe and inclusive environment that acts to discourage crime and antisocial behaviour.</p>	<p><input checked="" type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input type="checkbox"/> Uncertain</p>	<p><input type="checkbox"/> Short term <input type="checkbox"/> Medium term <input checked="" type="checkbox"/> Long term</p>	<p>An additional access and exit facility at Washbrook Road will aim to improve a feeling of safety and in turn, encourage participants to use the route.</p>	<p>There are no further recommended actions</p>
<p>Social isolation – will the proposal have an impact on the level of contact between an individual and society?</p>	<p><input checked="" type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input type="checkbox"/> Uncertain</p>	<p><input type="checkbox"/> Short term <input type="checkbox"/> Medium term <input checked="" type="checkbox"/> Long term</p>	<p>The Greenway helps provide connectivity so people who feel isolated have opportunities to meet up with others.</p>	<p>There are no further recommended actions</p>
<p>Other (list in description)</p>	<p><input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input type="checkbox"/> Uncertain</p>	<p><input type="checkbox"/> Short term <input type="checkbox"/> Medium term <input type="checkbox"/> Long term</p>		

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?	<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input checked="" type="checkbox"/> Neutral <input type="checkbox"/> Uncertain	<input type="checkbox"/> Short term <input type="checkbox"/> Medium term <input type="checkbox"/> Long term		
Noise exposure – is there likely to be a change to the exposure of noise in the proposal?	<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input checked="" type="checkbox"/> Neutral <input type="checkbox"/> Uncertain	<input type="checkbox"/> Short term <input type="checkbox"/> Medium term <input type="checkbox"/> Long term		
Indoor air pollution – will the proposal impact on	<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input checked="" type="checkbox"/> Neutral <input type="checkbox"/> Uncertain	<input type="checkbox"/> Short term <input type="checkbox"/> Medium term <input type="checkbox"/> Long term		



<p>indoor air quality – house dust mites, allergens and dampness.</p>				
<p>Adequate space – will the proposal affect access and size of housing space? Is there likely to be an increased risk of falls?</p>	<p><input type="checkbox"/> Positive <input type="checkbox"/> Negative <input checked="" type="checkbox"/> Neutral <input type="checkbox"/> Uncertain</p>	<p><input type="checkbox"/> Short term <input type="checkbox"/> Medium term <input type="checkbox"/> Long term</p>		
<p>Home safety – is there likely to be an impact on safety in the home?</p>	<p><input type="checkbox"/> Positive <input type="checkbox"/> Negative <input checked="" type="checkbox"/> Neutral <input type="checkbox"/> Uncertain</p>	<p><input type="checkbox"/> Short term <input type="checkbox"/> Medium term <input type="checkbox"/> Long term</p>		
<p>Other (list in description)</p>	<p><input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input type="checkbox"/> Uncertain</p>	<p><input type="checkbox"/> Short term <input type="checkbox"/> Medium term <input type="checkbox"/> Long term</p>		



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?	<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input checked="" type="checkbox"/> Neutral <input type="checkbox"/> Uncertain	<input type="checkbox"/> Short term <input type="checkbox"/> Medium term <input type="checkbox"/> Long term		
Outdoor air pollution – will the proposal contribute towards a reduction in air pollution?	<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input checked="" type="checkbox"/> Neutral <input type="checkbox"/> Uncertain	<input type="checkbox"/> Short term <input type="checkbox"/> Medium term <input type="checkbox"/> Long term		
Green spaces – will the proposal affect access and availability of green spaces?	<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input checked="" type="checkbox"/> Neutral <input type="checkbox"/> Uncertain	<input type="checkbox"/> Short term <input type="checkbox"/> Medium term <input type="checkbox"/> Long term		



<p>Waste disposal – is there likely to be an increase in the amount of landfill and food waste?</p>	<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input checked="" type="checkbox"/> Neutral <input type="checkbox"/> Uncertain	<input type="checkbox"/> Short term <input type="checkbox"/> Medium term <input type="checkbox"/> Long term		
<p>Other (list in description)</p>	<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input type="checkbox"/> Uncertain	<input type="checkbox"/> Short term <input type="checkbox"/> Medium term <input type="checkbox"/> Long term		

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
<p>Employment - including working conditions</p>	<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input checked="" type="checkbox"/> Neutral <input type="checkbox"/> Uncertain	<input type="checkbox"/> Short term <input type="checkbox"/> Medium term <input type="checkbox"/> Long term		
<p>Economy – will the proposal have impact on work, benefits, allowance income and the economy?</p>	<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input checked="" type="checkbox"/> Neutral <input type="checkbox"/> Uncertain	<input type="checkbox"/> Short term <input type="checkbox"/> Medium term <input type="checkbox"/> Long term		



Education – is there likely to be an affect on opportunities for education?	<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input type="checkbox"/> Uncertain	<input type="checkbox"/> Short term <input type="checkbox"/> Medium term <input type="checkbox"/> Long term	Access to accommodation will improve access to education and life chances for children and adults will be improved	
Other (list in description)	<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input type="checkbox"/> Uncertain	<input type="checkbox"/> Short term <input type="checkbox"/> Medium term <input type="checkbox"/> 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)	<input checked="" type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input type="checkbox"/> Uncertain	<input type="checkbox"/> Short term <input type="checkbox"/> Medium term <input checked="" type="checkbox"/> Long term	The Greenway provides safer routes for cycling and walking. The additional access/exit point will support this further.	There are no further recommended actions



<p>Public transport networks – will the proposal support public transport use? Will it provide more availability of public transport?</p>	<p><input type="checkbox"/> Positive <input type="checkbox"/> Negative <input checked="" type="checkbox"/> Neutral <input type="checkbox"/> Uncertain</p>	<p><input type="checkbox"/> Short term <input type="checkbox"/> Medium term <input type="checkbox"/> Long term</p>		
<p>Traffic management – is there likely to be an impact on the traffic flow and pedestrian crossings?</p>	<p><input type="checkbox"/> Positive <input type="checkbox"/> Negative <input checked="" type="checkbox"/> Neutral <input type="checkbox"/> Uncertain</p>	<p><input type="checkbox"/> Short term <input type="checkbox"/> Medium term <input type="checkbox"/> Long term</p>		
<p>Road injury risk – will the proposal have an impact on the road risk to pedestrians and vehicle users?</p>	<p><input checked="" type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input type="checkbox"/> Uncertain</p>	<p><input type="checkbox"/> Short term <input type="checkbox"/> Medium term <input type="checkbox"/> Long term</p>	<p>The Greenway provides safer routes for cycling and walking</p>	<p>There are no further recommended actions</p>



Other (list in description)	<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input type="checkbox"/> Uncertain	<input type="checkbox"/> Short term <input type="checkbox"/> Medium term <input type="checkbox"/> Long term		
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Using the above information, your own experience, and the evidence base, briefly outline the overall proposed health impact of the project.

The provision of a new ramp access facility at Washbrook Road will support opportunities for improved health and wellbeing and especially for those with disabilities.



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 next 10 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



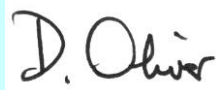
- 12.1 The Sub Committee is requested to recommended that Policy and Resources Committee make a recommendation to Full Council to:
- a. Approve the Economic Recovery Prospectus (Appendix 1) and associated work streams and the budget and sources of funding detailed in this report including a draw down 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 <input type="checkbox"/> 01832 742014 <input type="checkbox"/> 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 Northants



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 through 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:

Phase 1 – Immediate emergency action...

RESTART

- 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 Management and Tourism functions
- **EEN Business Support Programme**, delivered by Building Business, has pivoted fast to supply 100% online support and training resources

Phase 2 – Joining up approaches and filling the gaps...

RESTORE

- 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 management, 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

Phase 3 – Accelerating delivery of support and long term planning...

RESET

- 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

Working in partnership...



SEMLEP
South East Midlands
Local Enterprise Partnership



WELLINGBOROUGH
& EAST NORTHANTS
CHAMBER ONLINE



Contact:

Greg Macdonald – Head of Economic and Commercial Development

E: gmacdonald@east-northamptonshire.gov.uk T: 07912 501836

James Tennant – Business Account Manager

E: jtennant@east-northamptonshire.gov.uk T: 07515 191798

Karen Williams – Tourism Promotion and Development Officer

E: kwilliams@east-northamptonshire.gov.uk T: 07739 507443

Title of proposal being assessed:	<i>ENC Economic Recovery Plan</i>
What type of proposal is this an assessment of?	<i>Service - New</i>
What are the aims and/or objectives of the proposal and the intended outcomes?	<i>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.</i>
Who is intended to benefit from this proposal?	<i>All residents, workforce and businesses across the district</i>
Who are the main stakeholders in relation to the proposal?	<i>Businesses, residents, University of Northampton SEMLEP</i>
How is the success of the proposal to be measured?	<i>Reduced economic impact of economic recession and eventually economic and employment growth</i>
Name of person completing Initial Screening:	<i>Greg Macdonald</i>
Job title / role of person completing Initial Screening:	<i>Head of Economic and Commercial Development</i>
Date of Initial Assessment	<i>15/06/2020</i>

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 particularly 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 particularly 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 particularly 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 particularly supported

Mental health condition, e.g. depression or schizophrenia	X			Will promote economic growth across the whole economy ensuring minority groups are particularly 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 particularly supported
Long-standing illness or health condition, e.g. cancer, HIV. Diabetes, chronic heart disease or epilepsy			x	
Other health problems or impairments (<i>please specify if appropriate</i>)	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 particularly supported
Age:				
Older People (60+)	X			Will promote economic growth across the whole economy ensuring minority groups are particularly supported
Children and Young People (see guidance for definition)	X			Will promote economic growth across the whole economy ensuring minority groups are particularly 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 particularly 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 conditions are particularly 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 particularly supported
Any other potentially affected groups (<i>please specify</i>)			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	<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input checked="" type="checkbox"/> Neutral <input type="checkbox"/> Uncertain	<input type="checkbox"/> Short term <input type="checkbox"/> Medium term <input type="checkbox"/> Long term		
Physical activity	<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input checked="" type="checkbox"/> Neutral <input type="checkbox"/> Uncertain	<input type="checkbox"/> Short term <input checked="" type="checkbox"/> Medium term <input type="checkbox"/> Long term		
Mental Health	<input checked="" type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input type="checkbox"/> Uncertain	<input checked="" type="checkbox"/> Short term <input checked="" type="checkbox"/> Medium term <input type="checkbox"/> 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	<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input checked="" type="checkbox"/> Neutral <input type="checkbox"/> Uncertain	<input type="checkbox"/> Short term <input type="checkbox"/> Medium term <input type="checkbox"/> Long term		
Sexual Health	<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input checked="" type="checkbox"/> Neutral <input type="checkbox"/> Uncertain	<input type="checkbox"/> Short term <input type="checkbox"/> Medium term <input type="checkbox"/> Long term		
Use of cigarettes	<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input checked="" type="checkbox"/> Neutral <input type="checkbox"/> Uncertain	<input type="checkbox"/> Short term <input type="checkbox"/> Medium term <input type="checkbox"/> Long term		

Other (list in description)	<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input type="checkbox"/> Uncertain	<input type="checkbox"/> Short term <input type="checkbox"/> Medium term <input type="checkbox"/> Long term		
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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?	<input checked="" type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input type="checkbox"/> Uncertain	<input checked="" type="checkbox"/> Short term <input checked="" type="checkbox"/> Medium term <input checked="" type="checkbox"/> 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?	<input checked="" type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input type="checkbox"/> Uncertain	<input type="checkbox"/> Short term <input type="checkbox"/> Medium term <input type="checkbox"/> 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



<p>Community safety –a safe and inclusive environment that acts to discourage crime and antisocial behaviour.</p>	<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input checked="" type="checkbox"/> Neutral <input type="checkbox"/> Uncertain	<input type="checkbox"/> Short term <input type="checkbox"/> Medium term <input type="checkbox"/> Long term		
<p>Social isolation – will the proposal have an impact on the level of contact between an individual and society?</p>	<input checked="" type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input type="checkbox"/> Uncertain	<input checked="" type="checkbox"/> Short term <input checked="" type="checkbox"/> Medium term <input checked="" type="checkbox"/> Long term	<p>It will help provide access to range of business / employment opportunities for the local community</p>	
<p>Other (list in description)</p>	<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input type="checkbox"/> Uncertain	<input type="checkbox"/> Short term <input type="checkbox"/> Medium term <input type="checkbox"/> 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
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<p>Home temperature and warmth – will the proposal affect home energy and the access to a warm home?</p>	<input checked="" type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input type="checkbox"/> Uncertain	<input checked="" type="checkbox"/> Short term <input checked="" type="checkbox"/> Medium term <input checked="" type="checkbox"/> Long term	<p>Focus on green tech sector will increase awareness and resource within community to improve housing conditions</p>	<p>Develop specific circulate economy sector group to convene and drive development of green tech and associated industries</p>
<p>Noise exposure – is there likely to be a change to the exposure of noise in the proposal?</p>	<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input checked="" type="checkbox"/> Neutral <input type="checkbox"/> Uncertain	<input type="checkbox"/> Short term <input type="checkbox"/> Medium term <input type="checkbox"/> Long term		
<p>Indoor air pollution – will the proposal impact on indoor air quality – house dust mites, allergens and dampness.</p>	<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input checked="" type="checkbox"/> Neutral <input type="checkbox"/> Uncertain	<input type="checkbox"/> Short term <input type="checkbox"/> Medium term <input type="checkbox"/> Long term		
<p>Adequate space – will the proposal</p>	<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input checked="" type="checkbox"/> Neutral	<input type="checkbox"/> Short term <input type="checkbox"/> Medium term <input type="checkbox"/> Long term		



affect access and size of housing space? Is there likely to be an increased risk of falls?	<input type="checkbox"/> Uncertain			
Home safety – is there likely to be an impact on safety in the home?	<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input checked="" type="checkbox"/> Neutral <input type="checkbox"/> Uncertain	<input type="checkbox"/> Short term <input type="checkbox"/> Medium term <input type="checkbox"/> Long term		
Other (list in description)	<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input type="checkbox"/> Uncertain	<input type="checkbox"/> Short term <input type="checkbox"/> Medium term <input type="checkbox"/> 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
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<p>Noise exposure – is there likely to be a change to the exposure of noise in the proposal?</p>	<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input checked="" type="checkbox"/> Neutral <input type="checkbox"/> Uncertain	<input type="checkbox"/> Short term <input type="checkbox"/> Medium term <input type="checkbox"/> Long term		
<p>Outdoor air pollution – will the proposal contribute towards a reduction in air pollution?</p>	<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input checked="" type="checkbox"/> Neutral <input type="checkbox"/> Uncertain	<input type="checkbox"/> Short term <input type="checkbox"/> Medium term <input type="checkbox"/> Long term		
<p>Green spaces – will the proposal affect access and availability of green spaces?</p>	<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input checked="" type="checkbox"/> Neutral <input type="checkbox"/> Uncertain	<input type="checkbox"/> Short term <input type="checkbox"/> Medium term <input type="checkbox"/> Long term		
<p>Waste disposal – is there likely to be an increase in the amount of landfill and food waste?</p>	<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input checked="" type="checkbox"/> Neutral <input type="checkbox"/> Uncertain	<input type="checkbox"/> Short term <input type="checkbox"/> Medium term <input type="checkbox"/> Long term		
<p>Other (list in description)</p>	<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral	<input type="checkbox"/> Short term <input type="checkbox"/> Medium term <input type="checkbox"/> Long term		



	<input type="checkbox"/> Uncertain		
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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	<input checked="" type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input type="checkbox"/> Uncertain	<input checked="" type="checkbox"/> Short term <input checked="" type="checkbox"/> Medium term <input checked="" type="checkbox"/> Long term	<p>This is key focus on initiative</p> <p>Look to develop KPI around jobs, businesses and training</p>	
Economy – will the proposal have impact on work, benefits, allowance income and the economy?	<input checked="" type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input type="checkbox"/> Uncertain	<input checked="" type="checkbox"/> Short term <input checked="" type="checkbox"/> Medium term <input checked="" type="checkbox"/> Long term	<p>This is key focus on initiative</p> <p>Look to develop KPI around jobs, businesses and training</p>	
Education – is there likely to be an affect on opportunities for education?	<input checked="" type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input type="checkbox"/> Uncertain	<input checked="" type="checkbox"/> Short term <input checked="" type="checkbox"/> Medium term <input checked="" type="checkbox"/> Long term	<p>This is key focus on initiative</p> <p>Look to develop KPI around jobs, businesses and training</p>	
Other (list in description)	<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input checked="" type="checkbox"/> Neutral <input type="checkbox"/> Uncertain	<input type="checkbox"/> Short term <input type="checkbox"/> Medium term <input type="checkbox"/> Long term		

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

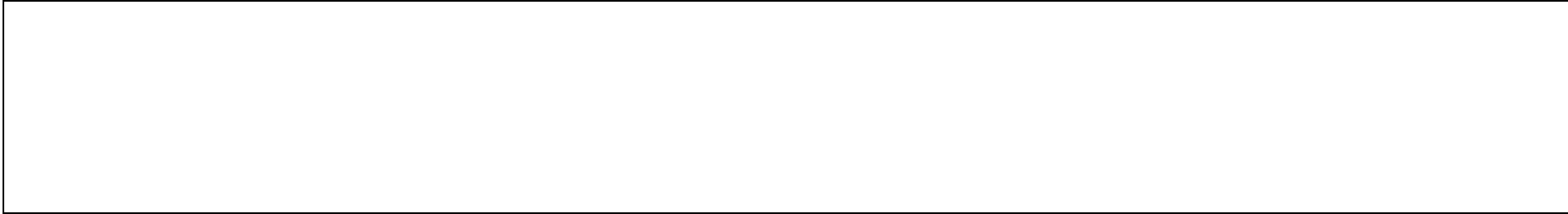
Determinant of Health	Potential Health and Wellbeing impact	Length of impact Short (<1 yr) Med (1-5 yrs) Long (>5 yrs)	Description of potential impact Please identify any specific indicators	Recommended mitigation or enhancement actions
<p>Active transport networks – how will the proposal affect participation in active travel? (cycling / walking)</p>	<p><input checked="" type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input type="checkbox"/> Uncertain</p>	<p><input type="checkbox"/> Short term <input checked="" type="checkbox"/> Medium term <input checked="" type="checkbox"/> Long term</p>	<p>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</p>	<p>Connect with Greenway project as key driver for this element of the programme</p>
<p>Public transport networks – will the proposal support public transport use? Will it provide more availability of public transport?</p>	<p><input type="checkbox"/> Positive <input type="checkbox"/> Negative <input checked="" type="checkbox"/> Neutral <input type="checkbox"/> Uncertain</p>	<p><input type="checkbox"/> Short term <input type="checkbox"/> Medium term <input type="checkbox"/> Long term</p>		



<p>Traffic management – is there likely to be an impact on the traffic flow and pedestrian crossings?</p>	<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input checked="" type="checkbox"/> Neutral <input type="checkbox"/> Uncertain	<input type="checkbox"/> Short term <input type="checkbox"/> Medium term <input type="checkbox"/> Long term		
<p>Road injury risk – will the proposal have an impact on the road risk to pedestrians and vehicle users?</p>	<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input checked="" type="checkbox"/> Neutral <input type="checkbox"/> Uncertain	<input type="checkbox"/> Short term <input type="checkbox"/> Medium term <input type="checkbox"/> Long term		
<p>Other (list in description)</p>	<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input type="checkbox"/> Uncertain	<input type="checkbox"/> Short term <input type="checkbox"/> Medium term <input type="checkbox"/> 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 independence



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 any 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 draw 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 <i>fairly and lawfully processed</i>							
Principle 2 <i>Processed for limited purposes</i>							
Principle 3 <i>Adequate, relevant & not excessive</i>							
Principle 4 <i>accurate</i>							
Principle 5 <i>Not kept for</i>							

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

Linking the PIA to the data protection principles

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 an 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?

Back to table

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

Assets, Capital Schemes and Reserves Notification Process

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 must be notified to the relevant Shadow Executive(s)¹.

The de minimis level above which notification for financial proposals must be made is £100,000.

The notification requirement and de minimis level will apply to both capital and revenue proposals.

Exceptions will be:

- Adult and Children care packages
- HR matters and issues.

The spirit of this process is that a council should not be breaking down items into parts in order that they become lower than the de minimis level.

Any proposal must be submitted by the existing council's chief executive or s151 officer to the Interim Chief Executive(s); or later on, to the Permanent Chief Executive(s). They will arrange for this to be discussed at the next meeting of the Shadow Executive(s).

The Shadow Executive(s) will act as a consultee and will be asked to endorse, rather than approve the proposal put before it.

If the proposal needs discussion before a scheduled Shadow Executive meeting, then endorsement will be sought from the Leader(s) of the Shadow Executive(s).

The Procurement Notification Process already covers the management of contracts.

Andrew Hunkin

Lead Enabler: Legal and Democratic

May 2020

Note 1 – a proposal may affect one or both shadow authorities.