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Meeting: Executive

Date: Thursday 14th March, 2024

Time: 10.00 am

Venue: Council Chamber, Corby Cube, George Street, Corby, NN17 1QG

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To members of the Executive

Councillors Jason Smithers (Chair), Helen Howell (Vice-Chair), Matt Binley, David Brackenbury, Lloyd Bunday, Scott Edwards, David Howes, Gill Mercer, Harriet Pentland and Mark Rowley

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Urgent Items

To consider any items of business of which notice has been given to the Proper Officer and the Chair considers to be urgent, pursuant to the Local Government Act 1972.

Sanjit Sull, Monitoring Officer
North Northamptonshire Council



Proper Officer
Wednesday 6th March 2024

This agenda has been published by Democratic Services.

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ITEM	NARRATIVE	DEADLINE
Members of the Public Agenda Statements	Members of the Public who live or work in the North Northamptonshire council area may make statements in relation to reports on the public part of this agenda. A request to address the Executive must be received 2 clear working days prior to the meeting at democraticservices@northnorthants.gov.uk Each Member of the Public has a maximum of 3 minutes to address the committee.	5.00pm Monday 11 th March 2024
Member Agenda Statements	Other 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 Member has a maximum of 3 minutes to address the committee. A period of 30 minutes (Chair's Discretion) is allocated for Member Statements.	5.00pm Monday 11 th March 2024

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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.

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Minutes of a meeting of the Executive

At 10.00 am on Thursday 8th February, 2024 in the Council Chamber, Corby Cube, George Street, Corby, NN17 1QG

Present:-

Members

Councillor Jason Smithers (Leader of the Council) (Chair)	Councillor Helen Howell (Deputy Leader of the Council)
Councillor Matt Binley	Councillor Helen Harrison
Councillor David Brackenbury	Councillor David Howes
Councillor Lloyd Bunday	Councillor Harriet Pentland
Councillor Scott Edwards	Councillor Mark Rowley

Also in attendance – Councillors Jim Hakewill, Peter McEwan, Keli Watts, Anne Lee, Lora Lawman, Lyn Buckingham, William Colquhoun, Dorothy Maxwell and Joseph Smyth

574 Apologies for absence

No apologies for absence were received.

575 Minutes of the Meeting Held on 21st December 2023

RESOLVED that the Executive agreed the minutes of the meeting held on 21st December 2023 as a true and accurate record of the meeting.

576 Members' Declarations of Interest

During debate for Agenda Item 6 Cllr Lloyd Bunday declared a personal interest following reference to the Citizen's Advice Bureau who customers of his in a business capacity.

577 Notifications of requests to address the meeting

The Chair, Councillor Jason Smithers reported that there were requests to address the meeting as set out below:

Agenda Item	Speakers
Item 5 – Corporate Scrutiny Committee – Budget Consultation Submission	Cllr Lyn Buckingham as Chair of CSC Cllr Lora Lawman, Cllr Dorothy Maxwell, Cllr Jim Hakewill
Item 6 – General Fund Draft Budget 2024-25 and MTFP	Cllr Jim Hakewill, Cllr Anne Lee

Item 7 – HRA Draft Budget 2024-25 and MTFP	Cllr William Colquhoun, Cllr Anne Lee, Cllr Lyn Buckingham
Item 8 – Capital Programme 2024-2028	Mr Michael Blissett, Mr Dave Thorley, Cllr Jim Hakewill, Cllr Lyn Buckingham, Cllr Dorothy Maxwell, Cllr Joseph Smyth

Cllr Anne Lee did not speak in relation to Item 7.

578 Corporate Scrutiny Committee - Budget Consultation Submission 2024/2025

The Chair invited Cllr Lora Lawman to address the meeting. Cllr Lawman, as Vice Chair of the Corporate Scrutiny Committee, highlighted a specific concern of the Budget Scrutiny Panel in relation to the Children’s Trust spending projections and the impact on the Council’s current budget and that for future years. It was heard that the committee would need further support to help the Children’s Trust work within its contracted financial figures. It was hoped that early intervention, support and scrutiny would result in an improved spending policy that would not impact on the necessary support for vulnerable children.

Cllr Lawman also referenced the Council’s investment in ICT and concerns raised by the panel in this regard, with the committee continuing to scrutinise plans to seek value for money for services and the speedy harmonisation of legacy systems. Cllr Lawman called for the establishment of new panel of scrutiny members and IT experts from across the authority to assess and fully understand the current arrangements with West Northamptonshire Council in regard to ICT operability and service improvements. Cllr Lawman concluded by thanking officers for their work and support in enabling the scrutiny programme to be completed in a timely manner.

The Chair thanked Cllr Lawman for the time and effort of the Corporate Scrutiny Committee in bringing its proposals through and noted that the Executive looked forward to working with the committee to review its recommendations.

The Chair then invited Cllr Dorothy Maxwell to address the meeting. Cllr Maxwell spoke to make reference to the current vacancy for a Wellbeing Advisor, waiting lists to access mental health services for young people, the number of children awaiting school places with SEND provision and officer attendance at the Phase 2 budget scrutiny session in regard to early years support.

The Chair thanked Cllr Maxwell for her contribution and invited Cllr Jim Hakewill to speak on this item. Cllr Hakewill spoke to note a lack of involvement in the budget scrutiny process by members outside of the Council’s scrutiny function as well as a lack of opportunity for the public to take part at meetings. Cllr Hakewill also stated his disappointment that Executive members did not hold in-person budget meetings with the public. Cllr Hakewill stated that while the national picture for local government appeared grim, the Council should look for ways to solve financial issues aside from ascribing deficits to external factors and concluded by querying whether legacy accounts for the former county council and Corby Borough Council had been signed off.

The Chair thanked Cllr Hakewill for his comments before inviting Cllr Lyn Buckingham to address the meeting and present the report of the Budget Scrutiny Panel as Chair of the Corporate Scrutiny Committee. Cllr Buckingham opened by offering her thanks to the Executive members, officers and all those that had contributed, attended to present and provide advice and support throughout the budget scrutiny sessions. The Corporate Scrutiny Committee noted that external influences and the move towards harmonisation had hugely impacted the Council's budget since its inception, and the committee acknowledged the hard work involved in bringing forward the draft budget. Cllr Buckingham noted there were risks moving forward that could impact the Council's budget in future years, with a fine balance to be struck between delivering services for residents and balancing the Council's budget. Cllr Buckingham concluded by responding to Cllr Maxwell's comment regarding officer attendance for Early Years representation.

The Chair thanked Cllr Lyn Buckingham as Chair of the Corporate Scrutiny Committee for the recommendations that had been submitted for consideration by the Executive. The Chair noted that it was beneficial to have an independent arm of the council to provide an overview of the budget setting process, with the Executive finding it useful to lean into the experience that the panel had. The Chair also thanked Cllr Lora Lawman and the other members that comprised the Budget Scrutiny Panel for their efforts and praised the efforts of the Chair of the Committee for keeping the scrutiny meetings in order.

Cllr Buckingham stated that the members of the panel had worked as a team and learned a significant amount as a result of their involvement in the budget scrutiny process, with these learning points to be considered by the Scrutiny Management Board to help inform future budget scrutiny sessions.

Cllr David Brackenbury thanked the Budget Scrutiny Panel for their involvement in the budget setting process, noting that, from a portfolio holder perspective, it was valuable to have additional scrutiny involvement in reviewing the process. Cllr Brackenbury welcomed the recommendations put forward by the panel. Cllr Brackenbury made specific reference to flood-risk as highlighted within the report of the Budget Scrutiny Panel.

Cllr Scott Edwards spoke to note ongoing work alongside the Children's Trust and West Northamptonshire Council to try and keep the trust within its contracted budget. Cllr Edwards also referenced mental health advisors within the education sector.

Cllr Lloyd Bunday provided an update on legacy accounts as raised by Cllr Hakewill noting that the finalisation of these was outside the Council's control.

Following the conclusion of debate, The Chair noted that the recommendations and report of the Budget Scrutiny Panel would be referred to Full Council for their consideration with the approval of Executive.

579 General Fund Draft Budget 2024-25 and Medium-Term Financial Plan

The Chair invited Cllr Jim Hakewill to address the Executive. Cllr Hakewill queried what risks were involved for the Council regarding previous legacy authority acquisition policies and whether an income pressure of £442k associated with a one-off rental pressure for the Commercial Property Portfolio would be exacerbated inf

future. Cllr Hakewill also referred to proposed revenue expenditure to fund a temporary travellers' stopping site.

The Chair then invited Cllr Anne Lee to address the meeting. Cllr Lee noted that the Labour Group was in the process of developing alternative General Fund Budget options that would be submitted prior to Budget Full Council on 22nd February. Cllr Lee queried whether the introduction of a green waste collection subscription service had been the correct decision to take given the increase in running costs and that the service operated at a loss. Cllr Lee also noted that the voluntary sector should have a longer-term contract to allow for longer-term planning, referencing the specific example of the Citizen's Advice Bureau (CAB) and the importance of the advice they provided.

The Chair thanked the speakers for their comments and invited Cllr Lloyd Bunday, Executive Member for Finance and Transformation to introduce a report that set out the final General Fund Budget for 2024-25 and Medium-Term Financial Plan for North Northamptonshire Council.

In response to Cllr Lee's comments, Cllr Bunday raised personal interest as the CAB were customers of his in a personal business capacity.

Cllr Bunday stated that the draft budget had previously been presented to the Executive at its meeting on 21st December 2023, at which it had been approved for public consultation alongside the draft Housing Revenue Account and Capital Programme. It was reported that an addendum to the main budget report setting out the provisional Local Government Finance Settlement, published shortly prior to the meeting had also been presented and was now incorporated within the Budget.

It was heard that the consultation process had concluded on 26th January 2024 and a summary of feedback received was included as an appendix to the report before members. Cllr Bunday referred to a number of areas of concern and suggestion made by respondents and encouraged all attendees to consider the responses received.

The meeting heard that draft budget had formed the subject of seven sessions of the Corporate Scrutiny Committee starting with the Children's Trust in December and ending on 23rd January 2024, with the committee's feedback considered in the previous agenda item and appended to the report before the Executive.

It was noted that report built on the draft budget proposals and reiterated the key points to ensure that this was a complete document when setting out the revenue budget for 2024-25 and the Medium-Term Financial Plan for North Northamptonshire Council, including the proposed Council Tax level for 2024-25.

The Revenue Budget and Medium-Term Financial Plan were part of a suite of reports that would be considered by Council at its meeting on 22nd February 2024. Also included for consideration would be the Housing Revenue Account Budget 2024-25, the Capital Strategy, Capital Programme 2024-25 to 2027-28 and the Treasury Management Strategy.

Since the draft budget had been presented in December, there had been a requirement to increase the net budget for Adult Services. Although actions have been taken to mitigate a growth of £9.205m it has still resulted in a net pressure of £4.096m.

The meeting noted that during January 2024, 46 MPs had written to the Prime Minister urging that help be given to local government to mitigate pressures being experienced relating to social services. As a result, a further £600m had been made available to local authorities, with details of how this funding, additional fees and charges had affected the overall budget detailed within the report.

The report detailed the level of call upon the Council's reserves which would smooth the impact of the service demand while work was undertaken on further revised service models to be delivered from 2025-26 and into future years. It was noted that that the government settlement was one of funding by growth and not new or increased grant funding. The lobbying of specific MPs to gain additional grant funding was welcomed.

The meeting was advised that the Local Government Provisional Finance Settlement published on 18th December 2023 was a one-year settlement only. Cllr Bunday stated that the failure of government to provide a forecasted settlement over several years had added to the financial pressures, risks, and uncertainties, over the short and medium term, faced by local authorities.

With the additional funding, the settlement assumed an increase of 7.5% in the Core Spending Power for local authorities to meet demand and cost pressures. Whilst this was helpful, elevated levels of inflation and demand growth had resulted in significant pressures across Council services which had outstripped this increase and required further savings to be found. It was also predicated on an expectation that Council Tax levels would be increased by the maximum allowed. The draft budget therefore assumed that the Council would increase Council Tax by 4.99%, 2.99% for the "core" Council Tax and 2% for the Adult Social Care precept.

The proposed Council Tax for a Band D property for 2024-25 would be £1740.22, an increase of £82.71 per year or £1.59 per week. A Band A increase would be £1.06 per week and Band B £1.24 per week.

The final Local Government Finance Settlement was laid before parliament on 5th February 2024 after the report before members had been published. The Council had received further funding of approximately £36,000 above the sums included within this report. It was proposed that the additional funding be used reduce the call on reserves and this would be reflected in the report and recommendations to Full Council at its meeting on 22nd February 2024.

Members were asked to consider the final budget proposal in conjunction with the observations of the Council's Corporate Scrutiny Committee and the wider consultation with our residents and stakeholders and to agree the recommendations set out in the report.

Cllr Bunday offered thanks to all those who had contributed to the budget setting process, noting that setting a balanced budget in an authority of such magnitude was not a straightforward process and took considerable time and effort from many officers and members. Details of the wide range of services provided by the Council to the residents of North Northamptonshire were detailed and it was heard that the budget would underpin the priorities contained within the Council's Corporate Plan.

It was noted that the budget setting process was set against a backdrop of events and circumstances beyond the realm and control of the Council, with Bank of England

base rates remaining at a fifteen year high of 5.25%, with global conflict continuing to impact on utility and food prices. Additionally, many were still living with the effects of the Covid pandemic. Although inflation was falling, the cost-of-living crisis that these pressures contributed to, were still very real for many of the Council's residents.

Members were reminded that although the draft budget as presented was balanced, the Council's Medium-Term Financial position remained incredibly challenging, and it must continue to deliver further transformation opportunities to help create a strong and modern Council delivering quality, cost effective services for the benefit of its residents.

The meeting heard that the budget outlined an estimated net revenue of £763.994m including a Designated Schools Grant of £388.44m. Members were asked to recognise that there was a funding gap of £41.454m for 2025/26 rising to £87.67m by the end of the 2028 budget year. Approximately half of the growth in the Core Spending Power in the government settlement would come from local taxpayers through Council Tax increases, with Full Council having approved the recommendation to maintain the Local Council Tax Support scheme at 25%.

It was heard that the second largest income source for the Council was Business Rates amounting to £110.5m. While the Council had benefitted well under the present Business Rates Retention system due to an above average increase in business growth across its area, the way scheme operated in future years could have major financial implications for the authority. It was noted that the Council could be affected by the resetting of the point from which growth was measured, funding levels, growth of businesses, the number of businesses ceasing to trade or a reduction in collection rate.

It was reported that the Dedicated Schools Grant was a ringfenced grant allocated to Local Authorities by the government to support a range of education related services. The Department of Education (DfE) currently operated a four-block funding model, with the High Needs Block forecasted to overspend at the end of 2023-24. Discussions were ongoing with the School's Forum and the DfE as to how this could be best mitigated.

Cllr Bunday reported that demand-led services were the areas of greatest volatility and carried the highest risk with significant overspends noted for the current budget year in relation to Children's Service and Adult Social Care. It was recognised that safeguarding and care of those most vulnerable in society was important in all the Council did, however, there was a requirement to work hard to stay within available resources so that all services were protected for communities. The meeting heard that tackling overspends and implementing change could take time, with the position potentially deteriorating prior to improvement, however, it was necessary that services reviewed their operations and sought greater efficiencies going forward to ensure long term financial sustainability and the ability to continue to deliver services valued by residents.

Cllr Bunday detailed that background to Northamptonshire Children's Trust who had been delivering children's social care and targeted early help on behalf of North and West Northamptonshire Councils and outlined the funding mechanisms involved. It was noted that initial contract sum for 2024-25 was submitted on 15th September 2023 in accordance with the contract. The Intelligent Client Function had led a working party to undertake a detailed review of the contract submission, this had resulted in a final

contract sum being presented to the Strategic Group at the meeting on 28th November 2023 and agreed by the Northamptonshire Children's Trust Joint Committee in January 2024.

As part of delivering the contract sum for 2024-25, a Transformation and Efficiency Board had been created between the two unitary authorities and the Trust aiming to create systemic improvement in services for children in Northamptonshire whilst driving value for money to ensure that resources were used effectively to support and improve outcomes.

The contract sum for the Children's Trust was agreed at £177.4m, of which North Northamptonshire Council's share was £78.6m. In negotiating the contract sum for the Children's Trust, it was felt that stronger governance arrangements should be put in place to consider and approve transformation business cases, with funding levels for this outlined in the report. The overall contract sum for the Trust had increased from 2023/24 by £32.362m, with the Council's share of this increase being £14.291m.

It was noted that the Children's Directorate draft budget including the Children's Trust reflected a net pressure of £15.231m, of which £14.373m related to the Children's Trust and £858,000 to the Children's Service delivered within the Council.

It was heard that the Adult Social Care draft budget reflected a net pressure of £19.826m, an increase of £4.096m from the draft budget presented to Executive at its December meeting. The main pressures affecting the service were detailed to the meeting, including contractual inflation, increases for independent care placements, provisions for the national living wage as well as general fee movements in line with market factors. In addition, there had been a significant increase in the number of clients requiring care.

The meeting recognised that risk remained in the budget assumptions for Adult Social Care due to the influence of the demand within the system. A reserve had been set aside to help underwrite such risk and to smooth any impact over the longer-term whilst alternative mitigations were sought.

Cllr Bunday reported that the Council's Treasury Management Debt Portfolio and other associated Treasury Management costs were £12.5m and there continued to be risks around the overall cash and loan position for North Northamptonshire Council, not only from a volatile marketplace, but also due to the outstanding legacy audits for 2020/21 and the disaggregation of the opening position from Northamptonshire County Council.

It was reported that in his written statement to Parliament when announcing the Local Government Settlement, the Secretary of State highlighted that local authorities were encouraged to consider, where possible, the use of their reserves to maintain services in the face of service pressures. Cllr Bunday reminded members that CIPFA, as part of their Financial Management code states that a core element of a financially sustainable and resilient council was to maintain a prudent level of reserves with a responsibility on the Council's Section 151 officer to ensure that this requirement was met.

Concluding, Cllr Bunday provided details of the Council's reserves, with meeting noting that the majority of reserves were earmarked for specific purposes or ringfenced, with just over £24m of general reserves held by the Council providing a

working balance to help cushion the impact of unexpected events or emergencies. Cllr Bunday cautioned that once reserves were spent, they were gone and therefore a strategy for replenishing any reserve that was to be used must be in place. The Reserves Strategy included a range for the level of general fund balances to be at a minimum of 5% and a maximum of 10% of the net revenue budget. The level of reserves included within the proposed budget were £24.2m, approximately 6.4% of the proposed net revenue budget of £375.3m.

Cllr David Brackenbury offered thanks to Cllr Bunday for his detailed analysis of the budget as well as the Finance Team for their work in its preparation. Cllr Brackenbury noted that demand-led services were impacting upon every area of the Council, this being a national issue that affected the ability of the authority to fund the statutory demands placed upon it. This issue had been raised with the government and strategic decisions would need to be taken in the fullness of time. It was heard that generation of local growth was key in assisting some of the financial predicaments faced by the Council, with its Big50 vision aiming to articulate that North Northamptonshire was an attractive place to live, visit and set up business.

Cllr Brackenbury noted that all directorates had been extensively scrutinised with spending reigned in as tightly as possible, the recent Spending Panel introduction providing a welcome check where taxpayer funds were spent. Cllr Brackenbury welcomed an increase in statutory planning fees that would add an additional £801,000 into the budget.

Cllr Binley referred to Cllr Hakewill's comment regarding the one-off rental pressure within the Council's Commercial Property Portfolio, noting it was already budgeted for and was common practice within commercial leases. Regarding Cllr Lee's green waste collection comment, it was heard that this was not a statutory service, although new legislation was due to come through requiring such waste to be collected where requested. There was no requirement for this service to be operated free of charge to residents, with most authorities charging for such a service. Cllr Binley reported that the operation of the Council's service was proceeding well, with far greater subscription uptake than originally forecast.

Cllr Gill Mercer welcomed the government's recognition of the pressures affecting Adult Social Services by announcement additional funding that would result in a lower level of reserves being utilised. It was heard that current service demand was unprecedented, and officers were to be congratulated in reducing the overspend with mitigations to reduce pressure on reserves.

Cllr Scott Edwards spoke to note the Children's Services was also demand-led, with pressures affecting the higher needs block for SEND, with work ongoing with the government to increase funding in that regard. Cllr Edwards thanked the officers within the service for the hard work they undertook in putting children's needs at the centre of everything they did.

Cllr Helen Howell welcomed the budget before members, noting that whilst the Council had many statutory obligations resulting in financial pressures, it also wished to encourage people to live, work and play in North Northamptonshire and therefore needed to provide other services that would enhance and enrich residents' lives such as the provision of libraries, heritage assets and open spaces which benefitted the health and wellbeing of residents. Referring to the budget consultation results, Cllr Howell noted that, 44.3% of respondents supported the raising of Council Tax,

indicating residents understood that despite the cost-of-living crisis the Council faced financial pressures too.

Cllr David Howes spoke to reference the Northamptonshire Traveller Unit budget pressure and that an enhanced out of hours service would be impactful in dealing with unauthorised encampments in a timely manner.

Concluding debate, the Chair spoke to note that the Council's financial position was not unique to the authority and offered his thanks to the entire Finance Team for providing a balanced budget in an organisation that provided over 800 services with annual transactions of £1.5bn. It was noted that the Council needed to listen to residents and articulate its concerns regarding statutory service provisions, and the unprecedented demand for those services. The Chair stated that he had written to the Secretary of State to request multi-year settlements for local authorities and to examine funding nationally to enable the Council to deliver its services with sufficient funding to do so. It was heard that lobbying in this regard was ongoing to ensure that Council received the support that both it and its residents deserved.

(Cllr Mark Rowley arrived part-way through debate and therefore did not vote in relation to this item)

RESOLVED

KEY DECISION

That the Executive endorsed the contents of the report and recommended the budget proposals on to Council for approval. This includes:

- a) the 2024-25 revenue budget for approval and adoption as set out in this report, which sets:
 - i. a budget requirement of £763.773m including Dedicated Schools Grant of £388.440m resulting in a net revenue budget requirement of £375.333m as set out in **Appendix A**.
 - ii. a total Council Tax requirement for the Council's own purposes of £201.599m as contained in paragraph 5.25.
 - iii. An average Band D Council Tax of £1,740.22 for North Northamptonshire Council, representing a 2.99% increase in the 'core' Council Tax and a further 2% for the Adult Social Care Precept, noting that a separate Council Tax Resolution Report will be presented to Council.
 - iv. the detailed proposals of savings, pressures and income generation for 2024-25 as set out within the report and **Appendix B**.
 - v. the provisional Dedicated Schools Grant budget of £388.440m for 2024-25, as detailed in **Appendix C**, and summarised in paragraphs 5.42 – 5.56.

- vi. the draft planned use of, contribution to, and movement in, reserves as identified in paragraph 5.57, section 9 and **Appendix D** of this report, subject to the final call on reserves as a result of the Final Financial Settlement or other changes.
 - vii. the corporate budget requirements as set out in paragraph 8.1, including a contingency sum of £4.101m as set out in paragraph 8.2.
 - viii. the Treasury Management Strategy for 2024-25 as set out in **Appendix H**, including the Authorised Borrowing Limit of £907m and to note a further update to the Strategy will be provided once the disaggregation of the former Northamptonshire County Council's Balance Sheet has been finalised.
 - ix. the recommended Flexible Use of Capital Receipts Strategy as set out in Section 10 and **Appendix J**.
 - x. that Council delegate authority to the Executive Member for Finance and Transformation in consultation with the Executive Director of Finance and Performance (Section 151 Officer) to agree any necessary variations to the budget prior to 1st April 2024.
 - xi. that Council delegate authority to the Executive Member for Finance and Transformation in consultation with the Executive Director of Finance and Performance (Section 151 Officer) to agree the use of the following reserves which will provide the flexibility to manage the overall budget during 2024-25.
 - Transformation Reserve
 - Public Health Reserve
 - Waste Management Reserve
 - Adult Social Care Reserve
 - Budget Delivery Reserve
 - Business Rates Retention Reserve
 - General Risk Reserve
- b) the forecast financial position for 2025-26 to 2027-28, noting that this will be reviewed as further information becomes available and updated as part of the budget process for 2025-26 onwards.

That the Executive:

- a) noted that the financial position has been based on the Provisional Local Government Finance Settlement announced on 18th December 2023 together with any further announcements and updates to the forecast budget position as at the date of the publication of this report;
- b) noted the net movement of £3.875m in 2024-25, together with the associated funding, against the draft budget reported to December Executive and as summarised in paragraph 2.5, noting that any impact in the medium term has been reflected in the table under paragraph 5.1;

- c) noted that, at the time of writing, the Final Local Government Finance Settlement is yet to be published and, therefore, some figures may be subject to change;
- d) considered the consultation feedback as summarised in the report and attached at **Appendix E**;
- e) considered the Equality Impact Screening Assessment as at **Appendix F**;
- f) considered the outcome from the Corporate Scrutiny Committee, as detailed at **Appendix G** and any separate representations to this Committee;
- g) noted the legal background for setting the revenue budget and Council Tax as set out in **Appendix I**.
- h) considered the Section 25 Report of the Executive Director of Finance and Performance (Section 151 Officer) as set out in Section 15, including her review of the robustness of the estimates and the adequacy of the reserves;
- i) delegated authority to the Executive Member for Children, Education and Skills and the Executive Member for Finance and Transformation in consultation with the Executive Director for Adults, Health Partnerships and Housing (and Children's Services – Interim) and the Executive Director of Finance and Performance (Section 151 Officer) to approve North Northamptonshire's Schools Funding Formula and to finalise the funding allocation for schools, in line with North Northamptonshire's Schools Funding Formula;
- j) delegated authority to the Executive Member for Finance and Transformation in consultation with the Executive Director of Finance and Performance (Section 151 Officer) to draft the recommended budget resolution for Council in accordance with the necessary legal requirements and to take into account the decisions of the Executive and any final changes and other technical adjustments that may be required;

Reason for Recommendations: To ensure that the Council complies with its Constitution and legislative requirements in setting the budget for North Northamptonshire Council from 2024-25.

Alternative Options Considered – The budgets have been subject to a formal budget consultation and scrutiny and the feedback has been considered as part of this process.

580 Housing Revenue Account (HRA) Draft Budget 2024-25 and Medium-Term Financial Plan Proposals

The Chair invited Cllr William Colquhoun to address the meeting. Cllr Colquhoun raised the issue of void properties within the Council's housing stock and the consequent lack of income. Cllr Colquhoun suggested that the Council could realise a significant saving by turning void properties round in a more efficient manner.

The Chair thanked Cllr Colquhoun for his comments and invited Cllr Lyn Buckingham to speak on this item. Cllr Buckingham also made reference to void properties and the impact on the Housing Revenue Account budget and also the General Fund through temporary accommodation provision.

The Chair thanked Cllr Buckingham for her comments before inviting the Executive Member for Finance and Transformation, Cllr Lloyd Bunday to introduce the report, the purpose of which was to present the proposed Housing Revenue Account budget for 2024-25 and Medium-Term Financial Plan to the Executive.

Cllr Bunday stated that the Housing Revenue Account (HRA) was a separate ring-fenced account within the Council for the income and expenditure associated with its housing stock. It was noted that the HRA did not directly impact on the Council's wider General Fund budget or on the level of Council Tax, with income primarily received through the rents and other charges paid by tenants and leaseholders.

It was reported that the approach to the HRA budget setting had focused on three key areas: -

- Revenue income, rent and service charge levels
- Revenue expenditure plans that reflected service delivery patterns
- Capital expenditure plans that would deliver essential maintenance to the stock as well as ensuring the Decent Homes Standard is maintained and support the new build programme

The Council, at present, operated two neighbourhood accounts for Corby and Kettering, although it was required to move towards consolidating these into one account, with work underway in this regard. It was noted that this amalgamation was a substantial piece of work and would require a 30-year Business Plan to be produced, informed by the Housing Strategy for North Northamptonshire that was currently being developed.

It was heard that the draft HRA budgets had been presented to the Tenants' Advisory Panel on 16th November 2023, and further discussed at its meeting on 18th January 2024 where formal recommendations were made to the Executive pertaining to rent levels and the budget itself. The Corporate Scrutiny Committee were also invited to consider these proposals as part of their wider scrutiny of the budget.

It was noted that alongside the General Fund Budget and Capital Programme, recommendations would be made to Full Council on 22nd February 2024 seeking approval of the 2024/25 HRA Budgets consisting of the Corby and Kettering Neighbourhood Accounts, an increase in dwelling rents for 2024/25 for both the Corby and Kettering, and the HRA Medium Term Financial Plan consisting of the Corby and Kettering Neighbourhood Accounts for 2025/26 to 2028/29.

It was noted that the Council was required by law to avoid budgeting for a deficit on the HRA. Accordingly, the budget must not be based on total HRA revenue reserves falling below zero, with the Council expected to maintain a reasonable balance of reserves to cover contingencies. The Chief Finance Officer reviewed the level of balances required to support the HRA spend annually as part of their risk assessment of the budget, with the assessment indicating that the minimum level of balances,

taking all known risks into account, should remain unchanged at £800,000 for Corby and £650,000 for Kettering, approximately 3.5% of the total budget.

Numbers of Right to Buy (RtB) properties and empty properties had also been taken into account, with the number of RtB sales assumed across 2023/24 and the medium-term for Corby at 40, and for Kettering at 20. It was further assumed that 0.9% of the Corby Neighbourhood housing stock and 2% of the Kettering Neighbourhood housing stock would be void at any one time, and therefore rent could not be charged. This reduced the total income expected to be achieved by £205,000 for Corby and £375,000 for Kettering.

Cllr Bunday reported that acquisition and new-build programmes would increase the quantity of properties within the HRA housing stock, and it was anticipated that within the Kettering Neighbourhood Account a further eight homes would be delivered at The Grange during 2024/25, this part-year effect having been reflected into the revenue account. Further schemes would be reflected in the Medium-Term Financial Plan when there was more certainty around their timed delivery.

It was noted that the HRA budget for 2024/25 showed a balanced position for both Corby and Kettering Neighbourhood Accounts, amounting to an overall budget of £42.425m. The Corby Neighbourhood Account showed a deficit over the period of the Medium-Term Financial Plan to the end of 2027-28 of £736,000, whilst over the same period the Kettering Neighbourhood Account shows a surplus of just over £2m, predominantly arising as a result of the structuring of self-financing loans.

Cllr Bunday stated that to achieve a balanced state, the proposal was for an average rent increase of 7.7%, reflecting the Consumer Price Index +1% and was in line with the recommendations from government, amounting to an average rental increase of £6.68 to £93.42 per week for Corby and £7.05 to £98.58 per week for Kettering. It was noted that the HRA was self-balancing so a smaller rent increase would require reductions in expenditure, as an example, a 1% reduction in rent would result in a cumulative impact on the 30-year business plan of some £11m across both neighbourhood accounts.

Cllr Mark Rowley spoke to reference the hard work of the Council's Housing Team, the budgetary impact of major void properties and damage caused to properties by a very small number of tenants as well as new-build property plans for North Northamptonshire.

RESOLVED

KEY DECISION

That the Executive recommended to Full Council the following:-

- a. The draft 2024/25 Housing Revenue Account Budgets consisting of the Corby Neighbourhood Account and the Kettering Neighbourhood Account as set out in **Appendix A**.
- b. An increase in dwelling rents for 2024/25 of 7.7% which adheres to the Department for Levelling Up, Housing and Communities (DLUHC) formula

on rents for social housing for both the Corby Neighbourhood Account and the Kettering Neighbourhood Account.

- c. The draft Housing Revenue Account Medium Term Financial Plan consisting of the Corby Neighbourhood Account and the Kettering Neighbourhood Account, for 2025/26 to 2028/29 as set out in **Appendix B**.

That the Executive

- d. Noted the forecast reserves for the Corby Neighbourhood Account and the Kettering Neighbourhood Account up to 2028/29 as set out in **Appendix C**.

Reason for Recommendations: To ensure that the Council complies with its Constitution in setting the budget for North Northamptonshire.

Alternative Options Considered: This HRA Budgets have been the subject to a formal budget consultation and comments from the consultation have been considered as part of this process.

581 Capital Programme 2024-2028

The Chair invited Mr Michael Blissett to address the Executive. Mr Blissett spoke to object to a budget line within the Capital Programme 2024-28 regarding a proposed temporary stopping site for travellers at Junction 3 of the A14 Rothwell. Mr Blissett raised concerns regarding the initial and ongoing costs of the project, the assertion that the site would remain unused for extended periods of time and suggested that the topic had not been sufficiently considered by the Council's scrutiny function when referred to them following call-in of the initial approval decision. Mr Blissett suggested a number of alternative sites for the development, stating that these would offer a significant cost reduction over the proposal. Mr Blissett concluded by suggesting there was no government requirement for such a site and that the proposal did not offer best value for money.

The Chair thanked Mr Blissett for his attendance before inviting Mr Dave Thorley to address the Executive. Mr Thorley also spoke to reference the proposed stopping site and suggested that the site would cost a significant sum that could negatively impact other areas of the Council's budget and service offer as well as stating that such a site would have implications for the police.

The Chair thanked Mr Thorley for his comments before inviting Cllr Jim Hakewill to speak. Cllr Hakewill also spoke in relation to the proposed stopping site and raised concerns at the potential loss of green space, noting that it was not too late to remove the funding line from the Capital Programme. It was suggested that that proposal was likely to consume capital and revenue funds outside of best value criteria that could be directed to mitigate pressures on demand-led services. Cllr Hakewill stated that it was not in the public interest to proceed with the proposal and that 25 pages of comments relating to the site concerned had not been provided to either the Executive of the Scrutiny Management Board as part of their considerations.

The Chair then invited Cllr Dorothy Maxwell to address the Executive. Cllr Maxwell referred to village hall grants as well as rural street lighting, SEND capacity and the number of new houses being built by the Council.

The Chair thanked Cllr Maxwell for her contribution before inviting Cllr Buckingham to speak on this item. Cllr Buckingham referred to the Corby Towns Fund spend being less than originally stated across its various individual projects.

The Chair thanked Cllr Buckingham for her attendance and invited Cllr Joseph Smyth to address the Executive. Cllr Smyth spoke to object to the proposed traveller stopping site in terms of value for money considerations and the strong opposition of Rothwell Town Council. Cllr Smyth queried why the proposal was continuing when the site was unlikely to be utilised regularly and suggested that a lack of proper consultation had been undertaken as well as referencing the destruction of a green space. Cllr Smyth concluded by noting that the Council's budget was overspent and requested that the project be cancelled in line with the wishes of the public.

The Chair spoke in response to comments regarding the stopping site, stating that travellers should not be discriminated against, and that creation of a stopping site would offer a dry, sanitary area for travellers entering North Northamptonshire to park up and rest. A significant planning process remained to be completed in relation to the site, at which interested parties could provide their comments on any associated planning application

The Chair then invited the Executive Member for Finance and Transformation, Cllr Lloyd Bunday to introduce a report that set out the baseline Capital Programme for 2024-25 and the indicative Medium-Term Financial Plan for North Northamptonshire Council.

In response to Cllr Buckingham's comments, Cllr Bunday noted that funding for the Corby Towns Fund had been allocated in the previous financial year and therefore appeared to be a reduced amount in the figures for the current year.

The meeting heard that the Capital Programme formed part of the budget consultation process and had been considered by the Corporate Scrutiny Committee in January. The programme, Capital Strategy and Treasury Management Strategy would be considered for approval by Full Council on 22nd February 2024 alongside the General Fund and Housing Revenue Account budgets.

It was reported that the Capital Programme assumed various sources of funding including capital receipts and grants, together with support from external and internal borrowing, which was at the discretion of the Council for essential capital expenditure. The current Capital Strategy was set out as an appendix to the report and demonstrated how the Council would make expenditure and investment decisions in line with service objectives and properly take account of stewardship, value for money, prudence, sustainability, and affordability.

Cllr Bunday referred to the key principles underpinning the report and the governance and approval process of new capital schemes stating that new capital investment would only be permitted if it contributed to the achievement of the Council's strategic priorities.

The Capital Programme totalled £171.8m, consisting of the General Fund baseline programme of £113.1m and Housing Revenue Account (HRA) baseline programme totalling £58.7m. There was also a Development Pool of £169.6m containing scheme indicative of future investment, subject to the completion of satisfactory business case prior to Executive approval and inclusion within the formal programme.

The meeting heard that the General Fund baseline programme included key projects such as highways, disabled adaptations, school improvements and extensions, and various property and environmental projects across North Northamptonshire, together with significant investment in the highway infrastructure network, over and above the Integrated Transport Grant funding.

The HRA baseline programme covered the Kettering and Corby housing stock, together with significant investment of £20.2m proposed for the Housing Development and New Build Programmes.

Cllr Bunday detailed the following new investments that had been put forward as part of the revised main programme from 2024-25 for approval by Council:

- £9m over the three-year period 2024-2027 (£3m each year) funded from borrowing for investment into the highway infrastructure across North Northamptonshire.
- £1.3m across 2024-25 (£164,000) and 2025-26 (£1.136m) to develop a Traveller's Temporary Stopping Site, funded from borrowing.
- £123,000 investment into play facilities at Sywell Country Park during 2024-25, funded through Capital Receipts.
- £749,300 investment into Alfred Street/Tennyson School. This has been moved from the Development Pool to the Main Programme to be funded through DfE Basic Needs grant.
- £125,000 to support the upgrading of the public library network to be met from Capital Receipts.

Cllr Bunday referred to the Minimum Revenue Provision that reflected the minimum amount a Council must charge to the revenue budget each year to set aside a provision for repaying external borrowing. It was heard that there had been an increase in this provision of £1.735m to ensure that the provision was aligned to the Council's policy moving into the medium term.

It was noted that disaggregation of the capital assets, balances and debt were still to be finalised and subject to the final certification audit of the 2020-21 financial accounts for Northamptonshire County Council and Corby Borough Council, and that this may have implications for the current assumptions.

Concluding, Cllr Bunday reminded members that there had been an amendment to the draft budget proposals presented to the Executive at its December meeting. The amendment included reprofiled items within the Capital Programme in 2023/24 across the medium-term Capital Programme for 2024-25 within Public Health and Communities, and a transfer from the Development Pool of £1.75m into Place and Economy for Workspace Transformation.

Cllr Brackenbury spoke to note that the stopping site referred to by speakers had not yet been decided and would undergo a full and proper planning process, but, if approved, would provide a safe space for travellers and provide police with additional

powers in regard to unauthorised encampments. Cllr Brackenbury welcomed the Capital Programme and its ambitious projects that reflected the Council's corporate priorities. Cllr Brackenbury referenced the Shared Prosperity Fund and Towns Fund which would result in material improvements to the lives of visitors, residents and students as well as welcoming work in relation to SEND provision, school improvements and library provision. Concluding, Cllr Brackenbury also noted the inclusion of flood alleviation considerations within the Development Pool.

Cllr Harriet Pentland welcomed the number of projects within the Capital Programme relation to the green environment and sustainability, noting funding for the Treescape and LEVI projects, alongside new play equipment at Sywell Country Park and continued investment into the Homes for the Future project.

Cllr Mark Rowley noted the £57.8m Housing Revenue Account Capital programme, welcoming the continuation of the Homes for the Future project alongside plans to improve heating, energy efficiency, kitchens and bathrooms for the Council's housing stock and further work on major voids.

Cllr Scott Edwards spoke to welcome the £3.489m of funding for the provision of SEND places within schools.

Cllr David Howes spoke in response to comments from speakers regarding the proposed traveller stopping site, clarifying a number of points regarding the weekly charge for those using the site, confirming that there would be no reduction in Council services to pay for the proposal should it be approved and referencing police powers regarding unauthorised encampments.

Cllr Helen Howell referred to the funding for the replacement of Kettering Library roof and noted that the project was now underway with updates to be received by members, stakeholders and the press going forward. Cllr Howell also referred to the Shared Prosperity Fund that would enable the development of the Council's Tourism Strategy to bring additional growth and income into the area as well as the development of a business case for the cultural, heritage and tourism sector that had resulted in a £172,000 saving.

Cllr Matt Binley spoke to reference the funding relating to the Isham Bypass and A43 dualling as being very positive projects that showed the Council's continued commitment to investing in infrastructure and future-proofing North Northamptonshire. Cllr Binley also referred to rural LED streetlighting and the proposed traveller stopping site, with particular reference to highways rights preventing the use of laybys as stopping sites.

RESOLVED

KEY DECISION

That the Executive recommended to Full Council:

- a) the General Fund Capital Programme 2024-28 and HRA Capital Programme 2024-28.

- b) that Council delegate authority to the Executive Member for Finance and Transformation in consultation with the Executive Director of Finance and Performance (Section 151 Officer) to agree any necessary variations to the capital budget prior to 1st April 2024.

That the Executive noted:

- a) the Development Pool 2024-28 and that schemes within the pool will be subject to further approval prior to inclusion in the programme.

Reason for Recommendations: To ensure that the Council complies with its Constitution and legislative requirements in setting the budget for North Northamptonshire Council for 2024-25.

Alternative Options Considered - any comments from the consultation have been considered as part of this process.

Chair

Date

The meeting closed at 12.27pm

Minutes of a meeting of the Executive

At 10.00 am on Thursday 15th February, 2024 in the Council Chamber, Corby Cube, George Street, Corby, NN17 1QG

Present:-

Members

Councillor Jason Smithers (Leader of the Council) (Chair)	Councillor Helen Howell (Deputy Leader of the Council)
Councillor Matt Binley	Councillor David Howes
Councillor David Brackenbury	Councillor Gill Mercer
Councillor Lloyd Bunday	Councillor Harriet Pentland
Councillor Scott Edwards	Councillor Mark Rowley

Also in attendance – Councillors Jim Hakewill, Anne Lee, Valerie Anslow, Dorothy Maxwell and Lyn Buckingham

582 Apologies for absence

No apologies for absence were received.

583 Minutes of the Meeting Held on 18th January 2024

RESOLVED that the Executive agreed the minutes of the meeting held on 18th January 2024 as a true and accurate record of the meeting subject to the amendment of two minor typographical errors.

584 Members' Declarations of Interest

Cllr Gill Mercer declared a personal and prejudicial interest in Agenda Item 9 - Communities Strategy and Strategic Investment into the Voluntary, Community and Social Enterprise Sector as a Board Member for Groundworks.

Cllr Mercer would depart from the meeting for the duration of the consideration and voting of that item.

585 Notifications of requests to address the meeting

The Chair, Councillor Jason Smithers reported that there were requests to address the meeting as set out below:

Agenda Item	Speakers
Item 5 - Performance Indicator Report 2023/24 (Period 9 (Q3) – December 2023)	Cllrs Valerie Anslow & Anne Lee

Item 6 - Options Appraisal for Recommissioning Public Health Services	Cllrs Lyn Buckingham, Anne Lee, Dorothy Maxwell & Jim Hakewill
Item 7 - Determination of Admission Arrangements	Cllr Dorothy Maxwell
Item 8 – Department for Transport Funding Allocations	Cllrs Valerie Anslow, Anne Lee, Dorothy Maxwell & Jim Hakewill
Item 9 - Communities Strategy and Strategic Investment into the Voluntary, Community and Social Enterprise Sector	Cllrs Lyn Buckingham, Valerie Anslow, Anne Lee, Dorothy Maxwell, Jim Hakewill and Mr Stuart Nethercott
Item 10 - Levelling Up in North Northamptonshire Plan 2024 - progress report	Cllrs Lyn Buckingham & Valerie Anslow
Item 11 - Corby Business Academy SEND Provision	Cllrs Lyn Buckingham
Item 12 - Capital Outturn 2023/24 – Draft Outturn as at Period 9	Cllr Jim Hakewill
Item 13 - Capital Programme Update 2023/24	Cllr Jim Hakewill
Item 14 - Budget Forecast 2023-24 at Period 9	Cllr Jim Hakewill

Mr Stuart Nethercott did not attend the meeting and therefore did not speak in relation to Item 9.

586 Performance Indicator Report 2023/24 (Period 9 - December 2023)

The Chair invited Cllr Valerie Anslow to address the Executive. Cllr Anslow spoke to reference figures for rough sleepers and raised concerns that this figure could rise once current homeless provision in Wellingborough closed at the end of March, calling for voluntary sector support to operate a shelter system. Cllr Anslow also referred to the low level of affordable housing built during 2022/23 and queried when the Housing Strategy required to address the issue in a creative and bold manner would be available.

The Chair thanked Cllr Anslow for her contribution and invited Cllr Anne Lee to speak on this item. Cllr Lee also referenced the timelines for creation of affordable housing as well as a decrease in e-scooter usage and a 3000 decrease in the number of jobs in North Northamptonshire, querying the Council's engagement with the business community. Cllr Lee also raised concerns regarding unavailable performance data for housing repairs.

The Chair then invited the Executive Member for Finance and Transformation, Cllr Lloyd Bunday to introduce a report that sought to provide an update on the performance of the Council across a range of services as measured by performance indicators (PIs), as well as setting out the progress that was being made in the development of the Council's performance monitoring arrangements.

It was heard that the Period 9 report contained 106 PIs, 44 that were reported monthly, 56 quarterly and six annually. Of the PIs with established targets, 38 indicators were on or exceeding their target, with seven inside tolerance levels and 16 performing below target levels. One PI did not have sufficient data to allow reporting. It was noted that of the PIs that had a determined polarity for direction of travel,

performance had improved for 31, with 25 deteriorating since the previous reporting period.

Cllr Bunday drew attention to highlights within the report, including the number of customer service contacts handled to date, library visits reported and payment of supplier invoices within the target date.

Cllr Mark Rowley spoke to clarify the forthcoming closure of the homeless facility in Wellingborough and refuted rumours that further provision elsewhere was also due to close. It was noted that discussions were ongoing with the voluntary sector to get residents of the closing site into suitable alternative accommodation.

In response to a comment from Cllr Lee, Cllr David Brackenbury referenced the Business Relations Team and their engagement with the local business community.

In response to Cllr Anslow's comments, the Chair stated that would welcome the construction of as much affordable housing as possible and that this aspiration would be championed as part of the Big50 Vision going forward.

Cllr Matt Binley spoke to reference the indicative timescales for affordable housing construction and noted the seasonal downward trend for e-scooter usage, with the exception of rider levels in Corby which had been maintained.

Cllr Harriet Pentland spoke to welcome positive PIs relating to the green and sustainable environment, with reference to the number of electric vehicle charging points coming online and the local extension of the e-scooter trial.

The Chair concluded debate by praising the ongoing e-scooter trial as having had a beneficial impact on the local area, noting the positive public feedback that had been received despite political challenge in relation to the project.

RESOLVED

That the Executive noted the performance of the Council as measured by the available indicators at Period 9 (December) 2023/24, set out in **Appendix A** to this report.

Reason for Recommendations: to better understand the Council's performance as measured by Key Performance Indicators as at Period 9 (December) 2023/24.

Alternative Options Considered: Reporting performance data on a less frequent basis is an option but monthly reporting is considered useful at this stage of the Council's existence, reporting alongside budget information.

587 Options Appraisal for Recommissioning Public Health Services

The Chair invited Cllr Lyn Buckingham to speak on this item. Cllr Buckingham spoke to welcome the introduction of the climate change assessment tool that now accompanied Executive reports. Cllr Buckingham raised concerns regarding a low

performance base for existing Public Health Services and queried how performance would be improved with poor future performance penalised.

The Chair thanked Cllr Buckingham for her comments and invited Cllr Anne Lee to address the meeting. Cllr Lee raised concerns regarding a lack of providers within the Public Health market, noting the complicated nature of the commissioning process. Cllr Lee requested that needs analysis reports and recommissioning timelines be shared with members of Health Scrutiny Committee, so they were appraised of the processes involved.

The Chair thanked Cllr Lee for her contribution before inviting Cllr Dorothy Maxwell to address the Executive. Cllr Maxwell referred to Public Health considerations within local schools and stated that for high service standards to be met there had to be adequate staffing provision and ongoing professional development. Cllr Maxwell also referred to the possibility of services being provided in-house and the investment this would require as well as long waiting times to access existing counselling services.

The Chair thanked Cllr Maxwell for her comments and invited Cllr Jim Hakewill to address the meeting. Cllr Hakewill queried whether there were sufficient levels of experienced staff to enable the progress of the procurement process and further queried the scrutiny of figures detailed within the exempt appendix. Cllr Hakewill also raised the matter of the report not being considered by an Executive Advisory Panel (EAP) or the Council's scrutiny function.

The Chair thanked Cllr Hakewill for his comments before inviting Cllr Gill Mercer, Executive Member for Adults, Health and Wellbeing to introduce a report that sought approval to procure a number of Public Health services as set out below, with a view to the new arrangements being in place by 1st April 2025

- The 0-19 Health Visiting and School Nursing Service
- Strong Start Service
- Northamptonshire Integrated Sexual Health Service and HIV Service
- Youth Counselling Offer (REACH)
- Oral Health Promotion Service
- Dental Epidemiology Survey

In response to comments from the speakers, Cllr Mercer stated that the Council would continue to work hard with providers to build up strong relationships that could offer better control of performance as part of the move to disaggregate the service from West Northamptonshire as decided by the Shared Services Joint Committee at its meeting on 17th January 2024 . It was noted that ongoing work relating to the procurement would be included as part of future Health Scrutiny agendas. Once the outcome of procurement was known the various options would be presented to the Council's scrutiny function and the Active Communities EAP. The meeting was also advised that the Council now had a specialist procurement officer for Public Health. Concluding the responses to speakers, Cllr Mercer also stated the Council would be working alongside the Children's Trust to obtain their views on the services and already operated a Healthy Schools team that provided health services within an educational setting.

Cllr Mercer stated that by disaggregating the previously jointly commissioned services outlined above, the Council could provide future Public Health services that were more

easily tailored to the needs of the local population and would fit around existing and developing infrastructure including Family Hubs.

The meeting heard that approval of the report would signal the first stage in designing and procuring these services, with an extensive piece of work to be undertaken in examining the evidence base to establish what elements worked, to engage staff and services users and to use local data to pull together models of care offering the best outcomes for the local population.

A fundamental consideration was whether to provide some, or all, of the services in-house, to commission services externally or to adopt a mixed approach. It was noted that the services were complex and diverse, and a single approach may not work for all the services. Certain services such as the Sexual Health Service could prove too costly or complex to deliver in-house, with issues such as national shortages of specific staffing roles also being a consideration.

The meeting heard that flexibility of approach was important, with the ability to respond to the planned engagement work being key. The commissioning process would be open and transparent and involve current providers, the Active Communities EAP and the Health Scrutiny Committee as the Council sought for the process to become the blueprint for all future commissioning within Public Health. In addition, the process would be subject to internal audit review so the approach could be refined and developed going forward.

Cllr Mercer concluded by stating that the report before members, if approved, would ensure the right services were commissioned for the local population, informed by evidence and engagement and would enable the Council to realise its ambitions of improving the health and wellbeing of its residents.

Cllr Harriet Pentland spoke to note that although the primary focus of the report was Public Health service, the introduction of the climate change assessment tool was useful to ensure there was a green thread running through all elements of the Council.

Cllr Lloyd Bunday spoke to reference Cllr Hakewill's comments regarding staff levels, noting that all posts within the procurement team had been successfully recruited to.

Cllr Scott Edwards welcomed the report, particularly the opportunity to reset the 0-19 years programme and examine the needs of children and families, with reference made to the involvement of the third sector and Family Hubs.

Cllr David Brackenbury also welcomed the report as providing an opportunity for a service reset, with best practice identified and continued and utilisation of external expertise where it was required to move forward such important services.

Cllr Gill Mercer in concluding debate noted that each service would be considered on a case-by-case basis, with delegated authority provided to her make the final decisions. Cllr Mercer noted that it was imperative that the right result was achieved for each of the services with viable opportunities taken to provide service in-house if appropriate.

RESOLVED

KEY DECISION

That the Executive:

- i) Approved a procurement process for the following services as set out in the report:
 - The 0-19 Health Visiting and School Nursing Service
 - Strong Start Service
 - Northamptonshire Integrated Sexual Health Service and HIV Service (NISHH)
 - Youth Counselling Offer (REACH)
 - Oral Health Promotion Service and
 - Dental Epidemiology Survey
- ii) Granted delegated authority to the Executive Member for Adults, Health, and Wellbeing to determine the model of delivery on a contract-by-contract basis.

Reasons for Recommendations: Approval will ensure an open and robust process as to whether each contract should be provided internally or externally commissioned, and new services are in place by 1st April 2025.

Alternative Options Considered: A report was taken to shared services joint committee on 17th January 2024, exploring to either continuing jointly or independently recommission the CYP and sexual health services, it was approved by both NNC and WNC executive members that these services should be disaggregated now from the joint arrangement and separately recommissioning these in order to fit the needs of local population. However, commissioners have now drafted a further option paper to engage with elected members around the option for internal vs external recommissioning.

588 Determination of Admission Arrangements for Local Authority Maintained (Community and Voluntary Controlled) Schools in North Northamptonshire for the 2025 Intakes

The Chair invited Cllr Dorothy Maxwell to address the meeting. Cllr Maxwell made reference to the need to assist gifted children and those from less affluent backgrounds in accessing the school of their choice even if it was outside their catchment area, with particular reference made to transport costs.

The Chair thanked Cllr Maxwell for her comments before inviting the Executive Member for Children, Families, Education and Skills, Cllr Scott Edwards to introduce a report that asked the Executive to discharge its statutory duty to consider and determine admission arrangements for Community and Voluntary Controlled North Northamptonshire schools for the 2025 intakes and the Primary and Secondary Co-ordinated Schemes for the 2025 intakes.

Cllr Edwards, in response to Cllr Maxwell, stated that it would not be possible for the Council to pay transport fees for children applying to schools outside their catchment area, noting that there were charities and other organisation that may offer bursaries or grants for such travel.

Cllr Edwards reported that following consultation, the Pupil Admission Number was proposed to be reduced for a number of schools as set out in the report due to projected falling pupil numbers. Cllr Edwards noted that Cransley, Little Cransley and Great Cransley had been omitted as linked villages for Broughton Primary School and would be included as such within the published admission arrangements.

Cllr Matt Binley spoke in reference to Cllr Maxwell comments, referencing the recently adopted Home to School transport policy, where qualifying pupils were eligible for free transportation to the closest available school.

RESOLVED

KEY DECISION

That the Executive:

- i) Determined the admission arrangements for community and voluntary controlled schools as detailed in **Appendix A**, subject to the addition of Cransley, Little Cransley and Great Cransley as linked villages in the admission criteria for Broughton Primary School
- ii) Agreed the two Co-ordinated Schemes for the 2025 intakes as detailed in **Appendix B** and **Appendix C**.
- iii) Approved the setting of the relevant area for schools in the authority.

Reasons for Recommendations

- All admission authorities must determine the admission arrangements for their schools annually. Consultation on reducing the PANs of some schools because of falling pupil numbers in the area of the schools.
- It is the duty of local authorities to formulate and publish a co-ordinated scheme for the admission of pupils to all schools in the area.
- The LA must review the relevant area every two years.

Alternative Options Considered: All the above are statutory requirements and, therefore, there are no alternative options available.

589 Department for Transport Funding Allocations

The Chair invited Cllr Valerie Anslow to address the meeting. Cllr Anslow spoke to welcome elements of the report and additional funding for the highways network but spoke in favour of road resurfacing rather than pothole filling. Cllr Anslow also queried

figures for insurance payouts and accidents resulting from pothole damage and stated that Kier, as the Council's contractor, needed to have its effectiveness scrutinised

The Chair thanked Cllr Anslow for her comments and offered his support for her views on the Council's highways contractor, noting that he would continue to speak out until the best service level was received across the area. The Chair then invited Cllr Lee to address the meeting.

Cllr Lee questioned what performance indicators were in place to measure the value for money level offered by Kier's highway repairs and whether the quality of workmanship was independently verified. Cllr Lee also raised the issue of new LED streetlighting not being bright enough for residents to see potholes whilst driving.

The Chair thanked Cllr Lee for her comments, noting that he was aware of the LED streetlighting issue and had sought a report to ascertain whether they were fit for purpose. The Chair then invited Cllr Dorothy Maxwell to address the Executive.

Cllr Maxwell welcomed the additional highways funding and referred to ongoing roadworks at the A14 near Thrapston as well as querying whether the highways contract covered rubbish collection and bin installation. Cllr Maxwell also referred to white line marking and effective streetlighting.

The Chair thanked Cllr Maxwell for her comments before inviting Cllr Jim Hakewill to address the meeting. Cllr Hakewill requested that the lighting report referred to by the Chair be brought to a future scrutiny meeting and echoed comments supporting the climate change assessment tool. Cllr Hakewill queried how funding for 2024/25 compared to the previous year and noted that that Council had received a real terms decrease in funding due to inflation. Cllr Hakewill queried how the Leader would solve the issue of poor-quality highways repairs.

The Chair thanked Cllr Hakewill for his contribution before inviting the Executive Member for Highways, Travel and Assets, Cllr Matt Binley to introduce a report that sought approval to add £1.069m of government funding derived from the cancellation of High Speed 2 northern phase 2 to the capital programme of highway maintenance to the 2023/24 in-year budget and additionally for 2024/25.

Cllr Binley reported that the funding was part of an 11-year government investment plan into the roads with the current list of works to be assessed to determine which works would be delivered. The works would be based on current priorities in the list of identified schemes, in accordance with the Northamptonshire Asset Management Plan and the Network Management Plan.

It was noted that the Department for Transport had introduced a requirement that by March 2024 the Council publish a summary of the additional resurfacing works to be delivered from the funding over the two-year period, with quarterly update reports published detailing what works had been completed and which road resurfaced. In addition, during the 2024/25 financial year there was a requirement to publish a long-term plan detailing the usage of the full 11-year funding programme.

Cllr Binley noted that the funding could be used for resurfacing schemes, inlaid patching and permanent repairs to potholes.

The Chair spoke to welcome the large investments being made by the Council to improve roads for residents in road, noting that in terms of failed pothole repairs, Kier were contracted to return at their own cost to make good any defective repairs at no cost to the Council.

Cllr Gill Mercer stated that there was a hope that more people would use active travel methods once the road network had been improved and encouraged members and residents to use Street Doctor to report highways defects or issues.

Cllr Harriet Pentland referred to comments from Cllr Hakewill regarding climate change, noting that the Council's Carbon Management Plan would be submitted to a future meeting of the Executive.

Concluding debate, Cllr Binley also echoed the need for highways defects to be report via the Street Doctor portal. It was noted that regular meetings were held with Kier to discuss performance, with the Council constantly challenging the service received to ensure accountability and to address service level failures as soon as possible.

RESOLVED

KEY DECISION

That the Executive:

- a) Noted and accepted the receipt of the government grants totalling £9.768m made up of the following:
 - Highways Maintenance Block needs element - £3.735m
 - Highways Maintenance Block incentive element (subject to confirmation) - £0.934m
 - Potholes Fund - £3.735m
 - Integrated Transport Block funding - £1.364m
- b) Agreed to spend the grants on maintaining and upgrading the highway network in line with the Northamptonshire Transportation Plan and to deliver the current priorities in the list of identified maintenance schemes.

Reason for Recommendations: Utilisation of government grant to support and maintain the Council's Highways infrastructure and transport network.

Alternative Options Considered – Options would include not spending the money and allowing DfT to recoup it. Alternatively, the Council could choose to spend the money on schemes that are not a priority in line with their Northamptonshire Transportation Plan. Neither option is recommended.

590 Communities Strategy and Strategic Investment into the Voluntary, Community and Social Enterprise Sector

The Chair invited Cllr Lyn Buckingham to address the meeting. Cllr Buckingham spoke to note that the funding envelope outlined within the Communities Strategy would not

see an increase for the period it covered, this following two-years of static funding for the sector. Cllr Buckingham believe this funding would be insufficient to enable the sector to undertake the work the Council sought.

The Chair thanked Cllr Buckingham for her comments before inviting Cllr Valerie Anslow to address the Executive. Cllr Anslow welcomed the report as recognising the valuable work of the voluntary, community and social enterprise sector who responded to need in innovative ways. Cllr Anslow referred to homeless shelters and rough sleeping provision working alongside the sector and supporting communities to take on assets and services with specific reference to the Hemmingwell Centre lease. Cllr Anslow concluded by querying which community centres had been supported by legacy authorities and whether additional centres could be included going forward.

The Chair thanked Cllr Anslow for her contribution before inviting Cllr Anne Lee to speak on this item. Cllr Lee noted the level of work that had gone into the production of the report, stating that the voluntary sector was very important in adding positively to the local economy and communities, although queried the late timing of advising some providers of the proposals contained in the report. Cllr Lee stated there should be a greater focus on youth groups and young people and stated her concern for loss of capacity within the voluntary sector given the value it delivered in comparison to the funding it received.

The Chair thanked Cllr Lee and invited Cllr Jim Hakewill to address the meeting. Cllr Hakewill spoke to reference support for anxiety in being a barrier to accessing services. Regarding transfer of assets or services, Cllr Hakewill queried what a place-led approach would mean. Cllr Hakewill queried whether long-term funding would be available for any assets transferred, with a risk of potential double taxation, and questioned how this would be avoided. Cllr Hakewill queried what amendments had been made to the report resulting from comments made by the Place and Environment Scrutiny Committee at its meeting on 5th February 2024.

The Chair thanked Cllr Hakewill for his comments and invited Cllr Dorothy Maxwell to address the meeting. Cllr Maxwell raised queries in relation to rural street lighting and the wellbeing of residents, what role was played by the staff members comprising the Support North Northants team, disabled parking funding and the lack of reference for funding in East Northamptonshire.

The Chair then invited Cllr Mark Rowley, Executive Member for Housing, Communities and Levelling-up to present a report that introduced the Council's Communities Strategy, co-produced with representatives from across the Voluntary, Community and Social Enterprise (VCSE) sector. It was noted that the report also set out the proposed new VCSE strategic grants framework for period of three years from 1st April 2024, which replaced the previous strategic grant arrangements which the Council had inherited from the legacy authorities. The report also detailed the proposed new VCSE Infrastructure support arrangements which would be tendered and contracted for three-years from 1st September 2024.

Responding to comments from speakers, Cllr Rowley noted that in regard to static funding levels, multiple other pots of funding had come through to assist the sector and that infrastructure elements of report would help those organisations requiring support with accommodation or bid writing. It was noted that the VCSE had been notified of proposals in September 2023, with written correspondence issued in November. Cllr Rowley clarified that a report focussing on provision for youth groups

and young people would be submitted to a future meeting of the Executive and also provided clarity regarding asset and service transfers and future funding.

Cllr Rowley reported that purpose of the Communities Strategy was to emphasise and strengthen the role that the Voluntary, Community and Enterprise sector, residents and communities had in helping to deliver the Council's Corporate Plan and Northamptonshire's Integrated Care System "Live Your Best Life" strategies.

It was noted that in March 2022, the Executive had agreed to extend the VCSE strategic grants inherited from the former councils for a further two years until 31st March 2024 to allow time for the strategy to be brought forward. The strategy brought key themes that underpinned local and nation agendas together into a coordinated framework for effective membership and partnership working within the VCSE. The strategy would also support positive relationships across all organisations and many sectors to drive innovation and collaboration.

The meeting heard that the strategy had five principle aims for the period 2024 to 2027 and these were outlined to the meeting. In addition, while introducing eight key themes, six of which would form a significant part of the ask the Council would make of the future providers of the VCSE Infrastructure support contract, which would be tendered for delivery.

It was reported that in North Northamptonshire there were 368 VCSE member organisations, many operating successfully without funding from the Council, some providing very specific services such as debt a case work, mental health counselling and supporting victims of domestic abuse.

Cllr Rowley stated that with the adoption of the Councils' Corporate Plan and ongoing development of the Big50 vision, the VCSE could assisting in helping to deliver most of these objectives. It was also necessary to ensure that where the Council was grant funding VCSE delivery, it must make demonstrable contribution.

In preparation for the strategy, the current VCSE infrastructure organisations had engaged with the VCSE network and organised the first sector-wide engagement event in September 2023 with over 100 organisations represented. At this event attendees were advised that the new grant funding model, if approved, would come into effect from September 2024. Following this, a series of coproduction meetings had also been held with VCSE partners. In addition, the North VCSE Oversight Group leaders had proactively helped to develop the strategy and Cllr Rowley thanked them for their efforts in this regard.

The meeting was informed that the current grant arrangement totalled £671,721k, but these were not the only grants provided to VCSE, with other funding providing an overall total support to the sector of £1.82m for 2023/24, rising in 2024/25 to just under £2m. Additionally, it was heard that a number of community centres and sport clubs had received financial assistance as part of the grant arrangement and discussions had taken place over the previous 12-month period as to their needs and assistance required to become self-sustainable.

Concluding, Cllr Rowley noted that the strategy had been considered by both the Active and the Place and Environment Scrutiny Committee with comments received integrated into the strategy document. Cllr Rowley thanked all those who had been involved in developing the strategy to get it to this stage.

Cllr Matt Binley spoke to note that community asset transfers would be worked in partnership with organisations supported to obtain any available grant funding should they decide to take on an asset. Cllr Binley also spoke to provide an update on the transfer of Hemmingwell Community Centre.

Cllr Scott Edwards referenced provision for children and young people and the future report to Executive on the subject acknowledging a reduction in provision. Cllr Edwards welcomed partnership working with the VCSE sector that provide important and nice services to some of the most vulnerable in society.

Cllr David Brackenbury noted the scale of the work involved in producing the strategy and strategic investment consideration and thanked all those involved for the services they provided. Cllr Brackenbury acknowledged the funding pressures for the Council but noted the ability to mobilise £1.82m from a variety of sources to help support the work of the sector.

Cllr David Howes spoke noted that whilst the Council was open to town and parish councils taking over assets and services, it had made a commitment that it would not devolve these unless a request was received.

The Chair echoed the comments of Cllr Howes and noted that there would be a meeting held with Northamptonshire County Association of Local Councils regarding the subject of service and asset transfer.

Concluding debate, Cllr Helen Howell spoke to welcome the report, noting that aside from the Council the sector could access other funding streams which were advertised to them as they became available. Cllr Howell referenced the member empowerment fund continuation and noted that this too was not an insignificant amount of money.

(Having declared an interest in this item, Cllr Gill Mercer left the meeting prior to its consideration and returned once the vote had been taken)

RESOLVED

KEY DECISION

That the Executive:

- a) Approved the Communities Strategy for adoption;
- b) Approved the proposed VCSE Strategic grants framework and the proposed VCSE Infrastructure support arrangements for the period 2024-2027.
- c) Delegated authority to the Executive Member for Housing, Communities and Levelling Up, in consultation with the Director of Public Health and Wellbeing to procure the new VCSE Infrastructure support contract and undertake any activities required to deliver this strategy.

Reasons for Recommendations:

- The previous strategic VCSE grant arrangements inherited from sovereign councils end on 31st March 2024 (some have been in place since 2017, pre-Covid and pre-North Northamptonshire Council) and new arrangements are required;
- The previous arrangements for VCSE infrastructure support also come to an end on 31st March 2024 and new, more robust, arrangements are required;
- There has been a huge shift in the strategic context within which the Council and the VCSE are now working, largely due to the development of the Integrated Care System (ICS) and the new Place-based delivery models, including the Council's Levelling Up agendas for its 'left behind' neighbourhoods, all of which have already resulted in a strengthened collaboration and governance for the VCSE;
- The Place-based delivery models have also brought about emerging priorities from the new Community Wellbeing Forums and Local Area Partnerships (LAPs), and the emergence of the new VCSE-led, whole-system, early intervention service, Support North Northants (SNN), which is providing evidence of need on the ground in communities;
- The work undertaken by the Northamptonshire County Association for Local Councils (NCALC) between 2021 and 2023 which reported on the relationship between Principal and Local Councils and included approaches to devolution of assets and services.
- In summary a Communities Strategy is required to set out the Council's approach to working with and investing in the VCSE within the context of these strategic contexts.

Alternative Options Considered:

- The alternative option would be to not have a Communities Strategy. However, this would not be a recommended approach as the Strategy sets out how the Council wishes to work with the VCSE, as equal partners, recognising the valuable role the sector plays in supporting the communities of North Northamptonshire.
- It also identifies the key themes for the new VCSE Infrastructure contract and lays the foundation for the Council's new VCSE strategic grants programme, both of which are needed to replace legacy arrangements inherited by the Council in 2021. Without the Strategy the VCSE would not have reassurance about future funding opportunities, nor about the critical support it has stated it requires moving forward, to help the sector to grow, become more sustainable and to attract more inward investment into North Northamptonshire, for the benefit of our communities.
- A number of options were considered as part of the Council's budget setting for 2024-25, in relation to the future funding envelope for the VCSE Strategic grants from 1st April 2024. This included removing all funding and ceasing the programme, to a variety of proposals which might result in the funding being reduced to a greater or lesser extent. Ultimately the Council's Executive are committed to retaining the funding at the same levels as before, £671,771,

whilst recognising that new grant arrangements would be required to replace those that are expiring on 31st March 2024.

- In summary, not having a Communities Strategy could result in missed opportunities for VCSE organisations to collaborate effectively with one another to share knowledge, expertise and resource, and for the Council to work in effective strategic and operational partnerships with the hundreds of VCSE organisations which operate locally and add so much economic and social value to the North Northamptonshire economy and social fabric.

591 Levelling Up in North Northamptonshire Plan 2024 - Progress Report

The Chair invited Cllr Lyn Buckingham to address the meeting. Cllr Buckingham spoke to welcome the Levelling-up Progress Report but noted only one area of the action plan appeared to have been achieved, with full coordination of the plan and detailed outcomes lacking. Cllr Buckingham noted that there had been a proposal to convene a cross-party working group once the action plan was in place with an initial priority focussed on young people. Cllr Buckingham queried whether the working party had been created and asked whether Cllr Rowley had visited the three levelling-up areas and met with residents.

The Chair thanked Cllr Buckingham for her comments and invited Cllr Valerie Anslow to speak. Cllr Anslow noted that the progress summary showed that good work had been undertaken so far, with work undertaken by voluntary and community groups support through grants being a key element. Cllr Anslow noted the potential benefits of providing neighbourhood centres in levelling-up areas other than Corby with core funding.

The Chair thanked Cllr Anslow for her contribution before inviting Cllr Mark Rowley, Executive Member for Housing , Communities and Levelling-Up to present a report that provided the Executive with a progress report for the Levelling-up Action Plan and sought agreement of the proposed steps for further consideration of the report.

In response to Cllr Buckingham's comment regarding achievements made in regard to the action plan, Cllr Rowley clarified that the use of a RAG rating indicated short, medium and long-term objectives not those achieved. Cllr Rowley confirmed a working group had been created to support the action plan and that he had visited all three levelling-up areas. Cllr Rowley noted a review of community centres would be ongoing over the next 12-months.

It was reported that the Scrutiny Commission had reviewed underlying data and an associated report relating to areas highlighted as "left behind" and brought forward a proposed plan to work towards levelling-up those areas. This work had concluded in July 2022, with the final report subsequently agreed by the Executive at its meeting on 25th August 2022.

Cllr Rowley referenced the summary position of the programme to date and the key issues as detailed within Appendix B to the report. A number of achievement highlights were provided to the meeting including resident engagement events in Winter 2023 that had both seen over 100 attendees, a pilot project for toddlers that had become a sustainable ongoing group, FreshFest in Wellingborough, the

WellNorthants programme and a pilot project with the Probation Service to target resources towards issues such as street cleansing and graffiti removal.

It was reported that residents had received support to bid for and deliver projects funded through the WellNorthants programme, with £105,000 investment made in youth-related projects through the Shared Prosperity Fund. In addition, the Knife Angel Knife Crime awareness programme had been delivered and new CCTV cameras had been installed on both Hemmingwell and Queensway estates in Wellingborough.

Cllr Rowley stated that officers would continue to work with communities to ensure that achievements made to date would become the new normal for the benefit of all residents. Concluding, Cllr Rowley noted the report had been considered by the Prosperous Communities Executive Advisory Panel at its January 2024 meeting and its comments taken onboard.

Cllr Matt Binley spoke to thank the Police, Fire and Crime Commissioner for his support in regard to the work in levelling-up areas, with reference to Safer Streets and further work undertaken as part of the Community Safety Partnership. Cllr Binley stated that there was focus on “left behind” areas with consideration given across the authority when decision-making. It was heard that the Council’s new Chief Executive would be visiting Queensway as one of the levelling-up areas, with Cllr Binley also making reference to the ongoing Voi e-scooter trial and the possibility for discounting trips made in, and from, these areas.

Cllr Scott Edwards spoke to welcome the refreshed play equipment in Kingswood that had been upgraded following public consultation.

(Following the vote being taken on this item, Cllr Harriet Pentland departed the meeting)

RESOLVED

That the Executive:

- a) Noted the progress against the Levelling Up Plan in North Northamptonshire.
- b) Requested the Scrutiny Management Board to consider if the report should be received and considered by any of its scrutiny committees.
- c) Recommended to Full Council that the progress report is received by Full Council in quarter one of the 2024 – 2025 municipal year, as set out in the governance for the plan in **Appendix A**, following consideration by the relevant Scrutiny committees, as determined by the Scrutiny Management Board.

Reason for Recommendations:

- i) The levelling up agenda is both a national and local priority and of importance to council members. The scrutiny review was undertaken

because of an amended motion and discussion at Full Council.

- ii) The recommendations seek approval from the Executive to progress the update through the governance set out in **Appendix A** (Page 4).

Alternative Options Considered:

- i) Do not follow the governance set out in the Levelling Up plan, and transfer reporting activity to Business-as-Usual activity.
- ii) Whilst it would be expected that this activity will eventually transfer into business-as-usual activity and be subsumed into the corporate plan priorities, it is felt that there should be 1 – 2 full reporting cycles including scrutiny and Full Council prior to transferring this activity to business as usual.

592 Corby Business Academy SEND Provision

The Chair invited Cllr Lyn Buckingham to address the Executive. Cllr Buckingham welcomed the increased in SEND provision but stated there remained more to be done, querying whether any of the spaces would be for those aged over 16, with a lack of such provision locally.

The Chair thanked Cllr Buckingham for her comments before inviting Cllr Scott Edwards, Executive Member for Children, Families, Education and Skills to introduce a report that sought approval for the capital project of Corby Business Academy SEND Provision which would see the conversion of underused areas of the school to create two further teaching spaces and thereby extend SEND provision by 28 places.

Cllr Edwards, in response to Cllr Buckingham, stated he would provide details for SEND provision for 16-18 years outside of the meeting.

Cllr Edwards noted the work undertaken by the Council in the last year to increase SEND provision in mainstream schools and also referred to additional provision being made at Raunds Manor School that was detailed within the Capital Programme Update report to be considered later in the meeting.

RESOLVED

KEY DECISION

That the Executive:

- a) Approved the proposed Capital Project of Corby Business Academy SEND provision.
- b) Noted the scheme will be funded primarily by Higher Needs Funding.
- c) Delegated authority to the Executive Member for Children, Families and Education, in consultation with the Executive Director of Children's Services and the Executive Director of Place and Economy, to authorise all

necessary legal, property and financial agreements to ensure effective delivery of the scheme

Reasons for Recommendations:

- Corby Business Academy has enough physical space that can be utilised to support the severe shortage of specialist spaces in North Northamptonshire as result of falling rolls.
- This project provides NNC the support to increase sufficiency of SEND places by creating 28 SEND places within the school.
- School place planning duties (s13-14 Education Act 1996) The Council as an education authority has a duty to promote high standards of education and fair access to education. It also has a general duty to secure sufficient schools in their area, and to consider the need to secure provision for children with SEN. This includes a duty to respond to parents' representations about school provision. These are referred to as the school place planning duties.
- If we do not provide the Corby Business Academy SEND provision, out of necessity we may need to seek SEND places in the independent sector which will have significant budget implications.
- There would also be implications on home to school transport costs if the pupils are placed out of county or out of area because of not creating these places.

Alternative Options Considered: The other option was to do nothing; this would not support the Council's school place planning duties.

593 Capital Outturn Report 2023/24 at Period 9

The Chair invited Cllr Jim Hakewill to speak to the Executive in relation to this item. Cllr Hakewill noted the £35m delivery shortfall for the general fund Capital Programme and queried what measures would be put in place to create a viable and deliverable programme.

The Chair then invited Cllr Lloyd Bunday, Executive Member for Finance and Transformation to introduce a report that set out the provisional capital outturn position for 2023/24 as at Period 9, including requests to rephrase scheme expenditure profiles. The report also detailed the latest capital budgets for the General Fund and the Housing Revenue Account (HRA) Capital Programme, including new schemes that had been approved since 1st April 2023.

Cllr Bunday reported that the final outturn position could be affected by the outstanding audits of legacy authorities, stating that the current outturn forecast in respect of the General Fund Capital Programme showed a revised capital budget position of £94.2m, including slippage and in-year approved programmes. The outturn position was currently estimated at a spend of £59m, representing an underspend of £35.1m against the budget. It was heard that the Development Pool had been fully reviewed as part of the budget setting challenge sessions, with specific schemes added back to the pool from the programme.

The outturn for the HRA Capital Programme showed a revised a budget for 2023/24 of £23.4m, including slippage from 2022/23. The outturn showed a forecast spend of

£8m, representing an underspend of £15.4m compared to budget. This would be reviewed and re-profiled considering the latest position.

Cllr Mark Rowley spoke to reference the underspend regarding the HRA Capital Programme, noting that this related to three ongoing social housing developments.

RESOLVED

That the Executive:

- a. Noted the draft capital outturn position as at period 9 for the General Fund (GF) Capital Programme and Housing Revenue Account (HRA) Capital Programme for 2023/24.
- b. Noted the new schemes that have been approved since 1st April 2023.

Reason for Recommendations: This is in line with the Council's constitution and financial regulations in relation to governance.

Alternative Options Considered: This report is on the forecasted out-turn and therefore alternative options are not proposed.

594 Capital Programme Update 2023/24

The Chair invited Cllr Jim Hakewill to address the meeting. Cllr Hakewill spoke to welcome the initiative to increase biodiversity as part of the community orchards and micro woodlands schemes but made reference to potential loss of biodiversity elsewhere in the area. Cllr Hakewill queried details regarding grant funding for tree planting, when funding would be available, ongoing maintenance of planted trees and the composition of project boards convened to monitor schemes approved.

The Chair then invited Cllr Lloyd Bunday, Executive Member for Finance and Transformation to introduce a report that requested approval for capital schemes that had come forward for inclusion in the Council's Capital Programme. Approval of the funding would allow the schemes to move forward to procurement and delivery. Five schemes were highlighted as per the report and recommendation below.

Cllr Scott Edwards spoke to welcome both the additional SEND provision and community orchards project and looked forward the involvement of both communities and schools in the latter.

Cllr Howes spoke to reference Cllr Hakewill's comment regarding potential loss of biodiversity at a site near Rothwell, noting that the site in question could be enhanced to realise a biodiversity net gain.

RESOLVED

KEY DECISION

That the Executive:

- i) Approved the following changes into the capital programme:
 - a. Manor School, Raunds SEND Provision - budget approval for £145k in 2024/25, to be funded from external grant.
 - b. Corby Business Academy SEND Provision - budget approval for £544k, £2k in 2023/24, £542k in 2024/25, to be funded from external grant.
 - c. End User Devices – virement of £441k from completed existing ICT schemes to End User Devices scheme, funding to remain as approved from capital receipts.
 - d. Community Orchards – budget approval for 16K in 2023/24, to be funded from external grant.
 - e. Mirco Woodlands – budget approval for £27.7k in 2023/24, to be funded from external grant.

Reasons for Recommendations: These are set out in greater detail within section 5 of the report, but can be summarised as helping to meet the Council's corporate plan objectives:

- Active, fulfilled lives
- Safe and Thriving Places
- Green sustainable environment
- Connected Communities

Alternative Options Considered:

- For those schemes which are grant funded, they are undertaken in accordance with the requirements of the grant conditions and, therefore, there is no alternative option proposed in this report.
- The budget virement in support of the ICT equipment could have been released, however, the replacement of end user devices is an important element of ensuring that the Council has the appropriate equipment to support and deliver services and further investment is required in this area.
- Where individual schemes are over £0.5m, separate reports are included elsewhere on this agenda, and these set out the wider options that were considered before reaching the proposals put forward.

595 Budget Forecast Update 2023-24 - Period 9

The Chair invited Cllr Jim Hakewill to address the meeting. Cllr Hakewill queried the budget deficit as set out in the report and questioned what the likely end of year figure would be given the increase since the previous reporting period. Cllr Hakewill also questioned the use of funds from the transformation reserve to fund new education case management and regulatory case management systems and what transformation this spend would achieve

The Chair then invited the Executive Member for Finance and Transformation, Cllr Lloyd Bunday to introduce a report that set out the forecast outturn position for the Council based on the Period 9 monitoring forecasts for the General Fund and the Housing Revenue Account (HRA).

In response to Cllr Hakewill's comments, Cllr Bunday noted that updating and amalgamation of legacy software systems was a requirement arising as result of unitarisation.

The meeting heard that the overall outturn forecast for the General Fund for 2023/24, as at Period 9 was a forecast overspend of £10.12m against the approved budget, an additional pressure of £1.569m since the last reporting period. The Children's Trust had forecast an overspend of £29.7m, an increase of £5.093m since the previous period, with a risk that £1.070m of efficiency savings would remain undelivered. It was noted that should this pressure not be mitigated it would pose a significant financial risk to the Council.

In regard to other directorates, it was report that Place was showing a favourable movement of £281,000 and Enabling Services a favourable movement of £195,000.

It was noted that the main risk to the Council alongside inflationary impact was the pressure on demand-led services. The main saving to offset this impact was additional investment income of £5.8m arising from an increase in the Bank of England base rates.

It was heard that the Council's Corporate Contingency Budget for 2023/24 was £3.746m, representing around 1% of the net budget and was held to meet unknown or unplanned costs. The recent pay award had resulted in a pressure of £2.222m that had been met from the contingency budget, leaving a balance of £1.524m. It was assumed that the contingency budget would be used in full during the remainder of the financial year.

The Council's overall outturn forecast for the Housing Revenue Account was reported as being an overspend of £26,000.

It was also reported that the Dedicated Schools Grant (DSG) had a forecast pressure of £9.1m, with pressures relating to the high needs funding block that supported SEND provision. Use of reserves had reduced this figure from £9.81m

Concluding, Cllr Bunday recognised that the current financial climate was challenging, however, the Council would continue to work hard to balance its finances whilst protecting vital services, particularly those to its most vulnerable residents.

Cllr Scott Edward spoke to refer to the education case management system that would assist in making the service more efficient and streamlined and was a legal obligation to have in place.

Cllr David Brackenbury spoke to note that demand-led services were exceeding budgeted levels and welcomed the work of the Finance team and each directorate in their work to mitigate costs, stating that the Council was doing everything it could to be as efficient as possible whilst still delivering services that residents expected.

RESOLVED

That the Executive:

- a) Noted the Council's forecast outturn position for 2023/24 as summarised in Section 4, alongside the further analysis, risks and other considerations as set out in Section 5 to Section 7 of the report.
- b) Noted the assessment of the current deliverability of the 2023/24 savings proposals in **Appendix A**.

Reason for Recommendations – to note the forecast financial position for 2023/24 as at Period 9 and consider the impact on this year and future years budgets.

Alternative Options Considered: The report focuses on the forecast revenue outturn against budget for 2023/24 and makes recommendations for the Executive to note the current budgetary position as such there are no specific choices within the report.

Chair

Date

The meeting closed at 12:45pm

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Agenda Item 5



EXECUTIVE 14th March 2024

Report Title	Performance Indicator Report 2023/24 (Period 10 – January 2024)
Lead Member	Cllr Lloyd Bunday, Executive Member for Finance and Transformation
Report Author	Tom Barden, Head of Performance, Intelligence and Partnerships

Key Decision	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is the decision eligible for call-in by Scrutiny?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are there public sector equality duty implications?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information (whether in appendices or not)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Applicable paragraph number/s for exemption from publication under Schedule 12A Local Government Act 1972	N/A
Which Corporate Plan priority does the report most closely align with?	Modern public services

List of Appendices

Appendix A - Detailed Performance Indicator Report Period 10 2023/24 (January 2024)

1. Purpose of Report

- 1.1. To provide an update on the Council's performance across a range of indicators as measured by the Council's suite of Key Performance Indicators for Period 10 (January) 2023-24.

2. Executive Summary

- 2.1. This report provides an assessment of the Council's performance in respect of the Key Performance Indicators for 2023/24 as at Period 10.

- 2.2. A detailed assessment of the performance of services as measured by key performance indicators for Period 10 has been included as **Appendix A**.
- 2.3. Key highlights of over-performing key performance indicators as at P10 detailed in **Appendix A**:
- 2.3.1. The quarterly public health indicators are included in this month's report. BBF03 'percentage of children received 6–8-week health visit before 8 weeks' improved to 94% for quarter 3, which is considerably above the 81% England average. BBF04 'mothers known to be smokers at time of delivery' has also improved, falling to 9% for quarter 3 which exceeds the regional average. These are both over-performing the national targets.
 - 2.3.2. STP37a 'Average time taken to re-let NNC standard void properties' has reduced over recent months; performing within the 56 day (8 week) statutory target time at 53.8 days.
 - 2.3.3. BBF19 'Percentage of school age Children in Care who had a personal education plan in the previous academic term' has improved to 99% this term; the highest performance so far over the last two academic years.
- 2.4. Under-performing key performance indicators to note, as at P10 detailed in **Appendix A**:
- 2.4.1. Planning application processing times are underperforming against target in January. 71% of major applications were processed on time (STP15); this is the performing at the same rate as in December. 78% of minor applications were processed in time (STP16); this is an improvement from 74% in December. 82% of other applications were processed in time; this is a decrease from 94% in December. Commentary notes that these results are impacted by "planning officer capacity and the progressing work to clear the application back-log which is essential for long term efficiently. The relatively small number of major applications means that percentage performance is volatile".
 - 2.4.2. 3181 Highways Defects were outstanding (STP29) in January, this compares to 2369 in December. Commentary notes that "this is a result of the freeze/thaw cycle causing damage to weak road surfaces during the winter. Despite the increase in required repairs the contractor continues to respond and remains within the KPI targets".
 - 2.4.3. Some of the quarterly information governance KPIs are included in this month's report. In quarter 3, 66% of freedom of information (FOI) requests were responded to on time (MPS12) compared to 85% in quarter 2, and 81% transparency publications were completed on time (MPS21) compared to 88% in quarter 2. Commentary notes that "the new Case Management System will enhance processing efficiency of FOI requests moving forwards and fluctuation is expected with any new system, the Information Governance team recent restructure and recruitment process when implemented will improve processing methods". In terms of transparency publications, commentary notes that technical issues and the availability of financial data causes delays with these publications.

- 2.4.4. AFL08 'people who were prevented from requiring statutory care or whose need was reduced', has been performing under the 80% target at around 74% all year. Commentary notes that "The rate shows positive growth April - August with a slight reduction in September and October. The rate has shown improvement in the past three months and consistent at around 74%. This remains lower than expected compared to 2022/23 trends, which typically ranged between 74-77%."
- 2.4.5. 15 rough sleepers (AFL12) were identified in January, this is an increase from 11 in December. Commentary notes that "this increase is due to the cold weather and triggering of Severe Weather Emergency Protocol (SWEP). The team have helped four people into secured accommodation in January 24, two direct from the streets and two from discretionary temporary accommodation, this number is lower than average but is due to lack of voids across provisions". Furthermore, the number of households in temporary accommodation (AFL17) have increased to 253 in January from 239 in December. Commentary notes that "The number of new households entering temporary accommodation remains high following record high number of new placements in both October and November, and then again in January with 60 new households entering temporary accommodation during the month. The team is doing all it can to manage the demand, and increase supply options, as well as support housing options colleagues to ensure that households can be moved on from temporary accommodation as quickly as possible. Please note that this figure includes 18 Local Authority Housing Fund (LAHF) for homeless Afghan and Ukrainian families. The LAHF properties are held in the general fund which means we can only let them on a non-secure basis under homelessness legislation and hence they must be retained on the temporary accommodation numbers. The number of households living in temporary accommodation will therefore be inflated by the 30 LAHF units that will be delivered under Round 1. *This figure is for statutory duty placements only and does not include the additional cohort of rough sleepers accommodated using discretionary powers**"
- 2.4.6. The rate of suspensions in both primary and secondary school children and permanent exclusions, has risen this term. BBF15 primary suspensions rose to 1.1% from 0.9% in the previous term, BBF16 secondary suspensions rose to 11.2% from 8.7% in the previous term and BBF17 permanent exclusions rose to 0.093% from 0.078% in the previous term. Commentary notes that these rates are all higher than the previous year's Autumn Term and that November 2023 accounted for the highest number of permanent exclusions in twelve months.
- 2.4.7. BBF18b '% of EHC (education health care) plans completed in month issued within 20 weeks (including exceptions)' is seeing a continued decline, dropping to 13% in January from 35% in December and 51% in November. Commentary notes that "this month marks the lowest performance in 14 months. By comparison, in January 2023 100% of plans were issued in time. Performance has declined by 50 percentage points since June 2023. In January 42 EHC plans were open and overdue, the highest number overdue in seven months".
- 2.4.8. MPS04 Business rate collection rates have fallen below target, achieving 94% of the pro-rated target in January, against a target of

98%. Commentary notes that “Performance is below target, this was anticipated due to the cost-of-living issues and current economic climate, plus the impact of the Corby system conversion and the new income management system implementation.”

3. Recommendations

- 3.1. It is recommended that the Executive note the performance of the Council as measured by the available indicators at Period 10 (January) 2023/24, set out in **Appendix A** to this report.
- 3.2. Reason for recommendations – to better understand the Council’s performance as measured by Key Performance Indicators as at Period 10 (January) 2023/24.
- 3.3. Alternative Options Considered: Reporting performance data on a less frequent basis is an option but monthly reporting is considered useful at this stage of the Council’s existence, reporting alongside budget information.

4. Report Background

- 4.1. A detailed assessment of the performance of services as measured by Key Performance Indicators for Period 10 has been included as **Appendix A**. This includes comments / exception reports on each of the performance indicators reported.
- 4.2. 66 Key Performance Indicators are reported for this period, of which 45 are reported on a monthly basis, 12 on a quarterly basis and eight on a termly basis and one on an annual basis.
- 4.3. The list of Key Performance Indicators, to be reported throughout this financial year (2023-24) was approved by the Executive Committee at their meeting on the 16th March and can be found in item 405 ([Performance Management and Reporting Arrangements 2023-24](#)).
- 4.4. Queries raised by Members on the content of this report will be responded to within 12 working days of the Executive meeting, as agreed with the Executive Member for Finance and Transformation.

5. Issues and Choices

- 5.1. It is important that the format and presentation of performance data meets the needs of its audience. Therefore, the Council will always welcome any feedback and/or suggestions on how the performance report could be further developed to help facilitate understanding and performance improvement.

- 5.2. It is envisaged that additional indicators will be added to the Key Performance Indicator set as time goes on. Any changes to indicators will be reported to the Executive and Corporate Scrutiny committee.

6. Next Steps

- 6.1. To continue to develop and embed a strong performance management framework and culture at North Northamptonshire Council.
- 6.2. To continue to embed and review the suite of Key Performance Indicators so that the Council can more effectively measure how it is performing against its vision and key commitments outlined within its Corporate Plan. The 2024-25 proposed KPI set will be on the Executive Agenda for the March meeting.

7. Implications (including financial implications)

7.1. Resources, Financial and Transformation

- 7.1.1. Performance monitoring allows the Council to drive continuous improvement for North Northamptonshire and identify areas of concern early. Services that submit data returns have many projects that are subject to the Council's Transformation Plan. Accurate and consistent corporate performance data may also assist the compilation of, and aid the success of, external funding bids.
- 7.1.2. This report should be read alongside the Budget Forecast 2023/24 monthly reports once available. By considering both reports together, a broader view of the Council's performance and the relationship between resource allocation and service delivery can be understood.

7.2. Legal and Governance

- 7.2.1. The Council is required to provide statutory monitoring and funding returns to central government departments and their agencies. The Council is currently on course to comply with these requirements. Note that the workload and deadlines for achieving these statutory and mandatory deadlines can prove challenging, particularly where returns are significantly increasing in complexity (this is currently the case for Adult Social Care and Education returns).
- 7.2.2. Monitoring performance is a key element of the Council's Governance Framework. The Council has made performance measurement and management a priority and views it as central to both Council transparency and to the Council's improvement agenda. The Council has adopted a written [Performance Management Framework](#) which describes its principles and processes for Performance Management.

7.3. Relevant Policies and Plans

7.3.1. Effective performance management directly contributes to the delivery of the key commitments set out within the Council's Corporate Plan.

7.4. Risk

7.4.1. There are a number of risks relating to performance information:

- a) Poor data quality- Inaccurate data will inevitably lead to less accurate decision making.
- b) Lack of data - Failing to measure key service activities can leave the Council without a clear view of its performance. This prevents the effective oversight of key services, including those affecting the safety and wellbeing of residents.
- c) Incorrect interpretations - Caution should be applied to the interpretation of performance data, particularly given the adjustments that have been made by services to adapt when there was a COVID pandemic. Misunderstanding the performance picture can lead to ineffective decision-making, reputational damage, and inaccurate resourcing.

7.5. Consultation

7.5.1. Formal consultation was carried out in the development of the Corporate Plan.

7.5.2. Informal consultation with relevant stakeholders, including Executive Members and Scrutiny Members (through the scrutiny committees) was completed for the Key Performance Indicators included in this report and for the development of the new suite of Key Performance Indicators for 2023/24.

7.5.3. Informal consultation with relevant stakeholders will continue to take place as we continue to develop the Council's Performance Management Framework.

7.6. Consideration by Executive Advisory Panel

7.6.1. This report serves as information in respect of the Council's performance for Period 10 (January) 2023/24, therefore consideration by the Executive Advisory Panel was not necessary.

7.7. Consideration by Scrutiny

7.7.1. Performance reports will be considered by future meetings of the Corporate Scrutiny Committee, following reports to the Executive.

7.8. Equality Implications

7.8.1. No equality implications.

7.9. Climate Impact

7.9.1. Council continues to develop its set of indicators that provide information about how it is meeting its key commitment to helping deliver a green and sustainable environment.

7.9.2. For 2023-24, the Council is measuring and reporting on the following Green, Sustainable Environment key performance indicators:

Indicator Reference Number	Indicator Name	Frequency	Year to date performance result (April -December 2023)
GSE01	Number of E-Scooter trips	Quarterly	387600
GSE02	Number of E-Scooter users	Quarterly	42764
GSE03	Co2 savings from E-Scooters	Quarterly	69.4
GSE04	Number of electric vehicle charging points publicly available	Quarterly	202
GSE05	Number of electric vehicles chargepoints per 100000 population	Quarterly	56.1
GSE06	Fly tipping: number of fly tips reported	Quarterly (in arrears)	1946 (April – September 2023)
GSE07	Percentage of waste diverted from landfill	Quarterly (in arrears)	92.61% (April – September 2023)
GSE08	Co2 saving from Delivery Robots	Quarterly	2291
GSE09	Volume of pesticides used within NNC grounds services operations	Quarterly	118 Litres
GSE10	Habitat area improved for pollinators (hectares)	Annually	Not yet reported

To identify some key trends in the Green, Sustainable Environment key performance indicators:

- In quarter 2 more e-scooters were used, and more pesticides were used within grounds services, both of these trends are likely due to the weather conditions.
- Delivery robots were used more within quarter 1 than quarters 2 or 3.
- Electric vehicle charging availability has increased throughout the year.

7.9.3. The Assets & Environment service area have developed a Carbon Management Plan which was considered and approved by Executive at their meeting on 22nd December 2022. The Tree Management and Care Policy and Pollinator Strategy was considered and approved by the Executive at an earlier meeting on 25th August 2022. These policies will consider the Council's commitment to achieving Net Zero by 2030 and provide appropriate performance indicators to measure progress to achieving this target. This will include indicators that measure the Council's carbon emissions along with other environmental projects currently being

7.10. **Community Impact**

7.10.1. Effective policy and decision-making, and scrutiny, guided by good quality, timely and relevant performance data can make a significant difference to the delivery of public services and therefore have an equally significant impact on the local communities.

7.11. **Crime and Disorder Impact**

7.11.1. No crime and disorder impacts have been identified.

8. **Background Papers**

8.1 [Performance Indicator Report Period 9 \(December\) 2023-24](#) reported to the meeting of the Executive on 15th February 2024.

8.2 [Performance Management and Reporting Arrangements 2023-24](#) reported to the meeting of the Executive on the 16th March 2023.

8.3 The Corporate Plan, reported to the meeting of the [Executive on 18th November 2021](#), adopted by Council on the 1st December 2021.

North Northamptonshire Council Performance Report - January 2024

Key to Performance Status Colours

Progress Status Key:
Green - On target or over-performing against target
Amber - Under-performing against target but within 5% corporate tolerance (or other agreed tolerance as specified)
Red - Under-performing against target by more than 5% (or other agreed tolerance as specified)
Dark Grey - Data missing
Grey - Target under review
Turquoise - Tracking Indicator only
Children's Trust Progress Status Key:
Green - At target or better
Amber - Below target - within tolerance
Red - Below target - outside tolerance
Grey - No RAG

Direction of Travel Key	
An acceptable range = within 5% of the last period's performance	
↑G	Performance has improved from the last period – Higher is better
↓G	Performance has improved from the last period – Lower is better
↑	Performance has deteriorated but is still on or above target or within an acceptable range of 5% of the last period – Lower is better
→	Performance has stayed the same since the last period
↓	Performance has deteriorated but is still on or above target or within an acceptable range of 5% of the last period – Higher is better
↑R	Performance has deteriorated from the last period – Lower is better
↓R	Performance has deteriorated from the last period – Higher is better
↑	Actual increased - neither higher or lower is better
⇒	Actual has stayed the same since the last period - neither higher or lower is better
↓	Actual decreased - neither higher or lower is better

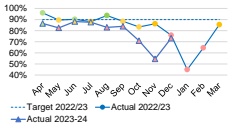
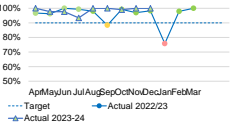
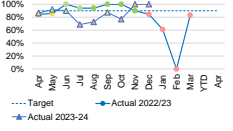
Children's Trust Direction of Travel Key	
↑G	Performance improved since last month
→	Performance the same as last month
↓A	Performance declined since last month

Performance Terminology key

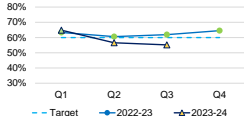
TBC	To be confirmed
TBD	To be determined
n/a	Not applicable
Actual	The actual data (number/percentage) achieved during the reporting period
Benchmark	A comparator used to compare the Council's performance against. The 2020/21 average for Unitary Councils in England has been used where available unless otherwise stated.
Numerator	Number as part of the percentage calculation which shows how many of the parts indicated by the denominator are taken. See example below.
Denominator	The total number which the numerator is divided by in a percentage. See example below.
EXAMPLE Performance Indicator	% Calls answered
Numerator	Number of calls answered
Denominator	Total number of calls received

Place & Economy																
Key Commitment	Ref No.	Description of Performance Indicator	Infographic / Chart	Statutory Reporting Required? (Yes / No)	Benchmark	Year to Date 2023-24	Quarter 1 23-24	Quarter 2 23-24	Quarter 3 23-24	December 2023/24	January 2023/24	Direction of Travel (since previous period reported)	Polarity	Target	Tolerance	Comments
Growth & Regeneration																
Safe and thriving places	STP15	Percentage of major planning applications determined within 13 weeks (or within agreed extension of time)		Yes (we have set the target higher than statutory level)	94% (Mean Average CIPFA Near Neighbours - LG Inform Q4 2022/23)	79.69% 51 out of 64	92.31% 12 out of 13	82.35% 14 out of 17	74.07% 20 out of 27	71.43% 5 out of 7	71.43% 5 out of 7	➔	Higher is better	90%	85% - 90%	December comment: Performance this month has improved on the previous month. The percentage performance is influenced by the work being undertaken to clear applications from the backlog of those in hand. Although this work inevitably impacts upon the performance figure, it is essential work to complete in order to enable the service to operate more efficiently in the longer-term. The relatively small number of major decisions overall also means that percentage performance remains volatile.
Safe and thriving places	STP16	Percentage of minor planning applications determined within 8 weeks (or within agreed extension of time)		Yes (we have set the target higher than statutory level)	87% (Mean Average CIPFA Near Neighbours - LG Inform Q4 2022/23)	78.42% 258 out of 329	73.91% 68 out of 92	84.54% 82 out of 97	76.85% 83 out of 108	73.53% 25 out of 34	78.13% 25 out of 32	⬆️G	Higher is better	85%	80% - 85%	December comment: Performance this month has dropped slightly, although a significant number of applications have been determined again this month. The percentage performance is influenced by the work being undertaken to clear applications from the backlog of those in hand which is essential to enable the service to operate more efficiently in the longer-term. Planning officer capacity remains challenging, but a recruitment campaign is in progress to increase the number of permanent planning staff which it is hoped will assist in improvements with longer-term performance.
Safe and thriving places	STP17	Percentage of other (including householder applications) planning applications determined within 8 weeks (or within agreed extension of time)		Yes (we have set the target higher than statutory level)	88% (Mean Average CIPFA Near Neighbours - LG Inform Q4 2022/23)	82.78% 774 out of 935	83.81% 233 out of 278	85.83% 218 out of 254	79.47% 240 out of 302	94.00% 94 out of 100	82.18% 83 out of 101	⬇️R	Higher is better	88%	83% - 88%	December comment: Performance has improved significantly this month. Planning officer capacity remains challenging, but a recruitment campaign is in progress to increase the number of permanent planning staff which it is hoped will assist in improving longer-term performance.

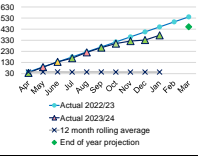
Place & Economy																	
Key Commitment	Ref No.	Description of Performance Indicator	Infographic / Chart	Statutory Reporting Required? (Yes / No)	Benchmark	Year to Date 2023-24	Quarter 1 23-24	Quarter 2 23-24	Quarter 3 23-24	December 2023/24	January 2023/24	Direction of Travel (since previous period reported)	Polarity	Target	Tolerance	Comments	
Highways & Waste	Safe and thriving places	STP29	Number of Defects Outstanding on the network (at end of period), split by category P1 (Target response time within 24 hours) P2 (Target response time within 7 days) P3 (Target response time within 28 days) P4 (Target response time within 26 weeks)		No - Contractual	n/a	3181	4069	1982	2369	2369	3181	↑R	Lower is better	No target - tracking indicator only	N/A	The total number of defects continues to increase each month during the winter period as a result of the freeze/thaw cycle causing damage to weak road surfaces. Despite the increase in required repairs the contractor continues to respond and remains within the KPI targets as indicated in STP31.
							0	0	0	0	0	0	→				
							14	0	2	17	17	14	↓G				
							874	608	91	701	701	874	↑R				
							2293	3461	1889	1651	1651	2293	↑R				
Safe and thriving places	STP30	Number of Defects Repaired in the network in period, split by category P1 (Target response time within 24 hours) P2 (Target response time within 7 days) P3 (Target response time within 28 days) P4 (Target response time within 26 weeks)		No - Contractual	n/a	12744	4953	3957	2851	620	983	↑G	Higher is better	No target - tracking indicator only	N/A	The contractor continues to focus on P1 and P2 category repairs, as they pose the highest risk to road users. Timely responses to P3 repairs is also important to prevent them worsening and becoming P1 or P2 defects. Winter is a challenging time for highways maintenance as the weather and light reduces the working hours available, and extreme weather events require the maintenance crews to attend to other work, such as gritting, flood response and drainage. The contractor got ahead over the summer on P4 repairs ready to respond to greater numbers of P1, P2 and P3 in the winter period.	
						10	6	0	3	3	1	↓R					
						867	217	202	284	174	164	↓R					
						5925	2863	1410	941	261	711	↑G					
						5942	1867	2345	1623	182	107	↓R					
Safe and thriving places	STP31	Percentage of defects responded to within the timeframes specified, split by category P1 (Target response time within 24 hours) P2 (Target response time within 7 days) P3 (Target response time within 28 days) P4 (Target response time within 26 weeks)		No - Contractual	n/a	93.58% (11542 out of 12334)	86.81% (3737 out of 4305)	97.28% (3178 out of 3267)	97.55% (3425 out of 3511)	97.75% (1171 out of 1198)	96.08% (1202 out of 1251)	↓	Higher is better	P1 and P2 97.5% P3 and P4 90%	No Tolerance	All targets have been met this month. The overall number of required repairs continues to increase which is to be expected over the winter.	
						100% (15 out of 15)	100% (6 out of 6)	100% (0 out of 0)	100% (8 out of 8)	100% (8 out of 8)	100% (1 out of 1)	→					
						99.78% (865 out of 867)	99.09% (217 out of 219)	100% (209 out of 209)	100% (281 out of 281)	100% (179 out of 179)	100% (158 out of 158)	→					
						91.28% (5099 out of 5586)	86.72% (2293 out of 2644)	95.53% (1132 out of 1185)	96.7% (1055 out of 1091)	96.57% (450 out of 466)	92.94% (619 out of 666)	↓					
						94.83% (5563 out of 5866)	85.03% (1221 out of 1436)	98.08% (1837 out of 1873)	97.65% (2081 out of 2131)	97.98% (534 out of 545)	99.53% (424 out of 426)	↑G					

Customer & Governance																	
Key Commitment	Ref No.	Description of Performance Indicator	Infographic / Chart	Statutory Reporting Required? (Yes / No)	Benchmark	Year to Date 2023-24	Quarter 1 23-24	Quarter 2 23-24	Oct-23	Nov-23	Dec-23	Quarter 3 23-24	Direction of Travel (since previous period)	Polarity	Target	Tolerance	Comments
Information Governance																	
Modern Public Services	MPS12	% of Freedom of Information (FOI) Requests completed in 20 working days		Statutory duty	80.08% (Average of 40 Unitary Councils 2021/22 - benchmarking exercise conducted by Brighton and Hove Council)	79.76%	86.73%	85.00%	70.90%	54.55%	73.17%	66.01%	↓R	Higher is better	90%	85% - 90%	The year-to-date figures, though below target and tolerance levels are slightly below benchmarking levels. The new Case Management System will enhance processing efficiency moving forwards and fluctuation is expected with any new system, the Information Governance team recent restructure and recruitment process when implemented will improve processing methods.
						666 out of 835	242 out of 279	255 out of 300	61 out of 86	48 out of 88	60 out of 82	169 out of 256					
Modern Public Services	MPS13	% Environmental Information Regulation (EIR) Requests completed in 20 working days		Statutory duty	TBD	98.53%	98.35%	97.63%	99.10%	100.00%	100.00%	99.69%	↑G	Higher is better	90%	Tolerance 85% - 90%	Volumes of requests remain high and only took a small decline in December during the Christmas period. Response rates remain well above target.
						1008 out of 1023	359 out of 365	329 out of 337	105 out of 106	116 out of 116	99 out of 99	320 out of 321					
Modern Public Services	MPS14	% Individual Rights requests completed within statutory timescale (Data Protection (DP) Right to Access requests)		Statutory duty	TBD	83.20%	89.55%	74.29%	76.92%	77.80%	85.71%	79.31%	↑G	Higher is better	90%	85% - 90%	The overall quarterly figure is below target and tolerance levels however, measures have been put in place to avoid a single point of failure across the team. This has resulted in an improvement in performance throughout quarter 3. It is anticipated that the figures will stabilise as a result of efficiencies created by the Information Governance team case management system.
						109 out of 131	60 out of 67	26 out of 35	10 out of 13	7 out of 9	6 out of 7	23 out of 29					
Modern Public Services	MPS21	% Transparency publications completed on time.		Statutory duty	n/a	81.25%	87.50%	87.50%	N/A Reported quarterly	N/A Reported quarterly	N/A Reported quarterly	81.25%	↓R	Higher is better	100%	No variation	The over £500 expenditure for the quarter ended 31.12.23 has not yet been published but is in progress and will be available on our website by the end of February. There have been technical issues with obtaining and accessing the data provided by Cambridgeshire. Procurement Card spend for the quarter ended 31.12.23 should be published by the end of January 2023, however the card statements are not available to our Finance colleagues until this time to enable publication. This information will be on our website by then end of February. The Social Housing Asset values figures available are for the year ending April 30, 2022. The figures for April 2023, are not yet accessible to our Finance colleagues.
						13 out of 16	14 out of 16	14 out of 16				13 out of 16					

Communities & Public Health

Key Commitment	Ref No.	Description of Performance Indicator	Infographic / Chart	Statutory Reporting Required? (Yes / No)	Benchmark	Year to Date 2023-24	Quarter 1 23-24	Quarter 2 23-24	Quarter 3 23-24	Direction of Travel (since previous period)	Polarity	Target	Tolerance	Comments
Active, fulfilled lives	AFL22	Smoking quit rate at 4 weeks		2,225 per 100,000 (Mean average CIPFA near neighbours 2019/20)	53.2% (England - Q2 2023/24 - NHS Digital)	61.0% (Apr-Dec 2023) 647 out of 1061	64.8% (Apr-Jun 2023) 221 out of 341	56.6% (Jul-Sep 2023) 249 out of 440	55.2% (Oct-Dec 2023) 155 out of 261	↓	Higher is better	60%	5%	This indicator represents North Northamptonshire. October - December 2023 data. North Northamptonshire's smoking quit rate continues to decline from Quarter 2 as fewer individuals set and achieve set quit dates. This indicator is particularly impacted by seasonal interest as individuals are likely to delay setting smoking cessation goals until the New Year. North Northamptonshire continues to outperform England smoking cessation performance and remains within tolerance for national targets.
Better, Brighter Futures	BBF02	% of infants due a new birth visit that received a new birth visit within 14 days of birth		75.7% (Mean average CIPFA near neighbours 2020/21)	88.2% (England 2020/21 - LG Inform)	93.8% (Apr-Dec 2023) 2392 out of 2551	91.6% (Apr-Jun 2023) 754 out of 823	94.8% (Jul-Sep 2023) 801 out of 845	94.8% (Oct-Dec 2023) 837 out of 883	→	Higher is better	90%	5%	This indicator represents North Northamptonshire. October - December 2023 data. The Health Visiting Service has achieved a rate of 94.8% of the NBV mandated target, a sustained with an overall increase in the number of children seen. Within the last quarter, the service has seen 99.1% of the remaining children by 28 days. North Northamptonshire continues to outperform both England and regional health visiting performance and national targets.
Active, fulfilled lives	AFL20	% of in-year eligible population offered an NHS Health Check		4.9% (Mean average CIPFA near neighbours Q4 2022/23)	27.3% (England - Q1 2023/24 - PHOF)	75.9% (Apr-Dec 2023) 17821 out of 23476	27.3% (Apr-Jun 2023) 6400 out of 23465	23.3% (Jul-Sep 2023) 5469 out of 23465	25.3% (Oct-Dec 2023) 5952 out of 23476	↑G	Higher is better	25% (100% annual target)	5%	Further detail on ALF20 and ALF21:- The main issues providers have encountered in Q3 continue to be capacity and vaccination pressures. Recruitment in particular has been a huge issue, with healthcare assistant and nursing teams continually being understaffed across North Northamptonshire, and NHS Health Checks being de-prioritised as a result. Some practices have cited issues around the recruitment processes, with applicants not showing up or being suitable, causing significant delays to filling posts. GP practices have also needed to direct capacity to vaccination services, a pressure that will continue and grow as we continue through winter and flu vaccination picks up. North Northants now sits just below the England average for both population offered and those who receive an NHS Health Check. Considering the NHS Health Check programme in North Northants has been delivered entirely by primary care (and further still considering the pressures primary care is under), there is a good platform to build on as we continuously work on service improvement, but also look at expanding the programme through community-based options. Primary care has been under a lot of pressure since Covid-19 and this time of year also brings winter pressures as we move through the colder months. For this reason, NHS Health Checks cannot always be a priority.
Active, fulfilled lives	AFL21	% of in-year eligible population who received an NHS Health Check		2.2% (Mean average CIPFA near neighbours Q4 2022/23)	10% (England - Q1 2023/24 - PHOF)	29.8% (Apr-Dec 2023) 6994 out of 23476	9.7% (Apr-Jun 2023) 2272 out of 23465	10.6% (Jul-Sep 2023) 2498 out of 23465	9.47% (Oct-Dec 2023) 2224 out of 23476	↓	Higher is better	15% (60% annual target)	5%	
Better, Brighter Futures	BBF01	Breastfeeding rate at 6-8 weeks		49% (Mean average CIPFA near neighbours 2021/22)	49.3% (England - 2021/22 - PHOF)	50.7% (Apr-Dec 2023) 1195 out of 2355	48.3% (Apr-Jun 2023) 379 out of 784	53.7% (Jul-Sep 2023) 413 out of 769	50.2% (Oct-Dec 2023) 403 out of 802	↓	Higher is better	55%	52.25% - 55%	This indicator represents North Northamptonshire. October - December 2023 data. Work through the Northamptonshire Infant Feeding Alliance is focused on improving access to support for mothers and an increased focus on awareness raising and communication for the workforce. Family hubs are developing a range of test and learn services that aim to support breast feeding. The breastfeeding peer support service continues to support this work across the county and the Emergency Infant Feeding Pathway is underway. North Northamptonshire is outperforming both national and regional health visiting performance despite failing to meet the targets set.
Better, Brighter Futures	BBF03	% of children who received a 6-8 week view by the time they were 8 weeks			81.2% (England - Q2 2021/22)	93.3% (Apr-Dec 2023) 2358 out of 2528	94.2% (Apr-Jun 2023) 786 out of 834	92.1% (Jul-Sep 2023) 770 out of 836	93.5% (Oct-Dec 2023) 802 out of 858	↑G	Higher is better	90%	5%	This indicator represents North Northamptonshire. October-December 2023 data. The Health Visiting Service has achieved a rate of 93.5% of the 6-8 week mandated target, an improvement in performance from Quarter 2 with an overall increase in the number of children seen. North Northamptonshire continues to outperform England health visiting performance and national targets.
Better, Brighter Futures	BBF04	% mothers known to be smokers at the time of delivery		10.8% (Mean average CIPFA near neighbours 2021/22)	9.1% (England 2021/22 - PHOF)	9.8% (Q1-3 2023) 552 out of 5638	9.7% (Q1 2023) 175 out of 1803	10.2% (Q2 2023) 201 out of 1968	9.4% (Q3 2023) 176 out of 1867	↓G	Lower is better	11%	11% - 12%	This indicator represents North Northamptonshire. Tobacco dependency maternity advisors have been identified through the recruitment process. The Smoking Cessation Service are also looking to work with the LMNS and Midwifery to review the local model of LTP tobacco dependency service in maternity based on the evidence-based practice in Manchester which has achieved significant reductions in their SATOD rates. North Northamptonshire continues to exceed national targets and outperforms regional SATOD performance.
Better, Brighter Futures	AFL23	% substance misuse clients waiting more than 3 weeks for their first intervention			9.3% (England Q2 2022/23 - NDTMS)	0% (Q1-2 2023)	0% (Q1 2023)	0% (Q2 2023)	Data Unavailable due to external reporting delays	→	Lower is better	No target - tracking indicator only	National target will be available in April 2024	Quarter 3 data is not yet available due to delays in the NDTMS reporting schedule, an update is expected towards the end of February 2024 and will be included in the next Performance Report. North Northamptonshire's Substance Misuse Programme throughout 2023-24 has continued to meet all demands for waiting times for patients starting treatment and is significantly lower than the England average.

Adults & Housing

Key Commitment	Ref No.	Description of Performance Indicator	Infographic / Chart	Statutory Reporting Required? (Yes / No)	Benchmark	Year to Date 2023-24	Quarter 1 23-24	Quarter 2 23-24	Quarter 3 23-24	December 2023/24	January 2023/24	Direction of Travel (since previous period)	Polarity	Target	Tolerance	Comments	
Adult Social Care																	
Active, fulfilled lives	AFL03	Percentage of New Requests for Services (all ages) where Route of Access was Discharge from Hospital, that had a sequel of short term services to maximise independence (ST-MAX i.e. reablement)		No	The source data is from the SALT (Statutory) return. There are no gov targets. This indicator is included in our regional benchmarking.	2021/22 SALT Report: - England: 37%	44%	37%	40%	42%	42%	44%	↑G	Higher is better	35%	5% points	There were 52 new requests for people aged 18-64 and 785 for people aged 65 and over. There is positive growth year to date, with the rate higher than those reported throughout 2022/23 and above year end target.
						855 out of 1911	229 out of 622	472 out of 1184	693 out of 1646	693 out of 1646	855 out of 1911						
Active, fulfilled lives	AFL04	Number of new safeguarding concerns received per month		Yes	(Annually in the SAC (Safeguarding Adults Collection) return)	n/a - there are differences in what authorities record as a 'concern'	3326 (Apr-Dec)	1130	1120	N/A available in January report	290	N/A Reporting one month in arrears	↓	No polarity	No target-tracking indicator only	N/A	The number of new concerns received has dropped significantly and are now below the previous Financial Year average (318)
Active, fulfilled lives	AFL05	New safeguarding concerns determined to be enquiries (both s42 and other) (A s42 enquiry must take place if there is reason to believe that abuse or neglect is taking place)		Yes	(Annually in the SAC (Safeguarding Adults Collection) return)	n/a	514 (Apr-Dec)	161	200	N/A available in January report	38	N/A Reporting one month in arrears	↓	No polarity	No target-tracking indicator only	N/A	There was a considerable fall in the proportion of concerns to be classified as enquiries. This could be a seasonal effect or the effect of the new framework that has been developed.
Active, fulfilled lives	AFL06	Total number of open Deprivation of Liberty Safeguard (DoLS) cases		Yes	(Annually)	n/a	1217	1267	1305	1247	1247	1217	↓G	Lower is better	No target-tracking indicator only	N/A	The number of open DoLS cases decreased by 30. This still remains notably lower than the average observed across the previous financial year (418 fewer).
Active, fulfilled lives	AFL07	Long-term support needs met by admission to residential and nursing care homes, per 100,000 population (older people 65 years +)		No	The source data is from the SALT (Statutory) return. There are no gov targets. This indicator is included in ASCOF, (Adult Social Care Outcomes Framework) regional benchmarking and BCF (Better Care Fund) returns.	546.17 (Mean Average CIPFA Neighbourhoods - LG Inform)	374.9	135.6	263.7	332.2	332.2	374.9	↑	Lower is better	Year-end target: 564 Monthly target: 47	TBD - for now applied standard 5%	This is a cumulative measure which increases throughout the financial year, resetting in April. Admissions year to date total 246; 188 following an assessment for new people, 7 following an episode of reablement for new people, 2 following an episode of reablement for existing people, and 49 as a result of change in setting following a review.
Active, fulfilled lives	AFL08	Number of people who were prevented from requiring statutory care, or whose need was reduced (Delaying and reducing the need for care and support having received short term services to maximise independence (ST-MAX) services)		No	The source data is from the SALT (Statutory) return. There are no gov targets. This indicator is included in ASCOF and regional benchmarking.	84.6% East Midlands Average, we are in the process of identifying more up to date benchmark data for this PI. This is an 'Office for Local Government' OFLOG Metric.	74.5%	71.40%	73.0%	74.7%	74.7%	74.5%	↓	Higher is better	80%	5% points	The rate shows positive growth April - August with a slight reduction in September and October. The rate has shown improvement in the past three months and consistent at around 74%. This remains lower than expected compared to 2022/23 trends, which typically ranged between 74-77%.
						605 out of 812	152 out of 213	348 out of 477	513 out of 687	513 out of 687	605 out of 812						

Adults & Housing

Key Commitment	Ref No.	Description of Performance Indicator	Infographic / Chart	Statutory Reporting Required? (Yes / No)	Benchmark	Year to Date 2023-24	Quarter 1 23-24	Quarter 2 23-24	Quarter 3 23-24	December 2023/24	January 2023/24	Direction of Travel (since previous period)	Polarity	Target	Tolerance	Comments	
Housing Services																	
Active, fulfilled lives	AFL12	Number of rough sleepers - single night snapshot		Yes (DLUHC monthly rough sleeping survey, and target agreed with our RSJ adviser from DLUHC)	7 (Mean Average CIPFA Near Neighbours - LG Inform)	n/a	16	13	11	11	15	↑R	Lower is better	9	9 to 12	During the month of January 2024, we have seen an increase in the single night figure, which is due to the cold weather and triggering of SWEP. The team are finding a lot of new claims of rough sleeping when SWEP is triggered, and even though some are found bedded down, when SWEP ceases they return to sofa surfing and not seen again. The team continue with their positive work securing accommodation for individuals direct from the streets. The team have helped 4 people into secured accommodation in January 24, two direct from the streets and two from our discretionary temporary accommodation, this number is lower than average but this is due to lack of voids across provisions, and there are quite a few cases waiting to move on once rooms become available. The returning to rough sleepers number remains our main focus on preventing a return to the streets, this number is fairly steady, but it is evident that more work is required with accommodation providers around preventing evictions. Our long-term rough sleepers number remains stable, this is too due to the availability of our RSAP- Never Give Up project, due to the last property of 10 now on stream.	
Active, fulfilled lives	AFL13	Number of households whose homelessness was prevented		Yes (DLUHC - quarterly H-CLIC returns, no target set)	101 (Mean Average CIPFA Near Neighbours - LG Inform) Demand in some areas must be much higher.	218	75	63	61	12	19	↑G	Higher is better	252 (21 per month)	18-21	Performance continues to fluctuate between months due to a variety of factors. This reflects the difficulties the Housing Options Team are having trying to secure accommodation solutions, particularly in the private sector in order to prevent or relieve households homelessness locally. There is a recognised need for the team to move its focus further upstream to maximise homelessness prevention opportunities and action plan is being developed in this regard.	
Active, fulfilled lives	AFL14	Number of households whose homelessness was relieved		Yes (DLUHC - quarterly H-CLIC returns, no target set)	75 (Mean Average CIPFA Near Neighbours - LG Inform) Demand in some areas must be much higher.	273	86	82	80	28	25	↓	Higher is better	300 (25 per month)	22-25	Performance continues to fluctuate between months due to a variety of factors. This reflects the difficulties the Housing Options Team are having trying to secure accommodation solutions, particularly in the private sector in order to prevent or relieve households homelessness locally. There is a recognised need for the team to move its focus further upstream to maximise homelessness prevention opportunities and action plan is being developed in this regard.	
Active, fulfilled lives	AFL15	Total number of homeless approaches		Yes (DLUHC - quarterly H-CLIC returns, no target set)	n/a	4968	1468	1404	1453	371	643	↑	N/A	Tracking - monitoring levels of demand only	N/A	3,863 households approached the Council as homeless during 2021/22, which is an average of 320 approaches per month. 4,778 households approached the Council as homeless during 2022/23. This is an increase of just over 900, and an average of 400 approaches per month. In 2023-24 to date there has been 4968 homelessness approaches. Currently the Housing Options Team have a live caseload of 1122 cases. During January there was a significant increase in the number of approaches compared with December.	
Active, fulfilled lives	AFL17	Total number of households living in temporary accommodation		Yes (DLUHC - quarterly H-CLIC returns, no target set)	202 (Mean Average CIPFA Near Neighbours - LG Inform)	n/a	n/a	n/a	n/a	239	253	↑R	Lower is better	245	No tolerance	The number of new households entering temporary accommodation remains high following record high number of new placements in both October and November, and then again in January with 60 new households entering temporary accommodation during the month. The team is doing all it can to manage the demand, and increase supply options, as well as support housing options colleagues to ensure that households can be moved on from temporary accommodation as quickly as possible. Please note that this figure includes 18 Local Authority Housing Fund (LAHF) for homeless Afghan and Ukrainian families. The LAHF properties are held in the general fund which means we can only let them on a non secure basis under homelessness legislation and hence they must be retained on the temporary accommodation numbers. The number of households living in temporary accommodation will therefore be inflated by the 30 LAHF units that will be delivered under Round 1. *This figure is for statutory duty placements only and does not include the additional cohort of rough sleepers accommodated using discretionary powers*	
Active, fulfilled lives	AFL18	Number of households with family commitments* living in bed and breakfast accommodation		Yes (DLUHC - quarterly H-CLIC returns, no target set)	11 (Mean Average CIPFA Near Neighbours - LG Inform)	n/a	n/a	n/a	n/a	0	5	↑	Lower is better	5	No tolerance	With so many households being approved for placement in January, many with less than 24 hours notice of needing emergency accommodation, a high number of families have entered temporary accommodation via initial hotel placements. The longest hotel stay is 7 nights to date, the temporary accommodation team will keep these cases under daily review and move the families on to more suitable accommodation as quickly as possible. * Households with family commitments are a) a pregnant woman; (b) with whom a pregnant woman resides or might reasonably be expected to reside; or (c) with whom dependent children reside or might reasonably be expected to reside.	
Active, fulfilled lives	AFL24	Number of Temporary Accommodation placements out of NN area		Yes (DLUHC - quarterly H-CLIC returns, no target set)	TBD	n/a	n/a	n/a	n/a	0	0	→	Lower is better	3	No tolerance	As a result of the team's efforts, there are no households placed out of area as at the end of November 2023.	

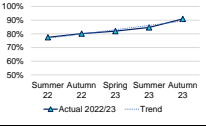
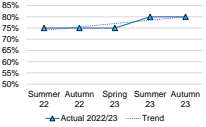
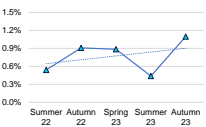
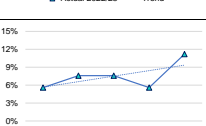
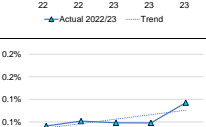
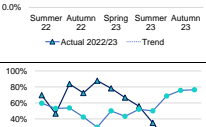
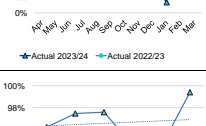
Adults & Housing

Key Commitment	Ref No.	Description of Performance Indicator	Infographic / Chart	Statutory Reporting Required? (Yes / No)	Benchmark	Year to Date 2023-24	Quarter 1 23-24	Quarter 2 23-24	Quarter 3 23-24	December 2023/24	January 2023/24	Direction of Travel (since previous period)	Polarity	Target	Tolerance	Comments	
Safe and thriving places	STP38	Percentage of rent collected		No	n/a	96.51%	96.37%	97.28%	96.86%	96.86%	96.51%	↓	Higher is better	97%	5%	This is a cumulative rent collected as a percentage of rent owed figure. The January 2024 data has been taken from week commencing 29th January therefore payments across several dates not included in reporting set for the month. The new introduction of Income Management system also saw delay in payments added to rent reporting system in both Kettering and Corby.	
						110785845.69 out of 114789310.02	14564310.81 out of 15112272.58	45456854.22 out of 46729345.20	92181688.55 out of 95169006.90	92181688.55 out of 95169006.90	110785845.69 out of 114789310.02						
Safe and thriving places	STP12	Number of (council house) dwellings vacant and ready to let at month end		Yes (Annual LAHS return to DLUHC, no target set)	n/a	n/a	n/a	n/a	n/a	7	3	↓G	Lower is better	10	10 to 15	At the end of January 2024 there were 3 properties Ready to Let. The weekly void meetings are helping to ensure that this number is kept to a minimum.	
Safe and thriving places	STP36	Number of voids - Kettering Area		No	n/a	n/a	n/a	n/a	n/a	47	51	↑R	Lower is better	No target - tracking indicator only	N/A	This indicator provides a snapshot at the end of the month of the number of live Housing Revenue Account (HRA) voids. At the end of January 2024 there was a reduction of one in the number of voids compared with the previous month. The overall NNC snapshot was 106 compared with 107 at the end of December. Note: This is the number of HRA voids only and does not include non-HRA temp, acquisitions or Out of Management properties.	
Safe and thriving places	STP36	Number of voids - Corby Area		No	n/a	n/a	n/a	n/a	n/a	60	55	↓G	Lower is better	No target - tracking indicator only	N/A		
Safe and thriving places	STP37a	Average time taken to re-let NNC standard void properties		Yes (Annual LAHS return to DLUHC)	8 weeks (56 days) House Mark	53.8 days	60.9 days	57.8 days	53.8 days	53.8 days	53.8 days	→	Lower is better	56 days	56 to 60 days	The figure reported is the cumulative average turnaround time for those properties let in the month. This will help remove the impact of a long-term major void when it has been empty for a long time and provide a more accurate reflection of void turnaround for standard properties. In January 2024 there were 40 standard void properties let. The total number of void days for these 40 properties was 2143 days, which provides a monthly average turnaround for January of 53.6 days. This has given a cumulative average turnaround time of 53.8 days, which is less than the target of 56 days for the 4th consecutive month.	
Safe and thriving places	STP37b	Average time taken to re-let NNC major void properties		No	n/a	251 days	217 days	248 days	254 days	251 days	251 days	→	Lower is better	No target - tracking indicator only	N/A	In January 2024 there were 11 major void properties let. These 11 properties had a total number of void days of 2748. The cumulative average number of days remained at 251 days. Using turnaround days for major voids at the present time is not the best indicator as there is no set approach to how major voids are resourced has been agreed.	

Adults & Housing																
Key Commitment	Ref No.	Description of Performance Indicator	Infographic / Chart	Statutory Reporting Required? (Yes / No)	Benchmark	Year to Date 2023-24	Quarter 1 23-24	Quarter 2 23-24	Quarter 3 23-24	December 2023/24	January 2023/24	Direction of Travel (since previous period)	Polarity	Target	Tolerance	Comments
Safe and thriving places	STP08	% of properties with a valid gas safety certificate		Yes (Regulator of Social Housing - TSM, no target set)	n/a	n/a	99.8%	99.8%	n/a	99.8%	99.8%	➔	Higher is better	100%	99.5% and above is green, 99% and above is amber	As at the end of January 2024, 14 out of total 7,893 properties did not have a valid gas certificate. Of the 12 properties outstanding in the Corby area, 4 have court dates booked for 13/02/24 to obtain right of entry warrants. 5 properties are in the legal stages in order to apply for right of entry warrants. 2 properties have received letters advising them of the legal process. 1 property is awaiting repairs so that a gas engineer can return and service their appliance. In the Kettering area, the 2 outstanding properties are going through the legal process to gain access. (We are limited in the number of properties we can take to court each fortnight to obtain right of entry warrants, so this can impact compliance).
Safe and thriving places	STP04	Number of active households on Keyways (as at 1st month)		No	n/a	n/a	5263	5642	5965	5965	5997	⬆	N/A - Tracking	N/A - monitoring levels of demand	N/A	This provides a snapshot of the number of applicants active on the Council's housing Register (Keyways). New applications being received remains high (see KW2). Please note that as applications are made active, previously active applications have the status changed to pending, suspended, closed, and housed. This figure therefore is not how many applications are being assessed in total. Annual renewals are currently suspended due to staff resources. Once in place this will reduce the active total due to applicants non-contact and change of circumstances.
Safe and thriving places	STP05	Number of new Keyways applications received		No	n/a	5817	1850	1793	1474	407	700	⬆	N/A - Tracking	N/A - monitoring levels of demand	N/A	700 new applications last month which was a significant increase on the previous month. Remains high figure of new applications each month. Average for the year to date 581 (last year for same period was 521).
Safe and thriving places	STP39	Number of repair jobs awaiting completion		No	n/a	Data unavailable	n/a	n/a	Data unavailable	Data unavailable	Data unavailable	N/A	N/A - Tracking	N/A - monitoring levels of demand	N/A	On review of the data, an error in the figures has been picked up. The 2023-24 data is currently being reviewed by the team and we will begin reporting in April 2024. In the interim, data on % of all responsive repairs completed within timescale can be provided. This is performing at 92.3% (9775) for year to date (Apr-Jan).
Safe and thriving places	STP40	Number of repair jobs awaiting completion which are outside of target timescale		No	n/a	Data unavailable	n/a	n/a	Data unavailable	Data unavailable	Data unavailable	N/A	N/A - Tracking	N/A - monitoring levels of demand	N/A	On review of the data, an error in the figures has been picked up. The 2023-24 data is currently being reviewed by the team and we will begin reporting in April 2024. In the interim, data on % of all responsive repairs completed within timescale can be provided. This is performing at 92.3% (9775) for year to date (Apr-Jan).

Children's Services																
Key Commitment	Ref No.	Description of Performance Indicator	Infographic / Chart	Statutory Reporting Required? (Yes / No)	Benchmark	Year to Date 2023-24	Quarter 1 2023-24	Quarter 2 2023-24	Quarter 3 2023-24	December 2023/24	January 2023-24	Direction of Travel (since previous period)	Polarity	Target	Tolerance	Comments
Children's Trust (This data is for the whole of Northamptonshire)																
Better, brighter futures	BBF05 (KPI 2)	% of referrals with a previous referral within 12 months		Yes (also contractual) - target is contractual but not statutory	21.9% Mean for Northamptonshire Children's Services LAIT near neighbours 2021/22	27.0% (7,491)	25.4% (2,585)	26.5% (2,006)	28.9% (2,279)	26.6% (578)	28.8% (621)	⬇️ A	Lower is better	29%	25% - 40%	Re-referrals have improved this month better than target. It remains an area of ongoing focus with audit and review for learning. Findings from the front door review and Cleared focused visit incorporated in a transformation plan which has been developed with the partnership expected to positively impact on re-referral rate going forward. The dedicated education roles in Multi Agency Safeguarding Hub (MASH) are working positively with schools to ensure appropriate referrals, and commitments from schools about their roles are increasing. Steps have been taken to strengthen the Early Help partnerships with Partnership Support Team (Early Help MASH) being placed in the MASH pods and a learner step down process. It is anticipated that the strengthened model in MASH and developments in CFSS (Children and Families Support Services) Early Help will continue to support appropriate reduction going forward. Stepdown practice has been reviewed and warm handovers promoted.
Better, brighter futures	BBF06 (KPI 3)	% of single assessments authorised within 45 working days		Yes (also contractual) - target is contractual but not statutory	88% We are in the process of identifying more up to date benchmark data for this PI	94.5% (8,868)	92.9% (2,792)	94.3% (2,695)	96.9% (2,575)	96.8% (776)	92.8% (806)	⬇️ A	Higher is better	85%	85% - 95%	Assessment timescales remain consistently above target and national average, decreasing slightly to 92.8% this month. All managers monitor this very closely via daily reports. A narrative is provided for cases that go beyond 45 days and this remains a very small minority. More appropriate staffing levels being achieved and sustained in the Duty and Assessment Team (DAAT). Improvements are also progressing in safeguarding teams. In addition to timeliness, we work on increasing the quality of assessments and more effective use of Signs of Safety (SoS) in our interventions (Northamptonshire Children's Trust commentary).
Better, brighter futures	BBF07 (KPI 8)	% Children in care with three or more placements in the previous 12 months		Yes (also contractual) - target is contractual but not statutory	10% Mean for Northamptonshire Children's Services LAIT near neighbours 2021/22	12.3% (1,203)	11.1% (1,191)	12.4% (1,165)	12.3% (1,215)	12.3% (1,215)	12.3% (1,203)	➡️	Lower is better	10%	5% - 15%	Performance has remained at 12.3% this month. Consideration of various options to improve sufficiency is continuing, including exploration of capital investment, additional in house resources, as well as improved engagement with the market. Two new emergency homes have been opened and valuing care project is progressing well. Through improved edge of care arrangements, the close oversight on admissions to care, and the developments within placement sufficiency, we are confident we can reduce the need for child to move home as frequently. Positively, Children Home Capital Programme application with the Department for Education (DfE) has been successful, and that should also support progress in this area. COVID: Placement sufficiency remains a challenge, sustained performance in this work should also have a positive impact on KPI 7 (Northamptonshire Children's Trust commentary).
Better, brighter futures	BBF08 (KPI 9)	% of young people now aged 17-21 and in employment, education or training who were looked after when aged 16		Yes (also contractual) - target is contractual but not statutory	56.95% Mean for Northamptonshire Children's Services LAIT near Neighbours 2021/22	61.5% (724)	62.7% (684)	65.3% (678)	62.5% (714)	62.5% (714)	61.5% (724)	⬇️ A	Higher is better	55%	50% - 60%	This month has seen performance decline to 61.5%, still comparing favourably with 58% across England. Focus in this area continues to be driven through arrangements with local colleges, the virtual school and the senior personal advisor (Education and Employment) with further review of contracted arrangements (Prospects) to be undertaken to ensure we have the best approach/ support for young people. Work with councils to ensure Education, Employment and Training (EET) opportunities and support is in place for our care leavers. COVID: has had a significant impact on the mental health and wellbeing of care leavers, targeted work support care leavers to access EET (Northamptonshire Children's Trust commentary).
Better, brighter futures	BBF09 (KPI 10)	% of young people now aged 17-21 and living in suitable accommodation who were looked after when aged 16		Yes (also contractual) - target is contractual but not statutory	89% (All English Authorities 2020/21 - LG Inform)	95.2% (724)	95.5% (684)	96.0% (678)	89.9% (714)	89.9% (714)	95.2% (724)	⬆️ G	Higher is better	90%	85% - 95%	Performance for this month improved to 95.2% and compares favourably with the national average of 89%. There has also been an increase in the number of young people in the care leaver population. We know that we have some young people in unsuitable accommodation, including a number of young people sentenced to custody, and some who have no accommodation at all. We work hard to address this, tenaciously seeking to engage with young people who may see our attempts at support as interference. The care leavers housing protocol is in place and work is being progressed under the governance of a strategic group; this includes a review of the housing panels and engagement with the housing associations. Helpful discussions with colleagues in the Councils is placing the housing sufficiency needs of care leavers as central to their housing strategies. The Accommodation Transitions Panel is now in operation and ensures all young people have a comprehensive, accommodatio n-focused, shared, and timely transition plan (Northamptonshire Children's Trust commentary).
Better, brighter futures	BBF27 (KPI 5)	% of initial child protection conferences held within 15 days of a strategy discussion being initiated		Yes (also contractual) - target is contractual but not statutory	84.3% Mean for Northamptonshire Children's Services LAIT near neighbours 2021/22	20.1% (963)	36.4% (343)	13.2% (288)	13.0% (221)	9.5% (42)	1.8% (111)	⬇️ A	Higher is better	81%	66% - 86%	Performance declined this month, to 1.8%. 111 children were taken to an Initial Child Protection Conference (ICPC) in January. The number of children who required their 1st review in Nov/Dec 23 continued to be high, after record numbers of ICPC's in August (130). All ICPC's must fit into already busy diaries, and saturation impacts on capacity. Permanent & additional Child protection (CP) Chair & business support recruitment is happening (some already in post) and will have a positive impact on this KPI, but may lead to quoracy difficulties / partnership attendance problems. This has been discussed with partners at Safeguarding Partnership Board. CP Chair average caseload has reduced recently from above 100 (above recommended levels) - this will also have a positive impact on this KPI. Multi-agency safety plans are in place for families waiting for a conference, but average no. days from strat. to ICPC in January = 39 (too long). As additional CP Chair capacity impacts, the bulk of already out-of-time ICPC's will work through. Early Review Child Protection Conferences (ERCP's) are being pushed back (within timescales) to create additional ICPC slots. Lower numbers of conferences are late due to delayed convening requests from DAAT / Safeguarding; this is positive and managers remain vigilant. All ICPC's are tracked and referring managers are challenged to identify causes of delay and ensure individual, team or whole-service learning is addressed.
Better, brighter futures	BBF28	Number of children with a Child Protection Plan		Yes	665 Mean for Northamptonshire Children's Services LAIT near neighbours 2021/22	648	714	755	659	659	648	⬇️	No polarity	TBD		The number of children subject to Child Protection Plans (CPP) decreased for the fifth successive month to 648 children at the end of January. The caseload has steadily decreased from the three-year peak of 771 children in August 2023 to its current size, which is the second lowest volume in the last 17 months. The latest caseload is also lower than three of the four previous months of January, with January 2022 being the exception. Overall, the cohort has decreased by a net 16.0% since the peak of August 2023. Other recent years registered smaller decreases or an increase during the corresponding months. An average of 672 children have been subject to Child Protection Plans in the last three months. This is slightly lower than the average for the corresponding months of last year (678 children) but higher than the same months two years ago (610) (Intelligent Client Function commentary).
Better, brighter futures	BBF29	Number of children in care		Yes	1,050 Mean for Northamptonshire Children's Services LAIT near neighbours 2021/22	1,203	1,191	1,179	1,215	1,215	1,203	⬇️	No polarity	TBD		There were 1,203 children in care at the end of January 2024, 12 children fewer than were reported at the ten-month peak of 1,215 children in December. Leaving aside the particularly low volume reported in September (1,165 children), there has been an average of 1,200 children in care during 2023-24 so far. By comparison, an average of 1,214 children were in care during the corresponding months of 2022-23, a period which includes the all time peak of 1,241 children in November 2022. The latest caseload is, therefore, 38 children lighter than the record volume of 14 months ago. An average of 1,206 children have been in care in the last 4 months. This is lower than the average for the corresponding period last year (1,231) and, indeed, the same period in each of the preceding three years. Each of the last seven months have seen fewer children in care than the corresponding month in 2022-23, with the caseload for this year lighter by typically 30 children (Intelligent Client Function commentary).

Children's Services

Key Commitment	Ref No.	Description of Performance Indicator	Infographic / Chart	Statutory Reporting Required? (Yes / No)	Benchmark	Year to Date 2023-24	Quarter 1 2023-24	Quarter 2 2023-24	Quarter 3 2023-24	December 2023/24	January 2023-24	Direction of Travel (since previous period)	Polarity	Target	Tolerance	Comments
Learning, Skills & Education																
Better, brighter futures	BBF12 (LS3a)	% of primary schools judged as good or outstanding by Ofsted			87% Mean for NNC Children's Services LAIT near neighbours 2021/22	90.9%	82.0%	n/a Terminally reported	90.9%	n/a Terminally reported	90.9%	↑G	Higher is better	Target under review	n/a	The data for January 2024 indicates a continued positive trend in the percentage of primary schools were judged as Good or Outstanding by Ofsted, the percentage stands at 90.9%, sustaining the high performance observed in preceding months. Over the last twelve months, an average of 85% of primary schools were rated as good or outstanding by Ofsted. The January 2024 figure of 90.9% surpasses this average, indicating an exceptionally positive evaluation for this month. In October 2021, 73.6% of primary schools were judged as good or outstanding, and this figure has steadily increased over the subsequent months, reaching 90.9% in January 2024. (Children's Performance Team commentary)
Better, brighter futures	BBF13 (LS4a)	% of secondary schools judged as good or outstanding by Ofsted			80% Mean for NNC Children's Services LAIT near neighbours 2021/22	80.0%	80.0%	n/a Terminally reported	80.0%	n/a Terminally reported	80.0%	→	Higher is better	Target under review	n/a	In January 2024, 80.0% of secondary schools were judged as good or outstanding by Ofsted. This marks a slight decrease from the previous month's 85.0%, but still maintains a positive trend observed since September 2023. Significant increases are observed since June 2023, suggesting a positive trend and potential improvements in the quality of secondary schools during the academic year. The last eight months consistently surpass 80.0%, marking an improvement compared to the period between November 2022 and May 2023 when performance fluctuated at 75.0%. In the last twelve months, an average of 80% secondary schools were judged as good or outstanding by OFSTED. (Children's Performance Team commentary)
Better, brighter futures	BBF15 (LS6a)	Rate of suspensions in primary aged pupils			1.69% Mean for NNC Children's Services LAIT near neighbours 2021/22	1.55%	0.32%	0.34%	0.87%	1.10%	n/a Terminally reported	n/a cumulative	Lower is better	Target under review	n/a	77 suspensions were issued in January 2024, the same volume reported in December 2023. A total of 348 (1.1%) suspensions were issued in Autumn Term 2023. The rate of suspension in Autumn Term 2023 is higher than Autumn Term 2022 (0.9%). Previously, 125 (0.4%) suspensions were issued in Summer Term 2022 and Summer Term 2021. 174 suspensions are known to have been issued in the Summer Term 2022, 32% more than were issued in the Summer Term 2021. 226 suspensions were issued in Spring Term 2023, 3 suspensions less than in Spring Term 2022. By comparison, almost double the volume was issued in the covid-affected Spring Term 2021. The rate of suspension in primary aged pupils appeared to have decreased to 0.4% in Summer Term 2023. However, it has increased to 1.4% in Autumn Term 2023. (Children's Performance Team commentary)
Better, brighter futures	BBF16 (LS7a)	Rate of suspensions in secondary aged pupils			13.22% Mean for NNC Children's Services LAIT near neighbours 2021/22	16.71%	4.55%	3.60%	8.67%	11.20%	n/a Terminally reported	n/a cumulative	Lower is better	Target under review	n/a	681 suspensions were issued in January 2024. This marks an increase of 15% since December 2023. A total 2,780 (11.2%) suspensions were issued for secondary aged pupils in Autumn Term 2023. By comparison, 29% less suspensions were issued in Autumn Term 2022 (1,848). This also marks a significant increase from the 5.5% suspensions reported in Summer Term 2023 and 5.9% reported in Spring Term 2023. A total of 1848 suspensions were issued in Autumn Term 2022, 44% more than were issued during in Autumn Term 2021. A total of 1,179 suspension were issued in Summer Term 2023. Previously, 1337 suspensions were issued in the Summer Term 2022, 51% less than were issued in the Summer Term 2021. 1455 suspensions were known to have been issued in Spring Term 2023, a slightly worst performance compared to Spring Term 2022 for which 1211 suspension were reported.
Better, brighter futures	BBF17 (NI 114a)	Rate of Permanent exclusions from school - Total			0.09% Mean for NNC Children's Services LAIT near neighbours 2021/22	0.141%	0.035%	0.026%	0.078%	0.093%	n/a Terminally reported	n/a cumulative	Lower is better	Target under review	n/a	16 permanent exclusions were issued at the end of January 2024. This marks a decreased compared with last month. Previously, 11 permanent exclusions were issued in December 2023. November 2023 accounted highest number of permanent exclusions reported in twelve months. A total of 52 permanent exclusions were issued in Autumn Term 2023. This is higher than in Autumn Term 2022, when 30 permanent exclusions were issued in total. A total of 24 permanent exclusions were issued in Summer Term 2023. A similar outcome was achieved in Summer Term 2022 (23 permanent exclusions). 33 permanent exclusions were known to have been issued in Spring Term 2023, a higher proportion compared to the same period last year. A total of 14 permanent exclusions were issued in Spring Term 2022, 14% less than were issued during covid-affected Spring Term 2021.
Better, brighter futures	BBF18b	% of EHC (education health care) plans completed in month issued within 20 weeks (including exceptions)		Yes (part of SEN 2 return)	37.8% Mean for NNC Children's Services LAIT near neighbours 2021/22	64.3%	66.7%	80.2%	51.4%	35.0%	13.2%	↓R	Higher is better	Target under review	n/a	13.2% of EHC plans were issued within 20 weeks (including exceptions) in January 2024. Performance has declined by 63% compared with last month. Additionally, this month marks the lowest performance in 14 months. By comparison, 100% of EHC plans were issued on time in January 2023. The six months prior to December 2023, registered between 56%-88% EHC plans issued within 20 weeks. Performance has declined by 50 percentage points since June 2023. Even so, the average of last twelve months compared favourably with last year's average: 65.1% of plans were issued on time (including exceptions) in the last 12 months, compared with an average of 49.7% of plans issued on time during the same period of last year (February-January). This marks an increase of 24% in twelve months. This month, 42 EHC plans were open and overdue at month end (including exceptions): 18 EHC plans were up to 5 weeks late, 14 plans were between 5-10 weeks late while 10 plans were over 10 weeks late. This is the highest number of overdue EHC plans in seven months. By comparison, 23 EHC plans were issued late in November 2023. (Children's Performance Team commentary)
Better, brighter futures	BBF19 (E1)	Percentage of school age Child/Children in Care (CIC) who had a PEP (personal education plan) in the previous academic term.			n/a	94%	n/a Terminally reported	n/a Terminally reported	n/a Terminally reported	n/a Terminally reported	99%	↑G	Higher is better	95%	90% - 95%	
						336 out of 338					336 out of 338					

Children's Services

Key Commitment	Ref No.	Description of Performance Indicator	Infographic / Chart	Statutory Reporting Required? (Yes / No)	Benchmark	Year to Date 2023-24	Quarter 1 2023-24	Quarter 2 2023-24	Quarter 3 2023-24	December 2023/24	January 2023-24	Direction of Travel (since previous period)	Polarity	Target	Tolerance	Comments
Better, brighter futures	BBF34	Percentage of persistently absent pupils - Primary	14.9% 2022/23 Full Academic Year		17.4% Mean for NNC Children's Services LAIT near neighbours 2021/22	14.9%	n/a Termly reported	n/a Termly reported	n/a Termly reported	n/a Termly reported	14.9%	n/a cumulative	Lower is better	Tracking	N/A	January 2024 = Full Academic Year Persistent Absence - 2022/23
Better, brighter futures	BBF35	Percentage of persistently absent pupils - Secondary	26.3% 2022/23 Full Academic Year		29.1% Mean for NNC Children's Services LAIT near neighbours 2021/22	26.3%	n/a Termly reported	n/a Termly reported	n/a Termly reported	n/a Termly reported	26.3%	n/a cumulative	Lower is better	Tracking	N/A	January 2024 = Full Academic Year Persistent Absence - 2022/23
Better, brighter futures	BBF22	Number of children missing education (previously named 'Number of children without a school place')		No		312	274	313	288	288	312	↑R	Lower is better	Target under review	n/a	A total of 312 children were missing education at the end of January 2024, 8% more children missing than last month. 36.2% of children missing education are in SEN Support/EHC Services, 48.1% are in School Admissions and 15.7% are in EP Services. So far, August 2023 accounts for the highest proportion of children missing education (316). While the lowest proportion of children missing education was recorded in May 2023(189). An average of 277 children were missing education in the last five months. (Children's Performance Team commentary)
Better, brighter futures	BBF26	Attainment gap for disadvantaged children achieving grade 4 or greater in English & Maths (% Key Stage 4)	-26.2% 2022/23 Full Academic Year - Gap to Non-Disadvantaged Cohort in North Northants		National Average 2021/22 - 37.8%	-26.2%	n/a	n/a	n/a	-26.2%	n/a	n/a	Lower is better	N/A - Tracking	n/a	40.2% of the Disadvantaged pupil cohort achieved a grade of 4 or greater in English & Maths, 328 pupils out of 816. This is 31.9% lower than the national Non-Disadvantaged cohort at 72.1%. The gap to Non-Disadvantaged pupils nationally has improved by 5.5% from -37.4% in 2021/22, to -31.9% in 2022/23. The Disadvantaged cohort's English & Maths 4+ percentage has increased by 1.5% from 38.7% in 2021/22, to 40.2% in 2022/23. The Disadvantaged pupil cohort in North Northants are in percentile 62 for English & Maths 4+ when compared to other LAs.
Better, brighter futures	BBF32	Current number of home educated children		Not yet statutory but reported as part of "Elective Home Education/ Children missing in education" data return to DIE.		976	855	837	914	914	976	↑	No polarity	N/A - Tracking	n/a	The cohort of electively home educated comprised of 976 children in January 2024, of which 31.4% (306) children home educated for 2+ years, 20.6% (201) home educated between 1-2 years, 15.8% (154) home educated between 6-12 months, 14.5% (142) home educated between 3-6 months and 17.7% (173) home educated between 0-3 months. The children electively home educated cohort has increased by 6.4% compared with the previous month. There are now 62 children more than in December 2023. This marks a significant month-on-month increase. While the number of home educated children between 6-12 months decreased by 33 children, the population of home educated children between 0-3 months, 3-6 months, 1-2 years and +2years increased by 26, 31, 25 and 13 children respectively. Less than 800 children were electively home educated twelve months ago. The population of home educated children has increased by 18% (178) in twelve months. In Autumn Term 2023, an average of 870 children were home educated. By comparison, 21% less children were home educated in Autumn Term 2022. An average of 856 children were electively home educated in the last twelve months. This is 19.7% higher than the average during the same period of last year (687). (Children's Performance Team commentary)
Better, brighter futures	BBF33	Number of children who are absent from education for prolonged periods (Previously named 'Number of children currently missing from education (Year 1-11)')		Not yet statutory but reported as part of "Elective Home Education/ Children missing in education" data return to DIE.		144	103	225	132	132	144	↑R	Lower is better	N/A - Tracking	n/a	144 children were absent from education for prolonged periods in January 2024. 69.4% (100) of children have been absent between 0-3 months, 18.7% (24) of children have been absent between 3-6 months, 9.7% (14) of children have been absent between 6-12 months, 4.2% (6) of children have been absent between 1-2 years. No children were absent for +2 years. The volume of children absent from education has slightly increased compared with the previous month. There are now 6 children more than in December 2023; while the number of children absent for +2 years and between 1-2 years remained the same, the number of children absent between 0-3 months, 3-6 months and 6-12 months increased by 8, 2 and 2 children respectively. An average of 146 were absent from education for prolonged periods in Autumn Term 2023. By comparison, an average of 184 children were absent from education in Autumn Term 2022. The cohort has decreased by 6.3% since February 2023 (twelve months ago) and by 36% since the first month of the academic year 2023-24. An average of 137 children were absent from education for prolonged periods in the last twelve months. (Children's
Better, brighter futures	BBF36	% Education Health Care Plan Annual Reviews completed within 4 weeks of meeting		Statutory Duty but not reported		59.5%	67.0%	57.6%	52.0%	37.9%	N/A reported one month in arrears	↓R	Higher is better	N/A - Tracking	n/a	37.9% of annual reviews were completed within 4 weeks of meeting in December 2023. Performance has declined compared with the previous month. Between 38%-61% of annual review were completed within 4 weeks of meeting in the last four months. Previously, April 2023 and May 2023 reported exceptionally high volumes for the annual reviews completed within 4 weeks of meeting. By comparison, 0.0% and 1.0% of annual reviews were completed on time during April 2022 and May 2022. Overall, the most recent months have produced the best performances in the last two years. An average of 44.9 of annual reviews were completed on time in the last twelve months. By comparison, 15.1% of annual reviews were completed on time during the same period of last year. (Children's Performance Team commentary)
						987 out of 1659	479 out of 715	178 out of 309	330 out of 635	72 out of 190						

Finance Services																
Key Commitment	Ref No.	Description of Performance Indicator	Infographic / Chart	Statutory Reporting Required? (Yes / No)	Benchmark	Quarter 1 23-24	Quarter 2 23-24	Quarter 3 23-24	Year to Date 2023/24	December 2023/24	January 2023/24	Direction of Travel (since previous period)	Polarity	Target	Tolerance	Comments
Revenues & Benefits																
Modern Public Services	MPS05	% of council tax collected in the year debit raised		Yes, reported on a quarterly basis but no target set by government	95.97% (Mean Average CIPFA Near Neighbours - LG Inform 2022/23)	29.39% (YTD) 104.96% achieved of the target (28.00%) £71,253,944.18 (collected YTD)	56.98% (YTD) 101.75% achieved of the target (56.00%) £97,038,947.66 (collected in Q2)	84.16% (YTD) 100.19% achieved of the target (84.00%) £98,116,371.04 (collected in Q3)	92.96% (YTD) 98.89% achieved of the monthly target (94.00%) £21,389,722.31 (collected in Jan)	84.16% (YTD) 100.19% achieved of the monthly target (84.00%) £21,526,529.06 (collected in Dec)	92.96% (YTD) 98.89% achieved of the monthly target (94.00%) £21,389,722.31 (collected in Jan)	↓	Higher is better	98% (Annual target)	No tolerance	Performance has dipped below target but was expected following system conversion at Corby and the impact of the new income management system implementation.
Modern Public Services	MPS04	% of business rates collected in the year debit raised		Yes, reported on a quarterly basis but no target set by government	97.13% (Mean Average CIPFA Near Neighbours - LG Inform 2022/23)	28.92% (YTD) 103.29% achieved of the target (28.00%) £47,226,637.48 (collected YTD)	55.72% (YTD) 99.50% achieved of the target (56.00%) £42,700,607.20 (collected in Q2)	80.88% (YTD) 96.29% achieved of the target (84.00%) £40,700,444.62 (collected in Q3)	88.51% (YTD) 94.16% achieved of the monthly target (94.00%) £12,038,480.62 (collected in Jan)	80.88% (YTD) 96.29% achieved of the monthly target (84.00%) £13,794,546.63 (collected in Dec)	88.51% (YTD) 94.16% achieved of the monthly target (94.00%) £12,038,480.62 (collected in Jan)	↓R	Higher is better	98% (Annual target)	No tolerance	Performance is below target, this was anticipated due to the cost of living issues and current economic climate, plus the impact of the Corby system conversion and the new income management system implementation.

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EXECUTIVE 14th March 2024

Report Title	Appointment of Non-Executive Director to Northamptonshire Children's Trust
Lead Member	Cllr Jason Smithers, Leader of the Council
Report Author	David Watts, Executive Director of Children's Services (Interim)

Key Decision	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is the decision eligible for call-in by Scrutiny?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are there public sector equality duty implications?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information (whether in appendices or not)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Applicable paragraph number/s for exemption from publication under Schedule 12A Local Government Act 1972	N/A
Which Corporate Plan priority does the report most closely align with?	Better, brighter futures

List of Appendices

None

1. Purpose of Report

- 1.1 The purpose of this report is to recommend the Council's nomination for the appointment to the Council's current vacancy of a Non-Executive Director to the Board of the Northamptonshire Children's Trust Ltd.

2. Executive Summary

- 2.1 The nomination for appointment of a Council Director to the board of the Northamptonshire Children's Trust Ltd (the Trust") is a reserved matter for Council. However, following review of the constitution the Monitoring Officer using her delegation to make minor administrative changes has updated the constitution to correct this error and reserve the decision to the Executive.

- 2.2 The board of Northamptonshire Children’s Trust wishes to appoint Joshua Coleman, as a Non-Executive Director (“NED”) of the Trust. This report seeks approval to complete the appointment and registration of Joshua Coleman as a NED of the Trust.
- 2.3 Presently, the board of the Trust comprises of:
- Chair
 - Chief Executive of the Trust
 - 4 Independent Non-Executive Directors
 - 4 Council Directors nominated by the Council/Unitary Authorities
 - Up to 3 additional Executive Directors appointed by the Board.
- 2.4 The Trust currently has seven appointed NEDs. This appointment, if approved will ensure all positions on the board of the Trust are filled.
- 2.5 The appointment of Mr Joshua Coleman is recommended to the Executive following a robust recruitment process.

3. Recommendations

- 3.1 It is recommended that the Executive:
- a) Notes the completed sequence of events that are contractually required to appoint a Non-Executive Director of the Northamptonshire Children’s Trust Ltd;
 - b) Notes and takes into account in its decision-making, the response from the Secretary of State;
 - c) Agrees the nomination for appointment of Joshua Coleman as the representative for North Northamptonshire Council as Non-Executive Director of Northamptonshire Children’s Trust Ltd
- 3.2 Reasons for Recommendations:
- 3.2.1 The recommendations in this report are presented to Executive following a full and thorough recruitment and selection process. The selected candidate is considered the most suitable candidate for the position based on his experience and as a result of consistently scoring higher than the other candidates
- 3.2.2 The composition of the board of the Trust requires that there are four NEDs on the Board of the Trust, two of which are nominated by North Northamptonshire Council and two by West Northamptonshire Council; the recommendations support compliance with this requirement on behalf of North Northamptonshire Council.

- 3.3 Alternative Options Considered: The role of the Board of the Trust is critical in supporting it to achieve its objectives for the benefit of the residents of North Northamptonshire. For the Board to be most effective it is important that all of its positions are filled. It is not recommended that the Council should decide not to appoint to the vacant NED member of the Board.

4. Report Background

- 4.1 The Trust is owned by North Northamptonshire Council and West Northamptonshire Council (“the Councils”). The Trust is managed by an independent board of executive and non-executive directors. These arrangements ensure that as a wholly owned entity, the Trust is able to achieve operational independence from the Councils.
- 4.2 The Trust’s Board is responsible for:
- Setting the strategic aims of the Trust
 - Overseeing the management of the Trust
 - Holding the executive team to account
- 4.3 The Board is the responsible body for the performance of the Trust in terms of delivering its legal and contractual obligations and achieving outcomes for children and young people in Northamptonshire.
- 4.4 In December 2023 a recruitment panel was convened to consider the appointment of a NED to the Trust. The panel consisted of the Chief Executive of the Trust, the Councils Executive Director of Adults, Health Partnerships and Housing (DASS), and Children’s Services (Interim DCS) and the Chair of Northamptonshire Children’s Trust Board. A total of six applications were shortlisted, with one candidate removing themselves from the process due to a change in circumstances.
- 4.5 Mr Coleman was considered to be the preferred candidate unanimously by all members of the recruitment panel. Mr Coleman’s professional experience, current role as Chief Executive of an Academy Trust with responsibility for seven schools across Northamptonshire and Milton Keynes, experience of working with governing bodies, his understanding of the Northamptonshire system and clear enthusiasm to deliver the best possible outcomes for children and young people are all strengths that will put Mr Coleman in a good position to fulfil the role as the nominated Council NED.
- 4.6 All Non-Executive Directors of the Trust, have a fiduciary duty to the Trust board, meaning that they will act in good faith, and in the best interests of the Company.
- 4.7 The Governance Side Agreement between the Council and the Secretary of State for Education (SoS), requires the Council to consult with the SoS on the proposed appointment of any Council nominated Non-Executive Director. I
- 4.8 In accordance with its obligations in the Governance Side Agreement between the Council and the Secretary of State for Education (SoS), the Council is

required to consult with the SoS on the proposed appointment of any Council nominated Non-Executive Director. The DfE, on behalf of the SoS, via email confirmed that there were no objections to the appointment of the Council nominated Non-Executive Director.

- 4.9 Following the approval as set out above, it is recommended that the Executive approve the recommendations as set out in this report.

5. Issues and Choices

- 5.1 Following a full recruitment and selection process Mr Joshua Coleman was selected as the preferred candidate for the NED role. In approving the recommendation, the Executive will support full composition of the Board of the Trust.

6. Next Steps

- 6.1 If the nomination is approved, the appointment of Mr Joshua Coleman will be confirmed, and the associated administrative company process will be completed by the Trust.

7. Implications (including financial implications)

7.1 Resources and Financial

- 7.1.1 There are no resources or financial implications arising from the proposals.

7.2 Legal and Governance

- 7.2.1 The governance document underpinning the Trust set out the composition of the board of directors of the Trust. In accordance with the governance of the Trust the board is comprised of

- Chief Executive of the Trust
- 4 Independent Non-Executive Directors
- 4 Council Directors nominated by the Council/Unitary Authorities
- Up to 3 additional Executive Directors appointed by the Board

- 7.2.2 Each of the host councils appoints two NEDs, one of the North Northamptonshire Council NED places is vacant. The recommendations in this report the filling of that vacant position and supports compliance with the Trusts governance arrangements.

- 7.2.3 As set out within the body of this report there is a requirement to notify the DfE. This requirement has been complied with.

7.3 Relevant Policies and Plans

7.3.1 Appointments to the Board of the Trust support the Trust to deliver its aims and objectives. This in turn supports the Council's Corporate Plan 2021 – 2025, the continued transformation agenda and other key strategies and plans that deliver the best outcomes for our residents.

7.4 Risk

7.4.1 The recommendation is made to the Executive following a robust recruitment process to ensure that the most suitable candidate was selected for the role.

7.4.2 If the recommendation is not supported the Board of the Trust will not fulfil the requirements of its composition.

7.5 Consultation

7.5.1 The Governance Side Agreement between the Council and the Secretary of State for Education (SoS), requires the Council to consult with the SoS on the proposed appointment of any Council nominated Non-Executive Director.

7.5.2 In accordance with its obligations in the Governance Side Agreement between the Council and the Secretary of State for Education (SoS), the Council consulted with the SoS on the proposed appointment of a Council nominated Non-Executive Director. The DfE, on behalf of the SoS, via email confirmed that there were no objections to the appointment of the Council nominated Non-Executive Director.

7.6 Equality Implications

7.6.1 The recruitment followed a fair and transparent process in accordance with the Equality Act 2010. Eligible candidates were invited to apply to an open recruitment campaign.

7.7 Climate Impact

7.7.1 There are no specific climate impacts arising from this report.

7.8 Community Impact

7.8.1 There are no specific community impacts arising from this report, however the good governance of Northamptonshire Children's Trust.

7.9 **Crime and Disorder Impact**

7.9.1 There are no specific crime and disorder impacts arising from this report.

8. Background Papers

8.1 None

EXECUTIVE 14th March 2024

Report Title	Children's Services Education Case Management System Contract Variation
Lead Member	Cllr Scott Edwards, Executive Member for Children, Families, Education & Skills
Report Author	Neil Goddard, Assistant Director for Education. Children's Services

Key Decision	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is the decision eligible for call-in by Scrutiny?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are there public sector equality duty implications?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information (whether in appendices or not)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Applicable paragraph number/s for exemption from publication under Schedule 12A Local Government Act 1972	N/A
Which Corporate Plan priority does the report most closely align with?	Better, brighter futures

List of Appendices

Appendix A – Climate Change Assessment tool

1. Purpose of Report

- 1.1. The current contract with Capita to provide a Case Management System (CMS) for Education Services ends in March 2024. This report seeks approval to proceed with a Variation to the Original Agreement for the extension, for a period of two years of delivery of the Capita One Education Software and associated Services, to enable a suitable migration and implementation period for the new Education Case Management System (ECMS), which is currently being procured.
- 1.2. This report seeks delegated authority to the appropriate Executive Member of Children, Families, Education and Skills in consultation with the Assistant Director of Education, to take any further decisions and/or actions required to agree and conclude this variation to the contract of the current CMS with Capita Business Services Limited, to allow continuity of service during full and appropriate implementation of the new ECMS.

2. Executive Summary

- 2.1 The current system used in Children's Services is Capita One Education which was procured before the local government reorganisation and is contracted for use until Sunday, 31st March 2024 (inclusive).
- 2.2 The new Education Case Management System procurement and implementation was agreed by Council on the Thursday, 31st August 2023. The completion date for this project is September 2025.

- 2.3 A variation to the current contract will enable the Capita One Education Software to remain in operation until Tuesday, 31st March 2026 (inclusive), while the new Education Case Management System is implemented at North Northamptonshire Council.
- 2.4 The budget for the variation was agreed by Full Council on 22nd February 2024 and by Spending Management Panel on 28th February 2024.
- 2.4 If the contract for Capita One Education is not extended, there is a risk that from April 2024, North Northamptonshire Council could not fulfil its statutory requirements relating to the provision of Education Services in North Northamptonshire. A contract extension will ensure that the Service can continue to be delivered in a safe and legal manner.

3. Recommendations

- 3.1. It is recommended that the Executive:
- a) Approve that the Council proceeds with a Variation to the contract with Capita Business Services Limited for the Capita One Education Software for a two-year extension and 220 additional licences.
 - b) Delegate authority to the Executive Member for Children, Families, Education and Skills, in consultation with the Executive Director of Children's Services (Interim DCS), to take any further decisions and/or actions required to agree and conclude a variation to the contract of the current CMS with Capita Business Services Limited, to allow continuity of service during full and appropriate implementation of the new Education Case Management System.
- 3.2. Reason for Recommendations
- a) To support the procurement and implementation of a new Education Case Management System.
 - b) To maintain a consistent and stable service provision to children, young people, parents, and carers. The new Education Case Management System will not be fully implemented until September 2025. It is essential that accurate records and case work are maintained in order to continue to deliver the service effectively.
 - c) Enable Children's Services to operate in a safe and legal manner. The service has a number of statutory requirements that it must deliver including safeguarding and government data returns. The extension of the current system until implementation is complete will enable the service to comply with these.
- 3.3. Alternative Options Considered
- a) **Do Nothing** – There is the option to allow the contract for Capita One Education to end on Sunday, 31st March 2024 with no extension.
 - b) **Re-procure the current system using a Direct Award** – Using a compliant framework agreement, so far as permissible by the relevant legislation (Public Contracts Regulations 2015), the Council's Contract Procedure Rules, and the terms of the framework agreement.
 - c) **Explore the use of alternative existing case management systems** within the Council.

4. Report Background

- 4.1. During August 2020 Northamptonshire County Council awarded the current contract to Capita Business Services (Capita) for the provision of an Education

Services Case Management System (Capita One Education SaaS). The term of the contract ran to March 2021 with extension options until March 2024.

- 4.2. In December 2020 the contract was amended to novate the contract to North Northamptonshire Council with West Northamptonshire Council listed as an Affiliate as of April 2021. The contract was then extended to 31st March 2024.
- 4.3. At this time, work commenced to split the databases into North Northamptonshire Council and West Northamptonshire Council instances, ahead of the Northamptonshire Structural Changes Order 2019 replacing County, Borough, and District Councils with two new Unitary Councils, and moved to a Cloud hosted solution.
- 4.4. Children Services has undertaken a project to address the needs of the service to ensure a suitable Education Case Management System is procured and implemented. Capita One Education continues to be in place until March 2024. However, it is recognised that there is a requirement to have a fully operational Case Management System in place until the new system is fully implemented in September 2025.
- 4.5. Currently the ECMS supports the delivery of statutory and non-statutory duties of the North Northamptonshire Children's Services. It also supports Northamptonshire Children's Trust to carry out their duties through direct access to the system. Additionally, where there are services still to be disaggregated, West Northamptonshire Council staff are also required to access the Capita One North Northamptonshire system to deliver services.
- 4.6. Following a review of requirements, an additional 220 user licences will be included in the variation contract.
- 4.7. Capita One have agreed to a variation, subject to the approval of Executive.

5. Issues and Choices

- 5.1. **Do Nothing** – Allow the contract for Capita One Education to conclude on Sunday, 31st March 2024 with no extension. Once the contract for the current system has ended, access to the database would cease as it is cloud hosted by the supplier. The risk to the service and Council is the loss of accessible data and an unsustainable statutory service.
- 5.2. **Re-procure the current system using a Direct Award** from a compliant framework agreement – whilst a Direct Award option may be identified, which provides a compliant route to market, this is not guaranteed, and there remains a heightened risk of negative reputational, financial, and/or legal impact when using of this approach, as it contravenes the requirements of the Council's Contract Procedure Rules which form part of its constitution.
- 5.3. **Explore alternative existing systems** – There are no other case management software applications in use within the Council that could be satisfactorily utilised to meet the requirements of Children's Services.
- 5.4. **Proceed with a Variation** – to extend the contract with Capita Business Services Limited for the Capita One Education Software. This would allow the service to continue in a safe and legal manner, with the least disruption to users, pupils, parents/carers and partners. Risk of challenge to this approach is controlled as the variation is being requested to allow sufficient time to undertake a full and appropriate procurement process which is compliant with the relevant legislation (Public Contracts Regulations 2015) and the Council's Contract Procedure Rules.

6. Next Steps

- 6.1. Subject to approval of the way forward by Executive, a variation to the existing contract for Capita One would be put in place. The extension would be for a period of two years to commence from Monday, 1st April 2024 to Tuesday, 31st March 2026.

7. Implications (including financial implications)

7.1. Resources and Financial

- 7.1.1 Subject to approval of the way forward by Executive, it is proposed that the variation of the contract is agreed for two years.
- 7.1.2 The costs quoted for the two-year extension show an increase on current year costs due to added inflation (5% on 2023/24 baseline), and due to an increase in the number of licences required (previously 250 licences; from April 2024 470 licences will be charged). Year 2 costs will be subject to an increase related to inflation.
- 7.1.3 The cost would be met from a combination of existing budgets, the Education Case Management System project budget, and additional funding of £139k per annum for 2 years, which is included in the draft MTFP.
- 7.1.4 The cost would be met as set out in the Table below:

Annual Costs		Year 1	Year 2
Capita One Education Live System & Training Instance		£245,172	£257,430
Additional 220 licences		£65,000	£65,000
Total		£310,172	£322,430
Annual Costs to be Met from the Following Budgets:			
Existing Software Budgets	£108,672	£120,930	
Education Case Management System Project Budget	£62,500	£62,500	
Additional Budget included in draft MTFP		£139,000	£139,000
Total Budget		£310,172	£322,430

- 7.1.5 The budget for the variation was included in the Budget 2024-25 and Medium-Term Financial Plan Report agreed by Full Council on 22nd February 2024 and by Spending Management Panel on 28th February 2024.

7.2 Legal and Governance

- 7.2.1 This is a legacy contract from Northamptonshire County Council. The current system contract was awarded under the KCS Managed Services for Business Framework Agreement - Y16018 ("Framework Agreement") for the timeframe of Monday, 10th August 2020 to Wednesday, 31st March 2021 (inclusive). In December 2020, Northamptonshire County Council exercised the right to extend this to March 2024. Although the Framework Agreement has ended, the Call-Off Contract allows the Council to extend the contract term.

- 7.2.2 The current contract is held by North Northamptonshire Council with West Northamptonshire Council as a named affiliate. The variation to the contract will disaggregate the delivery of the services between the Council and West Northamptonshire Council, thereby, removing West Northamptonshire Council from the contract.
- 7.2.3 Furthermore, the Council will use a variation agreement to formalise extension of the current contract for a further period of two years.
- 7.2.4 Once the preferred supplier has been awarded the new contract after the re-procurement of the service, Capita will be required to work collaboratively with any new supplier (notwithstanding Capita may bid for and win the new contract) to ensure that personal data is securely migrated into a new Education Case Management System at an appropriate time.
- 7.2.5 Noted that the service is currently in the process of being re-procured in compliance with the Public Contracts Regulations 2015 ("PCR") as amended. However, it is worth mentioning that no further extensions can be granted after the one set out in this report, to avoid the Council being in breach of the PCR.

7.3 **Risk**

- 7.3.1 The Council is required to conduct a compliant procurement process and implement a new Education Case Management System which cannot be delivered in the available timeframe ahead of the contract end date for the current system. This could leave the Council without a system to deliver statutory services. The recommendation proposed allows for continuity of current provision with minimal disruption to services and allows for sufficient time to complete a procurement process, including an implementation and migration period, for a long-term Education Case Management System solution.
- 7.3.2 The costs for the solution are subject to inflation. However, the costs included in this report are based on quotes received from Capita Business Systems Limited, and these will be included in the variation agreement. The cost for Year 1 is therefore fixed at a 5% increase on the 2023/24 cost.

7.4 **Consultation**

- 7.4.1 Consultation has taken place with colleagues in the IT, Finance, Legal Services and Procurement teams in preparation of this report.
- 7.4.2 A communication plan is in place to ensure all stakeholders are kept informed. A Change Champions Group has been formed within Children's Services who will support communication and consultation with staff on an ongoing basis.

7.5 **Consideration by Executive Advisory Panel**

- 7.5.1 This decision has not been considered by an Executive Advisory Panel.

7.6 **Consideration by Scrutiny**

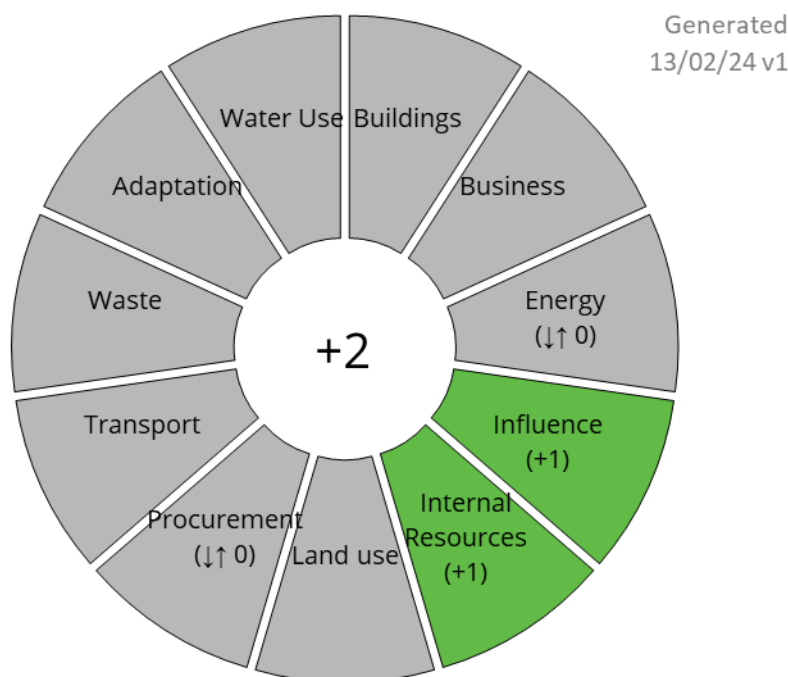
- 7.6.1 This decision has not been considered by the Council's Scrutiny function.

7.7 Equality Implications

- 7.7.1 An Equality Screening Assessment (ESA) has been carried out. This has concluded that the extension of the contract of Capita One Education will have a positive impact on protected groups.
- 7.7.2 Not agreeing a variation to the contract to extend may negatively impact users and customers of several groups due to the lack of a database and case management system to manage the service. This would leave the Council unable to fulfil its statutory obligations and open to challenge.

7.8 Climate Impact

- 7.8.1 With the Council's declaration of a climate emergency in July 2021 and the approval of the Carbon Management Plan in December 2022, we have committed to working towards becoming a carbon neutral council by 2030.
- 7.8.2 The Variation of the existing contract of Capita One Education provides an opportunity for a positive impact on Climate Change. However, the system and the way it will be used, remain virtually as it is currently.



North Northamptonshire Council has committed to being a carbon neutral organisation by 2030, 5 yrs & 10 mos away.

- 7.8.3 The impact on Energy will be neutral as the system and the way it is operated are remaining the same as it is at present.
- 7.8.4 The impact on the Influence category will be positive due to increase of 220 licences. This will enable Northamptonshire Children's Trust (NCT) to use the system more effectively in accessing information (within the guidance of GDPR), leading to a streamlining of the processes, and freeing up the Service to deliver more effectively as they should have less telephone call and email queries from the Trust.
- 7.8.5 The Internal Resources category will be positively impacted by the Variation Agreement as NCT will be able to use the additional 220 licences to access the system and information directly (within the guidance of GDPR) that they require. This will streamline the processes, freeing up the Service to deliver more effectively dealing with less queries from the Trust.
- 7.8.6 There will be a neutral impact on the Procurement as the system and the way it is operated are remaining the same as it is currently.

7.8.7 In procuring a new Education Case Management System, opportunities will be explored to make positive impacts on Climate Change, including improved communication with partners and parents/carers through electronic portals, the reduction in the use of printing and paper producing hard copy documents, and electronic document management.

7.9 **Community Impact**

7.9.1 Helping to ensure children and young people are fully engaged with their Education can lead to positive effects on communities. An Education Case Management System will prevent escalating issues for families and a negative impact on local communities and enable the Council to meet its statutory obligations.

7.10 **Crime and Disorder Impact**

7.10.1 There are no considerations in relation to the crime and disorder impact.

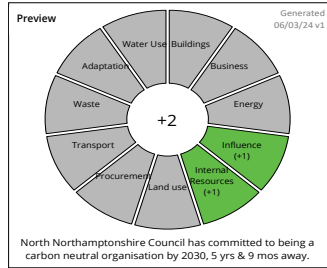
8 **Background Papers**

8.1 There are no background papers.

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Climate Change Impact Assessment Tool (v1)

Directorate & Service Area	Children's Services	
Report Name	Children's Services Case Management System (CapitaOne) Contract Extension	
Report date		13/02/24
Report author & role	Alison Moran Project Manager	
Proposal Summary	The current supplier of a Case Management System (CMS) for Education Services is Capita. This contract ends in March 2024. A Variation to the Original Agreement for the extension, for a period of two years of delivery of the Capita One Education Software and associated Services is proposed, to enable a suitable migration and implementation period for the new Education Case Management System (ECMS), which is currently	
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Category	Impact	Notes / Justification for score / existing work (see guidance sheet or CCIA detailed notes for more information)	Score (-5 to +5)	Mitigations (If the impact is negative, please provide a mitigating action for reducing the impact going forward)
Buildings	Building construction			
Buildings	Building use			
Buildings	Green / blue infrastructure			
Business	Developing green businesses			
Business	Marketable skills & training			
Business	Sustainability in business			
Energy	Energy efficiency	The Variation is required to implement a new Education Case Management System. The system will be the same as is currently in place with the same energy consumption.		
Energy	Reducing energy demand	The Variation is required to implement a new Education Case Management System. The system will be the same as is currently in place.		
Energy	Switching to low-carbon energy supply			
Influence	Communication & engagement			
Influence	Wider influence			
Influence	Working with communities			
Influence	Working with partners	The Variation Agreement includes additional licences for NCT who currently use the system. This will allow staff better access to information and will save emails and telephone calls to collect information	+1	
Internal Resources	Material / infrastructure requirement	The Variation is required to implement a new Education Case Management System. The system will be the same as is currently in place		
Internal Resources	Staff time requirement	The Variation Agreement includes additional licences for NCT who currently use the system. This will allow staff better access to information and will save emails and telephone calls to collect information	+1	
Internal Resources	Staff travel requirement	The Variation is required to implement a new Education Case Management System. The system will be the same as is currently in place		
Internal Resources	External funding			
Land use	Carbon storage			
Land use	Improving biodiversity adaptation			
Land use	Natural flood management			
Land use				
Procurement	Food & Drink			
Procurement	Products			
Procurement	Single-use plastic			
Procurement	Services	The Variation is required to implement a new Education Case Management System. The system will be the same as is currently in place.		
Procurement				
Transport	Decarbonising vehicles			
Transport	Improving infrastructure			
Transport	Demand reduction			
Transport	Supporting people to use public transport			
Transport	Supporting people to use active travel			
Waste	End of life disposal / recycling			
Waste	Waste volume			
Waste				
Adaptation	Drought vulnerability			
Adaptation	Flooding vulnerability			
Adaptation	Heatwave vulnerability			
Adaptation				
Water Use	Improving water-use efficiency			
Other	Other 1			
Other	Other 2			
Other	Other 3			
Other	Other 4			

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EXECUTIVE 14th March 2024

Report Title	Kitchen Food Waste Service Rollout
Lead Member	Cllr Matt Binley, Executive Member for Highways, Travel and Assets
Report Author	Graeme Kane – Assistant Director Highways and Waste

Key Decision	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is the decision eligible for call-in by Scrutiny?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are there public sector equality duty implications?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information (whether in appendices or not)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Applicable paragraph number/s for exemption from publication under Schedule 12A Local Government Act 1972	N/A
Which Corporate Plan priority does the report most closely align with?	Green, sustainable environment

List of Appendices

Appendix A – Defra letter to Local Authorities on indicative capital funding for introduction of weekly food waste collections

Appendix B – Climate Change Impact Assessment tool

1. Purpose of Report

- 1.1. As part of the Government's plans to reform waste collections and packaging now referred to as Simpler Recycling, with the aim to ensure that people across England can recycle the same materials, the Government have amended the statutory responsibilities under s45A of the Environmental Protection Act 1990 to include the requirement to provide weekly food waste collections to all households.
- 1.2. This report seeks approval to confirm allocation of the funding received from the Department for Environment, Food and Rural Affairs (DEFRA) for the capital expenditure for infrastructure required to undertake the service. In addition, approval is sought to commence a project to mobilise a new service and for approval to undertake procurements and other aspects of service design to ensure North Northamptonshire Council is ready to commence collections in line with the target of April 2026.

2. Executive Summary

- 2.1 This report contains information in respect of the capital grant funding allocated from DEFRA and seeks approval to commence the procurement activities for the capital infrastructure element required to roll out a new food waste kerb side collection service.
- 2.2 The government has made it a requirement for local authorities to collect household food waste on a weekly basis from 1st April 2026.
- 2.3 A food waste service already operates in the East Northants and Corby areas. This project will extend the service to include the areas of Wellingborough and Kettering.
- 2.4 Collecting food waste for separate disposal brings environmental benefits as well as reducing the costs of waste disposal.
- 2.5 The total grant, confirmed by DEFRA, for the capital element of this project totals £2,495,563. This will be used for purchasing food waste containers and collection vehicles.
- 2.6 Further funding is also expected from DEFRA to fund the revenue elements of introducing and operating the service. These are yet to be confirmed by DEFRA

3. Recommendations

- 3.1 That the Executive:
 - a) Recognise and accept the grant from DEFRA for the capital infrastructure relating to introducing a food waste service of £2,495,563 in line with the grant conditions. The approval of the capital project forms part of the Capital Updates report elsewhere on the Executive agenda;
 - b) In line with the approval of the capital project, approve commencement of procurement of vehicles, containers and other items associated with the mobilisation of the new food waste collection service;
 - c) Delegate authority to the Executive Member for Highways, Travel and Assets, in consultation with Executive Director for Place & Economy, Executive Director for Finance and Performance and the Executive Member for Finance, the authority to take any further decisions and actions required to implement the new service including the procurement process and award of the contracts, without the need to return to the Executive. This will include updating the North Northamptonshire Waste and Recycling Policy to reflect the new services.

3.2 Reasons for Recommendations:

- The proposed option ensures compliance with Government requirements to collect food waste from residential properties from 1st April 2026.
- The recommended course of action will allow the Council to secure the most cost-effective solution for North Northamptonshire residents.
- This approach ensures the Council has legally procured and has a compliant contract in place for the provision of services that provide a direct benefit to residents by collecting their waste.

3.3 Alternative Options Considered:

- Contract out the collection service, requiring the supplier to manage the procurement of infrastructure items. This option is not recommended as it does not reflect the operational in-house arrangements in place and is anticipated to be more expensive given the overheads an external provider will place on the procurement of infrastructure items.
- Take no action. This option is not recommended as it will mean that the Council does not meet its statutory obligations in respect of its duties as a Waste Collection Authority.

4 Report Background

- 4.1 In Autumn 2023 the Department for Environment, Food and Rural Affairs (DEFRA) published the outcomes of its consultation on aspects contained within the Environment Act 2021, specifically regarding the statutory requirements for separate collections for recyclable materials.
- 4.2 Under the new requirements waste collection authorities will now be required to collect the same recyclable waste streams for recycling or composting from households. The recyclable waste streams include paper and card, plastic, glass, metal, food waste, and garden waste.
- 4.3 Under the new legislation, waste collection authorities in England must arrange a weekly collection of food waste for recycling or composting from households. Separately, all non-household municipal premises in England must arrange for the separate collection of food waste and to present their waste in accordance with these arrangements, but they are not required to have weekly collections.
- 4.4 North Northamptonshire Council is already collecting dry-mixed recycling materials and garden waste in line with these requirements.
- 4.5 The following materials will be included in the food waste stream:
- 4.5.1 All food intended for human or household pet consumption, regardless of whether it has any nutritional value;
 - 4.5.2 Biodegradable material resulting from the processing or preparation of food, including inedible food parts such as bones, eggshells, fruit and vegetable skins, tea bags and coffee grounds.

- 4.6 North Northamptonshire Council collects food waste in the Corby and East Northamptonshire areas. These services were introduced by the former district councils and continue to operate. The introduction of mandatory food waste collections provides an opportunity to standardise this service across North Northamptonshire and further promote the service.

5 Issues and Choices

- 5.1 Due to the number of local authorities required to make service changes to integrate weekly food waste collections into waste collection services, the vehicle and waste container providers are receiving orders from many local authorities over the same period, therefore limiting the production slots available for new business.
- 5.2 To ensure service delivery in time for the new requirements, it is necessary for the Council to progress the procurement process for both types of equipment as soon as possible to ensure the long lead-in time particularly for vehicle delivery, does not delay the required start date for the new service.
- 5.3 Due to the total value of the grant and subsequent procurement it is necessary to procure required items in line with the Procurement Act 2023 to ensure that the Council meets its obligations and delivers best value and other organisational objectives such as those identified under the Carbon Management Plan.

6 Next Steps

- 6.1 Subject to approval, a project team will be formed to begin works to commence procurement processes for collection vehicles and containers for food waste.
- 6.2 A project team will focus on designing the new service and planning for its introduction. This will include, amongst other things, a review of the collection rounds for the new service to ensure routes are optimised to minimise fuel consumption and the associated carbon emissions associated with the introduction of new vehicles to the waste collection fleet. A communications plan will also be developed to ensure residents are fully aware of the new service and know how to use it effectively.

7 Implications (including financial implications)

7.1 Resources, Financial and Transformation

- 7.1.1 Approval to allocate this external funding to the Capital Programme is within the Capital Update report going to the same Executive meeting as this report.

- 7.1.2 The following funding has been confirmed by DEFRA:

- Kitchen caddies (plus spares): £228,768
- Kerbside caddies (plus spares): £518,921

- Communal wheeled bins (plus spares): £8,775
- Vehicles (Plus spares): £1,739,100
- Total funding: £2,495,563

7.1.3 The funding allocation from DEFRA is expected to be sufficient for the provision of vehicles and containers required for the roll out of this service. There is no requirement for any additional funding to be allocated to support this project.

7.1.4 Any officer time required to manage the roll out of the new service will come from existing service resources.

7.1.5 Further funding allocations from DEFRA for both the transitional stage and ongoing resource / revenue costs of operating the service are due. DEFRA have confirmed that the transitional funding will be allocated during 2024/25 financial year whilst the ongoing revenue costs will be provided from 1st April 2026 onwards.

7.1.6 Where operationally practicable the majority of any new fleet procured will have all electric propulsion systems to minimise the impact on the climate and the Council's Net Zero Carbon objectives.

7.2 Legal and Governance

7.2.1 The Environmental Protection Act 1990 requires local authorities to provide waste collections to households (section 45) and the Waste (England and Wales) Regulations 2011 requires those collections to encompass arrangements to separately collect paper, metal, plastic, and glass as a minimum. The Environment Act 2021 amends these provisions to define recyclable waste as: (a) glass; (b) metal; (c) plastic; (d) paper and card; (e) food waste (f) garden waste.

7.3 Relevant Policies and Plans

7.3.1 North Northamptonshire Waste and Recycling Policy as approved by Executive on 18th November 2021:

7.3.2 <https://northnorthants.moderngov.co.uk/documents/s3804/Appx%20A%20-%20NNC%20Waste%20Recycling%20Policy%20V0.1%2013.10.21.pdf>

7.3.3 These policies have been designed to meet our statutory obligations in relation to waste collection and recycling and to ensure that there are clearly defined policies and standards in relation to the collection and disposal of waste and recyclable materials. This includes the current food waste collection service in the East Northants and Corby areas. It is expected that the new service in the areas of Kettering and Wellingborough will reflect the service currently operating in East Northants and Corby.

7.3.4 In designing the new service, the North Northamptonshire Waste and Recycling Policy will be updated to reflect the new service. Approval for the changes will be made under the delegation outlined in the recommendations contained within this report.

7.3.5 The proposal is in line with the Council's Corporate Plan, particularly the commitments to provide modern public services and create a greener, sustainable environment. The recommendations seek to promote a harmonised service, which promotes recycling opportunities for all users.

7.3.6 Activity undertaken in this service area is supported by the following corporate policies and plans: Highways & Waste Service Plan (2023-24); North Northamptonshire Waste & Recycling Policy; Street Cleansing Policies; Litter and Fly tipping strategy; Enforcement Policy for Waste Crime; and North Northamptonshire Council Carbon Management Plan

7.4 Risk

7.4.1 Due to global factors, lead times and costs for all materials, products and services that form part of the wider infrastructure that provide critical support to waste collection services such as fuel, vehicles, replacement parts and containers are increasing. These factors negatively impact the service delivery teams' ability to expedite service updates at pace and may extend the timeframes for the delivery of new services or service changes. There is also a risk that the costs of these elements rise to a point that they exceed the budget available. There is a particular risk of delay from ordering large quantities of new bins and vehicles. This will be mitigated as far as possible by progressing the procurement process as quickly as possible and ensuring the process seeks best value for money.

7.4.2 The Council holds an overarching risk for the waste and recycling service which is recorded on the service risk register for Highways and Waste: H&W08 - Waste collection (kerbside and HWRC (Household Waste Recycling Centre) services) and street cleaning services that fail to perform statutory functions. Failure could result from disruption to waste disposal facilities, disruption to collection arrangements (vehicle break-down or staff shortages), or lack of budget to provide adequate services.

7.5 Consultation

7.5.1 No consultation has been undertaken at this stage as the activities contained within the report are mandatory due to the requirements under Public Contracts Regulations or as part of the Statutory duties laid out under the Environmental Protection Act 1990.

7.6 Consideration by Executive Advisory Panel

7.6.1 This report has not been considered by Executive Advisory Panel (EAP). As the implementation plan is developed and the service is designed, there will be an opportunity for the relevant EAP to review the plans and provide comment.

7.7 Consideration by Scrutiny

- 7.7.1 This report has not yet been considered by the Place and Environment Scrutiny Committee. The Scrutiny Committee may like to review the success of the implementation plan and the uptake of the new service once it has been running for some time.

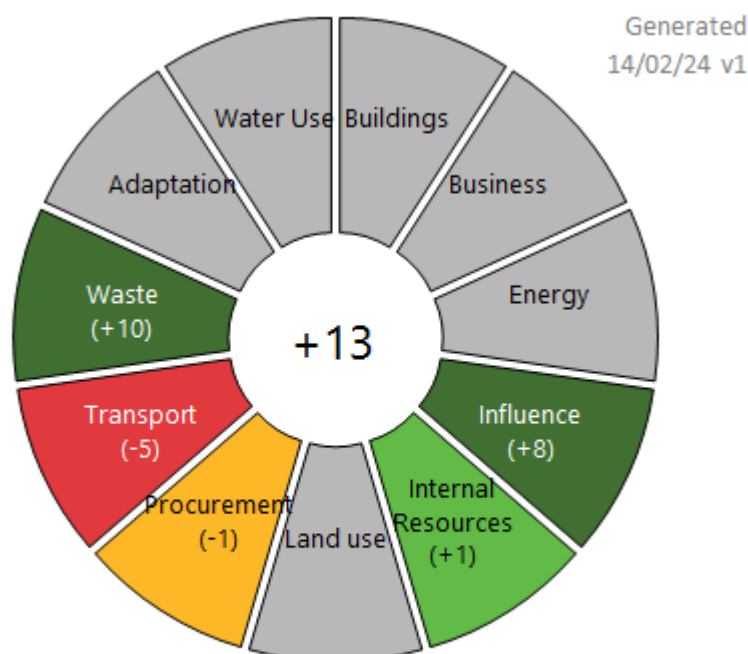
7.8 Equality Implications

- 7.8.1 In line with the Equality Act 2010, an Equality Screening Assessment has been undertaken and included as background paper to this report. The new service will be like the existing food waste collection service, which is already designed to account for specific needs of our vulnerable residents and communities. This includes an assisted collection service for those residents who are unable to move their bin to their collection point. We will also consider and account for those who need specific assistance to understand our communication material or require it in different formats.

7.9 Climate Impact

- 7.9.1 The Council, having declared a climate change emergency in June 2021, is committed to reducing its climate impact both within its own Council buildings and in working with businesses and the wider community to achieve the Council's target to be Carbon Neutral by 2030.
- 7.9.2 By ensuring the Council meets its statutory obligations for waste collections, the Council can continue to promote and encourage the separate collection and appropriate treatment of recyclable, reusable and compostable material.
- 7.9.3 Any new contractual arrangements for the delivery of vehicles and containers will include a commitment from new contractors to help the Council meet its targets as well as a commitment to meeting national targets within the Net Zero Carbon agenda. Where plastic containers are to be used, they will be re-usable, and they will be made from post-consumer recycled materials. At the end of their useful life, the containers can be recycled into new plastic products.
- 7.9.4 Adding vehicles to the fleet will increase the carbon emissions associated with collection operations and construction of the vehicles. During the specification and procurement process, the possibility to bring electric, or part-electric, vehicles onto the fleet will be explored and maximised where possible within the available budget.
- 7.9.5 An extended food waste collection service contributes towards maximising the recycling opportunities for waste arisings from within the local area. The service will remove waste material from the residual waste stream and processing it through a more appropriate, and environmentally beneficial process. The waste disposal process for food waste material involves the capture of all biogases as the material decomposes. The digestate is used to fertilise and condition agricultural land whilst the gases are used to generate electricity.

7.9.6 The service will increase recycling opportunities. Current waste composition analysis indicates that up to one third of the material contained within the residual waste container is currently food waste material. The new service, with appropriate communications, will seek to remove this food and have it treated in a more environmentally friendly manner.



North Northamptonshire Council has committed to being a carbon neutral organisation by 2030, 5 yrs & 10 mos away.

7.10 Community Impact

7.10.1 The waste collection service is highly valued by residents and provides a valuable service for all North Northants residents who wish to increase the total amount of material recycled from their households.

7.11 Crime and Disorder Impact

7.11.1 Implementation of this service will reduce the potential for inappropriate storage of waste and waste accumulations which will make positive contributions to anti-social behaviour.

8 Background Papers

8.1 Equalities Screening Assessment



Department
for Environment
Food & Rural Affairs

Emma Bourne
Director, Resource and Waste
**Department for Environment,
Food and Rural Affairs**

2 Marsham Street,
London, SW1P 4DF

9 January 2024

Dear Chief Executive,

Weekly food waste collections – indicative capital transitional costs for the introduction of weekly food waste collections

Thank you for your continued engagement with our Collection and Packaging Reforms, including Simpler Recycling. Through Simpler Recycling, we will ensure that people across England are able to recycle the same materials, putting an end to confusion over what can and cannot be recycled in different parts of country; and introduce weekly collections of food waste.

I am writing to provide further detail on the indicative transitional capital funding to fund waste collection authorities (WCAs) for the delivery of weekly food waste collections (subject to Ministerial approval). This will come into effect for households from 1 April 2026, as required under s45A of the Environmental Protection Act 1990 (introduced by the [Environment Act 2021 \(legislation.gov.uk\)](#)). Further details can be found in the [Simpler Recycling Government response](#). Details of the funding are provided in Annex A. If you are due to receive a bespoke transitional arrangement (delayed food waste implementation date) then you will not receive the funding listed until an appropriate point before your bespoke transitional arrangement is due to end. This is to ensure that there is no funding in advance of need.

Please respond to recycling@defra.gov.uk by 19 January 2024, confirming the bank account (account name, sort code, account number) on header paper, signed by a senior responsible officer or authorised finance officer, to which grant payments should be made. It will not be possible for us to provide capital payments until this has been provided.

This capital funding is intended for the purchase of food bins (this includes internal kitchen caddies, external kerbside caddies and communal bins) and food waste collection vehicles. This funding will be provided through Section 31 grants. Letters will be sent to local authorities this financial year on a non-ring-fenced basis.

The funding has been calculated in collaboration with the Waste Resources Action Programme (WRAP). It has been modelled using a bottom-up modelling approach that has involved creating modules for common service areas, typically operated within each council area. The key modules are kerbside, flatted/communal and remote rural properties. The modules each contain standard groupings to account for contextual and service variation within each council area to reflect the different cost profiles for each housing stock type. The cost values are scaled by the numbers of properties reported in each council area to provide a unique cost allocation for each council. The model accounts for a number of variables including rurality, levels of deprivation, number of kerbside and flatted properties, configuration of flatted properties, food waste yields, vehicle and container unit costs, and average collection round sizes.

To ensure the model is as robust as possible, the assumptions and outputs have been tested with colleagues in the Department for Levelling Up, Housing and Communities, local authority associations and some local authorities before sharing this information with you.

To set this in context, I would like to set out when you should expect all sources of funding in relation to Simpler Recycling. It is our intention that:

- Capital transitional costs, as above, will be funded in the 2023/24 financial year. This funding will be provided to waste collection authorities that need to implement or extend a weekly food waste collection service, either partially or fully.
- Resource transitional funding will be provided from the 2024/25 financial year. This money will be provided to waste collection authorities that either need to implement a weekly food waste collection service partially or fully.

- Ongoing resource/revenue costs will be provided from 1 April 2026 and will be provided to all waste collection authorities, including those that have already fully implemented a food waste collection service.
- We are currently calculating transitional and ongoing resource costs and will be writing to you on these in due course.

If you have any questions regarding this letter, please do not hesitate to contact recycling@defra.gov.uk.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'E Bourne', with a horizontal line underneath.

Emma Bourne

Director, Resources and Waste

Annex A: funding allocations

LA	Kitchen caddies (plus spares)	Kerbside caddies (plus spares)	Communal wheeled bins (plus spares)	Vehicles (Plus spares)	Total funding
Adur District Council	£60,900	£140,070	£0	£306,900	£507,870
Amber Valley Borough Council	£115,899	£257,101	£11,466	£818,400	£1,202,866
Arun District Council	£163,800	£376,740	£0	£1,125,300	£1,665,840
Ashfield District Council	£116,372	£267,654	£0	£511,500	£895,526
Ashford Borough Council	£10,500	£24,150	£0	£102,300	£136,950
Barking and Dagenham London Borough	£166,186	£227,995	£186,802	£716,100	£1,297,083
Barnet London Borough	£330,922	£380,411	£461,109	£1,534,500	£2,706,942
Barnsley Metropolitan Borough Council	£239,400	£550,620	£0	£1,023,000	£1,813,020
Basildon District Council	£0	£0	£0	£102,300	£102,300
Basingstoke and Deane Borough Council	£168,113	£337,066	£60,068	£818,400	£1,383,648
Bassetlaw District Council	£112,100	£254,705	£3,785	£716,100	£1,086,690
Bath and North East Somerset Council	£210	£483	£0	£0	£693
Bedford UA	£163,065	£337,332	£45,683	£1,023,000	£1,569,080
Bexley London Borough	£36,435	£0	£101,498	£102,300	£240,233
Birmingham City Council	£955,500	£1,762,950	£526,500	£3,580,500	£6,825,450
Blaby District Council	£92,646	£211,544	£1,866	£613,800	£919,856
Blackburn with Darwen Borough Council	£132,930	£293,181	£15,210	£716,100	£1,157,421
Blackpool Borough Council	£148,029	£280,285	£72,891	£613,800	£1,115,005

Bolsover District Council	£0	£180,154	£0	£511,500	£691,654
Bolton Metropolitan Borough Council	£3,677	£383,946	£10,243	£818,400	£1,216,267
Boston Borough Council	£65,785	£151,039	£322	£511,500	£728,645
Bournemouth, Christchurch and Poole Council	£147,956	£98,455	£292,915	£613,800	£1,153,126
Bracknell Forest Borough Council	£20,425	£0	£56,897	£102,300	£179,622
Braintree District Council	£32,531	£38,384	£44,132	£204,600	£319,648
Breckland District Council	£128,751	£296,127	£0	£716,100	£1,140,978
Brent London Borough	£26,082	£0	£72,657	£102,300	£201,039
Brentwood Borough Council	£8,610	£19,803	£0	£102,300	£130,713
Brighton and Hove Council	£294,000	£480,102	£237,510	£1,432,200	£2,443,812
Bristol Council	£0	£0	£0	£0	£0
Broadland District Council	£0	£0	£0	£0	£0
Bromley London Borough	£13,742	£0	£38,282	£0	£52,025
Bromsgrove District Council	£87,488	£201,223	£0	£613,800	£902,511
Broxbourne Borough Council	£14,282	£0	£39,786	£0	£54,068
Broxtowe Borough Council	£105,355	£242,316	£0	£716,100	£1,063,771
Buckinghamshire Council	£60,108	£77,005	£74,178	£409,200	£620,491
Burnley Borough Council	£91,193	£209,743	£0	£409,200	£710,135
Bury Metropolitan Borough Council	£0	£395,336	£14,625	£1,329,900	£1,739,861
Calderdale Metropolitan Borough Council	£12,600	£0	£35,100	£102,300	£150,000
Cambridge City Council	£13,257	£567,965	£0	£1,943,700	£2,524,922

Camden London Borough	£52,225	£0	£145,484	£409,200	£606,909
Cannock Chase District Council	£93,771	£212,520	£3,820	£716,100	£1,026,211
Canterbury City Council	£0	£0	£0	£0	£0
Castle Point Borough Council	£0	£0	£0	£0	£0
Central Bedfordshire UA	£39,900	£17,026	£90,529	£306,900	£454,355
Charnwood Borough Council	£164,010	£377,223	£0	£818,400	£1,359,633
Chelmsford Borough Council	£21,210	£48,783	£0	£102,300	£172,293
Cheltenham Borough Council	£0	£0	£0	£0	£0
Cherwell District Council	£4,200	£0	£11,700	£102,300	£118,200
Cheshire East UA	£29,547	£840,758	£0	£1,841,400	£2,711,705
Cheshire West and Chester UA	£25,200	£0	£70,200	£102,300	£197,700
Chesterfield Borough Council	£10,672	£216,896	£25,933	£511,500	£765,001
Chichester District Council	£124,998	£229,995	£69,644	£818,400	£1,243,037
Chorley Borough Council	£110,126	£248,750	£5,499	£818,400	£1,182,775
City of Bradford Metropolitan District Council	£489,300	£1,125,390	£0	£2,046,000	£3,660,690
City of London	£12,621	£0	£35,159	£0	£47,780
Colchester Borough Council	£24,786	£0	£69,048	£102,300	£196,134
Cornwall County UA	£586,784	£1,349,603	£0	£3,580,500	£5,516,888
Cotswold District Council	£0	£0	£0	£0	£0
Coventry City Council	£47,290	£627,972	£68,942	£1,125,300	£1,869,505
Crawley Borough Council	£98,748	£174,851	£63,309	£511,500	£848,408
Croydon London Borough	£12,111	£0	£33,737	£0	£45,848

Cumberland UA	£279,670	£596,495	£56,616	£1,636,800	£2,569,581
Dacorum Borough Council	£0	£0	£0	£0	£0
Darlington Borough Council	£109,931	£245,234	£9,214	£818,400	£1,182,778
Dartford Borough Council	£102,837	£190,640	£55,575	£511,500	£860,552
Derby City Council	£96,398	£460,400	£96,285	£1,023,000	£1,676,084
Derbyshire Dales District Council	£0	£0	£0	£0	£0
Doncaster Metropolitan Borough Council	£303,072	£640,743	£68,217	£1,227,600	£2,239,632
Dorset Council	£0	£0	£0	£0	£0
Dover District Council	£5,292	£0	£14,742	£0	£20,034
Dudley Metropolitan Borough Council	£341,055	£692,091	£111,834	£1,534,500	£2,679,480
Durham County UA	£529,410	£1,203,153	£17,550	£2,966,700	£4,716,813
Ealing London Borough	£53,309	£0	£148,502	£204,600	£406,411
East Cambridgeshire District Council	£84,926	£195,330	£0	£613,800	£894,056
East Devon District Council	£0	£0	£0	£0	£0
East Hampshire District Council	£122,942	£282,768	£0	£920,700	£1,326,410
East Hertfordshire District Council	£140,515	£254,237	£83,509	£1,023,000	£1,501,261
East Lindsey District Council	£157,500	£362,250	£0	£920,700	£1,440,450
East Riding of Yorkshire Council	£14,872	£771,003	£11,700	£2,148,300	£2,945,875
East Staffordshire Borough Council	£111,888	£241,882	£18,726	£613,800	£986,295
East Suffolk District Council	£252,504	£580,759	£0	£1,534,500	£2,367,763
Eastbourne Borough Council	£104,843	£241,138	£0	£511,500	£857,480
Eastleigh Borough Council	£6,388	£0	£17,796	£0	£24,184
Elmbridge Borough Council	£5,529	£0	£15,403	£0	£20,932

Enfield London Borough	£111,300	£62,790	£234,000	£511,500	£919,590
Epping Forest Borough Council	£0	£0	£0	£0	£0
Epsom and Ewell Borough Council	£1,586	£0	£4,417	£102,300	£108,302
Erewash Borough Council	£111,682	£256,869	£0	£716,100	£1,084,651
Exeter City Council	£101,770	£187,684	£56,183	£511,500	£857,138
Fareham Borough Council	£106,065	£218,335	£31,023	£613,800	£969,223
Fenland District Council	£95,550	£219,765	£0	£511,500	£826,815
Folkestone and Hythe District Council	£1,239	£0	£3,451	£0	£4,690
Forest of Dean District Council	£0	£0	£0	£0	£0
Fylde Borough Council	£85,231	£186,607	£11,413	£511,500	£794,751
Gateshead Metropolitan Borough Council	£198,156	£399,195	£68,509	£818,400	£1,484,260
Gedling Borough Council	£109,158	£251,063	£0	£613,800	£974,021
Gloucester City Council	£9,633	£1,096	£25,506	£102,300	£138,535
Gosport Borough Council	£79,044	£181,801	£0	£409,200	£670,045
Gravesham Borough Council	£8,520	£971	£22,558	£102,300	£134,348
Great Yarmouth Borough Council	£100,338	£196,967	£40,950	£511,500	£849,755
Greenwich London Borough	£52,139	£0	£145,244	£204,600	£401,983
Guildford Borough Council	£3,452	£0	£9,617	£0	£13,070
Hackney London Borough	£24,375	£0	£67,901	£102,300	£194,576
Halton Borough Council	£122,661	£279,614	£3,036	£613,800	£1,019,111
Hammersmith and Fulham London Borough	£180,556	£297,064	£143,179	£818,400	£1,439,199

Harborough District Council	£87,297	£200,783	£0	£613,800	£901,880
Haringey London Borough	£12,600	£0	£35,100	£0	£47,700
Harlow District Council	£20,194	£0	£56,254	£0	£76,447
Harrogate Borough Council	£159,600	£352,590	£17,550	£1,227,600	£1,757,340
Harrow London Borough	£0	£0	£0	£0	£0
Hart District Council	£89,011	£179,420	£30,648	£511,500	£810,579
Hartlepool Borough Council	£88,830	£194,649	£11,700	£511,500	£806,679
Hastings Borough Council	£92,545	£192,775	£24,318	£511,500	£821,138
Havant Borough Council	£110,313	£253,720	£0	£511,500	£875,533
Havering London Borough	£227,243	£431,831	£110,009	£1,125,300	£1,894,383
Herefordshire Council	£186,276	£405,609	£27,647	£1,227,600	£1,847,132
Hertsmere Borough Council	£15,958	£192,693	£44,454	£511,500	£764,605
High Peak Borough Council	£0	£200,638	£4,095	£716,100	£920,833
Hillingdon London Borough	£52,206	£0	£145,431	£409,200	£606,837
Hinckley and Bosworth Borough Council	£107,587	£247,451	£0	£716,100	£1,071,138
Horsham District Council	£137,750	£275,638	£49,883	£1,023,000	£1,486,271
Hounslow London Borough	£33,833	£0	£94,249	£102,300	£230,382
Hull City Council	£25,040	£485,019	£64,163	£920,700	£1,494,922
Huntingdonshire District Council	£171,908	£359,536	£43,425	£1,227,600	£1,802,468
Hyndburn Borough Council	£77,700	£178,710	£0	£409,200	£665,610
Ipswich Borough Council	£129,465	£248,774	£59,342	£511,500	£949,081
Isle of Wight Council	£0	£0	£0	£0	£0
Isles of Scilly Council	£0	£0	£0	£0	£0

Islington London Borough	£130,200	£0	£362,700	£613,800	£1,106,700
Kensington and Chelsea Royal Borough	£186,369	£296,272	£160,331	£920,700	£1,563,672
Kings Lynn and West Norfolk Borough Council	£294	£0	£819	£0	£1,113
Kingston upon Thames Royal Borough	£15,007	£0	£41,804	£102,300	£159,111
Kirklees Council	£396,480	£911,904	£0	£1,636,800	£2,945,184
Knowsley Metropolitan Borough Council	£147,842	£332,005	£9,729	£716,100	£1,205,675
Lambeth London Borough	£115,500	£0	£321,750	£716,100	£1,153,350
Lancaster City Council	£132,909	£301,972	£4,505	£1,023,000	£1,462,385
Leeds City Council Metropolitan Borough Council	£750,095	£1,226,115	£604,504	£4,296,600	£6,877,314
Leicester City Council	£296,898	£523,359	£193,190	£1,227,600	£2,241,048
Lewes District Council	£0	£0	£0	£0	£0
Lewisham London Borough	£130,200	£0	£362,700	£511,500	£1,004,400
Lichfield District Council	£94,496	£210,680	£8,067	£818,400	£1,131,643
Lincoln City Council	£94,962	£196,938	£26,009	£511,500	£829,410
Liverpool City Council	£451,370	£835,590	£245,337	£1,841,400	£3,373,697
London Borough of Richmond upon Thames	£37,615	£14,065	£87,750	£409,200	£548,630
Luton Borough Council	£175,684	£321,963	£99,450	£818,400	£1,415,497
Maidstone Borough Council	£0	£0	£0	£0	£0
Maldon District Council	£2,667	£0	£7,430	£0	£10,097
Malvern Hills District Council	£78,691	£173,281	£9,337	£716,100	£977,409
Manchester City Council	£102,306	£833,576	£284,994	£1,841,400	£3,062,276
Mansfield District Council	£102,896	£236,660	£0	£511,500	£851,056

Medway Borough Council	£53,567	£32,617	£109,717	£306,900	£502,801
Melton Borough Council	£46,830	£107,023	£831	£409,200	£563,884
Merton London Borough	£29,400	£3,260	£77,951	£204,600	£315,212
Mid Devon District Council	£0	£0	£0	£0	£0
Mid Suffolk District Council	£104,393	£232,830	£8,810	£716,100	£1,062,133
Mid Sussex District Council	£136,145	£264,887	£58,436	£613,800	£1,073,268
Middlesbrough Borough	£127,071	£292,263	£0	£511,500	£930,834
Milton Keynes Council	£14,234	£0	£39,651	£102,300	£156,185
Mole Valley District Council	£3,427	£0	£9,547	£0	£12,974
New Forest District Council	£173,586	£399,248	£0	£1,227,600	£1,800,434
Newark and Sherwood District Council	£111,993	£257,584	£0	£613,800	£983,377
Newcastle City Council	£289,380	£521,287	£174,757	£1,227,600	£2,213,024
Newcastle-under-Lyme Borough Council	£4,305	£9,902	£0	£0	£14,207
Newham London Borough	£267,943	£340,607	£333,877	£1,125,300	£2,067,727
North Devon District Council	£0	£0	£0	£0	£0
North East Derbyshire District Council	£2,226	£228,266	£0	£613,800	£844,292
North East Lincolnshire Council	£150,738	£327,165	£23,657	£716,100	£1,217,660
North Hertfordshire District Council	£0	£0	£0	£0	£0
North Kesteven District Council	£97,793	£224,923	£0	£613,800	£936,516
North Lincolnshire Council	£158,987	£357,381	£10,039	£1,023,000	£1,549,407
North Norfolk District Council	£115,584	£265,843	£0	£716,100	£1,097,527

North Northamptonshire	£228,768	£518,921	£8,775	£1,739,100	£2,495,563
North Somerset Council	£14,213	£0	£39,593	£0	£53,806
North Tyneside Metropolitan Borough Council	£212,810	£388,612	£122,148	£920,700	£1,644,270
North Warwickshire Borough Council	£525	£136,182	£0	£409,200	£545,907
North West Leicestershire District Council	£104,838	£241,128	£0	£716,100	£1,062,066
North Yorkshire Council	£462,512	£1,050,235	£16,403	£3,273,600	£4,802,751
Northumberland County UA	£304,920	£701,297	£23	£1,943,700	£2,949,940
Norwich City Council	£0	£0	£0	£0	£0
Nottingham City Council	£275,100	£632,730	£0	£1,023,000	£1,930,830
Nuneaton and Bedworth Borough Council	£90,594	£246,678	£29,648	£613,800	£980,720
Oadby and Wigston Borough Council	£47,859	£110,076	£0	£306,900	£464,835
Oldham Metropolitan Borough Council	£15,330	£0	£42,705	£102,300	£160,335
Oxford City Council	£0	£0	£0	£0	£0
Pendle Borough Council	£85,302	£194,393	£2,182	£511,500	£793,377
Peterborough City Council	£0	£0	£0	£0	£0
Plymouth City Council	£243,062	£491,955	£81,257	£1,125,300	£1,941,574
Portsmouth City Council	£0	£0	£0	£0	£0
Preston City Council	£136,836	£314,723	£0	£613,800	£1,065,359
Reading Borough Council	£6,949	£15,982	£0	£102,300	£125,231
Redbridge London Borough	£227,949	£417,645	£129,156	£1,023,000	£1,797,750
Redcar and Cleveland Borough Council	£129,253	£297,282	£0	£613,800	£1,040,335

Redditch Borough Council	£76,963	£172,185	£5,850	£511,500	£766,498
Reigate and Banstead Borough Council	£26,292	£0	£73,242	£102,300	£201,834
Ribble Valley Borough Council	£54,346	£124,996	£0	£409,200	£588,541
Rochdale Metropolitan Borough Council	£8,402	£14,538	£8,781	£409,200	£440,921
Rochford District Council	£179	£0	£497	£102,300	£102,976
Rosendale Borough Council	£68,872	£158,405	£0	£511,500	£738,776
Rother District Council	£97,186	£199,257	£29,396	£716,100	£1,041,939
Rotherham Metropolitan Borough Council	£252,292	£580,271	£0	£1,023,000	£1,855,563
Rugby Borough Council	£14,666	£236,955	£0	£716,100	£967,721
Runnymede Borough Council	£19,692	£5,975	£47,619	£102,300	£175,585
Rushcliffe Borough Council	£102,144	£228,097	£8,278	£818,400	£1,156,919
Rushmoor Borough Council	£0	£0	£0	£0	£0
Rutland County Council	£37,605	£85,525	£1,170	£409,200	£533,500
Salford Metropolitan District Council	£0	£0	£0	£0	£0
Sandwell Metropolitan Borough Council	£34,780	£0	£96,888	£204,600	£336,268
Sefton	£270,711	£567,061	£67,310	£1,739,100	£2,644,182
Sevenoaks District Council	£109,941	£252,865	£0	£818,400	£1,181,206
Sheffield City Council	£535,334	£952,519	£337,615	£2,250,600	£4,076,069
Shropshire County UA	£124,969	£722,423	£0	£1,943,700	£2,791,092
Slough Borough Council	£111,300	£159,390	£117,000	£1,788,600	£2,176,290
Solihull Metropolitan Borough Council	£197,400	£388,965	£78,794	£1,023,000	£1,688,158
Somerset County Council	£29,530	£12,944	£66,585	£278,300	£387,359

South Derbyshire District Council	£0	£198,030	£0	£613,800	£811,830
South Gloucestershire Council	£20,979	£48,252	£0	£102,300	£171,531
South Hams District Council	£49,783	£114,500	£0	£306,900	£471,183
South Holland District Council	£89,513	£205,879	£0	£511,500	£806,891
South Kesteven District Council	£136,500	£313,950	£0	£920,700	£1,371,150
South Norfolk Council	£134,190	£307,507	£1,369	£920,700	£1,363,766
South Oxfordshire District Council	£0	£0	£0	£0	£0
South Ribble Borough Council	£106,008	£243,818	£0	£511,500	£861,326
South Staffordshire District Council	£103,950	£226,087	£15,742	£920,700	£1,266,480
South Tyneside Metropolitan Borough Council	£151,271	£344,543	£4,095	£716,100	£1,216,010
Southampton City Council	£249,077	£394,553	£215,982	£1,023,000	£1,882,612
Southend on Sea City Council	£29,952	£0	£83,439	£732,600	£845,991
Southwark London Borough	£159,180	£13,360	£427,249	£716,100	£1,315,889
Spelthorne Borough Council	£23,100	£9,660	£52,650	£204,600	£290,010
St Albans District Council	£4,838	£0	£13,478	£0	£18,317
St Helens Metropolitan Borough Council	£0	£0	£0	£0	£0
Stafford Borough Council	£130,137	£273,875	£30,812	£1,023,000	£1,457,824
Staffordshire Moorlands District Council	£1,680	£209,332	£5,850	£716,100	£932,962
Stevenage Borough Council	£0	£182,477	£0	£409,200	£591,677
Stockport Metropolitan Borough Council	£57,448	£75,580	£68,492	£306,900	£508,419

Stockton-on-Tees Borough Council	£186,270	£428,421	£0	£818,400	£1,433,091
Stoke-on-Trent City Council	£55,432	£432,362	£154,417	£1,023,000	£1,665,210
Stratford-on-Avon District Council	£0	£0	£0	£0	£0
Stroud District Council	£0	£0	£0	£0	£0
Sunderland City Council	£270,900	£602,900	£24,430	£1,125,300	£2,023,530
Surrey Heath Borough Council	£3,297	£7,583	£0	£0	£10,880
Sutton London Borough	£37,130	£0	£103,434	£204,600	£345,164
Swale Borough Council	£7,035	£16,181	£0	£0	£23,216
Swindon Borough Council	£186,900	£369,495	£73,125	£1,125,300	£1,754,820
Tameside Metropolitan Borough Council	£1,890	£3,864	£585	£204,600	£210,939
Tamworth Borough Council	£67,973	£149,773	£7,950	£409,200	£634,896
Tandridge District Council	£336	£0	£936	£0	£1,272
Teignbridge District Council	£0	£0	£0	£0	£0
Telford and Wrekin Council	£0	£0	£0	£0	£0
Tendring District Council	£22,050	£50,715	£0	£204,600	£277,365
Test Valley Borough Council	£122,283	£250,798	£36,884	£920,700	£1,330,665
Tewkesbury Borough Council	£0	£0	£0	£0	£0
Thanet District Council	£10,500	£0	£29,250	£102,300	£142,050
Three Rivers District Council	£11,907	£27,386	£0	£0	£39,293
Thurrock Council	£38,063	£0	£106,031	£204,600	£348,694
Tonbridge and Malling Borough Council	£0	£0	£0	£0	£0
Torbay Borough Council	£12,233	£0	£34,076	£102,300	£148,609

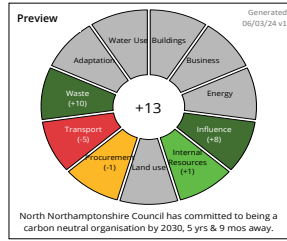
Torrige District Council	£0	£0	£0	£0	£0
Tower Hamlets London Borough	£217,581	£14,490	£588,569	£920,700	£1,741,340
Trafford Metropolitan Borough Council	£38,094	£9,612	£94,478	£306,900	£449,083
Tunbridge Wells Borough Council	£12,621	£29,028	£0	£102,300	£143,949
Uttlesford District Council	£0	£0	£0	£0	£0
Vale of White Horse	£0	£0	£0	£0	£0
Wakefield Metropolitan District Council	£337,058	£768,385	£8,295	£1,534,500	£2,648,239
Walsall Metropolitan Borough Council	£245,721	£513,593	£62,455	£1,023,000	£1,844,769
Waltham Forest London Borough	£65,121	£352,010	£141,161	£920,700	£1,478,992
Wandsworth London Borough	£311,037	£417,355	£360,968	£1,329,900	£2,419,261
Warrington Borough Council	£192,717	£443,249	£0	£1,227,600	£1,863,566
Warwick District Council	£29,278	£22,493	£54,317	£102,300	£208,389
Watford Borough Council	£19,513	£0	£54,358	£102,300	£176,171
Waverley Borough Council	£0	£0	£0	£0	£0
Wealden District Council	£153,680	£327,894	£30,970	£1,125,300	£1,637,844
Welwyn Hatfield District Council	£48,720	£195,881	£36,533	£511,500	£792,634
West Berkshire District Council	£0	£0	£0	£0	£0
West Devon Borough Council	£0	£0	£0	£0	£0
West Lancashire Borough Council	£108,150	£248,745	£0	£716,100	£1,072,995
West Lindsey District Council	£92,127	£197,402	£17,550	£716,100	£1,023,179

West Northamptonshire	£34,335	£2,174	£93,015	£204,600	£334,124
West Oxfordshire District Council	£846	£0	£2,358	£0	£3,204
West Suffolk District Council	£172,786	£386,878	£12,753	£1,125,300	£1,697,717
Westminster City Council	£187,740	£144,900	£347,490	£818,400	£1,498,530
Westmoreland and Furness UA	£236,093	£543,013	£0	£1,432,200	£2,211,305
Wigan Metropolitan Borough Council	£14,440	£585,753	£46,800	£1,432,200	£2,079,193
Wiltshire County UA	£485,745	£1,063,349	£65,239	£3,375,900	£4,990,233
Winchester City Council	£136,641	£264,935	£59,758	£920,700	£1,382,034
Windsor and Maidenhead Royal Borough Council	£0	£0	£0	£0	£0
Wirral Metropolitan Borough Council	£314,727	£684,865	£47,245	£1,329,900	£2,376,737
Woking Borough Council	£0	£0	£0	£0	£0
Wokingham District Council	£0	£0	£0	£0	£0
Wolverhampton Metropolitan Borough Council	£235,200	£511,980	£35,100	£1,023,000	£1,805,280
Worcester City Council	£96,655	£222,306	£0	£409,200	£728,160
Worthing Borough Council	£110,397	£253,913	£0	£511,500	£875,810
Wychavon District Council	£126,689	£291,384	£0	£818,400	£1,236,473
Wyre Borough Council	£113,791	£259,323	£2,902	£920,700	£1,296,715
Wyre Forest	£97,033	£216,287	£8,342	£716,100	£1,037,762
York City Council	£192,822	£398,089	£54,990	£1,023,000	£1,668,901

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Climate Change Impact Assessment Tool (v1)

Directorate & Service Area	Place and Economy - Waste Services
Report Name	Kitchen Food Waste Service Rollout
Report date	14/03/24
Report author & role	Charlotte Tompkins - Waste Services Manager
Proposal Summary	To introduce a food waste recycling scheme for North Northamptonshire.
Export filename	Kitchen Food Waste Service Rollout - CCIA 14.03.2024.png



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- Save to desktop
- Copy alt-text



Category	Impact	Notes / Justification for score / existing work (see guidance sheet or CCIA detailed notes for more information)	Score (-5 to +5)	Mitigations (If the impact is negative, please provide a mitigating action for reducing the impact going forward)
Buildings	Building construction	No measureable effect		
Buildings	Building use	No measureable effect		
Buildings	Green / blue infrastructure	No measureable effect		
Business	Developing green businesses	No measureable effect		
Business	Marketable skills & training	No measureable effect		
Business	Sustainability in business	No measureable effect		
Energy	Energy efficiency	No measureable effect		
Energy	Reducing energy demand	No measureable effect		
Energy	Switching to low-carbon energy supply	No measureable effect		
Influence	Communication & engagement			
Influence	Wider influence	NNC introducing a food waste recycling scheme for the whole authority clearly illustrates our commitment to combating climate change and setting best practice for other local authorities. The waste team has already has colleagues from other Waste Collection Authorities seeking advice on how best to develop the new services.	+2	
Influence	Working with communities	Development of this service will enable the authority to widen its waste collection service for commercial customers to include food waste.	+3	
Influence	Working with partners	Development of this service will enable the authority to widen its waste collection service for other partners to include food waste.	+3	
Internal Resources	Material / infrastructure requirement	This activity will increase the demand on council infrastructure and resources.	-3	
Internal Resources	Staff time requirement	Staffing requirements will be broadly similar as other route optimisation will rebalance the staffing resources	-1	
Internal Resources	Staff travel requirement	No measureable effect		
Internal Resources	External funding	The funding for this project has come entirely from external sources. Implementation of this will contribute to both Waste Minisation and increased recycling activities	+5	
Land use	Carbon storage			
Land use	Improving biodiversity adaptation			
Land use	Natural flood management	No measureable effect		
Procurement	Food & Drink			
Procurement	Products	New plastic food waste bins will be procured for all residents. All containers used for containment and collection for this material are re-usable. At the end of the life, container are able to be recycled and post consumer recycled product is now specified in all new containers.	-1	At the end of the life, container are able to be recycled and post consumer recycled product is now specified in all new containers
Procurement	Single-use plastic	No single use plastics to be used in the provision of the infrastructure for this service.		
Procurement	Services	No measureable effect		
Transport	Decarbonising vehicles	Some of the new fleet will be required to be fueled by diesel due to the lack of EV infrastructure and the distances travelled. This will increase the fleet by up to six 12.5 tonne vehicles. Some of this requirement will be powered by alternate fuels but some diesel vehicles will be required due to the lack of EV infrastructure and distances required to complete the round.	-5	
Transport	Improving infrastructure	No measureable effect		
Transport	Demand reduction	No measureable effect		
Transport	Supporting people to use public transport	No measureable effect		
Transport	Supporting people to use active travel	No measureable effect		
Waste	End of life disposal / recycling	The service will increase recycling opportunities. Current info suggests up to 1 third of the material contained within the residual waste container is food. Reduction of material that is disposed of via the non recyclable waste stream and moving it to a more sustainable method. Waste disposal activity for this material involves the capture of all biogas as the material. This service will enable further recycling of single use packaging which may find its way into the waste stream.	+5	
Waste	Waste volume	Introduction of this service will enable the Council to continue with its policy to reduce the amount of containment for resident waste from 240 litres per fortnight to 180 litres	+5	
Adaptation	Drought vulnerability	No measureable effect		
Adaptation	Flooding vulnerability	No measureable effect		
Adaptation	Heatwave vulnerability	No measureable effect		
Water Use	Improving water-use efficiency	No measureable effect		
Other	Other 1			
Other	Other 2			
Other	Other 3			
Other	Other 4			

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EXECUTIVE 14th March 2024

Report Title	North Northamptonshire Council Complaints Remedy Policy
Lead Member	Cllr Lloyd Bunday, Executive Member for Finance and Transformation
Report Author	Simon Mills – Assistant Director, Customer Experience

Key Decision	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is the decision eligible for call-in by Scrutiny?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are there public sector equality duty implications?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information (whether in appendices or not)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Which Corporate Plan priority does the report most closely align with?	Modern public services

List of Appendices

Appendix A – Draft North Northamptonshire Complaints Remedy Policy

Appendix B – Climate Change Impact Assessment tool

1. Purpose of Report

- 1.1. The purpose of this report is to seek approval for adoption of North Northamptonshire Council Complaints Remedy policy, which will support services responding to complaints under the North Northamptonshire Comments, Compliments and Complaints Policy.
- 1.2. This policy will inform decision making to support best practice in line with Ombudsman Service guidance.

2. Executive Summary

- 2.1. North Northamptonshire Council Complaints Handling Policy confirms that complainants' have statutory rights when raising a dispute around loss of service or maladministration. The Complaints Remedy Policy will ensure consistent decision making informed by Ombudsman guidance for councils

when addressing injustice arising from maladministration or loss of service and fault has been established.

3. Recommendations

3.1. It is recommended that the Executive approve the Complaints Remedy Policy.

3.2. Reason for Recommendations –

- Ensure a policy reflecting best practice to advise and inform decision making
- To support knowledge and understanding on remedy consideration
- Promote consistent decision making

3.3. Alternative Options Considered –

- Not having a policy reduces efficiency and risks robust consideration being applied to decision making.

4. Report Background

4.1. Complainants have a statutory right to escalate a complaint to the appropriate Ombudsman Service should the complainant remain dissatisfied with the response to the complaint. This is confirmed in the Council's Compliments, Comments & Complaints Policy.

4.2. The Ombudsman Services have an expectation that when things have gone wrong resulting in injustice, the Council will put things right (remedy) without delay and where the Council does not do that it, is at risk of the Ombudsman Services upholding complaints against the Council, making their own recommendations and publicly highlighting the failure.

4.3. Without policy to guide offering of remedy for injustice arising from maladministration or loss of service decision making in this area lacks prescription and clarity increasing potential for risk of contradictory decision making.

4.4. This proposal is to introduce a new policy to inform the council's approach to remedy.

5. Issues and Choices

5.1. A decision to offer remedy should be informed by guidance and outcomes of the Ombudsman Services as well as the values of North Northamptonshire Council.

- 5.2. A policy would confirm such circumstances where it would be appropriate to offer remedy and what forms a remedy could take in different circumstances.
- 5.3. Ombudsman Services promote adoption of a policy to inform decision making as good practice; lack of policy has potential to be highlighted.
- 5.4. Current arrangement is inefficient resulting in potential for delay and inconsistency in decision making and could result in continued customer dissatisfaction with complaint outcomes.

6. Next Steps

- 6.1. If approved this policy will be published internally to inform decision making.

7. Implications

7.1. Resources, Financial and Transformation

- 7.1.1. Financial implications arising from remedy could decrease if the Council introduces this policy. Ombudsman Services have the option to award or increase remedy offers where the council has failed to follow good practice guidance. The policy has the potential to add efficiencies and reduce delay and increase satisfaction in outcomes reducing escalation to Ombudsman Services.
- 7.1.2. This decision has implications for transforming complaint handling by all services. A policy framework will speed up decision making and increase accuracy of decision-making providing efficiencies in the process and increasing customer satisfaction.
- 7.1.3. This report and policy have been reviewed and approved for submission by legal services.

7.2. Legal and Governance

- 7.2.1. This report and policy have been reviewed and approved for submission by Legal Services. There are no legal implications arising from the proposals.

7.3. Relevant Policies and Plans

- 7.3.1. The proposed policy supports our Corporate Plan key commitment to provide modern and efficient services by providing a framework to level up decision making in line with best practice and will result in increased customer satisfaction.
- 7.3.2. The proposed policy also supports decision making on responses to complaints raised under the council's [Comments, Compliments and Complaints Policy](#).

7.4. Risk

7.4.1. There is an expectation that Councils should have a policy to inform decision making on this matter. Continuing to operate without a policy framework increases delay in decision making and increases risk of inconsistency which are a risk to reputation. Delay in decision making could have a financial impact resulting from award of remedy by Ombudsman Services.

7.5. Consultation

7.5.1. Internal consultation has been undertaken with interested parties – stakeholder services have been engaged and feedback incorporated into the draft policy to ensure clarity.

7.6. Consideration by Executive Advisory Panel

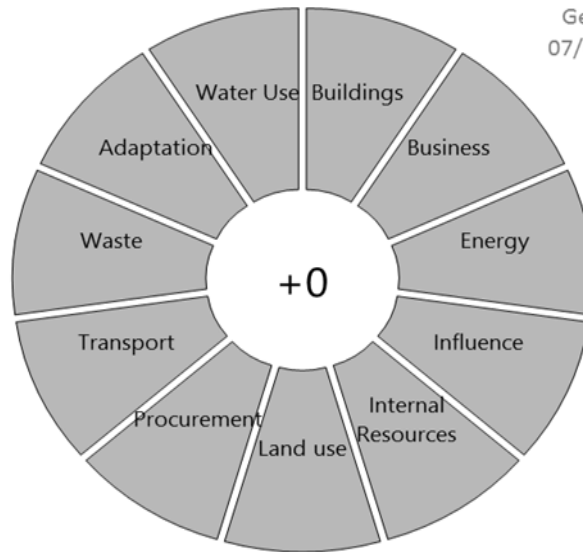
7.6.1. This policy and covering report were presented to the Connected Customer Executive Advisory Panel on Wednesday 28th March. Feedback was positive, in particular, on how the policy has been drafted to be easily understood.

7.7. Equality Implications

7.7.1. An Equality Screening Assessment has been completed in relation to this report and signed off by the Equalities Team on 23rd February 2024.

7.8. Climate Impact

7.8.1. The infographic shows the relative costs and benefits of the decision on 11 different categories with respect to the climate: Buildings, no effect. Business, no effect. Energy, no effect. Influence, no effect. Internal Resources, no effect. Land use, no effect. Procurement, no effect. Transport, no effect. Waste, no effect. Adaptation, no effect. Water Use, no effect



North Northamptonshire Council has committed to being a carbon neutral organisation by 2030, 5 yrs & 10 mos away.

7.9. Community Impact

7.9.1. There is no identified community impact.

7.10. Crime and Disorder Impact

7.10.1. There are no crime and disorder impacts from this policy.

8. Background Papers

8.1. Equality Screening Assessment

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Complaint Remedy Policy

www.northnorthants.gov.uk

Document Version Control

Author: Customer Delivery Manager Amanda Davis

Type of document: **Draft**

Version Number: **.04**

Document File Name: Complaints Remedy Policy

Issue date: **XXXX**

Approval date and by who (CMT / committee): **XXX**

Document held by (name/section): Assistant Director Customer Services

For internal publication only or external also: Internal

Document stored on Council website or Intranet: Intranet

Next review date: **XXXX**

Change History

Issue	Date	Comments

Consultees

Internal	External
Services	

Distribution List

Internal	External
Directorates	

Links to other documents

Document	Link
NNC Compliments, comments and complaints Policy	https://cms.northnorthants.gov.uk/media/374/download
LGSCO Remedies Guidance	Guidance on remedies - Local Government and Social Care Ombudsman
THOS Remedies Guidance	Policy and Guidance on remedies - Housing Ombudsman (housing-ombudsman.org.uk)
s92 Local Government Act 2000	s92 Local Government Act 2000
Housing Act 1996	Schedule 2 Housing Act 1996
North Northamptonshire Council Equality Policy and Strategy	Equality policy and strategy North Northamptonshire Council (northnorthants.gov.uk)

Contents

Section	Link
1.0 Introduction/foreword	1.0 Introduction
2.0 Scope	2.0 Scope
3.0 Policy outcomes	3.0 Policy outcomes
4.0 Name of strategy/policy	4.0 Remedy Policy
5.0 Next steps	5.0 Next steps
6.0 Glossary of terms	6.0 Glossary of terms
Appendix A	Financial Remedy Consideration form
Appendix B	Financial Remedy Offer form

1.0 Introduction

1.1 The council helps thousands of residents every year and welcomes customers' comments and suggestions; they are key in helping the council develop and improve the services it offers. In the carrying out of all functions the council will always seek to be guided by its values:

- Customer-focused
- Respectful
- Efficient
- Supportive
- Trustworthy

Sometimes things go wrong and organisational learning can be drawn and processes developed to stop the same mistakes happening again. Where someone has suffered an injustice because things have gone wrong, it must be acknowledged, and steps taken to put things right. Not all maladministration or poor service results in injustice or hardship, but where it does, steps should be taken to restore the complainant to the position they would have been in if the maladministration or poor service had not occurred. If that is not possible a remedy would be appropriate.

2.0 Scope

2.1 This policy applies to remedies offered in resolution of complaints raised under the North Northamptonshire Council Compliments, Comments and Complaints Policy.

2.2 This policy does not apply to claims for personal injuries, damage or insurance. This policy does not apply to mandatory payments made under statutory policy.

3.0 Policy outcomes

3.1 The purpose of this policy is to set out the principles, guide decision making, actions and requirements on the administration of remedy. This policy's aim is to ensure a financially robust corporate response that is also fair and proportionate where it is not possible to restore a person to the position they would have been in had a service failure not occurred.

This policy will identify:

- the circumstances to which remedy may apply and the methods available
- required authorisation levels to ensure maintenance of robust internal financial controls
- monitoring responsibilities to ensure performance awareness supports outcome achievement

4.0 Remedy Policy

4.1 Responsibility for the Policy

- The Remedy Policy will be owned and maintained by the Monitoring Officer in collaboration with s151 Finance Officer and in consultation with the appropriate business areas.
- Directors are responsible for ensuring appropriate records are maintained and linked processes are followed:
 - ❖ Remedy decisions and their authorisation chain
 - ❖ Learning outcomes and the service improvements those outcomes informed
 - ❖ Return of records to the council's designated complaint coordination and Ombudsman Services link

4.2 Remedy Principals

The council will ensure responses to injustice arising from maladministration or poor service demonstrate its values in action. It will:

- Acknowledge and apologise for poor service, maladministration or injustice where identified. If possible, return the complainant and any others affected in the same way to the position they would have been in if it had not occurred.
- Be sensitive to the customer's individual circumstances and consider a remedy which takes those into account while managing their expectations in a professional manner.
- Be open about how remedy decisions are reached and keep clear and accurate records of remedies offered including authorisation in line with directorate's delegated authority.
- Ensure remedy decisions are proportionate to the injustice and treat people without bias, discrimination or unlawfulness.
- Record and use lessons learnt to improve services ensuring maladministration or poor service is addressed and not repeated.

4.3 Remedy Decisions

The complainant should be offered a remedy that returns them to the position they would have been in should the maladministration or poor service leading to injustice or hardship not occurred.

If that is not possible, the remedy should compensate for the injustice or hardship appropriately and should also be offered to others who have suffered injustice or hardship as a result of the same maladministration or poor service.

Wherever an injustice has occurred the complainant must receive an assurance that lessons have been learnt and explanation of changes made to prevent the injustice reoccurring.

Remedy decisions should be based on the specific and individual circumstances for which they are compensating, and consideration should be given to the appropriateness of non-financial and financial remedy.

Non-financial remedies

- Provide an apology, explanation, and acknowledgement of responsibility in the format required by the customer.
- Undertake remedial action, which may include reviewing or changing a decision, revising published material, or revising procedures to prevent the same thing happening again. It may also include training or supervising staff to ensure correct outcomes.

Financial remedies

Financial remedy for direct or indirect financial loss, loss of opportunity, inconvenience, distress, or any combination of these must have regard to both remedy guidance offered by the appropriate Ombudsman Service and internal procedure.

- A remedy for financial loss for what the complainant has demonstrably lost and/or extra costs they have incurred as a result of the injustice.
- A remedy for inconvenience or distress should consider the impact on the individual, for example:
 - ❖ the circumstances contributed to ill health
 - ❖ the circumstances lead to prolonged or aggravated injustice or hardship
 - ❖ the length of time taken to resolve a dispute or complaint
 - ❖ the trouble the individual was put to in pursuing the dispute or complaint.
 - ❖ costs that the complainant incurred in pursuing the complaint
 - ❖ any inconvenience, distress or both resulting from poor complaint handling

4.4 Financial Remedy

Financial Remedies will be benchmarked against the appropriate Ombudsman Service remedy guidance.

- Financial remedy offers require authorised 'Financial Remedy Consideration' form (**appendix A**).
- Financial remedy offers require completion of 'Financial Remedy Offer' form (**appendix B**).
- Decision maker must raise a financial remedy against cost centre provided on Financial Remedy Consideration form.
- Financial remedy costs will be managed from the responding service's budget.

5.0 Next steps

5.1 It is false economy and poor administrative practice to deal with complaints only as they arise and to fail to correct the cause of the problem. Learning from complaints, and offering timely and effective remedies, gives the best outcome for both customer and organisation. The council will utilise learning from complaints to improve services and seek to demonstrate the improvements.

5.2 Services will be supported to develop internal processes to ensure application of this policy.

5.3 This policy will be reviewed bi-annually commencing 2 years from publish date.

6.0 Equalities

6.1 This policy is compliant with the NNC Equality, Diversity and Inclusion Policy and supports the council's equality strategy; Equality Screening Assessment completed.

6.2 This policy is compliant with writing for inclusion guidance to support accessibility and inclusion.

7.0 Glossary of terms

Term	Definition
Remedy	Putting right injustice arising from maladministration or poor service
Maladministration	A decision not made correctly in accordance with process/policy/law

Appendix A

Financial Remedy Consideration form

Complaint Reference:

Decision maker name:

Date:

1. What outcome does the complainant want to achieve by complaining?	
2. What has gone wrong?	
3. What is the injustice?	
4. Can action be taken to put the person affected back in the position they would have been in if nothing had gone wrong?	
5. Is there an actual quantifiable financial loss, such as costs incurred or payments not received?	
6. On what basis can loss of non-monetary benefit be calculated?	
7. How severe was any other impact in terms of distress, harm or risk?	
8. Did the actions or inactions of the complainant or a third party contribute to or lessen the injustice?	
9. Remedy type(s) proposed and reason (list)	
10. Overall, is the remedy proportionate, appropriate and reasonable?	

11. Full breakdown of financial remedy including reason for each part of remedy	
Remedy authorised by	Name Position
Cost centre code for payment	
Budget Manager who will approve payment	
Complaints Manager sign off	

Appendix B

Financial Remedy Offer

Complaint ref:

Decision Maker name:

Date:

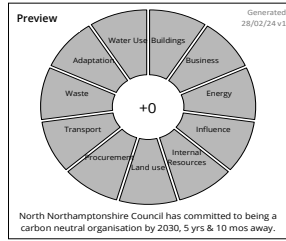
Standard paragraph included in response where a financial remedy is offered. Amend as appropriate in consultation with the Complaints Manager.

On behalf of (Service) I recognise that the service you have received has not reached the standard expected to be provided to the (customers/ families and children we work with. I would like to offer you the sum of £ (amount) in respect of your (detail justified point/s of complaint) and to acknowledge your time, trouble and distress in having to pursue a complaint. If you would like to accept this offer in recognition of your complaint, then please contact the Complaints Manager who will be glad to arrange this for you. This offer does not remove the right to escalate your complaint if you continue to remain unhappy. I would like to thank you for raising these issues with us and giving us the opportunity to resolve the matter with you. We are committed to improving the quality of our services wherever possible and your views are important to us.

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Climate Change Impact Assessment Tool (v1)

Directorate & Service Area	Corporate Services
Report Name	Customer Remedy Policy
Report date	
Report author & role	Simon Mills AD Customer Experience / Amanda Davies - Customer Delivery
Proposal Summary	Introduction of internal guidance for case managers, to run alongside our complaints policy, ensuring consistent outcomes are made and reflect best work practice of NNC.
Export filename	Customer Remedy Policy CCIA 28.02.24 .png



- Copy to clipboard
- Save to desktop
- Copy alt-text



Category	Impact	Notes / justification for score / existing work (see guidance sheet or CCIA detailed notes for more information)	Score (-5 to +5)	Mitigations (If the impact is negative, please provide a mitigating action for reducing the impact going forward)
Buildings	Building construction			
Buildings	Building use			
Buildings	Green / blue infrastructure			
Buildings				
Business	Developing green businesses			
Business	Marketable skills & training			
Business	Sustainability in business			
Business				
Energy	Energy efficiency			
Energy	Reducing energy demand			
Energy	Switching to low-carbon energy supply			
Energy				
Influence	Communication & engagement			
Influence	Wider influence			
Influence	Working with communities			
Influence	Working with partners			
Influence				
Internal Resources	Material / infrastructure requirement			
Internal Resources	Staff time requirement			
Internal Resources	Staff travel requirement			
Internal Resources	External funding			
Internal Resources				
Land use	Carbon storage			
Land use	Improving biodiversity adaptation			
Land use	Natural flood management			
Land use				
Procurement	Food & Drink			
Procurement	Products			
Procurement	Single-use plastic			
Procurement	Services			
Procurement				
Transport	Decarbonising vehicles			
Transport	Improving infrastructure			
Transport	Demand reduction			
Transport	Supporting people to use public transport			
Transport	Supporting people to use active travel			
Transport				
Waste	End of life disposal / recycling			
Waste	Waste volume			
Waste				
Adaptation	Drought vulnerability			
Adaptation	Flooding vulnerability			
Adaptation	Heatwave vulnerability			
Adaptation				
Water Use	Improving water-use efficiency			
Other	Other 1			
Other	Other 2			
Other	Other 3			
Other	Other 4			

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EXECUTIVE 14th March 2024

Report Title	Post 16 Policy for Home to School Transport
Lead Member	Cllr Matt Binley – Executive Member for Highways, Travel and Assets
Report Author	George Candler – Executive Director Place and Economy Rachel Mawson – Transport Delivery Manager

Key Decision	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is the decision eligible for call-in by Scrutiny?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are there public sector equality duty implications?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information (whether in appendices or not)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Applicable paragraph number/s for exemption from publication under Schedule 12A Local Government Act 1972	N/A
Which Corporate Plan priority does the report most closely align with?	Better, brighter futures

List of Appendices

Appendix A – Draft Post 16 Policy

Appendix B - Consultation report

Appendix C - Policy for Statutory School age pupils

Appendix D – Climate Change Assessment tool

1. Purpose of Report

- 1.1. The revised Policy for Statutory School age pupils in respect of academic year 2024/25, as approved by the Executive in July 2023, was published in September 2023 as required by legislation.
- 1.2. The Council is also required to publish the policy for Post 16 pupils in respect of academic year 2024/25 before the end of May 2024.
- 1.3. The Post 16 policy needs to be revised to come into line with the previously agreed changes published in the Policy for those of Statutory School age.

- 1.4. This report is to present the proposed Post 16 policy for approval by the Executive and to seek permission to publish the final document as required under the legislation.

2. Executive Summary

- 2.1. Local authorities have a duty under s508A of the Education Act 1996 to prepare and publish an annual transport policy statement specifying the arrangements for the provision of transport, or otherwise that the authority considers necessary to make to facilitate the attendance of all persons of sixth form age receiving education or training.
- 2.2. s509AA (7) (a) of the Education Act 1996, defines the sixth form age duty as applying to young people of sixth form age (16 to 18) and young people with Education, Health and Care (EHC) plans up to age 25 where they are continuing on a course which they started before their 19th birthday.
- 2.3. The local authority must publish that transport policy statement on or before 31st May each year.
- 2.4. In accordance with Section 509AB(3)(a) of the Education Act 1996, when preparing the Transport Policy, the Council must have regard to the following:
 - 2.4.1. the needs of those for whom it would not be reasonably practicable to access education or training provision if no arrangements were made;
 - 2.4.2. the needs of the most vulnerable or socially excluded;
 - 2.4.3. the needs of young people with special educational needs and disabilities;
 - 2.4.4. those who are vulnerable to becoming not in education, employment or training (NEET) at the age of 16 or 17 or who have already become NEET;
 - 2.4.5. young parents; and,
 - 2.4.6. those who live in particularly rural areas where the transport infrastructure can be more limited.
- 2.5. Any transport provided by the Council to the Post 16 cohort falls under their Discretionary Powers. Local Authorities are permitted to levy a charge for services provided under their Discretionary powers.
- 2.6. As part of a public consultation carried out by North Northamptonshire Council into the future of Discretionary Transport which took place between 24th April 2023 and 12th June 2023 respondents were specifically asked:
 - a) “If the Council were to continue to provide discretionary (spare seat) transport to families/students who are not entitled to free transport, what do you think would be the fairest way of sharing the cost between the family/student and the Council? When giving your answer please consider if this should be different for those students who are in post 16 education and those that are younger.”

- b) “If the discretionary seat scheme is to remain in whole or part, should the guarantee to a spare seat for applications received before a certain date (usually the 3rd Friday in May) be withdrawn?” Potential responses were: Yes, remove the guarantee for all age groups, Yes, remove the guarantee for only Post 16 but retain the guarantee for statutory school age seats, and No, the guaranteed seats scheme should remain as is.
 - c) Whether to increase the charges for discretionary transport to recover a higher proportion of the cost of service delivery, with a table of potential cost options showing the level of subsidy being applied in each case.
- 2.7. The full report of findings from that consultation can be found at **Appendix B**.
- 2.8. Taking into account the responses to the consultation, in July 2023 the Executive agreed to:
- 2.8.1. remove the guarantee of a spare seat for all age groups applying before a certain date (to be agreed and published each year);
 - 2.8.2. increase the charges for a discretionary seat for all age groups with effect from September 2024; and,
 - 2.8.3. reformat the policy documents to make them easier to understand and more accessible.
- 2.9. The revised Policy for Statutory School age pupils was published in September 2023.
- 2.10. The policy for Post 16 pupils must be published in May each year.
- 2.11. The current Post 16 policy needs to be revised to come into line with the previously agreed changes published in the Policy for those of Statutory School age.

3. Recommendations

- 3.1. It is recommended that the Executive approves the revised Post 16 Policy for Home to School Transport for publication.
- 3.2. Reasons for Recommendation: To ensure that statutory obligations are fulfilled by the publishing of a Post 16 Policy for Home to School Transport in line with legislation. The policy currently before the Executive takes into account the changes previously approved for pupils of statutory school age and the legislation and guidance specifically relating to education transport for Post 16 students.
- 3.3. Alternative Options Considered:

- 3.3.1 **Do nothing:** Failure to adopt a revised policy would result in the current policy being de facto adopted, leading to a two-tier charging system for discretionary seats as well as confusion over entitlement to and availability of services at the transition between Statutory School age and Post 16 services. In addition, failure to adopt the revised charging system would result in the Council being required to continue to subsidise Post 16 transport at its current rate, rather than recouping a higher proportion of the actual cost from service users, which will lead to budgetary pressures.
- 3.3.2 **Refer the draft policy back for further revision:** If the Executive prefer not to approve the policy as drafted, they may make recommendations as to any alterations they may require. Members are requested to be mindful of the statutory requirement to publish the final version of the policy before the end of May 2024 and the timelines for re-presentation of the policy at Executive for approval. Failure to approve the final version within this timeframe will result in the current policy being de facto adopted for the coming academic year with the same outcomes as Do Nothing. If this option is adopted it is therefore recommended that Members give delegated powers to the Executive Member for Highways, Travel and Assets and the Executive Director of Place and Economy to authorise and approve the final draft, without the need to return to Executive.

4. Report Background

- 4.1. In preparing this Policy Statement, the Council needs to be mindful of the requirements under the Education and Skills Act 2008, which requires all young people to continue in learning or training until the end of the academic year in which they turn 18.
- a) Raising the participation age does not mean that young people must stay in school, they are able to choose one of the following choices:
- i) full-time education, such as school, Further Education college or home education;
 - ii) apprenticeships, work-based learning;
 - iii) part-time education or training if they are employed, self-employed or volunteering for at least 20 hours a week.
- 4.2. All 16- and 17-year-olds i.e. those completing compulsory education in the current year, or who completed in the previous year)are entitled to an offer of a place in post-16 learning under the September Guarantee. That place does not have to be their nearest suitable place of education.
- 4.3. The legislation recognises that a local response to transport arrangements is important in enabling young people's participation in education and training and as such allows local authorities to take a local approach which allows local circumstances to be taken into account.
- 4.4. The guidance and legislation require that the post 16 policy statement should be a single point of reference providing information about transport

arrangements to all types of provision, including arrangements made by bodies other than the local authority, including local transport providers, and the schools and colleges themselves. To this end the draft policy includes contact details for colleges, and major transport providers in the area as well as information about alternative modes of transport.

- 4.5. Local authority transport policies must be supportive of reasonable choice. This includes enabling young people to choose courses outside their home local authority boundaries if it makes sense for them to do so. Local authorities need to be mindful of neighbouring transport policies and consider how their own transport policy can support movement across boundaries. The transport policy statement therefore includes our policy for travel to neighbouring local authority areas.
- 4.6. The overall intention of the sixth form age transport duty is to ensure that:
- learners of sixth form age are able to access the education and training of their choice; and
 - if support for access is requested, this will be assessed and provided where necessary.
- 4.7. The arrangements must be set out for learners of sixth form age who are receiving education or training at:
- a school;
 - a further education institution;
 - a local authority maintained or assisted institution providing higher or further education;
 - a 16 to 19 Academy; or
 - at any establishment (not falling within the above categories) at which the authority secures the provision of education or training under section 15ZA of the Education Act 1996.
- 4.8. The Post 16 policy forms part of the Local Offer which sets out services for children and young people with special educational needs and disabilities, and the policy document must be published both on the Council's website and the Local Offer website.
- 4.9. Demand for Home to School transport, and in particular for Post 16 transport is increasing. The 2021 Census shows that population in the Council's area increased by 13.5% from the previous census report. This is significantly higher than the overall 7.7% increase in population for the East Midlands as a whole. 2021 showed an increase of 19% in young people aged 10 to 14 and a similar increase in those aged 5 to 9 resident in the area. In addition, there are a number of new building developments coming online, which puts additional pressure in some areas on school and college capacities. This increase in turn is putting a strain on capacity for transport services as young people are having to travel further from home to access education. Statistically 40% of those aged between 10 and 14 years old in 2021 will be accessing Post 16 education in/by 2024, with a similar pressure continuing for the next 10 plus years.

- 4.10. The Council is working with colleges and schools as part of the Post 16 Partnership to develop independent travel training to enable young people (often with special educational needs and disabilities) to travel on public transport independently where suitable services are available.
- 4.11. As part of the Post 16 Partnership agreement, local colleges have agreed not to duplicate courses wherever possible, to facilitate choice and avoid duplication and conflict.
- 4.12. Local authorities are expected to target any support on those young people – and their families – who need it most, particularly those with a low income. The transport policy statement therefore sets out clearly the criteria used to establish a learner’s eligibility to receive transport/financial support.
- 4.13. Under the Sixth Form Duty, local authorities may ask learners and their parents for a contribution to transport costs. In exercising their discretion to charge for this service, local authorities should:
- ensure that any contribution is affordable for learners and their parents;
 - ensure that there are arrangements in place to support those families on low income; and
 - take into account the likely duration of learning and ensure that transport policies do not adversely impact particular groups.
- 4.14. Young people with special educational needs and disabilities are more likely to remain in education or training longer than their peers, any contribution sought from these families needs to allow for the fact they may have to contribute for longer.
- 4.15. The transport needs of young people with special educational needs and disabilities need to be reassessed when a young person moves from compulsory schooling to post-16 education, even if the young person is remaining at the same educational setting. To facilitate this, parents and carers/service users are required to make a fresh application on transfer to Post 16 education. Although this is not a new requirement, it has now been made clear in the revised policy at section 5.
- 4.16. The Council provides transport directly for around 150 Sixth Form Students per year, with still more being supported through the Sixth Form Colleges. The main educational placements affected by these changes are the Sixth Form Colleges and Prince William and Wollaston Schools and Manor School and Sports College. Other schools also have sixth form provision but have few pupils applying for transport.
- 4.17. The Home to School Transport team is working with the Sustainable Transport team, as part of the Bus Service Improvement Plan to develop improved commercial services in key areas. It has been agreed that students will be directed to commercial services where appropriate and that the Council will purchase bus passes for travel on those commercial services for students entitled to Council assistance where it is financially advantageous for the

Council to do so. This will help to mitigate overall cost of and demand for transport provision for Post 16 students. It also has the benefit of allowing more choice of travel times for people of all age groups, introducing them to public transport so they become familiar and comfortable with this mode of transport for the rest of their life, and supporting local bus services.

5. Issues and Choices

- 5.1. The revised Policy for Statutory School age pupils was published in September 2023.
- 5.2. The policy for Post 16 pupils must be published in May each year.
- 5.3. The current Post 16 Policy needs to be revised to come into line with the previously agreed changes published in the Policy for those of Statutory School age to avoid having a two-tier charging system and eligibility.

6. Next Steps

- 6.1. The Policy once approved to be published in its final version by the end of May 2024.

7. Implications (including financial implications)

7.1. Resources, Financial and Transformation

- 7.1.1 Although the savings from these proposals will be minimal when compared to the overall budget for Home to School Transport, it contributes towards managing the increasing costs of operating transport services and secures contributions from those residents who are accessing the service.
- 7.1.2 The cost of providing this service for sixth form students in 2022/23 was £172,800. The income from the parental contribution off-set approximately 50% of this cost. The increase of the contribution to £760 per person is anticipated to reduce the level of subsidy accordingly by approximately a further £23,000 per year.
- 7.1.3 Mitigations against increased demand are being put in place through development of alternative transport options, including support for commercial services.

7.2 Legal and Governance

- 7.2.1 Failure to ratify the Post 16 Policy would result in the previous policy being adopted for the academic year 2024/25. This in turn would lead to a two-tier

charging system and challenges from parents and students against the spare seats policy in respect of Post 16 students.

7.2.2 There are no other legal implications arising from the proposals.

7.3 Relevant Policies and Plans

7.3.1 Policies relevant to the report are the Home to School Transport Policy 2024/25, Sustainable Modes of Transport Strategy 2024 and the Council's Corporate Plan.

7.4 Risk

7.4.1 There are no significant risks arising from the proposed recommendations in this report.

7.5 Consultation

7.5.1 The Council conducted a consultation exercise between 24th April 2023 and 12th June 2023. The public consultation was supported by the Council's Consultation and Engagement Team.

7.5.2 The consultation sought views on the Council's proposed policy changes and options affecting the discretionary transport to inform the consideration and subsequent changes to the policy. It also sought feedback on how the Council could make the wording and layout of the policies clearer to understand.

7.5.3 The structure and design of the consultation set out the proposals and enabled both online and non-digital means of participation, in accordance with nationally recognised good practice. To ensure the widest possible reach, a variety of consultation feedback channels were used to maximise the range of accessible channels for consultees, these included:

- Visiting the Home to School Transport Policy Review Consultation webpage and completing the questionnaire or requesting a paper questionnaire
- Accessing the online questionnaire free of charge at any NNC library for those without internet access
- Emailing HomeToSchoolConsultation@northnorthants.gov.uk
- Writing to Home to School Transport Policy Consultation Response, North Northamptonshire Council, Sheerness House, Meadow Road, Kettering, NN16 8TL
- Contacting the Council by telephone to give verbal feedback
- Using social media – including Facebook, Twitter and LinkedIn

- 7.5.4 Opportunities to take part in the consultation were promoted in the local media via press releases. The press release went to 26 newsrooms (local, print and broadcast), plus individual reporters and other local news sites. It was promoted through the Council's Leaders' Update, the Council's website, e-newsletters and social media channels, enabling both internal e.g. staff as well as external consultees to get involved in the process.
- 7.5.5 Councillors, local MPs, town and parish Councils, partner organisations, voluntary and community sector organisations, North Northants Business Network, and members of both the North Northamptonshire Residents' Panel and the Council's Consultation Register were invited to give their views and asked to promote the consultation to their members, or within their local area where appropriate.
- 7.5.6 All North Northamptonshire Head Teachers were advised of the consultation via the Leadership in Schools Email (LSE) and asked to promote the consultation to families. Promotion of the consultation was also circulated by North Northants Information, Advice and Support Service (IAS); Northants Parent Forum Group (NPF); Northamptonshire Local Offer; and the Northamptonshire Children's Trust newsletter. Consultation details were also sent out to Northamptonshire Health participation groups.
- 7.5.7 During the consultation period, using the various means available to consultees, local people, interested parties and organisations contributed to the consultation 518 times. Nearly all of the feedback received was via the questionnaire, with 514 respondents participating via the questionnaire and four respondents submitting a written response. Within the questionnaire, respondents could choose which questions they responded to, and so there are lower response numbers to each question when compared with the overall number of participants.
- 7.5.8 Throughout the consultation document repeated reference was made to the impact that the proposed changes would have not only on pupils of statutory school age but also to students of Post 16 age.
- 7.5.9 The consultation feedback is analysed and presented in detail in **Appendix B**.
- 7.5.10 Consultation responses have been considered in making the recommendations within the report and balanced against the other factors as set out within the report. Members should ensure they read and consider the analysis and redacted comments that have been made available to them before making their decision on the revised policy.

7.6 Consideration by Executive Advisory Panel

- 7.6.1 The proposals were put before a combined Prosperous and Future Communities Executive Advisory Panel on 12th June 2023 where the implications of the changes for all age groups were explored. This report is to

consolidate the Post 16 transport policy with that for Statutory School age pupils which was published in September 2023.

7.7 Consideration by Scrutiny

7.7.1 The proposals were put before Place and Environment Scrutiny Committee on 27th June 2023, where the implications of the changes for all age groups were explored. The Place and Environment Scrutiny Committee reviewed the policy proposals and recommended that the new format be adopted, that linked schools be ceased, that new discretionary applicants pay the full amount of £1200 and those currently in the system pay a reduced rate of £760 and that the guaranteed seat option be removed. This report is to consolidate the Post 16 transport policy with that for Statutory School age pupils which was published in September 2023.

7.8 Equality Implications

7.8.1 The Council is committed to treating people fairly. An Equalities Impact Assessment (EqIA) was carried out on 19th June 2023, taking into account the responses to the consultation and the concerns raised by Members of the Prosperous Communities and Future Communities Executive Advisory Panels in respect of the Policy for those of Statutory School Age. This EqIA has been revisited and updated in respect of the Post 16 Policy. The revised EqIA is a background paper to this report.

7.8.2 The EqIA and responses to the consultation have identified that there is a particular potential adverse impact on some residents in the former East Northants District. This group does not form one of the nine protected characteristics but will require mitigations to be developed and implemented if the Council was to avoid or lessen the impacts of the change.

7.8.3 These Mitigations at Post 16 include, but are not limited to, discounts for those on low income, discounts for those with multiple children in Sixth Form. We are also working with the Sustainable Transport team to introduce supported commercial services in key affected areas and will be encouraging the use of those services by directing discretionary transport users to those services where appropriate, and purchasing season tickets for those entitled to free travel assistance where this is appropriate and represents value for money for the Council.

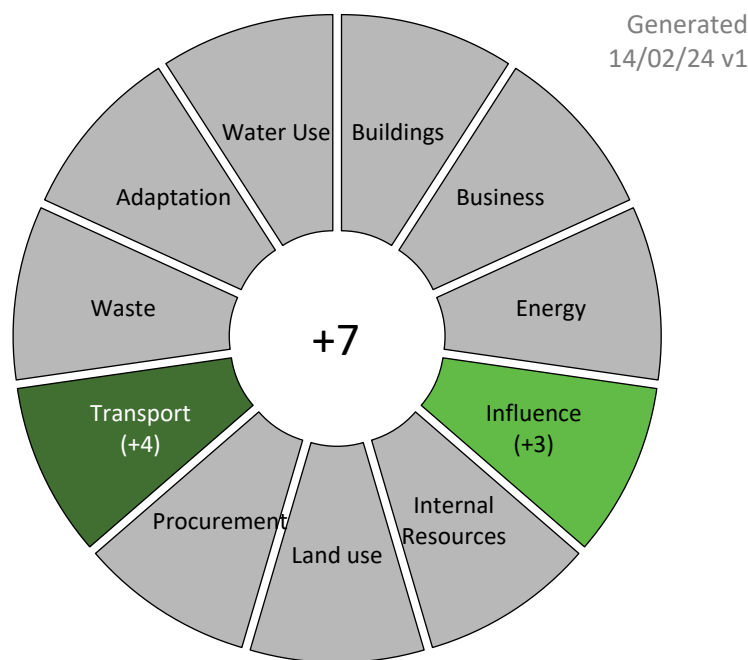
7.9 Climate and Environment Impact

7.9.1 The Post 16 Transport Partnership coordinates eligibility for and provision of transport across the Further Education Colleges and education providers across the North Northants area. The Post 16 Transport policy encourages cooperative working with education providers and service users and their families. We have close links with Parents' forums and the SEND Information and Advice Support Service (IASS).

7.9.2 The policy encourages those able to use bicycles and scooters (including e-scooters). The policy includes contacts and information for a wide range of alternatives to bus and car. With pick-up and set-down points for bus and taxi a short distance from home or school, the proposals will also increase walking for those who are able.

7.9.3 The policy provides that students will be directed to commercial services where appropriate and that the Council will purchase bus passes for travel on those commercial services for students entitled to Council assistance where it is financially advantageous for us to do so. This will help to mitigate overall cost of and demand for transport provision for Post 16 students as well as allowing more choice of travel times for people of all age groups, including facilitating student engagement in after school activities and clubs.

7.9.4 We will be working with service providers to encourage the adoption and use of greener technologies. With existing technologies, we will encourage more efficient use and monitoring by the service providers e.g. driver training, anti-idling policies. These will in turn be monitored and inspected by our Transport Inspectors as part of our Contract Monitoring programme.



North Northamptonshire Council has committed to being a carbon neutral organisation by 2030, 5 yrs & 10 mos away.

7.10 Community Impact

7.10.1 The consultation and EqIA identified that some residents of the former East Northamptonshire District would be significantly impacted by the changes to discretionary transport. In particular it was felt that students, including those at Post 16, attending or wishing to attend Prince William School in Oundle would be significantly affected by the withdrawal of the guaranteed spare seat.

7.10.2 To minimise the negative impact of this, the Council has agreed to continue to commission seats in addition to those required to deliver the statutory home to school service, but it no longer guarantees to commission seats for all applicants applying before a set deadline, which will be published on the Council's website each year. Seats will be allocated on a first come first served basis until the commissioned vehicles are full. In this way the Council can optimise services and reduce the number of smaller vehicles required to mop up additional demand.

7.10.3 The Home to School Transport team is working with the Sustainable Transport team to develop improved commercial services in key areas, including the former East Northamptonshire area.

7.10.4 It has been agreed that students will be directed to commercial services where appropriate and that the Council will purchase bus passes for travel on those commercial services for students entitled to Council assistance where it is financially advantageous to do so. The introduction of such services will be beneficial for the wider community of the affected areas.

7.11 **Crime and Disorder Impact**

7.11.1 It is beneficial to support young people to access education so that they are occupied and engaged in positive activity, which may discourage the small minority that may have been tempted to engage in anti-social activity from doing so.

8. **Background Papers**

8.1 Statutory Guidance [Post-16 transport and travel support to education and training \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk)

8.2 Equalities Impact Assessment

1. North Northamptonshire Council Post 16 Education Transport

Version	Author	Date	Changes
V 01	Head of Transport Delivery	April 2020	Review & Date Changes
V 02	Head of Transport Delivery	April 2021	Review & Date Changes
V 03	Head of Transport Delivery	October 2022	Review, Date Change, Update Local Council Reference
V 04	Transport Delivery Manager		Clarification of entitlement, definitions, removal of spare seat guarantee, changes to fees and payment arrangements, clarification of application process including when to apply, useful contacts.

North Northamptonshire Council
Post-16 Transport Policy Statement
Academic Year 2024- 2025

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Introduction

Who is this Policy for?

Following the disaggregation of West and North Northants Councils, each Council is required to have their own policies and services.

The policy sets out the entitlement to transport and assistance with travel to school or college for young people of sixth form age (16 to 19) who have their home in the administrative area of North Northamptonshire.

This includes students of sixth form age and young adult learners up to the age of 25 who are subject to an Education, Health and Care plan.

This policy does not cover transport and travel assistance for young adults (aged over 19) who are not in education or training and young adults who do not have an Education, Health and Care plan.

Information about transport provision for other young adults can be obtained from the Council's Adult Social Care Transport policy.

<https://www.northnorthants.gov.uk/adult-social-care/adult-social-care-plans-and-policies>

Definitions

Students of sixth-form age	a person receiving education or training at an establishment who is over compulsory school age but is under the age of 19 or has begun a particular course at the establishment before attaining the age of 19 and continues to attend that course.
Home	<p>the place where a young person is habitually and normally resident. Where parents do not live together and a child or young person spends part of each week or alternate weeks with each parent, parents should agree which address is to be treated as "Home". Where this cannot be agreed between parents, the Council will look to the address where Child Benefit is paid for the child or young person. The Council will not provide transport from both addresses.</p> <p>Where a student spends time at Respite Services, their transport to and from school or college during this period will normally be</p>

	arranged and funded through the Children's Trust or Social Care.
Nearest suitable education provider	the school or college with places available that provides education appropriate to the age, ability and aptitude of the child or young person, and any SEN that the child or young person might have. "Suitable school" does not mean the <u>most</u> suitable school for a child or young person, merely one which can meet the majority of the needs of the child or young person concerned.
Pick up and set down points;	Assistance with transport may not be provided from door to door. Young people may be expected to walk to and from a pick up and set down point, accompanied by an adult if necessary. The walking distance will not exceed 1 mile for young people of sixth form age. Account will be taken of a pupil's special educational needs and/or disability and parents/carers' disability when allocating suitable pickup and set down points.

1. Legal framework and background information

1.1. The requirements placed on a local Council are defined in the Education Act 1996 (as amended), Education and Skills Act 2008, Education and Inspections Act 2006, Apprenticeships, Skills, Children and Learning Act 2009 and the Equality Act 2012. These Acts require that:

- (1) A local Council shall prepare for each academic year a transport policy statement.
- (2) The statement shall specify the arrangements for the provision of transport or otherwise that the Council consider it necessary to make for facilitating the attendance of persons of sixth form age, receiving education or training at:
 - (a) A school
 - (b) A college of further education
 - (c) A Council maintained or assisted institution providing further education
 - (d) An establishment supported by the Education Funding Agency
 - (e) A learning provider funded by the Council to deliver accredited programmes of learning which leads to a positive outcome.

(3) This requires the Council to have regard to the need to include sufficient information in their transport statement and the need to publish the statement in good time, so that young people and their parents are able to take account of these matters when choosing an establishment.

(4) The Statement shall specify the arrangements that the Council consider it necessary to make for the provision of financial assistance in respect of the reasonable travelling expenses of persons of sixth form age, receiving education or training at any establishment such as is mentioned in subsection (2).

(5) The Statement shall also provide information about the travel provision put in place for young adult learners aged 19 – 25 who have an Education, Health and Care (EHC) plan.

1.2 Post-16 transport and travel support to education and training Statutory guidance for local authorities (January 2019) advises that local authorities should not differentiate between providers or institutions in the arrangements it provides to support students in facilitating their attendance in education or training.

1.3 In preparing this Policy Statement, North Northamptonshire Council ('the Council') is mindful of the requirements under the Education and Skills Act 2008, which requires all young people to continue in learning or training until the end of the academic year in which they turn 18.

1.4 Raising the participation age (RPA) does not mean that young people must stay in school; they will be able to choose one of the following choices:

- Full-time education, such as school, FE college or home education
- Apprenticeships, work-based learning
- Part-time education or training if they are employed, self-employed or volunteering for at least 20 hours a week

1.5 In particular the Council must have regard to

- The needs of those for whom it would not be reasonably practicable to access education or training provision if no arrangements were made including those who are vulnerable to becoming not in education, employment or training (NEET) at the age of 16 or 17 or who have already become NEET
- The need to ensure that young people have reasonable opportunities to choose between different establishments at which education and training is provided
- The distance from the learner's home to establishments of education and training

1.6 The statutory walking distance of 3 miles to school (along the nearest available safe walking route) for those of compulsory school aged 8 and over is set out under section 444(5) of the Education Act 1996. This can be taken into account by local authorities in defining the distance a young person might reasonably be expected to walk to access education or training.

2. Scope of the Policy

2.1 Whilst there is no legal duty to provide free transport to all post-16 students, the scheme operating under this policy recognises that the Council needs to support all young people to access education, including those from low-income families and those with learning difficulties and/or disabilities.

2.2 The Council has established a Transport Partnership in which the key stakeholders involved in the provision of education or training for students aged 16 or over, work collaboratively in supporting students and their transport arrangements.

2.3 The Council will administer the scheme in conjunction with schools, FE colleges and training providers and will ensure that the scheme does not differentiate between institutions and providers.

2.4 The transport arrangements operating in accordance with this policy are specifically for students who meet the Council's eligibility criteria. This does not however restrict individual schemes, which enhance and complement the scope of this policy statement being introduced by individual schools, colleges or training establishments.

2.5 Where suitable commercial services are available, students entitled to transport may be directed to those services, or provided with a pass to use those services.

3. The Principles of the 2024-25 Policy and Transport Scheme

3.1 Support for the provision of transport will be considered for students of sixth form age i.e. a student who is over compulsory school age, but below 19, or in exceptional circumstances a student who has begun a particular course of education or training before they reached 19 and continues to attend that course. Please note that where the student becomes 19 years of age during their course, transport assistance will cease at the end of the academic year in which their 19th birthday falls.

3.2 Students of sixth form age must be enrolled on a full-time education course, scheduled to provide at least 540 hours of guided learning annually. Exceptional circumstances may arise, for example where a student has had to take a break in learning due to medical needs and is unable to meet the minimum number of study hours.

3.3 The Council does not provide support for transport assistance for part-time courses, higher education, or privately funded education, unless this has been agreed and arranged by the Council.

3.4 The partners of this policy recognise that it is the parents' and/or students' responsibility for ensuring attendance at a school, FE college or training provider.

3.5 Parents, guardians or carers of eligible students will be encouraged to provide transport for which a mileage allowance will be payable.

3.6 It is acknowledged that the FE colleges already invest significant resources in providing post-16 transport support alongside the Council's contribution.

4 Removal of the guaranteed spare seat from September 2024

4.1 Prior to the admissions round for September 2024 the Council would guarantee to commission sufficient seats to accommodate everyone who applied before a set date. This resulted in the Council having to commission additional buses and taxis to provide sufficient seats for all eligible applicants.

In July 2023 the Executive decided to remove this guarantee for all discretionary transport, which includes all Post 16 transport.

4.2 What effect will this have on Post 16 Transport

4.2.1 The Council recognises that there are a large number of Post 16 students who rely on Council and College transport to access their place of education.

4.2.2 Wherever possible the Council are working with commercial transport providers to put in place services to meet these transport needs.

4.2.3 The Council will continue to provide spaces over and above that required to meet the statutory transport demands, but it will no longer guarantee to provide a seat for all applicants registering before a set date.

4.2.4 Priority for allocation of spare seats will be given in date order of receipt of the completed application.

5 Who is eligible for support

In order to be eligible for Travel Assistance the student or their parent/carer will need to make an application for Post 16 transport to the relevant assessing body (see section 10 below.) An application must be made even where the student is intending studying at the same school or college as their statutory school age studies.

5.1 Mainstream Students of Sixth Form Age (16 to 19)

5.1.1 To be eligible for Travel Assistance under this policy a student must:

- i. reside within the administrative boundary of North Northamptonshire;
- ii. be attending their nearest suitable school, FE college or training provider
- iii. reside more than 3 miles from their nearest suitable educational establishment or training provider **or**
- iv. where the distance between home and educational establishment is less than 3 miles, there is no safe walking route.

5.1.2 The distance between a student's home and place of study will be measured by the shortest available safe walking route (see Appendix 1 'Safety of Walking Routes').

5.1.3 Support for transport will normally only be provided to the student's nearest or designated school, suitable college or training provider. Consideration may be given to a setting outside of the Council's border and also where a student or their parent, guardian or carer expresses a wish for an alternative school, FE college or training provider on the grounds of religion or belief.

5.1.4 Where two or more educational establishments offer the same or broadly similar courses, in order to be eligible for assistance with transport the student will be expected to

be attending the nearest provider of the course which has spaces available, or the school or college named in their EHCP if they have one.

5.1.5 Students who live within 3 miles of their nearest or designated school, college or nearest training provider will not normally receive support with transport unless there are exceptional circumstances which mean the student is unable to travel independently or with assistance from a parent, guardian or carer. Consideration will be given on a case by case basis. Wherever possible, independent travel will be promoted for all students including students with learning difficulties and/or disabilities.

5.2 Students with Learning Difficulties and/or Disabilities (Sixth form age and 19 to 25 with an EHCP)

5.2.1 Local authorities have a duty under the Education and Skills Act 2008 to encourage, enable and assist the participation of young people with special educational needs and disabilities up to the age of 25 in education and training.

5.2.2 Decisions will be made in accordance with the legal framework and statutory guidance for post-16 transport provision. Suitable travel arrangements will then be provided to address the needs of entitled students.

5.2.3 To be eligible for Travel Assistance under this provision a Student must:

- a. reside within the administrative boundary of North Northamptonshire;
- b. have an Education, Health and Care plan.
- c. be attending their nearest suitable school, FE college or training provider as named in Section I of the EHCP document.
- d. reside more than 3 miles from their nearest suitable educational establishment or training provider **or**
- e. it is unreasonable to expect them to be able to make their own way to school or college due to their learning needs and/or disabilities.

5.2.4 When assessing whether it is reasonable for a student to make their own way to school or college, the assessing body shall use its discretion, having reference to the Policy as published, and the legislation and guidance.

5.2.5 Where parents chose to send their child to an educational establishment which is NOT their nearest suitable educational establishment, or the Council feels that another more local establishment could meet the young person's needs but parents prefer an alternative placement, this will be classed as Parental Preference and parents will be responsible for the provision and cost of transport. Where a student has an EHCP this preference will be recorded in Section I.

5.3. Young Adults – 19 to 25 with an ECH Plan.

5.3.1 Whilst the Council would continue to encourage the participation in education and training by persons aged 19 – 25 with an EHC plan, young adult learners (those over 19) would generally be expected to meet the cost of travel between home and the provider at which they are receiving education or training.

5.3.2 Free transport would be provided to a young adult learner aged under 25 and subject to an EHC plan where:

- the Council has secured the provision of education or training *and* the provision of boarding accommodation for an adult learner aged under 25 and subject to an EHC plan and
- where it is considered necessary to facilitate that person's attendance at the place of education or training.

5.3.3 Free transport assistance may also be provided where an adult learner is receiving education or training at an establishment maintained or assisted by the Council and providing Further Education, or at a College of Further Education, where the Council considered that:

- (a) the person's attendance on that course was reasonably necessary; and
- (b) it was necessary for the Council to provide transport to facilitate that person's attendance on the course.

5.3.4 In deciding whether it is necessary for the Council to provide free transport assistance for an adult learner, the Council would amongst other things, have regard to:

- the learner's age, ability and aptitude
- any learning difficulties the person may have
- the locations and times at which the education or training is provided
- the nature of the route, or alternative routes, which the learner could reasonably be expected to take.

5.3.5 For the purposes of deciding whether to provide free transport the Council would not consider it necessary, other than in exceptional circumstances, for a young adult learner to attend an additional Further Education course at the same level or equivalent where the learner had previously attended and completed a course at an establishment within the Further Education sector.

5.3.6 In all other cases transport provision for young adults with EHCP will be considered as discretionary, and a fee will be charged. Each case will be considered on its own merits

6 What will transport cost (All Students)

6.1 All sixth form students who are entitled to support are expected to pay an annual contribution or fare towards the costs of their transport. The fares are listed in the Fees and Charges Book, which is reviewed and published every year.

[Fees and charges | North Northamptonshire Council \(northnorthants.gov.uk\)](http://northnorthants.gov.uk)

6.2 This charging structure will apply to all sixth form students including those with EHCPs, no matter which sort of educational establishment they are attending, and to young adults with an EHCP where transport provision is provided under the discretionary powers.

6.3 Invoices will be sent out in the latter half of the Autumn term.

6.4 Where payment has not been made, or if paying by instalments, the account is in arrears at the end of the Spring Term (Easter break) transport may be withdrawn, and will not be reinstated until the arrears are paid in full.

6.5 Where a student pays for their transport and subsequently withdraws from the school or college and no longer requires the transport service, they shall be entitled to a refund for each whole term for which they have already paid. Refunds will not be payable for the balance of the term in which the student withdraws from the school or college

6.6 Mitigations

6.6.1 Payment by instalments

Details of flexible payment plans are available on the application form and at [\[link to details\]](#)

6.6.2 Low Income

Where a student qualifies on the grounds of low income then the contribution by the student will be discounted by 50%.

To be assessed as having a Low Income a student must:

- i. reside within the administrative boundary of North Northamptonshire;
- ii. reside more than 3 miles from their nearest suitable educational establishment or training provider; and
- iii. have parents/legal guardian (or are themselves) in receipt of one of the following benefits:
 - Universal Credit
 - Income Support
 - Income based Jobseekers Allowance;
 - Support under Part VI of the Immigration and Asylum Act 1999;
 - Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income as assessed by the Inland Revenue that does not exceed £16,190;
 - Guaranteed element of state pension credit;
 - Receipt of the maximum level of Working Tax Credit.
 - Employment and Support Allowance (Income Related)
 - Entitled to free school meals

6.6.3 Where the student has a low income AND their EHCP identifies that they would be unable to access education without travel assistance then the fee may be remitted in full.

6.6.4 Where a school/college or parent have been making their own transport arrangements before the application was made for assistance, the Council and Colleges will not agree to pay these costs retrospectively.

6.6.5 Siblings

In cases where there are 2 or more siblings within a household who are both in Post-16 education and who are entitled to support under this policy, then consideration will be given to providing a discount of up to 50% for each additional sibling. Each case will be considered on its own merits and the decision of the assessing body is final.

7. What transport or travel assistance will be provided

7.1 The Council has a duty under Section 508A of the Education Act 1996 to promote the use of sustainable travel and transport.

7.2 The legislation permits local authorities to meet their duty in a range of alternative ways. The type of support offered will depend on the individual circumstances of the student, which will be assessed by the Council, school, FE college or training provider. The Council or other assessing body will normally opt to provide the service which provides best value for the Council and makes best use of resources.

7.3 The travel options which may be considered include, but is not limited to:

- Walking (alone or accompanied by parent or other adult supervisor)
- Walking bus (walking with other children or young people and adult supervisors)
- Cycling or Scooting
- Bus/Train Pass for public transport
- Discounted travel schemes
- Parental mileage payments
- Personal budget
- Independent Travel Training
- Dedicated bus routes
 - With passenger assistant if required
- Minibus or shared MPV from pick up points
 - With passenger assistant if required
- Minibus or shared MPV from door to door
 - With passenger assistant if required
- Shared Taxis
 - With passenger assistant if required
- Solo taxi
 - With passenger assistant if required

7.4 If the student is eligible for Transport Assistance but is unable to use public transport services or to travel independently, the Council will initially explore whether a parent or carer could provide transport in return for a mileage allowance or Personal Travel Budget.

7.5 The transport that will be available for eligible students is one return journey between the agreed point of pick-up and their main place of study at the beginning and end of each day during term time only. Where students have courses outside normal school hours, e.g. classes which run into the evening after the scheduled operating time for shared transport, they will be offered a mileage allowance or Personal Travel Budget.

7.6 Transport or travel assistance will only be provided to the campus or site where the young person is enrolled.

Special arrangements may be made by the college for students where the course moves between campuses on a termly or similar basis.

7.7 Transport will NOT be provided between campuses or sites during the day. The organisation and cost of such transport will fall to the school or college or the student's family.

7.8 Where a course includes a period of work experience or work placement there is an expectation that the young person will make their own way to that placement, or that the college placing the young person will make suitable arrangements for their transport.

7.9 Colleges may award financial support to help the student with their transport. The Council will undertake regular reviews of the decisions to award financial support for student transport made by FE colleges to ensure compliance with the policy and that decisions are consistent across all education and training establishments.

7.10 Public Bus and Rail Services

Where a student is entitled to support and their journey can reasonably be accommodated using existing public bus or rail, then the student will be expected to pay the Fare contribution towards the cost of their travel, subject to the outcome of any entitlement to mitigations as referred to in Section 5 above.

The cost of the pass will vary due to the number of different public transport providers operating throughout North Northamptonshire and the individual journey requirement of the student. The Council is working to secure fair and consistent pricing for student bus passes.

Where it is cheaper for the student to purchase a commercial pass direct rather than come through the Council/College scheme the student will be re-directed to the appropriate service provider.

7.11 Disabled persons Bus Pass/Concessionary fares

Young people with a disability may be entitled to free travel on local buses anywhere in England. This is from 9:30am to 11pm on weekdays, and all day at weekends and on bank holidays. The scheme has time restrictions imposed during the morning peak travel period. This means that young people are currently unable to take advantage of free travel on commercial services to access school or college in the morning, although they are able to travel free after 9:30 am.

Where the student would be able to travel using their Freedom Card and/or it is cheaper for the student to purchase a commercial pass or bus ticket direct rather than come through the Council/College scheme the student will be re-directed to the appropriate service provider.

For more information and to apply for a Disabled Person's Bus Pass follow the link below.

[Disabled person's bus pass | North Northamptonshire Council \(northnorthants.gov.uk\)](https://www.northnorthants.gov.uk/transport/disabled-persons-bus-pass)

7.12 Dedicated transport

Where there is no public transport service available, or the public service is not suitable, the Council or its partners may offer a seat on a dedicated service. This could be on a bus, minibus or taxi as appropriate. Wherever possible the vehicle will be shared between two or more students attending the same school or college. Students using transport services funded as part of this scheme will be expected to make their way to the nearest pick up point up to 1 mile away from the home address or destination, unless the route is not deemed

suitable, or the student cannot reasonably be expected to get there due to their learning difficulty and/or disability. The definition of a suitable route will be the same as that used in determining suitable walking routes of children of statutory school age. See appendix [A]

7.13 Cycling or Scooting

It is highly recommended that users wear high visibility clothing and appropriate safety equipment, such as a helmet when cycling or scooting.

7.13.1 All students eligible for support under this scheme and who live over 3 miles from their place of study have the option to apply for a grant towards the cost of a bicycle (including a small maintenance allowance) for the primary purpose of travelling to and from their place of study. Students who successfully apply and receive this grant will be deemed to have been provided with satisfactory support for transport for the entire duration of their course. Cycle training will be provided, where requested.

7.13.2 **For those 18 and over**, Electrical scooters (also known as e-scooters) are available for hire in Corby, Kettering, Higham Ferrers and Rushden areas. The e-scooter and e-bike scheme in North Northamptonshire has been operated by [Voi](#) since December 2020.

E-scooters are classed as motor vehicles under the [Road Traffic Act 1988](#). This means that the rules that apply to motor vehicles, also apply to e-scooters including the need to have a driving licence.

Users must:

- be 18 or over, **and**,
- hold a provisional or full driving licence, **and**
- Download the app from the website to book and manage rental

Further details can be obtained from

[Voi e-scooters and e-bikes | North Northamptonshire Council \(northnorthants.gov.uk\)](#)

The management company will check driving licences through the app before you can unlock an e-scooter.

Please note that use of privately owned e scooters on public roads and footpaths remains illegal.

7.14 Independent Travel Training

A young person may be requested to take independent travel training where this is appropriate. Independent travel training is tailored and practical help for people with learning difficulties or disabilities to travel by public transport, on foot or by bike by working together with parents, students, schools, FE colleges and training providers. It aims to help children

and young people travel independently and without fear so they can get to school or college, work and for social and leisure activities.

Whilst each programme will differ slightly, the Council are working to develop a comprehensive programme across North Northants area, working in partnership with education establishments to introduce training during the final 2 years of a student's statutory education prior to commencing their further education.

Unreasonable refusal to take part in travel training may lead to withdrawal of travel support.

Students anticipating taking part in work experience as part of their course should be able to travel to and from their work placement without additional assistance except in the most exceptional circumstances.

7.15 Shared resources

The FE colleges and some schools operate subsidised transport schemes and students are advised to contact their chosen education provider directly to identify what additional support may be available.

The Council is currently working with Northamptonshire FE colleges to share contracted services, where these could broadly meet the journey requirements of the student.

7.16 Other Transport Provision

Where a school or FE college arranges the transport for their students under the Post 16 Partnership, they will be expected to use operators approved for Home to School Transport under the Council's Dynamic Purchasing System (DPS) and ensure that where appropriate, the provision of a taxi is shared with other students entitled to similar support. Operators who are members of the DPS will have gone through a series of checks and inspections to ensure that they meet the standards expected by the Council for the safe transport of young people to and from places of education.

Parents or carers of students who are entitled for support under this policy will be encouraged to provide transport in exchange for a mileage allowance or personal travel budget. Where a student is in receipt of the higher rate mobility component of the Disability Living Allowance then this may be used towards the cost of transport to and from school or FE College, including the cost of transport provided under this policy.

8 Out of Area Education Provision (Including Residential Placements)

8.1 For the purposes of assessing eligibility to transport or travel support, colleges within both North and West Northants are considered to be "In area" provision.

8.2 Colleges and schools outside North and West Northants are considered to be "Out of area".

8.3 Transport assistance may be provided where the educational needs of a student with learning difficulties and/or disabilities cannot be addressed within North or West Northamptonshire and a suitable out of area establishment is identified by the Council.

8.4 There is still an expectation that the placement will be the nearest suitable school or college able to meet the needs of the young person. Students attending an out of area school through personal preference or choice where there is a nearer school or college offering a substantially same course in area will not receive assistance with transport.

9 Residential educational placements

9.1 Attendance at out of area education establishments may include weekly or termly boarding and the transport arrangements for each student will vary accordingly.

9.2 It is anticipated that parents/carers will want to transport their young person to Residential Placements themselves. This provides an opportunity for regular personal discussion between parent/carers and the staff at the residential provision. This arrangement must be agreed in advance with the Transport team at North Northamptonshire Council and mileage can be claimed at the agreed rate on a termly basis.

9.3 Where parent/carer transport is not possible, students on termly placements (i.e. 3 terms a year) will be provided with transport at the start and end of each term and half term holiday. In addition, a mileage allowance at the agreed rate may be claimed for one visit to the school each half term.

9.4 For weekly placements, transport will be provided at the beginning and end of each week, usually on a Monday morning and Friday afternoon.

9.5 The scheduling of transport will be agreed with the school, FE college or training provider, in conjunction with the parents/carers or young person and within the terms of the EHCP.

10 Applying for post-16 travel support

10.1 How do I apply for Travel Assistance

How you apply will vary depending upon the educational establishment that you will be attending.

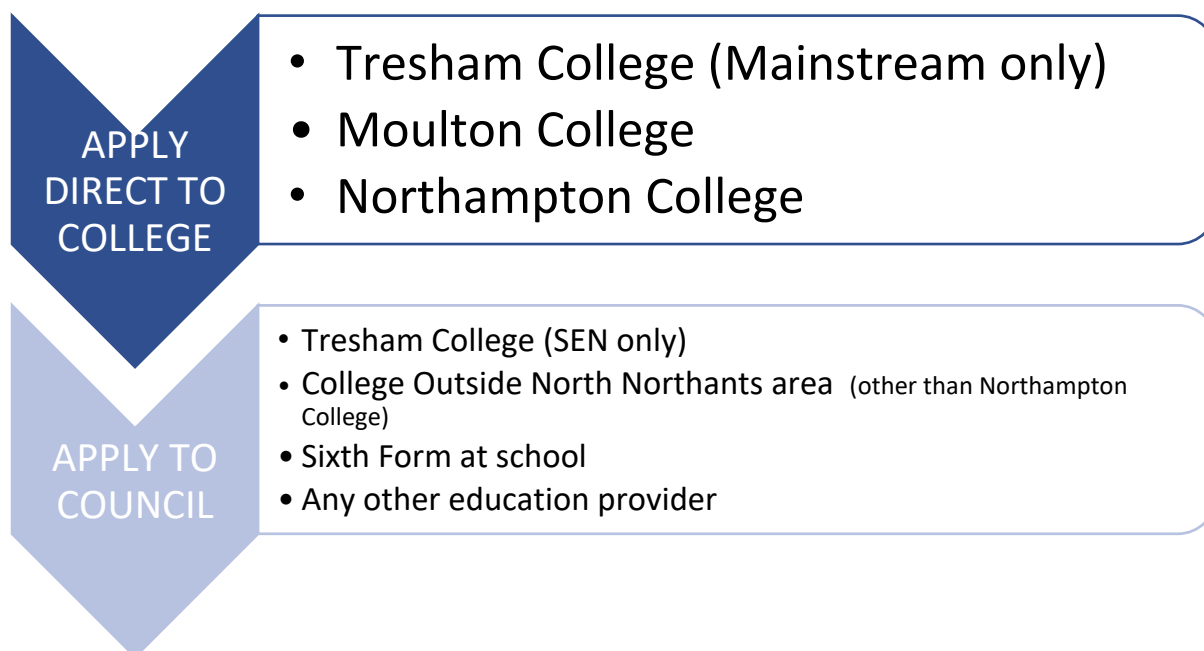
10.2 Attending Further Education College (FE College) in North Northants, (including Northampton College) and mainstream students for Tresham College

If a student plans to attend or is attending one of the FE colleges in North Northamptonshire, including Moulton College and Tresham College (mainstream), or plans to attend or is attending Northampton College, the student should make a transport application directly to their FE College. Details of how to do this are in the **Useful Contacts** section of this document.

It is the responsibility of the parent(s)/guardian(s)/ carer(s) and student to obtain an application form and apply for transport support.

10.3 SEN Students attending Tresham College, all Students attending Sixth form placements at schools, all students attending colleges outside North Northants (other than Northampton College), and any other education provider.

SEN Students (students with an EHCP) who are attending Tresham College and all Students attending sixth form at a school, and all students attending FE Colleges which are **outside** of North Northamptonshire's administrative boundary (other than Northampton College) should apply to direct to the **Council** by using the Post 16 application form on the North Northamptonshire Council website.



The Travel Assistance home page contains links to all transport policies and application forms. The Home page can be found at:

[School travel assistance | North Northamptonshire Council \(northnorthants.gov.uk\)](http://northnorthants.gov.uk)

11. When should I apply

11.1 You should apply as soon as your place at Post 16 has been confirmed. Priority for allocation of seats will be based upon the date that completed applications are received, subject to meeting the other eligibility criteria.

The sooner you can apply the more likelihood there is that the Council or College concerned will be able to put travel arrangements in place for the return to school/college in September.

11.2 The Post 16 Partnership appreciates that sometimes decisions about Post 16 placements cannot be made before the end of year 11 due to needing to wait for exam results etc.

11.3 If you are making an application to the Council after the end of May, please ensure that you have alternative transport arrangements in place in case all the spare seats have already been taken by the time your application is approved. North Northamptonshire Council will not be responsible for any travel costs incurred during this time.

11.4 Other dates may apply if you are applying direct to a College. Please see the relevant college prospectus and website to confirm deadlines.

12. How often will I need to reapply?

12.1 Once awarded, transport or travel assistance for Post 16 students will remain in place for the **remainder of that academic year only**, unless notified otherwise in writing at the time of awarding transport.

You will therefore have to reapply for each year that you attend Sixth Form or College.

12.2 Please be aware that you will also need to reapply:

- If you change your home address
- If you change school or college (including campus)
- If the needs of your young person change

12.3 Change of Address

When you move house, you will have to apply for a change to your transport. This is because the student's eligibility may change or they may need to be moved to a different route or type of transport.

- If your transport was arranged by the Council, you should use the form on the Home to School Travel web page to inform the Council Transport Team of change of address.
- If your transport was arranged directly by the College, you should advise them of the change of address as soon as possible.

If your new address is outside North Northants, you will be directed to your new local authority for future support.

Where Students with an EHCP move to another administrative area, their EHCP must be transferred to their new authority, which has to review and adopt the plan. Be aware that this may delay approval of new arrangements. Students and families will need to make alternative transport arrangements in the meantime.

12.4 Change of School or college

Sometimes a young person may want or need to change their Sixth Form school or college part way through the year. If a young person changes school/college, parents should re-apply for transport or travel assistance, and eligibility will be assessed as set out above.

If parents/carers elect to move a pupil to a school that is not the nearest suitable to their home address then they will become responsible for the young person's transport provision and costs, except in very exceptional cases, for example where the pupil concerned would be at serious risk of significant harm.

Bullying, poor educational achievement, and similar factors will not normally be considered as exceptional circumstances.

12.5 Transport after an Exclusion and to Alternative Provision

In general, if a student has been excluded from a Sixth Form College the law and statutory guidance regarding exclusions does not apply, as these are only applicable to schools.

Therefore, except in exceptional circumstances, transport will not be provided to an Alternative Placement for those of Sixth Form age who have been excluded from their educational placement.

Exceptional circumstances might include referral to an Alternative provision for health/medical reasons.

13. Appeals and complaints

What is the difference between an appeal and a complaint?

There is a difference between an Appeal against a decision and a complaint because you feel that you have been mistreated or the service you have been offered is not good enough.

13.1 Complaints arise when you are unhappy with the service provided by the Council and/or its transport providers, for example, this might include consistent late running of a vehicle, a member of staff or a contractor being unhelpful or that there has been an unacceptable delay in resolving an issue.

If you are unhappy about something, then you are invited to make a formal complaint. Information on how to make a formal complaint is available using the link below:
<https://www.northnorthants.gov.uk/complaints>

13.2 An Appeal is for when you feel that the wrong decision has been made and you would like it re-examined.

If you are unhappy with a decision which has been taken, for example your application for transport has been declined, and you think that decision was incorrect, you may submit an appeal.

You may challenge a decision on any or all of the following grounds:

- Eligibility – you believe that we have failed to take into account some significant factor in assessing whether your child is eligible for travel assistance
- distance measurement between home and school
- safety of the walking route between home and school
- transport arrangements offered are not suitable for the child or young person's needs

Please be aware that there is no right to challenge a decision where a young person's entitlement to transport assistance has been removed on the grounds of unacceptable behaviour.

The appeals process

Stage 1 Appeal - Review of decision

You have 20 working days from the receipt of the transport decision to make a request for a review of the original decision.

The request should detail why the decision should be reviewed and give personal and/or family circumstances, which should be considered during the appeal process. You might like to include other documents to support your case.

These may include

- a recent medical report stating how the young person's medical condition or disability negatively impacts on their ability to travel. This must be from a relevant consultant or specialist working with the family.
- Map evidence to show how you have calculated the walking distance,
- An independent report showing why you believe the route to be unsafe or
- any other third party evidence you wish us to consider as part of the review.

A Senior Officer from the Transport team will review the original decision and will send you a letter detailing the outcome of the review within 20 working days of receipt of the written request.

This will set out the following information:

- the decision reached
- how the review was conducted
- information about other departments and/or agencies consulted as part of the process
- what factors were considered
- the rationale for the decision reached
- information about escalation to Stage 2, if appropriate

Stage 2 Appeal

If you are still not happy with the decision, you will have 20 working days from receipt of the Stage 1 decision, to make a request to escalate the matter to a formal appeal.

An independent appeal panel, made up of 3 representatives of the North Northamptonshire Council, will be convened to consider the appeal within 40 working days of receipt of your request.

No member of the appeal panel will have been involved in the original decision to decline transport assistance. The independent appeal panel may consist of a combination of

- a councillor
- an assistant director or their representative
- a senior transport officer
- Another senior officer from outside the Transport team

An officer from democratic services may be asked to act as clerk to record the appeal decision.

This panel will consider verbal and written representations from both the parent and officers involved in the case.

You will be invited to attend the hearing to present your case. If you do not wish to attend or are unable to attend, the panel will make its decision based upon your written representations. As in Stage 1, you may present further recent evidence to support your case if you wish. The evidence from the original application and the Stage 1 review will be re-examined together with any new evidence that you have presented.

The Senior Officer from the Transport Team involved in the review of the decision at Stage 1 may also be invited to attend.

Within 5 working days of the hearing you will receive a letter or email, detailing the outcome of the appeal hearing, which will set out:

- the nature of the decision reached
- the rationale for the decision reached
- how the review was conducted
- information about other departments and/or agencies that were consulted as part of the process
- what factors were considered
- information about escalation to the Local Government Ombudsman if appropriate

To request a review or an appeal, email transportappeals.nnc@northnorthants.gov.uk.

Local Government Ombudsman

There is a right of complaint to the Local Government Ombudsman on the grounds that there was a failure to comply with the procedural rules or there was an irregularity in the way the appeal was handled.

Contact the [Local Government Ombudsman](#).

14 Useful Contacts

Post 16 transport Guidance

[Post-16 transport and travel support to education and training \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

College contacts

Moulton College

Contact Information

Moulton College Transport 01604 491131 Option 4

Email Transport@Moulton.ac.uk

Transport Coordinator – Derek Fox

EHCP Transport Admin – Colette Robinson

Transport Routes and full information of timings and provisions can be found:

- <https://www.moulton.ac.uk/studying/transport>

Information about fees and financial support can be found here:

- <https://www.moulton.ac.uk/about/fees-and-financial-support>

Learner disciplinary policy can be found here:

- <https://www.moulton.ac.uk/assets/files/Policies/SS-03-Learner-Behaviour-Support-and-Disciplinary-Policy.pdf>

Tresham College

[Tresham College | The Bedford College Group | Further & Higher Education](#)

studentservices@tresham.ac.uk

01536 413232

Northampton College

<http://www.northamptoncollege.ac.uk>

[Travel and Transport | Northampton College](#)

tel:01604 736200

SEND Information and Advice Service

[SEND Information Advice Support Service | North Northamptonshire Council \(northnorthants.gov.uk\)](#)

Phone: [0300 373 2532](tel:03003732532)

Email: SENDIASS@northnorthants.gov.uk

Local Offer

[Local Offer | North Northamptonshire Council \(northnorthants.gov.uk\)](#)

Education Health and Care Plan teams

- **Corby:** EHCNorth.Corby@northnorthants.gov.uk
- **East Northamptonshire:** EHCNorth.EN@northnorthants.gov.uk
- **Kettering:** EHCNorth.Kett@northnorthants.gov.uk
- **Wellingborough:** EHCNorth.Well@northnorthants.gov.uk

Journey Planning

[Plan Your Journey | Traveline](#)

[Journey Planners | Northamptonshire County Council \(smartmovenorthamptonshire.net\)](#)

Road Safety Tips

[The Highway Code - Rules for pedestrians \(1 to 35\) - Guidance - GOV.UK \(www.gov.uk\)](#)

[THINK! – Road safety](#)

Main Local Bus Operators

[FAQs & Contact | Stagecoach \(stagecoachbus.com\)](#)

Train Operators

[Our train routes | EMR \(eastmidlandsrailway.co.uk\)](#)

[Trainline : Search, Compare & Buy Cheap Train Tickets \(thetrainline.com\)](#)

[Welcome to the Official source for UK trains | National Rail](#)

Cycling

[Home - Sustrans.org.uk](#)

We work for and with communities, helping them come to life by walking, wheeling and cycling to create healthier places and happier lives for everyone. We're the custodian of the National Cycle Network – the UK-wide network of over 12,000 miles of signed paths and routes for walking, wheeling, cycling and exploring outdoors.

The National Cycle Network provides a vital backbone to the country, connecting communities to each other and helping neighbourhoods come to life.

[Cycling in Northamptonshire | Cycling UK](#)

Our mission is to enable millions more to cycle. As independent experts we are able to offer a range of impartial advice, guides, reviews, inspiration and routes to help you experience the joy of cycling. We also have community projects and a network of thousands of clubs, groups and events.

Appendices

Appendix A1

North Northamptonshire Council School Transport

Safety of Walking Routes (Built-up areas inc. in villages)

When determining whether the Council should provide transport to schools on safety grounds, a number of criteria have to be considered in order to determine a route's acceptability for pupils to walk. The criteria assume that pupils aged 4-11 will be accompanied by a responsible adult, and that pupils aged 11 or over may travel independently. The law expects that all pupils will be accompanied "as appropriate". Pupils are expected to travel by the shortest available route. However, where that route is judged to be unacceptable longer alternatives may be considered provided that they are still within the agreed walking distance.

The following are the criteria that must all be met for a route to be acceptable for use by child pedestrians in an urban or village environment.

1 Can the route be walked without walking on a classified¹ road?

If yes, the route may be acceptable.

If no, the route is unacceptable.

2 Is the 85th percentile speed² more than the guidelines for enforcement³?

If yes, the route is unacceptable.

If no, the route may be acceptable.

3 Are there formal crossing facilities⁴ available on A class roads as required?

If no, the route is unacceptable.

If yes, the route may be acceptable.

In measuring the speed of vehicles to apply criterion 2, only the data collected on schooldays between 0700hrs and 0900hrs and between 1500hrs and 1700hrs will be taken into account.

The route will be considered acceptable if the average speed of 85% of traffic over the week during the stated times is below the enforcement guidelines. If a route appears to meet all of the criteria, it will be deemed to be acceptable. Should a decision be challenged, a site visit would be made to verify that no exceptional circumstances exist.

1 Class A, B or C.

2 The speed which 85% of vehicles does not exceed.

3 As determined by the Association of Chief Police Officers (ACPO).

4 School Crossing Patrols, pedestrian refuges, zebra, pelican or other light-controlled crossings.

Appendix A2

North Northamptonshire Council School Transport

Safety of Walking Routes (Village to Village Routes)

When determining whether the Council should provide transport to schools on safety grounds, a number of criteria have to be considered in order to determine a route's acceptability for pupils to walk. The criteria assume that pupils aged 4-11 will be accompanied by a responsible adult, and that pupils aged 11 or over may travel independently. The law expects that all pupils will be accompanied "as appropriate". Pupils are expected to travel by the shortest available route. However, where that route is judged to be unacceptable longer alternatives may be considered provided that they are still within the agreed walking distance.

The following are the criteria that must all be met for a route to be acceptable for use by child pedestrians.

1 Is the route classified as Red or Amber¹ by the Highway Authority?

If yes, the route is unacceptable.

If no, the route may be acceptable.

2 Can the route be walked without walking on a classified² road?

If yes, the route may be acceptable.

If no, the route is unacceptable.

3 Is the traffic flow over 1,000 vehicles in the peak hour?

If yes, the route is unacceptable.

If no, the route may be acceptable.

4 Is the 85th percentile speed³ more than the guidelines for enforcement⁴?

If yes, the route is unacceptable.

If no, the route may be acceptable.

5 Are there formal crossing facilities⁵ available on A class roads as required?

If no, the route is unacceptable.

If yes, the route may be acceptable.

In measuring the speed of vehicles to apply criterion 4, only the data collected on schooldays between 0700hrs and 0900hrs and between 1500hrs and 1700hrs will be taken into account.

The route will be considered acceptable if the average speed of 85% of traffic over the week during the stated times is below the enforcement guidelines. If a route appears to meet all of the criteria it will be deemed to be acceptable. Should a decision be challenged, a site visit would be made to verify that no exceptional circumstances exist.

1 Under the Casualty Reduction Strategy, all roads in the county are classified Red, Amber or Green on the basis of their overall accident record.

2 Class A, B or C.

3 The speed which 85% of vehicles do not exceed.

4 As determined by the Association of Chief Police Officers (ACPO).

5 School Crossing Patrols, pedestrian refuges, zebra, pelican or other light-controlled crossings.

Appendix A3

North Northamptonshire Council

Low Income Criteria for Extended Rights Home to School Transport

If you are in receipt of any of the following, your child may be eligible for free Home to School Transport under the extended right legislation. You also need to meet the other qualifying criteria set out in section 1 of the Home to School Transport and Travel Assistance Policy.

Below is the Low Income qualifying criteria which is the same as for free school meals for children in year 3 or above:

- Income Support
- Income based Job Seekers Allowance
- Income related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, with no element of Working Tax Credit, and a household income below £16,190 (as assessed by HM Revenue and Customs)
- Guarantee Element of State Pension Credit
- Universal Credit

A child must reside with the applicant to receive free school meals.

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Have your say on proposed revisions to the home to school transport policy in North Northamptonshire for 2024-2025 onwards

People are being asked for their views on new policy proposals for the future of home to school transport provided in North Northamptonshire.

The changes will affect the transport for both pupils of a statutory school age and for those aged over 16, continuing with their education.

Changes would not affect children with SEND who are currently eligible for free school transport. Pupils in mainstream education who attend their nearest suitable school and meet the current criteria for free school transport, are also not expected to be affected by the proposals. Policy revisions are focused on the discretionary elements of the service.

Results of the consultation will be used to help shape the new policy which would be introduced from **September 2024** for the **2024-2025 academic year**, to allow parents and carers time to plan ahead.

Following previous feedback the council is also proposing that, going forward, it makes the wording of the policy clearer to understand.

The last time the home to school transport policy was reviewed was in September 2022, although widescale changes have not been introduced for about a decade. With rising costs, the council needs to re-examine its approach and the amount it can afford to subsidise.

Cllr Graham Lawman, North Northamptonshire Council's Executive Member for Highways, Travel and Assets, said: "We live in an ever-changing economic landscape and it's sensible to take stock at regular intervals to make sure that we are providing the best and most cost-effective service that we can.

“The main purpose of school transport is, and will continue to be, to enable pupils to attend school and our policy will reflect that. However, we need to consider how we fund the discretionary element of the service to ensure fairness and efficiency.

“There are also other areas of the policy which we need to tighten up such as around inaccurate applications which cost the taxpayer. This is a common-sense approach.”

The review will look at a number of areas:

Linked schools – schools are said to be ‘linked’ if there is a priority given to applicants to a school from a certain school or location. The current policy states that linked schools will be treated in the same way as the nearest suitable school, even if there is an alternative suitable school with spaces available closer to the child’s home. There is no statutory obligation to provide transport to linked schools and the council is reviewing how transport is provided to these. Any changes would only affect **new applications** for September 2024 and beyond.

Provision of ‘spare’ seats – any seats left vacant, once children entitled to travel for free have taken up seats on a bus, are available to other pupils for a fee. The council is reviewing the amount it subsidises the provision of these ‘spare seats’ to these non-entitled pupils.

Children with medical needs – reviewing the policy on the provision of medically qualified passenger assistants and in line with emerging guidance from the Department for Education.

Inaccurate applications – allowing the council to reclaim any costs related to applications that used inaccurate information.

Travel options – expanding the travel options available to pupils.

Collection of children – reviewing guidance on who can collect a child from a vehicle.

Appeals and complaints – clarifying guidance to ensure it is transparent and easy to follow.

Cllr Jason Smithers, Leader of the Council, said: “We recognise we have a role to play in getting children to school and this is essential if we are going to facilitate the education of young people in our area.

“It’s important that people have their say on these proposals to make sure we achieve the right balance of fairness and I would encourage as many people as possible to take part in the consultation.”

The consultation runs until midnight on **Friday, June 2**. A paper on the proposals is then scheduled to appear before the council’s Executive on **July 13**.

People can take part in the consultation in the following ways:

- Completing the [online survey](#).
- Writing to: North Northamptonshire Council, Sheerness House, Meadow Road, Kettering, NN16 8TL

Any policy changes would be introduced from **September 2024** for the start of the **2024 to 2025 academic year**.

ENDS

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North Northamptonshire Council

Home to School Transport and Travel Assistance Policy

Academic year 2024 – 25

This policy document will apply to all new applications for transport and travel assistance for Home to School for the academic year commencing September 2024.

For in-year changes prior to September 2024 the previous policy will still apply.

Version	Author	Date	Changes
V 01	Transport Delivery Manager	July 2023	Previous Policy reviewed. Layout changed. Appeals information updated Approved by Executive on 12 July 2023
V 02			
V 03			

Home to School Transport and Travel Assistance Policy

This policy document sets out the policy and process for people living within the area of North Northamptonshire Council in respect of Home to School Transport and Travel Assistance for children and young people aged between 5 and 16 years of age (including those who will become 5 during the course of the academic year).

Throughout this document:

North Northamptonshire Council will be referred to as “The Council”

The term “Parents” should be taken as referring to Parents, Carers, and other Guardians with parental responsibility for a child or young person.

This policy document will apply to all new applications for transport and travel assistance for Home to School for the academic year commencing September 2024.

For in-year changes prior to September 2024 the previous policy will still apply.

Transport for Post 16 students is set out in the Council’s ‘Post-16 Transport Policy Statement’ which can be found at [School travel assistance | North Northamptonshire Council \(northnorthants.gov.uk\)](https://www.northnorthants.gov.uk/school-travel-assistance)

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Legal Background

The Council is required to publish an annual Sustainable School Travel Strategy showing:

- An assessment of the travel and transport needs of children and young people in North Northamptonshire
- An audit of the sustainable travel and transport infrastructure within North Northamptonshire that may be used when travelling to and from schools and colleges
- A strategy to develop that infrastructure to better cater for the travel needs of children and young people
- How the Council will promote sustainable travel and transport to, from and between schools and other institutions

The Council is also required to provide assistance for travel between Home and School for children and young people residing in the area who meet the eligibility criteria explained in this document.

This document refers to the legislation governing home to school travel for children of ***compulsory school age***, in particular:

- section 508A of the Education Act 1996 – local authorities' duty to promote sustainable modes of travel
- section 508B of and Schedule 35B to the Education Act 1996 – travel arrangements for eligible children
- section 508C of the Education Act 1996 – travel arrangements for other children
- section 509AD of the Education Act 1996 – local authorities' duty to have regard to religion or belief
- the School Information (England) Regulations 2008

Section 1 Home to School Transport and Travel Assistance

North Northamptonshire Council (the Council) recognises parents'/carers' responsibility for ensuring attendance of their children at school. It also recognises that in some circumstances assistance may be required.

1.1 Who is entitled to Free Transport and Travel Assistance

The Council is required to provide assistance for travel between Home and School for children and young people residing in the area who meet the eligibility criteria set out below.

The Council also has responsibility for those who live outside the area but for whom the Council has financial responsibility, for example Looked after Children,

There is no automatic entitlement to assistance with travel between home and school. Parents requiring home to school transport or other travel assistance will need to make an application as set out in Section 4.

The Council will only enable a child or young person to travel to school for the beginning of the **school day**, and to return **home** at the end of the **school day**.

The Council is not required to make arrangements for travel between institutions during the **school day**, or to enable children or young people to attend extra-curricular activities and other commitments outside school hours. Responsibility for making, together with costs of, travel arrangements in these cases will lie with the parents or school, or in exceptional circumstances the Social Care and Health team.

The Council will provide transport or travel assistance, or make free travel arrangements for pupils meeting the following criteria:

(i) Pupils between 5 and 8 years of age (including those who will become 5 in the course of the academic year, referred to in this document as Rising 5s) who are attending their nearest suitable school and who live more than 2 miles from that school.

(ii) Pupils aged 8 to 16 years who are attending their nearest suitable school and who live more than 3 miles from that school

(iii) Pupils aged 5 to 16 years of age, (including Rising 5s) where their nearest suitable school is within the walking distances set out above BUT where the walking route is assessed as unacceptable to walk according to the Council's published criteria, even if accompanied by an adult as necessary.

(vii) Pupils aged 5 to 16 (including Rising 5s) whose parents/carers have a disability. Where the Council relies on a parent/carer accompanying a pupil along a walking route for it to be considered safe, or to accompany a pupil between home and a picking up or setting down point but the parent's or carer's permanent or temporary disability prevents them from doing so, then the Council may provide free transport as a "reasonable adjustment" under the terms of the Equality Act 2010.

With effect from academic year 2024/25 linked schools will no longer be treated as the nearest suitable school for new applicants for transport, unless the school is actually the nearest suitable school with places available.

Pupils already attending a school and receiving transport under the linked school element of the former policy will continue to receive transport under their current terms until they reach their next transition point or until they change address or school placement.

1.2 Faith Schools and Single Sex schools

Pupils aged 5 to 16 years (including Rising 5s) attending Single Sex or Faith (Denominational) Schools will be entitled to assistance with transport in the following circumstances:

- the school concerned is the nearest suitable school AND **EITHER:**
 - a. the distance between home and school is greater than the statutory walking distance (2 miles for pupils aged rising 5 to 8 or 3 miles for pupils aged 8 to 16) by the shortest safe walking route; OR
 - b. the distance between home and school is less than the statutory walking distance relevant to the child's age but the walking route is assessed as unacceptable to walk according to the Council's published criteria, even if accompanied by an adult as necessary.

1.3 Definitions (Jargon Buster)

Home is defined as the place where a child is habitually and normally resident. Where parents do not live together and a child or young person spends part of each week or alternate weeks with each parent, parents should agree which address is to be treated as "Home". Where this cannot be agreed between parents, the Council will look to the address where Child Benefit is paid for the child or young person. The Council will not provide transport from both addresses.

"Suitable school" is defined as the school with places available that provides education appropriate to the age, ability and aptitude of the child or young person, and any SEN that the child or young person might have. "Suitable school" does not mean the most suitable school for a child or young person, merely one which can meet the majority of the needs of the child or young person concerned.

Where a child's nearest school is oversubscribed and unable to offer them a place, the nearest school with places available is their nearest suitable school for school travel purposes.

Linked school; Schools are said to be "linked" if there is a priority given to applicants from a certain school or location. This primarily affects young people transferring from primary to secondary education. Under the former policy Linked schools were treated in the same way as the nearest suitable school. This provision has been withdrawn with effect from academic year 2024/25.

Walking distances; Except where otherwise specifically stated, the distance between a child or young person's home and school will be measured by the shortest available safe walking route.

Availability of school places; Where a place is not available at the child or young person's nearest suitable or linked school at the point of starting school, transferring to secondary school, or moving into a new area, free travel assistance will be provided to the next nearest suitable school, subject again to distance and route acceptability criteria.

Parental Preference; The Council supports the right of parents to express preferences for schools. However, in order to be eligible for free home to school transport, (subject to meeting the other eligibility criteria) the child or young person must be attending their nearest suitable school which has places available.

Transition point; The point or stage in a child's education at which their entitlement to transport might change. For example, age 8 when the walking distances change, or at the end of years 6 and 11 when young people transition to the next stage of their education.

Pick up and set down points; Assistance with transport may not be provided from door to door. Young people may be expected to walk to and from a pick up and set down point, accompanied by an adult if necessary. The walking distance will not exceed $\frac{1}{2}$ a mile for children aged between 4 and 8th birthday and up to 1 mile for children aged between 8 and 16. Account will be taken of a pupil's special educational needs and/or disability and parents/carers' disability when allocating suitable pickup and set down points.

1.4 Extended Rights for those on Low Income

A child or young person will qualify for travel assistance under the low income criteria if:

- they are attending their nearest suitable school **and**
- are entitled to receive free school meals on financial grounds or their parents are in receipt of Universal Credit or the Maximum level of Working Tax Credit.

Children, who attend a primary school and who are aged 8 years but less than 11 years, must also:

- attend their nearest suitable school for transport purposes **and**;
- live between 2-6 miles from the school.

Children attending a secondary school and therefore aged between 11 and 16 years, must also:

- attend one of their three nearest suitable schools for transport purposes **and**;
- live between 2-6 miles from the school.

Primary and Secondary aged children, who are attending a faith school must in addition to receiving the benefits above;

- Be attending a faith school as expressly requested by their parents at time of admission, where that school is the nearest appropriate faith school based upon their beliefs and
- live between 2 - 15 miles from the school.

If eligibility for free school meals or Universal Credit or maximum level Working Tax Credit ceases, then free transport will be withdrawn at the end of the academic year.

A full list of the low-income qualifying criteria is available in Appendix A3 attached to this policy.

1.5 Inaccurate Applications

The Council reserves the right to reclaim the cost of any transport provided, if it is found that any incorrect information has been provided to the Council in order to gain admission or transport to a school that would otherwise be outside of the eligibility criteria.

1.6 Transport and Travel arrangements for non-entitled pupils/students of statutory school age (Discretionary Transport or Fare paying pupils)

Where parents have chosen and have accepted a place at a school that is not their nearest suitable school, they also accept the responsibility for, and cost of, the transport of the child to and from school.

Where a young person does not meet the criteria for free home to school transport or travel assistance, and where there is spare capacity on a contracted vehicle, parents may wish to purchase a paying ticket for the service

Passes for these spare seats will be offered on a first come first served basis at a cost to be determined annually. The fares are listed in the Fees and Charges Book, which is reviewed and published every year.

[Fees and charges | North Northamptonshire Council \(northnorthants.gov.uk\)](https://www.northnorthants.gov.uk)

Except by special arrangement with schools, additional vehicles will not be contracted to cater for fare paying pupils and a minimum of five seats will be held unsold to cater for entitled pupils who may become eligible for transport during the school year.

Parents/carers are advised that the facility could be withdrawn at reasonable notice – not less than one month, if the space should be required for children or young people who are entitled to free transport or travel assistance. If this is the case, parents will be refunded for the remainder of the fare period.

Spare seat tickets for non-entitled pupils aged 5 to 16 (including Rising 5s) will only be available

- on receipt of payment of the fare or creation of an agreed payment plan AND
- where there is spare capacity on a contracted vehicle.

The Council reserves the right to decline to sell passes for spare seats on transport provided for pupils with Special Educational Needs

Section 2 Travel arrangements for pupils with SEN or a Disability

2.1 Transport can be an important factor in the support for children and young people with Special Educational Needs and Disabilities.

Not all children or young people with an Education, Health and Care Plan (EHCP) will receive home to school transport. All children and young people will be assessed in accordance with The Council's Transport and Travel Assistance Policy, regardless of whether they hold an EHCP or not.

All children and young people, including those with Special Educational Needs and Disabilities (SEND) up to the age of 25, are subject to general Local Authority Transport criteria as described in Section 1 for primary and secondary mainstream children and young people.

Please note that where a pupil with SEN or a disability lives further than the statutory distance from school, (i.e. over 2 miles from home address if under 8 OR over 3 miles from home address for those between 8 and 16) AND the school is their nearest mainstream school, or the nearest suitable special provision, then transport or travel assistance will be provided on the grounds of distance, taking into account any additional needs that they may have.

Transport or Travel assistance will additionally be provided for children and young people who cannot reasonably be expected to walk to school because of their mobility problems or because of associated health and safety issues related to their special educational needs (SEN) or disability. Eligibility, for such children will be assessed on an individual basis.

It is the responsibility of all parents with children of compulsory school age to ensure their child or young person's regular attendance at school, regardless of any SEN or disability.

For pupils with special educational needs each case is considered individually, guided by the criteria that follow:

Transport or Travel assistance will be agreed for pupils with SEN or a disability where:

1 The pupil is attending the nearest suitable school as determined by the LEA and as named in their EHCP if they have one.

and

2 The pupil has a condition where they cannot reasonably be expected to walk to and from school, and there is detailed written advice from appropriate medical personnel to corroborate this.

In determining whether a pupil cannot reasonably be expected to walk due to their special educational needs or disability, the local authority will consider whether the pupil could reasonably be expected to walk if accompanied and if so, whether their parent or carer can reasonably be expected to accompany them.

The general expectation is that a pupil will be accompanied by a parent where necessary. Where a parent or carer may be working at the time their child is travelling to or from school, or they have other children attending different schools, they will normally be expected to put in place suitable alternative arrangements.

The Council will consider each case on its own merits and take account of the individual family circumstances when determining whether transport or travel assistance is required.

Travel arrangements will not be made where the pupil is not attending their nearest mainstream school, or the nearest suitable special provision, and the school attended is one of parental preference.

2.2 General points for SEN travel

- The ongoing provision of travel arrangements will be reviewed as part of the child or young person's annual review of the EHC plan, or other relevant information regarding a child's SEN or disability. The provision of existing travel arrangements will also be reconsidered if the child moves school or home address or if there is any other significant change to the child or young person's needs.
- The development of independence skills is a key part of Preparation for Adulthood.
- Where the child or young person uses a wheelchair on a vehicle, the chair used must be approved for that use and must have appropriate tie-down points. This can be confirmed by the wheelchair manufacturer and will be checked by the Council before authorising transportation.
- Where a wheelchair is found to be not suitable for use in a vehicle, the passenger will be expected to be able to self-transfer to a vehicle seat.
- The Council or their contractors will provide standard Wheelchair tie downs and Occupant restraint systems. (WTORS) and other standard passenger harnesses. Any non-standard passenger and wheelchair harnesses and restraints must be supplied by the parents/carers and will need to be confirmed as compatible with the vehicle in which they are being used before travel commences.

2.3 Home Collection and drop off

Some young people with SEND may find it difficult to access collection and drop off points near to their home. These young people may be allocated a home collection.

Parents/carers of children with a home collection/drop-off are required to ensure their child is ready in good time for when the vehicle arrives at the normal home address. The vehicle will park as close to the home as possible. Parents are asked to keep a lookout for the arrival of the vehicle. The driver or Passenger Assistant will NOT come to the house door, especially if there are other children on board the vehicle.

Parents/carers are also required to ensure they or an authorised adult are available to meet the child at the normal home address or drop-off point at the end of the school day.

2.4 Short Break Service and Respite Care

The Home to School Transport service has no responsibility to provide home to school travel arrangements for children to and from respite care facilities. Except in exceptional circumstances, where transport is agreed, it will only be provided to and from the normal home address or drop-off point. However, if there is the capacity to assist with respite care

arrangements, then the Transport team at North Northamptonshire Council will assist by making alternative arrangements as long as there is no additional cost to the Council.

For arrangements outside these criteria parents should contact their support worker or NCTTransport@NCTrust.co.uk to agree funding for transport to Respite and Short Break establishments.

2.5 Transport of Children and Young People with Medical Needs

Some young people have medical needs which may cause them difficulty when travelling. When we are notified of medical needs we carry out a risk assessment to identify how those needs might affect the child during their home to school journey. We will then endeavour to put in place proportionate arrangements to manage those needs.

The matters we will need to consider are likely to include:

- the health condition, its triggers and symptoms
- the likelihood of the condition affecting the child on the journey to and from school, and the consequences for the child if it does happen
- the action that may need to be taken to manage the condition, for example whether the child may require medication and, if so, what dose is required, how it should be administered, and by whom.

In order to obtain the necessary information to make this assessment and determine what arrangements should be put in place, we may need to seek further information from parents, the school and any health care professionals involved in the care of the child, for example the school nurse, health visitor, GP and any designated clinical officer/ medical officer or consultant.

A medically qualified Passenger Assistant will only be appointed in the most exceptional cases. It would be more normal to train one or more Passenger Assistants in how to deal with the child's needs and condition. This may require arranging for specialist training and support from the School Nurse or other professional involved with the child.

Where it is felt that it would be unsafe to transport the child on Home to School Transport, parents may be requested to transport the child themselves in exchange for a mileage payment.

2.6 Exceptional circumstances:

The Council will consider applications for transport or travel assistance due to exceptional circumstances on a case by case basis.

By its very nature an exceptional circumstance is difficult to define, however, some examples of where the Council may exercise its discretion to provide free home to school travel arrangements are as follows:

- Where a pupil faces a temporary medical problem which affects their mobility, so that they are unable to access school without support and school has considered and put in place reasonable adjustments.
- Where a family has to move suddenly to temporary accommodation, for example, because of a house fire or domestic violence.

- Where a child's **parent** is unable to take their child to school because they are suffering from serious illness and they are unable to make alternative arrangements themselves, e.g. no friends or family in the area.

In each case, consideration will be given to family circumstances and to any medical advice which may be available.

Section 3 What Travel Assistance will be provided

3.1 Travel Options

The Council has a duty under Section 508A of the Education Act 1996 to promote the use of sustainable travel and transport. This duty applies to all children and young people of compulsory school age (5 to 16) who travel to receive education or training in a local authority's area

The Council must also ensure that any travel arrangements they make take account of the needs of the child concerned. Those arrangements should enable the child to travel in reasonable safety and comfort, and without undue stress, strain or difficulty, so that they arrive at school ready to learn.

Please note that all school transport will normally only pick up and set down at a safe place near the pupil's home address as shown on the school roll and Council records. Consideration will be given to requests to pick up and set down at other locations e.g. childminders or other family members, provided this is notified in writing and does not involve any further expenditure for the Council.

The legislation permits local authorities to meet their duty in a range of alternative ways.

Parents may be asked to support their child with home to school travel, for example receiving a mileage allowance or accompanying them on public transport, however this can only be put in place with parental consent.

Travel options which may be considered:

- Walking (alone or accompanied by parent or other adult supervisor)
- Walking bus (walking with other children and adult supervisors)
- Cycling or Scooting
- Bus/Train Pass for public transport
- Discounted travel schemes
- Parental mileage payments
- Personal budget
- Independent Travel Training
- Dedicated school bus routes
 - With passenger assistant if required
- Minibus or shared MPV from pick up points
 - With passenger assistant if required

- Minibus or shared MPV from door to door
 - With passenger assistant if required
- Shared Taxis
 - With passenger assistant if required
- Solo taxi
 - With passenger assistant if required

3.2 Length of journey

As a general guide, the maximum length of time for a child of primary school age to journey to school is 45 minutes, and 75 minutes for a child of secondary school age. There will, however, be circumstances in which this is not possible, for example in rural areas where children live in remote locations.

Travel arrangements for children with special educational needs, disability or mobility problems can be particularly complex to make. Whilst shorter journeys may be desirable, some children may need to travel a long way to the school that is able to meet their needs and one vehicle may need to collect several children.

Where long journeys are unavoidable, we will look to minimise negative impacts for the children, for example if a child becomes distressed on long journeys the parent or school may be able to offer advice on effective ways of keeping them calm or engaging with them to minimise distress.

3.3 Passenger assistants

Passenger Assistants will not be provided on all routes.

Passenger assistants will only be provided where –

- It is necessary in the interests of safety, taking into account the special needs of the pupil or pupils being transported.
- Pupils are of pre – school age (i.e. under 5);
- A specially adapted vehicle that requires additional assistance is used;

The provision of a passenger assistant may be agreed on the basis of the pupil's special educational need and/or disability. The passenger assistant may be shared between several passengers or provided for one specific passenger on a shared vehicle.

All Passenger assistants are given PATS (Passenger Assistant Training Scheme) training. This is a nationally recognised standard for passenger assistants. Where necessary the Passenger Assistant may also receive additional training to deal with the specific needs of one or more passengers.

Where a child is travelling as the sole occupant of a vehicle, parents or carers may, if they wish, volunteer to accompany their child / children rather than appoint a Passenger Assistant to travel with the passenger. Any such arrangement will need to be agreed with the

Transport Team. Parents will not be permitted to travel with their child where there are other passengers on the vehicle.

3.4 Transport to and from residential schools.

It is anticipated that parents/carers will want to transport their children to Residential Placements themselves. This provides an opportunity for regular personal discussion between parent/carers and the staff at the residential provision. This arrangement must be agreed in advance with the Transport team at North Northamptonshire Council and mileage can be claimed at the agreed rate on a termly basis.

Where parent/carer transport is not possible, children on termly placements (i.e. 3 terms a year) will be provided with transport at the start and end of each term and half term holiday. In addition, a mileage allowance at the agreed rate may be claimed for one visit to the school each half term.

For weekly placements, transport will be provided at the beginning and end of each week, usually on a Monday morning and Friday afternoon.

Section 4 Applying for Transport Assistance

4.1 How do I apply for transport assistance

The Travel Assistance home page contains links to all transport policies and application forms. The Home page can be found at:

[School travel assistance | North Northamptonshire Council \(northnorthants.gov.uk\)](https://www.northnorthants.gov.uk)

Please ensure that you use the appropriate link for your child or young person's age and schooling.

4.2 When should I apply

You should apply as soon as possible after your child or young person's placement at school is confirmed.

4.2.1 Applications for the new academic year.

For transport or other travel assistance to start at the beginning of the September Term, applications should be made to the Council by **the 3rd Friday in May**.

While we endeavour to process all applications received as quickly as possible, we cannot guarantee that travel assistance will be in place at the beginning of the new school year for any application received after this date.

We will look at the information you provide and make a decision on what support is necessary. We may need to call or email if we require further information.

We will acknowledge receipt of your application within 10 working days. However, we may not advise you of any decision before 15th August. There is no need to contact us before this date unless something has materially changed with your application.

You can advise us of any changes by emailing: schooltransport.nnc@northnorthants.gov.uk

4.2.2 In year Applications

For Applications for transport to start at any other time of the year, please allow up to 6 weeks for the application to be processed and transport commissioned. Wherever possible the Council will process the application and put transport in place more swiftly than this, but we ask for the additional time to allow for the procurement process should a new service or route be required.

Until the travel arrangements are in place, it will be the parent's responsibility to make the necessary arrangements for their child to attend school.

4.3 How often will I need to reapply?

Once awarded, transport or travel assistance will remain in place until the next transition stage unless otherwise notified at the time of awarding it.

Please be aware that you will need to reapply:

- At the end of Year 3 in which the child or young person attains the age of 8 years if your school is less than 3 miles from home
- At the end of Year 6 in preparation for transfer to Secondary education
- At the end of Year 11, even if they are remaining at the same school for Sixth Form studies.
- If you change your home address (see 4.4 below)
- If your child or young person changes school (see 4.5 below)
- If the needs of your child or young person change

4.4 Change of Address

Parents/carers of pupils who move home address during their schooling to an area where another school is the nearest suitable school may either:

• apply to move their child to the nearest suitable school for their new address and if successful the policy stated above will apply **or**:

• retain the child's place at their current school but they will become responsible for the child's transport provision and costs

When you move house, you will have to apply for a change to your transport.

The council will not normally provide transport or travel assistance to the current school where the family have moved home unless the current school remains the nearest school with places available.

However, if the pupil is in Year 11 and following examination courses at the point of moving, some assistance may be available, based upon exceptional circumstances.

Help is not usually available for pupils in other year groups, even if they are following examination courses. Some help may be available in other exceptional circumstances, where, for example, the pupil concerned would otherwise be at risk of harm.

If your application for transport is refused because there is a nearer school to your new home, and you are subsequently informed that there are no places available at that school you should file an **appeal** against the refusal to provide transport, based upon the lack of places in the nearer school. Please note that your original application will not be reviewed until an appeal has been filed.

Each case will be considered on its own merits by a senior Transport Officer.

4.5 Change of School

If the child or young person changes school, parents should re-apply for transport or travel assistance, and eligibility will be assessed as set out above.

If parents/carers elect to move a pupil to a school that is not the nearest suitable to their home address then they will become responsible for the child's transport provision and costs, except in very exceptional cases, for example where the pupil concerned would be at serious risk of significant harm.

Bullying, poor educational achievement, and similar factors will not normally be considered as exceptional circumstances.

Section 5. Quality Standards and Responsibilities

5.1 Safety

A child's safety and welfare is always the main priority.

- Where appropriate all vehicles used or contracted by the Council are fitted with the standard seat belts, child seats and equipment to secure wheelchairs. Specialised equipment required to support the child or young person must be supplied by the parents.
- All children will be independently seated, one seat per child. The Council does not permit 3 passengers to a double seat.
- Trained passenger assistants will be made available where necessary.
- All passenger assistants will be approved by North Northamptonshire Council. Passenger assistants will carry an ID badge at all times.
- Vehicles contracted by the Council are expected to be licensed, taxed, insured and maintained appropriately, including MOT and other regular safety certification; this is a condition of the contract and will be periodically checked.
- All drivers must be licensed appropriately and should carry an identification badge at all times.
- All drivers and passenger assistants employed by the Council will be checked as appropriate in accordance with the Disclosure and Barring Service (DBS). Drivers and Passenger Assistants employed on contracted vehicles are subject to DBS checks by their employer.

- All vehicles, drivers and passenger assistants will be subject to random checks by Council inspectors.

Wherever possible you will have a regular driver and/or Passenger Assistant. Please be aware that this can sometimes change at short notice, for example due to staff sickness, so we are unable to guarantee that the same driver and/or Passenger Assistant will always be on your child's route.

Parents/carers of pupils who have an EHC plan will receive a letter before the term commences in September detailing their child's travel arrangements. Timings given at this point are approximate and may change throughout the year. Every effort will be taken to ensure that any disruption will be kept to a minimum, but we cannot guarantee that the timings will remain the same throughout the year.

5.2 Pupil Behaviour and parental responsibilities

Pupils have a right to safe and trouble-free travel. Pupils are expected to behave in a safe and appropriate manner as set out in the Transport Service Agreement supplied to parents/carers.

Parents/carers have a key role to play regarding the conduct of their children on transport and are responsible for ensuring that their children are aware of the necessity to behave in a reasonable and responsible manner. Parent/carers need to ensure their children are aware that failure to behave in a reasonable manner may have consequences, including:

- cost to parents/carers for damage to the vehicle or to property caused by misbehaviour of their children;
- Temporary or permanent withdrawal of free transport with no recompense and no right of appeal.

Unacceptable behaviour may include, but is not limited to, being rude, pushing and kicking, bullying, distracting the driver, refusing to wear a seatbelt, or refusing to remain seated. This includes the use of hate speech and abusive language, as well as physical behaviours which may endanger the safety and wellbeing of other people on the transport.

If a pupil misbehaves persistently, transport provision may be temporarily or permanently withdrawn.

Children and young people with SEND are not exempt from the requirement to behave appropriately on transport.

The Council and its staff are aware that a child's challenging behaviour may be part of their special educational needs, disability or mobility problem and they may use it as a way to communicate their needs, for example a child who exhibits challenging behaviour may be trying to communicate discomfort or distress.

Parents should advise the passenger assistant, if there is a particular difficulty with their child on a given day, or if there is reason to believe that the child or young person may be more prone to becoming distressed or uncomfortable that day.

We aim to work with transport operators, schools and parents to find positive ways to manage challenging behaviour wherever possible.

Transport may be withdrawn from an eligible child as a last resort and where there is an immediate and serious safety concern if the child remains on transport.

5.3 Bus Passes

Applications for bus passes are made through the normal application process.

[School travel assistance | North Northamptonshire Council \(northnorthants.gov.uk\)](https://www.northnorthants.gov.uk/school-travel-assistance)

Wherever possible requests will be responded to within 10 working days, although it may take longer than this to print and deliver the pass itself. Applications made for a September start can take longer to be approved.

Pupils who qualify for assistance in the form of a bus pass can expect to receive the bus pass by mid-August for applications for the beginning of the academic year, or within 4 weeks of the application being received by North Northamptonshire Council for in-year applications.

Please make sure that your child or young person takes care of their bus pass, as they may be refused travel without it.

5.4 Lost or stolen Bus Pass

Pupils who have had their bus pass stolen/lost can expect to receive a replacement within 7 days of the loss being reported to North Northamptonshire Council. Reasonable requests for travel expenses will be considered by the Council, if the above deadlines are not met. There may be a charge for the replacement pass. The charges are listed in the Fees and Charges Book, which is reviewed and published every year.

[Fees and charges | North Northamptonshire Council \(northnorthants.gov.uk\)](https://www.northnorthants.gov.uk/fees-and-charges)

Section 6 Appeals and Complaints

What is the difference between an appeal and a complaint?

There is a difference between an Appeal against a decision and a complaint because you feel that you have been mistreated or the service you have been offered is not good enough.

6.1 Complaints arise when you are unhappy with the service provided by the Council and/or its transport providers, for example, this might include consistent late running of a vehicle, a member of staff or a contractor being unhelpful or that there has been an unacceptable delay in resolving an issue.

If you are unhappy about something, then you are invited to make a formal complaint. Information on how to make a formal complaint is available using the link below:
<https://www.northnorthants.gov.uk/complaints>

6.2 An Appeal is for when you feel that the wrong decision has been made and you would like it re-examined.

If you are unhappy with a decision which has been taken, for example your application for transport has been declined, and you think that decision was incorrect, you may submit an appeal.

You may challenge a decision on any or all of the following grounds:

- Eligibility – you believe that we have failed to take into account some significant factor in assessing whether your child is eligible for travel assistance
- distance measurement between home and school
- safety of the walking route between home and school
- transport arrangements offered are not suitable for the child or young person's needs

Please be aware that there is no right to challenge a decision where a young person's entitlement to transport assistance has been removed on the grounds of unacceptable behaviour.

The appeals process

Stage 1 Appeal - Review of decision

You have 20 working days from the receipt of the transport decision to make a request for a review of the original decision.

The request should detail why the decision should be reviewed and give personal and/or family circumstances, which should be considered during the appeal process. You might like to include other documents to support your case.

These may include

- a recent medical report stating how the young person's medical condition or disability negatively impacts on their ability to travel. This must be from a relevant consultant or specialist working with the family.
- Map evidence to show how you have calculated the walking distance,
- An independent report showing why you believe the route to be unsafe or
- any other third party evidence you wish us to consider as part of the review.

A Senior Officer from the Transport team will review the original decision and will send you a letter detailing the outcome of the review within 20 working days of receipt of the written request.

This will set out the following information:

- the decision reached
- how the review was conducted
- information about other departments and/or agencies consulted as part of the process
- what factors were considered
- the rationale for the decision reached
- information about escalation to Stage 2, if appropriate

Stage 2 Appeal

If you are still not happy with the decision, you will have 20 working days from receipt of the Stage 1 decision, to make a request to escalate the matter to a formal appeal.

An independent appeal panel, made up of 3 representatives of the North Northamptonshire Council, will be convened to consider the appeal within 40 working days of receipt of your request.

No member of the appeal panel will have been involved in the original decision to decline transport assistance. The independent appeal panel may consist of a combination of

- a councillor
- an assistant director or their representative
- a senior transport officer
- Another senior officer from outside the Transport team

An officer from democratic services may be asked to act as clerk to record the appeal decision.

This panel will consider verbal and written representations from both the parent and officers involved in the case.

You will be invited to attend the hearing to present your case. If you do not wish to attend or are unable to attend, the panel will make its decision based upon your written representations. As in Stage 1, you may present further recent evidence to support your case if you wish. The evidence from the original application and the Stage 1 review will be re-examined together with any new evidence that you have presented.

The Senior Officer from the Transport Team involved in the review of the decision at Stage 1 may also be invited to attend.

Within 5 working days of the hearing you will receive a letter or email, detailing the outcome of the appeal hearing, which will set out:

- the nature of the decision reached
- the rationale for the decision reached
- how the review was conducted
- information about other departments and/or agencies that were consulted as part of the process
- what factors were considered
- information about escalation to the Local Government Ombudsman if appropriate

To request a review or an appeal, email transportappeals.nnc@northnorthants.gov.uk.

Local Government Ombudsman

There is a right of complaint to the Local Government Ombudsman on the grounds that there was a failure to comply with the procedural rules or there was an irregularity in the way the appeal was handled.

Contact the [Local Government Ombudsman](#).

APPENDICES

Appendix A1

North Northamptonshire Council School Transport

Safety of Walking Routes (Built-up areas inc. in villages)

When determining whether the Council should provide transport to schools on safety grounds, a number of criteria have to be considered in order to determine a route's acceptability for pupils to walk. The criteria assume that pupils aged 4-11 will be accompanied by a responsible adult, and that pupils aged 11 or over may travel independently. The law expects that all pupils will be accompanied "as appropriate". Pupils are expected to travel by the shortest available route. However, where that route is judged to be unacceptable longer alternatives may be considered provided that they are still within the agreed walking distance.

The following are the criteria that must all be met for a route to be acceptable for use by child pedestrians in an urban or village environment.

1 Can the route be walked without walking on a classified¹ road?

If yes, the route may be acceptable.

If no, the route is unacceptable.

2 Is the 85th percentile speed² more than the guidelines for enforcement³?

If yes, the route is unacceptable.

If no, the route may be acceptable.

3 Are there formal crossing facilities⁴ available on A class roads as required?

If no, the route is unacceptable.

If yes, the route may be acceptable.

In measuring the speed of vehicles to apply criterion 2, only the data collected on schooldays between 0700hrs and 0900hrs and between 1500hrs and 1700hrs will be taken into account.

The route will be considered acceptable if the average speed of 85% of traffic over the week during the stated times is below the enforcement guidelines. If a route appears to meet all of the criteria, it will be deemed to be acceptable. Should a decision be challenged, a site visit would be made to verify that no exceptional circumstances exist.

1 Class A, B or C.

2 The speed which 85% of vehicles does not exceed.

3 As determined by the Association of Chief Police Officers (ACPO).

4 School Crossing Patrols, pedestrian refuges, zebra, pelican or other light-controlled crossings.

Appendix A2

North Northamptonshire Council School Transport

Safety of Walking Routes (Village to Village Routes)

When determining whether the Council should provide transport to schools on safety grounds, a number of criteria have to be considered in order to determine a route's acceptability for pupils to walk. The criteria assume that pupils aged 4-11 will be accompanied by a responsible adult, and that pupils aged 11 or over may travel independently. The law expects that all pupils will be accompanied "as appropriate". Pupils are expected to travel by the shortest available route. However, where that route is judged to be unacceptable longer alternatives may be considered provided that they are still within the agreed walking distance.

The following are the criteria that must all be met for a route to be acceptable for use by child pedestrians.

1 Is the route classified as Red or Amber¹ by the Highway Authority?

If yes, the route is unacceptable.
If no, the route may be acceptable.

2 Can the route be walked without walking on a classified² road?

If yes, the route may be acceptable.
If no, the route is unacceptable.

3 Is the traffic flow over 1,000 vehicles in the peak hour?

If yes, the route is unacceptable.
If no, the route may be acceptable.

4 Is the 85th percentile speed³ more than the guidelines for enforcement⁴?

If yes, the route is unacceptable.
If no, the route may be acceptable.

5 Are there formal crossing facilities⁵ available on A class roads as required?

If no, the route is unacceptable.
If yes, the route may be acceptable.

In measuring the speed of vehicles to apply criterion 4, only the data collected on schooldays between 0700hrs and 0900hrs and between 1500hrs and 1700hrs will be taken into account.

The route will be considered acceptable if the average speed of 85% of traffic over the week during the stated times is below the enforcement guidelines. If a route appears to meet all of the criteria it will be deemed to be acceptable. Should a decision be challenged, a site visit would be made to verify that no exceptional circumstances exist.

1 Under the Casualty Reduction Strategy, all roads in the county are classified Red, Amber or Green on the basis of their overall accident record.

2 Class A, B or C.

3 The speed which 85% of vehicles do not exceed.

4 As determined by the Association of Chief Police Officers (ACPO).

5 School Crossing Patrols, pedestrian refuges, zebra, pelican or other light-controlled crossings.

Appendix A3

North Northamptonshire Council

Low Income Criteria for Extended Rights Home to School Transport

If you are in receipt of any of the following, your child may be eligible for free Home to School Transport under the extended right legislation. You also need to meet the other qualifying criteria set out in section 1 of the Home to School Transport and Travel Assistance Policy.

Below is the Low Income qualifying criteria which is the same as for free school meals for children in year 3 or above:

- Income Support
- Income based Job Seekers Allowance
- Income related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, with no element of Working Tax Credit, and a household income below £16,190 (as assessed by HM Revenue and Customs)
- Guarantee Element of State Pension Credit
- Universal Credit

A child must reside with the applicant to receive free school meals.

Useful Contacts.

Schools and Education

[Schools and education | North Northamptonshire Council \(northnorthants.gov.uk\)](#)

School Admissions

[Contact the school admissions team | North Northamptonshire Council \(northnorthants.gov.uk\)](#)

admissions.ncc@northnorthants.gov.uk

SEND Information and advice Service

[SEND Information Advice Support Service | North Northamptonshire Council \(northnorthants.gov.uk\)](#)

Phone: **0300 373 2532**

Email: [**SENDIASS@northnorthants.gov.uk**](mailto:SENDIASS@northnorthants.gov.uk)

Local Offer

[Local Offer | North Northamptonshire Council \(northnorthants.gov.uk\)](#)

Education Health and Care Plan teams

- **Corby:** [**EHCNorth.Corby@northnorthants.gov.uk**](mailto:EHCNorth.Corby@northnorthants.gov.uk)
- **East Northamptonshire:** [**EHCNorth.EN@northnorthants.gov.uk**](mailto:EHCNorth.EN@northnorthants.gov.uk)
- **Kettering:** [**EHCNorth.Kett@northnorthants.gov.uk**](mailto:EHCNorth.Kett@northnorthants.gov.uk)
- **Wellingborough:** [**EHCNorth.Well@northnorthants.gov.uk**](mailto:EHCNorth.Well@northnorthants.gov.uk)

Journey Planning

[Plan Your Journey | Traveline](#)

[Journey Planners | Northamptonshire County Council \(smartmovenorthamptonshire.net\)](#)

Road Safety Tips

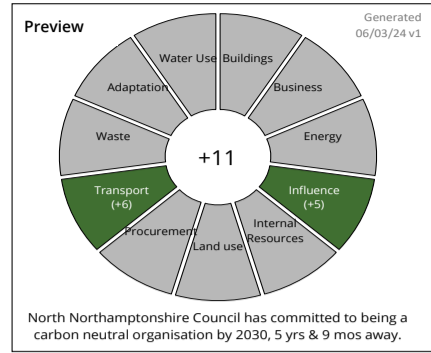
[The Highway Code - Rules for pedestrians \(1 to 35\) - Guidance - GOV.UK \(www.gov.uk\)](#)

[THINK! – Road safety](#)

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Climate Change Impact Assessment Tool (v1)

Directorate & Service Area	Place & Economy/Highways (Home to School Transport)
Report Name	Post 16 Transport Policy
Report date	5.2.24
Report author & role	Rachel Mawson Transport Delivery Manager
Proposal Summary	Revision of the Post 16 Policy to bring it into line with the policy for statutory school age pupils as approved by Exec Committee in July 2023.
Export filename	Post 16 Transport Policy CCIA 5.2.24 .png



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Category	Impact	Notes / justification for score / existing work (see guidance sheet or CCIA detailed notes for more information)	Score (-5 to +5)	Mitigations (If the impact is negative, please provide a mitigating action for reducing the impact going forward)
Buildings	Building construction	N/A		
Buildings	Building use	n/a		
Buildings	Green / blue infrastructure	N/A		
Buildings				
Business	Developing green businesses	N/A		
Business	Marketable skills & training	N/A		
Business	Sustainability in business	n/a		
Business				
Energy	Energy efficiency	N/A		
Energy	Reducing energy demand	N/A		
Energy	Switching to low-carbon energy supply	N/A		
Energy				
Influence	Communication & engagement	The Post 16 Transport policy encourages cooperative working with education providers and service users and their families. We have close links with Parents forums and SENDIASS.	+1	
Influence	Wider influence	We use the requirement for provision of transport to education to develop links and influence with relevant Central Government Departments, to help influence future policy and legislation	+1	
Influence	Working with communities	We work with the Refugee Team to ensure that refugees have equal access to education across all age groups, including Post 16. We also work with SEN and Disabilities teams to support students with SEND to access education.	+2	
Influence	Working with partners	The Post 16 Transport Partnership coordinates eligibility for and provision of transport across the FE Colleges and education providers across North Northants area	+1	
Influence				
Internal Resources	Material / infrastructure requirement	The current proposals largely use existing internal resources and resources already in place at the FE Colleges.		
Internal Resources	Staff time requirement	The current proposals largely use existing internal resources and resources already in place at the FE Colleges.		
Internal Resources	Staff travel requirement	The proposals would have a negligible impact on staff travel.		
Internal Resources	External funding	n/a		
Internal Resources				
Land use	Carbon storage	N/A		
Land use	Improving biodiversity adaptation	N/A		
Land use	Natural flood management	N/A		
Land use				
Procurement	Food & Drink	N/A		
Procurement	Products	n/a		
Procurement	Single-use plastic	N/A		
Procurement	Services	The proposals can be managed through the existing procurement processes.		
Procurement				
Transport	Decarbonising vehicles	We will work with service providers to encourage the adoption and use of greener technologies. With existing technologies we will encourage more efficient use and monitoring by the service providers; e.g. driver training, anti-idling policies, etc.	+1	
Transport	Improving infrastructure	We will work with colleagues from Sustainable Transport team to encourage the use of commercial services where appropriate, for example purchasing season tickets for students to travel on suitable public services.	+1	
Transport	Demand reduction			
Transport	Supporting people to use public transport	Students will be encouraged to use commercial services where these offer appropriate times and routes rather than rely on family cars.	+1	
Transport	Supporting people to use active travel	The policy encourages those able, to use bicycles and scooters (including e scooters). The policy includes contacts and information for a wide range of alternatives to bus and car. With pick-up and set-down points for bus and taxi use a short distance from home or school, the proposals will also increase walking.	+3	
Transport				
Waste	End of life disposal / recycling	n/a		
Waste	Waste volume	n/a		
Waste				
Adaptation	Drought vulnerability	N/A		
Adaptation	Flooding vulnerability	N/A		
Adaptation	Heatwave vulnerability	N/A		
Adaptation				
Water Use	Improving water-use efficiency	N/A		
Other	Other 1			
Other	Other 2			
Other	Other 3			
Other	Other 4			

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EXECUTIVE 14th March 2024

Report Title	Single Homelessness Accommodation Programme (SHAP) Funding 2024/25 to 2026/27
Lead Member	Councillor Mark Rowley, Executive Member for Housing, Communities and Levelling Up
Report Author	David Watts, Executive Director Adults, Health Partnerships and Housing (Senior Responsible Officer)

Key Decision	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is the decision eligible for call-in by Scrutiny?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are there public sector equality duty implications?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the report contain confidential or exempt information (whether in appendices or not)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Applicable paragraph number/s for exemption from publication under Schedule 12A Local Government Act 1972	N/A
Which Corporate Plan priority does the report most closely align with?	Active, fulfilled lives

List of Appendices

Appendix A – North Northamptonshire Council’s Supported Accommodation SHAP Bid

Appendix B – North Northamptonshire Council SHAP Strategic Gap analysis

Appendix C –Climate Change Impact Assessment tool

1. Purpose of Report

- 1.1 To brief the Executive on the Single Homelessness Accommodation Programme (SHAP) grant award by the Department for Levelling Up Housing and Communities (DLUHC) for 2024/25 to 2026/27.
- 1.2 To seek approval to undertake procurement to deliver the supported accommodation provision as detailed in the funding bid attached as **Appendix A**.

2. Executive Summary

- 2.1 In September 2022, the Department for Levelling Up, Housing and Communities (DLUHC) announced over £200 million of grant funding available for local authorities to apply for to support the delivery of the Government's Rough Sleeping Strategy either through units of accommodation or support to help prevent future rough sleeping.
- 2.2 The Single Homelessness Accommodation Programme (SHAP) aims to address the rough sleeping needs within a local geographical area's individual pathway and the three-year programme provides funding to schemes which will support adults with a long history of cyclical rough sleeping, with the most complex needs, to recover from rough sleeping and its associated traumas.
- 2.3 North Northamptonshire Council were successful in a bid to secure an allocation of revenue funding to deliver supported accommodation for individuals experiencing rough sleeping with complex needs over a three-year period.
- 2.4 It is proposed that the Council commits to this programme to help address a current gap in the rough sleeping pathway to provide suitable supported accommodation for rough sleepers with high levels of complex needs, who are difficult to place in other provisions because of their complexities and/or presenting risks.
- 2.5 The delivery of the grant funding awarded will be through the procurement of a service provider to manage the accommodation on behalf of the Council.

3. Recommendations

- 3.1 It is recommended that the Executive:
 - a) Approves that the allocated spend of Single Homeless Accommodation Programme (SHAP) funding to deliver supported accommodation for adults experiencing rough sleeping with complex support needs as outlined in **Appendix A**.
 - b) Delegate authority to the Executive Member for Housing, Communities and Levelling Up in consultation with the Executive Director for Adults, Health Partnerships and Housing to undertake any decisions and actions required to enable the delivery of this funding.
- 3.2 Reason for Recommendations:
 - To ensure that the Council utilises the grant funding secured to effectively help deliver supported accommodation provision in North Northamptonshire for individuals with high levels of complex needs.

- To safeguard this vulnerable cohort of adults experiencing multiple exclusion homelessness by providing accommodation to help them move away and recover from a life on the streets.
- To enable a new contract to be established to deliver the required supported accommodation for the funding period 2024/25 to 2026/27.

3.3 Alternative Options Considered:

- To not utilise the grant funding to deliver supported accommodation provision resulting in a loss of the grant funding.

4 Report Background

- 4.1 Rough sleeping is the most visible and acute form of homelessness, and many people who sleep rough have experienced trauma, have multiple complex needs, and may have presenting risks.
- 4.2 In 2018, the Department for Levelling Up, Housing and Communities (DLUHC) launched the Rough Sleeping Initiative Programme (RSI) which is a cross-government plan of action to significantly reduce the number of people sleeping rough through targeted funding.
- 4.3 North Northamptonshire Council were successful in the last round of RSI funding in securing £2,185,085 from the RSI programme for 2022-2025 which currently funds the whole of the Rough Sleeping Team and targeted interventions along with funding towards off street emergency and supported accommodation.
- 4.4 With the RSI funding only secured until March 2025 the Council had the opportunity to bid for funding via the Single Homelessness Accommodation Programme to help support the rough sleeping pathway. The bid submission included the requirement for the council to conduct a strategic gap analysis to identify the local need in the area which can be found at **Appendix B**.
- 4.5 The strategic gap analysis highlighted the need for supported accommodation for individuals experiencing rough sleeping who have high levels of support needs which cannot be met currently by local accommodation provisions and often resulting in placement failure and individuals returning to the streets.
- 4.6 In co-production with DLUHC advisers, North Northamptonshire Council submitted a bid for funding to cover a staffing model to provide supported accommodation suitable for those with the highest and most complex of needs from an existing RSI funded council owned property known as Dorking House in Corby which includes nine bedspaces.
- 4.7 The current provider at the premises receives time limited funding via RSI so a longer-term plan for this provision is required. The grant funding via SHAP will help to deliver a new supported accommodation provision at the premises to meet the needs identified in the gap analysis.

5 Issues and Choices

5.1 The Executive therefore has the following choices:

- (a) Support the delivery of the SHAP grant funding to provide supported accommodation provision at the Dorking House premises for individuals experiencing rough sleeping with high levels of complex needs, who are difficult to place in other provisions because of their complexities and/or presenting risks.
- (b) Do nothing. If the Council fails to deliver against the grant funding, the Department for Levelling Up, Housing and Communities would claw back the unspent grant resulting in a loss of targeted supported accommodation provision for rough sleepers in North Northamptonshire.

6 Next Steps

6.1 Subject to approval from the Executive, the Council will start a procurement process to secure a service provider to manage the supported accommodation provision and provide the staffing model required to deliver the tailored housing support for residents of the accommodation.

6.2 After approval by the Executive, the procurement process takes an average of 8-10 weeks, with the contract opportunity to be advertised for 30 days on the Council's procurement portal, and therefore it is expected the new contract will commence in June/July 2024.

7 Implications (including financial implications)

7.1 Resources, Financial and Transformation

7.1.1 Delivery of supported accommodation provision to meet rough sleepers' needs will help to break the cycle of repeat rough sleeping and create savings to the public purse.

7.1.2 The total grant funding secured via SHAP is £802,562 over a three-year period based on estimated costs calculated on the level of staffing required for this provision.

7.1.3 In addition, the Council have the remaining RSI funding of £100,000 for 2024/25 only. The following table provides a breakdown of the grant funding secured for this provision:

Grant Funding	2024/25	2025/26	2026/27
Rough Sleeping Initiative (RSI)	£100,000*	N/A	N/A
Single Homelessness Accommodation Programme (SHAP)	£201,270	£297,783	£303,509

Total	£301,270	£297,783	£303,509

*This amount will be reduced as dependent on contract start date and funding required for current provider.

7.1.4 A requirement of the SHAP grant funding is for a memorandum of understanding (MOU) to be authorised by the Section 151 Officer on behalf of the Council which has already been completed.

7.1.5 The delivery of the grant funding will be through contract award to a service provider to manage the supported accommodation provision as part of North Northamptonshire Council's rough sleeping pathway.

7.1.6 The Council will therefore ensure appropriate contract monitoring arrangements are in place to ensure the delivery of the funding is in line with the requirements and report progress to DLUHC as required.

7.2 Legal and Governance

7.2.1 The procurement activity associated with this provision shall be subject to the Council's Contract Procedure Rules (CPRs). Therefore, support will be provided by Legal Services and the Procurement Team in relation to the conduct of the procurement process to ensure that it is compliant, and the risk of legal challenge is minimised.

7.2.2 The delivery of SHAP grant funding will help North Northamptonshire Council to support the most vulnerable members of our community to help them recover from rough sleeping and be supported to move on.

7.3 Relevant Policies and Plans

7.3.1 The delivery of this grant funding will provide nine bedspaces for individuals with high level complex needs, which will be managed by a third party on behalf of the Council which will support the Government and Council's ambition to reduce rough sleeping in North Northamptonshire.

7.3.2 The supported accommodation provision will help to meet the priority within the Corporate Plan 2021-2025 in ensuring homelessness is being tackled and our residents achieve 'Active, fulfilled lives' by ensuring the right services are available and help to address the root causes of complex issues.

7.3.3 The proposal also meets the corporate priority of 'Safe and Thriving Places' through tackling the causes of difficult issues such as rough sleeping, which can lead to nuisance, crime, and anti-social behaviour.

7.3.4 The council has a new Homelessness and Rough Sleeping Strategy (2024-2029) that is currently out to consultation, but the delivery of this accommodation will meet the proposed priorities within this strategy.

7.4 Risk

- 7.4.1 If the Executive do not support the delivery of SHAP grant funding this will significantly impact the rough sleeping service in terms of being able to support rough sleepers off the streets into appropriate accommodation and safeguard vulnerable homeless individuals and prevent harm caused by rough sleeping.
- 7.4.2 The main risk to delivery is securing a suitable service provider to manage the provision however an appropriate procurement process will be followed with the support of Legal and Procurement Teams to ensure every effort is made to award the contract within a timely manner.
- 7.4.3 The delay in mobilisation due to governance and procurement processes that need to be followed may reduce total grant received from DLUHC.

7.5 Consultation

- 7.5.1 The Housing Team have been working with DLUHC advisers throughout the funding stage and co-produced the final bid to ensure it was fit for purpose.

7.6 Consideration by Executive Advisory Panel

- 7.6.1 This item has not been considered by an Executive Advisory Panel due to the short timescales of notification of award from DLUHC to the required delivery and implementation of the programme.

7.7 Consideration by Scrutiny

- 7.7.1 This funding award has not been considered by Scrutiny.

7.8 Equality Implications

- 7.8.1 An Equalities Screening Assessment has been completed for the supported accommodation provision to be funded by SHAP which has identified no negative impacts to groups with protected characteristics.
- 7.8.2 The implementation of the grant funding is likely to have a positive impact by helping to protect the health of the rough sleeping cohort locally by offering supported accommodation tailored to meet their individual needs as part of the Council's rough sleeping pathway over the next three years.
- 7.8.3 Individuals experiencing rough sleeping who are accommodated within this provision will have wraparound support and dedicated support plans in place to help meet their support needs and be supported to achieve positive outcomes.

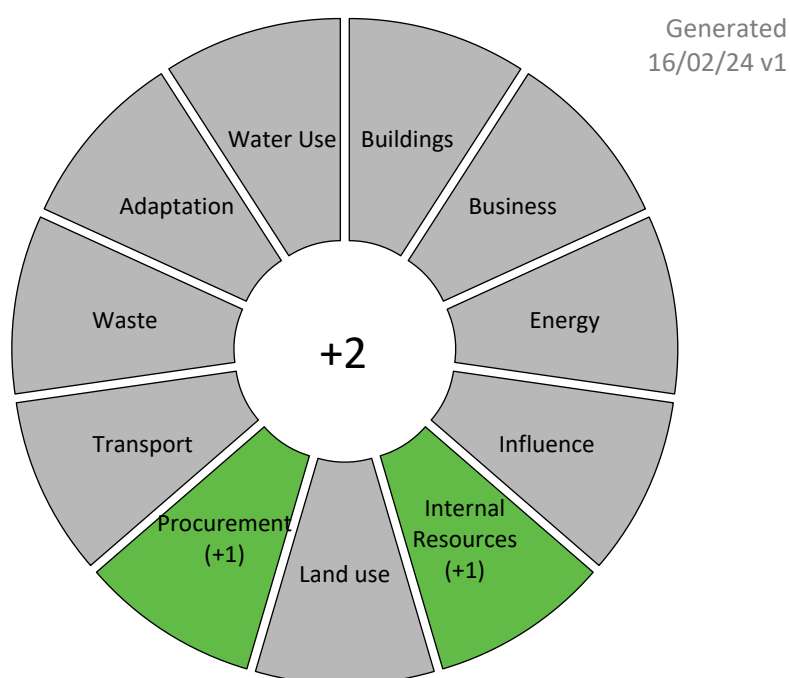
7.9 Climate Impact

7.9.1 North Northamptonshire Council declared a climate emergency in July 2021 and approved the Carbon Management Plan in December 2022, with the Council committed to working towards becoming a carbon neutral council by 2030.

7.9.2 A Climate Change Impact Assessment has been undertaken which has demonstrated a small positive impact for the delivery of the supported accommodation for rough sleepers through the external grant funding secured to cover the management costs of running the provision.

7.9.3 The Council will also use the procurement process as an opportunity to review service providers commitment to carbon management as part of the proposed delivery of the supported accommodation provision.

7.9.4 Figure 1 Carbon Climate Management Tool



North Northamptonshire Council has committed to being a carbon neutral organisation by 2030, 5 yrs & 10 mos away.

7.9.5 Please see **Appendix C** for a copy of the completed Climate Change Impact Assessment (CCIA).

7.10 Community Impact

7.10.1 The delivery of supported accommodation provision will ensure that North Northamptonshire Council is able to further enhance its rough sleeping offer locally and safeguard vulnerable individuals with high levels of complex needs.

7.10.2 The proposed project will ensure rough sleepers are supported to meet their needs through multi-agency wraparound support, improve their health and wellbeing, and reduce levels of rough sleeping locally.

7.11 **Crime and Disorder Impact**

7.11.1 There are wider positive impacts associated with a reduction in rough sleeping which, whilst fundamentally and most visibly is a housing issue, is also closely interlinked with begging and street drinking, as well as other antisocial and crime which impacts on local businesses and the local economy.

7.11.2 The proposed project through individual tailored support to meet complex needs will ensure more rough sleepers are able to sustain accommodation, access appropriate treatment and support and achieve positive outcomes. As well as an improvement in health outcomes for individuals accommodated and a reduction in deaths, it also seeks to reduce crime, harm, and lower cost to the health criminal justice systems.

8 **Background Papers**

8.1 [Single Homelessness Accommodation Programme Prospectus and Guidance \(DLUHC\)](#)

8.2 [Ending Rough Sleeping for Good \(DLUHC\)](#)

8.3 [Flow of rough sleeping – final report \(DLUHC\)](#)

Response ID ANON-CTGS-6KVV-E

Submitted to Single Homelessness Accommodation Programme (SHAP) - Locality Strategic Gap Analysis
Submitted on 2023-11-10 14:52:40

Respondent Details

1 Your first name

Your first name:
Sarah

2 Your surname

Your surname:
Laycock

3 Select the local or combined authority you work for

Select the local or combined authority you work for:
North Northamptonshire (E06000061)

If you are not employed by a local authority, please give the name of the organisation you work for. Note that gap analyses submitted by organisations other than local authorities will only be considered where submission has been agreed by DLUHC, Homes England and/or GLA officials:
North Northamptonshire Council

4 Your workplace email address

Email:
sarah.laycock@northnorthants.gov.uk

5 Your job title or role

Your job title/position:
Rough Sleeper Coordinator

6 Should we include anyone else in correspondence about this submission?

Yes, take me to a page to provide their contact details

Additional Contact #1

7 Their first name

Their first name:
Suzanne

8 Their surname

Their surname:
Jackson

9 Their workplace email address

Their workplace email address:
Suzanne.jackson@northnorthants.gov.uk

10 The local authority they work for

The local authority they work for:
North Northamptonshire Council

11 Their job title or role

Their job title or role:
Housing Policy and Performance Manager

12 Should we include anyone else in correspondence about this submission?

No, take me to the next section

43 To get you to the right page, select whether this gap analysis concerns a pathway outside of London or in London

Outside of London

Pathways Outside of London

44 What SHAP target authority area does this gap analysis relate to?

What SHAP target authority area does this gap analysis relate to?:

North Northamptonshire

Additional target areas:

45 Which SHAP pathway does this gap analysis relate to?

Pathway for adults with histories of sleeping rough who have a high level of support need

Pathway Strategic Gap Analysis

49 What gaps in provision have been identified in the pathway?

What gaps in provision have been identified in the pathway?:

Specialist supported accommodation for rough sleepers with complex needs.

It has been identified that a main gap in the rough sleeping pathway in North Northants is dedicated supported accommodation which can meet the needs of individuals with complex needs including individuals experiencing multiple exclusion homelessness (MEH).

Based on current rough sleeping numbers, support needs, and current barriers faced the facility or accommodation would need:

- to provide between 15-18 additional bed spaces with En-suite facilities where possible to reduce the number of shared amenities
- 24/7 security based on the success of the S&H model with the proposal to have onsite support workers if all located in one unit
- to be within the Kettering area which is central to North Northants and easily accessible and where currently the least number of provisions are
- Access to a support room and office space for utilisation as a hub for partners to offer support and treatment on site
- Accessible drop in facilities for rough sleepers to use during the day to increase engagement
- Move on flats to help with transition to independent living and ensure tenancy sustainment can be achieved when intensive support is reduced
- to accommodate individuals for up to 2 years to provide enough scope to effectively support complex cases.

A further gap that has been highlighted is short term assessment spaces and provision for those with NRPF and through providing additional bed spaces via SHAP it is envisaged that this will enable the Council to meet this need through other locally funded provisions.

Female only provision – HMO property

Another identified gap in North Northants is for a female only provision or dedicated self-contained properties. The Rough Sleeping Team have seen a recent increase in females approaching with support needs who have been victims of exploitation while rough sleeping. This indicates the need to have dedicated small, female only provisions or accessible accommodation located in North Northants. Location of these can be flexible but looking at current provisions ideally in Corby or Rushden areas. The numbers are not high so a proposal to have 2 HMO properties with a total of six bed spaces would be sufficient or individual properties to meet this need.

50 How have these gaps been identified?

What process have you followed to identify these gaps?:

An exercise was conducted with the Rough Sleeping Team (RST) to review caseload and identify the common barriers faced when trying to secure suitable accommodation for rough sleepers. This highlighted that the main provisions locally are suitable for individuals with low to medium support needs and therefore the main barriers being faced include:

- No Recourse to Public Funds (NRPF)
- Couples
- Pets
- Criminal charges – Sex offences / Arson
- High needs - MEH cases
- IH decisions- too difficult to move on
- Hoarding

In the month of September 2023, only 14% of rough sleepers seen did not have a support need and the breakdown of support needs was as follows:

- Mental health (22%)
- Drugs and alcohol (25%)
- Complex needs (17%)
- Excluded from services (17%)
- NRPF (5%)

This shows individuals with complex support needs has increased since the beginning of the year when in February 2023, 30% of rough sleepers did not

have a support need.

The following data for 2023/24 highlights the need for the additional SHAP properties to help meet local need:

- An average of 34 individuals were seen rough sleeping per month and approximately 27% were new to rough sleeping and not known to the team. The flow of new rough sleeper data has reduced since last year due to new reporting methods of how this is now measured by DLUHC.
- Within North Northants we have identified a Target Priority Group (TPG) of 33 individuals since April 2023. As it stands out of the 33 identified as our TPG, 21% are rough sleeping, 69% are in accommodation (Supported Accommodation, Social Housing, staying with friends or with in the RSAP project), unfortunately 6% have died (which is two long-term rough sleepers).
- Out of the individuals who are still rough sleeping 42% have drug and alcohol support needs, and are infrequently engaging with services, 57% have mental health support needs, all of which are not working with services due to being unable to get them diagnosed. These individuals are entrenched rough sleepers who have no trust in services and are reluctant to attend drop-in sessions. This has been a barrier within NNC pathway for a long time along with having sufficient accommodation provisions to meet their support requirements.
- Between April 2023 and September 2023, the RST have found 12 women bedded down. Out of the 12 females seen two were transient and refused help. 7 out of the 12 females seen were vulnerable and had multiple support needs, such as drug and alcohol misuse, and mental health support needs. Two of these vulnerable females frequently return to rough sleeping due to evictions from supported accommodation provisions that are not suited to their support needs.

51 What offers and accommodation and support are you currently making to bridge these gaps?

Outline the provision that currently exists around these gaps:

The Council have introduced the following initiatives to try and help provide support and suitable accommodation to this cohort including:

- 1) 6 Housing First properties funded through RSI providing supported accommodation to individuals with complex needs
- 2) S&H was introduced in December 2021 as a temporary supported provision to meet increasing demand locally
- 3) The Rough Sleeping Team provide in-reach support to rough sleepers who have been placed in temporary accommodation via the use of discretionary powers which helps reduce the number of tenancy failings but has limitations due to staffing levels and the needs for around the clock support for complex cases
- 4) Fully staffed Rough Sleeping Team now including a dedicated Housing Options Advisor all funded through RSI is ensuring timely move on where possible and enabling solutions to be achieved direct from the streets for individuals with low or no support needs.
- 5) 10 properties secured via RSAP for entrenched / high need rough sleepers now in place with two dedicated support workers to ensure tenancy sustainment.
- 6) NNC have secured through the Public Health (SSMTR) Housing Support Grant 2 dedicated housing tenancy support workers for North Northants with one role now in place and the second to be recruited to imminently.
- 7) Repurposing RSI funding to enable floating tenancy support for households in temporary accommodation to try and prevent evictions / breakdowns and reduce the risk of rough sleeping.
- 8) Working with public health and mental health colleagues to try and fund dedicated mental health nurses and specialist support roles for drug and alcohol for the North as these are recognised as the main support needs of rough sleepers locally. These roles will work closely with the Rough Sleeping Team and take the service out in the community to increase engagement and to help individuals to maintain their treatment and support.

It is worth noting that although the above interventions are in place there is still a high number of singles with multiple complex support needs in mainstream TA and whilst NNC there are initiatives to increase tenancy support for some it is not enough, and existing supported options locally are not able to meet this level of need.

52 Who has been involved in identifying these gaps and what involvement have they had?

Who has been involved in identifying these gaps and what involvement have they had?:

Members of the North Northants Homeless Forum engaged in the self-assessment of the rough sleeping pathway conducted for RSI funding which highlighted the need for supported housing solutions for high needs / complex individuals.

The first North Northants Homelessness Conference was held in September 2022 with over 130 delegates attending from both statutory and voluntary community sector partners in the area helping to highlight the gaps within the pathway which again highlighted the lack of supported accommodation for vulnerable individuals with complex needs.

The Rough Sleeping Team have been consulted from an operational perspective in terms of the individuals they are supporting and identified what they find are the main gaps in the pathway and the barriers to securing suitable accommodation for rough sleepers currently being supported.

Task and finish groups are also in place with Public Health and Northamptonshire Healthcare NHS Foundation Trust and partners on separate initiatives to bring in additional specialist drug and alcohol and mental health roles to support this cohort more remotely across the area.

From this a report is being taken to the Council's Executive meeting in December for approval to use £600,000 of Public Health reserves to fund over a two-year period dedicated wraparound support roles for this cohort in which it will provide an evidence base of what service is needed locally to support rough sleepers ahead of re-commissioning services in 2026.

53 In identifying these gaps, how have you given due regard to the Public Sector Equalities Duty?

In identifying these gaps, how have you given due regard to the Public Sector Equalities Duty?:

The proposed dedicated supported accommodation provision for North Northamptonshire will not be limited to specific groups and all protected characteristic groups outlined in the Public Sector Equality Duty will be able to access this provision and therefore will be available to all rough sleepers

locally. Individuals needs will be assessed on a case-by-case basis to identify which accommodation will best meet their needs and alternative accommodation sought if accommodation supported via SHAP is not suitable or if this level of support is not needed.

The female only provisions have been identified based on vulnerabilities the Rough Sleeping Team have identified locally including victims of Domestic Abuse and sex workers, therefore dedicated provision in North Northamptonshire to ensure these rough sleepers can be supported in suitable accommodation available to meet their needs and one which is not detrimental to their needs would be a beneficial addition to the pathway.

When reviewing local rough sleeping data for October 23, rough sleepers are still predominantly male (84%) in North Northants and there are fewer females (16%) however this breakdown has increased since April 23 when there was 94% males / 6% female split. Rough sleepers are predominantly white, UK nationals and aged 25 and above and so far for 23/24 there has been no under 18s found rough sleeping and only 4 individuals seen aged between 18-25.

The breakdown of support needs shows that mental health and alcohol / drug misuse are the main support needs of this cohort with only 9 individuals during 23/24 declaring a physical health need.

The Case for SHAP Funding

54 What other options have been considered at locality level to address these gaps and why is SHAP preferred?

Which other funding streams have been considered to meet these gaps, and why is SHAP considered the most appropriate?:

SHAP is the preferred option for North Northants as it will help to deliver specialist supported accommodation for individuals with complex needs which is recognised as a significant gap locally. This will enable a provision for individuals who are experiencing multiple exclusion homeless (MEH) and who have often exhausted other viable housing options and are in a revolving door of rough sleeping.

In terms of the Council there are only 2 former local authority areas that are stock holding (Corby and Kettering) which reduces the opportunity to be able to use any existing council stock for this purpose. The Council are already acquiring properties on the open market via the General Fund to support temporary accommodation demands.

Also, the Council is seeing an increasing demand on the homelessness service in the area. 3,863 households approached the Council as homeless during 2021/22, which is an average of 320 approaches per month compared to 4,778 households in 2022/23. This is an increase of just over 900 cases in a year with a current average of 400 homeless approaches per month. This trend is continuing in 2023/24 with 3,370 approaches made between April and October 23 which on average is approximately 480 approaches per month.

The highest percentage of households approaching as homeless is still single households with an increased number of failings being seen in duty TA placements due to support needs with single households representing 28% of the total TA placements in October 23 which has reduced slightly since 35% in April 23. This is along with North Northants seeing a higher proportion of families experiencing homelessness than regional and national averages. H-CLIC data shows homelessness amongst single people is the highest proportion of all approaches at relief stage representing 65% of all cases in 2021/22 and remaining at this level for 2022/23 (65.4%).

Single males still represent the highest household type from all homeless households (46% in 2021/22, 44% in 2022/23) which is similar to the regional and national average of 48%.

Homelessness amongst single females in North Northants continues to increase from 18.3% in 2021/22 to 21.3% in 2022/23 and is now above the regional average (20.5%) and in line with the national average (21.4%).

Looking at accommodation type of time of application for those owed a relief duty this shows that in 21/22 118 were either rough sleeping or no fixed abode and this rose to a total of 127 in 22/23.

55 How will delivery of SHAP schemes complement existing activity to reduce homelessness and rough sleeping?

How will delivery of SHAP schemes complement existing activity to reduce homelessness and rough sleeping?:

Delivery of the SHAP schemes proposed will complement current pathways and free up capacity of teams to focus on prevention and help to stem the flow of people to the streets.

If SHAP can deliver a dedicated specialist supported housing scheme in one location of North Northants this will complement existing funding streams / initiatives being delivered as they only partly plug the gap currently.

For example, the 16 dispersed properties are still insufficient to meet local demand, between April 2023 and Sept 2023 of the 87 rough sleepers seen across North Northants 26% have low support needs, with 29% having medium support needs and 45% having high support needs. This evidence shows that the support needs of our rough sleepers is increasing and the requirement for suitable accommodation is critical for this cohort so they can be placed in suitable specialist accommodation with appropriate wraparound support to help reduce blockages and failures in existing provisions. S&H is an emergency temporary accommodation provision used for discretionary powers or S188 statutory duty. There is support staff on site, but this is limited to one member of staff and a security officer, along with council teams providing additional intensive support to all residents. This provision is aimed at removing rough sleepers from the streets to assess their support needs whilst signposting and supporting them to the right provision but is only a temporary option. Currently stays are longer than envisaged due to the level of support needs of some individuals and lack of move on options so the additional provision through SHAP will help to achieve a better flow and increase accessibility to the right accommodation to meet individual's needs.

In addition, the re-commissioning of Dorking House, funded by RSI has been unsuccessful due to needing to secure additional funds to enable this provision to be financially viable to accommodate rough sleepers with complex needs and is limited to only 9 bed spaces so again will still not meet the

demand locally.

With regards to a female only provision, of the 20 rough sleepers supported in 2022/23 only 5 secured supported accommodation and due to their level of need are difficult to secure placements for. During 23/24 of the 12 females supported so far this year only 25% have been supported into suitable accommodation highlighting the need for additional provision for this cohort.

The additionality of a specialist supported accommodation provision for complex needs and a female only provision or accommodation would enable other existing supported provisions to accommodate rough sleepers with low to medium support needs to avoid tenancy failure and help increase the flow and move on for this cohort.

Information Sharing Notice

56 Please confirm your acceptance below

I am content for the information in this form to be shared with Homes England or Greater London Authority officials as appropriate

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ABOUT THIS BID

	Question	Response format	Draft response
19 ®	<p>Which SHAP cohort will be supported by this service?</p> <p><i>Guidance note:</i> SHAP funding must have impact in specified target authority areas. Some target areas are eligible for funding to support one of SHAP's two cohorts. Some target areas are eligible for funding to support both SHAP cohorts.</p> <p>We can only approve applications for services that deliver to an eligible cohort in a target area.</p> <p>The full list of target areas and the eligible cohort(s) in each is provided in the prospectus.</p>	<p>Select one:</p> <ul style="list-style-type: none"> Adults with histories of sleeping rough who have a high level of support need People aged 18-25 at risk of homelessness and rough sleeping 	
20 ®	<p>At what location will this support service be delivered?</p> <p><i>Guidance note:</i> If this support service will be delivered at a single location, please provide a building name and/or address.</p> <p>If this support service will be delivered across multiple properties, please provide details to identify the accommodation scheme. These details should at a minimum reference the number of</p>	<p>Text – Short (750 characters max, approx. 150 words)</p>	<p>Dorking House, 82-100 Dorking Walk, Corby – NNC Properties.</p> <p>1 x 4 bed house, 1 x 3 bed flat, 1 x 2 bed flat</p> <p>3 x self-contained adjoining properties that can provide accommodation to 9 individuals at any one time and currently being used as part of the Rough Sleeping Pathway funded by RSI for individuals with low support needs.</p>

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	<p>properties, the location of those properties and the landlord organisation. For example, "12 Housing First properties across Scarfolk provided by Scarfolk Community Housing."</p>		
<p>21 ®</p>	<p>Is the accommodation above also being funded through SHAP?</p>	<p>Select one:</p> <ul style="list-style-type: none"> • Yes – the organisation making this revenue application is also applying for SHAP funding to deliver the accommodation above • Yes – another organisation is applying for SHAP funding to deliver the accommodation above • No – no organisation is requesting SHAP funding to deliver the accommodation above 	

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22 ®	Will this service be delivered by the applicant organisation or is this a bid to secure funding that will be used to commission a service provided by another organisation?	Select one: <ul style="list-style-type: none">• This service will be delivered by the organisation submitting this application• This application is to secure funding that will be used to commission a service provided by another organisation	
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RENTS, SERVICE CHARGES AND TERMS OF OCCUPANCY

	Question	Response format	Draft response
23a ®	What kind of tenancy or licence agreement will be offered to scheme residents?	Select one: <ul style="list-style-type: none"> • Assured Tenancy • Assured Shorthold Tenancy • Excluded Licence • Flexible Tenancy • Introductory Tenancy • Non-Secure Tenancy • Periodic Licence • Secure Tenancy • Starter Tenancy • Other • This scheme will offer more than one of the above 	
23b ©	If you have selected 'Other,' please give details here	Text – Single line	Not applicable
24 (o)	If the scheme will offer more than one tenancy/licence type, briefly explain the split here <i>As an example, schemes which follow a 'core and cluster' model might offer different agreements to people in different properties</i>	Text – Short (750 characters max, approx. 150 words)	Not applicable

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25 ®	What is the proposed rent type?	Select one: <ul style="list-style-type: none"> • Affordable Rent • Social Rent • Other 	
26 ®	What is the proposed core rent per week? <i>This is rent excluding any service charges</i> <i>If this is not yet known, provide a best estimate</i>	Numeric	Estimate £88 – based on other supported accommodation provisions in NN, provided by Housing Income Manager
27 ®	What is the proposed service charge per week? <i>If this is not yet known, provide a best estimate</i>	Numeric	Estimate £115 – large % of this will IHM eligible to cover Health and Safety, Tenancy Management as advised by Revenue and Benefits Manager
28 ®	Of the proposed service charge per week, how much will be Housing Benefit ineligible? <i>If this is not yet known, provide a best estimate</i>	Numeric	Housing benefit will not cover personal charges – estimate an approx. personal contribution of £10-£12 per week.
<i>Be advised that we may request an itemised list of service charges to support assessment of your bid.</i>			

SUPPORT PROPOSAL

	Questions	Response format	Draft response
29 ®	How many people will this service support at full capacity? <i>For clarity, 'full capacity' refers to the maximum caseload supported by the service at any given time</i>	Numeric	Dorking House can provide accommodation for 9 individuals at any one time; more individuals can be supported as and when vacancies are created.
30 ®	Which of these options best describes the staffing model for this service?	Select one: <ul style="list-style-type: none"> • Floating support • Housing First/Housing-Led • On-site staffing 24/7 with 1 member of staff at all times (single cover) • On-site staffing 24/7 with 2+ members of staff at all times (double cover) • On-site staffing 24/7 with a mixture of double and single covered shifts • On-site staffing during office hours only • Other 	
31 ©	If other, please clarify	Text – Short (750 characters max, approx. 150 words)	
32	What is the average number of dedicated support hours each	Numeric	Up to 10 hours depending on each individual's needs. Support will be intensive and tailored as per an agreed support plan but also include budgeting, life skills,

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®	resident can expect to receive per week?		volunteering/education/training opportunities. Ad-hoc and crisis management support will also be provided as required.
33 ®	Will the service operate with a target length of stay? <i>If yes, please confirm this target length of stay in months. If no, please input '0'</i>	Numeric	Yes, given the complexity of the needs of the cohort Dorking House aims to support, individuals are expected to stay for around 18 months .
34 ®	Will this service operate with a maximum length of stay? <i>If yes, please confirm this maximum length of stay in months. If no, please input '0'.</i>	Numeric	Yes, given the complexity of the needs of the cohort Dorking House aims to support, some individuals might need additional time, of up to 2 years .

ACCESS AND OUTCOMES

	Questions	Response format	Draft response
35 ®	Outline the eligibility criteria for people to access this service, including any exclusion criteria	Text – Short (750 characters max, approx. 150 words)	<p>Individuals must be eligible for assistance as defined by S185 Part 7 Housing Act 1996 (as amended) and have a history of entrenched rough sleeping or multiple exclusion homelessness and have a complex set of support needs requiring an enhanced level of care and support.</p> <p>They must also be approved for placement by the Council's Rough Sleeping Team in conjunction with their allocated Housing Options Adviser (if relevant) and the managing agent/service provider.</p>
36 ®	What referral routes will be used to refer people to this service?	<p>Select all that apply:</p> <ul style="list-style-type: none"> <input type="radio"/> statutory housing options/housing advice; commissioned outreach team; <input type="radio"/> prison release and resettlement teams; <input type="radio"/> probation; <input type="radio"/> self-referral; <input type="radio"/> commissioned accommodation providers; <input type="radio"/> non-commissioned accommodation providers; <input type="radio"/> third-sector organisations; <input type="radio"/> other 	
37 ®	If you have selected 'other', please clarify	Text - Short (750 characters max, approx. 150 words)	

<p>38 ®</p>	<p>What support outcomes do you aim to deliver for the people supported by this service?</p>	<p>Text – Medium (1500 characters max, approx. 300 words)</p>	<p>The main support outcomes to be achieved at Dorking House are:</p> <ul style="list-style-type: none"> • Mental health diagnosis, treatment, recovery, and management • Physical health diagnosis, treatment, recovery, and management • Drug and alcohol treatment, recovery, and management • Dual diagnosis for the effects on health through drug and alcohol misuse • Recovery from addictions <p>This will be achieved through multi agency wrap around support plans and cooperation and participation from individuals in relation to their support plans (engagement).</p> <p>The service will promote self-development, self-care and aspirations/life goals to encourage desire, motivation and ability for individuals supported to move on from Dorking House and live independently (with or without ongoing support).</p>
<p>39 ®</p>	<p>How will you measure these support outcomes</p>	<p>Text – Medium (1500 characters max, approx. 300 words)</p>	<p>Through ongoing monitoring and review, and ensuring individuals are on track to meet their move on goals will help to ensure outcomes are being met.</p> <p>The Council will hold regular liaison meetings with the managing agent/service provider to ensure that aims are being met, individuals are being appropriately supported and support plans are kept under constant review and regularly updated.</p>

			The Council will develop a suite of KPIs and other performance information as part of the contract management for this provision.
40 ®	What accommodation outcomes do you aim deliver for the people supported by this service?	Text – Medium (1500 characters max, approx. 300 words)	<p>Successful supported accommodation where individuals' lives can be transformed.</p> <p>Individuals are able to sustain their placements <u>and maintain their treatment</u>, maximising their stay and accepting their tailored support package until such time as they are ready to move on to a longer-term housing solution and independent living (with or without ongoing support).</p> <p>The aim is to meet the needs of the cohort identified in the gap analysis of those with the most complex of needs and where there is no other provision available in North Northants currently and also help to continue to reduce rough sleeping locally.</p> <p>Move on will include where appropriate 'stepping down' into the 15 dispersed units purchased by GHUG (see linked capital bid, and revenue bid for floating support service).</p>
41 ®	How will you measure these accommodation outcomes?	Text – Medium (1500 characters max, approx. 300 words)	<p>The managing agent/service provider for Dorking House will maintain individual case files and support plans for each individual.</p> <p>The Council will hold regular liaison meetings with the managing agent/support provider to ensure that relevant data is collated and reported as agreed and service is being delivered in accordance with the aims and required performance.</p>

			The Council will develop a suite of KPIs and other performance information as part of the contract management.
42 ®	Describe the support approach of this service and how it is suited to delivering these outcomes	Text – Medium (1500 characters max, approx. 300 words)	<p>Dorking House will be supported accommodation for those with the highest and most complex of needs – accommodation of this type does not exist elsewhere in North Northants and while Dorking House is currently operating as supported housing (delivered by a provider) it will only support those with low level needs.</p> <p>Support will be provided in line with a tailored support plan, following an in depth needs assessment, and the plan will be kept under review and regularly updated.</p> <p>Individual needs will be considered, and a multi-agency approach will be taken to ensuring that their complex needs are met.</p> <p>The Council would like to work with the managing agent/service provider to develop a support hub where services and organisations can offer onsite advice, treatment and assistance and develop a volunteer and peer support programme at the provision.</p>
43 ®	What approach will be taken to managing challenging behaviour and to exclusions?	Text – Medium (1500 characters max, approx. 300 words)	<p>This will be agreed with the managing agent/service provider but will require appropriate and regular training of staff within the service will ensure that any challenging behaviour can be managed effectively, and suitable processes and escalation procedures will be agreed to always ensure the safety of staff and residents.</p> <p>Training will include but not exclusively, behaviour management training / CPD / risk management and assessment / pre-emptive work to contain, minimise and</p>

			<p>mitigate risk / setting of clear expectations and conduct for staff and service user to build good relations and provide a safe, consistent, continuous improvement environment for service users and staff alike.</p> <p>Given the climate group challenging behaviours are to be expected, so the support service will exercise patience and compassion and withdrawal of accommodation will be seen as a last resort only to ensure individuals are given the best chance of success. It is hoped challenging behaviours can be addressed when needed through a multi-agency approach and time will be invested to understand the underlying causes through a trauma informed approach.</p> <p>Appropriate safeguarding statements and policies in respect of the residents accommodated in the provision are expected to be in place and the service provider should be aware of the local procedures to escalate any concerns to relevant authorities, including the Council as required.</p> <p>Experience in managing and supporting this cohort will be a priority within the selection of a provider. As will their ability to comply with monitoring, compliance, budget setting and to work towards future proofing the scheme and its associated pathways.</p>
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STAFFING STRUCTURE

	Page Content		
	<p>This page requests details of the staffing structure of the proposed service. To help us fully understand the service, this should include <i>all</i> staffing roles, regardless of whether they will be SHAP funded or not.</p> <p>For each specified role at the service, you are asked to provide the job title, the number of full-time equivalent (FTE) posts for that role and the gross annual salary for that role. This information is used to assess service suitability and value for money.</p> <p>You are also asked to provide a short explanation of how SHAP revenue funding will sit alongside any other sources of funding.</p> <p><i>Job title:</i> For example, 'support worker' or 'service manager'.</p> <p><i>FTE posts at this role:</i> A post of 5 days per week (approximately 37.5 hours) is considered 1 FTE. Part-time posts should be input as a share of 1 FTE - for example, a post of 3 days per week (approximately 22.5 hours) is 0.6 FTE.</p> <p><i>Gross annual salary for this role:</i> the gross annual salary for this role. This will be the salary for which the employee is contracted. It is exclusive of employer payroll costs or overheads.</p>		
	Questions	Response format	Draft response
	Role/job title #1		
44a ®	Role/job title	Text - Single line (80 characters max)	Manager
44b ®	FTE posts for this role	Numeric	1
44c ®	Baseline gross salary for this role	Numeric	£41,500
	Role/job title #2		
45a (o)	Role/job title	Text - Single line (80 characters max)	Support Officer
45b (o)	FTE posts for this role	Numeric	4

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45c (o)	Baseline gross salary for this role	Numeric	£31,100 per role
	Role/job title #3		
46a (o)	Role/job title	Text – Single line (80 characters max)	Support Assistant
46b (o)	FTE posts for this role	Numeric	2
46c (o)	Baseline gross salary for this role	Numeric	£25,000 per role
	Service Funding Summary		
50 ©	<p>Briefly explain how SHAP revenue funding will sit alongside any other sources of funding used to staff this service.</p> <p><i>Please identify any roles which are externally funded. For example, a substance misuse specialist supporting the scheme one day per week and funded through existing healthcare commissioning, Similarly, if the service delivers Intensive Housing Management services, some roles may be funded by service charge income and not SHAP grant.</i></p>	Text – Short (750 characters max, approx. 150 words)	<p>The existing provider for Dorking House is delivering existing services between now and 31/03/2024 using RSI funding. There is RSI secured funding of £100,000 to support the model from 01/04/2024 – 31/03/2025 and this will be reflected in this funding bid.</p> <p>Shap Revenue Grant Funding will be utilised to deliver management/support at Dorking House for a three-year period from April 2024 to March 2027 with a view to future proof post grant support through other funding, growth bids and IHM.</p> <p>The support service will work closely with the Council's Rough Sleeping Team who will have a presence at Dorking House and the new Public Health funded model of outreach specialist support service roles for mental health, and drug and alcohol support which is planned to be implemented from April 2024. These roles will be outreach based so will also be able to work from this accommodation on a regular basis.</p>

			<p>For risk management and safeguarding purposes, the property and target cohort require 24/7 staffing and support as well as intensive support that SHAP funding will enable.</p> <p>The existing model does not currently provide this level of service (a proportion of housing management staff and out of hours support, is covered through housing benefit).</p>
51 ®	Are there any further roles attached to this proposal?	<p>Select one:</p> <ul style="list-style-type: none"> • Yes • No, all roles have been input on this page <p>If 'Yes,' go to page 'Staffing Structure - Additional Roles'</p> <p>If 'No,' go to page 'Service Mobilisation'</p>	

STAFFING STRUCTURE – ADDITIONAL ROLES

	Questions	Response format	Draft response
52 ©	For each additional role, please provide the role or job title, the number of FTE posts for the role and the baseline gross salary for the role.	Text – Short (750 characters max, approx. 150 words)	N/A

SERVICE MOBILISATION

	Question	Response format	Draft response
53 ®	When is this service expected to complete recruitment? <i>If this is not known, provide a best estimate.</i>	Date – dd/mm/yyyy	01/03/2024
54 ®	When is the service expected to start delivering support to residents? <i>If this is not known, provide a best estimate.</i>	Date – dd/mm/yyyy	01/04/2024
55 ®	When is the service expected to start claiming funding? <i>If this is not known, provide a best estimate.</i> <i>Guidance note:</i> SHAP revenue claims can begin up to two complete calendar months prior to commencement of the support service. This allows time for new staff teams to be trained and inducted prior to services going live. For clarity on the meaning of "two clear calendar months", a service expected to	Date – dd/mm/yyyy	01/02/2024

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	<p>commence on 14th May could begin its revenue claim from 01st March. In this example, March and April are the two complete calendar months.</p> <p>Should services commence later than expected - for example, due to refurbished accommodation being fit for occupation later than initially planned - then this start date will need to be adjusted post-award.</p>		
<p>56 ®</p>	<p>How will any delay to the availability of accommodation impact on mobilising this service and how will that impact be managed?</p>	<p>Text – Medium (1500 characters max, approx. 300 words)</p>	<p>The current Dorking House provider has agreed to remain until 31/03/2024 and have already advised they do not wish to continue beyond this date (subject to handover/transition period) or bid for future awards. As it stands low level support is being provided and there is a clear requirement for high needs/intensive support to meet the attached gap analysis in North Northants. This is not anticipated to cause a delay but is worth noting the current situation.</p> <p>The accommodation is therefore available, and the handover/transition period will be managed in February and March 24 with the new provider – following the appropriate procurement exercise - and will be supported by the Council.</p> <p>Existing tenants have low level support needs and will be helped to transition to long term accommodation, this will be carefully managed by the Council and the outgoing and incoming providers. This will free up the resource for the target group as identified by the gap analysis.</p>

MANAGING AGENT, HOUSING MANAGEMENT AND LANDLORD FUNCTIONS

	Question	Response format	Draft response
57 ®	Will the organisation delivering this support service be responsible for the collection of rent and service charge?	Y/N	
58 ®	How will the service support residents to manage rent arrears?	Text – Medium (1500 characters max, approx. 300 words)	The aim will be for rent arrears to be kept to a minimum and all individuals being supported will ensure they are receiving their full entitlement of housing benefit support. This will be determined at the assessment stage, and a plan of action to address any issues including managing financial commitments will be included within individuals support plans and will be monitored by the Support Coordinator.
59 ®	How will the service support residents who enter work?	Text – Medium (1500 characters max, approx. 300 words)	It is not expected that residents will be in employment given their entrenched and multiple complex needs. Each individuals support plan will work towards future work and career aspirations, including education and training, this will be identified through their tailored support plan. The support workers will help residents to achieve their aspirations and goals, with the aim of sustained independence. Working closely with local employment support services / work coaches to enable people to become work ready by accessing training and employment opportunities where appropriate in order to ensure residents are ready to move on.
60 ®	Summarise the intended approach to housing management	Text – Medium (1500 characters max, approx. 300 words)	The selected managing agent/service provider will provide a full housing management service.

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	<p><i>Guidance note:</i> Depending on the scheme size, location, and resident needs, this could include the approach to managing resident disputes, neighbourhood relations and anti-social behaviour beyond the premises</p>		<p>Overall property maintenance however will remain the responsibility of the Council and the service provider will report any repairs required in a timely manner. However, the service provider will be responsible for funding wear and tear of the properties and rectifying any deliberate damage if there is any caused by residents.</p> <p>Through the support service residents will be supported to promote and ensure tenancy compliance and there will be regular engagement with neighbours, Community Safety teams and Police as required to ensure ASB is minimal.</p> <p>All staff working as part of the SHAP funded service will be trained in safeguarding, GDPR, Equality and Diversity, conflict management, health and safety, lone working, safe methods of working, first aid, and other required training for this area of work and there will be a standardised approach to such training.</p>
61 ®	<p>In the landlord's setting of service charge for this accommodation, what is the expected weekly value of the 'personal care and support component' attributable to this support service?</p>	<p>Numeric (£)</p>	<p>0 entered but still TBC</p>

PARTNERSHIP AND COLLABORATION

	Question	Response format	Draft response
62 ®	How have you collaborated with other teams and organisations to develop this proposal?	Text – Medium (1500 characters max, approx. 300 words)	This bid has been produced internally with the Rough Sleeping, Housing Options, and the Housing Development Teams within NNC. It has also been co-produced with DLUHC and Homes England advisors to ensure best practice and review viability of the service in comparison to other schemes.
63 ®	How will partnerships with other teams and organisation complement the core support offer from this service?	Text – Medium (1500 characters max, approx. 300 words)	<p>The management and monitoring of the new service will sit within the Housing Strategy and Solutions Team within NNC and will require close working with internal teams and other external providers for support and move on requirements and will link to existing and new funding and support models being developed within North Northants as referenced before.</p> <p>The Council will also ensure that all referrals are made in accordance with approved policy, can be evidenced and are auditable and are suitable to meet individuals needs.</p>
64 (o)	How have you involved people with lived experience to develop this bid and what has been the result?	Text – Medium (1500 characters max, approx. 300 words)	The Rough Sleeping Team are the frontline support for this cohort of rough sleepers and have had direct input on behalf of their service users to shape this project, specification, and subsequent bid. They also provided detailed input for the Gap Analysis that has shaped all SHAP bids to reflect the needs identified within the analysis and the current barriers faced to meet local needs both in treatment service / support and accommodation provisions locally.

<p>65a ®</p>	<p>How will this service address a specific gap in provision outlined by the local authority in its SHAP strategic gap analysis?</p>	<p>Text – Medium (1500 characters max, approx. 300 words)</p>	<p>The Council’s strategic gap analysis demonstrates a requirement for accommodation for individuals with the highest and most complex of needs – there is no other supported accommodation in North Northants that will accept this cohort. Therefore, Dorking House will meet a much-needed gap in our rough sleeping pathway.</p> <p>The support proposal for 9 bed spaces at Dorking House, along with the 15 dispersed units will meet the needs specified in the gap analysis.</p> <p>There will be three bids as follows:</p> <ol style="list-style-type: none"> 1. Capital bid to acquire 15 x 1 bed units submitted by GUHG 2. Revenue bid for floating support service for these dispersed units 3. Revenue bid for Dorking House supported accommodation. <p>In dealing with this gap in provision this will enable the Council and its partners to help the most vulnerable Rough Sleepers, off the streets.</p> <p>Lessons learned from positive support interactions will help to deal proactively with future cases and, in turn, avoid entrenchment and worsening conditions, which lead to complex issues, developing further.</p> <p>The number of people supported by this service will depend on the rate of move-on but will ensure that as a minimum 24 individuals will be supported off the streets and supported to make positive changes to their lives and will reduce the number of tenancy failures, refusals of accommodation currently seen locally.</p>
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			This additionality of both properties and tenancy support will also have a longer more sustained impact on the future local need for supported accommodation and homelessness levels as well as that of the initial needs defined by the gap analysis.
65b ®	Please confirm the local or combined authority whose gap analysis you are responding to	Drop-down list North Northants Council	

FUNDING REQUEST

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	Page Content
	<p>The following pages ask for details of your total revenue grant request.</p> <p>You are first asked to confirm your total grant request across the entire funding period. Please be reminded that revenue funding is available for a maximum of 36 months.</p> <p>Subsequent pages will ask for annualised breakdowns of the grant request. To avoid delays in assessing your application, please ensure that the sum of annual totals is equal to the total you input below.</p> <p>Each page asks for information in the following format:</p> <ul style="list-style-type: none">• <i>What is the total funding request for financial year 202X/2Z?:</i> As stated, the total grant request for the given financial year.• <i>Employee payroll costs:</i> The value of SHAP grant that will be paid as gross salary to staff for that year.• <i>Employer payroll costs:</i> The value of SHAP grant that will cover employer payroll overheads for that year (e.g. employer’s National Insurance and employer’s pension contribution).• <i>Non-payroll service overheads:</i> The value of SHAP grant that will cover non-payroll costs incurred directly by the service such as insurance, utilities, IT equipment and work-related travel for that year. This is not an exhaustive list.• <i>Central overheads:</i> The value of SHAP grant that will cover organisational costs incurred outside or beyond the service, e.g. for central management and HR functions which are not exclusive to the service.• <i>Training:</i> The value of SHAP grant that will be spent on staff training for that year.• <i>Resident personalised budgets:</i> The value of SHAP grant that will be spent on resident personalised budgets for that year if personalised budgets are proposed.

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	<ul style="list-style-type: none"> Other: The value of SHAP grant that will be spent on costs which do not fit any of the above categories. There is a further text box for you to briefly describe these costs. 		
	Question	Response format	Draft response
66 ®	Please confirm your total revenue funding request for the multi-year funding period	Numeric (£)	802562
67 ®	Is any funding requested in financial year 2023/24?	Y/N Y - Go to 'Funding Request 2023/24' N - Go to 'Funding Request 2024/25 Gateway'	
	Funding Request 2023/24		
68 ®	What is the total funding request for financial year 2023/24?	Numeric (£)	0
69 ®	Employee payroll costs	Numeric (£)	0
70 ®	Employer payroll costs	Numeric (£)	0
71 ®	Non-payroll overheads	Numeric (£)	0
72 ®	Training	Numeric (£)	0
73	Resident personalised budgets	Numeric (£)	0

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®			
074 ®	Other	Numeric (£)	0
75 (o)	If you have requested any funding as 'other,' please clarify	Text - Dual line (160 characters max)	
	Funding Request 2024/25 Gateway		
76 ®	Is any funding requested in financial year 2024/25?	Y/N Y - Go to 'Funding Request 2024/25' N - Go to 'Funding Request 2025/26 Gateway'	
	Funding Request 2024/25		
77 ®	What is the total funding request for financial year 2024/25?	Numeric (£)	201270* minus 100,000 secured from RSI funding
78 ®	Employee payroll costs	Numeric (£)	215,900
79 ®	Employer payroll costs	Numeric (£)	64,770
80 ®	Non-payroll overheads	Numeric (£)	10,500
81	Training	Numeric (£)	5,600

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®			
82 ®	Resident personalised budgets	Numeric (£)	4,500
83 ®	Other	Numeric (£)	0
84 (o)	If you have requested any funding as 'other,' please clarify	Text - Dual line (160 characters max)	
	Funding Request 2025/26 Gateway		
85 ®	Is any funding requested in financial year 2025/26?	Y/N Y - Go to 'Funding Request 2025/26' N - Go to 'Funding Request 2026/27 Gateway'	
	Funding Request 2025/26		
86 ®	What is the total funding request for financial year 2025/26?	Numeric (£)	297,783
87 ®	Employee payroll costs	Numeric (£)	220,218
88 ®	Employer payroll costs	Numeric (£)	66,065
89	Non-payroll overheads	Numeric (£)	3,500

Single Homelessness Accommodation Programme (SHAP)
 Revenue for Support Application Template (outside of Greater London)
 v2.0 - July 2023

®			
£90	Training	Numeric (£)	3,500
®			
91	Resident personalised budgets	Numeric (£)	4,500
®			
92	Other	Numeric (£)	0
®			
93	If you have requested any funding as 'other,' please clarify	Text - Dual line (160 characters max)	
(o)			
	Funding Request 2026/27 Gateway		
94	Is any funding requested in financial year 2026/27?	Y/N Y - Go to 'Funding Request 2026/27' N - Go to 'Funding Request 2027/28 Gateway'	
®			
	Funding Request 2026/27		
95	What is the total funding request for financial year 2026/27?	Numeric (£)	303,509
®			
96	Employee payroll costs	Numeric (£)	224,622
®			
97	Employer payroll costs	Numeric (£)	67,387

Single Homelessness Accommodation Programme (SHAP)
 Revenue for Support Application Template (outside of Greater London)
 v2.0 - July 2023

®			
98 ®	Non-payroll overheads	Numeric (£)	3,500
99 ®	Training	Numeric (£)	3,500
100 ®	Resident personalised budgets	Numeric (£)	4,500
101 ®	Other	Numeric (£)	0
102 (o)	If you have requested any funding as 'other,' please clarify	Text - Dual line (160 characters max)	
	Funding Request 2027/28 Gateway		
103 ®	Is any funding requested in financial year 2027/28?	Y/N Y - Go to 'Funding Request 2027/28' N - Go to page 'Monitoring'	
	Funding Request 2027/28		
104 ®	What is the total funding request for financial year 2027/28?	Numeric (£)	0
105 ®	Employee payroll costs	Numeric (£)	0

Single Homelessness Accommodation Programme (SHAP)
 Revenue for Support Application Template (outside of Greater London)
 v2.0 - July 2023

106 ®	Employer payroll costs	Numeric (£)	0
0107 ®00	Non-payroll overheads	Numeric (£)	0
108 ®	Training	Numeric (£)	0
109 ®	Resident personalised budgets	Numeric (£)	0
110 ®	Other	Numeric (£)	0
111 (o)	If you have requested any funding as 'other,' please clarify	Text - Dual line (160 characters max)	N/A

FUNDING SUSTAINABILITY

	Question	Response format	Draft response
112 (o)	What options have you identified to sustain the service beyond the initial SHAP revenue funding period?	Text – Medium (1500 characters max, approx. 300 words)	This provision will help to reduce the number of this cohort with such levels of high needs and ongoing accommodation will be met through existing schemes and external funding and IHM will be utilised where possible.

MONITORING

	Page Content		
	<p>For the questions on this page, please provide as much of the following detail as possible about the appropriate contact person:</p> <ul style="list-style-type: none"> • their full name • their job title or role • the organisation they work for <p>If these are not yet known, indicate how and when the Department should identify the appropriate contact person in the free text box.</p>		
	Questions	Response format	Draft response
	Who will be responsible for monitoring service outcomes?		
113a (o)	Their first name	Text - Single line (80 characters max)	
113b (o)	Their surname	Text - Single line (80 characters max)	
113c (o)	Their workplace email address	Text - Single line (80 characters max)	
113d (o)	The organisation they work for	Text - Single line (80 characters max)	
113e	Their job title or role	Text - Single line (80 characters max)	

Single Homelessness Accommodation Programme (SHAP)
 Revenue for Support Application Template (outside of Greater London)
 v2.0 - July 2023

(o)			
113f (o)	If the details above are not yet known, please indicate how the Department should go about identifying the appropriate contact person at a future date	Text - Short (750 characters max, approx. 150 words)	This is still to be confirmed once bid outcome is known so named contacts within this bid to be used.
	Who will be the contact person for payment and expenditure reporting?		
114a (o)	Their first name	Text - Single line (80 characters max)	
114b (o)	Their surname	Text - Single line (80 characters max)	
114c (o)	Their workplace email address	Text - Single line (80 characters max)	
114d (o)	The organisation they work for	Text - Single line (80 characters max)	
114e (o)	Their job title or role	Text - Single line (80 characters max)	
114f (o)	If the details above are not yet known, please indicate how the Department should go about identifying the appropriate contact person at a future date	Text - Short (750 characters max, approx. 150 words)	This is still to be confirmed once bid outcome is known so named contacts within this bid to be used.

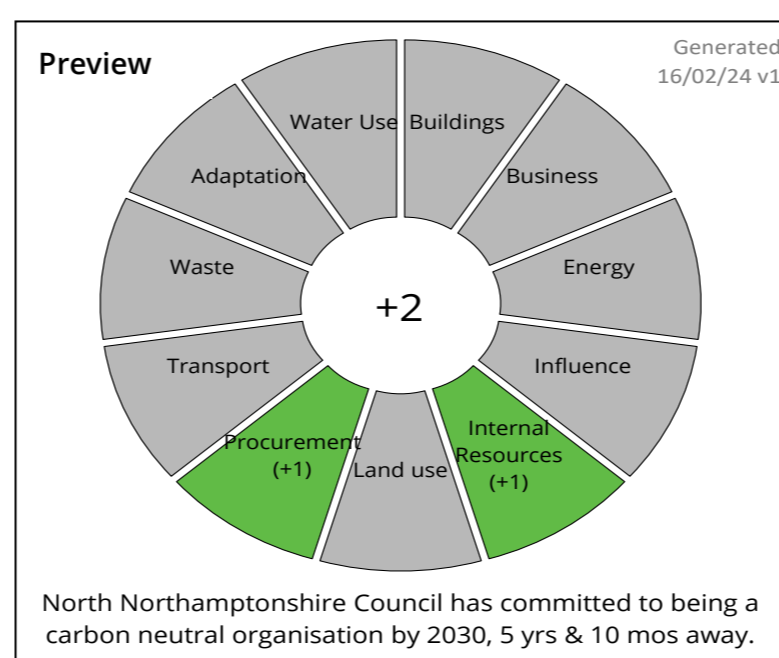
INFORMATION SHARING NOTICE

Page Text			
<p>SHAP funding applications outside of London will be jointly moderated by the Department and Homes England. Funding applications are assessed within the context provided by this Funding for Accommodation form. We therefore inform you of our intention to share the information you have provided with the relevant organisation above. If you object to our sharing of this information, we will be unable to make SHAP funding awards to bidders in your locality area. For more information on how we handle your data, please see DLUHC's Personal Information Charter.</p>			
	Questions	Response format	Draft response
115 ®	Please confirm your acceptance below	Select one: <ul style="list-style-type: none"> I am content for the information in this form to be shared with Homes England officials as appropriate I am not content for the information in this form to be shared. I understand that SHAP funding applications will not be assessed in my locality as a result 	

This is the end of the template.

Climate Change Impact Assessment Tool (v1)

Directorate & Service Area	Adults, Health Partnerships and Housing - Housing Service
Report Name	Single Homelessness Accommodation Programme Funding
Report date	15/02/2024
Report author & role	Suzanne Jackson, Housing Policy and Performance Manager
Proposal Summary	The council have secured £802,562 grant funding from DLUHC to provide supported accommodation for rough sleepers between 2024/25 to 2026/27. The council will procure a service provider to wholly
Export filename	Single Homelessness Accommodation Programme Funding CClA 15.02.2024 .png



- Copy to clipboard
- Save to desktop
- Copy alt-text



Category	Impact	Notes / justification for score / existing work (see guidance sheet or CCIA detailed notes for more information)	Score (-5 to +5)	Mitigations (If the impact is negative, please provide a mitigating action for reducing the impact going forward)
Buildings	Building construction	Not applicable - council owned buildings		
Buildings	Building use	The building will be used in the same way as previous with 9 residents and include recycling facilities		
Buildings	Green / blue infrastructure	Not applicable		
Business	Developing green businesses	Not applicable - the grant funding is for supported accommodation		
Business	Marketable skills & training	Not applicable		
Business	Sustainability in business	The service specification will ensure that climate change and sustainability are considered in the management of the accommodation		
Energy	Energy efficiency	No plans to change existing building		
Energy	Reducing energy demand	No plans to change existing building		
Energy	Switching to low-carbon energy supply	No plans to change existing building		
Influence	Communication & engagement	Not applicable		
Influence	Wider influence	Not applicable		
Influence	Working with communities	Not applicable		
Influence	Working with partners	The supported accommodation will be managed by a third party following procurement exercise.		
Internal Resources	Material / infrastructure requirement	Not applicable		
Internal Resources	Staff time requirement	external staff will be employed by the contracted service provider to run this provision on behalf of NNC so this is not applicable		
Internal Resources	Staff travel requirement	The staff will be based at the site but are externally managed so not applicable		
Internal Resources	External funding	External grant funding has been secured to fund this provision for 3 year period starting in 2024/25 to 2026/27 to	+1	
Land use	Carbon storage	Not applicable		
Land use	Improving biodiversity adaptation	Not applicable		
Land use	Natural flood management	Not applicable		
Procurement	Food & Drink	Not applicable		
Procurement	Products	Not applicable		
Procurement	Single-use plastic	Not applicable		
Procurement	Services	This provision is currently run by a third party provider but this will be a new contract and a new service provider will be appointed to manage the provision for the new funding period	+1	
Transport	Decarbonising vehicles	Not applicable		
Transport	Improving infrastructure	Not applicable		
Transport	Demand reduction	Not applicable		
Transport	Supporting people to use public transport	Not applicable		
Transport	Supporting people to use active travel	Not applicable		
Waste	End of life disposal / recycling	No change in current levels at provision - the provision will still be 9 bed spaces		
Waste	Waste volume	No change in current levels at provision - the provision will still be 9 bed spaces		
Adaptation	Drought vulnerability	Not applicable		
Adaptation	Flooding vulnerability	Not applicable		
Adaptation	Heatwave vulnerability	Not applicable		
Water Use	Improving water-use efficiency	Not applicable		
Other	Other 1			
Other	Other 2			
Other	Other 3			
Other	Other 4			

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EXECUTIVE 14th March 2024

Report Title	Sustainable Modes of Travel to School Strategy
Lead Member	Cllr Scott Edwards – Executive Member for Children, Families, Education and Skills
Report Author	David Watts, Executive Director of Children’ Services (Interim) david.watts@northnorthants.gov.uk Sally Crew, Interim Transport Strategy Manager Sally.crew@northnorthants.gov.uk

Key Decision	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is the decision eligible for call-in by Scrutiny?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are there public sector equality duty implications?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information (whether in appendices or not)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Applicable paragraph number/s for exemption from publication under Schedule 12A Local Government Act 1972	N/A
Which Corporate Plan priority does the report most closely align with?	Green, sustainable environment

List of Appendices

Appendix A – Sustainable Travel to Education Strategy

Appendix B – Climate Change Impact Assessment tool

1. Purpose of Report

- 1.1. The purpose of this report is to provide Executive Members with an update on the progress of the Sustainable Travel to Education Strategy, report on the findings from the public consultation and to seek approval for adoption of the Sustainable Travel to Education Strategy.

2. Executive Summary

2. The Education and Inspections Act (2006) placed a range of duties upon local authorities to promote the use of sustainable travel and transport, intending to support the choices and flexibility of educational provision across the country.
- 2.2 The Act outlines four main elements to promoting sustainable modes of travel, including the assessment and audit of sustainable travel options within the local authority, the development of a strategy for the promotion of sustainable travel to schools and other educational or training facilities. As such, North Northamptonshire Council is required to produce and publish its Sustainable Modes of Travel to School Strategy (SMoTS) annually.
- 2.3 In developing a strategy, the Council has a statutory duty to follow guidance issued by Government. The latest guidance was published in June 2023 and in which states, Local Authorities must publish a SMoTS for each academic year by 19th September.
- 2.4 The current strategy for North Northamptonshire is the Northamptonshire SMoTS, adopted by the former County Council in 2014/15.
- 2.5 The Sustainable Travel to Education Strategy has been produced in line with the requirements of the SMoTS to reflect the needs of the community, priorities and investment plans. The strategy has been developed in line with other strategic policies such as the Corporate Plan, Local Development Framework whilst being coordinated with emerging policies for example the Greenway Strategy and Local Walking and Cycling Investment Plans.
- 2.6 A formal public consultation was undertaken on the Sustainable Travel to Education Strategy from 14th September until 26th October 2023.

3. Recommendations

- 3.1 It is recommended that the Executive:
 - i) Notes the findings of the public consultation analysis for the Sustainable Travel to Education Strategy which forms **Section 7.5** of this report.
 - ii) Approves and adopts the Sustainable Travel to Education Strategy which forms **Appendix A** of this report as a Council policy document.

3.2 Reason for Recommendations: The Sustainable Travel to Education Strategy has been prepared in line with the governments guidance and has been developed to enable the Council to:

- Assess and audit of sustainable travel options within the local authority,
- Develop a strategy for the promotion of sustainable travel to schools and other educational or training facilities.
- Identify prioritised cycling and walking infrastructure improvements for future investment.

3.3 Alternative Options Considered:

- While it would be possible to develop a Sustainable Travel to Education Strategy based on a different methodology to that contained in Government Guidance, this is not recommended as it would mean that the Council would be unlikely to fulfil its duty under the Education and Inspections Act 2006.
- Not adopt the Northamptonshire Sustainable Modes of Travel Strategy.

Neither of these options are recommended.

4. Report Background

4.1 North Northamptonshire Council are required to arrange free, suitable, home to school transport for children of compulsory school age, who are eligible, to their nearest suitable qualifying school in line with section 508B of the Education Act 1996 and the Government's statutory guidance 'Home to School Travel and Transport Guidance 2014'.

4.2 The Education and Inspections Act (2006) also places a duty on local authorities to promote the use of active and sustainable travel to education and further support the choices and flexibility of educational provision.

4.3 The Act outlined four main elements to promoting sustainable modes of travel, including the assessment and audit of sustainable travel options within the local authority, the development of a strategy for the promotion of sustainable travel to schools and other educational or training facilities. As such, North Northamptonshire Council is required to produce and publish its annually a Sustainable Modes of Travel to School Strategy (SMoTS).

4.4 The Northamptonshire County Council (NCC) Home to School Transport Policy (April 2020) has been consulted to inform the acceptable walking and cycling distances for journeys to schools in the county. The Policy defines the appropriate walking distances for pupils under the Education Act 1996, stating:

"Section 444(5) defines walking distance as 2 miles for pupils under 8, and 3 miles for older pupils, in both cases measured by the nearest available route."

- 4.5 Post-16 students may be eligible for other sources of financial help, depending on household income, to help with education costs including travel. There is no legal obligation to provide free home to school or college transport to students over the age of 16 or for those who do not meet the statutory requirements through the Education Act. However, there is a requirement for the local authority to consider unmet demand through the Transport Act 1985.
- 4.6 Section 63(1)(a), explains that local transport authorities must: “secure the provision of such public passenger transport services as the Council consider it appropriate to secure to meet any public transport requirements within the county which would not in their view be met apart from any action taken by them for that purpose.”
- 4.7 In developing a strategy, the Council has a statutory duty to follow guidance issued by Government. The latest guidance was published in June 2023 and in which states, Local Authorities must publish a sustainable modes of travel strategy for each academic year by 19th September.
- 4.8 In early 2023, the Council consulted on the Home to School Policy. As part of this consultation, the community provided views of possible travel options for the journey to school. This has been considered in developing the Sustainable Travel to Education Strategy.
- 4.9 The North Northamptonshire Sustainable Travel to Education Strategy replaces the Northamptonshire SMoTS, (2014/15).

5. Issues and Choices

- 5.1 Given the age of the current SMoTs, it has been evident since before the Council’s formation that it needed to be updated. The publication of the new Government guidance it is timely to prepare an updated Sustainable Travel to Education Strategy.
- 5.2 Public consultation is a necessary component of the plan’s development. The plan will also be subject to an Equalities Screening Assessment.

6. Next Steps

- 6.1. Assuming the approval of this report, the Sustainable Travel to Education Strategy will be published on the Council’s website. The strategy will be reviewed annually to ensure it continues to meet the needs of the community.

7. Implications (including financial implications)

7.1 Resources, Financial and Transformation

7.1.1. The Sustainable Travel to Education Strategy has been developed from using staff funded from existing budgets with its consultation funded similarly.

7.2. Legal and Governance

7.2.1. As explained in section 4 above, the Council has a statutory duty to have a Sustainable Modes of Travel to School Strategy (SMoTS). The proposals in this report provide for implementing that duty.

7.3. Relevant Policies and Plans

7.3.1. The proposal will assist the Council in meeting the priorities in the Corporate Plan around:

Better, Brighter Futures

- Support schools to provide physical activity programmes through our Healthier Schools Programme.
- Support schools to provide physical activity programmes through our Healthier Schools Programme.

Safe and Thriving Places

- Enable people to travel across North Northamptonshire and beyond

Green, sustainable Environment

- Promote sustainable, active travel
- Embed low carbon technology, sustained and improved green infrastructure, and sustainable forms of transport fit for the future.

7.3.2. The proposal will assist the Council in developing and delivering Council's Local Transport Plan, which the Council has a statutory duty to deliver. As well as the Carbon Management Plan in reducing the carbon impact of travel to education.

7.4 Risk

7.4.1. If the Sustainable Travel to Education Strategy were not to be approved there is a risk that the Council will not meet its obligations under the Education and Inspections Act (2006). A risk register will be developed as part of the deliver and implementation of the strategy and will ensure risks are identified, recorded and monitored.

7.5 Consultation

7.5.1 The formal consultation ran from 14th September to midnight on 26th October 2023.

7.5.2 The consultation was hosted on the Council's [Consultation & Engagement Hub](#)

7.5.3 The consultation was supported by a briefing paper containing a clear outline of the proposed strategy.

7.5.4 Consultees were able to have their say by:

- Visiting the dedicated consultation webpage and completing the questionnaire or requesting a paper questionnaire
- Emailing schoolconsultation.nnc@northnorthants.gov.uk
- Writing to North Northamptonshire Council, Consultation: Sustainable Travel to Education Strategy Consultation, Bowling Green Road, Kettering NN15 7QX
- Accessing the questionnaire free of charge at any North Northamptonshire Council library. Alternative formats of the questionnaire are offered upon request

7.5.5 Formal Consultation Response

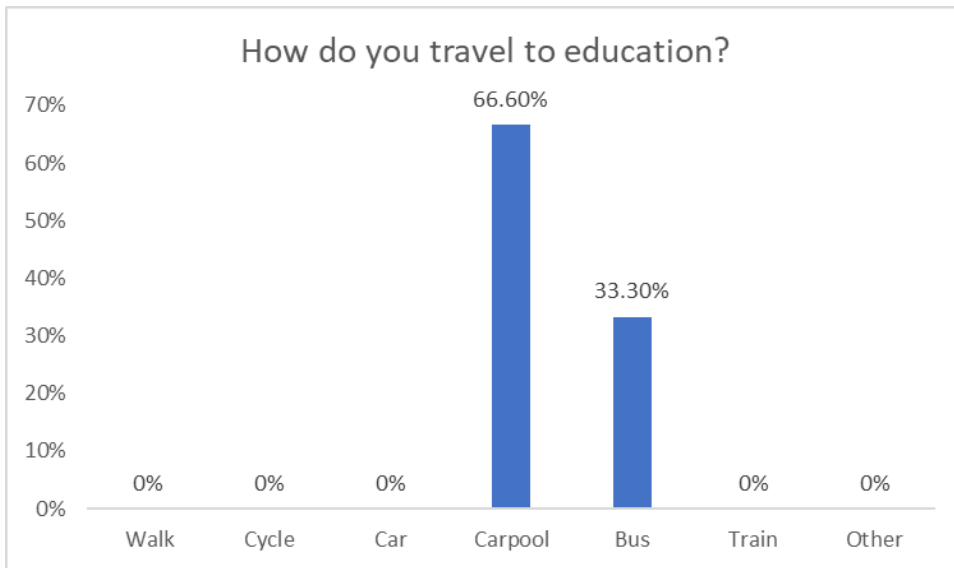
In total, 24 respondents filled out a questionnaire, either partially or fully: 14 complete responses and 10 incomplete responses. Respondents did not have to answer every question so the total number of responses for each question differs.

About the respondents:

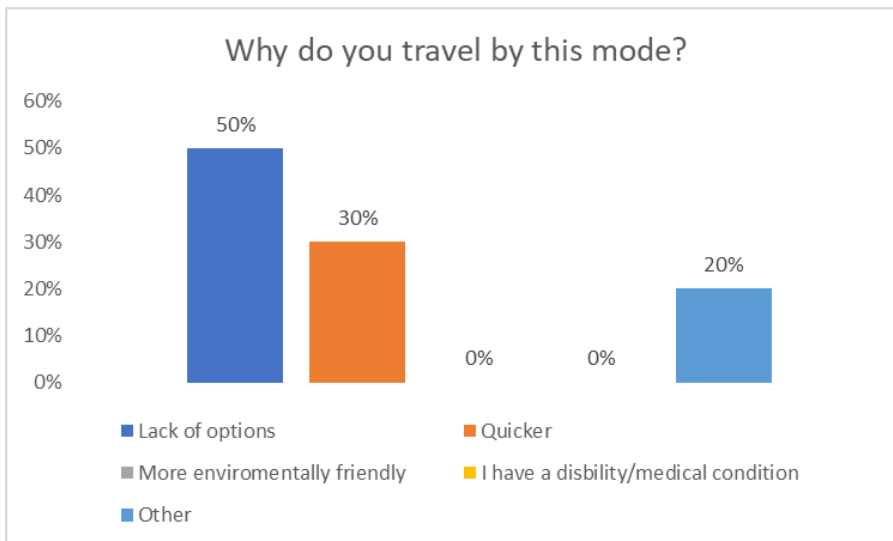
Respondents were asked in what capacity they were responding to the consultation.

	Response number
A parent/guardian of a secondary school pupil	8
A parent/guardian of a primary school pupil	3
A young person currently of school age	1
A provider of services to schools	0
A voluntary, community or charitable organisation	0
A North Northamptonshire Councillor	0
A Town or Parish Councillor/Council	3
An educational professional	3
Community/residents organisation	0
Other	6
	24

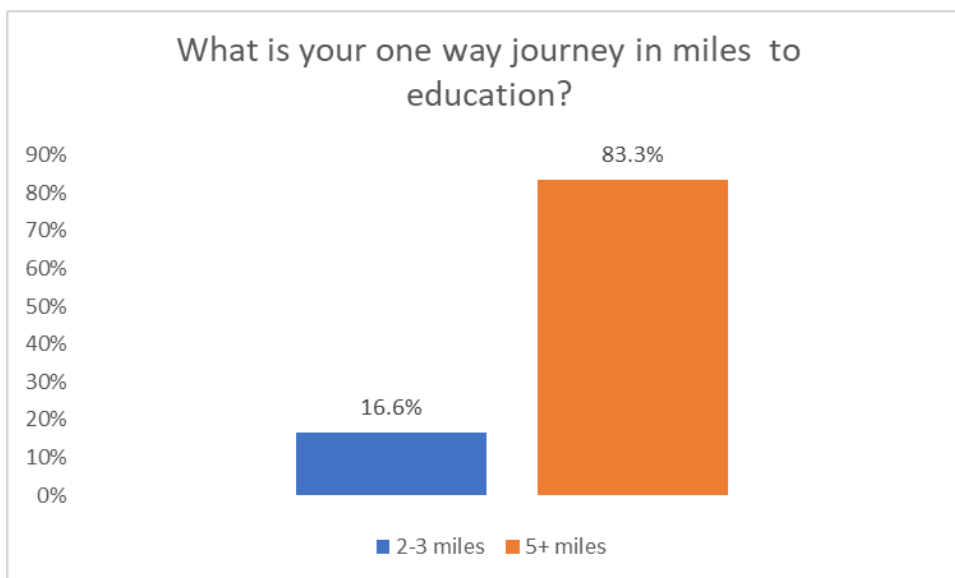
Respondents were invited to share how they currently travel to education; 9 respondents answered this question.



Respondents were asked why they travel by their current mode of transport; respondents answered this question.



Respondents were asked about their one-way travel journey to education; 6 respondents answered this question.



7.6 Consideration by Executive Advisory Panel

7.6.1. The Future Communities, Executive Advisory Panel will consider the Sustainable Travel to Education Strategy on 29th February 2024.

7.7 Consideration by Scrutiny

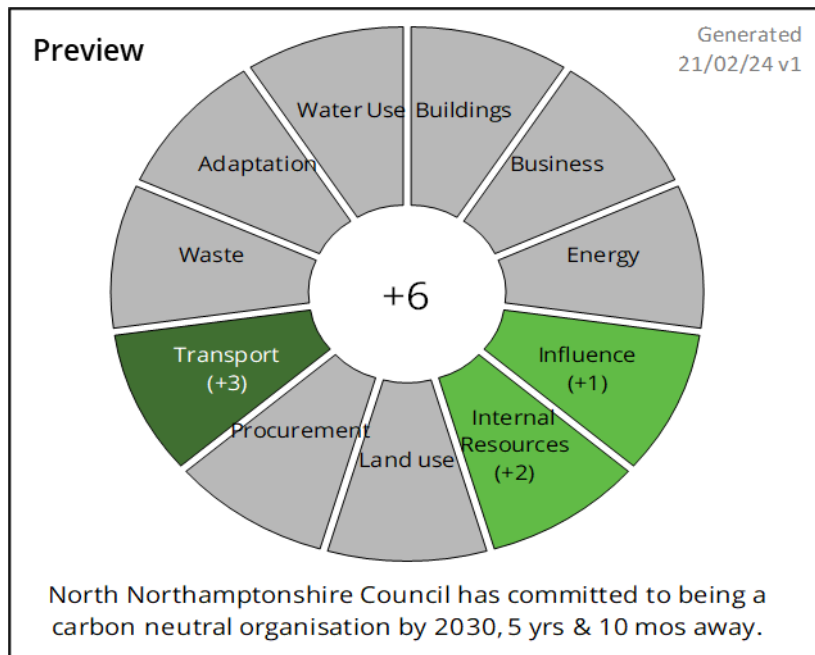
7.7.1 Any requests from the Scrutiny Commission will be responded to, and formal engagement or presentations required will take place.

7.8 Equality Implications

7.8.1 The Equality Screening Assessment has not identified any adverse impact on individuals with protected characteristics.

7.9 Climate Impact

7.9.1 This strategy encourages people to the take up of active and sustainable travel to education and introduces measures to support their usage and is a refresh of work undertaken under the Sustainable Modes of Travel to School Strategy 2014.



7.9.2 Overall the policy has an overall positive impact, the elements which have been scored are as follows:

- Internal Resources (+2): The proposal uses grant funding which has already been obtained.
- Influence (+1): The proposal works with partners and the community to encourage and promote active and sustainable travel to education.
- Transport (+3): The proposal has benefits in terms of promoting and improving facilities for active travel and sustainable transport whilst supporting shared mobility.

7.10 Community Impact

7.10.1 The Sustainable Travel to Education Strategy will improve sustainable and active travel, which have benefits for health and well-being as well as supporting low cost and environmentally sensitive modes of transport.

7.11 Crime and Disorder Impact

7.11.1 There are no specific impacts relating to the recommendations in this report.

8. Background Papers

8.1 Travel to school for children of compulsory school age (June 2023) [Travel to school for children of compulsory school age \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1181117/Travel_to_school_for_children_of_compulsory_school_age.pdf)

8.2 Equalities Impact Assessment

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Sustainable Travel to Education Strategy

Sustainable Modes of Travel to School Strategy 2024

www.northnorthants.gov.uk

Document Version Control

****Complete this section, making sure to include the following information**:**

Author (Post holder title): Sally Crew, Interim Transport Strategy Manager

Type of document: Final version

Version Number: 1.0

Document File Name:

Issue date: 21/02/2024

Approval date and by who (CMT / committee):

Document held by (name/section):

For internal publication only or external also?: Internal/external

Document stored on Council website or Intranet?: website

Next review date: August 2024

Change History

Issue	Date	Comments

NB: Draft versions 0.1 - final published versions 1.0

Consultees

Internal	External
e.g. Individual(s) / Group / Section	e.g. Stakeholders / Partners / Organisation(s)

Distribution List

Internal	External
e.g. Individual(s) / Group / Section	e.g. Stakeholders / Partners /Organisation(s)

Links to other documents

Document	Link

Additional Comments to note

****Make any additional comments as might be relevant here****

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3.0 Travel to Education in North Northamptonshire	10
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Executive summary

This strategy supports schools, pupils and parents/carers to travel more sustainably for all journeys to school. It supports healthier and more active lifestyles for staff, pupils and parents/carers improving their health and emotional wellbeing whilst bringing the whole community the wider benefits of higher footfall for local businesses, tackling school parking issues and reducing traffic congestion and carbon emissions.

North Northamptonshire Council has developed the Sustainable Travel to Education in line with the requirements outlined in the Education and Inspections Act 2006. Developed in partnership across the authority this strategy underscores the need for a co-ordinated approach across the council and beyond if we are to achieve the targets and objectives we have set ourselves. The strategy will be reviewed regularly and update as required.

The strategy sets four targets which are:

1. Children and young people aged 5 to 18 should average at least 60 minutes of moderate or vigorous intensity physical activity everyday
2. Every school should have a school travel plan by 2033
3. All schools should have AQ below WHO air pollution limits
4. 55% of primary school-aged children walk to school by 2025

The delivery plan sets three principles to deliver the strategy, to be collaborative in a child led manner and to follow the avoid, shift, improve approach and follow the safe systems principles. This supports a programme of travel planning, education, road safety, training and infrastructure improvements. By working together with schools and colleges, parents and guardians and with children and young people themselves we will encourage more journeys to be undertaken actively or sustainably.

Introduction

Everyday children, young people and their families pack bags, walk, wheel, cycle, get the bus, train or car to nursery, school or college. A ritual that bookends the school day.

Travelling to nursery, school or college by walking, wheeling, bus or train is good for children's health, wellbeing and the environment.

Walking, wheeling or cycling to school wakes up the mind and body¹. It allows children to chat to family or friends and arrive healthy, refreshed and ready to learn. The walk to school with parents and carers also provides an opportunity for children to learn road safety skills in an interactive and safe environment. For most children it is the preferred way to get to school.

The whole community benefits when more children walk to school from higher footfall for local businesses, to tackling school parking issues, reducing traffic congestion and carbon emissions.

Making a change to active and sustainable journeys is not possible for many people and requires all parts of the school community to support this type of travel. It requires local understanding and knowledge, considered measures and ongoing support to change to active and sustainable transport.

This strategy sets out how we will work with others to encourage to travel to school or college in a healthy, sustainable and safe way.

This strategy is a living document and should be considered alongside the education, land use, travel and transport policies and strategies emerging or adopted by the Council.

In this strategy we use the general term school to encompass all the different learning establishments.

We know that children travel to school with a variety of different guardians, including parents, grandparents, childminders and friends. In this strategy, we will use the term 'parents and carers' to refer to any adult accompanying a child to school.

Why do we need a Sustainable Travel to Education strategy?

Nationally we can see that even with the benefits, the number of children walking to school has remained relatively static despite the government's target of 55% of primary school-aged children to walk to school by 2025.²

In North Northamptonshire most children and young people already use active (walking, wheeling and cycling) and sustainable (public transport) travel options to get to school. The 2011 school census from NNC schools shows that 61% of pupils walk to primary school and 46% walk to secondary school.

We have seen an increase in children entitled to free travel arrangements on grounds of distance and/or income, or if they have individual needs due to special educational needs, disability or mobility problems. With busy lifestyles, changes in travel habits and the fact that children no longer necessarily go to the nearest school means that many are dependent upon free travel arrangements or on parents driving them every day.

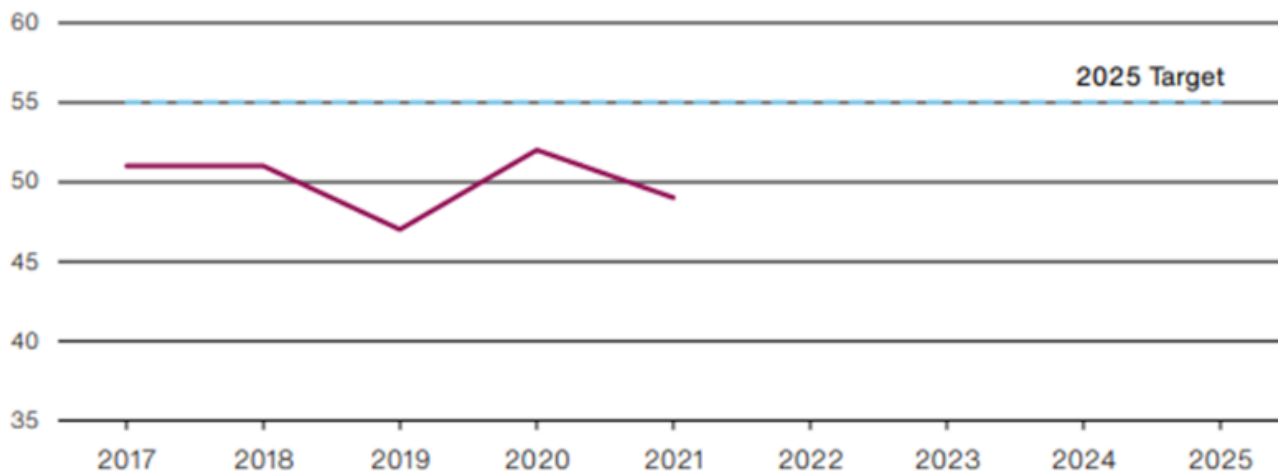
¹ [Children who walk to school concentrate better \(sciencenordic.com\)](https://www.sciencenordic.com)

² Cycling and Walking Investment Plan (2017)

Figure 1

Progress against DfT's objective to increase the percentage of children aged 5 to 10 walking to school

Children aged 5 to 10 walking to school (%)



Our Responsibilities

As a local authority with educational responsibilities, we support children and their families to access education in North Northamptonshire.

The Education and Inspections Act (2006) placed a range of duties upon local authorities to promote the use of sustainable travel and transport, intending to support the choices and flexibility of educational provision across the country.

The Act outlined four main elements to promoting sustainable modes of travel, including the assessment and audit of sustainable travel options within the local authority, the development of a strategy for the promotion of sustainable travel to schools and other educational or training facilities. As such, North Northamptonshire Council is required to produce, publish and maintain its Sustainable Modes of Travel to School Strategy (SMoTS).

North Northamptonshire Council are required to arrange free, suitable, home to school transport for children of compulsory school age, who are eligible, to their nearest suitable

qualifying school in line with section 508B of the Education Act 1996 and the Government's statutory guidance 'Travel to school for children of compulsory school age' (June 2023).

Additionally, to support all children and young people (aged 0 to 25) with special educational needs and disabilities we are required to have a Local Offer according to the following legislation:

- Children and Families Act 2014
- Special Educational Needs and Disability Code of Practice 2014 (0 to 25 years)
- Department for Education Regulations

The Northamptonshire County Council (NCC) Home to School Transport Policy (April 2020) has been consulted to inform the acceptable walking and cycling distances for journeys to schools in the county. The Policy defines the appropriate walking distances for pupils under the Education Act 1996, stating:

"Section 444(5) defines walking distance as 2 miles for pupils under 8, and 3 miles for older pupils, in both cases measured by the nearest available route."

Post-16 pupils may be eligible for other sources of financial help, depending on household income, to help with education costs including travel. There is no legal obligation to provide free home to school or college transport to students over the age of 16 or for those who do not meet the statutory requirements through the Education Act. However, there is a requirement for the local authority to consider unmet demand through the Transport Act 1985.

Section 63(1)(a), explains that local transport authorities must: "... secure the provision of such public passenger transport services as the Council consider it appropriate to secure to meet any public transport requirements within the county which would not in their view be met apart from any action taken by them for that purpose."

This is considered as part of the North Northants Bus Service Improvement Plan (BSIP) which outlines the authority's approach to facilitating commercial bus operators to meet the current and unmet demand. The current provision sees that the non-statutory travel to school plays a substantial part in terms of funding of the commercial services and some tendered services within the local authority area. This is facilitated through commercial bus ticketing arrangements.

How did we develop the school travel strategy?

To develop this strategy, we looked at current evidence, policies, local travel trends and behaviours.

We focused on how children and young people's journey to and from nursery, school and college. Starting with where they go to school, the distance travelled, how they travelled to school, the current infrastructure to support this and the infrastructure within the school when they get there.

We also reviewed recent surveys of how children travel to school and a sample of school travel plans prepared by local schools.

We listened to local concerns from the school community from previous engagement.

We identified opportunities and initiatives to further increase the number of children using active and sustainable modes to travel to school.

Introduction to the strategy

‘Children and young people improve their health and emotional wellbeing through sustainable travel.’

This is our vision, an aspiration. It is our long-term ambition. It is something that we have set our sights on, a vision that we will strive to achieve.

Our Values

Our vision sets out, at the highest level, what we are aiming to achieve. Our values on the other hand, are like a set of guiding principles. They help guide us in the way we provide services and how we will achieve our vision and deliver our priorities for the future.

North Northamptonshire Council’s values, as chosen by its staff, state that the Council and its staff will be:

- Customer-focused
- Respectful
- Efficient
- Supportive
- Trustworthy

Our Objectives

1. Promote and encourage healthier lifestyles for children and young people and create active and sustainable journeys to education
2. Develop and embed lifelong road safety skills in children and young people
3. Contribute to creating safer environments and improve active and sustainable travel options
4. Work with children, young people, parents/carers, educational establishments and the school community to understand travel challenges and promote the options available
5. Support and encourage educational establishments to develop and maintain travel plans
6. Build and strengthen relationships with stakeholders by collaborating with everyone to deliver the sustainable travel to education strategy

Our values make us who we are:



North
Northamptonshire
Council



Customer-
focused



Respectful



Efficient



Supportive



Trustworthy

Travel to Education in North Northamptonshire

Learning in North Northamptonshire

North Northamptonshire has 4 maintained nursery schools and many private nurseries, 113 primary schools, 20 secondary schools and 8 special schools. There are currently approximately 117,000 children attending primary and secondary schools.

According to the latest performance data, 73% of primary schools in the area are rated as good or above, below the government target of 85%. (In contrast the secondary schools are performing above the Government target, with 78% being rated as good or above, 7% over the national aim).

There are just over 70,000 young people aged 15 years or under living in North Northamptonshire. This is set to increase with our growing and changing community. The latest Local Housing Need for North Northamptonshire is 1,784 net additional dwellings per annum which would equate to 35,680 dwellings over the period 2021- 2041. We need to make sure that we have the right infrastructure in place for this new population, and to support future growth including transport links, schools and health facilities, as well as activities for residents.

In addition, with 21% of the authority's population being under 16, access to education, employment and training will increase in importance over the coming years.

There are plans for additional schools across North Northamptonshire, especially places for those pupils with special educational needs and disabilities.

Journey to/from school

With over 115,000 children and young people attending education every day, the journey to and from pre-school, school and college has a significant impact on the community.

Most children walk to school, the 2011 school census from NNC schools shows that 61% of pupils walk to primary school. Walking to school benefits children's health, as 3 in 10 children in North Northamptonshire do not achieve their minimum recommended physical activity level of one hour per day.³ The next most common way to travel to primary school was being driven, with a small percentage (3%) taking public transport and/or accessing school transport.

For secondary schools, walking to school falls to 46%, with greater levels of public transport and or school transport followed by being driven to school. Cycling to school rises from 0% to 2% as pupils move through the education system.

Table 1, North Northamptonshire Travel to School, School Census 2011

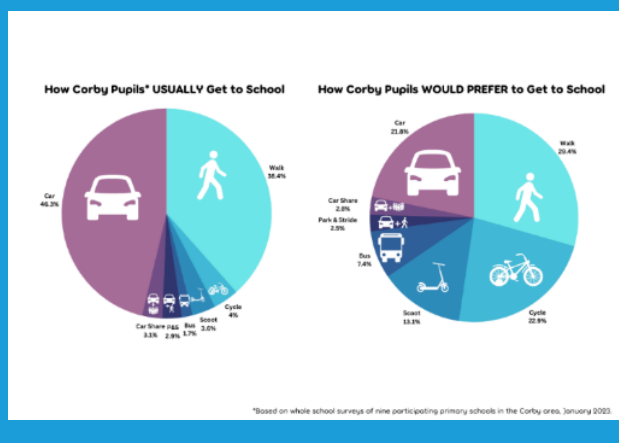
	Walk %	Bi cycle %	Car %	PT/school transport/ other %
Secondary Schools	46	2	18	19
Middle Deemed Secondary	51	0	12	4
Primary Schools	61	0	34	3
Other	44	2	14	36
Total	54	1	26	13

³ [Physical activity guidelines for children and young people - NHS \(www.nhs.uk\)](http://www.nhs.uk)

School Travel Survey 2021 - Corby

Over 2,000 pupils from nine schools across the Corby area took part in our School Travel Survey in 2021. To better understand how pupils currently travel to school - and find out how they would like to.

Overall, rates of walking to school are lower in the Corby area than the UK average of around 50%. The results show that pupils have a strong preference to cycle or scoot and not be driven to school.



Most children and young people in North Northamptonshire live close to their school. With consideration to all primary schools in North Northamptonshire, around 75% of pupils lived within 1 mile of school, except in mainly rural areas where this reduced to 66%, still a significant proportion.

The main rural primary schools have around double the pupils living beyond 2 miles than all other areas at 23⁴%.

Table 2, Distance to Primary School in North Northants

		< 0.5 mile	< 1 mile	< 2 miles	>2 miles
Total number pupils travel distance	Urban	20,197	8,029	4,860	7,141
	Rural	5,797	1,814	1,245	2,298

For secondary's, again schools within mainly rural areas were again lower at just 36% of pupils living within in 1 mile of their school compared to 43% in urban areas, 51% areas with significant rural areas, and 47% in largely rural areas.

Mainly rural areas at secondary level had around 50% of pupils living beyond 2 miles, approximately 20% more than the other areas.

Nationally, the average distance between home and school for primary school aged children has steadily increased: in 2002/3, the average distance travelled to school by primary school children was 1.5 miles, compared to 1.7 miles in 2018 (NTS0615, National Travel Survey, 2018).

Time and distance are strongly related as factors contributing to falling rates of walking to school. Not only have schools, on average, moved further away from where people live, but parents report having insufficient time to walk their child to school.

Many pupils who can walk to school are doing so and only a very small proportion of those within a reasonable walking distance from school are being driven to school or are taking public transport or school buses.

⁴ TDM report

With over 115,000 children and young people travelling to school and college, despite the majority walking and wheeling to school, there is a significant number of pupils taking sustainable travel, primarily buses to school.

Every day NNC provides transport for 4,133 mainstream students to and from 54 schools. Ten schools alone account for 3,614 of those pupils. In addition, there are a further 173 students using the Home to School Service under the Post 16 Policy. The local bus network in North Northamptonshire has 80 buses providing 2,800 seats as part of the journey to school as part of the commercial bus network.

In 2021, 16% of households in North Northamptonshire have no access to a car or van, 40.4% have one car or van, 32% have two and 11.6% of households have access to 3 or more cars or vans. It is important to ensure that individuals can access key services and facilities through ensuring that passenger transport alternatives are available to serve areas where car ownership levels are low.

Traffic speeds have a direct relationship with the actual and perceived safety of a street. In North Northamptonshire, we have 51 schools that have 20mph limits in the immediate vicinity, 43% of all schools. Achieving slower speeds, through a mix of slower speed limits, engineering and enforcement is an important part of making the streets around our schools safer and more attractive places to walk.

The infrastructure to support active travel such as shelters, cycle and scooter parking can impact on how people travel and prefer to travel to school. It is important that this

infrastructure is provided to support active travel to education.

You said, Home to School Policy

In early 2023, the Council consulted on the Home to School Policy. As part of this consultation, we asked the community for their view of possible travel options for the journey to school.

Suggestions included park and ride, car share schemes, offering a discount for bicycles and cycling proficiency courses. There was also an indication that better cycle and walking routes were required too, with meeting points for children to ride to school together.

Regarding bus use, further suggestions were a free pass or reduced cost for public transport and a percentage contribution towards driving lessons for Post-16 to be able to transport themselves.

Some options centered around changes to admissions with children only being offered a place at their nearest school and withdrawing an option of attending a school more than three miles away.

It was also suggested that bus routes could be combined and/or the size of buses used altered, to be more cost effective, supported by more bus stops and logistical support for children, for example at zebra crossings.

For those using home to school transport and not at their nearest school, it was suggested there could be a charge per mile for the difference between the nearest and chosen school so that costs could be recouped.

Delivering Change

This section provides a range of interventions to ensure that children and young people across North Northamptonshire can fully benefit from travelling to school actively and sustainability. It includes initiatives and interventions supported by a monitoring framework.

The strategy follows children and young people through the following stages:

- 0 to 5
- 5 to 11
- 11 to 16
- 16 to 18
- Post 18

The main school-related transitions, when children and young people move into, between and from schools are the:

- home to school transition, which is the move from home or early years settings into primary school
- move from primary to secondary school
- moves between schools, particularly in-year transfers

This strategy hopes to deliver change for children and young people. Interventions are intended as being engaging, collaborative and transformational with a children and young people first approach.

We follow the Avoid, Shift, Improve Model; we will look at actions that can help us avoid travelling. Then actions that can shift journeys onto public transport and active travel, and finally actions that can help us improve the technology we are using to emit less carbon.

When delivering change, we will embed a Safe Systems Approach with a particular focus on reducing risk and managing speeds to reduce collision.

Getting the basics right

It is important that we have the right support, understanding and infrastructure to deliver change. By establishing strong connections with partners, working with schools to develop school travel plans, to design in active travel in our new schools it is imperative that we get the basics right.

Supporting Healthy Schools

The Northamptonshire Healthy Schools Award is a set of evidence-based standards designed to improve the health and wellbeing of whole school communities. It promotes a whole school approach to the following areas:

- mental health and wellbeing
- healthy eating
- physical activity
- personal, social, health and economic education

Teaching about the importance of physical activity, ensuring a supportive school culture and physical environment and engagement of the wider community is key to the healthy school's programme.

Target one - Children and young people aged 5 to 18 should average at least 60 minutes of moderate or vigorous intensity physical activity everyday

Schools should mainstream active travel into the school day, looking for opportunities for children and young people to experience their local area on foot, to normalise walking for short trips and learn road safety skills interactively within the school day, for example as part of geography lessons.

This benefits the children whilst contributing to the outcomes of the Healthy Schools Framework whilst supporting the delivery of the School Travel Plan process which is set out below.

Delivering School Travel Plans

A School Travel Plan (STP) is a document which is led by the school that sets out how a school will promote safer, active and sustainable travel, with the main emphasis on reducing the number of journeys made by private vehicles.

It is vital that any school seeking to embed active travel and the walk to school into their culture brings children and families along on the journey, so that the whole school community has had the opportunity to be involved.

Children will have unique insights and should be actively sought. Schools must also ensure they engage with pupils with additional and/or access needs, so that any initiatives undertaken meet the needs of the whole school community.

With school budgets under pressure, it can be hard to find the resource to support active travel schemes. In the current climate of high demands on teacher time, investing in the walk to school allows schools to reap the rewards of physical activity without impacting on lesson time whilst contributing to the health and wellbeing of pupils.

Transport needs of schools

From pupils, to staff, to visitors, deliveries, servicing and waste collection many people are accessing schools every day and supporting its operation. It is important to consider all the travel needs of a school and this is an important part of the school travel plan process.

We will support schools to manage school deliveries and servicing.

A key part of a STP is the School Route Audit. This assesses streets from the perspective of school children, parents with buggies and people with limited mobility. This helps to build evidence about the condition of pathways and the roads, safety issues and convenience, which can be used to propose ways to improve the walking environment and make walking a more attractive option.

By improving the physical environment in and around education settings, we can impact positively on both the physical and mental wellbeing of children and young people.⁵

Target two -Every school should have a school travel plan by 2033

All schools will be encouraged to develop or update their travel plan. This will become a key requirement before any consideration of highway investment can be considered by the authority. The STP is supported by the authority providing a travel advisor to work directly with schools. As schools undertake STPs this will create a more comprehensive data set to inform future investment and interventions.

⁵ Each intervention would require an evidence based business case to demonstrate value for money their would be the need to secure approvals from local stakeholders, statutory consultees, politicians and senior leadership team of the authority.

Modeshifts Stars (Sustainable Travel Accreditation and Recognition for Schools Programme) is a national school awards scheme to recognise schools demonstrating excellence in supporting cycling, walking and other forms of sustainable travel. Schools can be awarded with a Bronze, Silver or Gold star if they choose to participate in the scheme.

As part of the STP process schools will be encouraged to complete the Modeshift STARs mode of travel survey annually to provide information on how pupils travel to school, what active travel infrastructure is in and around the school and to record their progress towards achieving the national Modeshift STARs Award and to inform resource decisions.

Forming a relationship between the two accreditations systems, Modeshift STARs and Healthy Schools supports a wholistic approach to supporting active travel and its outcomes.

New schools

As a local authority with education responsibilities, we understand the education need and plan accordingly, particularly with the planned growth in North Northamptonshire.

Designing new schools sustainably, focusing on low carbon design, is crucial for futureproofing, given the long lifespan of schools and education buildings typically have. Supporting these new schools should encourage active and sustainable travel to improve the health and wellbeing of young people.

When designing new schools, it is essential that the integration of a new school into the surrounding area is considered. This is the first step towards encouraging active and sustainable travel to school.

When designing facilities children and young people and staff needs should be engaged as the ultimate users of the school. There are many ways to do this from surveying what already exists and how people feel about it,

through the development and implementation of the strategic (or master) plan, to the ongoing development, management and use of the space.

A zonal approach to school entrances can assist in encouraging active travel; providing a quality entrance to the school, then a traffic-free zone closest to the school, followed by a drop off or public transport zone.

High quality facilities such as secure cycle sheds, scooter parking, parent shelters and well-designed access routes should be provided. These can all contribute to promoting sustainable transport. These should be supported and maintained through a School Travel Plan.

Developer contributions

Where a new school is required because of development, the full cost of its design, construction and fit out will be sought, in addition to which land will be required to be provided to the Council at nil cost.

The anticipated cost of the school will be provided at the time of planning application and secured through a S106 agreement.

Developments may also be required to contribute towards school transport or the provision of safe routes to schools.

Working together

The wider community through local community groups and social enterprises play a vital role in supporting active lives and encouraging and supporting active travel. It is vital to build on existing knowledge and collaborations to bring the most benefit and accessing the tools that support this collaboration.

Sharing knowledge and best practice through accreditation schemes such as Healthy Schools is one of the best ways to ensure that schools can learn from outstanding examples.

Government initiatives to increase active and safe travel to school such as Bikeability for children, their families and carers, Walk to School Outreach and School Streets are central to improving the take up of active and sustainable travel.

Developing an integrated approach to how we engage with schools and encompass work streams such as the Daily Mile, air quality monitoring, playable streets and spaces is the foundation of clear communication.

Target three – All schools should have AQ below WHO air pollution limits

Tested during the pandemic, staggering school starts can improve air quality, reduce carbon emissions and costs for the local authority, schools and parents.

Working with the North Northamptonshire Enhanced Partnership we can explore how to make bus services accessible, reviewing routes, capacity and timetables. Additionally, information from bus ticketing technology can be used to determine usage for school travel, i.e. smart ticket logging or similar informing decision making. Moving travel onto local bus services away from discreet transport provision could make attendance at after school activities more inclusive.

Explore the potential for switching journeys from car travel and “closed” bus provision to the local bus network to give students and parents more choice within the current economic expenditure through the Enhanced Partnership.

Many communities working together to share the journey to school through car sharing happens and this may be an option for families travelling from a similar direction, especially to rural schools where the car may be the primary mode of travel. This can help to cut congestion outside the school gates.

Where issues are identified we will continue to work actively with the Police partners to increase visibility and awareness of parking risks around schools.

Early Years

What we will do

Adopt a whole family approach and work with established programmes such as Strong Start, social and community groups to encourage active and safe travel, introducing healthy habits early and contributing to children's wider learning journey.

Why

The transition to parenthood, from conception to age 2, is widely recognised as a crucial period in the life course of a developing child. It is also a critical time for families a study by the British Red Cross found that more than 8 in 10 mothers (83%) under the age of 30 had feelings of loneliness some of the time, while 43% said they felt lonely all the time.

Integrated services such as Strong Start offer the opportunity to access a broad range of support and services. Strong Start is a local service, staffed by skilled professionals, who give advice and support to families with babies and young children in key areas of development. The team works closely with health and children's services and supports any parent who contacts them.

As children grow in early years, they are beginning to learn by doing things for themselves, by exploring and investigating, watching and listening, talking and discussing, creating, and communicating.

It is important that all families are offered the opportunity to consider what will meet their needs. From baby carriers, buggies with ride along boards, bike child seats or adapted bikes there are many tools to support active travel as children grow.

Teaching young children the rules of the road is essential. It's important they're able to make their own decisions and understand what keeps them safe.

By law, children under 3 must be in a child car seat and it is important that they are installed correctly.

How

- Work with existing programs such as Strong Start
- Support active travel within the community through locally focused events and activities
- Support learning to wheel (scooter, balance bikes, etc) working with local partners
- Support programmes to provide adapted bikes, cargo bikes to support families to cycle together
- Promote road safety through working with the Northamptonshire Road Safety Alliance to promote and support car seat fitting
- Facilitate early years settings to develop and deliver travel plans

Support the transition to Primary School

As a local authority with education responsibilities, we support children and their families to access education in North Northamptonshire. Through this process we encourage families to consider active travel when choosing their preferred school in the registration process.

In April 2022, 3,857 reception places were allocated for pupils to start in September 2022 in North Northamptonshire. We recognise that transition to primary school can evoke emotions in children which places more emphasis on a well-prepared transition to school. Aspects of the transition preparation will include support for the school run, which may include walking, scooting or driving in the car to school.

5 to 11 year olds

What we will do

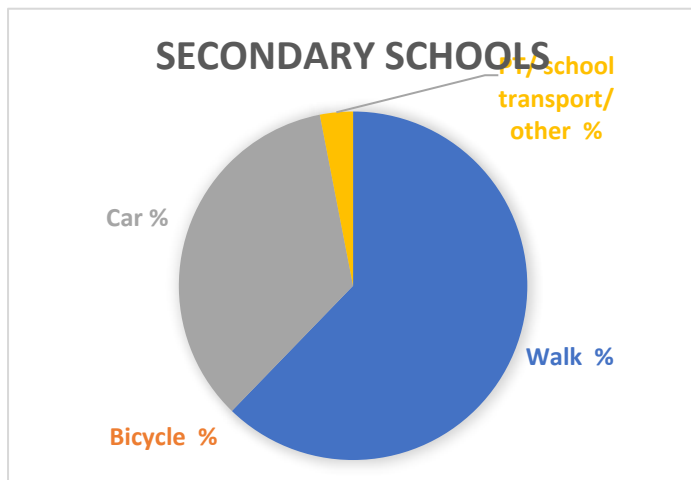
We will build on the skills learnt in early years, building skills and independence when travelling, whilst focusing on walking and wheeling to school.

As part of the Healthy Schools system, we will support schools to develop school travel plans.

Why

In North Northamptonshire there are 113 schools which include infants, primary and junior schools. On average in NNC 61% of pupils walk to school⁶. Whilst cycling to school represents 1% of primary school children.

Figure 2, North Northamptonshire Travel to School, Primary Schools, School Census 2011



The statutory walking distances for a child under the age of 8 is eligible for free travel to their nearest suitable⁷ school if it is more than 2 miles from their home. This rises to more than 3 miles from their home when the child turns 8.

Target four - 55% of primary school-aged children walk to school by 2025

There can be local factors and perceptions that will influence the decision on how a child travels to primary school. Road safety is often cited as a significant barrier, 24% of respondents as to why they do not cycle more and too much traffic was also cited by 16% of respondents⁸ just 14% of parents feeling very confident to use the Highway Code to teach their children to cycle on the road.

It is important to increase the activity levels in children as just under 1 in 4 (24%) of children in reception class were overweight or obese in 2019/20 rising to just over a third (34%) of children in Year 6.⁹

How

- Support the development of school travel plans and through STPs to work with schools on School Route Audits and their implementation.

⁷ Suitable as defined in the 'Travel to school for children of compulsory school age' (publishing.service.gov.uk)

⁸ Department for Transport: Walking and Cycling Statistics, England: 2019

⁹ [Director of Public Health Annual Report 2020-22 \(1\).pdf](#)

⁶ School Census, 2011

- Support high quality active travel infrastructure in schools such as shelters, scooters and cycle parking.
- Investigate Park and Stride involves parents parking at a designated location away from the school and members of staff walking the children, in a walking bus to the school.
- Support active travel within the community through supporting active travel events, led cycles recognising the role of the community in supporting active travel to education.
- Cycle Training
 - Year 3 -This course is for children who are still learning to start, stop and balance. We prioritise children aged 8 (school year 3) and above. Training is held in the safe playground area.
 - Year 6 and 7 students identified as those who would most benefit from the Level 3 Bikeability training and who would therefore be encouraged to cycle to school and facilitated to cycle to secondary school at the transition point.
- Promote road safety issues to school pupils and the wider community through programmes through;
 - The road safety heroes programme and/or
 - The Junior Travel Ambassador (JTA) scheme invites primary schools to recruit a small group of children from years 5 and 6 (Key Stage 2). These children will lead an annual programme of road safety, including assemblies and competitions.
 - Take an integrated approach to engaging with schools and encompass work streams such

as the Daily Mile, air quality monitoring, playable streets and spaces.

Collaboration with school programmes

School budgets are under pressure, and it can be hard to find the resources to support active travel schemes. **PE Pupil Premium** may provide opportunities to look at ways active travel can contribute to the school curriculum.

The **Daily Mile** is a fully inclusive, free and simple initiative which improves the physical and mental health of children. It's a social activity where the children run or jog, at their own pace, for 15 minutes every day and it improves focus in the classroom.

The **Eco-Schools** Programme is designed to be pupil-led, every day the Eco-Schools team have the privilege to learn about impactful environmental actions that have been completed by forward-thinking and innovative young people.

SAMHE is a collaboration between five UK universities and the UK Health Security Agency (UKHSA). The SAMHE research team aims to establish a school-based network of air quality monitors which is representative of the UK's schools.

Supporting the transition to Secondary School

It is important that children and their carers plan out their journey to secondary school. It may be their first time traveling to school alone and so practicing the journey can be an important part of preparing them.

In addition to taking steps towards independence to build up their confidence and independence in preparation for this new and exciting phase of their life.

We will work with schools to support school transitions.

11 to 16 year olds

What we will do

We will support independence and travel choice when travelling to school.

For secondary schools in urban areas, we will focus on active travel and journeys less than 2 miles. For rural secondary schools we will focus on bus services.

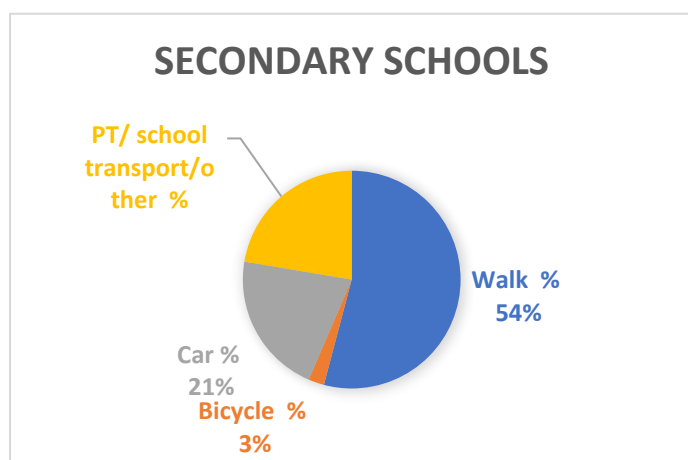
As part of the Healthy Schools programme, we will support schools to develop school travel plans.

Why

There are 21 secondary schools in North Northants with over 47,000 pupils.

They are in Corby, East Northants, Kettering and Wellingborough

Figure 3, North Northamptonshire Travel to School, Secondary Schools, School Census 2011



Schools within mainly rural areas were again lower at just 36% of pupils living within 1 mile of their school, and around 50% of pupils living beyond 2 miles.

Secondary school students have more flexibility to travel longer distances than primary pupils, with many confident travelling on a variety of modes of travel and enjoying greater independence in all aspects of their personal lives.

Independence is an important part of preparing for adulthood and will help them lead fulfilling adult lives.

With their school day becoming less uniform, the benefits of facilitating this independent travel extend not only to parents/guardians but also to school transport services which could reduce the numbers of students having to be transported.

The demand for transport (both entitled and discretionary and including Post-16) is in some geographical areas, bordering on commercial service levels and there is therefore potential to work with operators and other stakeholders to move responsibility for provision of this service to the commercial market rather than relying on the Council. This would also benefit other residents in the same areas by providing an increased public service for other users.

Independent travel training

Independent travel training is a tailored programme to help children with special educational needs or disabilities travel independently, for example by public transport or walking.

Independent travel training will be tailored to children with special educational needs or disabilities who are eligible for free travel to school and who are able to complete the programme.

How

- Support the development of school travel plans and through STPs work with schools on an implementation measure such as:
 - Route Audits
 - School Streets

- Park and Stride involves parents parking at a designated location away from the school.
- Cycle training
 - Year 7 students identified as those who would most benefit from the Level 3 Bikeability training and who would therefore be encouraged to cycle to school.
- Cycle maintenance skills – how to maintain your bike – make it fun, etc.
- Teaching public transport skills – working with the public transport operators to provide an introduction to public transport, etc.
- Bus service review - review local bus service operation, work with the schools and operators to improve bus travel to school
- Develop and deliver independent travel training initially to children with special educational needs or disabilities to travel independently.
- Support the First Gear Programme - The First Gear Pre-Driver Training Day gives trainees their first experience behind the wheel of a car, in a safe, controlled environment, with fully qualified driving instructors. The pre-driver training days are available for young people aged 15 to 17
- Take an integrated approach to how we engage with schools and encompass work streams such as the Daily Mile, air quality monitoring, playable streets and spaces.

16 to 18 year olds

What we will do

We will support independence and travel choice when travelling to education.

For secondary schools in urban areas, we will focus on active travel and journeys less than 2 miles. For rural secondary schools we will focus on bus services.

As part of the Healthy Schools Programme, we will support schools to develop school travel plans.

Why

Independence is an important part of preparing for adulthood and will help them lead fulfilling adult lives.

The local bus network, as facilitated through the Enhanced Partnership, provides more flexible accessibility to Post 16 Education establishments. This allows students to travel more appropriately as timetables do not necessarily align to session times and to other locations for work experience.

There is no provision for reduced fares for 16 to 18 year olds as there is neither a commercial arrangement nor a concessionary pass arrangement in North Northamptonshire. However, from September 2023 the predominant local bus operator has introduced a local bus pass for under 18 years olds called "Study Rider". This allows

for unlimited travel within the former county of Northamptonshire, Wellingborough and Kettering & Corby areas.

There are currently 173 students using the Home to School Service under the Post 16 Policy which will need to be subject to a separate review later in the year.

How

- Support the development of school travel plans and through STPs work with schools on their implementation measure.
- Promote safer use of roads through:
 - Delivering the CarKraft programme. This programme features lifesaving practical driving skills/workshops and is held at the Porsche Experience Centre, Silverstone.
 - Delivering My Pink Trainers (aimed at year 12's) - A road safety educational film called My Pink Trainers to raise awareness of the causes of collisions and the serious consequences these collisions could have.

Post 18

What we will do

We will support independence and travel choice when travelling to education.

Why

Whilst many young people have established travel skills and are able to travel independently there may be some cases where young people particularly those with an Education Health and Care Plan (EHCP) may be entitled to free transport through the authority.

An EHCP is for children and young people aged up to 25 who need more support than is available through special educational needs support. The plans identify educational, health and social needs and set out the additional support to meet those needs.

How

- Work collaboratively with the Local Offer to ensure active travel and road safety information is accessible.
- Develop and deliver independent travel training initially to children with special educational needs or disabilities to travel independently.

Bringing it all together

Table 3, Delivery Plan 2023/24

All	School travel planning	Community active travel events	Cycle security training	Cycle loan and hire scheme	School streets
0 to 5	Car seat fitting	Strong start	Early years road safety information		
5 to 11	Junior Travel Ambassador	Cycle training	Cycle proficiency holiday camps	Park and Stride	Road safety heroes
11 to 15	First gear	Cycle maintenance training	Independent Living and Transport Skills	Teaching transport skills (bus)	Review bus routes and services
16 to 18	My pink trainers	CarKraft	Independent Living and Transport Skills		Review bus routes and services
Young people					

Monitoring framework

This strategy sets our vision and priorities for action. In order to track our delivery against those actions and targets we will publish annual updates including a yearly review, including progress towards targets and status of key actions in this strategy.

Our targets	Every school should have a School Travel Plan by 2033	All schools should have AQ below WHO air pollution limits	55% of primary school-aged children to walk to school by 2025	Children and young people aged 5 to 18 should average at least 60 minutes of moderate or vigorous intensity physical activity everyday
By measuring	No. of current School Travel Plans	Air quality thresholds near schools	Mode of travel through hands up surveys	National Child Measurement Programme – Reception and Year 6 obesity levels
	No. of healthy schools	No. of school route audits undertaken	Participation in cycle training	

Glossary of terms

Term	Definition
AQ	Air Quality
BSIP	North Northants Bus Service Improvement Plan
Council	North Northamptonshire Council
Early Years	Children under the age of 3 years
EHCP	Education Health Care Plan
JTA	Junior Travel Ambassador
Key Stage 1 (KS1)	Children in education who are aged 5 to 7 years old
Key Stage 2 (KS2)	Children in education who are aged 7 to 11 years old
Key Stage 3 (KS3)	Children in education who are aged 11 to 14 years old
Key Stage 4 (KS4)	Children in education who are aged 14 to 16 years old
NNC	North Northamptonshire Council
Post 16	Young people in education who are 16 years and over
Post 18	Young people in education who are 18 years and over
SMOTS	Sustainable Modes of Transport Strategy
STP	School Travel Plan

Appendix one - Policy context

The national context

The Education and Inspections Act (2006) placed a range of new duties upon local authorities to promote the use of sustainable travel and transport, intending to support the choices and flexibility of educational provision across the country.

The Act defines sustainable modes of travel as: “those that may improve the physical wellbeing of the individuals who use them, improve the environmental well-being of the local authority’s area, or a combination of both”. The sustainable modes referred to include walking, cycling, the use of public transport (bus and rail), and car-sharing.

The Act outlined four main elements to promoting sustainable modes of travel, including the assessment and audit of sustainable travel options within the local authority, the development of a strategy for the promotion of sustainable travel to schools and other educational or training facilities.

In line with the requirements of the Education and Inspections Act (2006), North Northamptonshire Council is required to produce and publish its Sustainable Modes of Travel to School Strategy (SMoTS) annually by 31st August.

Gear Change (2020)

The Gear Change plan describes the vision to make England a great walking and cycling nation. It sets out the actions required at all levels of government to deliver this vision, grouped under four themes. The plan highlights that the UK needs to see a step-change in cycling and walking in the coming years.

Cycle Infrastructure Design, Local Transport Note 1/20 (LTN 1/20) (2020)

LTN 1/20 provides guidance and good practice for the design of cycle infrastructure, in support of the Cycling and Walking Investment Strategy. The scope of the document is limited to design matters. The guidance contains tools that give local authorities flexibility on infrastructure design and sets a measurable quality threshold to achieve when designing cycling schemes.

Transport Decarbonisation Plan (2021)

The Transport Decarbonisation Plan sets out the government’s commitments and the actions needed to decarbonise the entire transport system in the UK. This includes the pathway to net zero transport in the UK, the wider benefits net zero transport can deliver and the principles that underpin the government’s approach to delivering net zero transport.

The document identified six strategic priorities to deliver a vision of a net zero transport system:

- Accelerating modal shift to public and active transport (this reinforces the commitment to walking and cycling targets as set out in Gear Change);
- Decarbonisation of road vehicles;
- Decarbonising how we get our goods;
- Place-based solutions;
- UK as a hub for green transport technology and innovation; and
- Reducing carbon in a global economy.

Great British Railways and the Integrated Rail Plan (2021)

The Department for Transport (DfT) is the franchising authority for the rail network and is responsible for designing and procuring new and replacement rail franchise services on the national rail network.

In 2013, an independent review of the rail franchising programme was published by Richard Brown¹⁰. In 2022 the Government passed legislation “to modernise rail services and improve reliability for passengers” following the publication of the Williams-Shapps Plan for Rail in 2021.¹¹

Great British Railways (GBR) was set up in response to the Williams-Shapps report, to make the railways simpler for passengers and operators. GBR will own most, if not all national railway stations and infrastructure, currently owned by Network Rail.¹²

The franchise process, along with the rail industry, is currently undergoing a review and reform as part of the Governments reforms, in addition to the setting up of GBR.

The Integrated Rail Plan (2021) outlines proposals to bring the rail network under single national leadership, a new public body called Great British Railways. It has also published plans for rail projects in the midlands, which have some links to our rail aspirations.

National Disability Strategy (2021)

This strategy sets out the actions the government will take to improve the everyday lives of all disabled people.

Bus Back Better: national bus strategy for England (2022)

The National Bus Strategy sets out the vision and opportunity to deliver better bus services for passengers across England.

Highway Code updated (2022)

¹⁰ [The Brown review of the rail franchising programme - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/the-brown-review-of-the-rail-franchising-programme)

¹¹ [Great British Railways: Williams-Shapps plan for rail - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/great-british-railways-williams-shapps-plan-for-rail)

¹² more details about the GBRs powers are due to be published in Summer 2023

The aim of the Highway Code is to promote safety on the road for all road users. The update in 2022 included key changes:

- Introduced a ‘Hierarchy of road users’ – ‘those who can cause the greatest harm to have the greatest responsibility to reduce the danger or threat they pose to others’;
- Change in priority for those crossing at junctions – pedestrians have priority.
- Walking, cycling or riding guidance for those using shared spaces such as shared cycle/pedestrian paths;
- Cyclist guidance on positioning on roads, at junctions and on roundabouts;
- Horse riding guidance on positioning;
- Updated guidance on safe passing distances and speeds;
- Leaving vehicles – guidance on exiting vehicles by using the hand opposite side to the door being opened (being described as the Dutch reach method).

Active Travel England (2022)

Active Travel England is the Government’s executive agency responsible for making walking, wheeling and cycling the preferred choice for everyone to get around in England.

The regional background

England’s Economic Heartland Transport Strategy (2021)

North Northamptonshire Council is a part of England’s Economic Heartland (EEH) sub-national transport body. EEH covers 11 Local authorities, including all of the Oxford to Cambridge arc. EEH published a transport strategy for the region in February 2021. The strategy sets out that a step-change in approach is required to address the challenges our transport system already faces and to realise the region’s economic potential and deliver sustainable growth. The

transport strategy sets out how the region will deliver this step change.

Sets out how the region can reduce its reliance on the private car by investing in strategic public transport infrastructure, alongside investment in digital infrastructure to better connect our communities, and how that needs to be complemented by investment in active travel measures locally. The five-point plan of action includes the following:

1. Focus on decarbonisation of the transport system by harnessing innovation and supporting solutions that create green economic opportunities
2. Promote investment in digital infrastructure as a means of improving connectivity
3. Use delivery of East West Rail and mass rapid transit systems as the catalyst for the transformation of our strategic public transport networks
4. Champion increased investment in active travel and shared transport solutions to improve local connectivity to ensure that everyone has the opportunity to realise their potential
5. Ensure that our freight and logistics needs continue to be met whilst lowering the environmental impact of their delivery

England's Economic Heartland Regional Bus Strategy (2022)

Build upon regional cross-boundary collaboration the strategy supports the development of the bus network and strengthens key links across the region.

The strategy presents six ambitions to:

- More frequent and reliable services
- Improvements to planning and integration with other modes
- Improvements to fares and ticketing

- Higher specification buses
- Decarbonisation
- Improvements to passenger engagement

Northamptonshire Road Safety Alliance (NRSA), Strategic Road Safety Plan (2021)

This plan sets out the priorities and key actions of the NSRA for the next two years to improve road safety in the County and explains how the work of the NSRA will help road users stay safe and reduce the number of people killed or seriously injured on the County's roads.

The local background

North Northamptonshire Strategic Plan (2021)

The current Local Plan for North Northamptonshire includes the Joint Core Strategy and supporting area-based plans. The Joint Core Strategy adopted in July 2016 provides the strategic planning policies for the future development of the area from 2016 to 2031.

Local Plans

These strategies guide future growth and outline future sites that are permitted for housing and employment development.

North Northamptonshire Corporate Plan (2021)

The Corporate Plan sets out the Vision for North Northamptonshire: "A place where everyone has the best opportunities and quality of life" In addition to its Vision, the Corporate Plan sets out the six key commitments (priorities) the Council is making to North Northamptonshire residents.

North Northamptonshire Equality Strategy (2021)

The Equality Strategy sets four objectives for delivering greater equality these are:

- To lead by example within the community
- Ensure that our services are accessible and inclusive
- Create a fair and inclusive workplace culture
- Reduce inequality in our community

Joint Health and Wellbeing Strategy (2022)

The Joint Health and Wellbeing Strategy sets out how the NHS, Local Government and Healthwatch will work together to improve residents' health and wellbeing.

Community Safety Plan (2022)

North Northamptonshire Community Safety Partnership (CSP) bringing together the local council, emergency services, NHS providers, probation service, voluntary and community-based organisations, businesses and local and parish councils to work together to help create safer places and works to protect vulnerable people from crime. The community safety plan helps support this by:

- identifying and understanding the kind of community safety issues that North Northamptonshire is experiencing now, and is likely to, in the future
- setting out specific outcomes that will make a difference to people's safety, lives and wellbeing

- deciding what actions it can take collectively, using shared resources to achieve those outcomes

Carbon Management Plan (2022)

The Carbon Management Plan is the first step on the Council's journey to reducing carbon neutral by 2030 and focusses on the carbon emissions produced directly as a result of the Council's actions.

North Northamptonshire Vision (2023)

The proposed vision for the best life in North Northamptonshire in 2050 has been based around three key priorities under which sit the suggested goals for our vision.

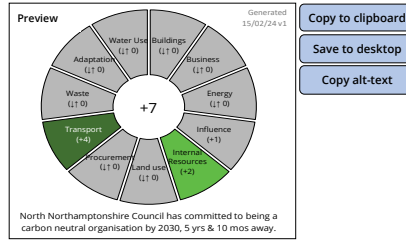
The proposed priorities to achieve our vision are:

- **A Proud Place:** A place with clear goals and a plan of how to get there, where people feel inspired and safe.
- **A Prosperous Place:** A place full of thriving businesses and a skilled population who can achieve their ambitions.
- **A Proactive Place:** A place which understands the issues its people face and how to address them early, so everyone can live the best life.

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Climate Change Impact Assessment Tool (v1)

Directorate & Service Area	Education
Report Name	Sustainable Travel to Education Strategy
Report date	14th March
Report author & role	Sally Crew, Transport Strategy Manager (Interim)
Proposal Summary	To provide the Executive with an update on the progress of the Sustainable Travel to Education Strategy, report on the findings from the public consultation and to seek approval for adoption of the
Export filename	Sustainable Travel to Education Strategy CCIA 14th March .png



Category	Impact	Notes / justification for score / existing work (see guidance sheet or CCIA detailed notes for more information)	Score (-5 to +5)	Mitigations (If the impact is negative, please provide a mitigating action for reducing the impact going forward)
Buildings	Building construction	The strategy doesn't require any building construction.	-	
Buildings	Building use	Whilst the strategy supports ancillary active travel facilities to buildings, such as cycle storage it doesn't directly deliver this.	-	
Buildings	Green / blue infrastructure	The project will not result in any changes to the green / blue infrastructure.	-	
Business	Developing green businesses	No determinable impact to green business anticipated through the strategy.	-	
Business	Marketable skills & training	No impact is anticipated.	-	
Business	Sustainability in business	Through encouraging schools to prepare school travel plans, the wider impact of transport and sustainability within schools will be encouraged.	-	
Energy	Energy efficiency	N/A	-	
Energy	Reducing energy demand	N/A	-	
Energy	Switching to low-carbon energy supply	N/A	-	
Influence	Communication & engagement	The strategy doesn't directly promote engagement around climate change however is supportive indirectly.	-	
Influence	Wider influence	As the strategy focusses on establishing and supporting work with the education sector, which is line with the work of other authorities	-	
Influence	Working with communities	The strategy promotes and supports working with educational establishments and wider community on the promotion of active and sustainable travel.	+1	
Influence	Working with partners	The strategy promotes and supports working with educational establishments and wider community on the promotion of active and sustainable travel.	-	
Internal Resources	Material / infrastructure requirement	If successfully delivered, a change in the demand for home to school transport may occur reducing the required resources	-	
Internal Resources	Staff time requirement	The staff time taken in implementing these proposals is similar to the time historically provided.	-	
Internal Resources	Staff travel requirement	There is negligible staff travel associated with this proposal.	-	
Internal Resources	External funding	External funding has already been allocated to the Council by the Bikeability Trust, Active Travel England and the Department for Transport. Specific allocations are made for Cycle training and for active travel.	+2	
Land use	Carbon storage	The strategy does not change carbon storage.	-	
Land use	Improving biodiversity adaptation	Neither helps nor hinders natural world's ability to cope with climate change.	-	
Land use	Natural flood management	Neither reducing nor increasing risk of flooding.	-	
Procurement	Food & Drink	The strategy does not change procurement requirements.	-	
Procurement	Products	The strategy does not change procurement requirements.	-	
Procurement	Single-use plastic	The strategy does not change procurement requirements.	-	
Procurement	Services	The strategy promotes a mode shift to active and sustainable travel which will have a negligible impact on education transport services provided.	-	
Transport	Decarbonising vehicles	Has no affect on authority's fleet.	-	
Transport	Improving infrastructure	The delivery of the strategy may result in some small scale improvements to active travel facilities	+1	
Transport	Demand reduction	The strategy does promote the use of shared transport.	+1	
Transport	Supporting people to use public transport	The strategy does promote the use of sustainable transport	+1	
Transport	Supporting people to use active travel	The strategy does promote the use of active transport	+1	
Waste	End of life disposal / recycling	N/A	-	
Waste	Waste volume	N/A	-	
Adaptation	Drought vulnerability	N/A	-	
Adaptation	Flooding vulnerability	N/A	-	
Adaptation	Heatwave vulnerability	N/A	-	
Water Use	Improving water-use efficiency	N/A	-	
Other	Other 1			
Other	Other 2			
Other	Other 3			
Other	Other 4			

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EXECUTIVE 14th March 2024

Report Title	Update to North Northamptonshire Council Unacceptable Customer Behaviour Policy
Lead Member	Cllr Lloyd Bunday, Executive Member for Finance and Transformation
Report Author	Simon Mills – Assistant Director Customer Experience simon.mills@northnorthants.gov.uk

Key Decision	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is the decision eligible for call-in by Scrutiny?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are there public sector equality duty implications?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information (whether in appendices or not)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Which Corporate Plan priority does the report most closely align with?	Safe and thriving places

List of Appendices

- Appendix A** – North Northamptonshire Unacceptable Customer Behaviour Policy
- Appendix B** – Climate Change Impact Assessment tool

1. Purpose of Report

- 1.1. The purpose of this report is to seek approval for adoption of proposed revision of the [North Northamptonshire Council 'Unacceptable or Unreasonable Communications and Behaviour policy'](#) ahead of presentation to Members of the Executive.

2. Executive Summary

- 2.1. The current policy was drafted by Future Northants for implementation at vesting day and signed off by the Shadow Executive. A review is now required to ensure the policy reflects North Northamptonshire Council working practices and experiences and embodies the values of North Northamptonshire Council. Feedback from internal consultation has informed the proposed revision and better addresses experiences and needs of North Northamptonshire Council.

3. Recommendations

- 3.1. It is recommended that the Executive approves the North Northamptonshire Council Unacceptable Customer Behaviour Policy
- 3.2. Reasons for Recommendations –
- The current policy confirming how the Council will manage unacceptable behaviour was drafted under the Future Northants programme board and adopted by the Shadow Executive. It is recommended that policies are reviewed regularly to reflect the environment the authority operates in.
 - The Council has a responsibility to mitigate risk and ensure health, safety and wellbeing of staff and contractors and a robust policy should provide clarity on what behaviours are considered unacceptable and how those behaviours will be managed. The policy will also address persistent vexatious contacts and how these will be managed; these place a strain on the Council's ability to deliver services impacting other customers by monopolising resources.
- 3.3. Alternative Options Considered: Option to not revise and continue to operate under policy drafted by Future Northants and adopted at vesting day. This is not recommended.

4. Report Background

- 4.1. The Council provides services to thousands of customers across a wide area and varying demographics. It is an unfortunate reality that sometimes while providing those services staff are met with what are considered incidents of unacceptable behaviour. It is both advisable and expected to have a policy that is clear on what behaviours are not acceptable which mitigates and manages those behaviours.
- 4.2. A review on the current policy was undertaken by Customer Services and Health, Safety & Wellbeing, in consultation with our recognised trade unions, management and staff to understand working practices, issues and areas requiring clarity. The proposed draft policy was developed through consultation, incorporating direct feedback to ensure concerns were considered and addressed.
- 4.3. The policy was reviewed alongside the internal staff alert register of recorded risk including those arising from reported incidents of unacceptable behaviour to ensure a robust consideration of issues.
- 4.4. The policy will inform the management of incidents, ensuring staff, contractors and customers understand the Council prioritises health, safety and wellbeing always.

5. Issues and Choices

- 5.1. The existing policy was drafted by Future Northants for implementation at vesting day and signed off by the Shadow Executive. It is now time to review and revise the Council's policy to ensure it best suits the needs of North Northamptonshire Council and is informed by experience and evolved working practice.
- 5.2. The proposed policy has been developed with Health, Safety and Wellbeing colleagues and consulted on widely between internal services, senior management and our recognised trade unions combining experience and knowledge to address the requirement of assuring safety of staff, contractors and customers and provide practical measures for managing unacceptable behaviour.
- 5.3. The draft NNC Unacceptable Customer Behaviour Policy has been developed in consultation to provide clarity on what is considered unacceptable and to provide practical measures to manage unacceptable behaviour. It is intended to be a fair and transparent policy to address the need to manage unacceptable with key changes being format and specificity.
- 5.4. Key changes are format and specificity. It addresses the generality of the original policy, providing clarity around what is classed as unacceptable behaviour and how the Council will manage those behaviours
- 5.5. Retention of the current policy was considered; it was considered a revision provides the opportunity to ensure the policy is reflective of best practice and the experiences and values of North Northamptonshire Council.

6. Next Steps

- 6.1. If approved, the draft policy will be adopted and published on the Council's website providing a clear statement of expectations for behaviour.
- 6.2. The new policy will be communicated to colleagues and help support the management of unacceptable behaviour robustly and timeously where this occurs.

7. Implications (including financial implications)

7.1. Resources, Financial and Transformation

- 7.1.1. There are no resource or financial implications arising from the proposal in this report.

7.2. Legal and Governance

7.2.1. The draft policy has been reviewed by NNC legal services; it has been confirmed the right to restrict or specify the method of service delivery should a customer's behaviour be deemed a health, safety or wellbeing risk for staff or contractors to the Council and/or pose an exceptional strain on the Council's ability to deliver services.

7.3. Relevant Policies and Plans

7.3.1. The policy supports our Corporate Plan key commitments to provide safe and thriving places and connected communities allowing our staff and customers to carry out business with the assurance they are doing so in a safe environment with assurances of managed risks.

7.3.2. This proposed policy will help support the internal Health, Safety & Wellbeing process - Staff Alert Process. This is an internal process helping ensure safety of staff by the sharing of information on known potential risks that employees and partners may encounter through their work activities. The purpose of sharing information is so that suitable and appropriate controls can be taken to eliminate or reduce that risk prior to contact. Effective management of unacceptable behaviour will reduce and deter such incidents.

7.4. Risk

7.4.1. There are no significant risks from the proposals in this report. The proposed policy revision reduces risk to staff health, safety and wellbeing by providing a clear policy to confirm expectations of behaviour to our staff.

7.4.2. The proposed revised policy provides clarity on what is classed as unacceptable behaviour and how it will be managed to support robust and timeous management and increase transparency.

7.5. Consultation

7.5.1. Consultation for this policy was undertaken in conjunction with Health, Safety and Wellbeing, heads of services, staff and trade union representatives between Spring and Autumn 2022.

7.5.2. Engagement sessions enabled staff to have direct input and provide feedback which was incorporated into the final draft.

7.5.3. Consultation ensured the policy was informed by and reflects staff experience and opinion.

7.5.4. Consultation has ensured the policy provides clarity to our staff and customers on what is unacceptable and provides our managers with practical means

7.6. Consideration by Executive Advisory Panel

7.6.1. This policy and covering report were presented to the Connected Customer Executive Advisory Panel on Wednesday 28 March. Feedback was positive, in particular, on how the policy has been drafted to be easily understood. A suggested inclusion from the panel was being clear on the steps for an appeal process. This has been reflected in the attached policy under section 8.

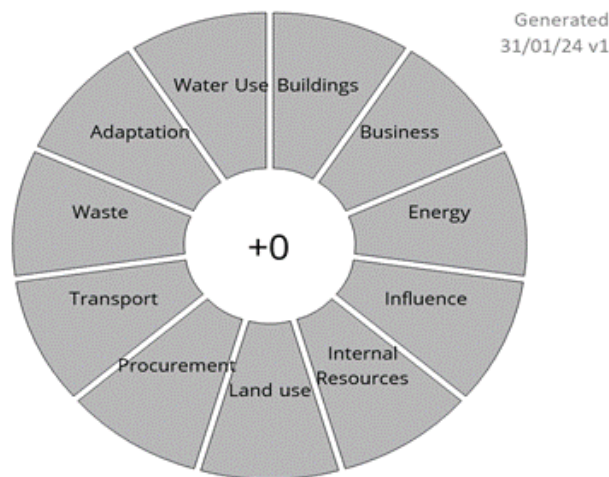
7.7. Equality Implications

7.7.1. Equality Screening Assessment confirms no impact to protected groups.

7.8. Climate Impact

7.8.1. The assessment completed, zero impact. The contents of the policy revision no direct positive or negative dependencies on NNC's climate response.

7.8.2. The infographic shows the relative costs and benefits of the decision on 11 different categories with respect to the climate: Buildings, no effect. Business, no effect. Energy, no effect. Influence, no effect. Internal Resources, no effect. Land use, no effect. Procurement, no effect. Transport, no effect. Waste, no effect. Adaptation, no effect. Water Use, no effect.



North Northamptonshire Council has committed to being a carbon neutral organisation by 2030, 5 yrs & 11 mos away.

7.9. Community Impact

7.9.1. No community impacts are associated with this report.

7.10. **Crime and Disorder Impact**

- 7.10.1. Management of unacceptable behaviour could positively impact crime and disorder reducing requirement to access emergency services with practical methods of managing unacceptable behaviours which should provide a deterrent to criminal behaviour.

8. Background Papers

- 8.1. Current policy –[Unacceptable or unreasonable communications and behaviour policy](#)
- 8.2. Equality Screening Assessment



Unacceptable Customer Behaviour Policy

www.northnorthants.gov.uk

Document Version Control

Author: Customer Services

Type of document: **Draft Corporate Policy and Procedure**

Version Number: **.11**

Document File Name: Unacceptable Customer Behaviour Policy

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Approval date and by who (CMT/committee): **XXXX**

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For internal or external publication: External

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Next review date: **XXXX**

Change History

Issue	Date	Comments

Consultees

Internal	External
Staff	
Trade Unions	

Distribution List

Internal	External
All staff	All constituents of North Northamptonshire
Councillors	

Links to other documents

Document	Link
North Northamptonshire Council Enforcement Policy	Enforcement policy
North Northamptonshire Council Equality Policy and Strategy	Equality policy and strategy

Contents

Section	Link
1.0 Introduction	1.0 Introduction
2.0 Scope	2.0 Scope
3.0 Behaviours assessed as Unacceptable	3.0 Behaviours assessed as Unacceptable
4.0 How it will be managed	4.0 How it will be managed
5.0 Managing Persistent Behaviours	5.0 Managing Persistent Unacceptable Behaviour
6.0 Proportionality	6.0 Proportionality
7.0 Vulnerability	7.0 Vulnerability
8.0 Appeals process	8.0 Appeals process
9.0 Equalities	9.0 Equalities

1. Introduction

The council helps thousands of customers every year and welcomes customers' comments and suggestions; they are key in helping the council develop and improve the services it provides. The council's service provision will be guided by its values:

- Customer-focused
- Respectful
- Efficient
- Supportive
- Trustworthy

The council recognises that in times of distress, customers accessing services may act out of character. The council is committed to dealing with customers fairly, impartially and empathetically. Occasionally some customers may behave in a manner that is unacceptable or unreasonable. Threatening, bullying, discriminatory or abusive behaviours are not acceptable and may require customer contact to be managed or stopped to protect our officers, councillors, contractors and others providing services on the council's behalf. Similarly, contacts of excessive frequency, repetition, duration or content which unreasonably hinder the council's ability to deliver services may require managing.

2. Scope

North Northamptonshire Council's customers are the people who contact the council and use our services and who are affected by the work we do. The council works to ensure that services remain accessible to all customers.

This policy identifies customer behaviours which are unacceptable and sets out actions that the council will take to manage those behaviours in order to protect staff,

councillors, contractors and others providing services on the council's behalf and to ensure council business is not impeded.

This policy does not supersede policies in place for specific areas of the council or for agencies operating on behalf of the council.

3. Behaviours assessed as unacceptable

3.1 Abusive, offensive or threatening behaviour

Persons providing council services have the right not to suffer abusive, offensive or threatening behaviour even when a customer is distressed. Some examples (not an exhaustive list) of behaviours assessed as being unacceptable include:

- Abusive, foul or offensive language
- Name calling
- Shouting
- Remarks of a sexual nature
- Racist language
- Misogynistic language
- Discriminatory remarks due to sexuality or trans gender status
- Offensive gestures
- Verbal or physical threats
- Physical violence such as punching, kicking, spitting
- Attempted physical violence
- Bullying or intimidating behaviour
- Using, brandishing or throwing weapons or other objects with the intention of inflicting physical or psychological harm
- Using or threatening to use an animal to inflict physical or psychological harm; this includes failure to control an animal from inflicting harm
- Harassment, including stalking
- Publishing unacceptable information on social media, websites, newspapers, etc.

3.2 Unreasonable and unacceptable demands on services

Expectations from a customer may be viewed as unreasonable or the level of demand from a customer may be deemed unacceptable. This could include the number of contacts made in relation to an issue or issues. In some cases, this may be unintentional and what is deemed to be unacceptable will depend on individual circumstances surrounding the behaviour or issue. The council may view these types of behaviours to be unacceptable if they impact significantly on workloads or the capacity to deliver services by taking up excessive amounts of time, thus disadvantaging other customers. Some examples of unreasonable or unacceptable demands may include:

- Demanding a response within an unreasonable timescale
- Insistence on dealing with a specific member of staff
- Same or similar requests to several members of staff
- Refusal to end a telephone call or insistence on speaking with a person who is unavailable or not the appropriate person for example, the Chief Executive
 - Requiring responses to malicious correspondence

3.3 Unacceptable persistent contact

Where persistent contact becomes unreasonable, or if communications become forceful or unreasonably demanding, persistence may be considered harassment.

Some examples of unacceptable persistent contact may include:

- excessive contact and/or communications beyond requirements
- refusal to accept a decision where due process (appeal/complaint) has been completed
- refusal to follow the explained process to pursue an issue or concern
- continuing contact about the same issue(s) without presenting new information
- using other names to continue to try to access officers or councillors about the same issues

3.4 Unacceptable public expression of views or acts of civil disobedience while on council premises

The council is committed to delivering excellent services to all its customers and this includes ensuring that our environment is safe and welcoming which requires cooperation from visitors. Customers should be able to express their views and opinions in a lawful manner without resort to unacceptable behaviours or actions that affect employees, councillors or other visitors. The council will take necessary action to remove from its property and prevent a person from entering its property if the following types of unacceptable behaviours of these types are used

- Use of intimidating, threatening, discriminatory or foul language towards staff, councillors, volunteers, customers or visitors.
- Harassment or bullying of staff, councillors, volunteers, customers or visitors.
- Disorderly conduct such as causing disturbances, shouting or any other type of activity which prevents or hinders day to day business of the council.
- Congregating in the building or blocking access points and thoroughfares and preventing and hindering day to day business of the council.
- Entering or attempting to enter non public areas of its building.
- Recording or photographing people without giving appropriate notice.
- Damaging, defacing or otherwise spoiling council property.
- Failure to leave the premises when instructed to do so by council employees.

4. How unacceptable behaviour will be managed

4.1 Face to face contact

If a customer presents unacceptable behaviour during a face to face contact the person dealing with the customer has the right to ask them to stop and the right to ask them to leave the premises if the unacceptable behaviour continues.

Customers may be asked to leave if they do not adequately supervise children or other adults accompanying them, where the behaviour of the children or other adults results in damage to council premises, disruption to council business or adversely affects other visitors. Customers may be asked to leave if they bring animals, other than those who guide or assist, into council premises.

Following an initial incident of unacceptable behaviour, a warning notice may be issued to the customer explaining why the behaviour caused concern and what sanction the council may make if the behaviour is presented again. The Assistant Director or a delegated senior manager of the service will be responsible for the issuance of the warning notice and notification to the customer.

If a behaviour is so extreme it poses an immediate threat, the council will report the matter to the police and may apply sanction immediately.

4.2 Telephone contact

If a customer presents unacceptable behaviour during a telephone contact the person dealing with the customer has the right to ask them to stop and will advise the customer that the call will be ended if the unacceptable behaviour continues. The person dealing with the customer has the right to terminate the telephone contact if the unacceptable behaviour continues and will do so in a polite way.

There may be occasions where the person dealing with the customer is unable to interrupt the conversation to give a warning about the behaviour and in these cases the person dealing with the contact has the right to end the call immediately.

Following an initial incident of unacceptable behaviour, a warning notice may be issued to the customer explaining why the behaviour caused concern and what sanction the council may make if the behaviour is presented again. The Assistant Director or a delegated senior manager of the service will be responsible for the issuance of the warning notice and notification to the customer.

If a behaviour is so extreme it poses an immediate threat, the council will report the matter to the police and may apply sanction immediately.

4.3 Written correspondence, including e-mails

If correspondence received by the council expresses unacceptable behaviour the council has the right to refuse to process it. The council will advise the customer that

their correspondence is not acceptable and will ask them to stop the behaviour or the council will cease to respond to communications. If the behaviour is not stopped the council will not respond to further communications and may take further action.

Following an initial incident of unacceptable behaviour, a warning notice may be issued to the customer explaining why the behaviour caused concern and what sanction the council may make if the behaviour is presented again. The Assistant Director or a delegated senior manager of the service will be responsible for the issuance of the warning notice and notification to the customer.

If a behaviour is so extreme it poses an immediate threat, the council will report the matter to the police and may apply sanction immediately.

5. Managing persistent unacceptable behaviour

5.1 When sanction will be applied

If there are further demonstrations of unacceptable behaviour within a 12-month period of a warning notice being issued to a customer, the council may impose sanction for customer. This applies even where the behaviour occurs whilst accessing a different service from the one which issued the original warning notice.

5.2 Types of Sanction that may be applied

1	Contact restricted to a specific format
2	Contact restricted to a specific date and time
3	Contact restricted to an appropriate named person only
4	Contact restricted to a specified time limit
5	Contact restricted to being made via a designated third party
6	Contact disregarded if it raises no new issues
7	Contact blocked or redirected
8	Customer barred from entering council premises

5.3 Determining sanction types and period

The Assistant Director or a delegated senior manager of the service applying sanction will determine the sanction and period and notify this to the customer. A combination of sanction may be applied where required. The period shall be proportionate to the nature of the unacceptable behaviour.

Further demonstrations of unacceptable behaviour within the period may attract further sanctions to be determined by the Assistant Director or delegated senior manager of the affected service(s). The Assistant director or delegated senior manager of the service will determine whether the subsequent sanctions will run concurrently or consecutively to the original. The decision will be proportionate to the nature of the unacceptable behaviour and the history of previous sanctions. The Assistant Director or delegated senior manager of the service will notify the customer of the type of sanction applied and the period.

If a person's unacceptable behaviour with one service leads to issue of warning or sanction, this could affect access to other services the council provides.

5.4 Enforcement action

Where it is applicable or warranted, enforcement action may be taken in accordance with the North Northamptonshire Council Enforcement Policy Schedule: Community Safety in respect of Anti-Social Behaviour.

6.0 Proportionality

The Council will endeavour to ensure that any action taken under this policy is proportionate to and balanced against the risks. The council will take account of the individual circumstances of each case when considering the application of a sanction. This includes the seriousness of the offence, history, confidence in management, the consequences of non-compliance and the likely effectiveness of the various sanctions.

7.0 Vulnerability

Vulnerability is defined as a person who, by characteristics and/or circumstances, is unable to act or respond appropriately.

The Council recognises that vulnerability can come in many forms, and it can also be multi layered. Vulnerability can also be temporary, permanent, or come in a series of episodes and anyone at any time could potentially be identified as vulnerable.

If a person demonstrating unacceptable behaviour does not have capacity to fully understand or control their actions, the principles of this procedure will still apply however, services should always follow any enhanced or professional guidance for managing risk within their work activities.

8.0 Appeals process

Customers who have had a warning or sanction issued under this policy have the right to challenge a decision through the council's complaints process. The right will not exist where this policy has been applied because of behaviour so extreme it has posed an immediate risk.

9.0 Equalities

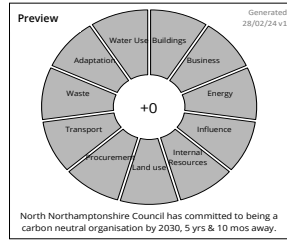
This policy is compliant with the NNC Equality, Diversity and Inclusion Policy and supports the council's equality strategy; Equality Screening Assessment completed.

This policy is compliant with writing for inclusion guidance to support accessibility and inclusion.

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Climate Change Impact Assessment Tool (v1)

Directorate & Service Area	Corporate Services
Report Name	Unacceptable Customer Behaviour Policy
Report date	
Report author & role	Simon Mills AD Customer Experience / Amanda Davies - Customer Delivery
Proposal Summary	Updating of existing policy, to reflect working ways of NNC.
Export filename	Unacceptable Customer Behaviour Policy CCIA 28.02.24 .png



Generated 28/02/24 v1

Copy to clipboard

Save to desktop

Copy alt-text



Category	Impact	Notes / Justification for score / existing work (see guidance sheet or CCIA detailed notes for more information)	Score (-5 to +5)	Mitigations (If the impact is negative, please provide a mitigating action for reducing the impact going forward)
Buildings	Building construction			
Buildings	Building use			
Buildings	Green / blue infrastructure			
Buildings				
Business	Developing green businesses			
Business	Marketable skills & training			
Business	Sustainability in business			
Business				
Energy	Energy efficiency			
Energy	Reducing energy demand			
Energy	Switching to low-carbon energy supply			
Energy				
Influence	Communication & engagement			
Influence	Wider influence			
Influence	Working with communities			
Influence	Working with partners			
Influence				
Internal Resources	Material / Infrastructure requirement			
Internal Resources	Staff time requirement			
Internal Resources	Staff travel requirement			
Internal Resources	External funding			
Internal Resources				
Land use	Carbon storage			
Land use	Improving biodiversity adaptation			
Land use	Natural flood management			
Land use				
Procurement	Food & Drink			
Procurement	Products			
Procurement	Single-use plastic			
Procurement	Services			
Procurement				
Transport	Decarbonising vehicles			
Transport	Improving infrastructure			
Transport	Demand reduction			
Transport	Supporting people to use public transport			
Transport	Supporting people to use active travel			
Transport				
Waste	End of life disposal / recycling			
Waste	Waste volume			
Waste				
Adaptation	Drought vulnerability			
Adaptation	Flooding vulnerability			
Adaptation	Heatwave vulnerability			
Adaptation				
Water Use	Improving water-use efficiency			
Other	Other 1			
Other	Other 2			
Other	Other 3			
Other	Other 4			

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EXECUTIVE 14th March 2024

Report Title	Adult Social Care Strategy “The Lives We Live” 2024 – 2029
Lead Member	Cllr Gill Mercer, Executive Member for Adults, Health and Wellbeing
Report Author	Ali Gilbert, ICS Director of Place David Watts, Executive Director of Adults, Health Partnerships and Housing (DASS)

Key Decision	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is the decision eligible for call-in by Scrutiny?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are there public sector equality duty implications?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information (whether in appendices or not)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Applicable paragraph number/s for exemption from publication under Schedule 12A Local Government Act 1972	N/A
Which Corporate Plan priority does the report most closely align with?	Active, fulfilled lives

List of Appendices

- Appendix A** - New Sense of Place and Adult Social Care Strategy Development
- Appendix B** - Executive Summary draft Adult Social Care Strategy
- Appendix C** - Draft Adult Social Care Strategy
- Appendix D** - Draft Person Journeys
- Appendix E** - Carbon Management Tool

1. Purpose of Report

- 1.1. To seek approval to consult on the draft Adult Social Care Strategy 2024-29 (5-year strategy).

2. Executive Summary

- 2.1. The North Adult Social Care (ASC) strategy has been co-produced with the Council’s ASC workforce and this paper provides an overview of the development to date as outlined in **Appendix B & C**.

- 2.2. The following headlines describe key elements of the strategy and the approach taken in its development.
- 2.3. The National statutory requirements of the Care Act are threaded through to local requirements, with recognition of its development in the recent Association of Directors of Adult Social Services (ADASS) annual conversation visit feedback.
- 2.4. The draft strategy is a framework that brings together all current developmental work and sets a five-year direction of travel for the people of North Northamptonshire.
- 2.5. It is a document that has 'a way of working at its heart' and will be embedded into day-to-day operations as we move forward.
- 2.6. A co-productive approach has been taken with the Council's ASC workforce and the people who use the services to enable a solid engagement.
- 2.7. System partners have contributed to its development through the North Place Board, Urgent Care Board, Northamptonshire Safeguarding Board and North Health and Wellbeing Board.
- 2.8. A five-year vision, aims and ambitions including values and behaviours, have been developed based on the output of the staff practice framework outputs.
- 2.9. An outline of the case for change based on the as-is way of working, with a focus on ASC demand reduction and value for money.
- 2.10. The future proposed person-centred strengths based operating model (the future way of working) and the proposed outcomes framework will be based on the recently published National Adult Social Care outcomes framework (ASCOF).
- 2.11. The opportunity to embed sustainable co-production with partners, communities and people who are involved in ASC services has been placed at the heart of the strategy.
- 2.12. An alignment with the North Place Development model – A New Sense of Place (Local area partnerships – LAPS) and Support North Northamptonshire voluntary Community and Social Enterprise (VCSE) collaborative initiative).

3. Recommendations

- 3.1 It is recommended that the Executive:
 - a) Approve the Adult Social Care Strategy 2024 – 2029 for public consultation as set out in Option 2 of this report
 - b) Note the co-production approaches used to develop the draft strategy.

3.2 Reasons for Recommendations:

- Activity delivered by public bodies should be underpinned by a clear strategy that gives the mandate for the way services should be provided and commissioned.
- This draft strategy is an important step following, the creation of the Council through Local Government Reform (LGR), in setting out how the Council intends to meet its statutory duties for adult social care.
- Co-production has played an important role in developing the current draft of the strategy, gathering the views of frontline staff, strategic partners and people that use services and their carers.

3.3 Alternative Options Considered

- **Option 1 (not recommended):** Continue “as-is” without renewing the legacy strategy developed by Northamptonshire County Council. This is not recommended as caselaw, expectations and provider markets evolve and change over time. Reviewing and renewing strategies is an important part of ensuring that council services and provision remain relevant and support our residents to lead the best lives possible.
- **Option 2 (recommended):** Develop the draft strategy using engagement and co-production approaches and consult on the draft strategy and present to the Executive for approval to consult on the draft strategy. This is the recommended option and is based on best practice approaches, utilising co-production as part of the development of the draft strategy.

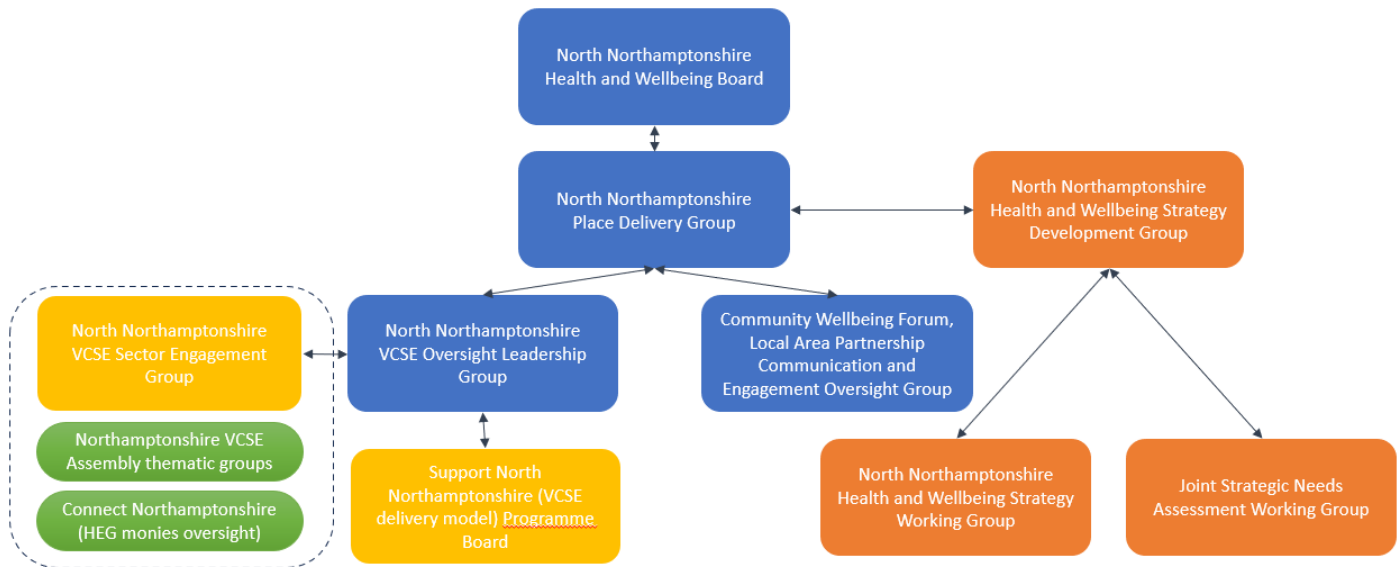
4. Report Background

- 4.1. This strategy is framed by the legislative context set out in the Care Act 2014 and accompanying guidance. Whilst there is a clear legislative framework in place, there is variances in the way that local authorities meet those statutory requirements.
- 4.2. This strategy shows how local ways of working relate to statute and, sets out the rationale as to why the Council has chosen to implement its practice in this way.
- 4.3. One of the key governance forums that has been used to test and develop the strategy is the North Northamptonshire Place Board that oversees place-based development of services as part of the Integrated Care System.
- 4.4. The strategy explores the case for change that has been co-produced with front line staff and managers within the Council, partner agencies and people that use services locally.
- 4.5. **Appendix A** reflects the connectivity with the wider North Place Development “A New Sense of Place”.

Appendix B provides an executive summary of the work to date

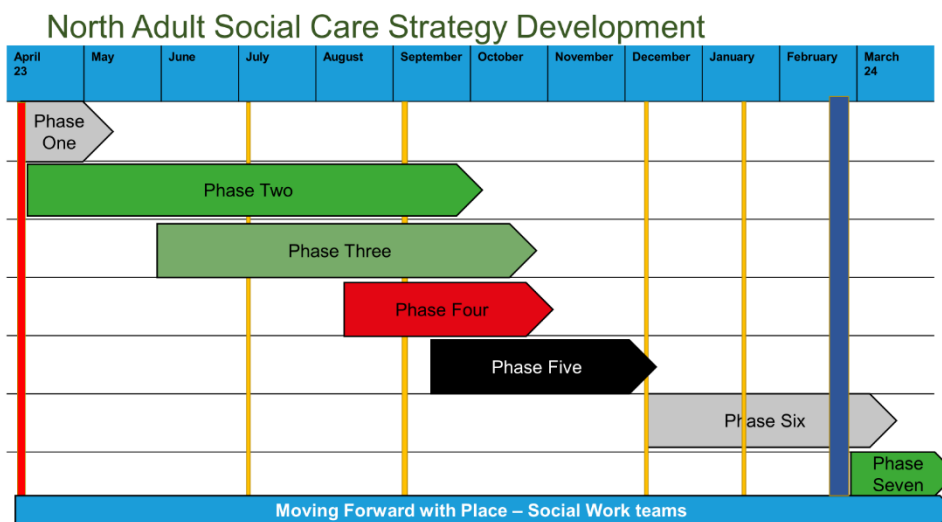
Appendix C provides a more detailed overview.

4.6. The governance structure that provides oversight of the strategy development is set out in the diagram below.



4.7. The indicative phased timeline was originally set out as below:

4.8.



4.9. Phase 1 Research National/local strategy and best practice

4.10. Phase 2 Developmental design of the future ASC operating model

4.11. Phase 3 Developmental design of the future coproduction strategy

4.12. Phase 4 Development strategy and outcomes framework

- 4.13. Phase 5 Informal consultation / engagement period
4.14. Phase 6 Final strategy developed - NNC and system governance
4.15. Phase 7 Formal consultation - Embedding of the new way of working

4.16. Having completed phases 1 - 5, the strategy is now at phase 6. Whilst full details of the shared vision, aims, ambitions and outcomes for the strategy are set out in the appendices, a summary is provided for ease below.

4.17. **Shared Vision**

“People will be enabled to lead the lives they wish to live, having the best opportunities to achieve outcomes that are important to them.”

4.18. **As one resilient workforce:**

“We will work ambitiously in partnership with people and have a relentless focus on the strengths of people to ensure they develop, maintain and recover their independence.”

“We will provide and/or commission high standard personalised care and support that enables people to have the best opportunities and quality of life.”

4.19. **Shared Aims**

- To provide and commission strength-based personalised care to meet the needs of individuals and their carers in the places they live.
- To ensure equal access and support for those who need it.
- To ensure the wellbeing of our workforce is good.
- To safeguard to prevent harm and reduce the risk of abuse or neglect.
- To develop integrated commissioning and brokerage to support good outcomes.

4.20. **Shared Ambitions**

- Ensuring the wellbeing and independence of people.
- People should be able to live a life free from harm, with no tolerance of abuse.
- Communities are active and supportive.
- To create the conditions to support and develop our workforce.
- To actively engage people in co-production of adult social care services.

4.21. **Shared Outcomes**

- Living the life I want, keeping safe and well.
- Having the information, I need when I need it.

- Keeping family friends and connections.
- My support my own way.
- Staying in control.

4.22. **Shared Values**

- Kind and respectful.
- Trusting.
- Transparent, efficient and we demonstrate our behaviours.
- Supporting.

4.23. **Shared Behaviours**

- Respect and understand people as individuals.
- Trust people know what is right for them. We listen and keep an open mind.
- We know and follow the law, ethics and best practice, always open to improvement.
- Be open about procedures, making them clear so people know what they can and cannot expect.
- We connect and engage well and respond in a timely manner.
- Honest about what we are going to do and say when we are going to do it, we do it.

4.24. **The case for change – the way we work now**

The case for change has many dimensions and is outlined in **Appendix C**, with **Appendix D** providing interactive person journeys for the current service offers.

4.25. The following provides a summary of key facts and issues identified:

- Two routes of access into ASC services.
- Demand continues to increase and waits for reviews continues.
- No formal triage filter for 'conversation 1', i.e. listening hard to people, and their families, to understand what's important and working with them to make connections and build relationships in order to help them get on with their life independently.
- Multiple "hand-offs" between services.

- Not all services have received training that focuses on a strength-based approaches.
- Limited population needs focused /place-based approach for providers, commissioning and contracting. Reliance on historic contractual approaches with limited market capacity in many areas.
- Carer and family support and recognition limited.
- Limited Information, advice and sign-posting at the main routes of access.
- Multiple IT systems and duplication, repetitiveness and hand-offs.
- Making Safeguarding Personal (MSP) is not embedded in all services consistently.
- Co-production is limited.

4.26. **The case for change – how we could be working**

There is an emerging future model that has evolved in the development phases of the strategy, which builds on the place-based approach with communities and where people live. The key components can be summarised as:

- Person centered strength-based safe care.
- Single route of access into adult social care with the right allocation to community places / hubs.
- Information, advice and signposting embedded – conversation 1.
- Carers, friends and families involved most of the time when appropriate.
- Strengths based three conversations embedded with entire ASC workforce.
- Co-production embedded.
- Safeguarding culture owned by all to provide a person-centered outcome based on making safeguarding personal.
- Reduction of handoffs between services supported by the right technology.
- Appropriate and timely housing and accommodation offers.
- Needs based population commissioning, contracting underpinned by integrated brokerage and commissioning based at Place.
- Reducing demand and enabling timely reviews.
- A strong market that meets the needs of the population.
- Provide quality social care services through contracting, clear accountability, regulatory compliance with value for money and continuous improvement embedded.

- Appropriate skill and competency of all staff with clear career development opportunities available to all in support of staff wellbeing, recruitment and retention of people.
- Connected digital technology.

4.27. Having reached phase 6 of the strategy development we believe sufficient information has been gathered and the strategy developed to a stage where formal consultation can take place.

5. Issues and Choices

- 5.1. This draft strategy is developed through a strong legislative framework. Co-production with staff, partners and people that use services has been integral to the development to date. Many of the proposed ways of working are based on evidence based best practice and should help meet the ambitions of those engaged in co production.
- 5.2. Early drafts have been tested with the Executive Advisory Panel to gather elected members views.
- 5.3. The next phase for the strategy is to seek permission to formally consult on the draft.

6. Next Steps

- 6.1. Should the Executive agree permission to consult the draft strategy will be shared via the Council’s consultation hub and advertised through the Council’s social media channels. A series of “in-person” sessions to explore the strategy will also be arranged in order to enable those who are digitally excluded to take part in the consultation.

7. Implications (including financial implications)

7.1. Resources, Financial and Transformation

- 7.1.1. There may be some small costs associated with undertaking external consultation with face-to-face sessions, however these will be met from within service budgets and subject to agreement at the Council’s spending panel.
- 7.1.2. It is anticipated that there will be transformational benefits once the new strategy is implemented, subject to consultation and Executive approval. Detailed delivery plans will be developed, with business cases that set out any benefits that are expected to be realised alongside any identified risks associated with delivery.

7.2. Legal and Governance

7.2.1. Any consultation exercise carried out by a public authority in relation to a proposed decision must be conducted at a time when proposals are at a sufficiently formative stage, with adequate information, and time to allow a proper and informed response, leading to an open-minded consideration of responses.

7.3. Relevant Policies and Plans

7.3.1. This strategy is relevant to a number of areas of the corporate plan. Most strongly this strategy will deliver against the Active, Fulfilled Lives priority however through commissioning, however transitions activity contributes to “Better, brighter futures” and specialised accommodation contributes to “Safe and thriving places” with the [Corporate Plan 2021/25](#).

7.4. Risk

7.4.1. For some Executive reports, a relevant risk will already exist in the corporate risk register, and it is appropriate to refer to it by including the risk reference and residual and inherent risk scores. Also, where a significant change is likely as a result of a recommendation, then it may be appropriate to create a new risk record in the risk register.

7.4.2. However, for many reports Members need to be able to consider what specific risks to the Council may arise as a result of making, or indeed not making, the recommended decision. This may not be the same as identifying the more general corporate or service risks that would be recorded in the risk register, and simply cross referencing to a 'best fit' existing risk will not aid the decision-making process. Note that including decision related risks in committee reports will not automatically generate additional risks to be recorded on the risk register.

7.5. Consultation

7.5.1. Through informal engagement and co-production, the strategy has been developed to this current draft. This has included presenting the case for change at the Active Communities Executive Advisory Panel and receiving feedback from members that have been incorporated into the current draft.

7.5.2. The draft strategy will be formally consulted on through the Council's established consultation processes.

7.6. Consideration by Executive Advisory Panel

7.6.1. The draft strategy was considered by the Active Communities EAP on 1st December 2024.

7.7. Consideration by Scrutiny

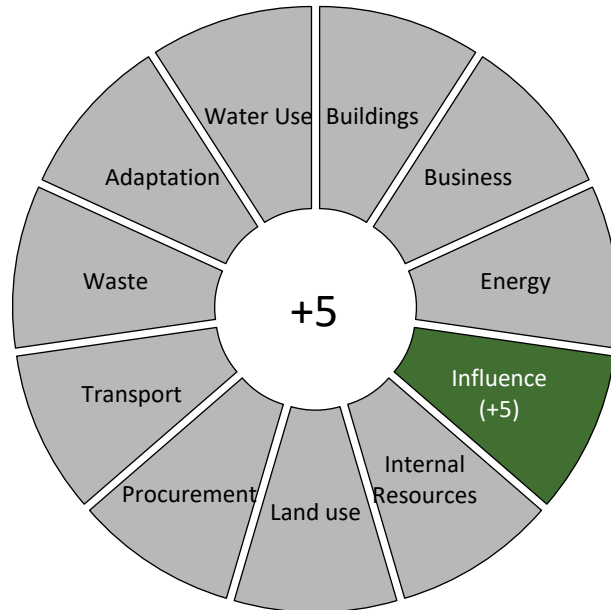
7.7.1. This draft strategy has not been presented for pre-decision scrutiny, however, has been listed on the Executive forward plan, which scrutiny committees consider when planning their work programme.

7.8. Equality Implications

7.8.1. An equality impact screening assessment will be completed to be included with the consultation documentation. In the event the screening triggers the need for an Equality Impact Assessment, this will also be completed as part of the consultation documentation.

7.9. Climate Impact

7.9.1. Whilst the strategy development itself is difficult to assess at a macro level, there is significant level of influence that the council has as a commissioner of services that will be explored through implementation of the strategy, subject to consultation and approval to implement by the Executive post consultation.



North Northamptonshire Council has committed to being a carbon neutral organisation by 2030, 5 yrs & 10 mos away.

7.10. **Community Impact**

7.10.1. With a strong emphasis on place-based approaches and strengths based practice it is expected that stronger community relationships will be delivered with geographic communities and communities of interest.

7.11. **Crime and Disorder Impact**

7.11.1. There are no identified impacts on crime and disorder directly related to this draft strategy, however supporting people that may be more vulnerable to crime is an inherent part of this strategy.

8. **Background Papers**

8.1. [Care Act 2014 \(legislation.gov.uk\)](https://www.legislation.gov.uk) [accessed 19.02.2024, online]

8.2. [Care and support statutory guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk) [accessed 19.02.2024, online]

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North Northamptonshire Place Development & North Adult Social Care Strategy development

Ali Gilbert
ICS Director of North Place

Two Components

ONE North Northamptonshire
A New Sense of Place (being implemented)

Page 326 **TWO** NNC
ASC Strategy Development (being developed)

TWO A. Moving Forward with Place (being implemented)

TWO B. Moving Forward with People (being developed)





Two Components

ONE North Northamptonshire
A New Sense of Place (being implemented)

TWO NNC
ASC Strategy Development (being developed)

TWO A. Moving Forward with Place (being implemented)

TWO B. Moving Forward with People (being developed)



A NEW *sense* OF PLACE

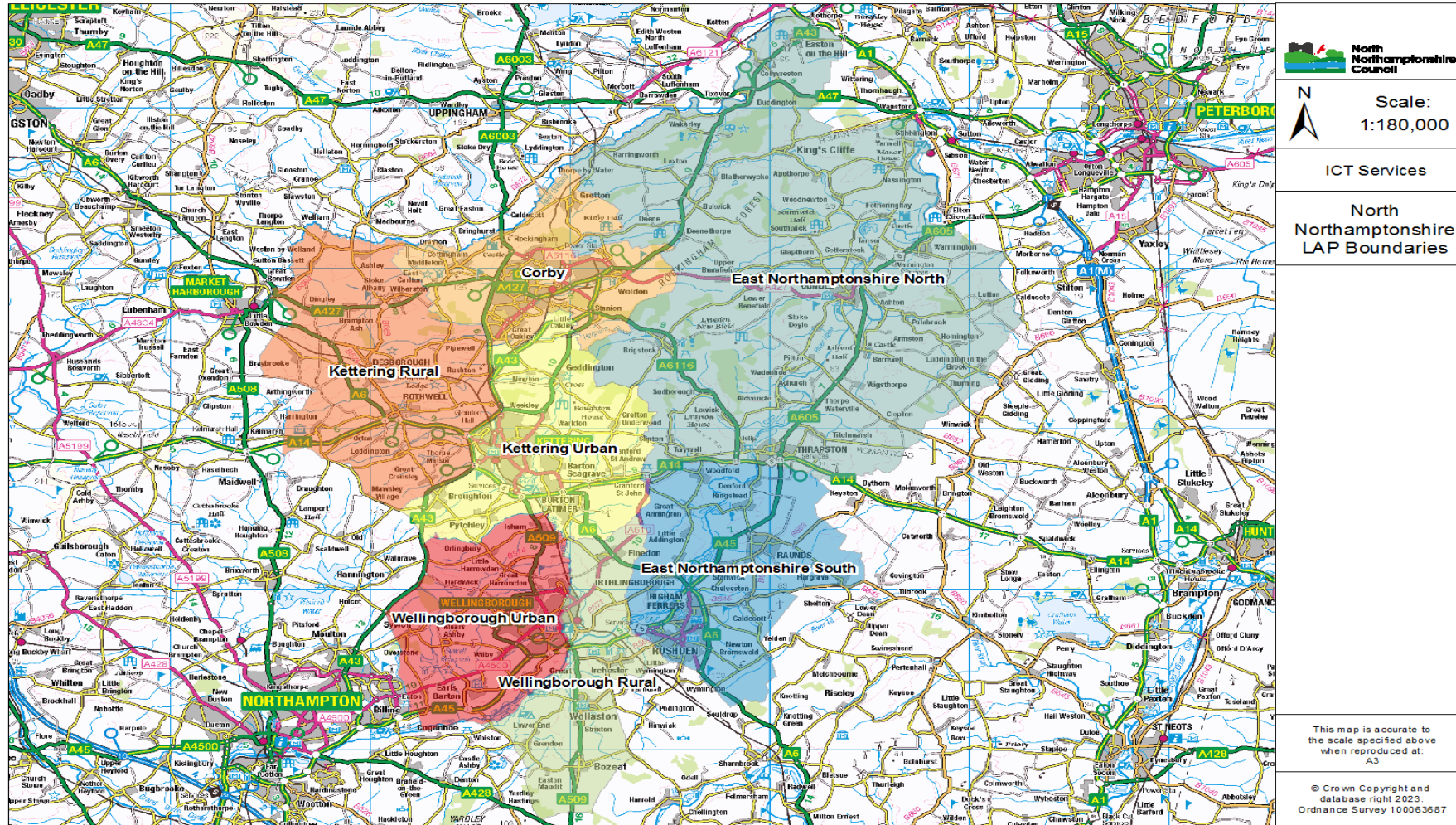
North Northamptonshire Place Development

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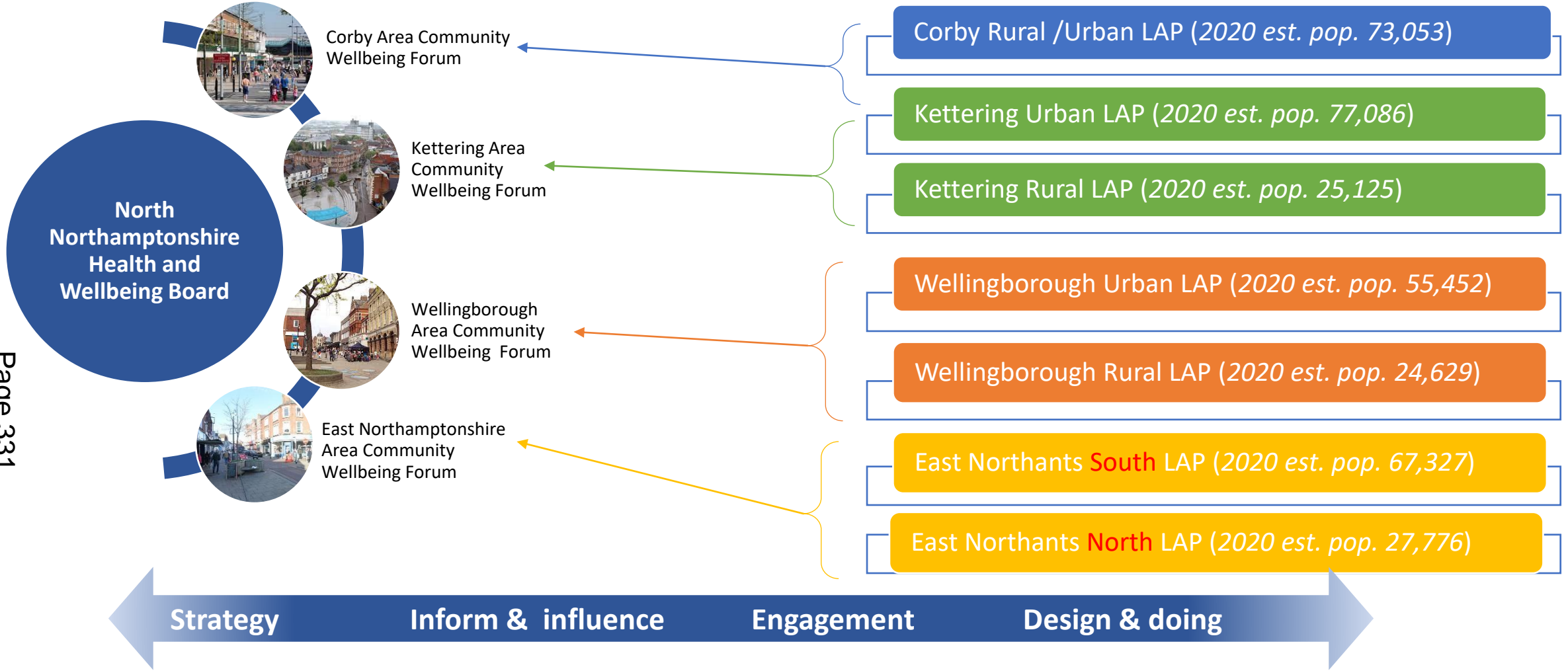
North
Northamptonshire
Council

North Place LAP boundaries



Area Community Wellbeing Forums Local Area Partnerships

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Two Components

ONE North Northamptonshire
A New Sense of Place (being implemented)

Page 332 **TWO** NNC
ASC Strategy Development (being developed)

TWO A. Moving Forward with Place (being implemented)

TWO B. Moving Forward with People (being developed)



North Northamptonshire Adult Social Care Strategy 2024 - 2029

The lives we
live

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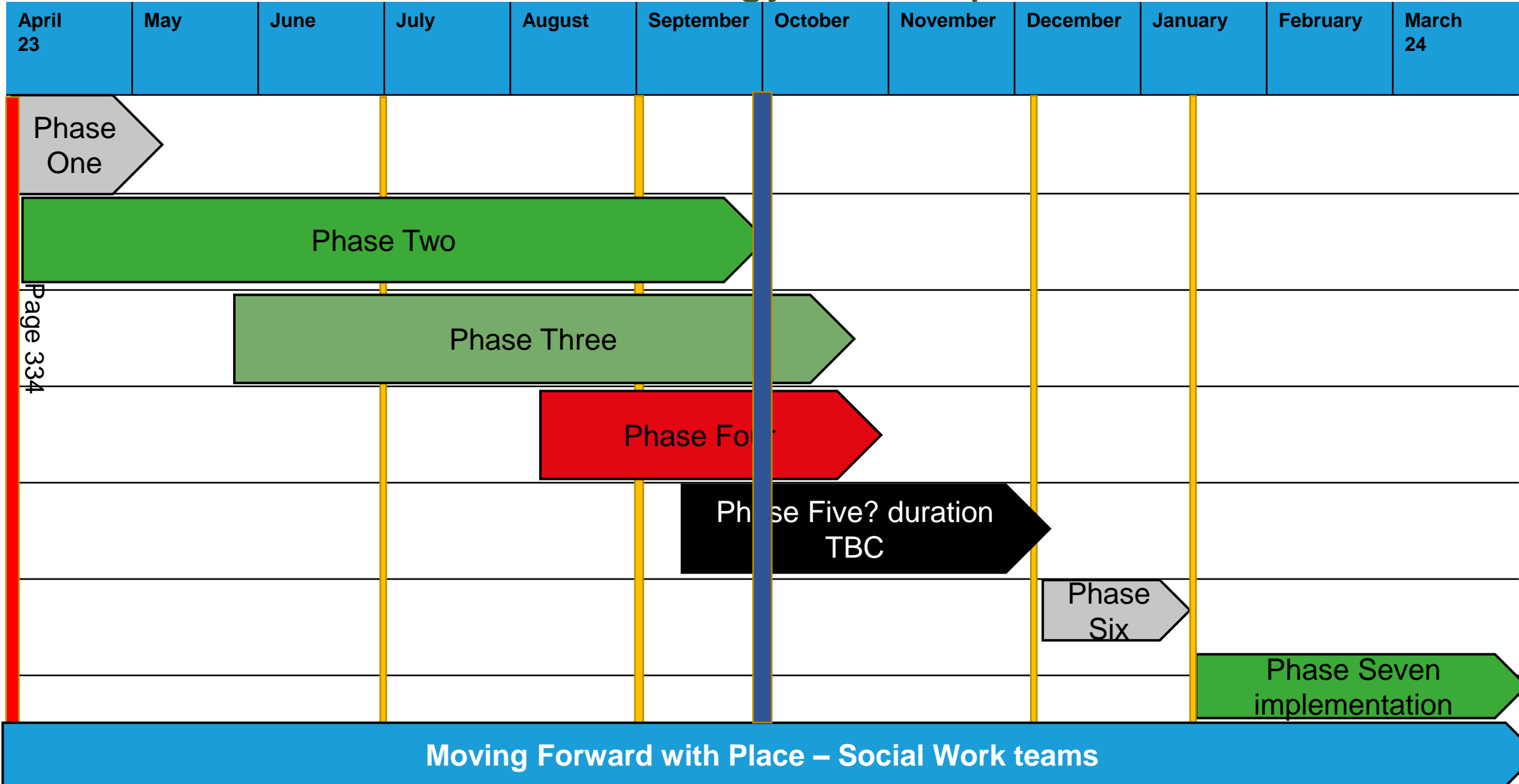


OUR APPROACH TO DEVELOPING WITH YOU



North
Northamptonshire
Council

NNC Adult Social Care Strategy Development 2023/2024



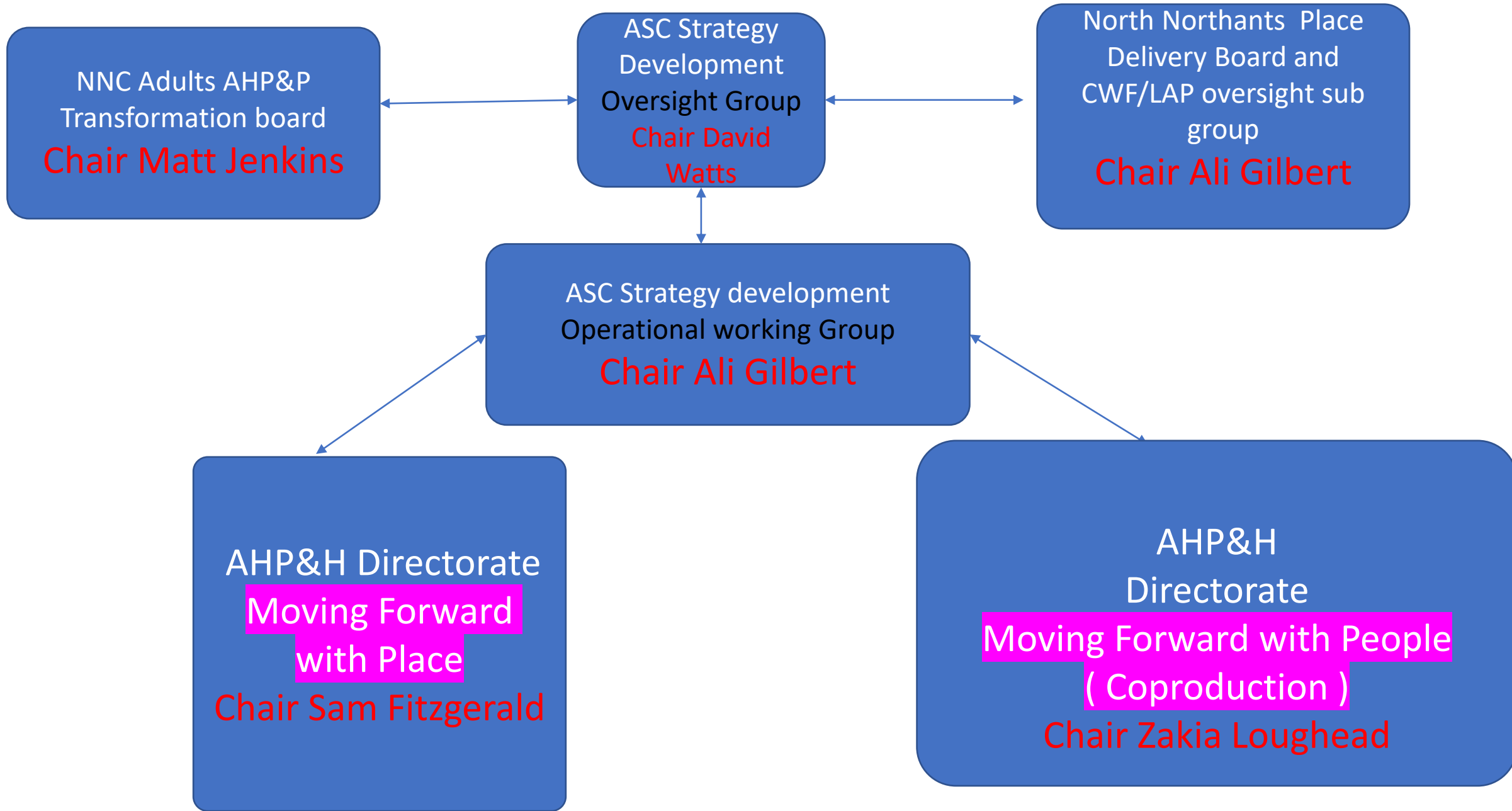
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Phased Developmental Approach

- Phase 1 Research National/local strategy and best practice
- Phase 2 Developmental design of the future ASC operating model
- Phase 3 Developmental design of the future coproduction strategy
- Phase 4 Development consultation strategy / outcomes framework
- Phase 5 Consultation / engagement period
- Phase 6 Final strategy developed - NNC and system governance
- Phase 7 Embedding of the new way of working



NNC Adult Social Care Strategy development governance



Two Components

ONE North Northamptonshire
A New Sense of Place (being implemented)

TWO NNC
ASC Strategy Development (being developed)

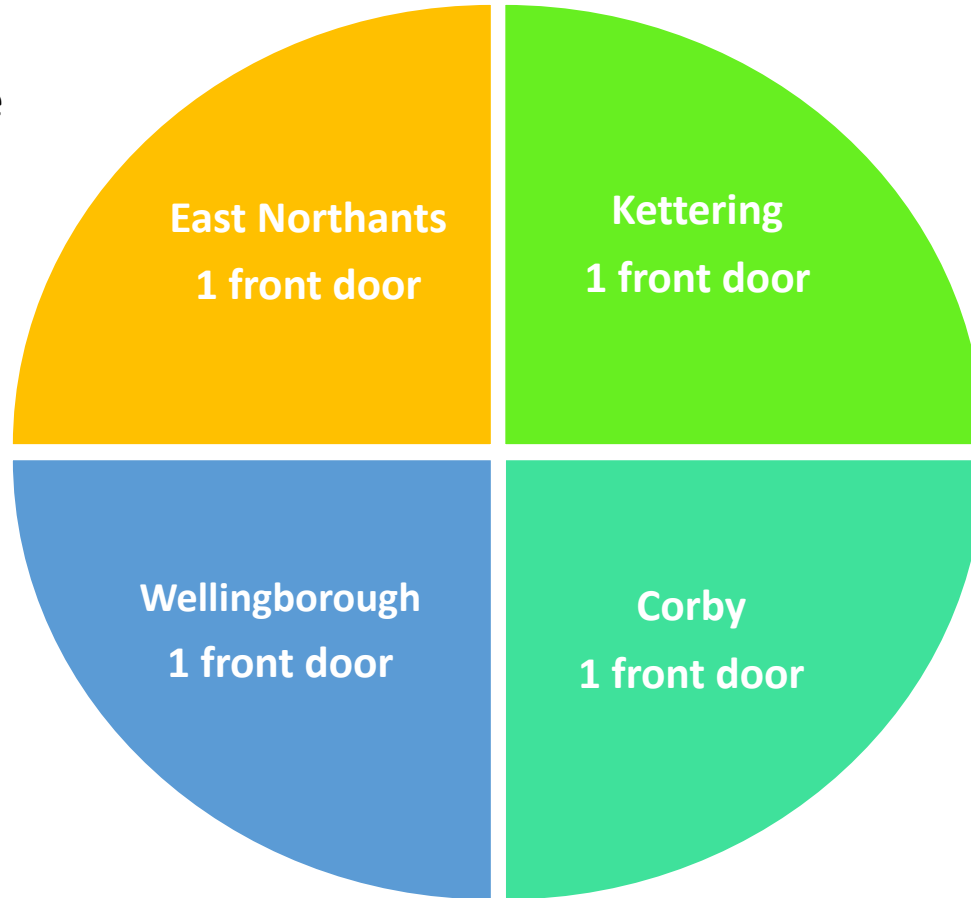
TWO A. Moving Forward with Place (being implemented)

TWO B. Moving Forward with People (being developed)

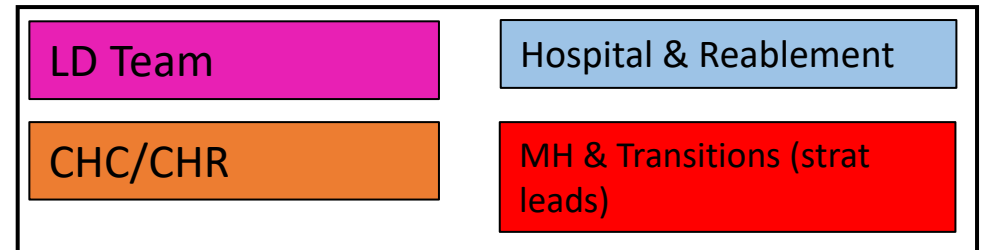
3. Moving Forward with Place - The Proposed 'Form'

Head of Service

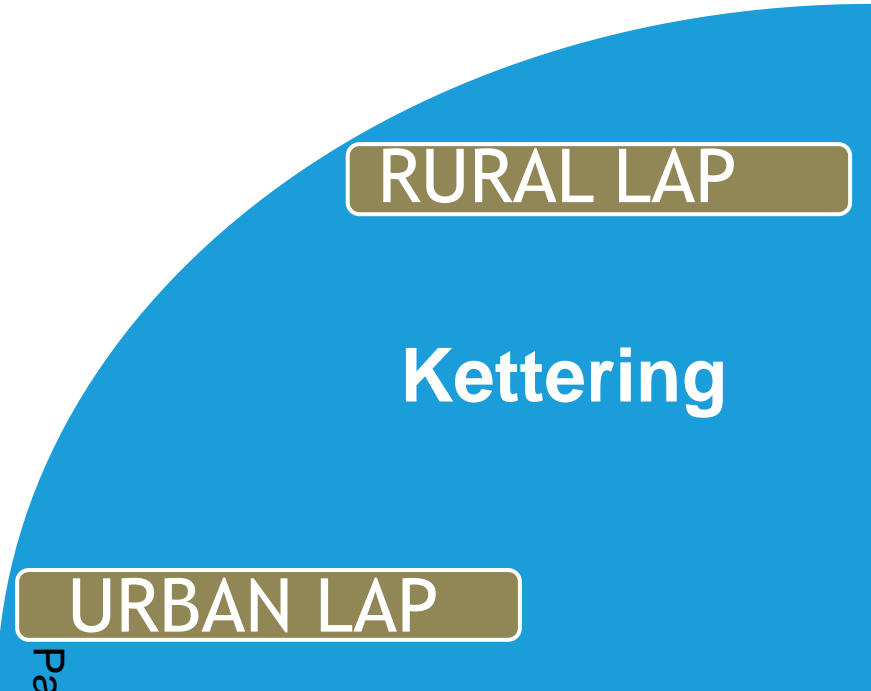
Head of Service



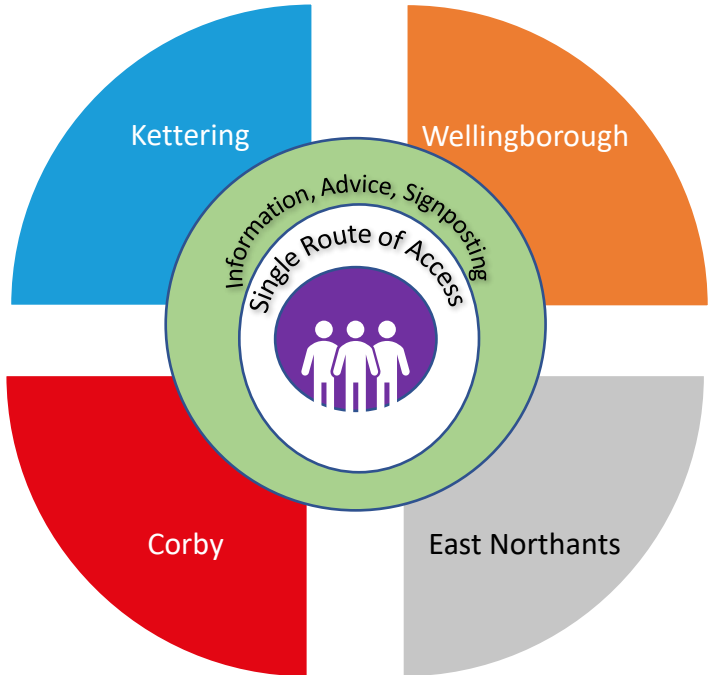
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A NEW *sense* OF PLACE



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- Corby Rural /Urban LAP (2020 est. pop. 73,053)
- Kettering Urban LAP (2020 est. pop. 77,086)
- Kettering Rural LAP (2020 est. pop. 25,125)
- Wellingborough Urban LAP (2020 est. pop. 55,452)
- Wellingborough Rural LAP (2020 est. pop. 24,629)
- East Northants South LAP (2020 est. pop. 67,327)
- East Northants North LAP (2020 est. pop. 27,776)



Two Components

ONE North Northamptonshire
A New Sense of Place (being implemented)

Page 340

TWO NNC
ASC Strategy Development (being developed)

TWO A. Moving Forward with Place (being implemented)

TWO B. Moving Forward with People (being developed)



Moving Forward with People (co-production) Our Vision

Our vision is to co-produce Adult Social Care Services in a way that is meaningful, and person centred by incorporating our core values for North Northamptonshire which include:

Customer focussed For individual, their families and carers, this means they can expect person centred care, that is tailored to the circumstances, strengths and needs of the individual and demonstrate their desired outcomes.

Respectful This means individuals, families and carers can expect to be always treated with dignity, having support that recognises their capability and ambitions whilst promoting independence and being treated as equals.

Trustworthy Individuals, families and carers can expect open, honest and regular communication that involves active listening to ensure mutual understanding and where needed, additional support to aid participation and understanding. They can also expect to have increased involvement and recognition of their role as experts in their own lives. Individuals, families and carers can expect to be kept informed in ways and with frequencies that have been agreed with them.

Efficient This means that people who use services and their families can expect timely, high-quality information, advice, assessments and support to ensure that their individual needs are met. Individuals, families and carers can expect a shared understanding of what constitutes high quality care, how this is demonstrated and measured.

Supportive Individuals, families and carers are able to make decisions about what is right for them, their quality of life is improved, and they are enabled to participate as valued members of the wider community.

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North Northamptonshire Adult Social Care Strategy 2024 - 2029

The lives we
live



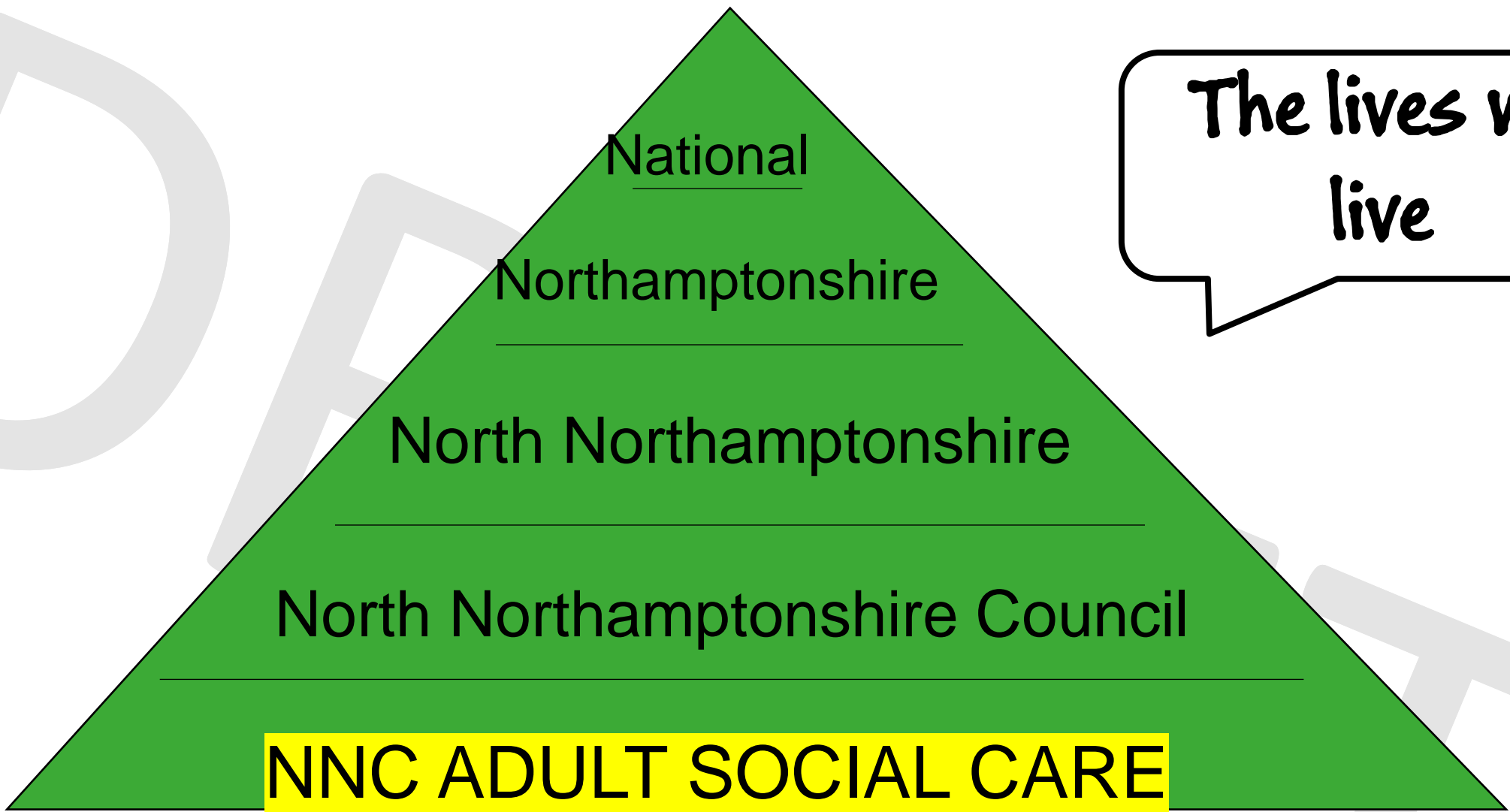
Working Draft 13



The lives we
live

Introduction

- ❑ This is the **five-year strategy** for adult social care provision and commissioning covering 18-year-olds to adults, including progression transition from 14 years onwards
- ❑ It will support a **new vision for adult social care and commissioning based on a Strength Based approach**
- ❑ It is based on **collaborative engagement and co-production** with local partners, people working in social care, and people who draw on care and support, recognizing people have the knowledge and experience to improve the way we deliver care.
- ❑ **National through to local context**



The lives we live



North Northamptonshire Adult Social Care Strategy 2024 - 2029

**The lives we
live**

VISION

AIMS

AMBITIONS

**Values –
Behaviours**

**STRENGTHS BASED PERSON CENTERED
CONVERSATION ONE, TWO AND THREE**

Knowing how well we have done

OUTCOMES

Working with other strategies and plans

Our Vision

What is
important to
people and
workforce

We will do this
through

The road to
success

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**North
Northamptonshire
Council**

Shared Vision
Shared Aims
Shared Ambition
Shared Values
Shared Behaviours

The lives we live

NNC Adult Social Care



North
Northamptonshire
Council

SHARED VISION

The lives we
live

People will be enabled to lead the lives they wish to live, having the best opportunities to achieve the outcomes that are important to them.

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As one resilient workforce

- We will work ambitiously in partnership with people and have a relentless focus on the strengths of people to ensure they develop, maintain and recover their independence.**
- We will provide and/or commission high standard personalised care and support that enables people to have the best opportunities and quality of life.**



SHARED AIMS

The lives we
live

- To provide and commission strength based personalised care to meet the needs of individuals and their carers in the places they live
- To ensure equal access and support for those who need it
- To ensure the wellbeing of our workforce is good
- To safeguard to prevent harm and reduce the risk of abuse or neglect
- To develop integrated commissioning and brokerage to support good outcomes



SHARED AMBITIONS

The lives we
live

- ❑ Ensuring the wellbeing and independence of people
- ❑ People should be able to live a life free from harm, with no tolerance of abuse
- ❑ Communities are active and supportive
- ❑ To create the conditions to support and develop our workforce
- ❑ To actively engage people in co-production of adult social care services



SHARED OUTCOMES

- Living the life I want, keeping safe and well
- Having the information I need when I need it
- Keeping family friends and connections
- My support my own way
- Staying in control

The lives we
live

Changes to the Adult Social Care Outcomes Framework (ASCOF) for 2023 to 2024

Objectives

1. Quality of life: people's quality of life is maximised by the support and services which they access, given their needs and aspirations, while ensuring that public resources are allocated efficiently.
2. Independence: people are enabled by ASC to maintain their independence and, where appropriate, regain it.
3. Empowerment – information and advice: individuals, their families and unpaid carers are empowered by access to good quality information and advice to have choice and control over the care they access.
4. Safety: people have access to care and support that is safe and which is appropriate to their needs.
5. Social connections: people are enabled by ASC to maintain and, where appropriate, regain their connections to their own home, family, and community.
6. Continuity and quality of care: people receive quality care, underpinned by a sustainable and high-quality care market and an adequate supply of appropriately qualified and trained staff.

SHARED VALUES

The lives we live

Our values and behaviours will help us achieve our vision.



Customer-focused

- Think 'One Team' and act Council-wide
- Take ownership and do the right thing
- Keep customers up-to-date and informed
- Listen and respond to differing needs



Respectful

- Embrace and live the Council's values
- Listen to and value the contributions of others
- Share ideas and feedback at all levels
- Promote diversity and inclusivity



Efficient

- Challenge and innovate
- Be collaborative and share learning
- Be flexible, proactive and prioritise
- Seek learning opportunities



Supportive

- Build an open and sustainable culture
- Promote achievement and celebrate success
- Be caring and empathetic
- Develop yourself and others



Trustworthy

- Act with honesty and integrity
- Build effective relationships
- Do what you say you're going to do
- Be open and transparent

Our vision for North Northamptonshire:

'A place where everyone has the best opportunities and quality of life.'

- Kind and respectful
- Trusting
- Transparent, efficient and we demonstrate our behaviours
- Supporting

SHARED BEHAVIOURS

The lives we
live

- Respect and understand people as individuals
- Trust people know what's right for them. We listen and keep an open mind
- We know and follow the law, ethics and best practice, always open to improvement
- Be open about procedures, making them clear so people know what they can and cannot expect
- We connect and engage well and respond in a timely manner
- Honest about what we are going to do and say when we are going to do it , we do it.

THE WAY WE WORK
NOW - what we want
to change

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Hospital

Community

Adult Social Care

Transitions Inclusion Care Home Review Team Continuing Health Care

Community Learning Disabilities Hospital Reablement

Brokerage Financial Assessments Personal Budget Support Service Payments Client Funds

Pine Lodge Day Services EADS (Employment and Disability Service) Provider Safeguarding Approved Mental Health Professionals

Thackley Green Therapy LIVE (Learning Independent Volunteering & Employment) Deprivation of Liberty Safeguards

External Provider

Making Safeguarding Personal

THE WAY WE WORK NOW – what we want to change

- Two routes of access into ASC services
- Demand continues to increase and waits for reviews continues
- No formal triage filter for conversation 1
- Hand offs between services
- Not all services are trained to focus on a strength-based approach
- Limited population needs focused /place-based approach for providers, commissioning and contracting. Reliance on historic contractual approaches with limited market capacity in many areas.
- Carer and family support and recognition limited
- Limited Information, advice and sign posting at the main routes of access
- Multiple IT systems and duplication, repetitiveness and hand offs
- Making Safeguarding Personal (MSP) is not embedded in all services consistently
- Co-production is limited



OUR POTENTIAL FUTURE STRENGTH BASED WAY OF WORKING

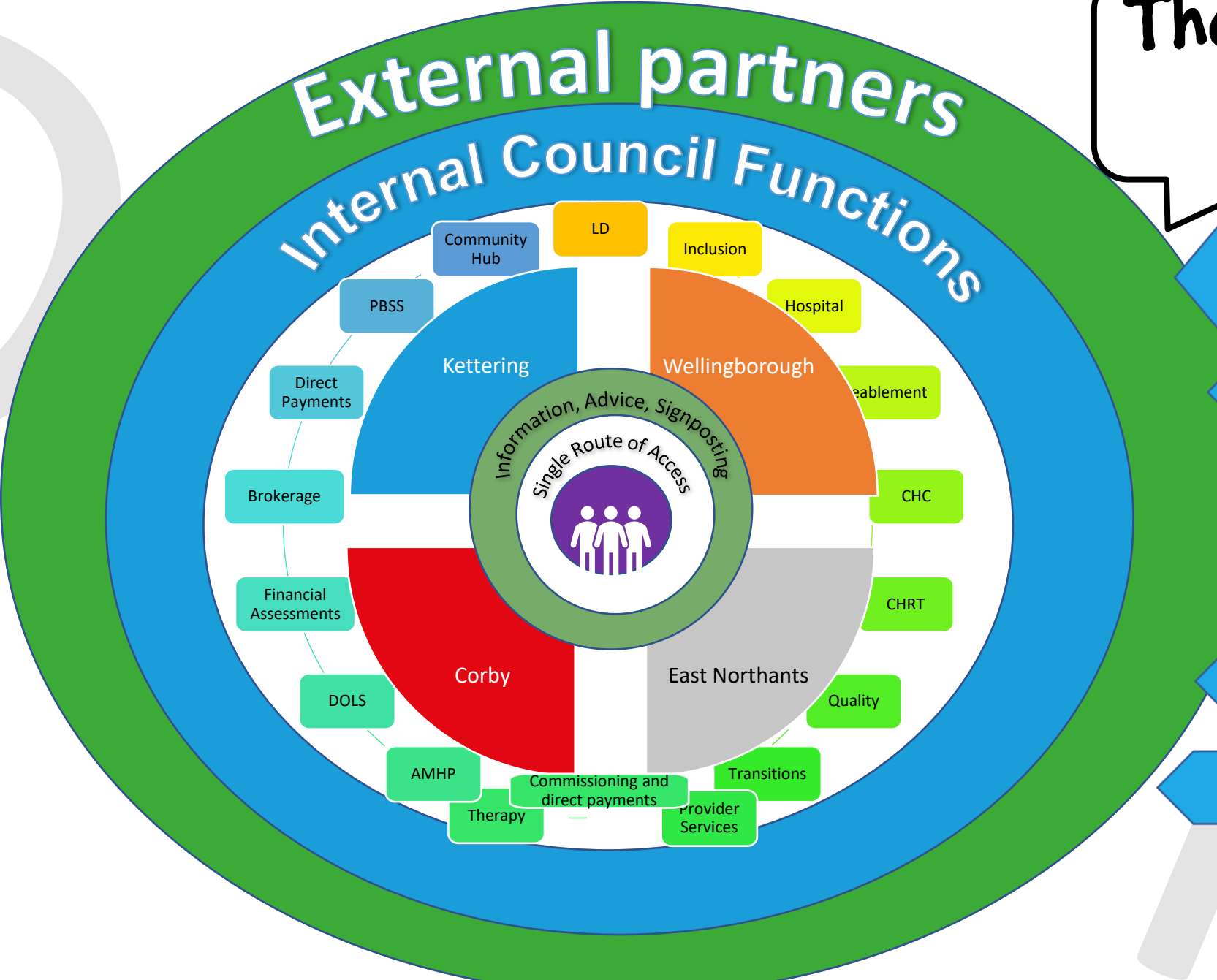
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*The lives we
live*



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Northamptonshire
Council

The lives we live



ASC Vision

ASC Aims

ASC Outcomes

ASC Values and behaviours

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Making safeguarding personal

3 conversations

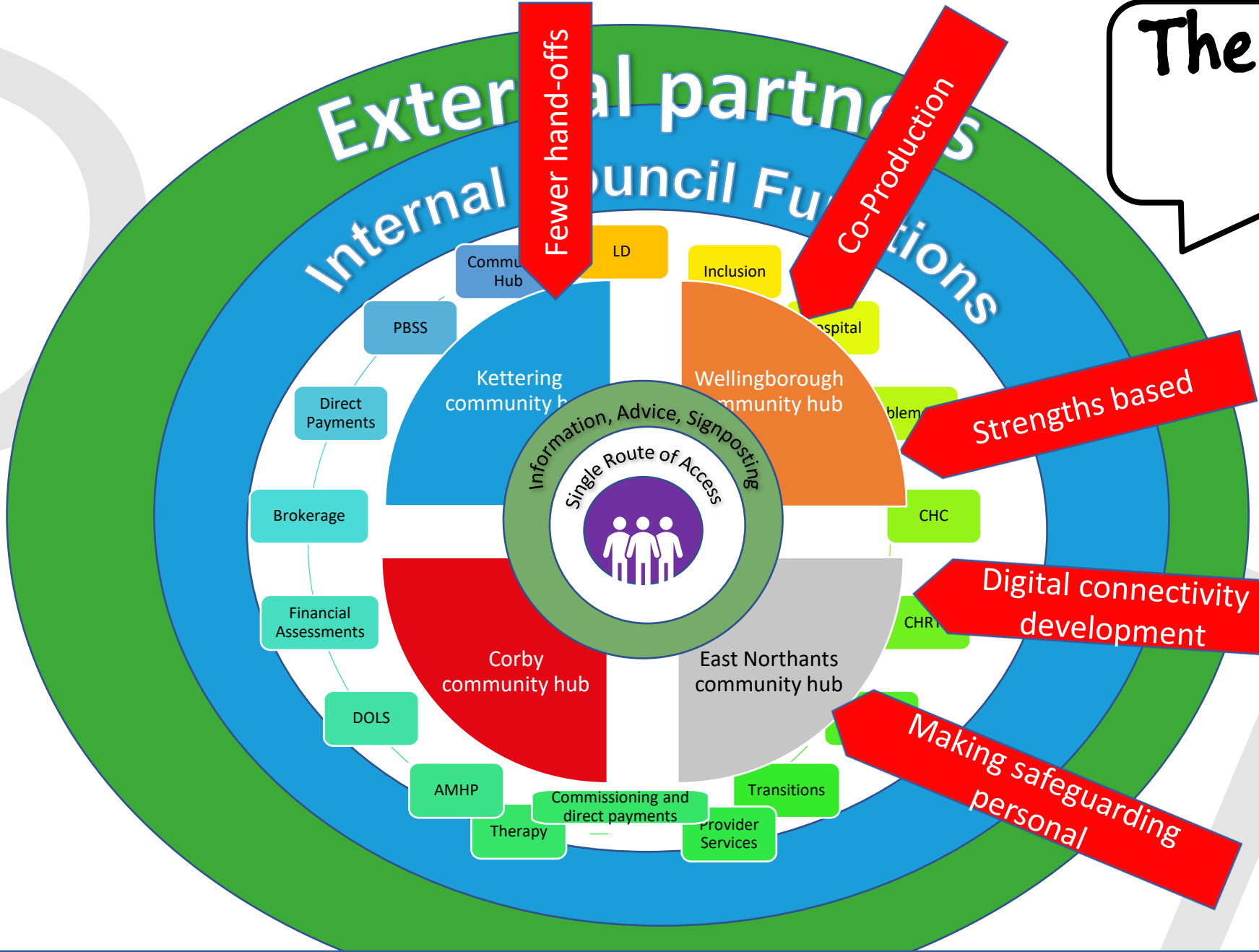
Strengths based

Co-Production

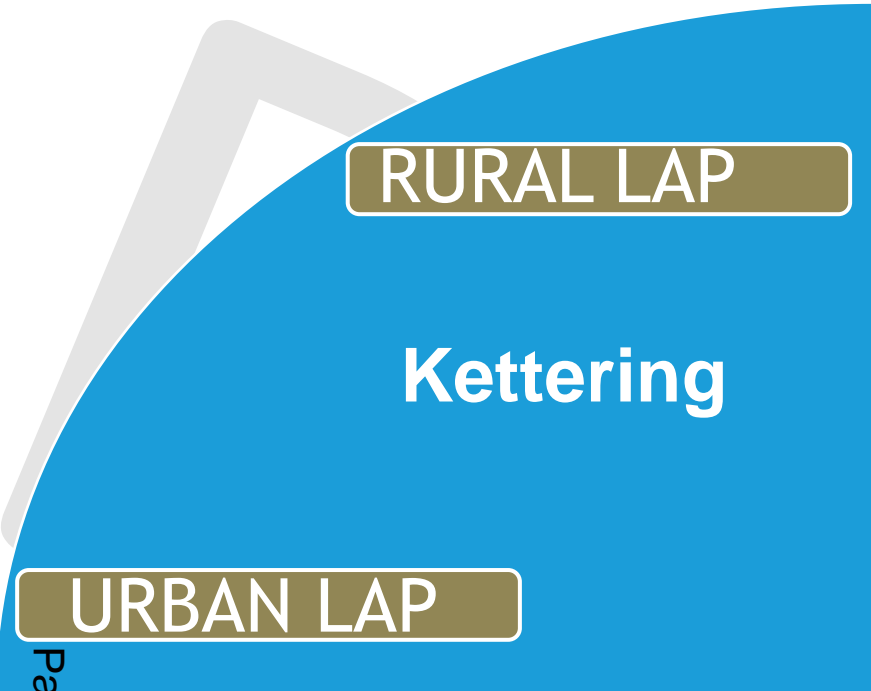
No hand-offs

Digital development

The lives we live

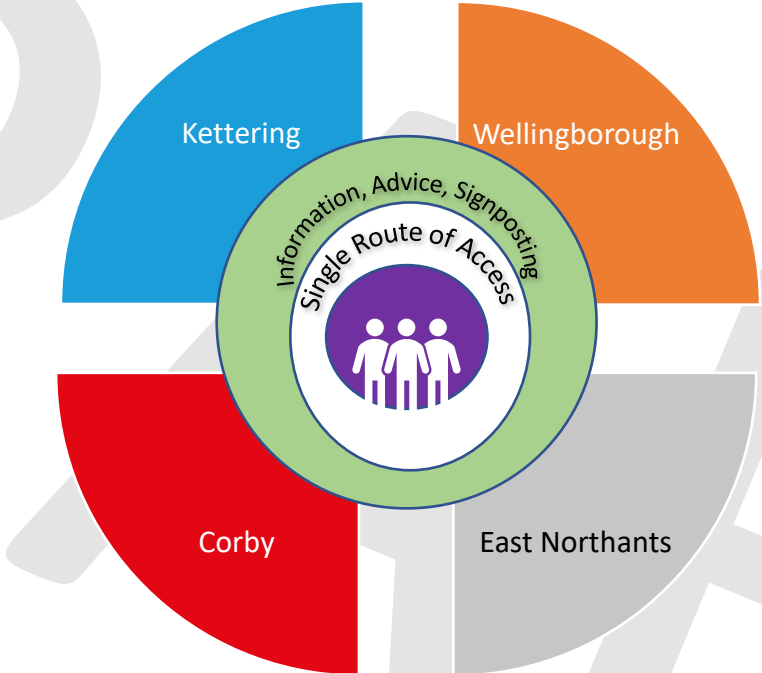


A NEW *sense* OF PLACE



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The lives
we live



- Corby Rural /Urban LAP (2020 est. pop. 73,053)
- Kettering Urban LAP (2020 est. pop. 77,086)
- Kettering Rural LAP (2020 est. pop. 25,125)
- Wellingborough Urban LAP (2020 est. pop. 55,452)
- Wellingborough Rural LAP (2020 est. pop. 24,629)
- East Northants South LAP (2020 est. pop. 67,327)
- East Northants North LAP (2020 est. pop. 27,776)



OUR POTENTIAL FUTURE STRENGTH BASED WAY OF WORKING

- Person centered strength-based safe care
- Single route of access into adult social care with the right allocation to community places / hubs
- Information, advice and signposting embedded – conversation 1
- Carers, friends and families involved most of the time when appropriate
- Strengths based three conversations embedded with entire ASC workforce
- Co-production embedded
- Safeguarding culture owned by all to provide a person-centered outcome based on making safeguarding personal
- Reduction of handoffs between services supported by the right technology
- Appropriate and timely housing and accommodation offers
- Needs based population commissioning, contracting underpinned by integrated brokerage and commissioning based at Place

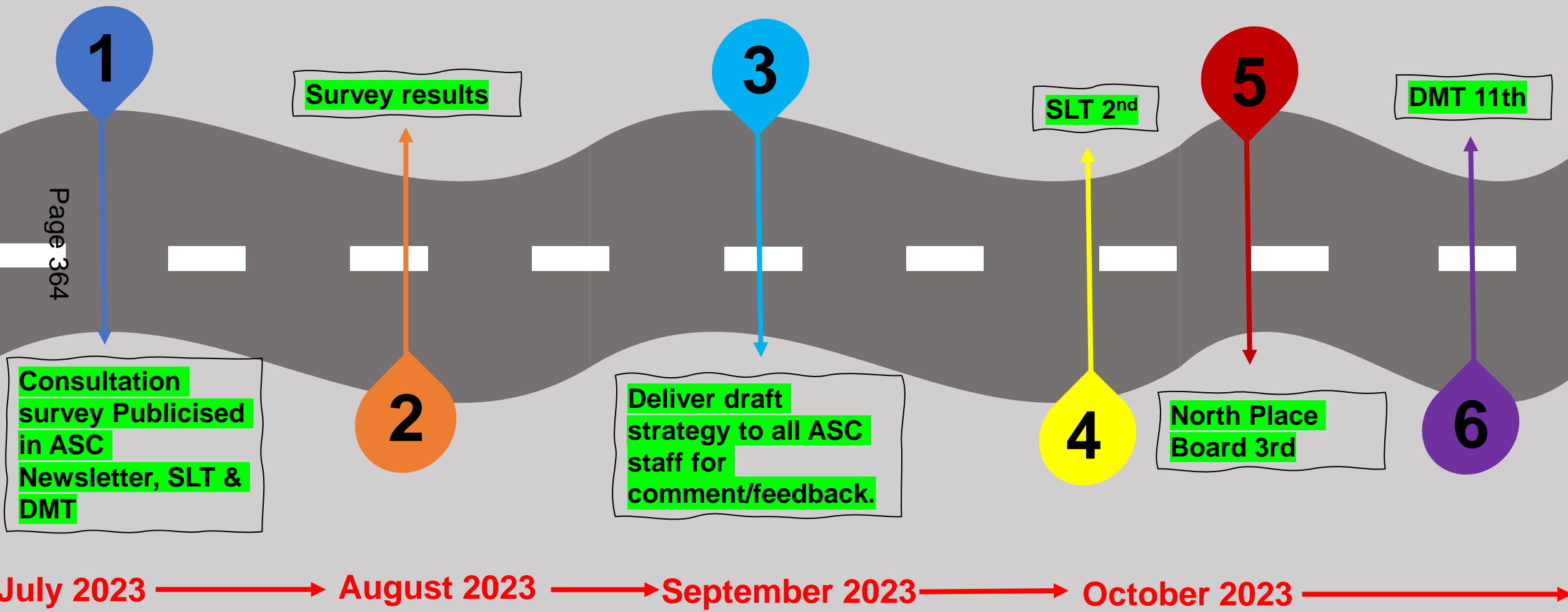
The lives we
live

OUR POTENTIAL FUTURE STRENGTH BASED WAY OF WORKING

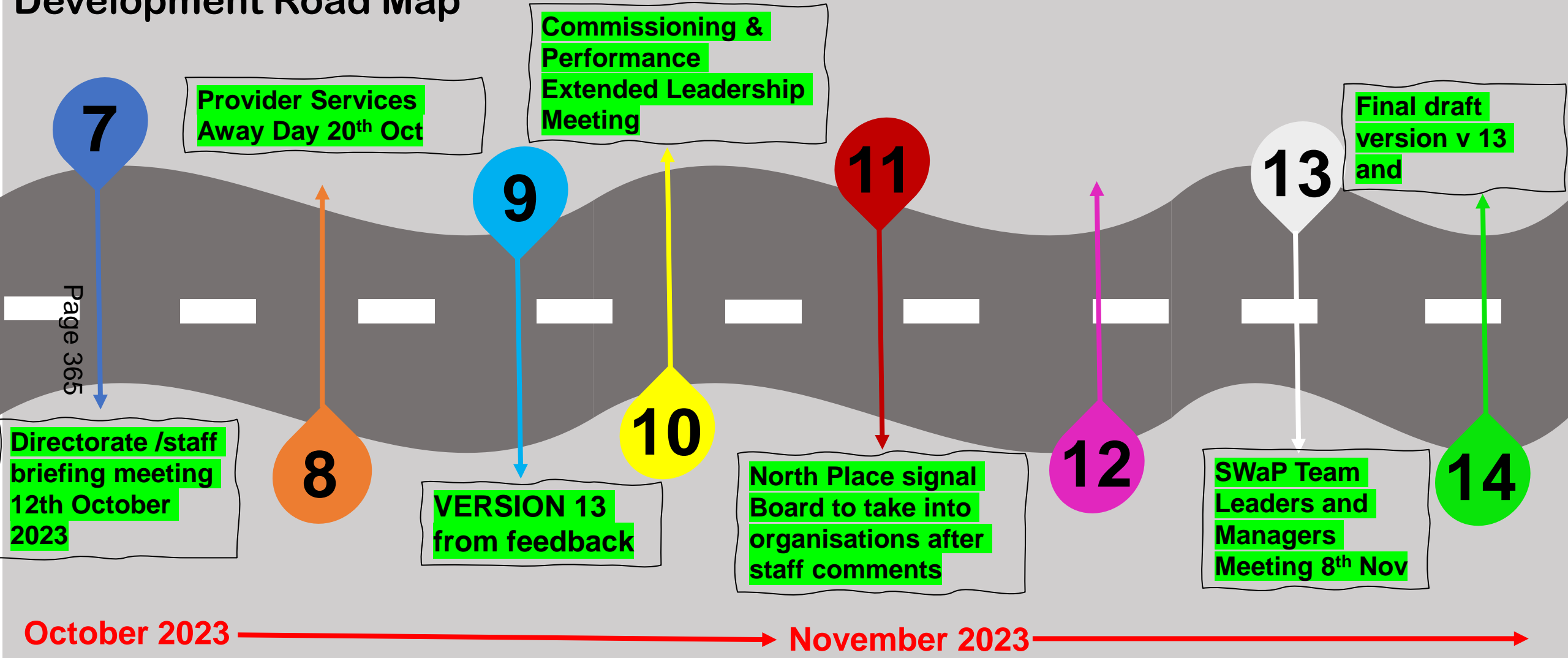
- Reducing demand and enabling timely reviews
- A strong market that meet the needs of the population
- Provide quality social care services through contracting , clear accountability, regulatory compliance with value for money and continuous improvement
- Appropriate skill and competency of all staff with clear career development opportunities available to all in support of staff wellbeing , recruitment and retention of people
- Connected digital technology



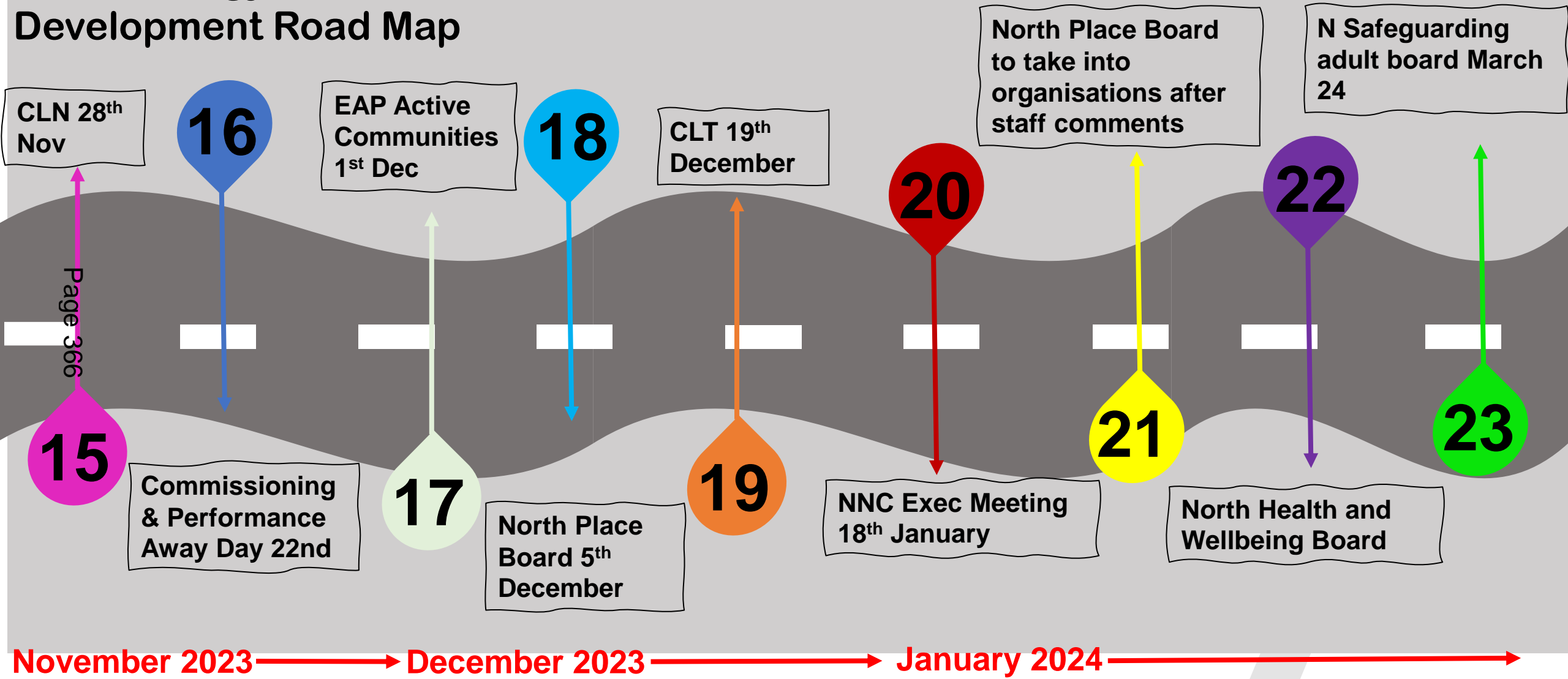
ASC Strategy Development Road Map



ASC Strategy Development Road Map



ASC Strategy Development Road Map



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November 2023 → December 2023 → January 2024 →

North Northamptonshire Adult Social Care Strategy 2024 - 2029

The lives we
live



Working Draft 13



Adult Social Care Strategy 2024 - 2029

- 1. Introduction**
- 2. National context**
- 3. Northamptonshire Local context**
- 4. North Northamptonshire context - A New Sense of Place**
- 5. North Northamptonshire council (NNC)**
- 6. Our Case for change**
- 7. Shared vision, aims and ambitions**
- 8. The way we work now**
- 9. The future way of working**

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The lives we
live

Introduction

- ❑ This is the **five-year strategy** for adult social care provision and commissioning covering 18-year-olds to adults, including progression transition from 14 years onwards
- ❑ It will support a **new vision for adult social care and commissioning based on a Strength Based approach**
- ❑ It is based on **collaborative engagement and co-production** with local partners, people working in social care, and people who draw on care and support, recognizing people have the knowledge and experience to improve the way we deliver care.
- ❑ **National through to local context**

North Northamptonshire Adult Social Care Strategy 2024 - 2029

**The lives we
live**

VISION

AIMS

AMBITIONS

**Values –
Behaviours**

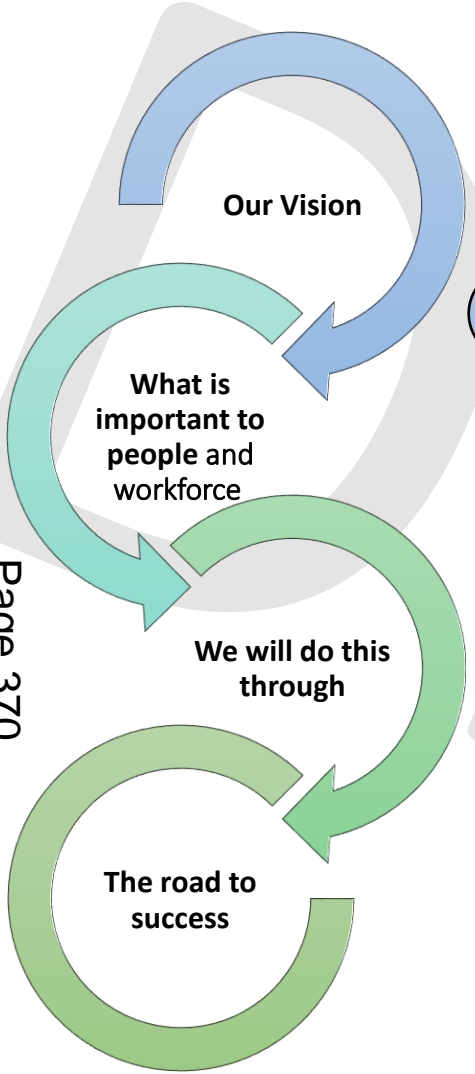
**STRENGTHS BASED PERSON CENTERED
CONVERSATION ONE, TWO AND THREE**

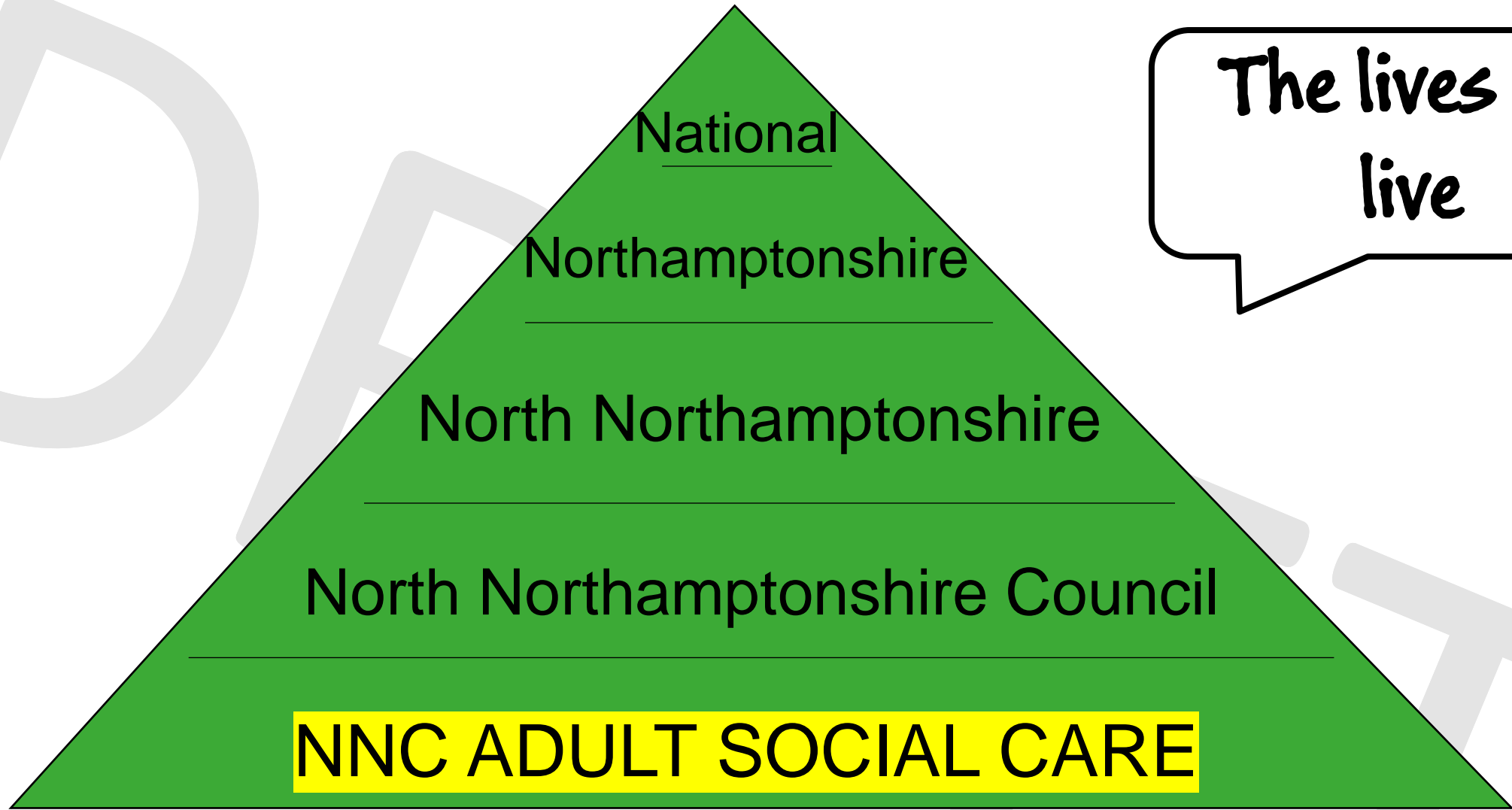
Knowing how well we have done

OUTCOMES

Working with other strategies and plans

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The lives we live



National Context

National



The Care Act 2014

Came into effect in 2015 and represents the most significant reform of care and support in more than 60 years, putting people and their carers in control of their care and support

An Act to make provision to reform the law relating to care and support for adults and the law relating to support for carers; to make provision about safeguarding adults from abuse or neglect; to make provision about care standards; to establish and make provision about Health Education England; to establish and make provision about the Health Research Authority; to make provision about integrating care and support with health services; and for connected purposes.

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The Care Act 2014 Cont.

- ❑ Health and Care Act developing integrated care systems
- ❑ People at Heart of Care White paper

1. People have choice, control and support to live independent lives.

2. People can access outstanding quality and tailored care and support.

3. People find adult social care fair and accessible.



NORTHAMPTONSHIRE LOCAL CONTEXT

Page 375



Northamptonshire



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Integrated Care Northamptonshire Strategy

live your best life

Shared vision

We want to work better together in Northamptonshire to create a place where people and their loved ones are active, confident and take personal responsibility to enjoy good health and wellbeing, reaching out to quality integrated support and services if and when they need help.

Shared aims

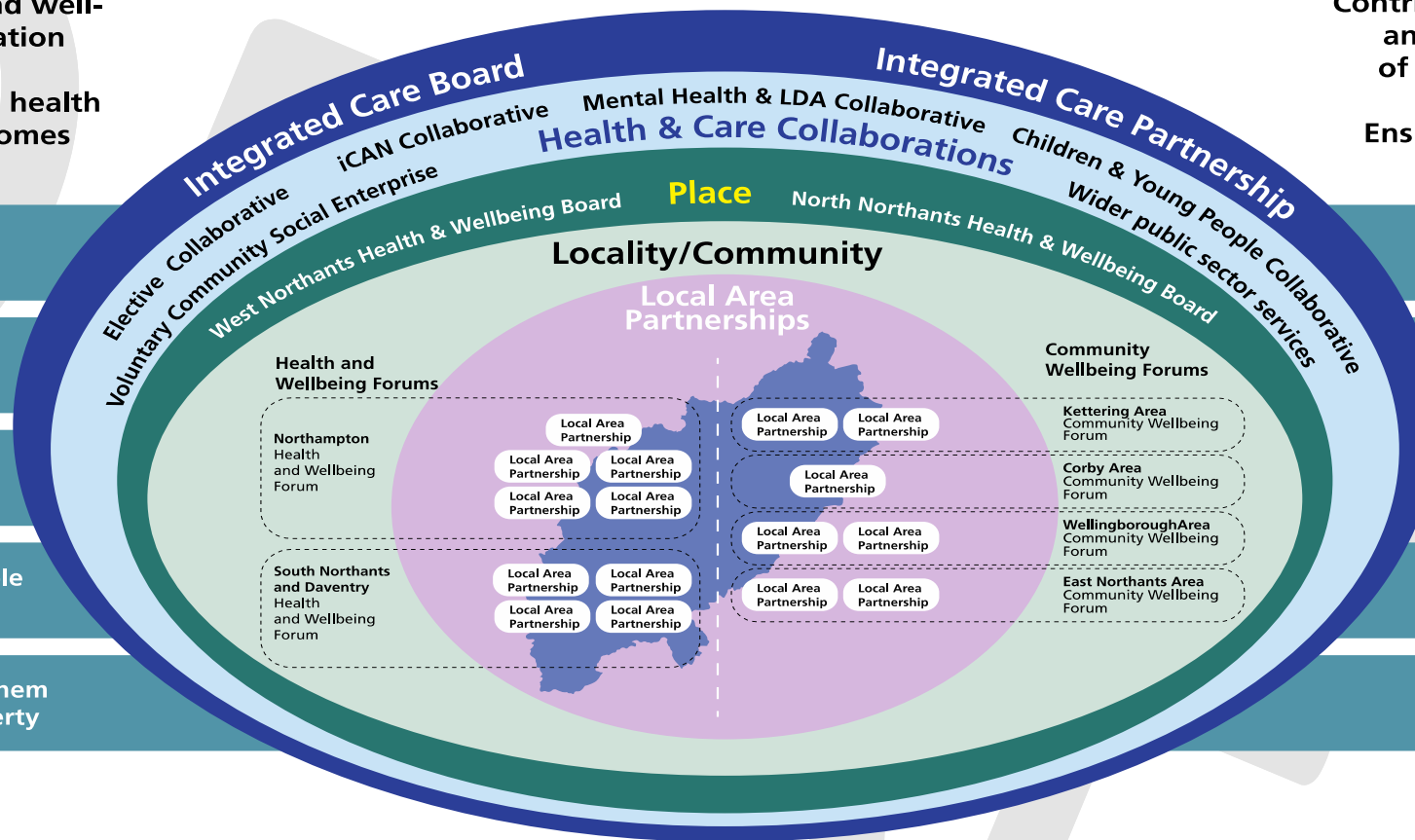
- Improve the health and wellbeing of the population
- Reduce inequalities in health and wellbeing outcomes
- Ensure value for money
- Contribute to the economic and social wellbeing of Northamptonshire.



Northamptonshire Integrated Care System

Improve the health and well-being of the population
 Reduce inequalities in health and wellbeing outcomes

Contribute to the economic and social wellbeing of Northamptonshire
 Ensure value for money



Access to health & social care when needed

Good housing in places which are clean and green

Opportunity to be fit & well

To feel safe in their homes & when out and about

Best start in life

Connected to their families

Access to the best available education & learning

To be accepted & valued simply for who they are

Employment that keeps them & their family out of poverty

Access to health & social care when needed



NORTH NORTHAMPTONSHIRE CONTEXT

59,500 people

Growth in size of 13.5% since 2011

69% live in urban areas, 31% in rural areas



North Health and Wellbeing Strategy

Provide a context, vision, and overall focus for improving the health and wellbeing of local people and reduce inequalities.

Identify an agreed shortlist of shared priorities and outcomes for improving local wellbeing and health inequalities.

Support effective partnership working that delivers improved health outcomes.

Provide a framework to support innovative approaches which facilitate necessary change, given the shifting needs of local communities in the wake of the pandemic & current economic climate

A NEW *genze* OF PLACE

North Northamptonshire Place Development

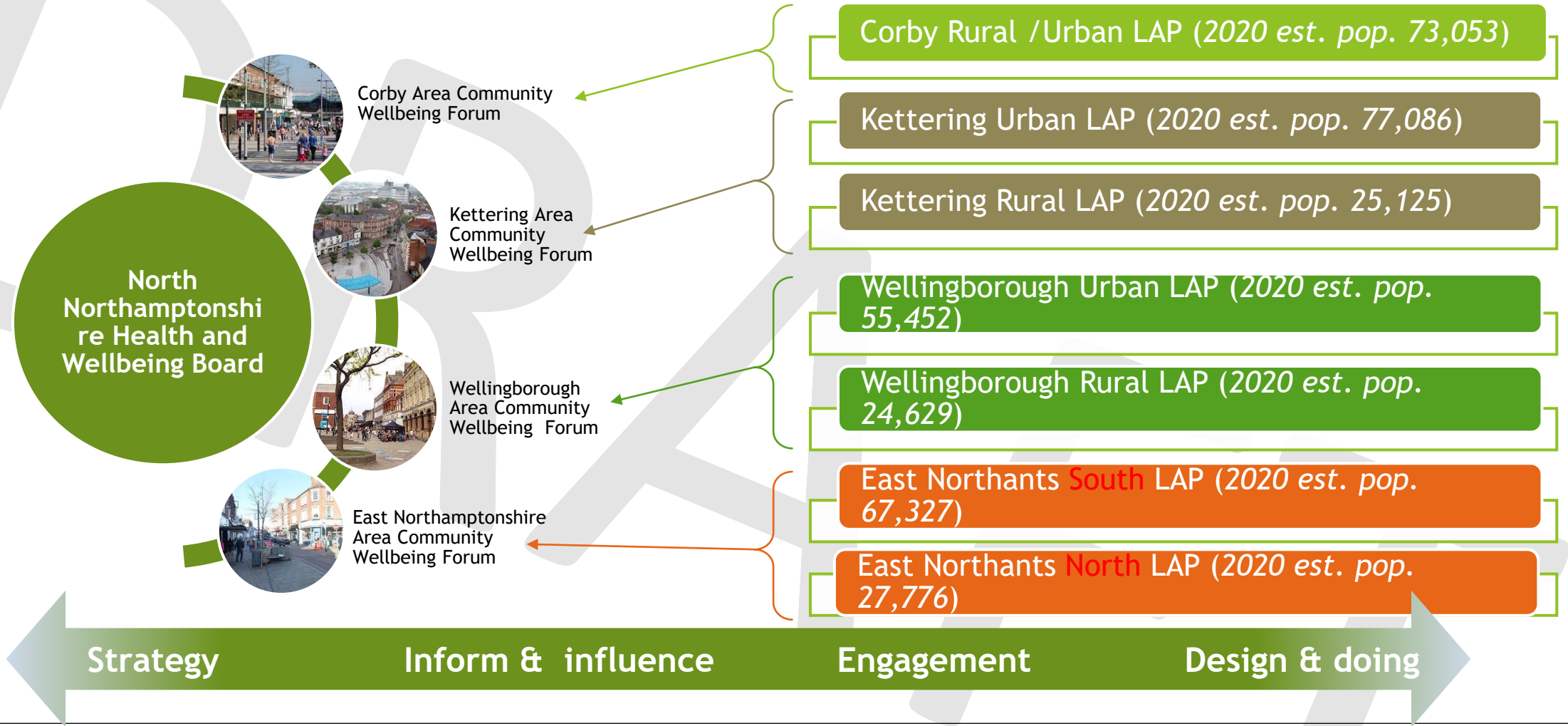
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Area Community Wellbeing Forums Local Area Partnerships

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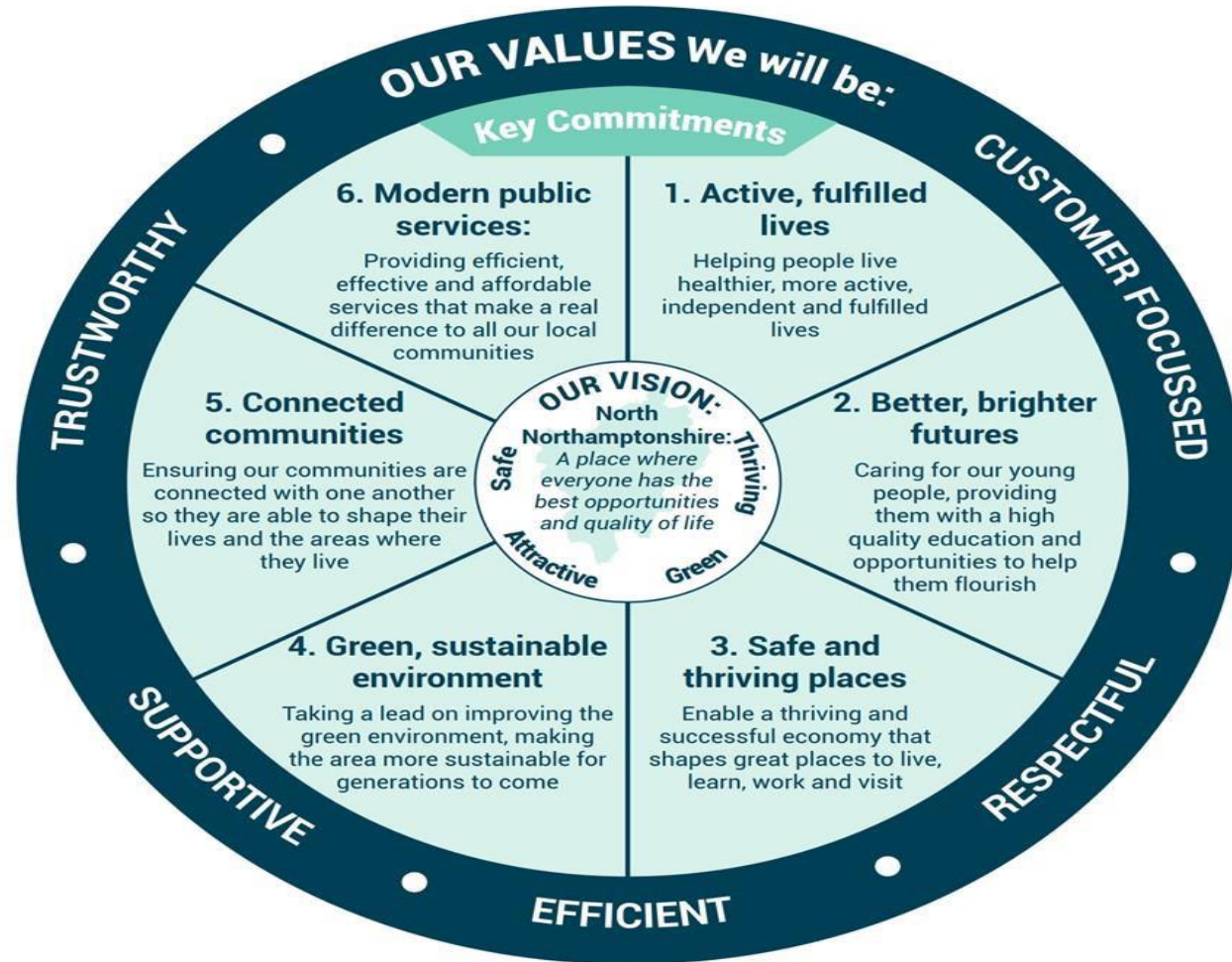


North Northamptonshire Council NNC

North Northamptonshire Cou
NNC



North Northamptonshire Council



NNC ADULT SOCIAL CARE CASE FOR CHANGE

WORKING WITH PEOPLE

PROVIDING SUPPORT

ENSURING SAFETY

LEADING THE CHANGE

NNC Adult Social Care



Operational challenges

Inconsistent strength-based person-centred service approach

Rising demand continues

Duplication between ASC services and inappropriate referrals /handoffs

Increasing waiting lists
Safe sustainable oversight management of the waiting well

Page 385

Market supply and quality gaps and some provider competition

Multiple segregated visits by different teams with non NNC providers

Variable front end public access to information, advice and sharing

Fit for purpose buildings and facilities and timely available housing



Process challenges

Limited place based / outcomes based contracts and commissioning

Page 386

Sustainable financial model of care

No single payroll platform/system has multiple transactions and handoffs

Limited funding policy frameworks

Inconsistency of data availability

Limited development of digital and AT solution

Limited integrated commissioning NNC, health, VCSE, police, PH

Limited macro and micro commissioning that is population needs based



People and workforce challenges

Varying cultural appetite for change and continuous improvement

Inequitable people and carer recognition and outcomes

Workforce resilience variable and teams disconnected

Public knowledge and expectation of ASC outdated and confusing

Further devolved responsibilities to ASC managers and professionals in communities

Co-production and safeguarding is not embedded

Continuous improvement in wellbeing and staff morale

Recruitment and retention of skilled workforce



Data Intelligence

Adult Population size
Approx 360,000 (18 plus)

ASC Budget 121 million £

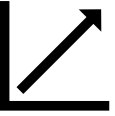
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ASC Performance
Andrew Lindsey scorecard



ASC Provider market
105 care homes, 88 care homes good or outstanding,
132 locations dom. care, 55 supported living , 5 extra care housing

ASC Demand
Andrew Lindsey scorecard



ASC Workforce
709 headcount – 619 WTE

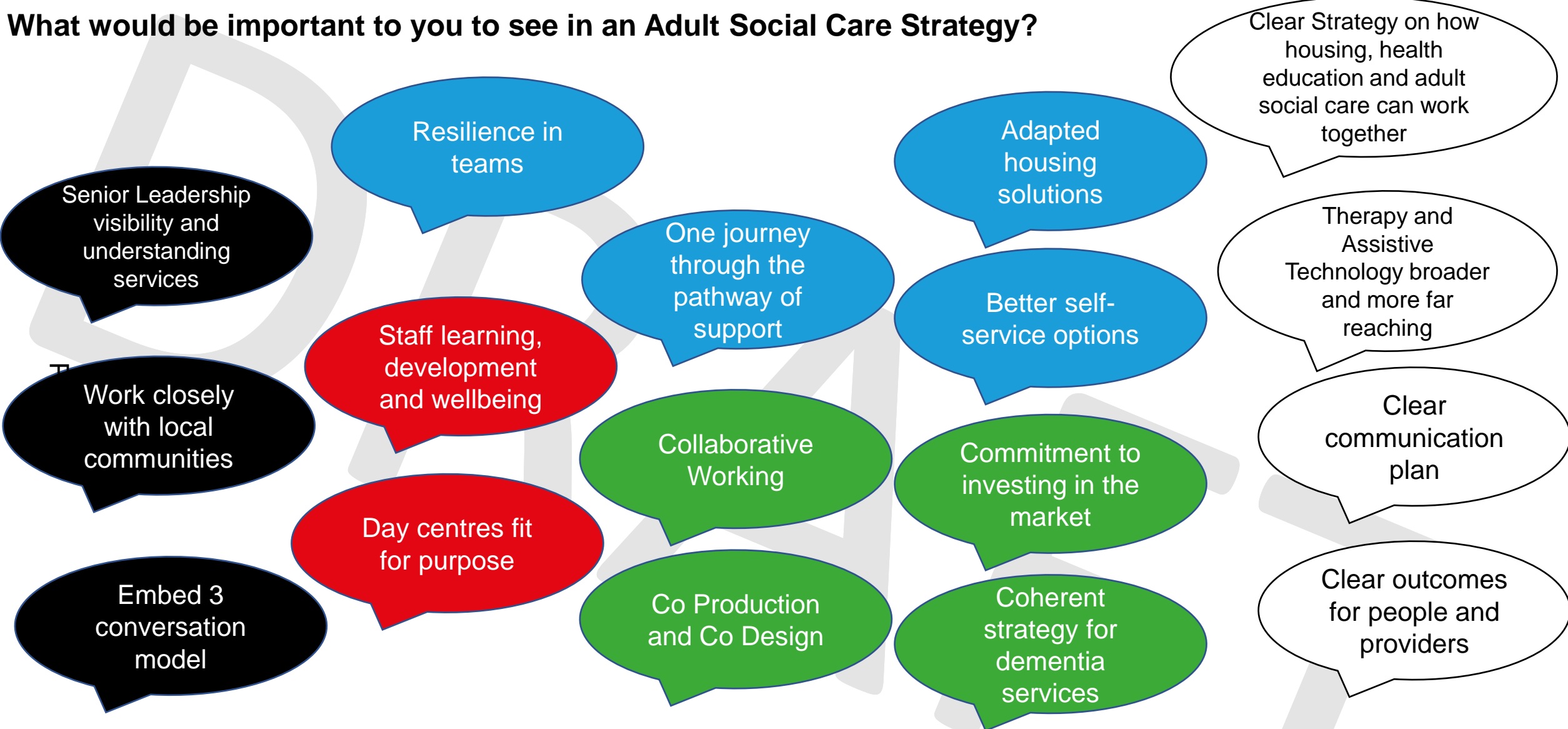
ASC Safeguarding





THE VOICES OF OUR WORKFORCE

What would be important to you to see in an Adult Social Care Strategy?



What does strengths-based practice/working mean to you personally and as a team?

Theme 1
Team focus – drawing upon strengths and skills within teams to deliver the best outcomes for people. Having the right resources to do this

Theme 2
People focus – working more closely at a local level in a co-productive way with individuals. Building on people’s strengths and assets to reduce the need for social care intervention

Theme 3
Community focus – ensuring collaborative working with the voluntary and community sector and building those relationships to draw upon support for our people

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Do you believe that we have a vision for a strengths-based way of working? If yes why? If no why?

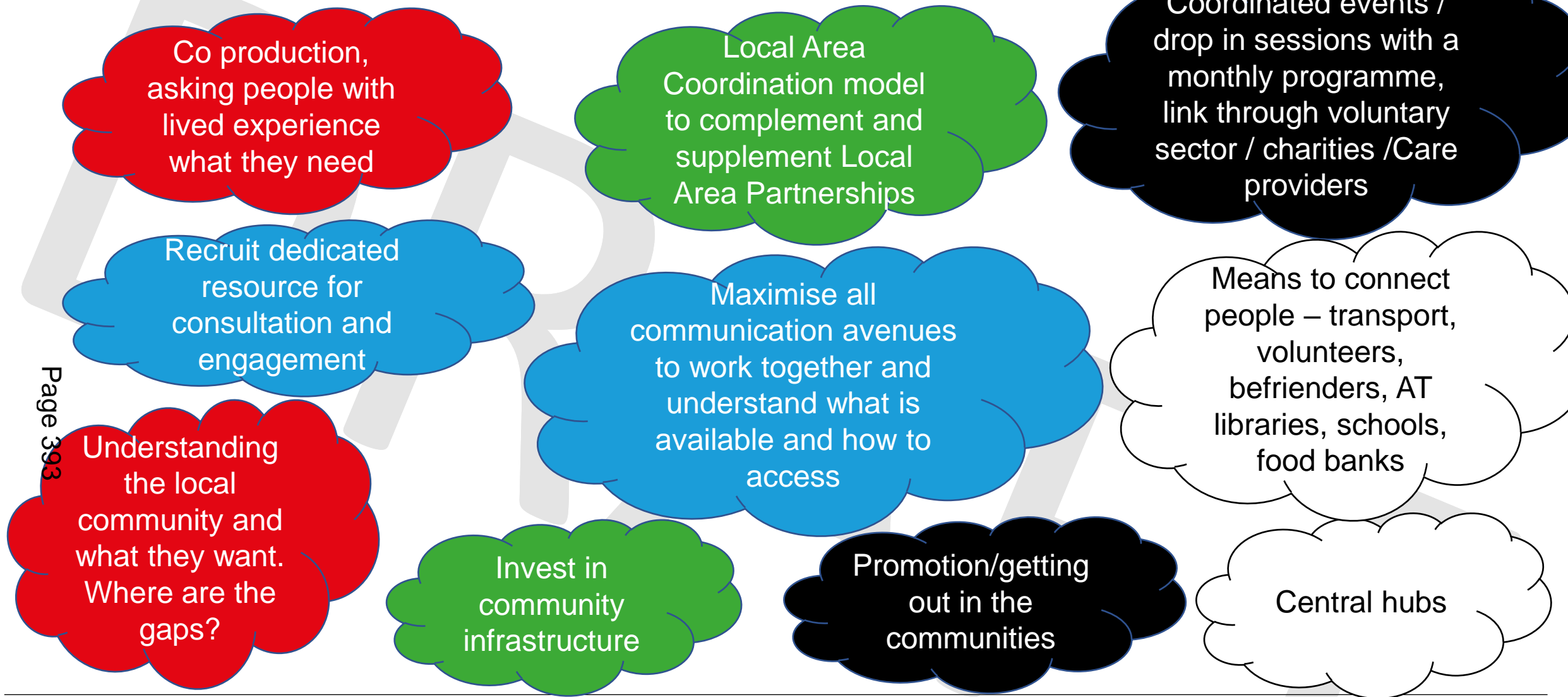
Yes - 26 responses

- Reablement have always worked in this way
- It is enforced and practiced in Adult Social Care
- 3 conversations, community based working, community hubs and LAPs are evidence of this and promote strengths based working
- Vision needs to be strengthened across NNC and Health
- Service plans and priorities are geared to improving services in that way
- Some people have the vision. Needs

No - 23 responses

- No coherent cross-partner narrative of strengths-based ways of working that is comprehensible to our wider communities
- Not for people living with dementia, services dismantled
- We are not inclusive, no easy read info etc
- Culture of providing services, no joined up working, poor links in communities, IOM's not effective, layers of process takes away from identifying strengths, short staffed, caseloads, complex work
- Cannot be effective without skill mixes in teams

How do we connect people to their communities?



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How do we use our resources and influence to move this forward?

Processes

- Monitoring providers and measuring outcomes
- Develop a clear pathway
- Clear governance structure
- Simplify the system to improve processes
- Provide equipment and work together as a whole council to better use resources
- Adapt resources to support individuals needs, make documents more accessible
- Utilise and pool resources better. Avoid duplication

Community

- Work closely with local communities, build trust and relationships
- Influence providers to adapt services to meet identified support needs
- Fund community connector roles
- Design new services where there are gaps in community resources
- More integrated teams with community focus

Communication and Engagement

- Engagement, collaboration and co-production
- Improved communication and engagement with all stakeholders
- Promote services in weekly bulletins, local advertising and hold events at day centres

Finance

- More funding and training for all staff
- Devolvement of budgets focussed on Place-based issues. An additional emphasis on Social Value in the contract evaluation and award stages for Social Care services.



Any other comments?

General staff to complete phone assessments

Allow staff to innovate

Too much communication from different sources. It's positive but overwhelming

Making it work and the commitment of the council as a whole to ensure this happens

ASC strategy should not be depicted by financial pressures facing NNC

Some of the services that are commissioned for care delivery need to be dementia specific as the skills required and the time to provide support is significantly different

Be aware of any applications of strength-based working to help see if we are delivering on it. Also seeing a clear statement on why we should, why is it important. How does it help us deliver a comprehensive service addressing all issues.

Don't lose focus on ensuring that current services are robust and delivered with quality



Working together with the people we support and the providers that support them, all working towards the outcomes of the individual.

It means working effectively together with other professionals, agencies and people in order to achieve better outcome for people I'm working with and improve quality of services that we are delivering.

Involving those with lived experience in developing policies, practice and improvements to the services we offer.

What does co-production mean to you?

Not just consultation but having people with lived experience (experts by experience) involved in the development, running and reviewing of services.

Working together for the benefit of all

Including the 'service users' in the production of a service and legislation. Should be underpinning to everything we do.



In Adult Social Care / and or health, it's a way of working, that includes people that use the service, to enable equal partnership in developing and designing and reviewing the service. It's beyond being consulted, informed, educated or opportunity to give feedback.'

Co-production is about listening to and valuing the views of people with lived experience equally to those with learned experience. Developing equal partnerships with people with lived experience and working jointly to find solutions. When individuals can influence and shape how support and services are received and also designed.

Involving people in their care journey and ensuring their voice is heard and documented, or to be involved in the development of services'

What is your understanding of co-production?

It's where you and other services, agencies, customers and families work together to achieve a better service or outcome, listening and taking on board each areas ideas.

Co-production is where, within a business, a group of people from various services come together to influence the way services are designed commissioned and delivered. It would mean engaging with communities, providers and partnerships at the earliest stages of service design, development, and evaluation.

THE VOICES OF OUR PEOPLE

Compliments

Complaints



Compliments

Not only did K give her expert advice on what aids & equipment that would help me live independently & safer she also encouraged me to be more confident & embrace my disability. When she left I not only knew I was going to get some equipment to support me I also felt very uplifted & more confident about my disability

01635 399

Daughter sends a thank you due to the securing of her Mums placement and the constant up dates from myself through the process of agreeing funding. She is delighted her Mum did not have to go through the trauma of moving when she has lived at Clanfield since 2017.

Both you and C have shown such understanding; it really has felt very reassuring. You have both listened carefully and had HH's best interests at the centre of everything. I hope you will work with us again at some point in the future.'

Mr SF the father of one of people MM's has been supporting wanted it to be noted that he is extremely happy with the support from M and the provider; noting that they have been professional and always working in his son's best interest. He has found the review process so much more fluid with M involved and praised her professionalism and the ongoing support she is giving to the whole family.



Complaints

Surely, we should have been advised about costings beforehand so that we could budget accordingly.

We have not received any communication either verbally from a Social worker or via a letter from your department stating what the Community Care Package includes.

Someone made a mistake in not informing me about anything.

At no point whatsoever were we advised that we would have to contribute towards the 'fully funded' costs.



Shared Vision
Shared Aims
Shared Ambition
Shared Values
Shared Behaviours

The lives we
live

NNC Adult Social Care



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Northamptonshire
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Practice Framework

- ❑ A commitment:
 - ❑ How we will work with the people of North Northants
 - ❑ How we will check that we're doing a good job
 - ❑ How we will be supported to do our jobs
- Page 402
- ❑ Originally designed by the PSW in Doncaster; developed by the East Midlands PSWs and adopted by all the Councils in the region
 - ❑ Reviewed by colleagues across social care teams and OT in NNC and amended so that our vision and behaviours run through it
 - ❑ Launched by the Principal Social Worker for Adults and Service Manager for Therapy at 8 events in June 2023, the plan is to review this with colleagues and with people who access our services, in line with the development of the ASC Strategy



Adult Social Care Practice Framework

Why?	We want every person in North Northamptonshire to have the best opportunities and quality of life					
What?	Wellbeing and independence	Information and advice	Active and supportive communities	Flexible and Integrated care and support	When things need to change	Workforce
	Living the life I want, keeping safe and well	Having the information I need, when I need it	Keeping family, friends and connections	My support my own way	Staying in control	The people who support me
Who?	Everybody		People with urgent needs for support		People with longer term needs for support	
	We listen to people to understand what matters to them. We make connections and build relationships to improve people's wellbeing and independence		We don't make long term plans in a crisis. We work with people until we are sure there is no immediate risk to their safety, health or wellbeing and they have regained stability and control in their life.		If people need longer term care and support, we work with them to understand what a good life looks like for them. We make sure they have resources and support to live the life they choose and do the things that matter to them as independently as possible	
How?	We're kind and respectful	We're trusting	We're transparent, efficient and we demonstrate our behaviours		We're supporting	We're trustworthy
	We respect and understand people as individuals. We don't make snap decisions	We trust people know what's right for them. We listen and we keep an open mind	We know and follow the law, ethics and best practice. We are always open to improvement	We are open about our procedures, making them clear so people know what they can and cannot expect	We connect and engage well with people. We respond in a timely manner	We are honest about what we are going to do. When we say we are going to do something, we do it.
We know the language we use matters, we use plain, respectful and kind language						
So?	Better experiences and better lives for people		Improved morale and satisfaction for our workforce		More sustainable use of resources	

SHARED VISION

The lives we
live

People will be enabled to lead the lives they wish to live, having the best opportunities to achieve the outcomes that are important to them.

As one resilient workforce

- We will work ambitiously in partnership with people and have a relentless focus on the strengths of people to ensure they develop, maintain and recover their independence.**
- We will provide and/or commission high standard personalised care and support that enables people to have the best opportunities and quality of life.**



SHARED AIMS

The lives we
live

- To provide and commission strength based personalised care to meet the needs of individuals and their carers in the places they live
- To ensure equal access and support for those who need it
- To ensure the wellbeing of our workforce is good
- To safeguard to prevent harm and reduce the risk of abuse or neglect
- To develop integrated commissioning and brokerage to support good outcomes



SHARED AMBITIONS

The lives we
live

- Ensuring the wellbeing and independence of people
- People should be able to live a life free from harm with no tolerance of abuse
- Communities are active and supportive
- To create the conditions to support and develop our workforce
- To actively engage people in co-production of adult social care services



SHARED OUTCOMES

- Living the life I want, keeping safe and well
- Having the information I need when I need it
- Keeping family friends and connections
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The lives we
live



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The lives we live

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- Keep customers up-to-date and informed
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Respectful

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- Listen to and value the contributions of others
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- Promote diversity and inclusivity



Efficient

- Challenge and innovate
- Be collaborative and share learning
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Supportive

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- Promote achievement and celebrate success
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- Develop yourself and others



Trustworthy

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SHARED BEHAVIOURS

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THE WAY WE WORK
NOW - what we want
to change

Page 411



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Hospital

Community

Adult Social Care

Transitions Inclusion Care Home Review Team Continuing Health Care

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- Limited Information, advice and sign posting at the main routes of access
- Multiple IT systems and duplication, repetitiveness and hand offs
- Making Safeguarding Personal (MSP) is not embedded
- Co-production is limited



OUR POTENTIAL FUTURE STRENGTH BASED WAY OF WORKING

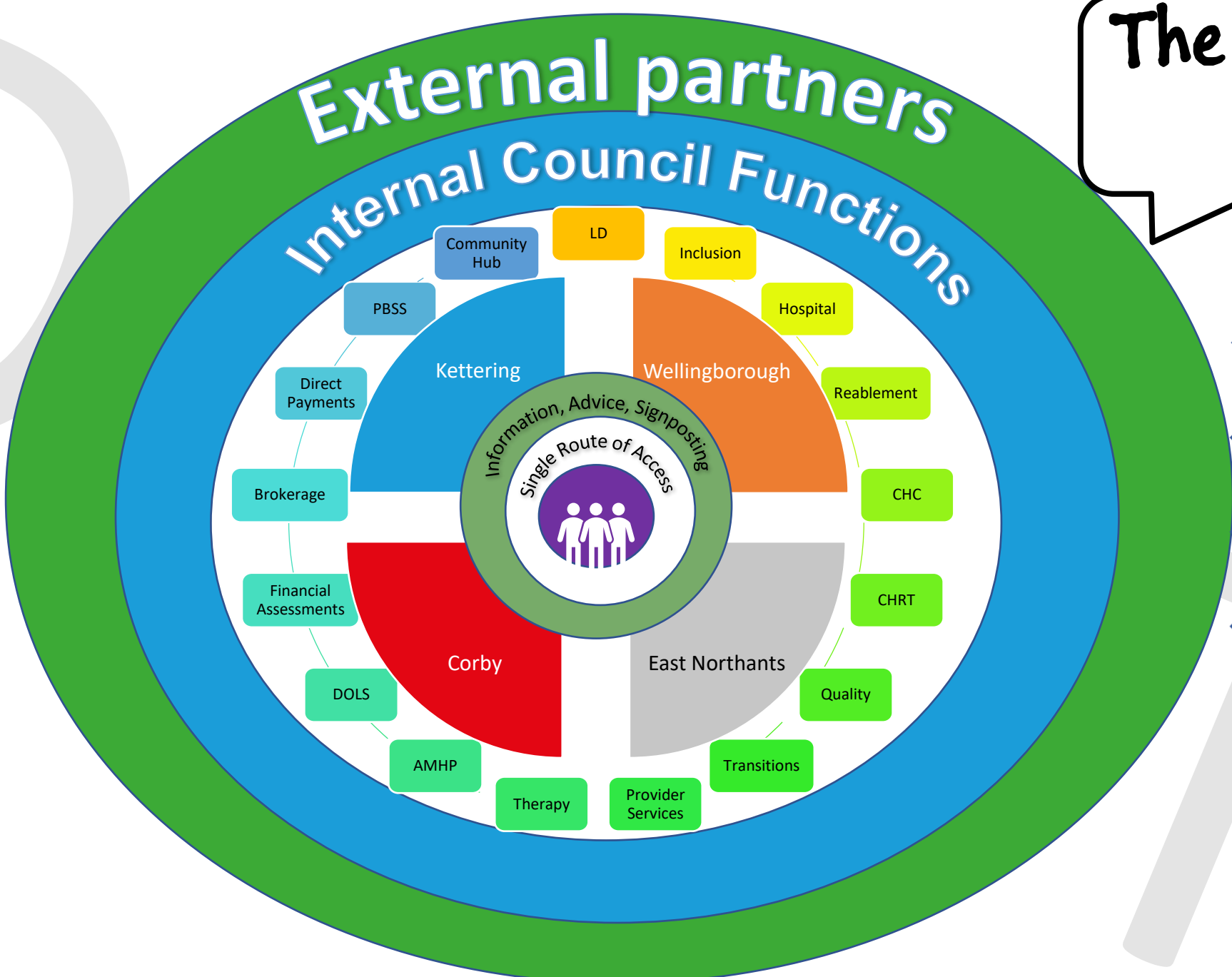
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The lives we live



North
Northamptonshire
Council

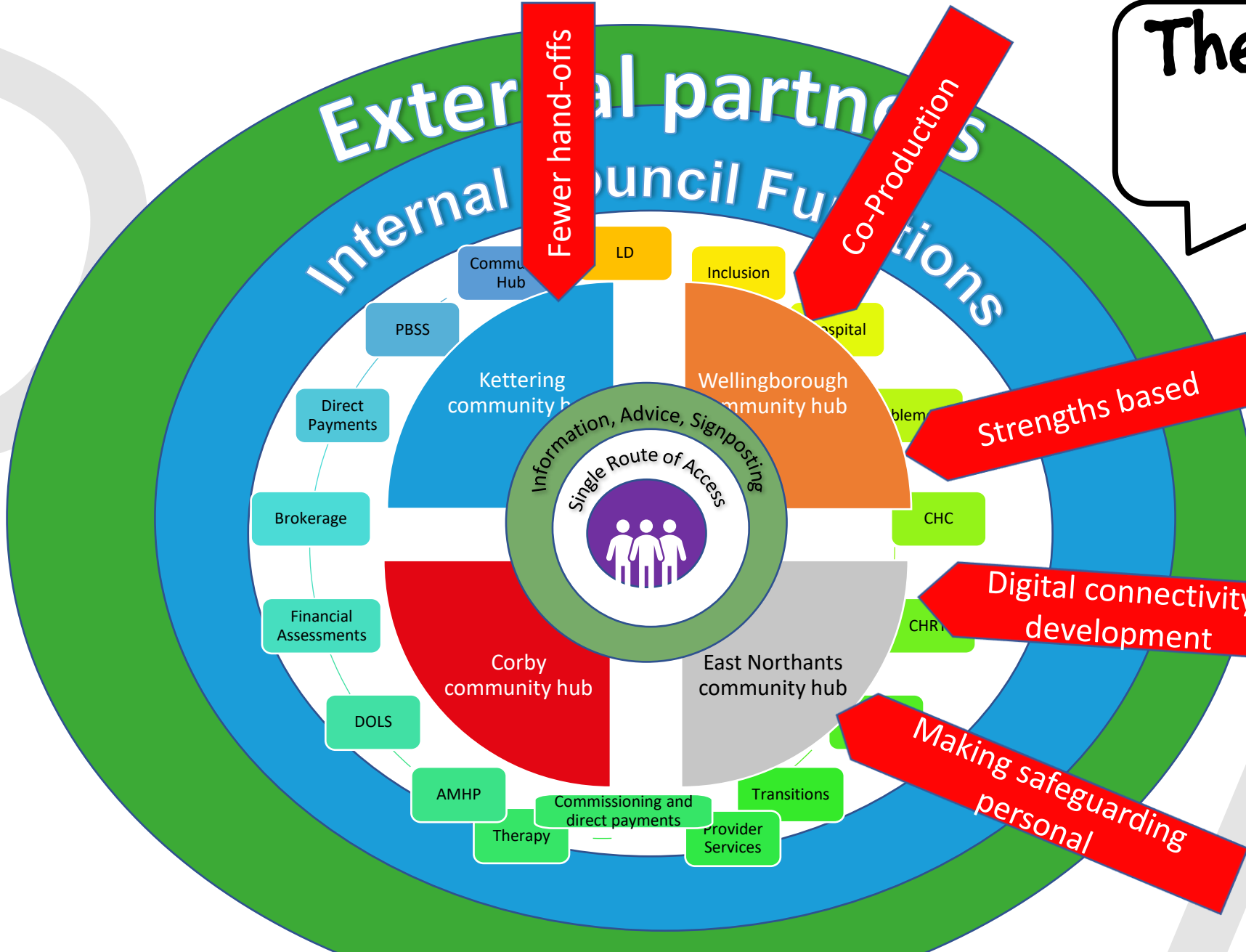
The lives we live



- ASC Vision
- ASC Aims
- ASC Outcomes
- ASC Values and behaviours

- 3 conversations
- Strengths based
- Co-Production
- No hand-offs

The lives we live



External partnerships
Internal Council Functions

Fewer hand-offs

Co-Production

Strengths based

Digital connectivity development

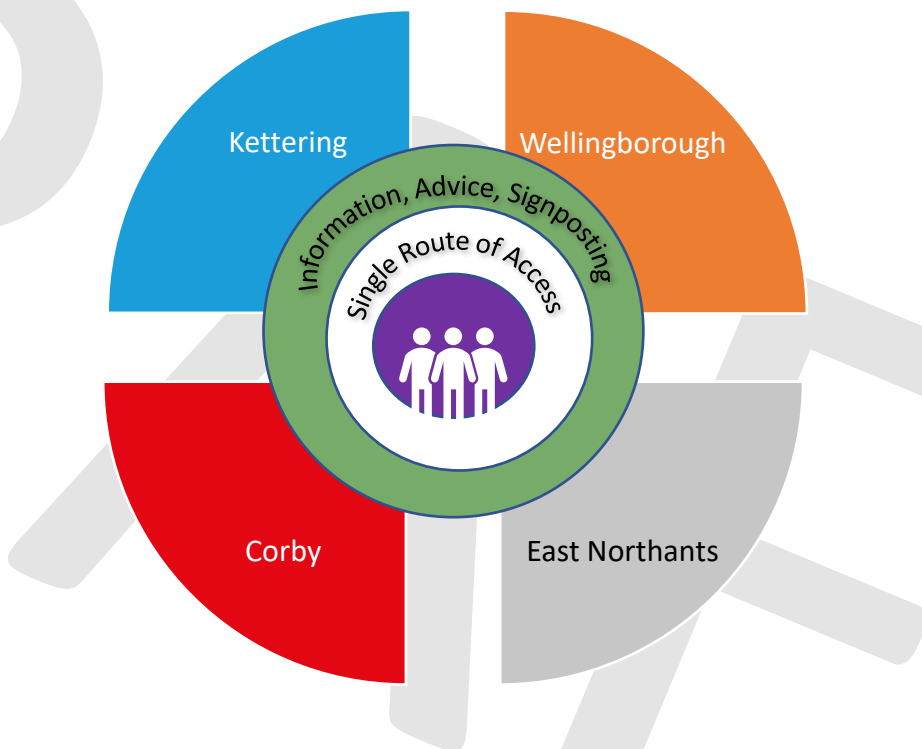
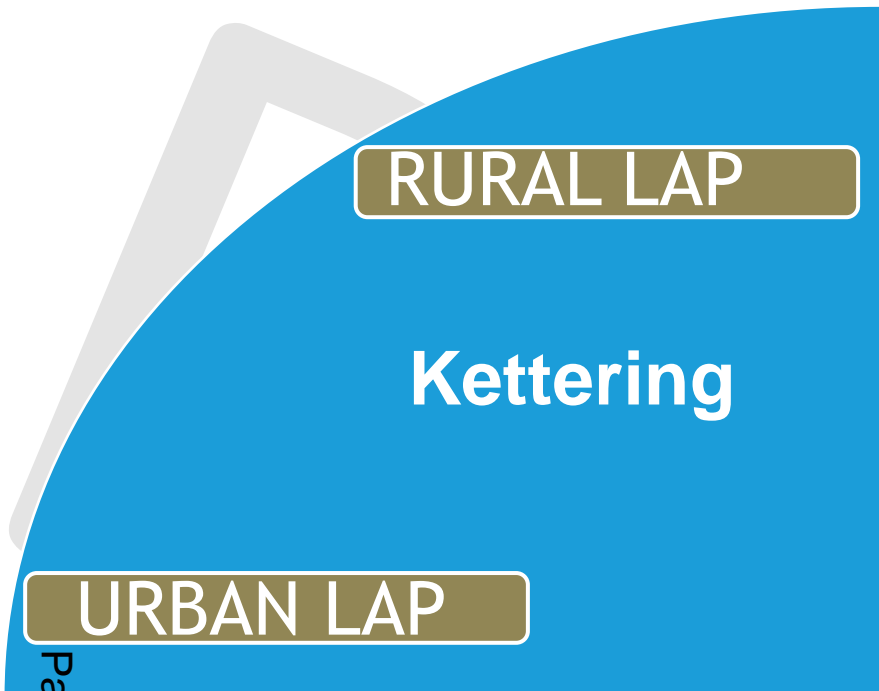
Making safeguarding personal

3 conversations

- LD
- Inclusion
- Wellingborough community hub
- Corby community hub
- East Northants community hub
- Transitions
- Provider Services
- Commissioning and direct payments
- Therapy
- AMHP
- DOLS
- Financial Assessments
- Brokerage
- Direct Payments
- PBSS
- Comm Hub
- CHC
- CHR

Information, Advice, Signposting
Single Route of Access

A NEW *sense* OF PLACE



- Corby Rural /Urban LAP (2020 est. pop. 73,053)
- Kettering Urban LAP (2020 est. pop. 77,086)
- Kettering Rural LAP (2020 est. pop. 25,125)
- Wellingborough Urban LAP (2020 est. pop. 55,452)
- Wellingborough Rural LAP (2020 est. pop. 24,629)
- East Northants **South** LAP (2020 est. pop. 67,327)
- East Northants **North** LAP (2020 est. pop. 27,776)

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The lives we live



North
Northamptonshire
Council

OUR POTENTIAL FUTURE STRENGTH BASED WAY OF WORKING

- Person centered strength-based safe care
- Single route of access into adult social care with the right allocation to community places / hubs
- Information, advice and signposting embedded – conversation 1
- Carers and families involved all the time
- Strengths based three conversations embedded with entire ASC workforce
- Co-production embedded
- Safeguarding culture owned by all to provide a person-centered outcome based on making safeguarding personal
- Reduction of handoffs between services supported by the right technology
- Appropriate and timely housing and accommodation offers
- Needs based population commissioning, contracting and integrated brokerage

The lives we
live

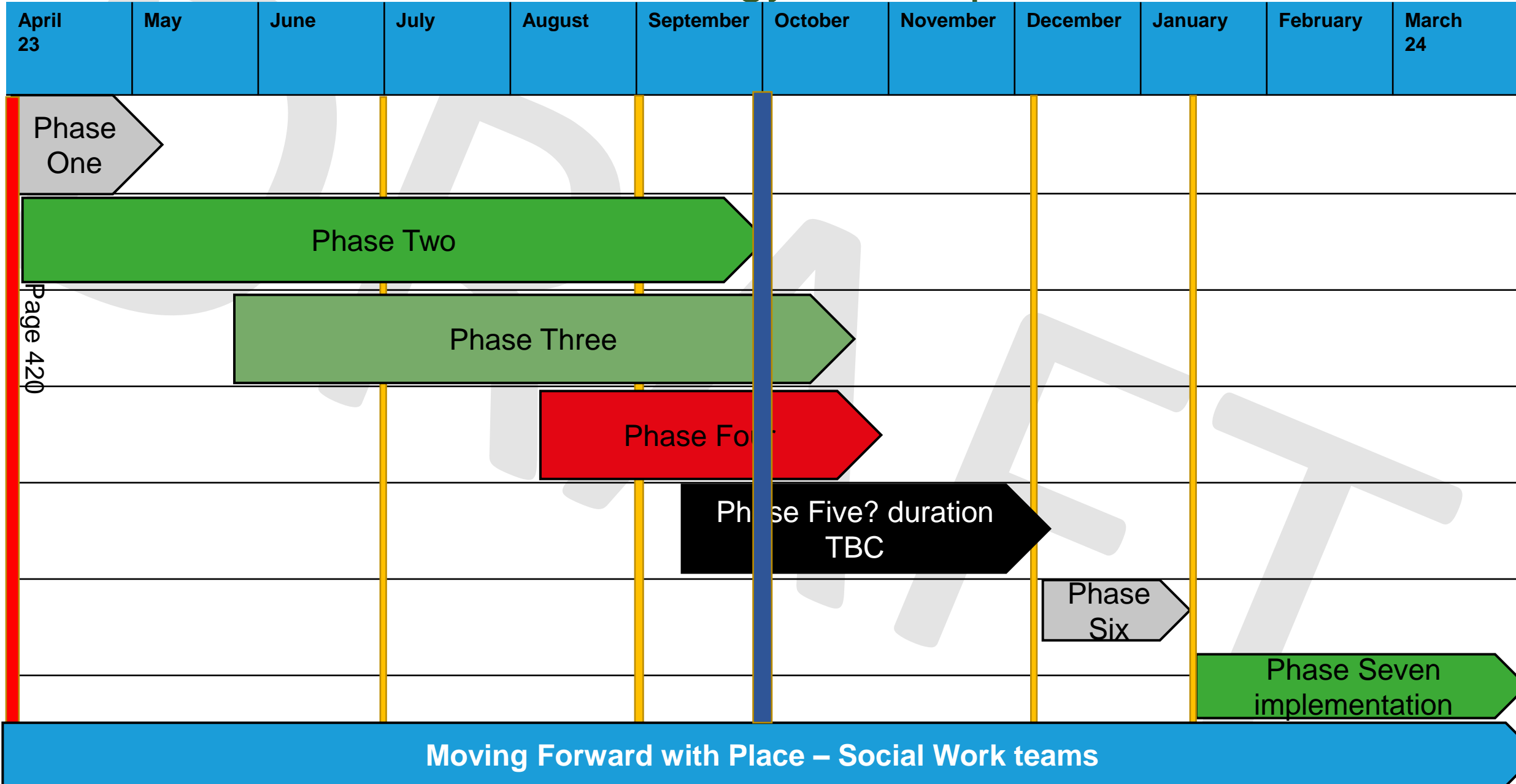


OUR POTENTIAL FUTURE STRENGTH BASED WAY OF WORKING

- A strong market that meets the needs of the population
- Provide quality social care services through contracting , clear accountability, regulatory compliance with value for money and continuous improvement embedded
- Appropriate skill and competency of all staff with clear career development opportunities available to all in support of staff wellbeing , recruitment and retention of people
- Connected digital technology



NNC Adult Social Care Strategy Development 2023/2024



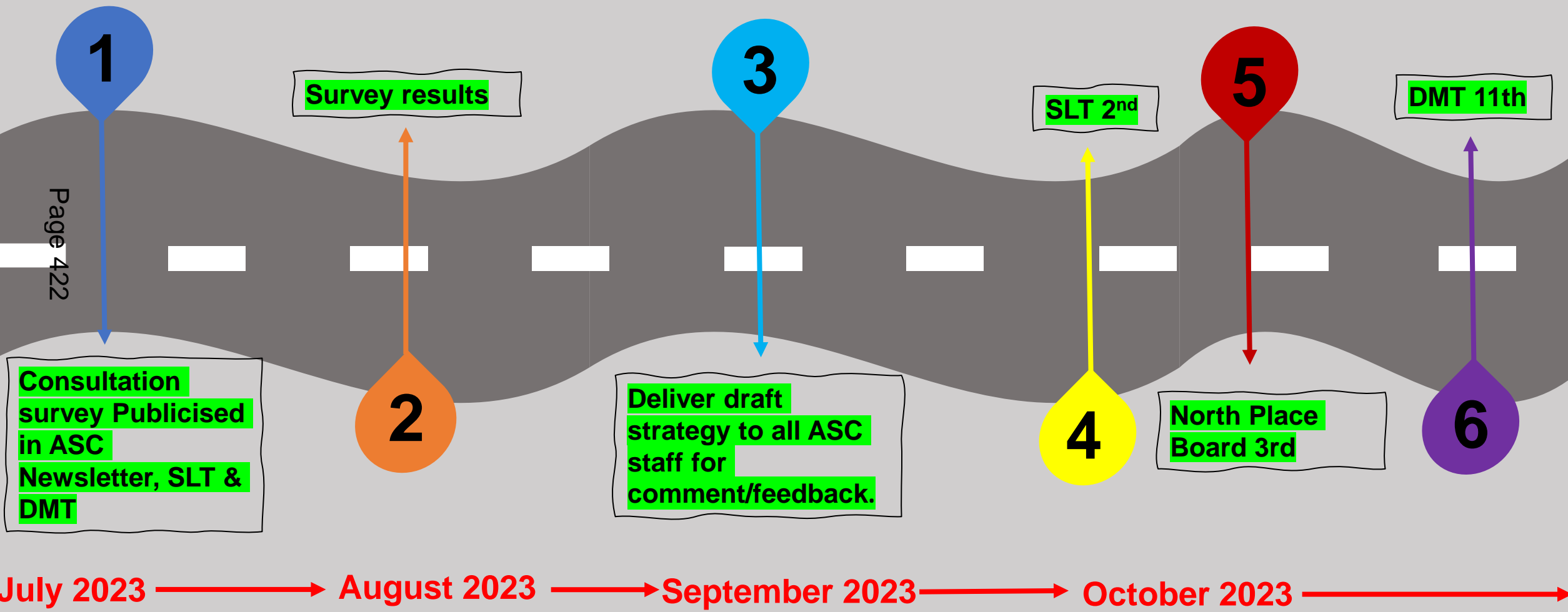
page 420

Phased Developmental Approach

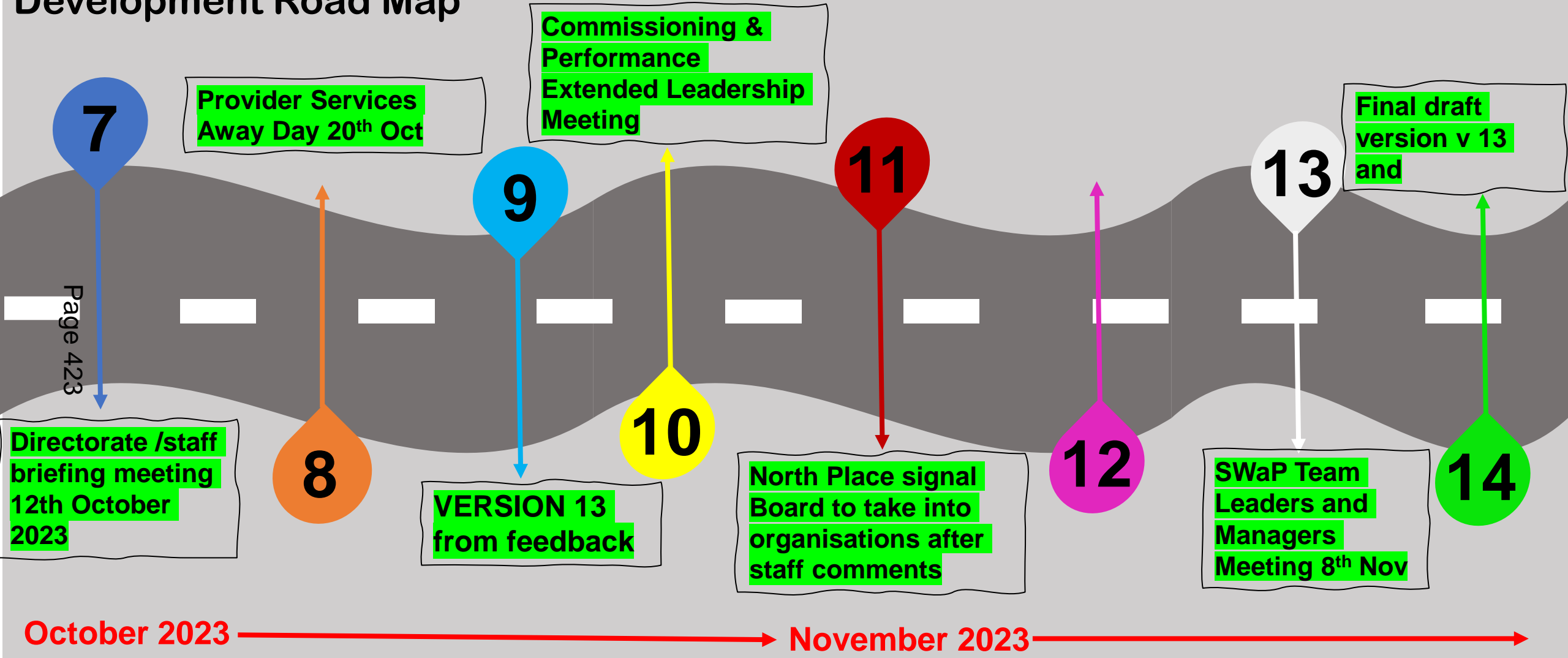
- Phase 1 Research National/local strategy and best practice
- Phase 2 Developmental design of the future ASC operating model
- Phase 3 Developmental design of the future coproduction strategy
- Phase 4 Development consultation strategy / outcomes framework
- Phase 5 Consultation / engagement period
- Phase 6 Final strategy developed - NNC and system governance
- Phase 7 Embedding of the new way of working



ASC Strategy Development Road Map

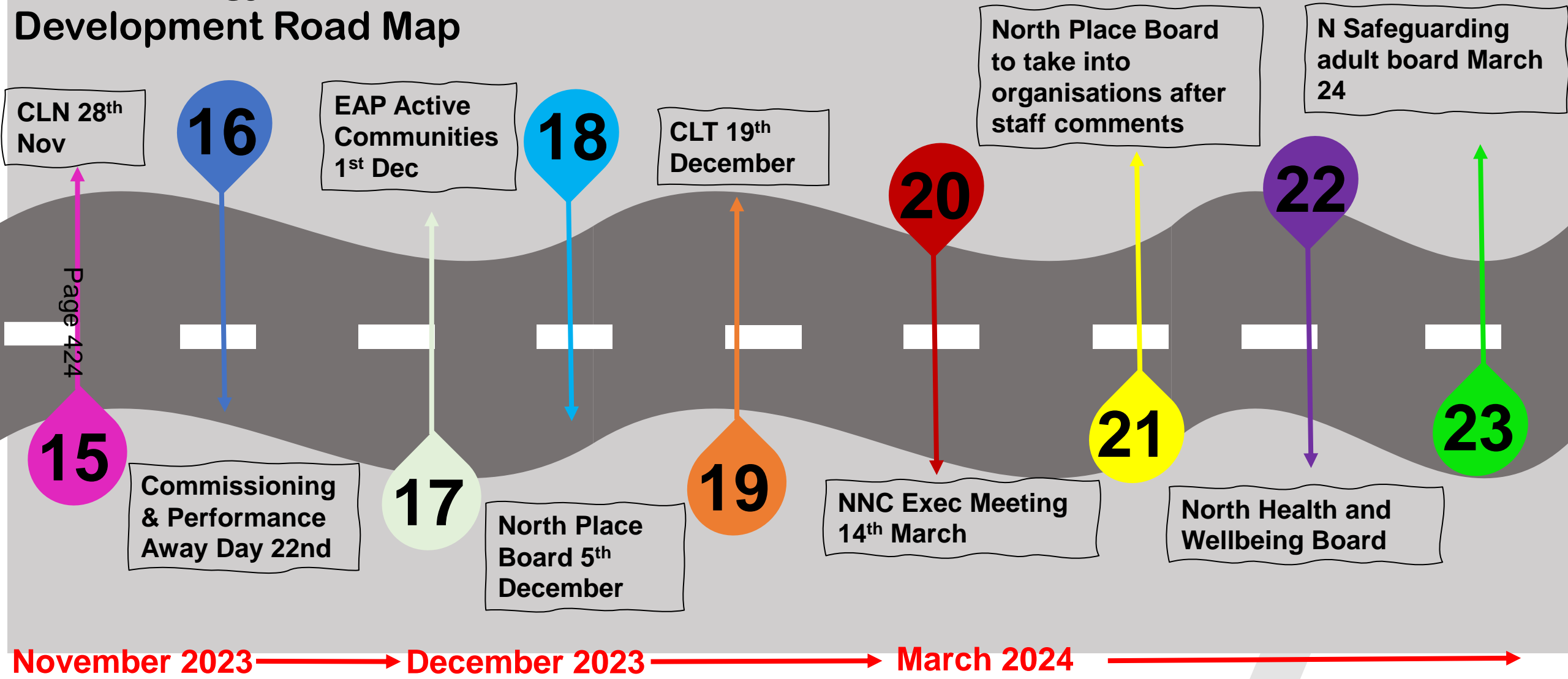


ASC Strategy Development Road Map



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ASC Strategy Development Road Map



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ASC strategy - Person Journeys & headline messages

- The draft strategy is a **framework** that brings together all current developmental work and sets a five year direction of travel for the people of North Northamptonshire
- It is a **draft strategy Version 12 developed through staff conversations** within the directorate and builds on what we need to keep doing and what we would like to change
- It is a document that **has a way of working at its heart** and will be embedded into day to day work as we move forward
- After staff feedback on version 12** – the next draft will start to move through the rest of NNC and with North system partners eg health, police, EMAS
- System partnership boards** will be used to ensure ownership of the strategy eg North place development board
- Roadmaps** of all the meetings and committees it will pass through has been developed
- Connection with the development of the **NNC housing strategy** will happen
- Implementation planning** of what this means operationally will be **developed with staff in early 2024**



Hospital

Community

Adult Social Care

Transitions Inclusion Care Home Review Team Continuing Health Care

Community Learning Disabilities Hospital Reablement

Brokerage Financial Assessments Personal Budget Support Service Payments Client Funds

Pine Lodge Day Services EADS (Employment and Disability Service) Provider Safeguarding Approved Mental Health Professionals

Thackley Green Therapy LIVE (Learning Independent Volunteering & Employment) Deprivation of Liberty Safeguards

External Provider

Making Safeguarding Personal

Simple Scenario Reablement

Hospital Community

Adult Social Care



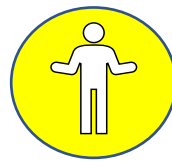
Making Safeguarding Personal

Made independent

External Provider

Commissioning / Contracts

Complex Scenarios



Hospital

Community

Adult Social Care



Making Safeguarding Personal

Community/Inclusion

Hospital Community

Adult Social Care



Making Safeguarding Personal

External Partners
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Commissioning / Contracts

Transition / Hospital admission

Hospital Community

Adult Social Care



Making Safeguarding Personal

External Partners
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Commissioning / Contracts

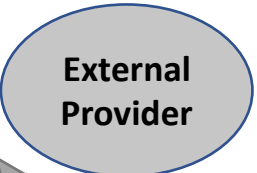
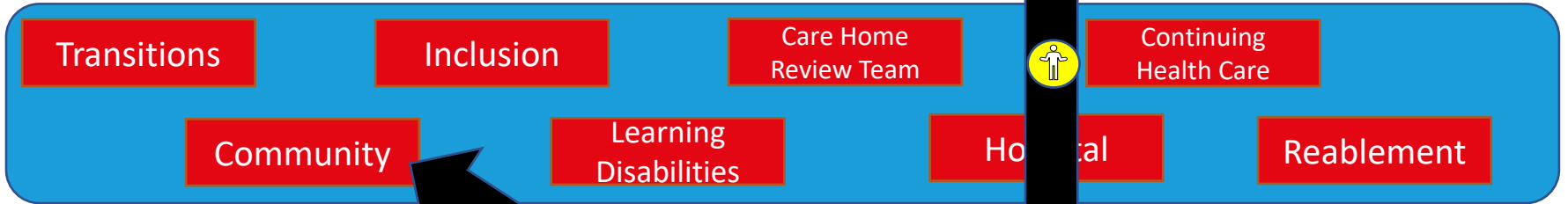
Simple Provider Safeguarding



Hospital

Community

Adult Social Care



Making Safeguarding Personal

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External Partners

Commissioning / Contracts

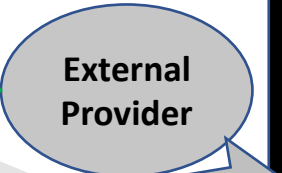
Safeguarding - LSE



Hospital

Community

Adult Social Care



Making Safeguarding Personal

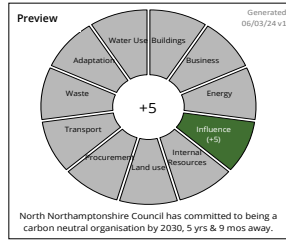
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External Partners

Commissioning / Contracts

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Climate Change Impact Assessment Tool (v1)

Directorate & Service Area	Adult Social Care
Report Name	Adult Social Care Strategy
Report date	
Report author & role	Ali Gilbert ICS North Place Director
Proposal Summary	To ratify draft 13 of the ASC strategy .
Export filename	Adult Social Care Strategy CCIA 06.03.24 .png



Category	Impact	Notes / justification for score / existing work (see guidance sheet or CCIA detailed notes for more information)	Score (-5 to +5)	Mitigations (If the impact is negative, please provide a mitigating action for reducing the impact going forward)
Buildings	Building construction			
Buildings	Building use			
Buildings	Green / blue infrastructure			
Business	Developing green businesses			
Business	Marketable skills & training			
Business	Sustainability in business			
Energy	Energy efficiency			
Energy	Reducing energy demand			
Energy	Switching to low-carbon energy supply			
Influence	Communication & engagement	The development of draft 13 of the strategy has been done through coproduction with the NNC ASC workforce and sytem partners through the North Place Board and North Health and Wellbeing Bord. The development of the coproduction framework and experts by experience panel is underway as an element of the implementation plan and further development of the future emerging model.	+5	
Influence	Wider influence			
Influence	Working with communities			
Influence	Working with partners			
Internal Resources	Material / infrastructure requirement			
Internal Resources	Staff time requirement			
Internal Resources	Staff travel requirement			
Internal Resources	External funding			
Land use	Carbon storage			
Land use	Improving biodiversity adaptation			
Land use	Natural flood management			
Procurement	Food & Drink			
Procurement	Products			
Procurement	Single-use plastic			
Procurement	Services			
Transport	Decarbonising vehicles			
Transport	Improving infrastructure			
Transport	Demand reduction			
Transport	Supporting people to use public transport			
Transport	Supporting people to use active travel			
Waste	End of life disposal / recycling			
Waste	Waste volume			
Adaptation	Drought vulnerability			
Adaptation	Flooding vulnerability			
Adaptation	Heatwave vulnerability			
Water Use	Improving water-use efficiency			
Other	Other 1			
Other	Other 2			
Other	Other 3			
Other	Other 4			

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EXECUTIVE 14th March 2024

Report Title	Capital Programme Update 2023/24
Report Author	Janice Gotts, Executive Director of Finance and Performance Janice.gotts@northnorthants.gov.uk
Lead Member	Councillor Lloyd Bunday, Executive Member for Finance and Transformation

Key Decision	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is the decision eligible for call-in by Scrutiny?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are there public sector equality duty implications?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information (whether in appendices or not)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Applicable paragraph number/s for exemption from publication under Schedule 12A Local Government Act 1972	N/A
Which Corporate Plan priority does the report most closely align with?	Modern public services

List of Appendices

None

1. Purpose of Report

- 1.1 The purpose of this report is to request approval for capital schemes that have come forward for inclusion within the Council's approved Capital Programme. Approval of the schemes and associated funding will allow these schemes to move forward to procurement and delivery.

2. Executive Summary

- 2.1 This report contains details of projects which have been submitted by officers through the Council's Strategic Capital Board as part of the Council's Capital Approval Process. Each scheme must complete a business case setting out the investment requested for inclusion in the Capital Programme, including the

purpose of the spend, the expected outcomes and the financial implications together with funding routes.

3. Recommendations

3.1 It is recommended that the Executive:

i) Approve the following changes into the capital programme:

- a. Ground Maintenance Equipment – virement of £42.3k in 2023/23 from Chesham House budget, funding to remain as approved from borrowing.
- b. Barnwell Country Park Play Area – budget approval for £88.3k in 2023/24 to be funded £78.8k grant funding and virement of £9.5k from Country Parks Minor Works Budget.
- c. Kerbside Kitchen Food Waste – budget approval for £2.495m in 2024/25, to be funded from external grant.
- d. Deeble Road Pedestrian Crossings – budget approval for £185k in 2023/24, to be funded from external grant.

3.2 Reasons for Recommendations: These are set out in greater detail within section 5 of the report, but can be summarised as helping to meet the Council's corporate plan objectives:

- Green sustainable environment
- Connected Communities

3.3 Alternative Options Considered:

- For those schemes which are grant funded, they are undertaken in accordance with the requirements of the grant conditions and, therefore, there is no alternative option proposed in this report.
- The budget virement in support of ground maintenances equipment and Barnwell country park could have been released, however, the replacement of play equipment and maintaining green infrastructure is an important element of ensuring that the Council has the appropriate equipment to support and deliver services and further investment is required in this area.
- Where individual schemes are over £0.5m, separate reports are included elsewhere on this agenda, and these set out the wider options that were considered before reaching the proposals put forward.

4. Report Background

4.1 The Capital Programme is the Council's plan for investing in assets to efficiently deliver its services, and to improve the local infrastructure of North Northamptonshire, with the benefits lasting over a number of years. The Council

is required to set a balanced revenue budget and therefore must ensure that where borrowing is proposed to fund the cost of capital that the cost of servicing the debt is affordable within the Council's revenue budget.

- 4.2 Resources come from several sources including Government grants, capital receipts from surplus land and buildings, revenue contributions, other external contributions and borrowing. The Council captures its projected capital expenditure within the Capital Programme to monitor the same, help to control costs and ensure transparency. Given that the Capital Programme is approved by Executive, changes to it are also approved by Executive unless authority has been delegated in accordance with the Council's constitution.
- 4.3 This report provides an update to the Capital Programme from 2023/24 as adopted by the Council in February 2023 and requests that the proposed changes are approved and reflected within the programme.

5. Issues and Choices – Further Detail on the Recommendations and Updates to the Capital Programme

- 5.1 **Ground Maintenance Equipment – virement of £42.3k from Chesham House in 2023/24, funding to remain as approved from borrowing** - The corporate plan provides a commitment to taking a lead in improving the local environment and ensuring its sustainability for generations to go alongside modern services which make a difference to our local connected communities.
- 5.2 To meet this commitment, it is vital that NNC invests in the maintenance and delivery of its green infrastructure. This proposal is seeking vital funds necessary to ensure the environment service continues to be deliverable.
- 5.3 The maintenance of NNC land within the former East Northamptonshire area requires additional equipment which is not currently within the active service area and funding of £42,300 is sought to enable procurement of equipment to service this area. The purchase shall include the following items;
- Kubota F391 4-wheel drive front deck at £37,350
 - 3.5T Trailer at £4,950
- 5.4 **Barnwell Country Park Play Area – budget approval of £88.3k for 2023/23; £78.8k funded from grant funding and a virement of £9.4k from Country Parks Minor Works Budget, funding to remain as approved from capital receipts** – We have been successful in securing a £78,853.94 grant from the FCC Communities Foundation for a new play area installation at Barnwell Country Park. This will facilitate the creation of a large vibrant learning and play zone for local groups, schools children and their families.
- 5.5 This funding will look to provide:

- a safe outdoor environment that communities and families can enjoy together.
- on the doorstep outdoor equipment to promote healthier lifestyles and promote active play.
- enhanced existing facilities.
- innovative play equipment to inspire children's imaginations.
- a play area suitable for all ages and gender.
- equipment that will be DDA compliant therefore fully inclusive and cater for all.
- Help to promote the integration of all children from ethnic backgrounds from local neighbourhoods.
- a community play hub for children to socially interact and build friendships through play items of equipment will include swings, multi activity climbing frame, slides, springers and sensory equipment.
- a wet pour base of the area for safety in vibrant colours to ensure that the area is visually appealing.

5.6 **Kerbside Kitchen Food Waste – budget approval of £2.496m in 2024/25, to be funded from external grant.** The funding is in support of the rollout of weekly kerbside collections for kitchen food waste in line with the requirements laid under s45A of the Environmental Protection Act 1990 as amended by the Environment Act 2021 which makes weekly kitchen food waste collections mandatory for household waste collections. The funding is for collection vehicles and bins/ caddies which will be funded from a grant received from Defra to support the introduction of weekly food waste collections.

5.7 As this scheme is over £0.5m, there is a separate report elsewhere on this agenda which sets out further information on the proposal.

5.8 **Deeble Road Pedestrian Crossings – budget approve of £185k in 2023/24, to be funded from external grant.** The funding is in support of installing two zebra crossings on Deeble Road, Kettering. These crossings are required to make it easier and safer to cross the road in light of the additional traffic generated on Deeble Road from the Hanwood Park Sustainable Urban Extension.

6. Next Steps

6.1 If approved, progress on the schemes will be monitored by project boards where appropriate.

7. Implications (including financial implications)

7.1 Resources, Finance and Transformation

7.1.1 The additional budget requirements in this report are funded from the use of external grants and virements. The funding source is set out in the

recommendations in section 3 and within the scheme details as set out within section 5.

7.2 Legal

7.2.1 The Council must utilise funding and deliver schemes in line with the restrictions and requirements as set out in the agreements linked to that funding and the requirements as set out in the Council's Constitution, in particular the budget setting and policy framework and the financial regulations. In this regard any new borrowing must be approved by Council. No new borrowing is identified in this report.

7.3 Risk

7.3.1 The deliverability of the 2023/24 Capital Programme is monitored by each accountable project manager and senior officer. There is further review throughout the financial year reported through the Executive.

7.3.2 If any overspends or emerging pressures are identified during the year, then mitigating actions will be sought and management interventions undertaken.

7.3.3 With most capital projects there is a risk that delays, and cost increases may arise as a result of the impact of inflation. Generally, this relates to the supply and price of materials with projects requiring increased lead in times. Whilst every attempt is made to cost these implications into the project, the risks remain. However, it must be recognised that the current "Cost of Living Crisis" has driven up the level of inflation, which is much higher than in previous periods and indeed when funding bids were originally submitted. This therefore poses a risk to the deliverability of the projects as originally envisaged, where reductions to the scope of projects may be required to ensure budgets are not overspent.

7.3.4 There is a risk in relation to funding, particularly where it is from third parties including grants. Appropriate agreements must be entered into to ensure that the funding is secured and spend is in accordance with any criteria stipulated by the funder, this includes both the nature of the spend and the timing (where a deadline applies).

7.3.5 The current uncertain economic context is also increasing interest rates associated with borrowing that is used to fund elements of the capital programme. This treasury risk impacts the overall affordability of the programme, which will be closely monitored and managed, but may lead to a reduced capital programme in the future.

7.4 Relevant Policies and Plans

7.4.1 The scheme provides a strategic fit with the Council's priorities as set out within the Corporate Plan.

7.5 Consultation

7.5.1 The 2023/24 Capital Strategy and Capital Programme were subject to consultation prior to approval by the North Northamptonshire Authority in February 2023. The programme was approved by Council at its meeting on 23rd February 2023 and was subject to consultation from 22nd December 2022 to 27th January 2023. These changes are in addition to the approved programme.

7.6 Consideration by the Executive Advisory Panel

7.6.1 Not applicable.

7.7 Consideration by Scrutiny

7.7.1 The schemes recommended in this report have not been considered by Scrutiny. However, monitoring against the programme is subject to Scrutiny.

7.8 Equality Implications

7.8.1 Nothing specific within this report.

7.9 Climate and Environmental Impact

7.9.1 With the Council's declaration of a climate emergency in July 2021 and the approval of the Carbon Management Plan in December 2022, we have committed to working towards becoming a carbon neutral council by 2030.

7.9.2 Significant progress has since been made and reported into the Climate, Growth and Environment Executive Advisory Panel at regular intervals throughout 2022.

7.9.3 During 2023, significant progress on climate action has been made and reported to the Sustainable Communities Executive Advisory Panel at regular intervals throughout the year. The initial focus has been to identify mechanisms, procedures and systems that will provide a solid foundation for further development of climate action as we plot our course towards reaching the Council's target of becoming carbon neutral by 2030 and complying with the national legal requirement of achieving Net Zero by 2050, or sooner.

7.9.4 The climate impact of each capital project will be considered and managed within the relevant scheme.

7.9.5 A number of the capital schemes include initiatives to offset/reduce carbon impact as a priority for the Council and in recognition of the Climate Emergency declared by the Council.

7.9.6 The climate and environmental impact of each capital project will be considered and managed within the relevant scheme.

7.10 Community Impact

7.10.1 These proposals can be considered to have a positive impact on the community as the Capital Programme delivers a range of schemes to support and connect communities.

7.11 Crime and Disorder Impact

7.11.1 Nothing specific within this report.

8. Background Papers

8.1 The following background papers can be considered in relation to this report.

Capital Programme Budget 2023/24 – Full Council, 23rd February 2023 - [Capital Programme Report 2023-26 - Feb Council.pdf \(moderngov.co.uk\)](#)

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EXECUTIVE 14th March 2024

Report Title	Budget Forecast 2023-24 at Period 10
Report Authors	Janice Gotts, Executive Director of Finance and Performance Janice.gotts@northnorthants.gov.uk
Lead Member	Councillor Lloyd Bunday, Executive Member for Finance and Transformation

Key Decision	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is the decision eligible for call-in by Scrutiny?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are there public sector equality duty implications?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information (whether in appendices or not)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Applicable paragraph number/s for exemption from publication under Schedule 12A Local Government Act 1972	N/A
Which Corporate Plan priority does the report most closely align with?	ALL

List of Appendices

Appendix A – Savings Schedule

1. Purpose of Report

- 1.1. The revenue budgets (2023/24) and Medium-Term Financial Plans for North Northamptonshire Council for the General Fund and the Housing Revenue Account were approved by Council at its meeting on 23rd February 2023. The purpose of this report is to set out the forecast outturn position for the Council for 2023/24 for the General Fund the Housing Revenue Account and the Dedicated Schools Grant.
- 1.2. This monitoring report sets out the material financial issues identified since the 2023/24 budget was set, based on the income and expenditure as at the end of January 2024 (Period 10) and reflects the views of the Assistant Directors and budget managers within the Directorates.
- 1.3. As part of the ongoing monitoring process, work will continue to examine income and expenditure and activity data, against the available budgets to support the position presented and help to shape the medium-term financial plan.

2. Executive Summary

- 2.1 This report provides commentary on the Council's forecast for the revenue outturn position 2023/24. This is an indication based on information available as at Period 10 (January 2024) – the forecast position for each of the funds is as follows:
- General Fund - overspend of £11.036m - (Period 9 - £10.121m).
 - Housing Revenue Account – overspend of £128k – (Period 9 – £26k).
 - Dedicated Schools Grant is forecasting a pressure of £9.115m (Period 9 - £9.100m).
- 2.2 There are number of pressures and savings across the General Fund – the main ones are set in this Executive Summary.
- 2.3 The main pressure relates to the Children's Trust – the total contract value for the Children's Trust is £150.938m. The Council's share of this is £66.654m this reflects how the contract sum is split between North Northamptonshire Council (44.16%) and West Northamptonshire Council (55.84%).
- 2.4 The Children's Trust are forecasting an overspend of £30.902m – this is an increase of £1.232m to that previously reported to the Executive where the forecast pressure was £29.670m. The cost to the Council based on an overspend of £30.902m is **£13.646m**. If these pressures are not mitigated this will pose a significant financial risk to the Council. The Trust are looking at potential mitigations, however there is a risk that this position could worsen before year end. A key risk is the delivery of the efficiency savings of £7.672m which formed part of the contract sum. At present, the Trust is forecasting that £1.070m of these savings are at risk of non-delivery and are rated as Amber this could increase the overall pressure from £30.902m to £31.972m
- 2.5 The Education Health and Care (EHC) service is continuing to rely heavily on interim workers to fulfil its statutory obligations. This is due to an increasing level of need, a high number of vacancies, and backlog of historic assessments. The net staffing pressure amounts to **£1.377m**.
- 2.6 The annual budget for the PPP Shaw contract which is for the provision of six residential care homes across North Northamptonshire for the over 65s is £9.8m. There is a forecast pressure of **£970k** in relation to this contract. There is a net forecast pressure of **£12.846m** in relation to Third Party Payments in independent care spend including Residential and nursing care for both 65+ year old and the 18-64 years old clients. These pressures have been partially offset by net savings of **£1.953m** within Commissioning and Performance.
- 2.7 The income from Leisure facilities is forecast to be **£400k** greater than budget, this is as a result of changes in VAT.
- 2.8 There are net savings of **£2.202m** across the Place and Economy Directorate the main savings relate to additional income of £712k from the commercial investment portfolio.

- 2.9 There are pressures of **£654k** relating to increased bank charges of £232k, unrealised internal interest income of £267k and recovery of debt management expenses of £155k.
- 2.10 The main saving to offset the pressures comes from additional investment income of **£5.810m** this reflects, the increase in the Bank of England base rate on future investments and is based on an average cash balance of £175.6m at a weighted average rate of 5.04% for a full year.
- 2.11 There are further savings of **£1.406m** this relates to annual increments that have been charged across the authority and the cost of this has been absorbed through existing budgets as such the increments have been reflected as a saving. There are also savings of **£1.315m** on the employers pension contributions and net staff savings of **£1.335m** across Enabling Services.
- 2.12 The proposals for the new pay and grading structure are yet to be agreed, however the budget reflected the cost for a full year. It is now anticipated that this would not be implemented until February 2024, savings of **£2.066m** have been reflected in the Period 8 monitoring which is equivalent the costs over a 10-month period.
- 2.13 It is estimated that Business Rates income for 2023/24 is **£3.142m** above the original budget, this has been reflected in the monitoring and results in the resources line increasing from £339.034m to £342.110m.
- 2.14 There are further net additional pressures of **£1.172m** which result in an overall pressure of **£11.036m**.
- 2.15 The summary position relating to the Housing Revenue Account is set out in Sections 4.6 to 4.8 and the detail is set out in Section 6 of this report. The summary position relating to the DSG is set out in Sections 4.9 to 4.10 and the detail is set out in Section 7 of this report.
- 2.16 The forecast presented in this report is based on the best available data and information of the operations of the Council and represents the view of the Budget Holders and Directors.
- 2.17 In order to help safeguard the financial position of the Council, officers will continue to seek efficiencies in year to offset the forecast overspend. The Council has a contingency budget and reserves available to call on to help fund in-year pressures, however, it will look to achieve alternative mitigations in the first instance before these are applied.
- 2.18 National factors continue to be challenging and the Council, like its residents and businesses are facing inflationary pressures which impacts on the cost of services with CPI in January 2024 remaining unchanged at 4%. UK interest rates were left unchanged for the fourth consecutive time at 5.25% following the meeting on 1st February 2024. Interest rates were already at their highest for 15 years. The Bank of England had previously raised rates for the past 14 times in a row.

3. Recommendations

- 3.1 It is recommended that the Executive:
- Note the Council's forecast outturn position for 2023/24 as summarised in Section 4, alongside the further analysis, risks and other considerations as set out in Section 5 to Section 7 of the report.
 - Note the assessment of the current deliverability of the 2023/24 savings proposals in **Appendix A**.
- 3.2 Reason for Recommendations – to note the forecast financial position for 2023/24 as at Period 10 and consider the impact on this year and future years budgets.
- 3.3 Alternative Options Considered: The report focuses on the forecast revenue outturn against budget for 2023/24 and makes recommendations for the Executive to note the current budgetary position as such there are no specific choices within the report.

4. Report Background

General Fund

- 4.1 The Council's Revenue Budget for 2023/24 was set at the Council meeting on 23rd February 2023. The overall outturn forecast for the General Fund for 2023/24, as at Period 10 is a forecast overspend of £11.036m (Period 9 - £10.121m) against a budget of £339.034m. This is summarised in the Table below.

Description	Net Budget	Forecast Position 31/03/24	Forecast Variance 31/03/24	Forecast Variance 31/03/24
	£'000	£'000	£'000	%
Net Available Resources	339,034	342,176	(3,142)	-1%
Total Corporate Costs	23,079	14,451	(8,628)	-37%
Children & Education	70,187	85,047	14,860	20%
Adults, Health, Partnerships and Housing	126,183	138,449	12,266	9%
Public Health & Communities	8,955	8,730	(225)	-3%
Place & Economy	70,421	68,219	(2,202)	-3%
Enabling & Support Services	40,209	38,316	(1,893)	-5%
Total Directorate Costs	315,955	338,761	22,806	7%
Total Costs	339,034	353,212	14,178	4%
Net Position	0	11,036	11,036	3%

Note – Favourable variances are shown in brackets.

- 4.2 The forecast position at Period 10 is an overspend of £11.036m (Period 9 - £10.121m). The following table summarises the overspend.

	Report Ref	Net Budget	P9 Forecast	Movement in Forecast	P10 Forecast	
		£000	£000	£000	£000	%
Children & Education		70,187	14,130	730	14,860	21.17
Assistant Director of Education	5.14	5,793	859	49	908	15.67
Commissioning & Partnerships	5.16	1,114	169	137	306	27.47
Northamptonshire Childrens Trust - NNC Only	5.19	63,280	13,102	544	13,646	21.56
Adults, Health, Partnerships & Housing		126,183	10,880	1,386	12,266	9.72
Adult Services	5.33	99,898	11,285	1,300	12,585	12.60
Safeguarding and Wellbeing	5.36	9,901	178	0	178	1.80
Commissioning & Performance	5.38	13,677	(983)	0	(983)	0.00
Strategic Housing, Development and Property Services	5.40	2,707	400	86	486	17.95
Public Health & Communities		8,955	(260)	35	(225)	0.00
Public Health	5.43	0	0	0	0	0.00
Communities & Leisure	5.46	8,955	(260)	35	(225)	0.00
Place & Economy		70,421	(1,742)	(460)	(2,202)	0.00
Assets & Environment	5.49	4,039	(1,315)	(269)	(1,584)	0.00
Growth and Regeneration	5.51	4,601	141	(142)	(1)	0.00
Highways & Waste	5.53	57,880	(377)	(156)	(533)	0.00
Regulatory Services	5.55	3,236	(268)	86	(182)	0.00
Directorate Management	5.57	665	77	21	98	14.74
Enabling & Support Services		40,209	(1,593)	(300)	(1,893)	0.00
Finance & Performance	5.58	16,970	(1,516)	131	(1,385)	0.00
Chief Executive's Office	5.60	1,357	(454)	(16)	(470)	0.00
Chief Information Officer	5.62	10,413	379	(68)	311	2.99
Human Resources	5.64	3,931	(50)	(180)	(230)	0.00
Legal & Democratic Services	5.66	5,306	233	(325)	(92)	0.00
Customer Services	5.68	2,232	(185)	158	(27)	0.00
Available Resources	4.5	0	(2,666)	(476)	(3,142)	0.00
Corporate Costs	5.2	23,079	(8,628)	0	(8,628)	0.00
Total		339,034	10,121	915	11,036	3.26

Note – Favourable variances are shown in brackets.

- 4.3 The net budget was increased by £482k from £336.590m in Period 2 to £337.072m in Period 3. This reflects the use of the Climate Change reserve to support the development and operation of climate change projects and initiatives which was approved by the Executive at the meeting on 12th July 2023.

- 4.4 The net budget was increased in Period 6 by £1.962m from £337.032m to £339.034m. This reflects the use of the Transformation Reserve to fund the Education Case Management System (£1,362m) and the Development and Regulatory Case Management System (£600k).
- 4.5 It is estimated that Business Rates income for 2023/24 is £3.142m above the original budget, £2.666m was reflected in the Period 7 monitoring. In the Final Finance Settlement announcements, the Government confirmed that it would be redistributing £100m from the levy account surplus for the Business Rates Retention System in 2023/24. This is as a result, of the levy payments made by authorities being greater than the safety net payments being made by the Government to authorities which has generated a surplus. North Northamptonshire Council will receive a payment of £476k, together with the increase in Business Rates income, this has resulted in the resources line increasing from £339.034m to £342.110m.

Housing Revenue Account

- 4.6 The Housing Revenue Account (HRA) is a separate ring-fenced account within the Council for the income and expenditure associated with its housing stock. The HRA does not directly impact on the Council's wider General Fund budget or on the level of council tax. Income to the HRA is primarily received through the rents and other charges paid by tenants and leaseholders.
- 4.7 Within North Northamptonshire prior to 1st April 2021 there were two HRA accounts, covering the sovereign Councils of Kettering and Corby respectively. As part of the move to a single unitary council for North Northamptonshire, there was a statutory requirement to create a single HRA for the area. Whilst North Northamptonshire Council must only operate one HRA it will, for a period of time, operate two separate Neighbourhood Accounts, these being:
- the Corby Neighbourhood Account - responsible for the stock that was managed by Corby Borough Council and
 - the Kettering Neighbourhood Account - responsible for the stock that was managed by Kettering Borough Council.
- 4.8 The Council's overall outturn forecast for the Housing Revenue Account as at Period 10, is a forecast overspend of £128k (Period 9 - £26k overspend) against the approved budget of £38.752m. This is summarised in the table below and further details are set out in Section 6. It is important to note that this is subject to continual review.

Housing Revenue Account Forecast Outturn 2023/24				
Directorate	Budget			P10 Forecast Variance at 31/03/24 £'000
	Expenditure	Income	Net	
	£'000	£'000	£'000	
Corby Neighbourhood Account	21,481	(21,481)	0	(266)
Kettering Neighbourhood Account	17,271	(17,271)	0	394
Net Position 2023/24 (under)/over	38,752	(38,752)	0	128

Dedicated Schools Grant

- 4.9 The Dedicated Schools Grant (DSG) is a ringfenced grant allocated to Local Authorities by the government to support a range of education related services.
- 4.10 The Council's overall outturn forecast for the DSG as at Period 10, is a forecast pressure of £9.115m (Period 9 - £9.100m) the Net Spend is forecast to be £130.422m less £720k from reserves resulting in spend of £129.702m against the approved budget of £120.587m. This is summarised in the table below and further details are set out in Section 7. It is important to note that this is subject to continual review.

Dedicated Schools Grants Forecast Outturn 2023/24								
Block	Gross Budget £'000	July DSG Allocation Adjustment £'000	Nov DSG Allocation Adjustment £'000	Revised Budget £'000	Recoupment £'000	Net Budget £'000	Forecast Net Spend £'000	Variance £'000
Schools Block	270,284	0	0	270,284	222,910	47,374	47,374	0
Central Schools Block	3,287	0	0	3,287	0	3,287	3,666	379
High Needs Block	57,851	74	(6)	57,919	11,152	46,767	55,503	8,736
Early Year Block	23,541	(382)	0	23,159	0	23,159	23,159	0
Total	354,963	(308)	(6)	354,649	234,062	120,587	129,702	9,115

National Context

- 4.11 The national, and indeed the global, economy continues to see significant inflationary pressures, with energy prices pushed to record levels, which in turn has contributed to high inflation. The Monetary Policy Committee (MPC) of the Bank of England has taken action to get inflation under control; this in part has resulted in higher interest rates.
- 4.12 The Bank of England kept the Base Rate unchanged at 5.25% on 1st February 2024. There had previously been fourteen consecutive increases since December 2021 and the rate is at its highest level for 15 years (February 2008 – 5.25%). The next Bank of England meeting where Base Rates will be considered is scheduled for Thursday 21st March 2024.
- 4.13 The 12-month CPI figure for January 2024 is 4.0% (December 4.0%) and the 12-month RPI figure for January 2024 is 4.9% (December 5.2%).
- 4.14 Councils like most organisations have experienced the impact of significant price rises, particularly around fuel and energy costs (for example, the street lighting PFI). A number of services are provided under contract, and the Authority is experiencing some pressure from suppliers regarding current arrangements and any new contracts entered in to. As part of the budget setting for 2023/24, the Council included growth to address forecast inflationary increases in light of the position known at the time.
- 4.15 Further risk to Local Government funding comes from the high street as individuals have less disposable income and businesses face higher energy and supply costs. This poses a risk for the Council's future income generation from business rates should businesses cease to trade. It may also see more people seeking to access Council Tax Support and other financial support which could reduce the overall Council Tax yield. The continued increases in interest rates

also have an impact on the number of new homes that are being occupied which can also have an adverse impact on the Council Tax yield.

- 4.16 Alongside this there is a recognition that the demand for services may increase which will need to be taken into account as part of financial and service planning.
- 4.17 The context of the national and global economy along with potential changes to the local government financial landscape in the future through reforms are key considerations for the Council.

5. Overview of Forecast Position 2023/24

Available Resources and Corporate Costs

- 5.1 The Council is responsible for the collection of local taxes (Council Tax and Business Rates). At the end of January 2024 92.96% of Council Tax had been collected (January 2023 – 93.53%). Business Rates collection was 88.51% at the end of January 2024 (December 2023 – 89.36%).

Corporate Resources

- 5.2 The total net budget for Corporate Resources is £23.079m. The composition of the budget together with the forecast variances are shown in the following Table.

Description	Net Budget		P10 Forecast Variance	
	£'000	£'000	£'000	%
Corporate Contingency		1,524	0	0.00
Minimum Revenue Provision (MRP)		7,970	0	0.00
Pay Contingency		1,406	(1,406)	(100.00)
Pay and Grading Review		2,479	(2,066)	(83.34)
Treasury		8,830	(5,156)	(58.39)
Bad Debts Provision		870	0	0.00
Total		23,079	(8,628)	(37.38)

- 5.3 The Council's Corporate Contingency Budget for 2023/24 was £3.746m, which represents around 1% of the net budget. The contingency budget is held to meet unknown or unplanned / unbudgeted costs. The recent pay award has resulted in a pressure of £2.222m this has been funded from the Contingency Budget leaving a balance of £1.524m. At this stage the Contingency Budget is currently assumed to be used in full during the year and this will include inflationary and demand pressures.
- 5.4 The Minimum Revenue Provision (MRP) reflects the minimum amount a Council must charge to the revenue budget each year to set aside a provision for repaying borrowing. This has been calculated as £7.970m which was an increase of £1.538m from 2022/23 and ensures that the provision is aligned to the MRP policy moving into the medium term.

- 5.5 The Council had set aside £5.708m in 2023-24 as a Pay Contingency to allow for annual increments and potential pay changes of 4%, as detailed at Section 5.3 the additional pressure from the payaward of £2.222m was funded through the Corporate Contingency Budget. This budget was allocated to services in Period 8 to meet the increase costs. The annual increments have been charged across the authority and the cost of this has been absorbed through existing budgets, resulting in a saving within the overall Pay Contingency of £1.406m.
- 5.6 Additionally, a pressure of £2.479m was included in the 2023-24 budget, which reflected the initial costings for the implementation of the Pay and Grading review for staff recruited to interim contracts with North Northamptonshire Council, which is predominantly staff that have been appointed since 1st April 2021. Other staff transferred across to the new unitary authority on their existing terms and conditions through TUPE arrangements. The new pay and grading structure was implemented from 1st February, the budget reflected the cost for a full year and savings of £2.066m were reflected in the Period 8 monitoring which is equivalent to the costs over a 10-month period.
- 5.7 The net Treasury Management Budget for 2023/24 is £8.830m. The composition of the budget and the forecast outturn is as follows:

Description	Net Budget	P9 Forecast Variance
£'000	£'000	£'000
Investment Income	(3,173)	(5,810)
Borrowing Costs	11,273	0
Other Treasury Management costs	730	654
Total	8,830	(5,156)

- 5.8 The movement for investment income reflects the increase in the Bank of England base rate on future investments and is based on an average cash balance of £175.6m at a weighted average rate of 5.04% for a full year. This offsets the additional pressure of £654k, relating to increased bank charges of £232k, unrealised internal interest income of £267k and recovery of debt management expenses of £155k.
- 5.9 If interest rates remain high over the longer term this will also create risk in relation to acquiring new loans to finance future capital programmes. The current PWLB rate for borrowing over a 30-year period is around 5.50%, for every £1m borrowed this would be an additional interest payable of £55,000.
- 5.10 There continues to be risks around the overall cash and loan position for North Northamptonshire, not only from a volatile marketplace, but also due to the outstanding legacy audits for 2020/21 and the disaggregation of the opening position from Northamptonshire County Council. Any changes in these risks and balances will be reflected in future forecasts.
- 5.11 The bad debt provision for 2023/24 amounts to £870k – the bad debts position is based on the age of the debt which reflects the risks associated with the collection of the debt and is forecast to be delivered on budget.

Directorate Budgets

- 5.12 This section of the report provides an analysis of the forecast variations against the 2023/24 General Fund for each of the Directorates as set out in the table at paragraph 4.2.

Children's Services Directorate

- 5.13 The budget for Children's and Education Services includes the Commissioning and Partnerships including Northamptonshire Children's Trust and Education Services not funded by the Dedicated Schools Grant (DSG).

Assistant Director of Education

- 5.14 The **Assistant Director of Education** is responsible for all learning, pupil attainment and achievement and school improvement functions. The forecast outturn position for the **Assistant Director of Education** is set out in the following table (Period 9 - £859k).

Assistant Director of Education	£'000
Expenditure	10,156
Income	(4,363)
Net Budget	5,793
Forecast	6,701
Variance	908

- 5.15 The forecast variance relating to the **Assistant Director of Education** is set out in the following Table and explanations for the variances are provided in the table below.

Ref	Description	Budget	Forecast Variance	
			£'000	%
		£'000	£'000	
1	Employees	8,569	1,377	16.07
2	Supplies and Services	1,259	(187)	(14.85)
3	Income	(4,363)	(373)	8.55
4	Other budgets	328	91	27.74
	Total	5,793	908	15.67

- 1) The budget pressure within Education Services predominantly relates to staffing costs. The Education Health and Care (EHC) service is continuing to rely heavily on interim workers to fulfil its statutory obligations. This is due to increasing level of need, a high number of vacancies, and backlog of historic assessments. The service has started to gradually phase out the existing agency staff from July 2023. The service is making effort to fill all the vacant posts before the financial year-end. Also, the initiative to upskill the existing staff remains the service's priority in ensuring the future needs of children, young people and their families can be met. Whilst there are service areas with substantial amount of savings on salaries, particularly Educational Entitlement (£201k), Governance (£177k), Specialist Support (£322k), and other service

areas (£101k), the salary budget forecast pressure in EHC (£1.731m) and Strategic Planning (£447k) has resulted in a net pressure of £1.377m.

- 2) The forecast underspend for supplies and services of £187k relates to the reduced forecast spend on professional fees and hired services (£113k) and external legal fees (£53k) in Strategic Planning and Education Health Care service areas, respectively. In addition, there are other net minor savings of £21k. The Strategic Planning is one of the service areas contributing to the significant forecast overspend of £1.377m on salaries. As such, the forecast underspend of £113k will be used to partly mitigate the service's salary budget pressure.
- 3) Income has a forecast net benefit of £373k of which £338k relates to Teachers' Pension. The budget was set at £468k, while the forecast DSG contribution is £806k. Also, the School Improvement Monitoring and Brokering grant has now ceased, leaving the service with a pressure of £227k. Additionally, the EHC team is benefiting from the use of the residual Contain Outbreak Management Fund (COMF) of £220k. The funding will partly mitigate the staffing pressure associated with support to the most vulnerable Children and Young People. There are other net minor savings of £42k across the services.
- 4) In respect of the other budget areas, there is a pressure of £91k. There has been an increase in the spend against Educational Psychologist Trainees and the service is anticipating an increased bursaries payment to the respective cohort, resulting in a pressure of £45k. There are other net pressures of £46k, of which £83k relates to internal contributions and recharges that are not practically chargeable since the disaggregation of the budget between the North and the West.

Assistant Director Commissioning and Partnerships

5.16 The **Assistant Director of Commissioning and Partnerships** leads the commissioning functions for Children's Services across North Northamptonshire and the contract management of the Northamptonshire Children's Trust and the commissioning of education services. The Children's and Education Services remaining with the Council includes the Intelligent Client Function (ICF) for the Northamptonshire Children's Trust and the Local Authority statutory education functions as follows:

- Education Inclusion
- Education Psychology
- Support for children with Special Educational Needs and Disabilities (SEND)
- School Improvement
- Virtual Schools (lead in the North Northamptonshire Unitary Authority)
- School admissions and school place planning
- Early Education and Childcare

5.17 The forecast outturn position for the **Assistant Director of Commissioning and Partnerships** (excluding the Children's Trust) is set out in the following Table (Period 9 - £169k)

Assistant Director of Commissioning and Partnerships	£'000
Expenditure	1,259
Income	(145)
Net Budget	1,114
Forecast	1,420
Variance	306

5.18 The forecast variance relating to the **Assistant Director Commissioning and Partnerships** (excluding the Children's Trust) is set out in following Table and explanations for the variances are provided below the Table.

Ref	Description	Budget	Forecast Variance	
		£'000	£'000	%
1	Employees	1,222	281	23.00
3	Income	(145)	(3)	2.07
4	Other budgets	37	28	75.68
	Total	1,114	306	27.47

- 1) The Commissioning and Partnerships is forecasting a net pressure of £281k on staffing. The directorate is currently undertaking a staffing restructure which will include a realignment of budgets across Children's Services. Whilst the directorate is striving to spend within the approved budget provision, the outcome of the restructure will determine the subsequent forecast spend for the service.
- 2) The service is expecting to receive income of £148k, resulting in a favourable variance of £3k. The income predominantly relates to DSG funding allocation and partner contributions to Information Advice and Support Service (IASS) and Northamptonshire Safeguarding Children Partnership (NSCP) services.
- 3) The service will be responsible for external legal fees to support the contract management of Northamptonshire Children's Trust. This was not initially budgeted, therefore resulting in a pressure of £30k. There are minor savings of £2k.

Northamptonshire Children's Trust

5.19 The forecast outturn position for the **Northamptonshire Children's Trust** is set out in the following Table (Period 9 - £13.102m)

Northamptonshire Children's Trust	£'000
Expenditure	67,645
Income	(4,365)
Net Budget	63,280
Forecast	76,926
Variance	13,646

5.20 The forecast variance relating to the **Northamptonshire Children’s Trust** is set out in following Table and explanations for the variances are provided below the Table.

Ref	Description	Budget	Forecast Variance	
		£'000	£'000	%
1	Third Party Payments	67,645	13,646	20.17
2	Income	(4,365)	0	0.00
	Total	63,280	13,646	21.56

5.21 The Northamptonshire Children’s Trust delivers children’s social care and targeted early help on behalf of North Northamptonshire Council and West Northamptonshire Council. The Councils set the strategic outcomes and priorities and the Trust is responsible for delivering those outcomes. Services provided by the Trust include:

- Targeted early help services to children and families.
- Front door and safeguarding services
- Support and placements for Children in Care
- Support and placements for Disabled Children
- In house fostering and residential provision
- Commissioning of external placements and contracts
- Commissioned legal services and transport for children in care.

5.22 The total contract value for the Children’s Trust is £150.938m. The Council’s share of this is £66.654m this reflects how the contract sum is split between North Northamptonshire Council (44.16%) and West Northamptonshire Council (55.84%).

5.23 The Children’s Trust are forecasting an overspend of £30.902m – this is an increase of £1.232m to that previously reported to the Executive where the forecast pressure was £29.670m. The cost to the Council based on an overspend of £30.902m is £13.646m. If these pressures are not mitigated this will pose a significant financial risk to the Council. The Trust are looking at potential mitigations, however there is a risk that this position could worsen before year end. A key risk is the delivery of the efficiency savings of £7.672m which formed part of the contract sum. At present, the Trust is forecasting that £1.070m of these savings are at risk of non-delivery and are rated as Amber this could increase the overall pressure from £30.902m to £31.972m. The following table summarises the contract sum and the forecast variances (excluding the risk on savings).

Description	Contract Sum	Forecast Variance Period 9	Movement	Forecast Variance Period 10	
	£'000	£'000	£'000	£'000	%
Staffing	49,732	3,579	71	3,650	7.34
Other non staffing costs	358	0	0	0	0.00
Placements	66,286	23,307	698	24,005	36.21
Contracts	5,001	0	0	0	0.00
Children's Homes	3,767	214	0	214	5.68
Legal	4,788	511	0	511	10.67
Adoption	7,776	(79)	36	(43)	(0.55)
Transport	2,870	524	278	802	27.94
Other care	5,889	(88)	179	91	1.55
NCT Central - Other budget	(762)	(245)	(30)	(275)	36.09
Support Services / SLA	5,233	0	0	0	0.00
Other Costs	0	1,947	0	1,947	100.00
Total	150,938	29,670	1,232	30,902	20.47

5.24 The main pressure within the Children's Trust relates to placements for children in care – this amounts to £24.005m and is an adverse movement of £698k to the pressure of £23.307m reported in Period 9. The market and availability of placements remains challenging. The placements budget will continue to remain under pressure as it remains extremely volatile both locally and nationally. The Trust is working on how these pressures can be mitigated this year and how this can be reduced in future years. The following table provides further detail around the pressures from placements.

Description	Contract Sum	Forecast Variance Period 9	Movement	Forecast Variance Period 10	
	£'000	£'000	£'000	£'000	%
In House Fostering	8,532	(137)	0	(137)	(1.61)
Agecny Fostering	16,895	2,245	(56)	2,189	12.96
Independent Residential	31,087	8,437	892	9,329	30.01
Supported Accommodation	3,400	11,994	183	12,177	358.15
18+ Agency Placements	4,400	187	(17)	170	3.86
Welfare Secure	339	(211)	0	(211)	(62.24)
Parent & Baby	910	1,222	0	1,222	134.29
UASC	6,918	4	0	4	0.06
Remand Secure	300	83	(18)	65	21.67
Income	(6,495)	(517)	(286)	(803)	12.36
Total	66,286	23,307	698	24,005	36.21

5.25 The contract sum included a pay provision of 4%, this was in line with the provision that both North and West Northamptonshire Council included in their budgets. NCT are not aligned to national pay negotiations and a proposed offer aligned to West Northamptonshire Council would require additional funding of £1.007m a formal offer has been accepted by the Unions and this is reflected in

the outturn. The forecast outturn also reflects a pressure of £1.087m for managed teams. A change control request to increase the contract sum by £2.094m has been made. In addition, there are further staff related pressures of £1.556m.

- 5.26 The legal services budget remains a challenge with increasing demand and additional inflationary costs in this area. The budget forecast is a projected overspend of £511k this is unchanged to Period 9.
- 5.27 The forecast overspend on Transport is £802k, the main pressures relate to Commissioned Transport (£618k) and out of County Placements (£108k). There is pressure of £49k relating to the use of Public Transport and other pressures amount to £27k. There are further net pressures which amount to £1.934m.
- 5.28 As part of the contract negotiations, it was agreed an amount of £2.243m was included for one off investments – the Council’s share of this was £991k – it is currently forecast that this will be delivered within budget.
- 5.29 The Children’s Trust Budget is monitored in year through regular meetings between officers of both North and West Northamptonshire Councils and the Trust.

Adults, Health Partnerships and Housing

- 5.30 The revenue budget within this section covers Adult Social Services, Health Partnerships and Housing (excluding the HRA).
- 5.31 Under the 2014 Care Act, local authority Adults Services have a responsibility to make sure that people aged over 18 years who live in their areas are provided with personal day to day care (helping people get dressed, washed, going to the bathroom, eating etc) where they cannot do things for themselves or access family support. The service also provides other physical or psychological support to people with disabilities in order to help them live a full life. The overriding responsibility is to keep people safe and protect them from harm or neglect.
- 5.32 Care can take many forms and can be provided directly by the Council, through contracted organisations or families can receive a personal budget to buy suitable care for themselves. Although receiving formal or long-term care is subject to people meeting the Council’s eligibility criteria, the service also has a key responsibility for helping people to stay independent and preventing or delaying the need for care.

Assistant Director of Adult Services

- 5.33 The **Assistant Director of Adult Services** is responsible for the strategic planning, engagement, operational and statutory delivery of Adult Social Care This includes the independent care budgets for all people aged over 18 and the social care and reablement teams. The forecast outturn position for the **Assistant Director of Adult Services** is set out in the following table (Period 9 £11.285m overspend).

Assistant Director of Adult Services	£’000
Expenditure	119,318

Income	(19,420)
Net Budget	99,898
Forecast	112,483
Variance	12,585

5.34 The forecast outturn relating to the **Assistant Director of Adult Services** is set out in the following table. The overspend assumes most savings detailed in Appendix A are achieved in year. However, £617k of the savings for the increase of the utilisation of Shaw PPP beds for Discharge to Assess is assumed to be at risk of delivery. These savings will continue to be tracked, and any further impact of the achievability will form part of future reports.

Ref	Description	Budget	Forecast Variance	
			£'000	%
		£'000	£'000	
1	Employees	9,195	289	3.14
2	Third Party payments	95,277	12,846	13.48
3	Transfer Payments	14,258	0	0.00
4	Income	(19,420)	(550)	2.83
5	Other budgets	588	0	0.00
	Total	99,898	12,585	12.60

- 1) The employee related costs are currently forecasting an overspend of £289k this is as a result of agency staff owing to the number of vacancies.
- 2) The main areas of spend in relation to Third Party Payments are in respect of independent care spend including Residential and nursing care for both 65+ year old and the 18-64 years old clients. The service is seeing a significant increase in service demand including more people and, in some areas, higher costs. Client numbers have increased since April 2022 by 25% in the 65+ cohort and 15% in the 18-64 cohort with similar costs to existing cohorts. Previously there had been 14 years of stable demand in the 65+ cohort so this level of increase is unprecedented.

During 2022-23 the council received an additional £6m of one-off funding which mitigated the pressures of this increased demand for part of the year, with similar allocations for 2023-24 being expected to meet need for the full year. There are currently no indications that there will be further grant funding that will offset this growth.

Whilst Thackley Green transferred on 1st July 2023, it was not able to operate at full capacity until mid-January 2024. This resulted in some double running costs in the short term but has generated savings of around £400k by promoting independence and delivering reablement programmes at a greater scale than be able to previously deliver.

In September 2023, increased spend controls were introduced within adult social care aiming to mitigate against the increased demand, however it is prudent to highlight a continued negative movement in the forecast as a result of this increased demand between Period 9 and Period 10. The net movement amounts to £1.3m. These mitigations and interventions will be closely monitored.

- 3) The transfer payments relate to direct payments these costs are currently forecast to be delivered on budget.
- 4) The main areas of income include client contributions to care costs. This is forecast that an additional £550k is received.
- 5) The main area of spend shown as Other include other support costs this is forecasted to be delivered on budget.

5.35 Due to the volatile nature of the Adults Social Care budget, there may be further immersing risks whilst we progress through the financial year. This may include an unexpected increase in demand during the winter period, e.g., an increase in flu and other respiratory diseases, unexpected provider failures, additional pressures from acute hospitals, changes in caselaw and adverse weather. Mitigations would be sought to manage these pressures including, in exceptional circumstances, the use of reserves. This is an area the Council will continue to monitor closely.

Assistant Director of Safeguarding and Wellbeing

5.36 The **Assistant Director of Safeguarding and Wellbeing** is responsible for the strategic planning, engagement, operational and statutory delivery of key services for Adult Social Care. This includes ensuring services, practice and standards meet statutory requirements and that all professionals work together to deliver Making Safeguarding Personal to promote and secure the safety of local residents. The forecast outturn position for the **Assistant Director of Safeguarding and Wellbeing** is set out in the following table (Period 9 – overspend £178k).

Assistant Director of Safeguarding and Wellbeing	£'000
Expenditure	10,895
Income	(994)
Net Budget	9,901
Forecast	10,079
Variance	178

5.37 The forecast outturn relating to the **Assistant Director of Safeguarding and Wellbeing** is set out in the following table and explanations for the variances are provided below the Table.

Ref	Description	Budget	Forecast Variance	
		£'000	£'000	%
1	Employees	9,700	178	1.84
2	Premises	382	0	0.00
3	Transport	324	0	0.00
4	Supplies and Services	489	0	0.00
5	Income	(994)	0	0.00
	Total	9,901	178	1.80

- 1) The employee related costs are currently forecast to be overspent by £178k this is as a result of agency staff owing to the number of vacancies.
- 2) The premises costs include costs associated with the running of the internal provider services. These are forecast to be delivered on budget.
- 3) The transport costs include £203k for leased cars and other travel costs associated with running the internal care provision. These are forecast to be delivered on budget.
- 4) The supplies and services include £150k of professional fees for the DOLS service and £155k for non-staffing expenses across the internal care provision. These are forecast to be delivered on budget.
- 5) The main income sources are from client contributions towards their care. These are forecast to be delivered on budget.

Assistant Director of Commissioning and Performance

5.38 The **Assistant Director of Commissioning and Performance** is responsible for ensuring services, practice and standards meet statutory requirements and includes the commissioning and monitoring of Adults Social Care external contract. The forecast outturn position for the **Assistant Director of Commissioning and Performance** is set out in the following table (Period 8-£983k underspend).

Assistant Director of Commissioning and Performance	£'000
Expenditure	24,243
Income	(10,566)
Net Budget	13,677
Forecast	12,694
Variance	(983)

5.39 The forecast variance relating to the **Assistant Director Commissioning and Performance** is set out in following table and explanations for the variances are provided below the Table.

Ref	Description	Budget	Forecast Variance	
			£'000	%
1	Employees	4,408	65	1.47
2	Third party Payments	18,518	(1,048)	(5.66)
3	Income	(10,566)	0	0.00
4	Other	1,317	0	0.00
	Total	13,677	(983)	(7.19)

- 1) The employee related costs are currently forecast to be an overspend of £65k this is as a result of agency staff owing to the number of vacancies.

- 2) The main areas of spend in relation to Third Party Payments are in respect of Better Care fund expenditure and the PPP Shaw contract.

The annual budget for the PPP Shaw contract which is for the provision of six residential care homes across North Northamptonshire for the over 65s is £9.8m. There is a forecast pressure of £970k (9.8%) in relation to this contract. At the time the budget was set it was assumed that the inflationary increase would be £234k this was based on previous trends. The actual increase was based on average weekly earnings up to March 2023. A budget realignment exercise has taken place along with the identification of efficiencies which has resulted in mitigations of £2.018m.

- 3) The main income sources are the Improved Better Care Fund (£6.8m) and Client Contributions from PPP and Block purchased care provision (£1.4m). Other income sources include assistive technology pool contribution, this is forecast to be delivered on budget.
- 4) Other costs amount to £1.317m and is primarily made up of Community Equipment spend, this is forecast to be delivered on budget.

Assistant Director Strategic Housing, Development and Property Services

- 5.40 The **Assistant Director Strategic Housing, Development and Property Services** provides strategic direction and leadership for the delivery of the Housing Service and housing management, this includes support for homeless people. The forecast outturn position for the **Assistant Director Strategic Housing, Development and Property Services** set out in the following table (Period 9 - £400k).

Assistant Director Strategic Housing, Development and Property Services	£'000
Expenditure	6,463
Income	(3,756)
Net Budget	2,707
Forecast	3,193
Variance	486

- 5.41 The forecast outturn relating to the Assistant Director **Strategic Housing, Development and Property Services** is set out in the following table. The forecast at Period 6 assumes that the service will be delivered on budget and that any savings detailed in **Appendix A** are achieved in year. Savings will continue to be tracked and changes to the deliverability will form part of future reports.

Ref	Description	Budget	Forecast Variance	
		£'000	£'000	%
1	Employees	2,275	200	8.79
2	Premises	203	0	0.00
3	Supplies and Services	3,451	286	8.29
4	Third Party Payments	501	0	0.00
5	Other	33	0	0.00
6	Income	(3,756)	0	0.00
	Total	2,707	486	17.95

- 1) The employee related costs are currently forecasting an overspend of £200k in relation to the homelessness service, this is as a result of additional agency costs.
- 2) The main area of spend in relation to premises include cost associated with temporary accommodation £141k. This is forecast to be delivered on budget.
- 3) The main areas of spend relate to temporary accommodation within the homelessness service. This is forecast to be overspent by £286k this is due an increase in demand for the homelessness service.
- 4) The third-party payments include payments to private and independent contractors This is forecast to be delivered on budget.
- 5) Other costs include other minor costs. This is forecast to be delivered on budget.
- 6) Income is mainly made up of grants this includes the Homelessness Prevention grant (£1.019m), the Rough Sleepers Initiative (£926k) and other homelessness grants (£565k). In addition, there is income from property rents of £1.076m. The income is forecast to be delivered on budget.

5.42 All services across Adults, Health Partnerships and Housing undertake regular budget monitoring, track fluctuations in spend, and work to identify additional efficiencies and savings to either mitigate forecasted overspends within the directorate or to contribute to the overall corporate position in year of the Council. Ongoing work continues to identify any further efficiencies, savings or income that can be identified to improve the overall position in-year, to set budgets for the following year, and in contributing to the medium-term financial strategy.

Public Health and Communities

5.43 The **Director of Public Health and Wellbeing** is a statutory officer and the principal adviser on all health matters to elected members, officers, and partners, with a leadership role spanning health improvement, health protection and healthcare public health. This includes delivering core public health services in line with grant funding and statutory requirements.

- 5.44 The grant is ringfenced and any variances will result in a movement to or from reserves ensuring that all grant conditions are met.

Director of Public Health and Wellbeing	£'000
Expenditure	26,312
Income	(26,312)
Net Budget	(0)
Forecast	(0)
Variance	0

- 5.45 The forecast outturn relating to the **Director of Public Health and Wellbeing** is set out in following Table.

Description	Budget	Forecast Variance	
		£'000	%
	£'000	£'000	
Employees	4,891	0	0.00
Supplies & Services	6,808	0	0.00
Support Costs	1,240	0	0.00
Third Party Payments	7,620	0	0.00
Transfer Payments	5,635	0	0.00
Income	(26,312)	0	0.00
Other	118	0	0.00
Total	0	0	0.00

Assistant Director Communities and Leisure

- 5.46 The **Assistant Director Communities and Leisure** includes libraries, cultural facilities (such as museums, theatres, art galleries and heritage sites), sports and leisure facilities (such as swimming pools, tennis courts, golf, playing pitches, indoor courts/sports halls etc), archaeological archiving and activities and access to parks and open spaces for play and recreation. The Service is also responsible for community grants as well as providing education and outreach services and advice and support, encouraging physical and mental wellbeing of residents through sport and leisure-based activities. The forecast outturn position for the **Assistant Director Communities and Leisure** is set out in the following Table (Period 9 - £260k)

Assistant Director Communities and Leisure	£'000
Expenditure	17,884
Income	(8,929)
Net Budget	8,955
Forecast	8,730
Variance	(225)

5.47 The forecast outturn relating to the **Assistant Director of Communities and Leisure** is set out in following table and explanations for the variances are provided in the paragraphs that follow.

Ref	Description	Budget	Forecast Variance	
		£'000	£'000	%
1	Employees	7,590	0	0.00
2	Premises	3,034	0	0.00
3	Supplies & Services	4,118	175	4.25
4	Third Party Payments	3,699	0	0.00
5	Income	(8,929)	(400)	4.48
6	Other	(557)	0	0.00
	Total	8,955	(225)	0.00

- 1) The employee related costs are currently forecast to be delivered on budget.
- 2) The premises related costs are currently forecast to be delivered on budget.
- 3) The supplies and services costs are currently forecasting a pressure of £175k this is due to contractual increases. The service is continuing to look at how these costs can be mitigated.
- 4) The third-party payments are mainly made up of £2.893m for payments for the Ukraine resettlement programme these are currently forecast to be delivered on budget.
- 5) The main areas of income include £5.041m of grant income and £2.66m relating to fees and charges. The income is forecast to be £400k greater than budget and is a result of changes in VAT.
- 6) Other costs are forecast to be delivered on budget.

Place and Economy Directorate

5.48 The Place and Economy budget covers the following four functional areas plus Management Costs:

- Assets and Environment
- Growth and Regeneration
- Highways and Waste
- Regulatory Services

Assistant Director Assets and Environment

5.49 The **Assistant Director Assets and Environment**, includes Facilities Management, Property Estate Management, Energy and Fleet Management, Grounds Maintenance, Parks and Open Spaces and On and Off-street parking enforcement. It also includes Asset and Capital Management of the Council's corporate assets and capital programmes, together with the effective management of the Council's strategic assets and landholdings. Key income and cost drivers include parking income, number of visitors to country parks and open

space, demand for commercial rental spaces, use of corporate workspaces and use of energy. The forecast outturn position for the **Assistant Director of Assets and Environment** is set out in the following table (Period 9 - £1.315m).

Assistant Director Assets and Environment	£'000
Expenditure	25,143
Income	(21,104)
Net Budget	4,039
Forecast	2,455
Variance	(1,584)

5.50 The forecast variance relating to the **Assistant Director Assets and Environment** is set out in following Table and explanations for the variances are provided below the Table.

Ref	Description	Budget	Forecast Variance	
		£'000	£'000	%
1	Employees	10,239	(858)	(8.38)
2	Premises	9,246	186	2.01
3	Transport	4,591	(178)	(3.88)
4	Supplies and Services	1,552	87	5.61
5	Third Party Payments	1,024	48	4.69
6	Income	(21,104)	(818)	3.88
7	Other	(1,509)	(51)	3.38
	Total	4,039	(1,584)	(39.22)

1) The underspend of £858k (8.38%) against Employees relates to staff underspends from vacant posts due to ongoing work on restructures. Work is underway to recruit to posts through the restructure during 2023/24 and into 2024/25.

2) The main areas of spend within Premises are Business Rates (£1.552m), Utilities (£3.392m), Building Repairs and Maintenance (£1.718m), Rents and Service Charges (£856k), Building cleaning (£538k) and other premises costs of £1.190m.

There is a pressure of £186k relating to outstanding liabilities for business rates (£283k), cleaning costs (£42k), Water charges (£29k) and further minor net pressures which amount to £57k. This is offset by a saving of £167k on utility costs across the service. There is also a £58k underspend on Repairs and Maintenance based on the current programme of works and the realignment of budgets to support repairs required across the portfolio.

3) The main areas of spend within Transport relates to Vehicle leasing (£3.047m), Fuel (£1.245m) and other transport costs (£299k).

There is an overall saving of £178k based on the current cost of fuel being lower than anticipated and reflects the reduction in the cost of fuel.

- 4) There is an overall pressure of £87k on Supplies and Services. This is due to a pressure mainly on Professional fees.
- 5) There is an overall pressure of £48k within Third Party Payments of which £46k relates to a Private Contractor for Ash dieback trees works. Other minor pressures amount to £2k.
- 6) The main income sources are Rent and Leases (£16.453m), Parking Income (£2.192m) and various other forms of income amounting to £2.459m.

There is a pressure of £86k relating to external income that the Council had budgeted to receive to fund posts for projects such as Corby Town Funds. This pressure is offset by additional grant funding received for tree maintenance within Environment Services of £116k (51% of £226k Grants budget). There is also additional income from rent reviews and back dated rent (£713k) and PCN income £75k.

- 7) Other minor net savings amount to £51k.

Assistant Director Growth and Regeneration

5.51 The **Assistant Director Growth and Regeneration** includes Planning Services, Economic Development, Growth and Infrastructure, Regeneration, Digital Infrastructure, Climate Change and Flood and Water Management. Key income/costs drivers include local demand and volume of applications for the Planning service, including major development fees, availability of Planning resources e.g., planning professionals and demand for economic activities. The forecast outturn position for the **Assistant Director of Growth and Regeneration** is set out in the following Table (Period 9 - £141k).

Assistant Director Growth and Regeneration	£'000
Expenditure	10,102
Income	(5,501)
Net Budget	4,601
Forecast	4,600
Variance	(1)

5.52 The forecast variance relating to the **Assistant Director Growth & Regeneration** is set out in following Table. Explanations for the variances are provided below the Table.

Ref	Description	Budget	Forecast Variance	
		£'000	£'000	%
1	Employees	6,334	200	3.16
2	Supplies and Services	3,663	127	3.47
3	Income	(5,501)	(328)	5.96
4	Other	105	0	0.00
	Total	4,601	(1)	(0.02)

- 1) There is a pressure of £200k within Employees which relates to agency costs to cover vacant posts, which are predominantly covering vacancies due to the restructure of the service and challenges with recruiting hard to fill posts, particularly in the Planning Service. Work is underway to recruit to these posts following the restructure in 2023/24.
- 2) There is an overall pressure of £127k on Supplies and Services due to professional fees and subscriptions within Planning Management and Enforcement.
- 3) The main income sources are Planning Income (£2.89m) and other income, mainly external grants, which amounts to (£2.61m).

There is currently additional net income of (£328k). This is mainly planning income based on received and forecasted income for the financial year. This is due to Planning Performance Agreements that have been negotiated with several developers on major schemes.

The Department for Levelling Up, Housing and Communities responded to its consultation on increasing planning fees and performance which will result in an increase to Fees and Charges relating to Planning applications. The new fees have come into force from 6th December 2023. It should be noted that the forecast for the remaining year is influenced by the result of the current economy, with both inflationary cost increases and an increased cost of borrowing detrimentally affecting investment in development.

Assistant Director Highways and Waste

5.53 The **Assistant Director for Highways and Waste** includes street cleaning, waste and recycling collections and disposals, including the household waste and recycling centres and Transport Management. The highways services maintain the extensive network of public roads, footpaths, and rights of way, including highway related infrastructure such as streetlights, traffic signals, bridges, gullies, and highway trees. Services also include School Transport and Concessionary fares. Key cost drivers include the tonnes of waste materials collected from households, businesses, and litter bins for recycling and disposal, variations to costs per tonnage, investment on various highway assets, as well as the impact of extreme weather conditions, school age population for school transport and the agility of the older population for concessionary fares. The forecast outturn position for the **Assistant Director of Highways and Waste** is set out in the following Table (Period 9 - £377k).

Assistant Director Highways and Waste	£'000
Expenditure	67,679
Income	(9,799)
Net Budget	57,880
Forecast	57,347
Variance	(533)

5.54 The forecast variance relating to the **Assistant Director for Highways and Waste** is set out in following Table. Explanations for the variances are provided below the Table.

Ref	Description	Budget	Forecast Variance	
			£'000	%
		£'000	£'000	
1	Employees	10,375	736	7.09
2	Supplies and Services	9,795	207	2.11
3	Transport	19,341	(558)	(2.89)
4	Third Party Payments	28,998	100	0.34
5	Income	(9,799)	(1,078)	11.00
6	Other	(830)	60	(7.23)
	Total	57,880	(533)	(0.92)

- 1) There is a pressure on Employees of £831k mainly relating to overtime and agency costs within Refuse and Recycling, work is ongoing to mitigate these pressures as part of a restructure. This is offset by a saving of £95k across the service due to vacant posts.
- 2) There is a pressure of £207k within Supplies and Services. This consists of a pressure of £65k relating to the Garden waste service (additional developer costs for ongoing direct debit solution), £110k additional Highways maintenance and transport related work & £32k Waste pressure.
- 3) The main areas of spend within Transport relate to contract payments for Home to School Transport, Social Care Transport and Concessionary payments to transport operators.

The Department for Transport had requested that authorities continue to reimburse bus operators based on the average number of journeys in the winter months prior to the COVID-19 outbreak (December 2019 to February 2020).

The alternative is that the Council reverts to paying bus operators on the actual number of journeys. Reimbursing bus operators based on the average rather than the actual usage is estimated to be between £500k and £700k higher. The Council's support to the bus industry helps safeguard local bus services for residents throughout the pandemic and during the recovery period. The forecast underspend is £388k (13% of £2.868m Concessions budget).

The DfT are rebasing the reimbursement methodology for 2024/25 and announcements around this will be made later this year.

New bus service contracts to replace withdrawn commercial services and expansion of rural provision will now be introduced from April 2024, so limiting the costs incurred in 23/24. This, together with the high-level of Government grants which have been received has resulted in a £170k saving on the bus subsidy budget.

- 4) The main areas of spend relate to Waste Disposal (£17.470m), Street Lighting (£6.638m) and Highways Maintenance (£4.157m) and other third-party payments (£1.757m).

There are budgetary challenges with regard to Highways Maintenance and the increased requirement for repairs due to the deterioration of the highway network, together with the effect of inflation on the cost of services. Work is ongoing to identify how the service can be delivered differently in order to remain within the allocated budget; this may require a change in approach to maintaining the highways network.

There is a pressure of £100k within Third Party Services of which £254k relates to potholes and resurfacing works. There is also a pressure of £121k relating to the maintenance of grass verges. Work is ongoing to identify how the service can be delivered differently in order to remain within the allocated budget; this may require a change in approach to maintaining the highways network. There is a saving of £260k relating to the Waste disposal due to lower than anticipated tonnage levels and treatment costs. Other minor savings amount to £15k.

- 5) There is a favourable variance of £597k within income which relates to the Garden Waste subscription service performing better than initially predicted. It is worth noting that whilst subscriptions have gone up, the associated costs to deliver the service have also increased.

There is also additional income of £421k (137% of £307k Highways income budget) for Highways regulations and investigation searches arising because of higher-than-expected residential developments coming forward, house sales and utility works. Other minor savings amount to £59k.

- 6) Other minor pressures amount to £60k.

Assistant Director Regulatory Services

- 5.55 The **Assistant Director Regulatory Services** includes Bereavement Services, Building Control and Local Land Charges, Emergency Planning, Environmental Health and Licensing, Trading Standards, Private Sector Housing and the Travellers Unit. The main income and cost drivers include the local economy and market for Building Control income, age/morbidity demographic rate for bereavement services (burials and cremations), public health demand for Environmental Health services, and legal/statutory obligations for building regulations and licensing. The forecast outturn position for the **Assistant Director of Regulatory Services** is set out in the following table (Period 9 - £268k).

Assistant Director Regulatory Services	£'000
Expenditure	7,485
Income	(4,249)
Net Budget	3,236
Forecast	3,054
Variance	(182)

5.56 The forecast variance relating to the **Assistant Director Regulatory Services** is set out in following Table. Explanations for the variances are provided below the Table.

Ref	Description	Budget	Forecast Variance	
		£'000	£'000	%
1	Employees	6,078	(401)	(6.60)
2	Premises	680	114	16.76
3	Income	(4,249)	93	(2.19)
4	Other	727	12	1.65
	Total	3,236	(182)	(5.62)

1) There is an underspend of £401k within Employees primarily relating to salary savings which is offsetting the pressure on agency costs to support service delivery across Regulatory Services pending the restructuring of the service during 2023/24 and into 2024/25. An MTFP saving for 2023/24 of £185k for the restructure within Regulatory Services was approved of which £155k has been identified, leaving a pressure of £30k which will be covered by vacancies across the service. Work is currently being undertaken within the service area to deliver the saving.

2) The main areas of spend relate to Grounds Maintenance £261k, Business Rates £135k, Utilities £215k and other premises costs of £69k.

There are pressures of £114k within premises relating to increased business rates and utility pressures in Bereavement Services.

3) The main income sources are Bereavement Services (£2.226m), Building Control and Local Land Charges Income (£1m), Licensing Income (£683k), other minor income sources which amount to (£340k).

The overall income forecast is a pressure of £93k. The forecast outturn for income from Bereavement Services is (£130k) higher than budget this is reflective of the 2022/23 outturn and activity levels remain similar in 2023/24. This is offset by a pressure on Building Control income where income levels are forecast to be £206k lower than budget with the forecast being based on 2022/23 activity levels due to a combination of unachievable income targets, market share reduction and the economic climate. Other minor pressures amount to £17k.

4) Other minor pressures amount to £12k.

Place and Economy Management

5.57 This area includes the management costs for the Place and Economy Directorate and is forecasting a pressure of £98k due to agency costs and advertising (Period 9 - £77k).

Directorate Management	£'000
Expenditure	665

Income	0
Net Budget	665
Forecast	763
Variance	98

Enabling & Support Services

Finance, Performance, Procurement and Revenues and Benefits

5.58 The **Finance and Performance Service** is responsible for leading the management, development, performance and continuous improvement of all Finance, Audit and Risk services. The **Procurement Service** leads on all aspects of procurement delivery, category management, commissioning and contract management. The **Revenue and Benefits Service** is responsible for the collection of both Council Tax and Business Rates and in assessing, awarding and payment of benefits. The forecast outturn position for these services is set out in the following table (Period 9 – £1.516m).

Finance, Performance, Procurement and Revenue and Benefits Service	£'000
Expenditure	86,050
Income	(69,080)
Net Budget	16,970
Forecast	15,585
Variance	(1,385)

5.59 The forecast variance for the **Finance, Performance, Procurement and Revenues and Benefits Service** is set out below. Explanations for the variances are provided below the table.

Ref	Description	Budget	Forecast Variance	
			£'000	%
	£'000	£'000	£'000	
1	Employees	17,011	(2,048)	(12.04)
2	Supplies & Services	3,915	697	17.80
3	Transfer Payments	64,711	0	0.00
4	Other	413	5	1.21
5	Income	(69,080)	(39)	0.06
	Total	16,970	(1,385)	(8.16)

1) A saving of £2.048m is forecast for Employees (Period 9 - £1.834m). This is partly due to forecast savings as a result of vacancies within the Procurement team (£162k), the Internal Audit team (£322k), Finance Team (£167k) and the Performance team (£200k). In addition, there are further forecast in year savings relating to employer's superannuation payments (£1.250m) and Unfunded Pensions (£65k). These savings are partially offset by a pressure from the use of agency staff within the Revenues & Benefits team (£118k).

- 2) There is a forecast pressure of £697k within Supplies and Services (Period 9 - £443k). This pressure is a combination of an increase in Insurance premiums of £614k and a net pressure of £83k within the Revenues and Benefits Service, which mainly arises from a legal requirement to write to all direct debit customers following the implementation of the Council's new revenues system.
- 3) Transfer Payments relate to Housing Benefit payments, which are forecast to be delivered on budget.
- 4) Amounts shown within Other Costs are largely payments to the Lead Authority Board for shared services provided to the Council (£619k), where there is a forecast net pressure of £5k (Period 9 - £38k saving). The pressures arise in the Account Payable and Receivable functions (£138k) offset by savings on historic LGSS inter-authority charge budgets (£116k) and other minor items (£17k).
- 5) The main areas of Income are Housing Benefit Subsidy and income received from government to cover the costs of collecting NNDR & Council Tax. There is a forecast net saving of £39k (Period 9 - £87k), arising from £194k grant funding received by the Revenues & Benefits service to offset the costs of additional work undertaken during the cost-of-living crisis. This additional income is partially offset by unachievable legacy income targets of £85k and minor in-year pressures of £70k.

Chief Executive's Office

- 5.60 The functions managed through the **Chief Executive's Office** include the Chief Executive, the Assistant Chief Executive, Executive Support, Communications, Consultation, Engagement and Corporate Equalities, Print Room and the Web Team. The service supports teams across the authority, providing leadership and strategic direction to secure a cohesive and coordinated approach to the delivery of improved organisation-wide service provision, resource allocation and prioritisation. The forecast outturn position for the **Chief Executive's Office** is set out in the following table (Period 9 - £454k).

Chief Executive's Office	£'000
Expenditure	1,384
Income	(27)
Net Budget	1,357
Forecast	887
Variance	(470)

- 5.61 The forecast variance for the Chief Executives Office is set out in following table. Explanations for the variances are provided below the table.

Ref	Description	Budget	Forecast Variance	
			£'000	%
1	Employees	1,815	(533)	(29.37)
2	Supplies & Services	432	53	12.27
3	Other	(863)	0	0.00
4	Income	(27)	10	(37.04)
	Total	1,357	(470)	(34.64)

- 1) There are anticipated savings within the Executive Support, Communications and Printing services of £533k (Period 9 - £497k). This is due to staff vacancies within the team's new structure, which are actively being recruited (£739k), partially offset by the use of agency staff (£206k).
- 2) The main area of spend within Supplies and Services are printing and postage costs for the corporate print and post rooms, the forecast pressure of £53k is due to inflationary increases in corporate subscriptions of £37k (Period 9 - £20k) and other minor pressures £16k (Period 9 - £13k).
- 3) 'Other' spend includes HRA recharges, which are forecast to be delivered on budget.
- 4) The income budget relates to printing on behalf of third-party organisations. There is an anticipated pressure of £10k (Period 9 - £10k) as demand for these services has fallen.

Chief Information Officer

5.62 The **Chief Information Officer** is responsible for the delivery of efficient and effective management of all aspects of IT operations, Digital, IT programmes of work, IT commercial contracts and supplier relationships, IT Service delivery teams and for transforming the IT and Digital Services team. This includes managing IT services provided by West Northamptonshire Council. The forecast outturn position for the **Chief Information Officer** is set out in the following Table (Period 9 - £379k).

Chief Information Officer	£'000
Expenditure	10,415
Income	(2)
Net Budget	10,413
Forecast	10,724
Variance	311

5.63 The forecast variance relating to the **Chief Information Officer** is set out in following table and explanations for the variances are provided below the table.

Ref	Description	Budget	Forecast Variance	
			£'000	%
		£'000	£'000	
1	Employees	2,302	71	3.08
2	Supplies & Services	5,110	(144)	(2.82)
3	Third Party Payments	3,609	384	10.64
4	Other	(608)	0	0.00
	Total	10,413	311	2.99

- 1) Employee costs are forecast as a pressure of £71k (Period 9 - £22k). This is partly due to a pressure of £91k arising from developer staff costs that were previously capitalised. These costs can no longer be treated as capital where the systems are Cloud based, as this is a revenue cost. A further £296k pressure arises from agency costs and both are partially offset by forecast savings from vacant posts of £316k.
- 2) A saving of £144k is forecast in Supplies and Services, where the main areas of spend are software license costs, data line rental and telephone costs. There are savings on software licences (£94k), Data Line rentals (£53k) and other minor items (£47k). These are offset by a pressure on Mobile phones (£50k), caused by delays in moving over to more favourable contracts as part of the mobile phones project. The forecast savings on this project are expected to be delivered from 24/25 onwards.
- 3) Third Party Payments relate to the shared IT service with WNC. The pressure reflects estimated inflationary increases within this arrangement, which amount to £384k (Period 9 - £384k). Detailed work is ongoing to identify and validate other pressures within the WNC IT Shared Service.
- 4) 'Other' relates to internal income recharges. These are forecast to be delivered on budget.

Customer and Governance

Assistant Director of Human Resources

- 5.64 The **Assistant Director of Human Resources** is responsible for the leadership, development and implementation of relevant strategies for the area and council, enabling the delivery of corporate HR priorities, including HR Advisory, Workforce Planning & Development, Learning & Development and Health & Safety. The forecast outturn position for the **Assistant Director of Human Resources** is set out in the following Table (Period 9 - £50k).

Assistant Director of Human Resources	£'000
Expenditure	5,468
Income	(1,537)

Net Budget	3,931
Forecast	3,701
Variance	(230)

5.65 The forecast outturn relating to the **Assistant Director of Human Resources** is set out in following Table:

Ref	Description	Budget	Forecast Variance	
			£'000	%
			£'000	
1	Employees	5,204	(99)	(1.90)
2	Supplies & Services	500	(192)	(38.40)
3	Third Party Payments	418	0	0.00
4	Other	(654)	(7)	1.07
5	Income	(1,537)	68	(4.42)
	Total	3,931	(230)	(5.85)

- 1) Employees budgets have forecast savings of £99k, which relate to transitional vacancies carried in year.
- 2) The main areas of spend in Supplies and Services arise from work on the Pay & Grading project (£100k) and I-learn licences (£91k), where both are forecast to be delivered on budget. There is a net forecast saving of £192k (Period 9 - £53k) arising from underspends against occupational health budgets (£74k), other professional services budgets (£111k), and other minor savings (£7k).
- 3) The main area of spend in Third Party payments is the recharge from WNC for the shared Payroll function and this is forecast to be delivered on budget.
- 4) 'Other' relates to support service recharges. There are minor forecast savings totalling £7k.
- 5) Income is mainly generated through Inter Authority Agreements (IAA) with WNC and NCT. A net pressure of £68k is forecast, this arises from a pressure of £82k relating to apprenticeship delivery, partially offset by minor savings of £14k.

Assistant Director of Legal and Democratic Services

5.66 The **Assistant Director of Legal and Democratic Services** is responsible for developing and delivering a strong governance and ethical framework and the management of the internal Legal Services Team, Democratic & Election Services, FOI & Data Governance and Registration and the Coroners Services. The forecast outturn position for the **Assistant Director of Legal and Democratic Services** is set out in the following Table (Period 9 – £233k).

Legal Services	£'000
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Expenditure	6,202
Income	(896)
Net Budget	5,306
Forecast	5,214
Variance	(92)

5.67 The forecast variance relating to the **Assistant Director of Legal Services** is set out in the following Table and explanations for the variances are provided below the Table.

Ref	Description	Budget	Forecast Variance	
			£'000	%
		£'000	£'000	
1	Employees	3,779	187	4.95
2	Supplies & Services	2,152	(174)	(8.09)
3	Third Party Payments	762	18	2.36
4	Other	(491)	(27)	5.50
5	Income	(896)	(96)	10.71
	Total	5,306	(92)	(1.73)

- 1) The forecast pressure on the Employees budget of £187k (Period 9 - £10k) is due to savings on vacancies £1.418m (Period 9 - £1.339m), offset by the use of agency staff £1.605m (Period 9 - £1.349m). The majority of the use of agency staff is in Legal Services.
- 2) The main areas of expenditure within Supplies and Services are members allowances, ward initiative funds and external legal fees. Forecast savings of £174k (Period 9 - £15k) largely arise from savings on professional services budgets (£149k), with the balance arising within other minor items (£25k).
- 3) The main area of spend within Third Party Payments is the shared coroners service with WNC, where the latest forecast received reduces the forecast pressure to £18k (Period 9 - £179k). This is due to reductions in the forecast cost of specialist equipment, service charges and contractors.
- 4) 'Other' relates mainly to support service recharges, members travel expenses and staff mileage. There is a forecast saving of £27k (Period 9 - £21k). This forecast saving relates to a series of minor items.
- 5) The main areas of income are Legal fees (£200k) and Registration Services fees (£630k). There are also other minor income sources within the service (£46k). The service is forecasting additional income of £62k within Registration Services this is due to an increased service offer and the range of services provided. There is additional income of £34k related to the provision of legal services.

Assistant Director of Customer Services

5.68 The **Assistant Director of Customer Services** is responsible for leading and implementing the transformation and aggregation of all the Customer Service and Complaints teams and for setting the key priorities and direction for Customer

Services and Complaints in line with the corporate plan. The role is also responsible for the leadership, development and implementation of customer and digital strategies for the council, to deliver an improved customer experience and the administration of the 'Blue Badges' parking scheme. The forecast outturn position for the **Assistant Director of Customer Services** is set out in the following Table (Period 9 – £185k).

Assistant Director Customer Services	£'000
Expenditure	2,340
Income	(108)
Net Budget	2,232
Forecast	2,205
Variance	(27)

5.69 The forecast outturn relating to the **Assistant Director of Customer Services** is set out in the following table.

Ref	Description	Budget	Forecast Variance	
		£'000	£'000	%
1	Employees	3,049	21	0.69
2	Supplies & Services	157	(45)	(28.66)
3	Other	(866)	0	0.00
4	Income	(108)	(3)	2.78
	Total	2,232	(27)	(1.21)

- 1) There is a forecast net pressure on Employees of £21k (Period 9 – £158k Saving). This is largely due to one-off costs of £249k following the restructure of the service, this pressure is partially offset by a saving from vacant posts within the Customer Service team of £228k (Period 9 - £158k).
- 2) Although the main area of spend within Supplies and Services relates to the issuing of Blue Badges (£70k), the saving of £45k (Period 9 - £27k) arises from a series of minor budgets.
- 3) Other budgets are internal recharges and are forecast to be delivered on budget.
- 4) The income budget relates to the issuing of blue badges (£80k) and rent from the NHS Phlebotomy unit in the Kettering Offices (£28k). There are minor favourable variances of £3k.

6 Housing Revenue Account

6.1 Whilst North Northamptonshire Council must only operate one HRA it will, for a period of time, operate two separate Neighbourhood Accounts (Corby Neighbourhood Account and the Kettering Neighbourhood Account).

Corby Neighbourhood Account

- 6.2 The forecast position for the Corby Neighbourhood Account at the end of Period 10 shows an underspend of £266k (Period 9 - £264k underspend). This is summarised in the following Table:

Corby Neighbourhood Account			
	Current Budget 2023/24	Projection P10 2023/24	Forecast Variance
	£000	£000	£000
INCOME			
Rents - Dwellings Only	20,692	20,712	(20)
Service Charges	641	595	46
HRA Investment Income	148	148	0
Total Income	21,481	21,455	26
EXPENDITURE			
Repairs and Maintenance	6,440	6,781	341
General Management	5,438	4,789	(649)
HRA Self Financing	2,125	2,061	(64)
Revenue Contribution to Capital	4,875	5,061	186
Transfer To / (From) Reserves	807	807	0
Special Services	1,014	865	(149)
Other	782	825	43
Total Expenditure	21,481	21,189	(292)
Net Operating Expenditure	0	(266)	(266)

- 6.3 The forecast position for rental income from dwellings at Period 10 is £20k higher than budget – a rent gain of £68k is a result of the Right to Buy Sales being 15 less than the budgeted amount of 50 in 2022/23, resulting in a higher number of dwellings on 1st April 2023 resulting in a higher rental yield. RTB sales were budgeted at 50 the current forecast is 39 which results in a rent gain of £25k being the part year effect from RTB sales. The reduction is in part from the current economic climate and the increased costs in borrowing, however, this is reduced by a shortfall of £73k due to lost income from a higher void rate. The number of sales and void rates are areas that will be closely monitored during the course of the year.
- 6.4 The pressure on income from Service Charges is £46k this is a result of a £19k increase in the budget not being realised and £27k of optional emergency alarm charges not being taken up in the sheltered schemes.
- 6.5 The forecast position for Period 10 includes a total reduction in expenditure of £292k (Period 9 - £290k). The movements are set out in Sections 6.6 to 6.10.
- 6.6 There are pressures on repairs and maintenance costs of £341k, which relate to an increase in cost for general repairs (£357k), overspends on services costs due to disrepair claims (£151k) and higher costs associated with void properties and voids clearance (£71k) and an increase in utility costs (£32k). These are partly offset by savings on salaries of £65k due to vacant posts, savings on insurance of £30k, increased income from recharged services (£100k) and savings on equipment (£95k). There are other net minor pressures of £20k.

- 6.7 There are savings of £649k in General Management and £149k in Special Services. This relates to salary savings due to vacant posts (£494k); savings on staff training (£37k), savings on insurance (£144k), savings on services (£83k) and utilities (£42k) due to lower than expected costs. This is partially offset by an overspend on equipment (£28k). There were further minor favourable variances of £26k.
- 6.8 There is a saving of £64k against the HRA Self-financing line which relates to savings on loan interest charges due to loans not being enacted. This is as a result of a lower spend on the HRA capital programme resulting in a saving on interest costs.
- 6.9 The HRA holds a depreciation charge that recognises the cost of managing and maintaining the Council stock at the current level. This funding represents a revenue cost to the HRA that is then used to support the capital programme to deliver the required enhancements to the stock to keep it fit for purpose. The Revenue Contribution to Capital Expenditure (RCCO) as a minimum must equal the depreciation charge, owing to the increase in the value of the stock this has resulted in a higher deprecation charge of £186k, which will be available to fund future capital programmes.
- 6.10 There is a net overspend within 'Other' of £43k. This relates to pressures on salaries of £104k due to the use of agency staff and an overspend on supplies and services of £31k. This is partially offset by the bad debt provision being £43k less than budgeted - owing to higher collection rate on arrears (Period 9 - £43k) and savings in utilities of £42k. There are other minor favourable variances of £7k.

Kettering Neighbourhood Account

- 6.11 The forecast position for the Kettering Neighbourhood Account at the end of Period 10 shows an overspend of £394k (Period 9 - £290k overspend). This is summarised in the following Table:

Kettering Neighbourhood Account			
	Current Budget 2023/24	Projection P10 2023/24	Forecast Variance
	£000	£000	£000
INCOME			
Rents - Dwellings Only	16,763	16,816	(53)
Service Charges	487	443	44
HRA Investment Income	21	21	0
Total Income	17,271	17,280	(9)
EXPENDITURE			
Repairs and Maintenance	4,632	5,098	466
General Management	2,988	2,673	(315)
HRA Self Financing	4,986	4,986	0
Revenue Contribution to Capital	3,268	3,604	336
Transfer To / (From) Reserves	(565)	(565)	0
Special Services	1,257	1,210	(47)
Other	705	668	(37)
Total Expenditure	17,271	17,674	403
Net Operating Expenditure	0	394	394

- 6.12 The forecast position for rental income from dwellings at Period 10 is £53k higher than budget – a rent gain of £67k is a result of the Right to Buy Sales being 14 less than the budgeted amount of 30 in 2022/23, resulting in a higher number of dwellings on 1st April 2023 resulting in a higher rental yield. RTB sales were budgeted at 30 the current forecast is 13 which results in a rent gain of £40k being the part year effect from RTB sales. The reduction is in part from the current economic climate and the increased costs in borrowing, however, this is reduced by a shortfall of £54k due to lost income from a higher void rate. The number of sales and void rates are areas that will be closely monitored during the course of the year.
- 6.13 There are pressures of £44k as a result of income from service charges being lower than budget.
- 6.14 The forecast position for Period 10 is a pressure in expenditure of £403k (Period 9 - £292k). The movements are set out in Sections 6.15 to 6.18.
- 6.15 There are pressures in Repairs and Maintenance of £466k, which relates to the higher cost for materials (£210k), overspends on salaries due to agency costs (£215k), services due to disposal costs (£45k) and subcontractor costs due to clearance costs (£93k). These are partly offset by savings on equipment costs (£14k) and cyclical maintenance costs (£96k). There are also minor adverse variances of £13k.
- 6.16 There are savings of £315k in General Management and £47k in Special Services. This relates to salary savings due to vacant posts (£325k) and savings on grants (£22k) partially offset by overspends on utilities of £22k. There were further minor favourable variances of £37k.

- 6.17 The HRA holds a depreciation charge that recognises the cost of managing and maintaining the Council stock at the current level. This funding represents a revenue cost to the HRA that is then used to support the capital programme to deliver the required enhancements to the stock to keep it fit for purpose. The Revenue Contribution to Capital Expenditure (RCCO) as a minimum must equal the depreciation charge, owing to the increase in the value of the stock this has resulted in a higher depreciation charge of £336k, which will be available to fund future capital programmes.
- 6.18 There are savings within 'Other' of £37k which relates to the bad debt provision being £67k less than budgeted - owing to higher collection on arrears (Period 9 - £85k). This is partly offset by the overspend on void property rates (£30k). The contingency budget of £176k has been used in full to part fund the higher pay award.

7 Dedicated Schools Grant

- 7.1 The Dedicated Schools Grant (DSG) is a ring-fenced specific grant allocated to the Council by the Government to support a range of education related services.
- 7.2 The Department for Education (DfE) currently operate a four-block funding model for funding schools and pre-16 education including early years as set out in the following table:

Dedicated Schools Grant (DSG)			
Schools Block	Central Schools Services Block	High Needs Block	Early Years Block
The School's Block is the largest element of the DSG and is allocated to Schools and Academies for day-to-day spending in their individual budgets.	The Central Schools Block provides funding for local authorities to carry out central functions on behalf of maintained schools and academies.	The High Needs funding system supports provision for Children and Young People with Special Educational Needs and Disabilities (SEND) from their early years to age 25.	The Early Years Block provides funding for 2, 3 and 4-year-olds.

- 7.3 The original DSG Budget for 2023/24 amounts to £354.963m. After allowing for recoupment, which is where a local authority's DSG allocation is adjusted to reflect the grant that has been paid direct to academies. In July, the DSG allocation was revised to reflect a reduction of £537k, there was a reduction of £382k in the Early Years Block due to lower participation numbers, this was partially offset by a slight increase in the High Needs Block of £74k resulting from additional funding for special free schools. The remaining reduction of £229k relates to the recoupment amount for the Schools Block and High Needs Block. The DSG was further adjusted in the November allocation with a reduction of £6k

to the High Needs Block as part of the import export allocation. The revised net DSG budget for the Council is £120.587m. The forecast outturn is a pressure of £9.115m, this is summarised in the following Table:

Dedicated Schools Grants Forecast Outturn 2023/24								
Block	Gross Budget	July DSG Allocation Adjustment	Nov DSG Allocation Adjustment	Revised Budget	Recoupment	Net Budget	Forecast Net Spend	Variance
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Schools Block	270,284	0	0	270,284	222,910	47,374	47,374	0
Central Schools Block	3,287	0	0	3,287	0	3,287	3,666	379
High Needs Block	57,851	74	(6)	57,919	11,152	46,767	55,503	8,736
Early Year Block	23,541	(382)	0	23,159	0	23,159	23,159	0
Total	354,963	(308)	(6)	354,649	234,062	120,587	129,702	9,115

7.4 The national pressure on services to support the education of children with additional needs is well documented. This has been exacerbated by the ongoing impacts of COVID on children and young people's health and wellbeing. Many Councils are struggling to contain expenditure within the budget available to meet needs. The mitigation actions that are available often have front loaded costs and benefits are felt over the course of many years. Whilst funding has been increased, this has not reflected the full increase in needs that are being identified.

7.5 In the financial year 2022/23 NNC reported an overspend of £1.743m on the HNB. This was offset against the historic surplus of £2.573m brought forward from 2021/22. A net adjustment of £110k has been made to the reserves to reflect Early Years clawback, resulting in an opening reserves position of £720k. For 2023/24, pressures have continued to increase, and it is now forecast that the HNB will be overspent by £9.456m. The remaining reserves of £720k have been used to partly mitigate this, leaving a forecast overspend on the HNB of £8.736m. There's also a projected overspend in the central school's block, primarily attributed to the Schools Admissions services and School standards and effectiveness. The strain in these services is primarily related to staffing costs. The composition of these pressures prior to the use of reserves is as follows:

- The ongoing increase in the number of requests for Education, Health and Care Plans (EHCP), at Early Years and statutory school age, has exceeded the rate that was used in setting the budget, this pressure is forecast to be around £2.695m.
- Sufficiency issues in local SEND placements meaning greater use of Independent Providers at significantly higher cost, this pressure is forecast to be around £3.037m.
- The identification of historic commitments that remain outstanding and must now be paid is a one-off pressure and amount to around £500k.
- Pressures in Mainstream Top Ups are related to an ongoing increase in the number of requests for statutory assessment over and above the level budgeted for. By supporting mainstream schools to meet higher levels of

need, pressure is reduced on the specialist placement budgets, this pressure is forecasted to around £2.287m.

- Further analysis has been conducted on the Alternative Provision budget, the pressure is forecasted to be around £1.005m. This reflects the impact of the limited access NNC has to high quality AP places locally. As a result, more pupils are having to be provided with individual tutoring to ensure they have the required access to education. This significantly increases costs and restricts the breadth of curriculum that can be offered. Efforts are ongoing to create additional AP in NNC, including a strategic partnership with an outstanding Academy Trust that was brokered by DfE, and a bid for a new AP school in NNC, the outcome of which is due shortly.
- The High Needs budget saw an increase due to an adverse movement in the import-export review and an increase in funding allocated to Special schools the net favourable effect was a £68k increase.
- The Central Schools Block covers funding allocated to LAs to conduct central education functions on behalf of pupils in maintained schools and academies in England. The School Standards and Effectiveness and School Admissions Services are both forecasting a pressure primarily relating to their staffing costs. The pressure is forecasted to be £379k.

7.6 Significant work has already been undertaken to put in place actions to mitigate pressures, these include:

- Collaborative work with two local special schools to create outreach service to support inclusion in mainstream settings and identify needs, and strategies to meet these, at the earliest opportunity.
- The creation of additional SEND places in Special Schools and Special School satellite provision on mainstream school sites.
- The creation of new SEND units in mainstream schools.
- Development of an Early Years SEND provision.
- Partnership working with an outstanding Alternative Provision (AP) Academy Trust to create new capacity in NNC.
- Improved commissioning arrangements with independent providers to control costs and provide greater consistency of delivery.
- Joint commissioning work with health services to improve and widen provision of Speech and Language services.
- Greater focus on the Annual Review process to identify where needs have reduced or an EHCP is no longer required.
- Investment in the EHCP team to ensure needs are assessed in as accurate and timely manner as possible.

- Improved decision-making processes that ensure thresholds and funding decisions are robust and consistent.
- 7.7 This work is ongoing, and a key focus will be the identification of opportunities to create further capacity. NNC was not successful in a bid to DfE for a new Special Free School in the area, as such other routes to creating this capacity are being investigated. A separate bid for a Free AP provision is with DfE and an outcome is expected shortly.
- 7.8 Further opportunities to create SEND places are being developed in partnership with local Special and Mainstream schools. The impact of the outreach services is being assessed with a view to extending these and targeting resources as effectively as possible as part of a wider focus on inclusion. A simplification of EHCP funding through the adoption of a banded system will reduce pressure on the EHCP team and give schools and providers greater clarity and stability. The Education Case Management System will offer significantly improved financial functionality and rigour, improve parental access to information about the progress of an EHCP and create efficiencies in the EHCP process.
- 7.9 Where a local authority has an overall deficit on its DSG account at the end of the financial year, or where a surplus has substantially reduced during the year, they must provide information to the DfE about pressures and savings on the High Needs Budget as part of a DSG Deficit Management Plan. In addition, where there is a deficit, this will have an adverse impact on the Council's cashflow position and will impact on the resources available for investment – which will result in the investment income being lower.
- 7.10 In 2024/25 work will continue to mitigate these pressures, the Schools Forum agreed to a transfer of funding from the Schools Block (SB) of the DSG to HNB, this amounts to circa £1.5m additional funding for the HNB. Forum will look at measures that will support inclusion in mainstream settings and provide challenge where any school may not be meeting this standard.
- 7.11 Identifying and meeting the needs of children and young people with SEND at the earliest opportunity and putting in place appropriate actions to meet these needs, remains the central focus of all of this work. Ensuring that the whole system works in an inclusive and joined up way is key to meeting this aspiration and to ensuring the efficient use of available resources to manage costs effectively.
- 7.12 At Spring Budget, the Chancellor announced additional funding for the existing early years entitlements worth £204m in 2023-24 (from September 2023) and £288m in 2024-25. This is for local authorities to increase hourly rates paid to childcare providers for the government's existing entitlement offers.
- 7.13 In July the Government announced that for 2023-24, that this will be distributed to LAs through a new standalone top-up grant called the Early Years Supplementary Grant (EYSG) the allocation received by NNC is £1.112m for Sept 2023 to March 2024 and this will be allocated on a monthly basis out to providers. From 1st April 2024 the supplement grant will be removed, and the additional funding will form part of the base rate.

8 Conclusions

- 8.1 The Period 10 forecast for 2023/24 is an overspend of £11.036m (Period 9 - £10.121m). A contingency is held to help offset potential costs that were not known at the time of budget setting. Currently £1.524m of the contingency is available to meet further pressures. Service Directors will be working to mitigate these pressures in-year, including those of the Children's Trust. The Council also holds earmarked reserves which may be utilised if mitigations are not identified to fund the current pressures.

9 Implications (including financial implications)

9.1 Resources, Financial and Transformation

- 9.1.1 The financial implications are set out in this report. The current forecast position for the General Fund is an overspend of £11.036m (Period 9 - £10.121m) and the Housing Revenue Account is forecasting an overspend of £128k (Period 9 - £26k overspend), the Dedicated Schools Grant is forecasting a pressure of £9.115m (Period 9 - £9.100m).

8.2 Legal and Governance

- 9.2.1 The provisions of the Local Government Finance Act 1992 set out requirements for the Council to set a balanced budget with regard to the advice of its Chief Finance Officer (Section 151 Officer).
- 8.2.2 The robustness of the budget estimates and the adequacy of the proposed reserves were considered under Section 25 of the Local Government Act 2003 prior to the Council agreeing its 2023/24 budget.

8.3 Relevant Policies and Plans

- 9.3.1 The budget provides the financial resources to enable the Council to deliver on its plans and meet corporate priorities as set out in the Council's Corporate Plan.

8.4 Risk

- 8.4.1 The deliverability of the 2023/24 Revenue Budget is monitored by Budget Managers and Assistant Directors. Where any variances or emerging pressures are identified during the year then mitigating actions will be sought and management interventions undertaken.
- 8.4.2 Details of pressures, risks and mitigating actions implemented will be provided as part of the finance monitoring reports as the year progresses. The main risks identified include demand led services such as Adult Social Care, children's services, and home to school transport together with the impact of high levels of inflation.

8.4.3 Whilst services will work hard to offset pressures, the Council holds a number of reserves to help safeguard against the risks inherent within the budget for 2023/24.

8.5 Consultation

8.5.1 The 2023/24 budget was subject to consultation prior to approval by Council in February 2023.

8.6 Consideration by Executive Advisory Panel

8.6.1 Not applicable.

8.7 Consideration by Scrutiny

8.7.1 The budget monitoring reports are presented to the Finance and Resources Scrutiny Committee for review after they have been presented to the Executive Committee.

8.8 Equality Implications

8.8.1 There are no specific issues as a result of this report.

8.9 Climate and Environment Impact

8.9.1 Among the new Council's priorities will be putting in place plans to improve the local environment and tackle the ongoing climate emergency. Where these have a financial impact then it will be reflected in the budget.

8.10 Community Impact

9.10.1 No distinct community impacts have been identified because of the proposals included in this report.

8.11 Crime and Disorder Impact

8.11.1 There are no specific issues arising from this report.

9 Issues and Choices

9.1 The report focuses on the forecast revenue outturn against budget for 2023/24 and makes recommendations for the Executive to note the current budgetary position and as such there are no specific choices within the report.

10 Background Papers

11.1 The following background papers can be considered in relation to this report.

Final Budget 2023/24 and Medium-Term Financial Plans, including the Council Tax Resolution, North Northamptonshire Council, 23rd February 2023.

Monthly Budget Forecast Reports to the Executive.

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Directorate	Assistant Director		Proposal Description	2023/24 £000	Red	Amber	Green
Children & Education	Assistant Director Education	DFE SEND Review/Multi Agency SEND Self Assessment and Action Plan	Additional resources to meet the increase and clear the back log relating to Education and Health Care Plans. An additional amount of £700k was included in the 22/23 Budget.	(175)	(175)		
Children & Education	Assistant Director Education	Teachers Pensions	Budget Realignment for historical contribution for the Teachers Pensions Fund	(275)			(275)
Children & Education	Assistant Director Education	DSG Funding	Budget Realignment of the DSG contribution towards the historical contribution for the Teachers Pensions Fund	(462)			(462)
Children & Education	Commissioning & Partnerships	Additional Demand - Payments to other Establishments	Disaggregated Additional Demand - Payments to other Establishments Budget for Children, Families and Education, budget not utilised	(691)			(691)
Children & Education	Commissioning & Partnerships	Disaggregated Budget not required	Disaggregated Budget - budget not utilised	(412)			(412)
Adults, Health, Partnerships & Housing	Adult Services	CCG Discharge Packages Covid 19	Reversal of one off Covid Pressure relating to 2021/22	(513)			(513)
Adults, Health, Partnerships & Housing	Adult Services	Strengths based working	Transformation of adult social care pathways and processes to ensure focus on client outcomes, independence, better decision making and best practice approaches to reduce delays and spend.	(587)		(587)	
Adults, Health, Partnerships & Housing	Adult Services	Demographic and prevalence pressures adult social care	Reduction in demand due to Provider transformation Phase 1 - Specialist Care Centre	(1,189)		(1,189)	
Adults, Health, Partnerships & Housing	Adult Services	Staffing	Savings from review of wider staffing budget to fund Social Worker Market Forces	(100)			(100)
Adults, Health, Partnerships & Housing	Safeguarding and Wellbeing	Staffing	Disaggregation of Shared Lives to be managed within the wider provider services staffing	(23)			(23)
Adults, Health, Partnerships & Housing	Commissioning & Performance	Shaw PPP	Reduction in number of residential placements made in the independent sector owing to increase utilisation beds in PPP properties.	(1,192)		(1,192)	
Adults, Health, Partnerships & Housing	Commissioning & Performance	Shaw PPP	Increase utilisation of capacity within Discharge to Access	(1,058)	(617)	(441)	
Adults, Health, Partnerships & Housing	Commissioning & Performance	Contract Rationalisation	Increasing utilisation of framework providers for homecare and reduction of more expensive spot contracts	(67)			(67)
Adults, Health, Partnerships & Housing	Commissioning & Performance	Staffing	Saving of wider staffing budget to fund PBSS	(125)		(125)	
Adults, Health, Partnerships & Housing	Housing	Homelessness Policy Changes	Harmonisation of Homelessness Policies	(200)			(200)
Adults, Health, Partnerships & Housing	Housing	Maximisation of Grant	Capitalisation of posts for work relating to Disabled Facility Grants	(127)			(127)
Adults, Health, Partnerships & Housing	Director of Public Health	Realignment of Grant	Realignment of grant following disaggregation	(138)			(138)
Public Health & Communities	Communities	Income generation	Fees and Charges - Leisure	(195)			(195)
Public Health & Communities	Communities	Efficiencies	Legacy budgets no longer required	(42)			(42)
Public Health & Communities	Communities	Efficiencies	Review of Strategic Grants	(7)			(7)
Public Health & Communities	Communities	Staffing	Service Transformation	(360)			(360)
Public Health & Communities	Communities	Income Generation	External Funding for Events	(30)			(30)
Public Health & Communities	Communities	Efficiencies	Review of Neighbourhood Centres	(45)			(45)
Public Health & Communities	Communities	Income Generation	Introduce an E-Gym offer	(63)			(63)
Public Health & Communities	Communities	Income Generation	Repurposing of Public Health grant to fund wellbeing posts	(93)			(93)
Public Health & Communities	Communities	Public Health Grant	Grant funding to support services in addressing Public Health needs	(500)			(500)

Appendix A

Directorate	Assistant Director	Proposal Title	Proposal Description	2023/24 £000	Red	Amber	Green
Place & Economy	Growth & Regeneration	Increase in Fees & Charges	Increase in Fees & Charges	(10)			(10)
Place & Economy	Assets and Environment	Additional income	Garage Income	(10)	(10)		
Place & Economy	Assets and Environment	Assets & Environment redesign	Assets & Environment Service Improvement and Redesign	(95)		(95)	
Place & Economy	Assets and Environment	Grounds Maintenance	Operational changes to grounds maintenance costs & services	(57)		(57)	
Place & Economy	Assets and Environment	Grounds Maintenance	Purchase of equipment resulting in reduction in equipment hire charges	(15)		(15)	
Place & Economy	Assets and Environment	Grounds Maintenance	Purchase of equipment resulting in reduction in equipment hire charges	(30)		(30)	
Place & Economy	Assets and Environment	Pay/Salaries	Operational changes to cleaning services	(14)		(14)	
Place & Economy	Assets and Environment	Pay/Salaries	Operational changes to Council Buildings.	(31)		(31)	
Place & Economy	Assets and Environment	Rental Income	Additional income from rent reviews across the commercial portfolio.	(80)			(80)
Place & Economy	Assets and Environment	Enterprise Centre Business Case - Full year effects of previous decisions	Increase in income based on appointed operators business case.	(64)		(64)	
Place & Economy	Growth & Regeneration	Climate Change	Delivery of a range of climate change initiatives to reduce NNC's carbon footprint towards net zero	(250)			(250)
Place & Economy	Highways & Waste	Highways Contract	Demobilisation costs for existing highways contract - reverses one-off pressure which was reflected in the 22/23 Budget	(201)		(201)	
Place & Economy	Highways & Waste	Waste Management	Disposal tonnage - HWRC Residual Waste	(79)		(79)	
Place & Economy	Highways & Waste	Waste Management	Disposal tonnage - HWRC Wood Waste	(27)		(27)	
Place & Economy	Highways & Waste	Green Waste	Harmonisation of Green Waste Charges	(1,358)			(1,358)
Place & Economy	Highways & Waste	Promote food waste	Benefit of promoting the food waste service in the Corby and East Northants area	(50)		(50)	
Place & Economy	Highways & Waste	Refuse fees & charges	Increase refuse & recycling fees & charges	(135)		(135)	
Place & Economy	Highways & Waste	Highways fees & charges	Increase highways & transport fees and charges	(44)			(44)
Place & Economy	Highways & Waste	Review Litter bin network	Reduction in street cleaning costs	(5)			(5)
Place & Economy	Highways & Waste	HWRC Income	Increase income from HWRCs	(153)		(153)	
Place & Economy	Regulatory Services	Restructure	Rationalisation of service provision	(185)		(30)	(155)
Place & Economy	Regulatory Services	Specialist Equipment For Service Delivery	Base budget allocation for incident response released	(280)			(280)
Place & Economy	Regulatory Services	Increase in Fees & Charges	Increase in Fees & Charges	(227)		(227)	
Enabling Services	Finance & Performance	Pensions	Pension - Historical Pension Fund Deficit	(232)			(232)
Enabling Services	Finance & Performance	Pensions	Reduction in Employer's Pension Contribution Rate	(1,890)		0	(1,890)
Enabling Services	Finance & Performance	Pensions	Disaggregation of Legacy Pensions	(450)			(450)
Enabling Services	Finance & Performance	Housing Benefit Subsidy	Additional income relating to Housing Benefit Subsidy	(5)		(5)	
Enabling Services	Chief Executive's Office	Staffing	Staff Savings	(7)			(7)

Appendix A

Directorate	Assistant Director	Proposal Title	Proposal Description	2023/24 £000	Red	Amber	Green
Enabling Services	Chief Executive's Office	Communications	Communications - Savings on professional services not utilised.	(3)			(3)
Enabling Services	Chief Information Officer	ICT Disaggregation	Upfront work needed for ICT disaggregation - one-off, reversal of 2022/23 pressure	(100)			(100)
Enabling Services	Chief Information Officer	ICT Contract Rationalisation	Rationalisation of service contracts - largely mobile telephone contracts	(50)	(50)		
Enabling Services	Chief Information Officer	ICT application rationalisation	Rationalisation of service usage - largely Microsoft contract	(50)			(50)
Enabling Services	Human Resources	Pay and Grading Review	Delivery of Pay and Grading Review	(120)			(120)
Enabling Services	Legal Services	Fleet	Changes to the operational arrangements for the mayor	(19)			(19)
Enabling Services	Legal Services	Legal Income	Increase in Legal Income target	(150)			(150)
Enabling Services	Legal Services	Upper Tier Legal Services	Anticipated saving from bringing upper tier legal services in house	(100)			(100)
Enabling Services	Customer Services	Customer Services Replacement of Case Management System & Telephone System	Case management system and telephony replacement	(106)			(106)
Enabling Services	Customer Services	Uniforms	Reduction in Staff Uniforms	(8)			(8)
Enabling Services	Customer Services	Staffing	Transformation Staff Savings	(106)			(106)
Corporate	Corporate	Treasury Management	Reversal of Covid Pressure from 2021/22 for £342k - based on interest recovery by 2023/24	(342)			(342)
Corporate	Corporate	Treasury Management	Additional Income generated from higher than anticipated interest rates	(500)			(500)
Corporate	Corporate	Treasury Management	Reduced costs following the repayment of loans	(109)			(109)
			Total	(16,416)	(852)	(4,747)	(10,817)

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