



Meeting: North Northamptonshire Shadow Executive Committee

Date: Thursday 4th March 2021

Time: 7:00 pm

Venue: Virtual meeting via Zoom


Committee Membership:

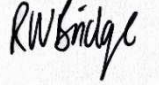
Councillors Roberts (Chair), Smithers (Vice-Chair), Addison, Beattie,
W Brackenbury, Griffiths, Jelley, D Jenney, North, Partridge-Underwood

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:-
https://www.youtube.com/channel/UCcH_JAaHaMtqHDeMQEVXi2g/videos

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Contact: democraticservices@northnorthants.gov.uk

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02	Notification of requests to address the meeting		-
03	Members' Declarations of Interest		-
04	Minutes of the meeting held on 10 February 2021		5 - 16
Items requiring a decision			
05	Task & Finish Group Updates: Overview & Scrutiny Blueprint Report <i>To report the conclusions arising from the Task and Finish Group</i>		17 – 22
06	Kettering Leisure Services Contract <i>To seek approval to commence a procurement exercise for the current contract.</i>		23 – 26
07 Exempt Items			
08	Assets, Capital Schemes and Reserves Notification <i>(Exempt under paragraph 3, of Part I of Schedule 12A of the Local Government Act 1972)</i>		Separate Document

Urgent Items			
09		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.	
010		Close of Meeting	
		<p style="text-align: center;">Rob Bridge, Chief Executive North Northamptonshire Shadow Authority</p> <p style="text-align: center;"></p> <p style="text-align: center;">Proper Officer 24th February 2021</p>	

Virtual Meetings

During the current Covid-19 pandemic, meetings of the Shadow Authority will be conducted via Zoom as virtual meetings. Those meetings which are normally accessible to the public will be live-streamed on YouTube at -

https://www.youtube.com/channel/UCcH_JAaHaMtgHDeMQEVXi2g/videos

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.

Public Participation

The Shadow Authority has approved procedures for you to present petitions or request to address meetings of the Authority.

ITEM	NARRATIVE	DEADLINE												
Members of the Public Questions	Questions may be submitted by members of the Public to meetings of the committee. The question must be in writing and submitted 2 clear working days prior to the meeting. There are no supplementary questions permitted, and no debate on questions or answers. A period of 30 minutes (Chair's Discretion) is allocated for Public Questions.	5:00 pm Monday 1 st March 2021												
Members of the Public Agenda Statements	Members of the Public may make statements at meetings in relation to reports on the agenda. A request to address the committee must be received 2 clear working days prior to the meeting. The member of the Public has a maximum of 3 minutes to address the committee. A period of 30 minutes (Chair's Discretion) is allocated for Public Statements.	5:00 pm Monday 1 st March 2021												
Other Shadow Members Questions	Written questions of up to 50 words maximum permitted. To be received at least 2 clear working days prior to the meeting. Chair's discretion on supplementary question. A period of 30 minutes (Chair's Discretion) is allocated for Other Shadow Members Questions.	5:00 pm Monday 1 st March 2021												
Other Shadow Members Agenda Statements	Other Shadow Members may make statements at meetings in relation to reports on the agenda. A request to address the committee must be received 2 clear working days prior to the meeting. The Shadow Member has a maximum of 3 minutes to address the committee. A period of 30 minutes (Chair's Discretion) is allocated for Shadow Member Statements.	5:00 pm Monday 1 st March 2021												
Members of the Public Petitions	<p>Anyone who lives, works or studies in North Northamptonshire may submit a petition to the Shadow Authority. Depending on the size of your petition it will be responded to as follows:-</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Signatory Threshold</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Petition which triggers a debate</td> <td>1,500 +</td> <td>Any petition with 1,500 or more signatures will trigger a debate at a Full Authority meeting</td> </tr> <tr> <td>Petition which calls an officer to account</td> <td>750 – 1,499</td> <td>Any petition with 750 – 1,499 signatures will summon a senior officer of the Authority to give evidence at a public Authority meeting</td> </tr> <tr> <td>Standard Petition</td> <td>5 – 749</td> <td>Any petition with 5 – 749</td> </tr> </tbody> </table>	Category	Signatory Threshold	Description	Petition which triggers a debate	1,500 +	Any petition with 1,500 or more signatures will trigger a debate at a Full Authority meeting	Petition which calls an officer to account	750 – 1,499	Any petition with 750 – 1,499 signatures will summon a senior officer of the Authority to give evidence at a public Authority meeting	Standard Petition	5 – 749	Any petition with 5 – 749	
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			signatures will be referred to a senior officer of the Authority to provide a response	
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These procedures are included within the Shadow Authority’s Constitution. Please contact democraticservices@northnorthants.gov.uk for more information.

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 Monitoring Officer at –

Adele.Wylie@northnorthants.gov.uk

Press & Media Enquiries

Any press or media enquiries should be directed through the Authority’s Communications Team to futurenorthants@northamptonshire.gov.uk

Public Enquiries

Public enquiries regarding the Authority’s meetings can be made to democraticservices@northnorthants.gov.uk

North Northamptonshire Shadow Executive Committee

At 7:00 pm on Wednesday 10th February 2021

Held as a virtual meeting via Zoom

Present: -

Shadow Members

Councillor R Roberts (Leader of the Shadow Authority and Chair)

Councillor J Addison

Councillor T Partridge- Underwood (Joined 7:40 pm)

Councillor D Jenney

Councillor J Smithers (Deputy Leader of the Shadow Authority)

Councillor W Brackenbury

Councillor T Beattie

Councillor I Jelley

Councillor M Griffiths

Officers

R Bridge – Chief Executive

A Wylie – Monitoring Officer

G Holloway- Assistant Chief Executive

S Darcy – Executive Director Corporate, BCW

G Hammons – Executive Director Finance, ENC

F McHugo– North Northamptonshire Democratic Services

J Gotts – Executive Director Finance

D Watts – Director of Adult Services

M Dickenson – Head of Service – Resources KBC

L.Hyde – Director of Transformation

K Purnell – Assistant Director Corporate & Community Services, NCC

B Smith – North Northamptonshire Democratic Services

Also in attendance – Councillor Stanbra.

The Chair welcomed members and the viewing public to the meeting.

1. **Apologies for Absence**

Apologies were received from Councillor S North.

2. **Notifications of requests to address the meeting**

The Chair informed the meeting that one request to address the meeting had been received.

Councillor Stanbra requested to speak on items.5a,5b and 5c.

3. **Members' Declarations of Interest**

No declarations of interest were made.

4. Minutes of the meeting held on 3rd February 2021

It was noted that the draft minutes of the Shadow Executive Committee meeting held on 3rd February 2021 had been circulated.

Councillor D Jenney MOVED, and Councillor M Griffiths SECONDED that the minutes be approved as a correct record.

RESOLVED that: -

- (i) The minutes of the Shadow Executive Committee meeting held on 3rd February 2021 be approved as a correct record and signed by the Chair.

5. a) Housing Revenue Account – Draft 2021/22 Budget and MTFP Proposals

Councillor Stanbra entered the meeting.

Councillor Stanbra commented that within the HRA, the rent increase was complemented by the maintenance decrease. Councillor Stanbra raised concerns over the Council Tax Reduction Scheme and the missed opportunity for a discretionary fund and welcomed the references to climate action within the HRA.

Councillor Stanbra returned to the waiting room.

The Executive Director for Finance introduced the report and outlined a rental increase of 1.5%. Tenants had been informed of the proposed increase and agreed with proposals as part of the consultation. Comments from Overview and Scrutiny were recognised in the report and further scrutiny was welcomed to continue to monitor the position.

It was noted that the potential for efficiencies and the future investment potential would be considered when bringing accounts together

It was highlighted in response to the Overview & Scrutiny Committee comments that although funding was available for capital investment, the lack of clarity over build times means this had not yet included.

Councillor I Jelley commended the comprehensive and balanced report and thanked Councillor Stanbra for his comments. Councillor Jelley acknowledged areas of concern and stated that support for residents will be monitored going in to new council.

Councillor Griffiths responded to comments regarding Climate Change and highlighted that this will be considered in all council actions, including within reports and recommendations.

Councillor I Jelley MOVED and Councillor J Smithers SECONDED the recommendations.

RESOLVED that:-

- (i) The draft 2021/22 Housing Revenue Account Budgets consisting of the Corby Neighbourhood Account and the Kettering Neighbourhood Account as set out in Appendix A be proposed for consideration at the Shadow Authority meeting to be held 25th February 2021.
- (ii) An increase in dwelling rents for 2021/22 of 1.5% (based on the Consumer Price Index (CPI) for September 2020 + 1%) which is in line with the Ministry of Housing, Communities and Local Government (MHCLG) Policy statement on rents for social housing published in February 2019 be proposed for consideration at the Shadow Authority meeting on 25th February 2021
- (iii) The draft Housing Revenue Account Medium Term Financial Plan consisting of the Corby Neighbourhood Account and the Kettering Neighbourhood Account, for 2022/23 to 2025/26 as set out in Appendix B be proposed for consideration at the Shadow Authority meeting on 25th February 2021

(Reason for decision- To ensure that the Shadow Authority complies with its Constitution in setting the budget for North Northamptonshire and meets its statutory duties.)

5 B) Final Budget 2021-22 and Medium-Term Financial Plan

Councillor Stanbra re-entered the meeting.

Councillor Stanbra referenced the idea of a council tax discretionary fund and the non-inclusion in budget. Cllr Jelley's comments regarding council signposted advice for residents were noted but Councillor Stanbra expressed concern over this not going far enough to support residents' direct access to monetary funds.

Councillor Stanbra asked the Committee if a reconsideration of the saving on the book fund could be offered to support the library service and showcase the importance of books. Stanbra also sought detail of the headline figures for service areas and hoped that the Executive members had accessed further details on specific spending before considering recommendations.

Councillor Stanbra returned to the waiting room.

The Executive Director of Finance introduced the final budget proposals and an update of movement from the last position which included the final settlement update. J Gotts walked members through the changes which included an additional grant funding of 2.4 million, guidance for use of grant was not ring fenced. It was stated that this enabled the council to lower the draw-down of reserves and maintain a balanced budget. The council would set aside an amount of £0.5 million to meet potential losses from a future Covid impact.

Feedback from the Overview and Scrutiny Committee had highlighted significant concerns over fees and charges, specifically the scale of increase and requirement for wider engagement. Members noted that proposals for a change to taxi licensing and

cemetery and crematoria charges had been removed with a suggestion for further review later in the year.

Other amendments outlined movement to and from the reserves. Covid funding amounting to £7 million would be carried forward from 20/21. A waste reserve of £ 2.3 million would seek to mitigate risk of a higher than anticipated waste service budget as tonnages were seen to be rising.

Subject to sign off by the individual authorities, £600,000 of additional funding support over a 3-year period was announced for the voluntary sector.

The latest forecast from NCC had seen an increase of £21.5 million in their reserves largely resulting from business rates grants.

The Executive Director for Finance noted that this was a challenging MTFP with an uncertain future as the Business rates, Fair Funding and specific social care announcements remained unclear. It is expected that these will come forward in 2022/23.

It was noted that the Dedicated Schools Grant allocations remained the same and had been approved by the Schools Forum.

376 responses to the consultation had been received to the budget consultation. The report presented to members outlined responses in section 5.

Councillor Smithers welcomed the £600,000 being made available to the voluntary sector over the upcoming 3 years and felt this highlighted the value of their input and that this will be continued with the new council.

Councillor Addison noted the difficult climate and that the council was fortunate to have reserves. Concern was expressed for resident families that would not have reserves to fall back on and felt a discretionary council tax fund for 1 year should be reconsidered.

Councillor Jelley noted Councillor Addison's concerns. Councillor Jelley expressed confidence in the budget and highlighted the good level of support from the Overview and Scrutiny Committee and the MHCLG.

Councillor Griffiths supported the £600,000 of support for voluntary services and felt it would be vital to continue good work in supporting the third sector. Councillor Griffiths suggested that Fees and Charges would need to be standardised but now was not the right time.

Councillor D Jenney felt that coming together as 5 organisations they had tackled harmonisation head on, and that overall no area would win or lose outright. Councillor D Jenney felt the budget was fair and reasonable with support available when needed.

Councillor I Jelley MOVED, and Councillor J Smithers SECONDED the recommendations.

It was RESOLVED that:-

- (i) The 2021-22 revenue budget, for approval and adoption, which sets:
 - a. A budget requirement of £608.5m including Dedicated Schools Grant of £316.0m resulting in a net revenue budget requirement of £292.5m as set out in Appendix A.
 - b. A total Council Tax requirement for the Council's own purposes of £171.5m as contained in paragraph 8.14.
 - c. A Band D Council Tax of £1,532.90 for North Northamptonshire Council, including a 1.99% increase in 'core' Council Tax and 3% Adult Social Care Precept, noting that a separate Council Tax Resolution Report will be presented at the Shadow Authority meeting 25th February 2021 as set out in paragraph 8.16.
 - d. Council Tax harmonisation for North Northamptonshire using the alternative notional amount approach to harmonise in the first year, as contained in paragraphs 8.19 to 8.22.
 - e. Savings, pressures and income generation proposals of £26.5m net as set out in Appendix A
 - f. Maximised Council Tax Long Term Empty Property Premium as set out in paragraphs 8.27 to 8.28. Page 42
 - g. The detailed proposals of savings, pressures and income generation for 2021-22 as set out within the report and Appendix B;
 - h. The gross and net budgets for the Directorates and Corporate as set out in Appendix D;
 - i. A contingency sum of £5.7m as set out in paragraph 11.1;
 - j. Corporate budget requirements to cover capital financing costs of £18.2m as set out in paragraph 11.2;
 - k. The revisions to fees and charges for 2021-22 as set out in Appendix E, noting the changes contained within section 9 of the report;
 - l. The planned use of, contribution to, and movement in, reserves as identified in the report and in Appendix F subject to the final call on reserves after any changes are required to account for final charges etc;
 - m. The Treasury Management Strategy for 2021-22 as set out in Appendix K, including the Affordable Borrowing Limit of £824m, and to note an update to the

Strategy will be provided once the disaggregation of Northamptonshire County Council's Balance Sheet has been finalised.

- n. The utilisation of the Dedicated Schools Grant (DSG) for 2021-22 as set out in Appendix L; 3.2

Be approved for recommendation to the Shadow Authority.

ii.

- a) That the financial position has been based on the Final Local Government Finance Settlement announced on 4th February 2021 together with any further announcements to the date of the publication of this report be noted
- b) The Consultation feedback as at Appendix G be noted and considered.
- c) The responses to the Shadow Overview and Scrutiny Committee report from its meeting on 28th January 2021, as at Appendix J, and which was presented at the meeting of the Shadow Executive on 3rd February 2021, in reaching the final budget recommendations for 2021-22 be considered.
- d) The Equality Impact feedback as at Appendix H be noted and considered.
- e) The Executive Director of Finance's Section 25 Report as at Section 16 including the review of the robustness of the estimates and the adequacy of the reserves; be noted
- f) Authority be delegated to the Executive Director of Finance to manage any variation in budget prior to 1st April 2021 as a result of final confirmation of funding or income, or unforeseen commitments, in consultation with the Finance Portfolio Holder.
- g) Authority be delegated to the Executive Director of Finance in consultation with the Finance Portfolio Holder to draft the recommended budget resolution for the Shadow Authority in accordance with the necessary legal requirements and taking into account the decisions of the Shadow Executive Committee and any final changes and other technical adjustments
- h) The implementation of any new business rate reliefs in 2021-22 as announced by Government in the Chancellor's Spring Budget, which will increase the relief offering to businesses be approved
- i) The transfer of £21.445m from reserves relates to a timing issue in respect of Business Rates Reliefs to support businesses through COVID-19 be noted.
- j) Authority be delegated to the Executive Director of Finance to agree the use of the following reserves in consultation with Portfolio Holder for Finance (see also section 12.7)
 - i. Social Care Reserve

- ii. Transformation Reserve
- iii. Public Health Reserve
- iv. Waste Management Reserve
- v. COVID-19 related reserves which includes the COVID-19 reserve and those held for the Contain Outbreak Management Fund (COMF) and Test and Trace

(Reasons for Decisions: • To ensure that the Shadow Authority complies with its Constitution and legislative requirements in setting the budget for North Northamptonshire.)

5. C) Final Capital Programme 2021-25 and Capital Strategy

Councillor Stanbra entered the meeting.

Councillor Stanbra reference the housing capital programme and the use of solar photovoltaics. He commented that CBC had an impressive record of fitting solar pv to council owned properties and queried why no further proposals for this were proposed in budget. Councillor Stanbra asked members if they are supportive of the use of solar pv and if this is something the new council would consider.

Councillor Jenney responded with a view that the best way to include environmental technologies was in to new build properties and highlighted the innovative work at Chelverston energy farm. Alongside the advanced energy park at Chelverston Rise, he felt that inroads into our carbon target could be made.

Councillor T Beattie suggested that schemes to encourage investment and meet green commitment going forwards could be looked at and that cheap and affordable energy for residents would be an additional benefit of green energy.

Councillor Griffiths referenced the council's green agenda and that the climate would be considered in all we do. He noted the excellent work of CBC and suggested that low energy housing and looking deeper into housing standards could allow the council to get the best out of both existing stock and future proposals.

Councillor Jelley supported the point raised by Councillor Stanbra and suggested that this be fed into the work of Climate Change officers.

Councillor Smithers commented on the energy efficiency in buildings seen through his NCC portfolio work and reminded members that the Climate Change Task & Finish Group would be presenting ideas to them at the Shadow executive meeting in March.

The Executive Director of Finance outlined the baseline programme and highlighted the 36 key schemes across the development pool, including-cycleways, pathways and green agenda links. The Executive Director for Finance asked members to consider an additional recommendation for delegated authority as the highways funding agreement would not be considered final until late March.

Councillor W Brackenbury commented that she pleased to see a number of the schemes in the capital programme with a key theme around children's services.

Councillor I Jelley MOVED and Councillor W Brackenbury SECONDED the recommendations.

It was RESOLVED that:-

- (i) The Capital Strategy, Capital Programme 2021-25, HRA Capital Programme 2021-25 and Baseline Development Pool, with the understanding that these will change for any schemes that are not complete by the current predecessor authorities as at the end of March 2021 and for any new schemes submitted through the agreed governance process between now and the end of March 2021 be approved and recommended to the North Northamptonshire Shadow Authority.
- (ii) Authority be delegated to the Executive Director of Finance to manage any variation in budget prior to the start of 2021/22 as a result of final confirmation of funding/income, or unforeseen commitments; in consultation with the Finance Portfolio Holder.

(Reason for Decisions: The option proposed has taken into account the relevant officers and members steer regarding agreeing the principles that most closely align with the New Unitary Council's Safe and Legal perspective whilst including relevant transformation projects and maximising the delivery of currently agreed objectives.)

6. Transformation Director's Update

The Director of Transformation introduced the presentation and noted this would be the penultimate update of the programme. Members were made aware that the presentation was based on start of year information, verbal updates to the current date were given.

It was outlined that live systems that included critical deliverables were monitored on an ongoing basis. Detailed actions and accountable officers were noted for both on track and overdue services. Stand up meetings were implemented to identify obstacles and raise any potential issues ahead of Vesting Day.

A key concern regarding the splitting of data in the eclipse system was identified as remaining on track for plan A. A detailed mitigation plan had been put in place for plan B and C which included trigger points to enact. Inter Authority Agreements for hosted and received services to provide an ongoing framework would be discussed on the later agenda item. If agreed the IAA will return in further detail for March.

Website and staff intranet development remained on target and will lead onto development of legacy systems for historic information. The external communications plan had been drawn up and this would begin to be more visibly implemented. Branding will start to be removed from local points shortly to promote the new council identity. Information sheets explaining what won't change have been welcomed by staff. The programme remained on budget.

Councillor Smithers commented that the transformation programme provided hope for future budgets as an exciting opportunity for a way forward for the new council and residents.

Councillor Addison shared that the Communications Task & Finish Group had received sight of the website and felt that good progress had been made alongside easy navigation.

Councillor Griffiths noted that 36 working days remained until Vesting Day and thanked the transformation team for working on the huge challenge to deliver the programme.

Councillor J Smithers MOVED and Councillor I Jelley SECONDED the recommendations.

It was RESOLVED that:-

- (i) The high-level Programme Delivery Status be noted;
- (ii) The update on Change Readiness be noted;
- (iii) The Communication and Engagement update be noted

7. Draft Vision Statement

The Chair introduced the report which provided the outcome of the Vision and Values Task & Finish Group. Councillor Roberts thanked fellow councillors for their contributions and insight and handed over to Guy Holloway, Assistant Chief Executive.

G Holloway added a correction to 4.1, Kevin Watt was added to the report. It was noted that vision statements for a council are a difficult task due to the broad spectrum of services provided. G Holloway indicated that stakeholder workshops would also inform the values of the council. Members noted that the draft vision statement would go through the constitutional process at the start of the new council for formal adoption. Members were encouraged to see the setting of a vision statement as a starting point and not an end result.

Councillor Smithers supported the draft vision statement and suggested there was no better paragraph to fly the flag for North Northamptonshire. Councillor W Brackenbury also commented on the visuality of the statement.

Councillor D Jenney and Councillor I Jelley also supported the motion and felt assured that the vision would form part of a Corporate Plan for the ruling group of the new council and evolve alongside the council going forward.

Councillor M Griffiths MOVED and Councillor W Brackenbury SECONDED the recommendations.

It was RESOLVED that:-

- (i) The following draft vision statement for North Northamptonshire Council be endorsed:

“We will work with the local community to make North Northamptonshire a place where everyone has the best opportunities and quality of life, driven by excellent public services. We will strive for an area that is safe and attractive with a thriving economy and green environment.”

(Reason for Decision – The draft vision statement is a proposed output set out in the Terms of Reference for the Vision and Culture Task and Finish Group. It is also good practice to develop a vision statement.)

8. Delegated Authority to approve Policies and Procedures.

The report put before members outlined the requirement of the Structural Changes Order to prepare for the assumption as North Northamptonshire Council, of local government functions and full local authority powers on 1 April 2021.

In instances that would not have a major consequence upon the Authority but are still required to be approved prior to Vesting Day, the report suggested agreement be sought for senior officers of the Corporate Leadership Team to approve policies and procedures within the areas for which they are responsible in consultation with the relevant Portfolio Holder where it is agreed that they do not require approval at Executive Committee.

The Monitoring Officer summarised the background and reasons for report including the urgency of quick decisions in the run up to Vesting Day. It was suggested that CLT and Portfolio Holders would take decisions if approved by members and that the Shadow Executive would be updated through the existing informal processes.

Councillor D Jenney MOVED and Councillor W Brackenbury SECONDED the recommendations

It was RESOLVED that:-

- (ii) Authority be delegated to each member of the Corporate Leadership Team (in consultation with the relevant Portfolio Holder) to approve policies and procedures within the areas for which they are responsible, prior to Vesting Day on 1 April 2021, for the new council.

(Reasons for decision – To ensure that the Council has the necessary policies and procedures in place for 1 April 2021)

9. Shared Service Arrangements

The Monitoring Officer introduced the report and outlined the governance and legal arrangements presented in the Blueprint. Hosted/receipt of services outlined would

remain the approach until barriers could be removed. Changes of updated service processes were outlined in Appendix A to the report.

Paragraph 6 outlined the external advice obtained as part of the framework consideration for the Shared Service Agreement. A range of options were outlined within the report with a clear recommendation for a Joint Committee.

High risk services would require delegated authority which would be received through s101 powers as an agreement of the terms.

It was noted that over 50 shared services would initially be a part of the agreed terms and conditions, although natural expiry of the agreements would see the number of services decrease over coming years.

A detailed questionnaire had been sent out to services to make up a skeleton Agreement as set out in Appendix B to the report. Detail of the agreement for principles would be available to be considered in March.

Councillor Griffiths reminded the public that majority of services will not be hosted or led. The Director of Transformation, L Hyde confirmed that singular services made up the majority and that a large proportion of hosted services would return to singular services within 12 months.

The Monitoring Officer A Wylie responded to Councillor D Jenney's concerns and confirmed that the Joint Committee would only be an option if also agreed by West Northamptonshire. Councillor D Jenney was reassured as Chief Executive R Bridge suggested that recommendations in the West should be mirrored at their meeting on Friday 12 February.

Councillor Smithers agreed that a Joint Committee would be the way to discuss any controversial concerns.

Councillor Griffiths supported the Joint Committee and welcomed the opportunity to work with the neighbouring authority as two large councils within a large geographical area.

Councillor J Smithers MOVED and Councillor I Jelley SECONDED the recommendations.

- (i) The sharing of services described as Hosted or Lead Authority, in the Blueprint schedule attached as Appendix A to this report, with the West Northamptonshire Council as detailed in this report be approved;
- (ii) An Executive Joint Committee within the governance framework of the Council with the Terms of Reference set out in Appendix C to oversee the shared arrangements be established;

- (iii) The proposed reservation of delegated powers to the Chief Executive, Executive Directors, Directors and Assistant Chief Executive which will be set out in the Constitution be noted;
- (iv) The Heads of Terms for the inter authority agreements with the West Northamptonshire Council for the delivery of the services set out in Appendix B, be approved including:
 - i. Provision of the services set out in Appendix A and described as hosted by North Northamptonshire Council on a short-term basis in accordance Adele Wylie Item Subject Decision Responsible Officer with the terms of the proposed agreement
 - ii. Provision of the services set out in Appendix A and described with North Northamptonshire as Lead Authority in accordance with the terms of the proposed agreement until the agreement relating to that service is terminated
 - iii. Receipt of the services set out in Appendix A and described as hosted by West Northamptonshire on a short-term basis in accordance with the terms of the proposed agreement
 - iv. Receipt of the services set out in Appendix A and described with West Northamptonshire as lead authority in accordance with the terms of the proposed agreement until the agreement relating to that service is terminated.
- (v) A Joint Officer Board to support the Joint Committee in accordance with the Terms of Reference set out in Appendix D be established.

(Reasons for decisions: a) The Councils have agreed that it is not practicable to disaggregate some services before 1st April 2021 and therefore a short-term agreement will allow the current arrangements to continue until the necessary service changes can be made or contracts replaced to allow the services to be disaggregated. b) The Councils have agreed that some services, which benefit from critical mass where the service will be commissioned from an external provider (and amended the contract now would be cost prohibitive) and where sharing gives both authorities better value for money and/or improved delivery, should continue to be delivered across the whole geographical area of North and West Northamptonshire. Item Subject Decision Responsible Officer c) To give effect to the decisions a Joint Committee will need to be established with agreed terms of reference supported by an Officer Board. d) An agreement will need to set out the terms of the arrangement and specific delegations will need to be made to relevant Chief Officers and Senior managers)

10. There were no urgent items

11. There were no exempt items

12. Close of Meeting

The meeting closed at 8:28 pm

NORTH NORTHAMPTONSHIRE SHADOW AUTHORITY

SHADOW EXECUTIVE COMMITTEE MEETING

4th March 2021

Report Title	Report of the Blueprint Task and Finish Group
Report Author	Martin Hammond, Executive Director, Kettering Borough Council martin.hammond@kettering.gov.uk

List of Appendices

'None'

1. Purpose of Report

1.1. To report on the work of the blueprint task and finish group.

2. Executive Summary

1.2. The Committee is asked to consider the conclusions of the Blueprint task and finish group, as endorsed by the Overview and Scrutiny Committee at its meeting held on 28 January 2021.

3. Recommendations

3.1 That the report be noted, and that the Executive Committee consider its response to the conclusions made by the Task and Finish Group.

4. Report Background

4.1 The Overview and Scrutiny Committee established the Blueprint Task and Finish Group, in order to give members insight and assurance that the blueprint agreed by the Shadow Executive was realistic, was being implemented effectively, and to make any proposals it saw fit to recommend changes to any part of the blueprint or any aspect of the implementation stage.

4.2 The Group's membership comprised Cllr Harrison as chair, and Cllrs Henley, McEwan, Perry and Rowley. Other members of the Overview and Scrutiny Committee were also entitled to attend as observers.

- 4.3 The Group met four times, initially to agree its work programme, and then to work through three subject matters it had selected for detailed review. These subject matters were:-
- Housing standards in the public and private sector
 - Waste collection and disposal - harmonisation and integration
 - Public health and how it is enabled to influence all aspects of the work of the new council
- 4.4. These service areas were selected because they were thought to affect the greater majority of the population in North Northamptonshire and would be amongst the first to raise public concerns should transition not go well.
- 4.5. Subject matter experts from existing councils made presentations in each instance and the following conclusions are drawn from the debate which followed each set of presentations.
- 4.6. The Task and Finish Group is grateful to those officers who prepared and gave presentations to the group, at a time when there was pressing business for their teams to attend to.

5. Findings and Conclusions

- 5.1. In broad terms, the Task and Finish Group was assured that good progress was being made across all three subject areas, and that the aspirations as set out in the blueprint were being reflected in the work underway by the cross-authority teams that had been dealing with both aggregation and disaggregation challenges. There was good evidence that officers were working well together and problem solving. The fact that the Shadow Executive has now received reports on service readiness and harmonisation in all three of the subject matters selected is further proof that joint working has been harmonious and productive.
- 5.2. One of the blueprint principles is that there should be no reduction in service on day one of the new authority and the Task and Finish Group found no evidence that this was a risk; indeed opportunities had been taken to improve service delivery, by “levelling up”, where this could be done without additional costs.
- 5.3. HOUSING STANDARDS
- 5.3.1. The group looked at standards both in the private sector and in Council housing. Whilst it was noted that the blueprint talked about a fallback position of ensuring all services on the 1st April 2021 would be ‘at least as good as’ what went before, the new Council should aspire to levelling up in the first instance and improvements in service delivery over time. It was noted that some of this levelling up was already intended as part of the work to harmonise policies across the area.
- 5.3.2. The Group’s main conclusions were:-

1. Emphasis needed to be placed on integrated working across services, that is between housing and other functions of the Council, but in particular on making collaborative connections with Public Health; as an example, the delivery of better insulation in people's homes reduced health inequalities and, in saving money for individuals, reduced poverty as well.
2. There is a lack of baseline data for council owned properties on their energy efficiency performance, because this has only been collected when a house becomes vacant; the new Council should prioritise developing baseline data for all of its stock.
3. The delivery of future capital programmes for council housing should rely on up to date data about housing standards to identify priority areas for investment, and some of this data was currently lacking
4. The Council can help drive up standards across the whole of the area and within all sectors, by investing in, or partnering to deliver, innovative schemes which deliver more energy efficient, cheaper to run, and adaptable homes, which model what is possible and encourages developers to do the same.
5. Such projects already existed and the learning from them and the application of features should be more widely disseminated and used in the design of new publicly owned homes as well as existing stock.
6. High speed electric charging points should be built into new public housing developments as a matter of course. The 2035 target for the ending of gas central heating networks will also put pressure on the Councils' capital expenditure plans which needed early attention as part of an overall approach to energy management in its stock.
7. The Council should extend and deepen its communications about energy efficiency to its residents and tenants and landlords.
8. The continued demand for disabled facilities grants (DFGs) and the delays in addressing referrals was a system wide problem and should be addressed by the new Council as a priority. It was noted that £1 investment in DFGs produced a £7 saving on average in health and social care costs.

5.4. WASTE

- 5.4.1 Members were sighted on the proposals due to be taken to Executive Committee on waste collection harmonisation and on the other "moving parts" within the waste service area, notably, the need to harmonise green waste charging, extend food waste collection, to replace the current contract for collection in Wellingborough when it expired in February 2022, and the long term shortfall in waste disposal capacity for the county. The contracts for household waste centres expired in 2025.

5.4.2 Members also noted that final budgets had not yet been allocated to this service area and expressed concern that the service was unsighted on what its exact budget would be; but assured that this in hand.

5.4.3 Members also noted that the pandemic had created potentially long-term changes in the profile of waste collected, with more food and other recyclates being collected from homes. At the same time the value of recyclates in the market had declined as volume had increased, and the disposal costs of recyclates was now closer to the disposal costs for residual waste.

5.4.4 Finally, it was noted that recycling credits would cease to exist when the unitary council was in being.

5.4.5. The main conclusions were:-

1. That the principal risk for the new Council was the lack of waste infrastructure and there was a critical need to develop plans, probably as joint ventures with West Northamptonshire and others, to ensure long term and sustainable provision was developed soon.
2. The proposed harmonisation of waste collection practices were supported, with its objectives of reducing residual waste, improving the ability to communicate with residents, and gradually levelling up standards, as well as allowing for synergy in enforcement procedures. It was vital that the right communications were readied to advise residents about the changes and that the changes did not involve the wholesale replacement of waste containers.
3. The creation of a unitary authority was an opportunity to take more creative approaches to recycling, and to develop a more competitive commercial refuse offer
4. In assessing the costs and benefits of charging for green waste, account needed to be taken of the differing demographics between large parts of East Northamptonshire and the rest of the new council area.
5. The current county waste partnership should end on 1st April, but that a continuing relationship with West Northamptonshire Council was important to address waste infrastructure needs.
6. The Council should review its waste budget early in 2022 to ensure it remains fit for purpose, especially in the light of changed waste patterns as a result of the pandemic.

5.5. PUBLIC HEALTH

5.5.1 Members were sighted on the approach to public health being taken now, and in the future, which was to embed public health considerations in every area of service delivery, recognising in particular the inter-dependencies between public health outcomes, tackling inequalities generally and climate change action plans. The range of public health measures and intended outcomes

meant that it was a “whole system” feature for how the Council would operate in future. It was noted that some opportunities for improvement would have a broad span across the county whereas others would be more ward specific

5.5.2 The challenges thrown up by the pandemic could also provide an opportunity to tackle public health with the benefit of much greater public awareness and engagement. The focus moving out of the pandemic will be look at catch-up in those service offers that had taken a back seat and the steps taken to even out inequalities.

5.5.3 It was noted that, in other countries, the combination of both GDP and Wellbeing trackers has a positive impact in that an increase in GDP tends to result in an increase in wellbeing markers and this is reflected in the reverse cycle. Increased wellbeing increases GDP.

5.5.4 The main conclusions coming from this session were

1. The importance of the new Council developing a culture whereby all strategy and policy work properly addressed the public health, inequalities and climate change implications of its subject matter and carried out thorough assessments of each, as a matter of course and without having to rely on in house experts to do that for them
2. That the community hubs being developed for adult services should be broadened to incorporate public health and health and wellbeing activities to benefit their communities
3. That the proposed structure for the public health team, which retained expertise and capacity in a shared service between the two authorities and the NHS, but included a dedicated team for each authority, to deepen local knowledge, responsiveness and aid connectivity, be fully endorsed.
4. That greater reliance needed to be placed on the gathering and use of local data sources, because of the time lag in national datasets being provided
5. That unintended barriers to the access and use of leisure facilities, country parks and other settings where people can improve their health needed to be considered, including parking charges.
6. A wellbeing measure should be developed to measure progress with initiatives and to develop greater awareness of localities that had fallen behind, or to expand on areas of success, and that the conclusions from the application of such a measure should help direct future investment.
7. That the voluntary sector should be supported to take up a significant role in public health promotion and service delivery

6 Implications (including financial implications)

6.1 Resources and Financial

6.1.1 The report highlights budgetary issues for the new Council to consider.

6.2 Legal

6.2.1 None as a result of this report

6.3 Risk

6.3.1 The reports highlights some of the risks the new authority will need to manage

6.4 Consultation

6.4.1 These conclusions have been developed with the support of teams within the current sovereign authorities.

6.5 Climate Impact

6.5.1 Many of the conclusions of these reports impact on climate change outcomes. The views of this task and finish group are to be shared with the Climate Change Task and Finish Group in order to inform their thinking.

6.6 Community Impact

6.6.1 These service areas have a significant impact on the community in the way they are delivered and developed.

7 Background Papers

7.1 Presentations to the task and finish group and minutes of each meeting
The Blueprint (relevant extracts)

NORTH NORTHAMPTONSHIRE SHADOW AUTHORITY

SHADOW EXECUTIVE COMMITTEE MEETING

4th March 2021

Report Title	Kettering Borough Leisure Services Contract
Report Author	Martin Hammond, Executive Director, Kettering Borough Council martin.hammond@kettering.gov.uk

List of Appendices

None

1. Purpose of Report

- 1.1. To seek approval to commence a procurement exercise for the current Kettering leisure services contract.

2. Executive Summary

- 2.1. The current contract for leisure services in Kettering Borough ends in April 2022, and it is proposed that a short contract for up to five years be procured, in order to bring the end date for this contract into line with the contracts for Wellingborough and East Northamptonshire areas. This alignment will allow the new Council to take an authority wide view of its future leisure provision over the longer term during its first term.

3. Recommendations

- 3.1 The Shadow Executive is recommended to approve the re-procurement of the leisure services contract for Kettering Borough's existing leisure facilities, such contract to run from 2022 to 2028.

4. Report Background

- 4.1. The main KBC Leisure Management Contract ends on 31st March 2022. The contract covers:-
- Kettering Swimming Pool
 - Desborough Leisure Centre
 - Corn Market Hall, Kettering
 - Athletics track and associated facilities plus adjacent synthetic pitch

This report sets out the next steps to replacing it.

- 4.2. The contract was awarded to Parkwood Leisure Ltd on the 17th January 2007, following a full procurement process, for ten years, with an option to extend the contract for five years to 31st March 2022. It was agreed in 2015 to extend the contract until 2022 and move it to an alternative model whereby the Council continued to contract directly with Parkwood Leisure, but the operation of the leisure centres are subcontracted to Legacy Leisure who are an independent registered charity. This resulted in annual savings to the Council of around £45,000. The cost of the current contract is around £35,000 per annum.
- 4.3. The Borough Council of Wellingborough's leisure contract is due to end in 2028 East Northants District Council's contract is due to end in 2027 and Corby Borough Council services are managed in-house. Neither Wellingborough nor East Northants have any break clauses remaining in their contracts. East Northamptonshire' contract can be extended by a year or more.
- 4.4 Therefore, a proposed three-year contract, with the option of extending for a further two or three one-year periods for the management of the current Kettering Borough Council leisure management facilities will help align end dates for all existing leisure contracts in North Northamptonshire
- 4.5 Previous discussions with Legacy Leisure had included refurbishment of the 3G pitch at Thurston Drive as part of the offer going forward. However, given the impact of the pandemic, the company have been unable to commit to this but are willing to revisit this at an appropriate time. The delivery of the refurbished 3G is therefore likely to form part of any contract procurement.

5. Issues and Choices

- 5.1. Given the current uncertainty of the sector at the end of 2020, a PIN was issued seeking Expressions of Interest in a short-term contract, up to five years. Two PINs were issued, one seeking interest in the provision of a new 3G facility (to replace the existing outdated one), and another PIN without this.
- 5.2. The Council received three submissions of interest.
- 5.3. Given the number of interested parties, the proposal is to undertake an Invitation to Tender (ITT) for procurement of a leisure management services contract for a period of three years with the option of extending this for a further two or three one-year extensions.
- 5.4. The key tasks and associated dates to consider as part of this proposed procurement process are outlined in the table below:

Dates	Key Tasks
26 th January 2021	CLT Briefing
4 th or 25 th March 2021	Confirmation of the approach to the procurement process, including whether to hold or not hold a Market Event, by the Shadow Executive
w/c 7 th June 2021	Option to hold a Market Event
21 st June – 30 th July 2021	ITT is published on Contracts Finder
2 nd – 27 th August 2021	ITT Evaluation is undertaken
w/c 6 th September 2021	Initial moderation meeting
w/c 13 th September 2021	Final moderation meeting
TBC November 2021	ITT Outcome Report submitted to the Executive
1 st January 2022	New Contract Mobilisation Phase
1 st April 2022	New Contract commences

5.5. The timetable above assumes no major change to the specification and an indicative only description of usage levels. It also assumes no major change in fees and charges. The specification will however make more explicit reference to climate change and health and wellbeing outcomes within it, to reflect heightened priority for both these areas since the contract was first drafted.

5.6. An alternative approach would be to take the contract in house in 2022. Whilst this remains a fallback position in the event that no satisfactory tenders are received, this would involve a significant amount of organisational effort at a time when the new Council is still managing the separation of hosting arrangements between it and West Northamptonshire across a wide range of services, not least those in the leisure and community service area. The bigger piece of work is about what leisure services could look like after 2028, and the planning for that would need to start quite early on, particularly in the light of likely corporate priorities around health and wellbeing, and climate change.

6. Implications (including financial implications)

6.1. Resources and Financial

6.1.1. The current contract costs a net £35,000, on the basis of pre-pandemic circumstances. The current contract allows for a variation where government intervention impacts on service delivery; this is usual practise and enables the Council to support the provider.

6.1.2. The Council retains ownership of all the assets being managed but with the opportunity of securing investment in those assets from time to time by the contractor.

6.2. Legal

6.2.1. Under the existing contract there is no option to extend the current service.

6.3. Risk

6.3.1 The Council needs to ensure the provision of these services beyond 2022 and needs to start that process now to achieve a continuation of service in 2022. This is true whatever procurement route is taken, or whether the services are taken back in house,

6.4. Consultation

6.4.1. No consultation has been carried out on the contract re-provision, although the current provider is aware that a re-procurement will need to go ahead.

6.5. Consideration by Overview and Scrutiny

6.5.1. None.

6.6. Climate Impact

6.6.1. The specification will be amended to reference the need for the provider to address opportunities for reducing energy use, encouraging more sustainable behaviours and promote healthier life styles.

6.7. Community Impact

6.7.1. The facilities provide important local services to the communities within Kettering, Desborough, Rothwell and Burton Latimer, as well as the adjacent villages.

7. Background Papers

7.1 Current contracts and email correspondence related thereto
Legal advice