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Meeting: Shared Services Joint Committee
Date: Wednesday 14th June, 2023
Time: 2.00 pm
Venue: Council Chamber, Corby Cube, George Street, Corby, NN17 1QG

Members of the Shared Services Joint Committee

Councillor Adam Brown, Councillor Phil Larratt, Councillor Jonathan Nunn (West)
Councillor Lloyd Bunday, Councillor Helen Harrison, Councillor Jason Smithers (North)

Agenda			
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04	Minutes of the meeting of the Shared Services Joint Committee held on 19 th March.		5 - 8
05	Chair's Announcements		
Items requiring a decision			
06	Lead/Hosted Services – Disaggregation a) Assistive Technology Disaggregation	David Watts (NNC) and Stuart Lackenby (WNC)	9 - 18
07	Inter Authority Agreements and Service Plans a) Inter Authority Agreement – 2022 / 2023 Quarter 4 Performance Report b) Inter Authority Agreement Annual Report for 2022/23	Guy Holloway (NNC) and Sarah Reed (WNC) Guy Holloway (NNC) and Sarah Reed (WNC)	19 – 50 51 – 60

Urgent Items			
	To consider any items of business for which notice has been given to the Proper Officer prior to the meeting and the Chairman considers to be urgent pursuant to the Local Government Act 1972.		
08	Close of Meeting		
<p>Adele Wylie, Monitoring Officer North Northamptonshire Council</p>  <p>Proper Officer Tuesday 6th June 2023</p>			

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

This agenda has been published by Democratic Services
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Members' Declarations of Interest

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

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

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

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

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

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Shared Services Joint Committee

Minutes of a meeting of the Shared Services Joint Committee held at The Forum, Moat Lane, Towcester on Wednesday 29 March 2023 at 2.00 pm.

Present:

Councillor Jonathan Nunn (Co Chair, in the Chair)
Councillor Jason Smithers (Co-Chair)
Councillor Adam Brown
Councillor Lloyd Bunday
Councillor Helen Harrison

Substitute Members:

Councillor Phil Larratt (For Councillor Malcolm Longley)

Apologies for Absence:

Councillor Malcolm Longley

Officers:

Sarah Reed, Executive Director - Corporate Services (WNC)
Guy Holloway, Assistant Chief Executive (NNC)
Nana Barfi-Sarpong, Chief Information Officer (NNC)
Chris Wales, Chief Information Officer (WNC)
Susan Hamilton, Public Health Consultant (NNC)
Rhosyn Harris, Public Health Consultant (WNC)
Richard Woods, Democratic Services Officer (WNC)

45. Declarations of Interest

There were no declarations of interest.

46. Notification of requests to address the meeting

There were no requests to address the meeting.

47. Minutes

The minutes of the meeting of the Committee held on 18 January were agreed as a correct record.

48. Chair's Announcements

There were no announcements from the Chair.

49. **Hosted/Lead Disaggregation**

Change Request: Public Health Intelligence and STP

The Committee considered a report from the Directors of Public Health for North and West Northamptonshire Councils which sought approval for a revised delivery model for Public Health Intelligence and STP (PH Intelligence) which was currently in a lead arrangement with staff employed by North Northamptonshire Council (WNC) who also deliver the service on behalf of West Northamptonshire Council (WNC) as agreed in the Local Government Reform Blueprint.

In introducing the report, the Public Health Consultant explained that a comprehensive options assessment had recently been completed which explored how the service could meet the differing business needs of the two Councils whilst working to minimise the risk to service delivery and continuity in each Council area.

Resolved

- (1) That it be agreed to end the lead arrangement as set out in the LGR Blueprint and approve the disaggregation of the PH Intelligence function within timescales outlined in the termination section of schedule 3C5 of the Inter-Authority Agreement (IAA), enabling NNC and WNC Public Health teams to manage this function independently.

ICT Digital Disaggregation Options Report

The Chief Information Officers for North and West Northamptonshire Councils submitted a report which sought approval to proceed with the disaggregation of the Digital Services which was currently hosted by West Northamptonshire Council (WNC) and provided to North Northamptonshire Council (NNC) and the Northamptonshire Children's Trust (NCT).

In introducing the report, the Chief Information Officer (WNC) explained that in proceeding with the proposed disaggregation, each authority would be allowed the autonomy to invest in and deliver its own services as set out in their respective corporate plans for future ways of working.

In response to questions from the Committee regarding the proposed timescale for the disaggregation project, the Chief Information Officer (WNC) added that the first stage would focus on disaggregation of the team by July 2023, with a period between July and December 2023 focussed on project handover, including, the upskilling of staff and filling of vacant posts in order to support the continuation of open digital projects. In terms of the final disaggregation, it was anticipated that the final step would be completed by November 2025 at the latest.

Resolved

- (1) That the disaggregation of ICT Digital Services be approved.
- (2) That the disaggregation timeline as set out in the report be approved.
- (3) That it be noted that disaggregation will be undertaken in accordance with the agreed timeline however the formal removal of the service from the IAA is dependent upon the termination and/or expiry of supplier contracts.
- (4) That authority be delegated to the Monitoring Officers in consultation with the Leaders of NNC and WNC to take a further decisions and actions necessary to amend the Inter Authority Agreement (IAA) by the removal of Schedule 2A4.

50. **Inter Authority Agreements**

The Committee considered a report from the Executive Director – Corporate Services (WNC) and the Assistant Chief Executive (NNC) which provided an update on the Quarter 3 performance of services delivered via the Inter Authority Agreement (IAA) arrangements between North Northamptonshire Council (NNC) and West Northamptonshire Council (WNC).

In introducing the report, the Executive Director – Corporate Services (WNC) advised that the vast majority of indicators across the board were either at or above target, which represented a stable position throughout the year to date.

In terms of measures that were not on target, the Assistant Chief Executive (NNC) explained that the indicator for the percentage of responses to planning and archaeology consultations from across the area covered by NNC and WNC currently stood at 92%, which was below the target of 95% however this still translated to 160 of the 170 responses having been issued within the agreed timescale. In response to questions from the Committee as to the reason for this, the Assistant Chief Executive (NNC) explained that the failure to hit the 95% KPI target was due to staff absences across the Christmas period.

Members of the Committee noted that the overall performance of services delivered via the Inter Authority Agreement remained on a positive trajectory and thanked all officers involved for their efforts.

Resolved

- (1) That the contents of the report be noted.

51. **Urgent Business**

There were no items of urgent business.

The meeting closed at 2:08 pm

Chair: _____

Date: _____



Shared Services Joint Committee Wednesday 14 June 2023

Report Title	Assistive Technology Disaggregation
Report Author	David Watts, NNC Executive Director, Executive Director, Adults, Health Partnerships and Housing (DASS) Stuart Lackenby, WNC Executive Director People, Deputy Chief Executive (DCS and DASS)
Executive Member	Councillor Helen Harrison, Executive Member for Adults, Health and Wellbeing, NNC
Cabinet Member	Councillor Matt Golby, Cabinet Member for Adult Care, Wellbeing, and Health Integration, WNC

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	

List of Appendices

None

1 Purpose of Report

- 1.1. To seek approval to proceed with the disaggregation of the Assistive Technology Service (the Service), which is currently Hosted by West Northamptonshire Council (WNC) and provided to North Northamptonshire Council (NNC) in March 2024.

2 Executive Summary

- 2.1 The Service is hosted by WNC serving customers across Northamptonshire (WNC and NNC).

- 2.2 The service provides the installation, maintenance, and repair of assistive technology, providing support to over 4,000 people in Northamptonshire each year.
- 2.3 The service also assesses people and provides the appropriate items to meet their needs and support them.
- 2.4 The timeframe for disaggregation was set out within the Inter Authority Agreement (IAA) Blueprint approved by NNC and WNC.
- 2.5 A decision was made by the Shared Services Joint Committee on 18 January 2023 to delay disaggregation of the Service until March 2024.

3 Recommendations

- 3.1 It is recommended that the Shared Services Joint Committee:
 - 3.1.1 Approve the disaggregation of the Assistive Technology Disaggregation Service by 31 March 2024.
 - 3.1.2 Grant delegated authority to the Monitoring Officers for North Northamptonshire Council and West Northamptonshire Council to amend the Inter Authority Agreement subject to an agreed Exit Plan.
- 3.2 Reason for Recommendations:
 - 3.2.1 Disaggregating the Service adheres to the Future Northants Blueprint whereby both authorities can manage their own independent Assistive Technology Service and tailor it to adapt to the organisation and residents of NNC and WNC.
 - 3.2.2 This option follows the principle agreed during local government reform whereby a service may be hosted for a period before it can safely and legally disaggregate.
 - 3.2.3 Ensures the Councils and customers receive the most benefit from the delivery of the Service, by enabling the organisations to tailor the service to the local demographics and address the needs and priorities of the individual authorities.
- 3.3 Alternative Options Considered
 - 3.3.1 **Option 2** – Not to disaggregate and move to a permanent relationship between WNC, NNC and Health
 - 3.3.2 **Option 3** – Disaggregate by 31 March 2024 – within the existing budget.

- 3.4 See sections 5.3 and 5.4 below for further details on Options 2 and 3 respectively.

4 Report Background

- 4.1 The Service is currently being hosted by WNC and provides the installation, maintenance, and repair of assistive technology, providing support to over 4,000 people in Northamptonshire per year. The service also assesses people and provides the appropriate items to meet their needs and support them.
- 4.2 Assistive Technology is any item, piece of equipment or software that is used to increase, maintain or improve an individual's ability to perform daily tasks or to communicate, learn and live an independent, fulfilling and productive life.
- 4.3 The Service is unique in its problem-solving approach. It does not work from a prescriptive model (i.e., catalogue, which has limitations) but has the freedom to innovate and tailor the approach to the needs of the customer by having access to the wider market and this is reflected in the current framework. This allows the team to take a more bespoke approach in supporting people to live well and maintain independence. There are wider benefits for service users when there is the freedom to innovate.
- 4.4 The Service has pioneered many pieces of equipment including the development of a reporting tool (Canary) to assess customer needs at home achieving over £800k costs savings / avoidance for social care in 2019 – 2021. The use of Canary is now business as usual for the Service and savings data is no longer captured following the successful pilot. There will be savings associated with Docobo remote patient monitoring system and the Reminiscence & Interactive Therapy Activities (RITA) but both projects are in the early phases, so the benefits have not yet been fully identified.
- 4.5 The team is also heavily linked to the delivery of telehealth devices in a partnership with NHFT and the acute hospitals. Telehealth is defined as the delivery and facilitation of health and health-related services including medical care, provider and patient education, health information services, and self-care via telecommunications and digital communication technologies.
- 4.6 Government social care reform announcements (December 2021) has a focus on technology with a commitment of £150 million of additional funding to drive greater adoption of technology and achieve widespread digitisation across social care to support independent living and improve the quality of care.
- 4.7 As of November 2022, telecare customers are being monitored by Crosskeys and Call Care. However, Crosskeys contract is coming to an end in March 2023 and a decision has been made to transfer all customers and enrol new customers with Call Care. The cost of monitoring provided by Crosskeys, around £50k per year, will move from Crosskeys to Call Care. There is no additional cost involved in the process of moving monitoring from Crosskeys to Call Care. The cost of reprocurring Crosskeys, or similar, is likely to cost in excess of £50k.

- 4.8 In respect of IT related systems, the interdependency with Cygnum contract/ data split and new database requirements. Any new IT systems need to ensure they have the equipment recording facility to accommodate AT needs.
- 4.9 In April 2023 the team moved from Cygnum to Eclipse due to WNC's Cygnum contract not being renewed, and a new solution being required in the short term. Changes have been made to Eclipse (NNC and WNC) which has enabled the service to utilise these systems. No Eclipse data transfer will be required at the point of disaggregation. The team will utilise Eclipse for both Councils and will use ERP for all financial aspect required.
- 4.10 The AT team has recently made the transition from manual invoices to the automatic finance system ERP which can be replicated by NNC. However, if the service is split, it is recommended that a project group take ownership of this work due to the potential ramifications involved in invoicing customers.
- 4.11 North Northamptonshire Council has an opportunity to decide whether it wishes to continue to operate the hosting arrangements with the Assistive Technology or continue with the disaggregation of the service in line with the Future Northants blueprint.

5 Issues and Choices

- 5.1 The following options have been considered:
- 5.1.1 **Option 1** – Disaggregate by 31 March 2024 – requires additional budget of approximately £60k per authority per annum, each Council will identify funding from within the Service as required
- 5.1.2 **Option 2** - Not to disaggregate and move to a permanent relationship between WNC, NNC and Health
- 5.1.3 **Option 3** – Disaggregate by 31 March 2024 – within the existing budget
- 5.2 **Option 1** (recommended option) – Disaggregate by 31 March 2024
- 5.2.1 The option to disaggregate in a safe and legal manner, in line with the plans and principles set out in the Future Northants Blueprint and the decision to disaggregate made by the Shared Service Joint Committee will create two services, one in the North and one in the West, albeit by 31 March 2024 and not the original date of 28 February 2023.
- 5.2.2 Advantages:
- Allows the two services to operate in a safe and legal manner.
 - Enables WNC and NNC to develop the service in line with their overall strategies and business plans.
 - Enables each Council to provide a more personalised and connected service.

- Allows each Council to develop an enhanced understanding of the community being served, to develop and improve the service offer without requiring other parties' approval.
- Existing and experienced staff can train the additional, newly recruited staff if required
- Allows each Council to continue to deliver AT service without a hosting arrangement.
- Opportunity to create a service that meets the needs for both North and West Northamptonshire residents without a hosting arrangement.
- Freedom in direction of travel for assistive technology for each Council without a hosting arrangement.

5.2.3 Disadvantages:

- The proposed structure is more expensive for NNC and WNC to operate due to the requirement for additional posts to deliver services in a safe and legal manner.
- There will be additional procurements costs associated with disaggregation of the service and the required IT systems.
- To split personal data files across the IT systems may require additional resource that will come at a cost to the organisation
- Changes / instability to service could lead to a loss of staff with knowledge and expertise. Possible challenges with recruitment, which could be compounded by the salary difference between West and North and with terms and conditions.
- Higher costs to deliver existing service, potentially passed on to customers.
- Lack of continuity for our health colleagues / partner agencies, community customers having to navigate different referral systems / different access to equipment / eligibility, different response timescales etc

5.3 **Option 2** – Not to disaggregate and move to a permanent relationship between WNC, NNC and local NHS organisations

5.3.1 The option to do nothing would be to continue with the current joint arrangement, where the service is hosted in the West and provided to the North.

5.3.2 Advantages

- The service arrangements would remain as-is with no change to service delivery.
- This option would provide people (customers) with service continuity.
- This option would provide service stability and resilience, maintaining the ability to respond in 24 hours where required.
- This option would maintain current health partnerships and the newly formed remote monitoring project.

- This option would retain knowledge and skills in the service of AT and technology.
- This option would maintain GDPR practice already in place between North and West Northamptonshire Council.
- This option would maintain access to the current service which has investment from health for health monitoring.
- This option would maintain a seamless customer service with one referral pathway
- This option would enable service development to continue without the disruption of disaggregation.
- This option would enable West and North to develop a countywide Assistive Technology strategy without delay.

5.3.3 Disadvantages

- NNC may not be able to develop the service and strategy in line with its business plan.
- Keeping the service hosted by WNC is against the plans and principles set out in the Future Northants Blueprint and not in line with the decision made by the Shared Service Joint Committee to disaggregate the service.
- Hosted authority might be perceived as the sole lead in driving digital technology in Northamptonshire in partnership with health. Communication must clearly indicate it's a joint venture and a collaborative approach.

5.4 **Option 3** – Disaggregate by March 2024 – within the existing Budget

5.4.1 The option to disaggregate in a safe and legal manner, in line with the plans and principles set out in the Future Northants Blueprint and the decision made by the Shared Service Joint Committee will create two services, one in the North and one in the West, albeit by March 2024 and not the original date of February 2023 with no or marginal additional costs.

5.4.2 Advantages

- This new structure will allow the two services to operate in a safe and legal manner.
- The new structures will enable WNC and NNC to develop the service in line with their overall strategies and business plans.
- The new services will enable each Council to provide a more personalised and connected service.
- The new services will allow each Council to develop an enhanced understanding of the community being served, to develop and improve the service offer without requiring other parties' approval.
- Existing and experienced staff can train the additional, newly recruited staff if required
- Allows council to continue to deliver AT service without a hosting arrangement.
- Opportunity to create a service that meets the needs for both North and West Northamptonshire residents without a hosting arrangement.
- Freedom in direction of travel for assistive technology for both North and West councils without a hosting arrangement.

5.4.3 Disadvantages

- A reduced service to bring it in line with budgetary constraints.
- Consultation on new staffing structure
- Consultation and additional, unknown spend on redundancies of staff not within the structure
- Need to complete a HR process to enact redundancy for any staff whose roles do not exist within the new structure
- Creating a high risk that demand will outstrip the capacity of the disaggregated service will lead to unmet needs
- Reduction in KPI performance levels and the team's ability to respond to urgent requests (2 working days for CRT / hospital discharges / urgent requests)
- Increase adult service care and health costs for meeting people's needs if AT is not available due to a reduced capacity
- There will be additional procurements costs associated with disaggregation of the service and the required IT systems.
- To split personal data files across the IT systems may require additional resource that will come at a cost to the organisation
- Changes / instability to service could lead to a loss of staff with knowledge and expertise. Possible challenges with recruitment, which could be compounded by the salary difference between West and North and with terms and conditions.
- Less resilient – A small team being unable to flex staff across Northamptonshire to cope with staff capacity issues (sickness / AL / urgent requests) means the team will be less resilient and the impact would lead to less efficient service delivery or missed KPI's impacting on ongoing projects.
- Possible impact and disruption of service delivery to residents affecting finance and invoice system, IT CMS system, CSC training requirements to book appointments, framework and contract agreements may need to be drafted and agreed.
- Higher costs to deliver existing service, potentially passed on to customers.
- Lack of continuity for our health colleagues / partner agencies, community customers having to navigate different referral systems / different access to equipment / eligibility, different response timescales etc

6 Next Steps

- 6.1 An exit plan would be developed in accordance with the requirements of the Inter Authority Agreement (IAA) for the hosted provision of functions and services between NNC and WNC.
- 6.2 Staff consultation will be undertaken, and final staffing structures will be proposed by the Director of People (WNC) and the Executive Director Adults, Communities and Wellbeing (NNC) and agreed by both authorities' leadership teams.

7 Implications (including financial implications)

7.1 Resources and Financial

- 7.1.1 Resources will be required from the enabler services in both authorities to support the disaggregation and TUPE of staff.
- 7.1.2 Employees will undergo a consultation period where the outcome of employee allocation will be determined, and some employees will transfer across to West Northamptonshire Council under TUPE rules, and against the disaggregation principles agreed with the Trades Unions.
- 7.1.3 Additional Budget will be required to disaggregate the service, per option 1. This is estimated to be approximately £60k per authority per annum. The Better Care Fund (BCF) is the preferred choice in line with existing funding, otherwise each Council will identify funding from within the Service as required

7.2 Legal and Governance

- 7.2.1 Changes to the relevant elements of the existing IAA Schedule 2 which covers the management and operational duties of the Assistive Technology Service will need to be made through an agreed Exit Plan.

7.3 Relevant Policies and Plans

- 7.3.1 The proposal will assist delivery of the West Northamptonshire Council Plan 2021-2025 “Improved Life Chances”.
- 7.3.2 The proposal will assist delivery of the North Northamptonshire Council Plan 2021-2025 “Active Fulfilled Lives”.

7.4 Risk

- 7.4.1 The split of the structures and staff would need to ensure a balance of skills, knowledge, and experience, if this is not achieved there is a risk of disruption to the service.
- 7.4.2 Key risks have been identified in the Impact Assessment.

7.5 Consultation

- 7.5.1 Consultation with affected employees, supported by Trade Unions, will be undertaken and the team members will be involved in the process via 1:1s and team meetings, with the opportunity to raise questions and concerns.
- 7.5.2 There is no statutory requirement for public consultation.

7.6 Consideration by Executive Advisory Panel

7.6.1 No considerations arising from this report.

7.7 Consideration by Scrutiny

7.7.1 No considerations arising from this report.

7.8 Equality Implications

7.8.1 At this point in the process, it is not possible to fully assess the actual impact on all protected characteristic groups. An initial Equalities Screening Assessment will be undertaken during the disaggregation process and discussed with the Equalities Officer. The situation will be reviewed during staff consultation and for any equality implications that are identified, appropriate mitigating actions will be taken (where possible).

7.9 Climate Impact

7.9.1 There are no implications arising from the proposed recommendation.

7.10 Community Impact

7.10.1 Webpages, customer journeys and referral pathways will be reviewed to establish separate information and processes. Stakeholders will be communicated with to ensure there is clarity over how to access the services.

7.10.2 The disaggregation will allow each Council to develop an enhanced understanding of the community being served, to develop and tailor the service offer to each locality

7.11 Crime and Disorder Impact

7.11.1 No implications arising from the proposed recommendation.

8 Background Papers

8.1 Assistive Technology Disaggregation Impact Assessment

8.2 Change Request presented to Shared Services Joint Committee 18 Jan 2023

8.3 The Future Northants Blueprint agreed at NNC Shadow Exec Meeting 24 Sept 2020 & WNC Shadow Exec Meeting 22 Sept 2020

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Shared Services Joint Committee Wednesday, 14th June 2023

Report Title	Inter Authority Agreement – 2022 / 2023 Quarter 4 Performance Report
Report Author	Sarah Reed – Executive Director – Corporate, West Northamptonshire Council Report author: Philip Bavister – WNC Performance and Governance (<i>on behalf of West Northamptonshire and North Northamptonshire Councils</i>)
Executive Member	Cllr Jonathan Nunn, West Northamptonshire Council Cllr Jason Smithers, North Northamptonshire Council

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

List of Appendices

Appendix A – Draft IAA Quarterly Performance Report – Quarter 4 2022/23

1. Purpose of Report

- 1.1. To provide the Joint Officer Board with the draft quarter four performance report for services delivered via the Inter-Authority Agreement (IAA) arrangements between North Northamptonshire Council (NNC) and West Northamptonshire Council (WNC) (see section 8. Background Papers).

2. Executive Summary

- 2.1. This report provides Members an overview of performance for those services delivered via the Inter-Authority Agreement in place between North Northamptonshire Council and West Northamptonshire Council. The report covers the period between January and March 2023 inclusive (Quarter 4).
- 2.2. The quarter 4 report does not include Learning and Development KPI 5 as it has become clear now that apprenticeship levy data is being produced that the way in which this indicator is calculated needs to be reviewed during quarter 1.

3. Recommendations

- 3.1. It is recommended that the Committee:
 - a) Note the Quarter 4 performance report shown in Appendix A.

4. Report Background

- 4.1. Performance indicators included in the report have been approved by the Shared Services Joint Committee as part of the development of IAA schedule 3 service plans.
- 4.2. Each agreed schedule 3 service plan includes a suite of performance indicators that will be used to measure the service delivered to the receiving authority by the providing authority.
- 4.3. On a quarterly basis a performance report will be produced to provide Members with assurance that services are being delivered in line with the previously agreed target measures. Where performance has not met agreed targets an overview of the reasons why, along with any mitigating actions taken, will be presented by a senior officer from the associated service.
- 4.4. Table 1, below, details the services which are included within the Quarter 4 performance report, split by providing authority.

Table 1: Services reported within the Q4 IAA Performance Report

Services provided by NNC to WNC:
<ul style="list-style-type: none">➤ Approved Mental Health Providers➤ Countywide Traveller Unit➤ Digital Infrastructure➤ Household Waste Recycling Centres

<ul style="list-style-type: none"> ➤ Information, Advice and Support Service for SEND ➤ Learning and Development ➤ Minerals and Waste Planning ➤ Northamptonshire Archaeological Resource Centre ➤ The Virtual School ➤ Personal Budget Service ➤ Public Health Intelligence ➤ Adult Learning
<p>Services provided by WNC to NNC:</p> <ul style="list-style-type: none"> ➤ Archives and Heritage, including Historic Environment Records and Portable Antiquities Scheme ➤ Assistive Technology ➤ Library Support Services ➤ Shared Lives ➤ Streetlighting ➤ Visual Impairment

5. Issues and Choices

5.1. There are no issues or choices to consider.

6. Next Steps

6.1. Following review at the Joint Officer Board the performance report will be presented to the following Board/Committee meetings:

6.1.1 Joint Member Briefing – 22nd May 2023.

6.1.2 Shared Services Joint Committee – 14th June 2023.

7. Implications (including financial implications)

7.1. Resources and Financial

7.1.1 Performance and Service area resources are required to produce the associated quarterly performance reporting, set out within this report. This is being delivered within existing resource across both West and North Northamptonshire Councils and there are no resources or financial implications arising from the proposals.

7.2. Legal and Governance

7.2.1 The Shared Service Joint Committee are responsible for “Reviewing the performance of the services and initiating additional/remedial action where appropriate”.

7.3. Relevant Policies and Plans

7.3.1. The Administrative Agreement between West Northamptonshire Council and North Northamptonshire Council for the Hosted / Lead Provision of Functions and Services between the two authorities dated 30 March 2021. A link to this document can be found in section 8.1 of this report.

7.4. Risk

7.4.1 There are no risks arising from the recommendations within this report.

7.5. Consultation

7.5.1 No consultation activity is required because of this report/activity.

7.6. Consideration by Executive Advisory Panel

7.6.1. No consideration by scrutiny has been requested.

7.7. Consideration by Scrutiny

7.7.1. No consideration by scrutiny has been requested.

7.8. Equality Implications

7.8.1. There are no equality implications associated with this report.

7.9. Climate Impact

7.9.1. There is no anticipated climate impact because of this report.

7.10. Community Impact

7.10.1 There is no anticipated community impact because of this report.

7.11. Crime and Disorder Impact

7.11.1. There is no anticipated crime and disorder impact because of this report.

8. Background Papers

- 8.1. **Administrative Agreement -**
<https://northnorthants.moderngov.co.uk/documents/s1068/7.%20Appx%20B%20-%20IAA%20and%20Schedules.pdf>
- 8.2. **Shared Services Joint Committee - Wednesday 15th December, 2021 2.00 pm – Item 8 (Appendix C) -**
<https://northnorthants.moderngov.co.uk/ieListDocuments.aspx?CId=152&MId=498&Ver=4>
- 8.3. **Shared Services Joint Committee - Wednesday 23rd March, 2022 2.00 pm – Item 7b (Appendix A) -**
<https://northnorthants.moderngov.co.uk/ieListDocuments.aspx?CId=152&MId=501&Ver=4>
- 8.4. **Shared Service Joint Committee, List of Meetings -**
<https://northnorthants.moderngov.co.uk/ieListMeetings.aspx?CommitteId=152>

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**North
Northamptonshire
Council**



**West
Northamptonshire
Council**

**Inter-Authority Agreements
Quarterly Performance Report
Quarter 4 2022/23 (January to March 2023)**

Introduction

This report provides an overview of performance for services delivered via Inter-Authority Agreements (IAA). This report covers the quarter 4 reporting period for 2022/23 (January to March 2023).

The report is split into two key sections:

Section 1: Performance information for services provided by North Northamptonshire Council to West Northamptonshire Council.

Section 2: Performance information for services provided by West Northamptonshire Council to North Northamptonshire Council.

The tables below outline the services for which Q4 performance information has been, or is due to be, reported:

Section 1: Services provided by North Northamptonshire Council to West Northamptonshire Council
Approved Mental Health Providers
Countywide Traveller Unit
Digital Infrastructure
Household Waste Recycling Centres
Information, Advice and Support Service for SEND
Learning and Development
Minerals and Waste Planning
Northamptonshire Archaeological Resource Centre
The Virtual School
Personal Budget Service (PBSS)
Public Health Intelligence
Adult Learning

Section 2: Services provided by West Northamptonshire Council to North Northamptonshire Council
Archives and Heritage (including Historic Environment Records and Portable Antiquities Service)
Assistive Technology
Library Support Services
Shared Lives
Streetlighting
Visual Impairment



Section 1:

Services provided by NNC to WNC



Q4 KPI overview - services provided by North Northamptonshire Council to West Northamptonshire Council

The table below provides an overview of the KPI outturns across thirteen NNC service areas who deliver services to WNC via an Inter-Authority Agreement. Of the 57 measures reported to date for Q4, all 57 have met or exceeded target. In addition there were a further 5 measures that recorded no activity or were not due to be reported during quarter 4.

NNC Service Area	Outturn			No activity or Not due
	G	A	R	
Approved Mental Health Providers	4			1
Countywide Traveller Unit	3			
Digital Infrastructure	2			
Household Waste Recycling Centres	5			
Information, Advice and Support Service for SEND	3			
Learning and Development	5			1
Minerals and Waste Planning	2			1
Northamptonshire Archaeological Resource Centre	5			
The Virtual School	4			
Personal Budget Service (PBSS)	11			
Public Health Intelligence	7			1
Adult Learning	6			1
Total:	57	0	0	5

Approved Mental Health Professionals (AMHPs)

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KPI ID	KPI	National or Local KPI	Reporting Frequency	KPI Target	2022/23 Performance Outturn				
					Q1	Q2	Q3	Q4	YTD
KPI01	Completion of return to advise on the number of people subject to Section 7 guardianship	National/ Statutory	Annual	Return Submitted within timescale	N/A	N/A	N/A	N/A	N/A
AMHP1	Respond to referrals within 3 hours of receipt (and agree action plan with referrer)	Local	Quarterly	95%	97.0%	97.9%	97.5%	98.2%	97.7%
AMHP2	Provision of resource to fully staff the AMHP rota and ensure appropriate shift cover on a weekly basis	Local	Quarterly	23 Shifts Per Week	24.8 shifts	23.8 shifts	23.3 shifts	24.5 shifts	24.1 shifts
AMHP3	Numbers of new AMHPs trained and warranted per year.	Local	Annual	4	N/A	N/A	N/A	4.00	4.00
AMHP4	AMHP quarterly service review meeting to take place.	Local	Quarterly	Service Review Meeting Held	Service Review Meeting Held	Service Review Meeting Held	Service Review Meeting Held	Service Review Meeting Held	Service Review Meeting Held

Supporting commentary

KPI01 - NHS England has paused this data collection and it is being reviewed.

Countywide Traveller Unit

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					2022/23 Performance Outturn		
KPI ID	KPI	National or Local KPI	Reporting Frequency	KPI Target	Apr to Sept 2022	Oct 2022 to Mar 2023	YTD
NTU01	% of new encampments to be visited within one working day of notification; unless operational difficulties prevent this	Local	Six-monthly	95%	100%	100%	100%
NTU02	% of enquiries dealt with a contact within 3 working days	Local	Six-monthly	90%	100%	100%	100%
NTU03	Advise partner agencies of current encampment status on a weekly basis	Local	Six-monthly	95%	100%	100%	100%

Supporting commentary:

NTU01 - 100% encampments were visited within 1 working day of notification (63 during the year).
 NTU02 - 472 enquiries were responded to within 3 working days of receipt.
 NTU03 - 52 weekly encampment status reports were sent to partner agencies throughout 2022/23.

Digital Infrastructure

[Return to summary](#)

KPI ID	KPI	National or Local KPI	Reporting Frequency	KPI Target	2022/23 Performance Outturn				
					Q1	Q2	Q3	Q4	YTD
DI1	Overall Superfast Northamptonshire project (RAG) status as at end of quarter	Local	Quarterly	Green status	Green status	Green status	Green status	Green status	Green status
DI2	A project update report on all Digital Infrastructure projects and activity (excluding Superfast Northamptonshire project) is provided to WNC within 20 working days from end of quarter	Local	Quarterly	Report provided	Report provided	Report provided	Report provided	Report provided	Report provided

Supporting commentary

Northamptonshire is continuing to perform well on both full fibre and gigabit capable broadband coverage, with coverage levels particularly high in West Northamptonshire. Indeed the recent ThinkBroadband UK State of the Broadband Report revealed West Northamptonshire to be in the top 20 of local authorities for full fibre availability, with coverage reaching 83.6% of premises at the end of Q4. Full fibre availability on average countywide at the end of Q4 was 66.9%, which compares favourably to only 48.5% across England. Gigabit capable broadband coverage (which includes Virgin Media's upgraded DOCSIS 3.1 cable and 5G) had reached 86.7% of premises on average across Northamptonshire at the end of Q4 including 88.4% in West Northamptonshire. CityFibre has widespread full fibre coverage in Northampton and Openreach's Fibre First programme is delivering full fibre upgrades to their network at pace. Openreach full fibre is now available to over a third of premises in the county. Virgin Media's network upgrade back in 2021 boosted the gigabit coverage while rural broadband provider Gigaclear is ensuring that rural areas in North and West Northamptonshire are well served. We have also seen interest from Swish Fibre and Voneus in West Northamptonshire.

Gigaclear are completing the final stages of the Superfast Northamptonshire contracts with build expected to be complete by the end of the summer. BDUK published its winter update on Project Gigabit back in February. Since then the Lot 5 contract (focused on Cambridge and surrounding areas including part of North Northants) has been awarded to CityFibre and the procurement for Lot 12 has been launched, the geography for which includes most of West Northamptonshire. BDUK expect to award the contract by the end of the year.

Source of coverage data www.ThinkBroadband.com

E-scooter trial - Latest data for Q4 indicates over 93,000 users with over 3.7m rides undertaken since the start of the trial. E-bikes launch in Northampton in March 2023. Early indicator data shows over 800 trips in the first week of launch.

Starship Delivery robot trial - the trial continues to be a success. Fleet size and geography remain unchanged from Q3.

Household Waste Recycling Centres

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KPI ID	KPI	National or Local KPI	Reporting Frequency	KPI Target	2022/23 Performance Outturn				
					Q1	Q2	Q3	Q4	YTD
HWRC1	% of payments made to Urbaser Ltd within agreed contractual timescales for services received	Local	Quarterly	100.00%	100%	100%	100%	100%	100%
HWRC2	Number of monthly contract monitoring meetings attended by relevant NNC representatives	Local	Annually	10	N/A	N/A	N/A	10	10
HWRC3	Provision of the following key contractual information monthly: • Audit information (if required) • Monthly revenue financial forecasts • Contractual performance data.	Local	Monthly	Yes	Yes	Yes	Yes	Yes	Yes
HWRC4	Provision of annual tonnage figures for the previous year by August to enable WNC to calculate the annual growth forecast figures by September of each year.	Local	Half Yearly	Forecast provided	N/A	Forecast provided	N/A	N/A	Forecast provided
HWRC5	Provide any required data for WNC Corporate performance dashboards by agreed dates	Local	Quarterly	Data provided within deadline	Data provided within deadline	Data provided within deadline	Data provided within deadline	Data provided within deadline	Data provided within deadline

Supporting commentary

Information, Advice and Support Service for SEND

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KPI ID	KPI	National or Local KPI	Reporting Frequency	KPI Target	2022/23 Performance Outturn				
					Q1	Q2	Q3	Q4	YTD
IASS1	A joint agreement for the provision of IASS is in place between all partners in accordance with the CFA 2014	National	Annual	Formal agreement in place	Formal agreement in place	Formal agreement in place	Formal agreement in place	Formal agreement in place	Formal agreement in place
IASS2	% of referrals and enquiries responded to within 3 working days	Local	Quarterly	90%	100%	100%	100%	100%	100%
IASS3	A quarterly progress report is provided to the North and West Directors for Children's Services (DCS) providing an overview of the IASS service delivery	Local	Quarterly	Quarterly report produced and provided	Quarterly report produced and provided	Quarterly report produced and provided	Quarterly report produced and provided	Quarterly report produced and provided	Quarterly report produced and provided

Supporting commentary

IASS2 - 917 referrals and enquiries were received during the quarter all of which were responded to within 3 working days, and 4,092 referrals throughout the year.

Learning and Development

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KPI ID	KPI	National or Local KPI	Reporting Frequency	KPI Target	2022/23 Performance Outturn				
					Q1	Q2	Q3	Q4	YTD
LD1	Completion and submission of Individualised Learner Record (ILR) return for WNC	National	Quarterly	ILR submitted	Yes	Yes	Yes	Yes	Yes
LD2	Apprenticeship Public Sector Target	National	Annual (Q4)	2.3%	N/A	N/A	N/A	3.3%	3.3%
LD3	Annual Apprenticeships self-assessment report and quality improvement plan produced and submitted to Ofsted	National	Annual	Report and Plan submitted	Yes	N/A	Yes	N/A	Yes
LD4	Quarterly L&D management information dashboard produced and provided to WNC	Local	Quarterly	Dashboard provided	Yes	Yes	Yes	Yes	Yes
LD5	% of WNC apprentices that start qualification who go onto successfully complete	Local	Quarterly	75%					Not reported
LD6	% of WNC delegates rating that the learning intervention was of a 'direct value to my work' was recorded as a 3 or above	Local	Quarterly	80%	98.0%	97.4%	98.0%	98.9%	98.1%

Supporting commentary

LD2 - West Northants Council have 88 LIVE apprenticeships running. Workforce headcount for the West in March 2023 is 2,667 employees (not including agency or relief – data supplied by Workforce planning and intelligence as at 05.04.23), this gives a percentage of 3.3 %. Up to April 2022 the Government target was 2.3% of the workforce, which equates to 61 apprentices.

LD3 - The Department for Education have confirmed where red and amber warnings were in place previously, all is now showing green as we are a low risk provider. A meeting with department for education is planned for 28th April to look at our future direction to ensure our performance is maintained but growth is also delivered.

LD5 - This indicator has not been reported this quarter, as data in relation to the apprenticeships levy is now being received it is clear that this indicator needs to be reviewed in the way it is calculated going forwards.

Minerals and Waste Planning

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KPI ID	KPI	National or Local KPI	Reporting Frequency	KPI Target	2022/23 Performance Outturn				
					Q1	Q2	Q3	Q4	YTD
MWP1	% of County Matter planning decisions made within required timescales	Local	Quarterly	95%	100%	100%	100%	No Activity	100%
MWP2	% of responses made in relation to Duty to Co-operate matters with other minerals and waste planning authorities within time period requested	Local	Quarterly	95%	100%	No Activity	100%	100%	100%
MWP3	% of responses to planning archaeology consultations from the area planning offices of NNC/WNC within timescales	Local	Quarterly	95%	98%	94%	92%	96%	95%

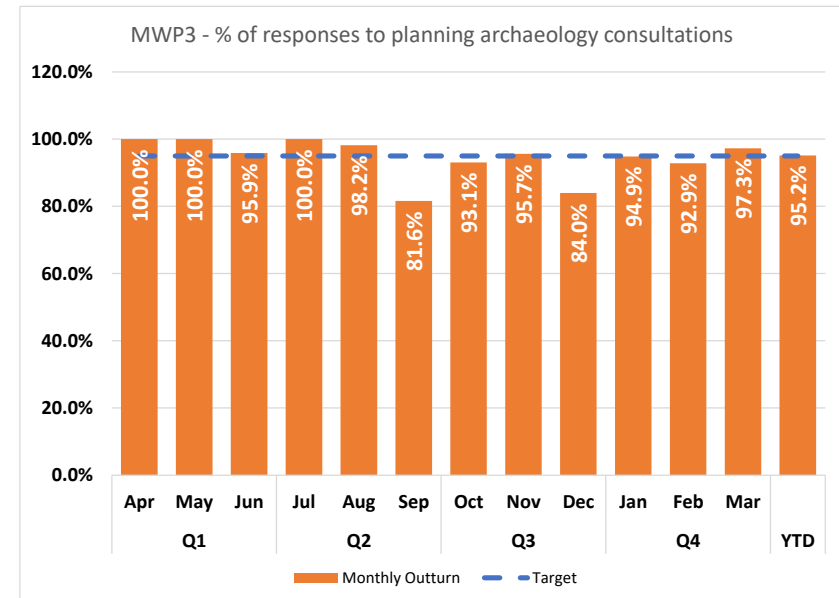
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Supporting commentary:

MWP1 - 0 County Matter planning decision were made during the fourth quarter

MWP2 - During quarter 4 two Duty to Co-operate with other minerals and waste planning authorities were requested, both of which were responded to within agreed timescales.

MWP3 - During quarter 4 155 responses to planning archaeology consultations from the area planning offices of NNC/WNC were made, 148 of these were made within agreed timescales giving a quarterly outturn of 96% and an annual outturn of 95%.



Northamptonshire Archaeological Resource Centre (ARC)

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KPI ID	KPI	National or Local KPI	Reporting Frequency	KPI Target	2022/23 Performance Outturn					
					Q1	Q2	Q3	Q4	YTD	
ARC1	Standards associated with ACE Museum Accreditation Scheme (applicable from the date of joining the Scheme)	Local	Quarterly	ACE standards met	<i>ARC as CHE has not yet applied for ACE Museum Accreditation. Likely will be in 2023. However, ARC is following ACE standards for loans/accessions/storage.</i>					N/A
ARC2	Provision of a report to WNC detailing the number of visits to the ARC split by: 1. Academic visits, and 2. Other visits	Local	Quarterly	Report provided to WNC	Report provided to WNC	Report provided to WNC	Report provided to WNC	Report provided to WNC	Report provided to WNC	
ARC3	Provision of a report to WNC on the number of new accessions	Local	Quarterly	Report provided to WNC	Report provided to WNC	Report provided to WNC	Report provided to WNC	Report provided to WNC	Report provided to WNC	
ARC4	Provision of a report to WNC indicating the number of total archive boxes in the ARC identified by origin	Local	Quarterly	Report provided to WNC	Report provided to WNC	Report provided to WNC	Report provided to WNC	Report provided to WNC	Report provided to WNC	
ARC5	An annual survey to capture user net satisfaction with service (5-point scale)	Local	Annual	TBD	<i>Initial survey to be conducted in 2022/23 as benchmark. The satisfaction scale to be used will range from very satisfied to very dissatisfied.</i>			100% Satisfied	100% Satisfied	
ARC6	An annual survey to capture user perception of VfM of service (5-point scale)	Local	Annual	TBD	<i>Initial survey to be conducted in 2022/23 as benchmark. The satisfaction scale to be used will range from very satisfied to very dissatisfied.</i>			100% Satisfied	100% Satisfied	

Supporting commentary:

ARC1: The wider Chester House Estate has not submitted an application to the ACE Museum Accreditation Scheme. This is expected to take place in the second half of this financial year or early 23/24 financial year. The ARC however is following ACE standards in its documentation etc.

ARC2: 544 total visits during quarter 4 and 1,415 visits across the year.

ARC3: 21 sites accessioned, 916 boxes during Q4.

ARC5: 100% satisfied with overall service received (67 out of 67 responses).

ARC6: 100% agreement in service offering value for money (67/67 responses - 16 non Northants taxpayers).

The Virtual School

[Return to summary](#)

KPI ID	KPI	National or Local KPI	Reporting Frequency	KPI Target	2022/23 Performance Outturn				
					Q1	Q2	Q3	Q4	YTD
VS1	Number of Learning, Skills and Education performance scorecards produced and presented to the Director of Children's Services and their Senior Leadership Team on a monthly basis	Local	Quarterly	3 per quarter	3	3	3	3	12
VS2	Provision of relevant information to NCT to facilitate the completion of the Corporate parenting performance scorecard which is produced and presented to the Corporate Parenting Board on a bi-monthly basis	Local	Quarterly	Bi monthly CPB performance report produced and presented	Bi monthly CPB performance report produced and presented	Bi monthly CPB performance report produced and presented	Bi monthly CPB performance report produced and presented	Bi monthly CPB performance report produced and presented	Bi monthly CPB performance report produced and presented
VS3	A Virtual School Head Annual Report is produced and presented at WNC Senior Leadership Team and the joint Corporate Parenting Board and published on the Virtual School website within agreed timescales.	Local	Annual (February)	Annual report produced and published	N/A	N/A	N/A	Annual report produced and published	Annual report produced and published
VS4	Performance updates are presented to the Virtual School Advisory Panel (VSAP) on a termly basis and made available to the Corporate Parenting Board.	Local	Termly	Performance updates presented	Performance updates presented	Performance updates presented	Performance updates presented	Performance updates presented	Performance updates presented

Supporting commentary:

Personal Budget Service

KPI ID	KPI	National or Local KPI	Reporting Frequency	KPI Target					
					Q1	Q2	Q3	Q4	YTD
PBSS1	HMRC real time information returns for all employers submitted to HMRC by the provider within required timescale.	National	Quarterly	4 Weekly completion of return		4 Weekly completion of return	4 Weekly completion of return	4 Weekly completion of return	4 Weekly completion of return
PBSS2	HMRC PAYE/NI P30 payments for all holding account employers made by the Provider within required HMRC timescales.	National	Quarterly	Quarterly payments processed		Quarterly payments processed	Quarterly payments processed	Quarterly payments processed	Quarterly payments processed
PBSS3	HMRC real time information quarter-end report for all employers submitted by the Provider within required HMRC timescales.	National	Quarterly	Quarterly submission of return		Quarterly submission of return	Quarterly submission of return	Quarterly submission of return	Quarterly submission of return
PBSS4	HMRC real time information Year-End Report for all employers submitted by the Provider within HMRC annual deadline.	National	Annually (Q4)	Report submitted in timeframe				Report submitted in timeframe	Report submitted in timeframe
PBSS5	Percentage of New Employers with completed HMRC registration on payroll set up.	National	Quarterly	100%		100.00%	100.00%	100.00%	100.00%
PBSS6	Workplace Pension Assessments undertaken, and eligible employees enrolled into a workplace pension scheme completed by the Provider within required timescales.	National	Quarterly	4 Weekly completion of return		4 Weekly completion of return	4 Weekly completion of return	4 Weekly completion of return	4 Weekly completion of return
PBSS7	Percentage of Pension regulator Declaration of Compliance checks completed within required the pensions regulator statutory deadlines.	National	Quarterly	100%		100.00%	100.00%	100.00%	100.00%
PBSS8	Percentage of required pension regulator Re-declaration of Compliance checks (3 yearly) completed within pension regulator statutory deadlines	National	Quarterly	100%		100.00%	100.00%	100.00%	100.00%
PBSS9	Percentage of Pension Contributions reported to NEST for all Employers with enrolled workers by required deadline.	National	Quarterly	100%		100.00%	100.00%	100.00%	100.00%
PBSS10	Percentage of pension contribution payments to NEST processed for all employers with enrolled workers by required deadline.	National	Quarterly	100%		100.00%	100.00%	100.00%	100.00%
PBSS11	PBSS quarterly service review meeting to take place.	Local	Quarterly	100%		100.00%	100.00%	100.00%	100.00%

Supporting commentary:

Public Health Intelligence

KPI ID	KPI	National or Local KPI	Reporting Frequency	KPI Target					
					Q1	Q2	Q3	Q4	YTD
PHI-1	Statutory return submitted for Health Checks dataset	National	Quarterly	Data return fully submitted within OHID deadline			Data return fully submitted within OHID deadline	Data return fully submitted within OHID deadline	Data return fully submitted within OHID deadline
PHI02	Statutory return submitted for National Childhood Measurement Programme dataset	National	Annual Q2	Data return fully submitted within OHID deadline					
PHI03	Statutory return submitted for Early Years (Health Visitor) dataset	National	Quarterly	Data return fully submitted within OHID deadline			Data return fully submitted within OHID deadline	Data return fully submitted within OHID deadline	Data return fully submitted within OHID deadline
PHI04	Statutory return submitted for Adult Weight Management dataset	National	Quarterly	Data return fully submitted within OHID deadline			Data return fully submitted within OHID deadline	Data return fully submitted within OHID deadline	Data return fully submitted within OHID deadline
PHI05	Agreed data and information for inclusion within the Public Health section of the corporate performance report for North and West is provided on monthly basis within agreed timescales.	Local	Quarterly	All data provided within agreed deadlines			Data return fully submitted within OHID deadline	Data return fully submitted within OHID deadline	Data return fully submitted within OHID deadline
PHI06	Quarterly data and intelligence reports to support the development of the Joint Strategic Needs Assessment (JSNA) are completed in line with the JSNA annual work plan.	Local	Quarterly	All planned quarterly data and intelligence reports produced within agreed timescales			All planned quarterly data and intelligence reports produced within agreed timescales	All planned quarterly data and intelligence reports produced within agreed timescales	All planned quarterly data and intelligence reports produced within agreed timescales
PHI07	Performance information and supporting data is collated and provided on a quarterly basis to support the preparation of the Director of Public Health's annual health report	Local	Quarterly	All planned quarterly information and data provided on a quarterly basis (as per agreed plan)			All planned quarterly information and data provided on a quarterly basis (as per agreed plan)	All planned quarterly information and data provided on a quarterly basis (as per agreed plan)	All planned quarterly information and data provided on a quarterly basis (as per agreed plan)
PHI08	All agreed performance dashboards and other required reports are produced and provided to relevant forums in line with the agreed quarterly work plan	Local	Quarterly	All dashboards or reports are produced in line with agreed quarterly work plan			All dashboards or reports are produced in line with agreed quarterly work plan	All dashboards or reports are produced in line with agreed quarterly work plan	All dashboards or reports are produced in line with agreed quarterly work plan

Supporting commentary:

Adult Learning - NOT YET SIGNED OFF

KPI ID	KPI	National or Local KPI	Reporting Frequency	KPI Target	Q1	Q2	Q3	Q4	YTD
AL01	completion and submission of ILR record (ILR) to ESFA on a monthly basis	National	Monthly	ILR return submitted	ILR return submitted	ILR return submitted	ILR return submitted	ILR return submitted	ILR return submitted
AL02	Self-Assessment report (SAR) produced and submitted to OFSTED within the required timescale	National	Annual Q3	Report produced and submitted to OFSTED within timescale				Report produced and submitted to OFSTED within timescale	Report produced and submitted to OFSTED within timescale
AL03	A Performance Board is held on a termly basis to provide oversight of NNC delivery of Apprenticeship training and the Adult Learning Service.	Local	Termly	Meeting Held	Meeting Held	Meeting Held	Meeting Held	Meeting Held	Meeting Held
AL04	An Adult Learning performance report (which includes data dashboard) is produced and presented to Performance Board three times a year	Local	3 times a year	Report produced and circulate	Report produced and circulated	Report produced and circulated	Report produced and circulated	Report produced and circulated	Report produced and circulated
AL05	An Adult Learning strategy (underpinned by ESFA contract and aligned to Public Health outcomes) is developed for both authorities and approved by Performance Board.	Local	Annual	Strategy developed and approved by Performance Board				See commentary below	See commentary below
AL06	% of learners who achieve qualification for accredited courses funded by ESFA skills funding allocation	Local	Annual	75.00%	75.0%	75.0%	76.0%	78.0%	76.0%
AL07	OFSTED rating for regulated provision to be at least 'Good'.	Local	Annual (through SAR)	Maintain at least Good rating	Good	Good	Good	Good	Good

Supporting commentary:

AL02 - Report completed, approved at board level and submitted to ESFA and Ofsted timely.

AL03 - Review board held. New data reporting methodology in development to aid suitable challenge from board. Due for roll out approx. Q2 on 23-24. .

AL05 - Strategy agreed to be carried over from previous year ensuring a strategy is in place.

Please note: review to strategy to be in in place for July 23 and update will be provided in Q4. This is due to changes to the funding methodology changes for Adult Learning. cannot review strategy in line with this change until post consultation. Strategy will follow academic year and therefore new strategy will be in place for 23/24 academic year. .

AL06 - Improving trend of achievement rates. As noted above ALS work on academic years to the trend will amend for Q3, Q4 and into Q1 and Q2 of 23/24. Figure above is based on deliveries so therefore captures achievement where learners study more than one course.



Section 2: Services provided by WNC to NNC



Q4 KPI overview - services provided by West Northamptonshire Council to North Northamptonshire Council

The table below provides an overview of the KPI outturns across six WNC service areas who deliver services to NNC via an Inter-Authority Agreement. Further details for these measures can be found by viewing the service specific page within the report. Of the 34 measures reported for Q4, all 34 have met or exceeded target. In addition there were a further 2 measures that recorded no activity or were not due to be reported during quarter 4.

Service	Outturn			No activity or Not due
	G	A	R	
Archives and Heritage (including PAS and HER)	7			2
Assistive Technology	5			
Libraries Support Services	6			
Shared Lives	6			
Streetlighting	7			
Visual Impairment	3			
Total:	34	0	0	2

Archives and Heritage (including Historic Environment Records and Portable Antiquities Service)

[Return to summary](#)

KPI ID	KPI	National or Local KPI	Reporting Frequency	KPI Target	2022/23 Performance Outturn					
					Q1	Q2	Q3	Q4	YTD	
AH1	Accredited status with The National Archives	National	To be reported in 2023	Accredited	<i>To be reported in 2023 following application to The National Archives</i>					N/A
AH2	Provision of a report to NNC detailing quarterly activity, including: 1. Number of visits to County Archive 2. Number of enquiries responded to 3. Number of website hits 4. Number of outstanding TNA/HE recommendations	Local	Quarterly	Report provided to NNC	Report provided to NNC verbally at JOB	Report provided to NNC verbally at JOB	Report provided to NNC verbally at JOB	Report provided to NNC verbally at JOB	Report provided to NNC verbally at JOB	
AH3	An annual survey to capture user net satisfaction with service (5-point scale)	Local	Annual	Survey completed	N/A	N/A	N/A	Survey completed	Survey completed	
AH4	An annual survey to capture user perception of VfM of service (5-point scale)	Local	Annual	Survey completed	N/A	N/A	N/A	Survey completed	Survey completed	
PAS1	Compliance with PAS MOU with the British Museum	Local	Annual (Q4)	Full compliance	N/A	N/A	N/A	Full compliance	Full compliance	
PAS2	Number of Finds 'Surgeries' and outreach events held across the year (Countywide).	Local	Annual (Q4)	10 per annum	6	9	7	7	29	
HER1	Historic England audit status	National	Quarterly	Satisfactory audit status	Next Audit due 2024					N/A
HER2	Percentage of commercial and non-commercial enquiries processed promptly (within 10 working days)	Local	Quarterly	95%	100%	100%	100%	100%	100%	
HER3	To ensure all grey literature is included on the HER database promptly (within three months)	Local	Quarterly	95%	100%	100%	100%	100%	100%	

Supporting commentary

PAS1 - Full compliance with the Memorandum enables the service to draw down the full annual grant from the British Museum. This is £30,759. The post of Finds Liaison Officer will be supported for another year, though the exact amount of grant payable has not been confirmed at time of writing.

PAS2 - 7 surgeries were held in this quarter. Locations were - Northamptonshire Archives Service, Northamptonshire Archaeological Archives Research Centre, Towcester Museum, and Corby Heritage Centre. Only one was held in December because of bad weather and but the service is still over its target in terms of overall numbers of surgeries across the year.

HER1 - the work on the specific audit recommendations has been completed, so the work now is to concentrate on maintaining this and developing the HER further. The key note for the future is that draft legislation currently going through Parliament will (among other things) make it much more clearly a statutory responsibility for local authorities to maintain an HER. It is hoped that the current provision can continue to deliver for both authorities but it makes the appointment of an additional resource to the team, agreed in principle a year ago, more urgent.

HER2 - All the enquiries received are processed within ten working days. That this has been maintained despite the time required on the major input of data from the National Record of the Historic Environment to the local HER is a tribute to the one member of staff responsible for this service. It is important that this quality of work is sustained and kept up, especially as pressure from commercial enquiries is not expected to reduce.

Assistive Technology

[Return to summary](#)

KPI ID	KPI	National or Local KPI	Reporting Frequency	KPI Target	2022/23 Performance Outturn				
					Q1	Q2	Q3	Q4	YTD
AT1	Average response time (working days) to standard referrals received	Local	Quarterly	7 working days	4.9 days	3.7 days	3.2 days	2.2 days	3.7 days
AT2	Average response time (working days) to urgent referrals received	Local	Quarterly	2 working days	0.3 days	0.4 days	0.5 days	0.6 days	0.4 days
AT3	Number of referrals to be processed by assistive technology team (excluding customer contact centre) which are open as at quarter end	Local	Quarterly	<150	49	37	80	127	73
AT4	Provision of a quarterly service performance report to be presented at a quarterly review meeting. <ul style="list-style-type: none"> • Number of installations completed • Number of people supported by AT rentals • Establishment review and any proposed changes. • Policy and procedure changes. 	Local	Quarterly	Quarterly report provided	Quarterly report provided	Quarterly report provided	Quarterly report provided	Quarterly report provided	Quarterly report provided
AT5	Number of services users awaiting Adult Social care Lifeline response utilization (Social care response)	Local	Quarterly	Zero	0	0	0	0	0

Supporting commentary

Library Support Services

[Return to summary](#)

KPI ID	KPI	National or Local KPI	Reporting Frequency	KPI Target	2022/23 Performance Outturn				
					Q1	Q2	Q3	Q4	YTD
LIB01	Annual CIPFA return completed and submitted for North Northamptonshire Local Authority area within required timescale (31st July)	National	Annual (Q2)	Return submitted	N/A	Return submitted	N/A	N/A	Return submitted
LIB02	% of book stock deliveries completed against planned schedule	Local	Quarterly	95%	100%	100%	100%	100%	100%
LIB03	Number of Northamptonshire BIPC interventions supported	Local	Annual (Q4)	170	75	53	29	48	205
LIB04	Number of new businesses started with support from the BICP Northamptonshire	Local	Annual (Q4)	25	7	11	6	4	28
LIB05	Number of sessions/activities/ workshops accessible in the North Northamptonshire area	Local	Annual (Q4)	60	38	32	23	33	70
LIB06	% of annual SLA Reviews completed for each Community Managed Library (within NNC area)	Local	Quarterly	100%	None Due	100%	100%	100%	100%

[Supporting commentary](#)

Shared Lives

[Return to summary](#)

KPI ID	KPI	National or Local KPI	Reporting Frequency	KPI Target	2022/23 Performance Outturn				
					Q1	Q2	Q3	Q4	YTD
SL1	Number of reported breaches of the Care Quality Commission regulations	National	Quarterly	Zero	Zero	Zero	Zero	Zero	Zero
SL2	% of initial referrals responded to within 3 working days	Local	Quarterly	95%	100%	100%	100%	100%	100%
SL3	% of emergency respite referrals known to the service responded to on same working day	Local	Quarterly	95%	None responded to	100%	100%	100%	100%
SL4	Provision of monthly service review/performance report to Receiver authority	Local	Quarterly	3 per quarter	Face to face	3	3	3	3
SL5	% of scheduled 12- week full compliance reviews completed (All carers & placements are monitored to ensure compliance)	Local	Quarterly	100%	94.1%	100%	100%	100%	98.5%
SL6	Shared Lives quarterly service review meeting to take place with receiving authority	Local	Quarterly	Service Review held	Service Review held	Service Review held	Service Review held	Service Review held	Service Review held

Supporting commentary

SL2 - 20 referrals were responded to, all within 3 working days.

SL3 - 1 emergency respite referral was received during the quarter which was responded to on the same working day.

SL5 - all 48 compliance reviews were completed within the 12 week target.

Streetlighting

[Return to summary](#)

KPI ID	KPI	National or Local KPI	Reporting Frequency	KPI Target	2022/23 Performance Outturn				
					Q1	Q2	Q3	Q4	YTD
SL1	% of payments made to Connect Roads within contractual timescales for services received	Local	Quarterly	100.00%	100%	100%	100%	100%	100%
SL2	Number of monthly contract monitoring meetings attended by relevant WNC representatives	Local	Quarterly	3 per quarter	3	3	3	3	3
SL3	Quarterly Network Board meeting attended by relevant WNC representatives	Local	Quarterly	Quarterly meeting attended	Attended	Attended	Attended	Attended	Attended
SL4	Provision of key contractual information within required timescales: Audit information (as required) / Monthly revenue financial forecasts / Annual growth forecasts	Local	Quarterly	Provided	Provided	Provided	Provided	Provided	Provided
SL5	Provision of an updated asset register on an annual basis to inform charging for the next financial year	Local	Annual	Asset register provided	N/A	N/A	N/A	Provided	Provided
SL6	Reports on the average length of time for lamp repair in North Northamptonshire	Local	Quarterly	5 days	1 day	1.3 days	1.8 days	2.3 days	1.6 days
SL7	Reports on the number of occasions on which lighting points are not in light during the Lighting Up Period in North Northamptonshire (excluding intentionally switched-off lights)	Local	Quarterly	N/A - for info	142	186	217	190	735
SL8	Percentage of lights in Light during the Lighting Up Period in North Northamptonshire	Local	Quarterly	99%	99.8%	99.7%	99.7%	99.7%	99.7%

Supporting commentary

SL1 - 3 payments were made to Connect Roads within contractual timescales.

SL5 - New electricity Supply MPAN's set up to collect North electricity charges. Inventory is updated on a monthly basis. Charging to date has been based on disaggregation split 51.6% West, 48.4% North. Inventory has been provided to support the LED replacement lantern project.

Visual Impairment

[Return to summary](#)

KPI ID	KPI	National or Local KPI	Reporting Frequency	KPI Target	2022/23 Performance Outturn				
					April to September		October to March		YTD
VI01	% of Certified Visually impaired receivers added to the visual impairment register once user consent received	National	Six-monthly	100%	100.0%		100.0%		100.0%
VI02	% of referrals responded to within agreed timescales (5 working days)	Local	Quarterly	90%	90.0%	94.0%	97.0%	97.0%	94.5%
VI03	Visual Impairment quarterly service review meeting to take place	Local	Quarterly	Service review meeting held	Service review meeting held	Service review meeting held	Service review meeting held	Service review meeting held	Service review meeting held

[Supporting commentary](#)

Report collated on behalf of North Northamptonshire Council and West Northamptonshire Council by the WNC Performance and Governance team.



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Shared Service Joint Committee Wednesday 14 June 2023

Report Title	Inter Authority Agreement Annual Report for 2022/23
Report Author	Sarah Reed, Executive Director of Corporate (WNC) Guy Holloway, Assistant Chief Executive (NNC)
Executive Member	Cllr Jonathan Nunn, West Northamptonshire Council Cllr Jason Smithers, North Northamptonshire Council

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	

List of Appendices

None

1. Purpose of Report

- 1.1. The purpose of the report is to present an annual summary of activity taken from the Inter Authority Agreement (IAA) between WNC and NNC with both hosted and disaggregated services. It effectively fulfils the role of an annual report for the activity of the Shared Services Joint Committee.
- 1.2. The report also sets out the status of the Schedule 2 and Schedule 3 documents for each of the shared services, so that these can be resolved now that the Deed of Variation is in place to give effect to changes agreed by the Joint Committee to date.

2. Executive Summary

- 2.1 The Inter Authority Agreement with its subsequent schedules were developed between West and North Northamptonshire Councils for both hosted and lead services and agreed by Shadow Executive Meetings for both authorities and were executed before vesting day in March 2021.
- 2.2 The Shared Services Joint Committee's role is set out within the IAA, set by the Shadow Executive and is to oversee the management of those services which are provided on a Northamptonshire wide basis on behalf of North Northamptonshire and West Northamptonshire Councils. This is to ensure effective delivery of such services and to enable decisions to be made jointly about the provision of the shared service arrangements.
- 2.3 Since April 2021, officers from both North and West Northamptonshire Councils have been working collaboratively to disaggregate hosted services according to the original blueprint timetable and in accordance with the decisions made by the Shared Services Joint Committee.
- 2.4 The original IAA was drafted to ensure that a formal process needed to be completed (including the agreement of a Deed of Variation) for each change (incorporation/amendment/deletion/addition) to the IAA.
- 2.5 A Deed of Variation was agreed between the North and West in April 2023 to regularise the IAA. To date no changes other than this one have been agreed. Therefore, although a number of services have disaggregated, in practice the IAA has not been amended and therefore the services remain subject to the IAA.
- 2.6 The purpose of this report is to set out the proposed changes to give effect to the decisions of the Joint Committee to date and to highlight further changes to reflect the current position in relation to shared services.
- 2.7 In the original IAA Schedule 3 was intended to provide the detail of the charging between each authority and the key performance measures. Considerable work has been carried out to develop the details of charging for each service that relates to this schedule, providing the individual financial arrangements for service delivery.
- 2.8 A number of Schedule 3s have been drawn up since 30th March 2021 and the services have been charging and delivering services in accordance with these documents.
- 2.9 As the Schedules 3 documents were not agreed prior to 31st March when the IAA was signed, they are not incorporated into the IAA and therefore this report also seeks agreement for those Schedule 3s that are agreed to be incorporated.

3. Recommendations

- 3.1 It is recommended that the Shared Services Joint Committee:
- 3.1.1 Notes the current position in relation to shared services set out in Table 1 and agrees that all the services which are listed as already disaggregated or not a shared service should be removed from the Schedule 1 and 2 of the IAA where applicable and that any agreed Exit Plan be incorporated into the IAA at new Schedule 8.
 - 3.1.2 Notes the current position in relation to shared services set out in Table 2 and agrees that the proposed changes will be made to the Schedule 2 for each services area to reflect the partial disaggregation in relation to those services.
 - 3.1.3 Notes the current position in relation to the Schedule 3s and agrees that the Schedule 3 General Principles document together with all the Schedule 3s set out in Table 3 should be incorporated into the IAA.
 - 3.1.4 Notes that any outstanding Schedule 3s which have not already been agreed, will be drafted and then incorporated into the IAA.
 - 3.1.5 Notes the list of services identified as being shared services which are not currently covered by the IAA and agrees that the Schedule 2 and Schedule 3 documents should be drafted to set out the scope and when complete and agreed, those services should be incorporated into to the IAA in accordance with the templates and Schedule 1 amended to reflect the incorporation of those services.
 - 3.1.6 Agrees that when services are disaggregated in future any agreed Exit plans at disaggregation will be incorporated into the IAA when the services are removed from the IAA and retained in new Schedule 8.
 - 3.1.7 Delegates to the Monitoring Officers for WNC and NNC, authority to make the necessary changes to the IAA to give effect to the decisions outlined in recommendations 3.1.1 to 3.1.6 above.
 - 3.1.8 Agrees that each Joint Committee meeting will receive an update report on the progress towards the completion of the decisions arising from recommendations 3.1.1 to 3.1.7 above.

3.2 Reason for Recommendations

To accord with the Terms of Reference of the Shared Services Joint Committee for “Ensuring that there are robust plans for any disaggregation of services and that there is a smooth transition to new service delivery arrangements.”

To ensure that the IAA is up to date, comprehensive and reflective of the decisions taken by the Joint Committee to date and the practical position in relation to the current shared service arrangements.

4. Report Background

Overview of IAA

- 4.1 The IAA is an overarching agreement which sets out the substantive clauses applicable in relation to all shared service arrangements. Schedule 2 sets out the scope of each shared service and Schedule 3 the financial arrangements.
- 4.2 The IAA is the legal contract between both North and West Northamptonshire Council. As changes, variations and decisions are approved by Shared Services Joint Committee, these need to be amended and reflected within the IAA.
- 4.3 There were a number of specific amendments required to the operation of the IAA which were necessary and considered at the Committee on 27th April 2022. That Deed of Variation has now been put in place and enables the further changes necessary to bring the IAA up to date.
- 4.4 The Blueprint is the service delivery model that was approved by both North and West Northamptonshire Council Shadow Authorities in September 2020. It sets out the detail of how services will operate and the design principles that will underpin their future operation. It was adopted as the basis of the Day One functional design for the new unitary Councils. This included those that were to:
- Remain within a 'lead' arrangement; either West or North Northamptonshire provide the associated shared service on behalf of the other Local Authority.
 - Remain within a 'host' arrangement; either West or North Northamptonshire provide the associated shared service on behalf of the other Local Authority for an agreed period, prior to the service being disaggregation

Progress with Service Disaggregation in 2022/23

- 4.5 Since 2021 a number of services have completed the practical disaggregation and therefore require removal from the IAA. These are shown in Table 1 below.

Name	Directorate	Planned Disagg	Revised Disagg	Actual Disagg
Education - School Admissions	Children's	31/3/22	31/8/22	31/8/22
Children's safeguarding in Education	Children's	31/3/22	1/9/22	1/9/22
Highways and Transport (except H2ST and PBLE)	Place and Economy	31/3/22	1/9/22	12/9/22
S106 Devt Mgmt incl Education, Libraries and Digital Infrastructure (S106 function)	Place and Economy	30/9/22	30/9/22	23/9/22
Public Health Management, Commissioning, Admin	Public Health and Wellbeing	30/9/22	30/9/22	03/10/22

Public Health Wellbeing Services	Public Health and Wellbeing	30/9/22	30/9/22	03/10/22
Learning and Development Phase 1	Governance and HR	31/10/22	31/10/22	31/10/22
Home to school transport (H2ST)	Place and Economy	31/3/22	31/10/22	31/10/22
School Swim (Cessation of service)	Public Health and Wellbeing	31/7/22	31/12/22	31/12/22
Shared Lives	Adults, Health Partnerships and Housing	28/2/23	31/1/23	31/3/23
PBSS	Adults, Health Partnerships and Housing	30/9/21	31/3/23	31/3/23
Parking & Bus Lane Enforcement (PBLE)	Place and Economy	31/3/22	31/3/23	31/3/23
SEND (IASS)	Children's	30/9/22	31/3/23	31/3/23
Learning and Development Phase 2 (Business Support & ILearn)	Governance and HR	31/10/22	31/3/23	31/3/23
S106 (staffing element)	Place & Economy	31/3/23	31/3/23	1/5/23
Services Disaggregated in 2021/2022 and now requiring removal from the IAA:				
Waste Management – Residual				
Waste and Closed Landfills Place and Economy				
Emergency Planning Place and Economy				
LIVE Adults, Health Partnerships and Housing				
DoLS Adults, Health Partnerships and Housing				
Country Parks and Outdoor				
Learning Place and Economy				
Services to Schools & Academies - HR Advisory & Policy Children's Service				
Chester House				
Lord Lieutenancy Support (not a shared service).				
Public Health DPH				
ICT Business Systems (ERP)				
Employment and Disability Service				

Table 2 – Disaggregation proposals in train/under review in 2022/23

Name	Directorate	Planned Disagg	Revised Disagg
Sensory Impairment Service	Children's	1/9/22	TBC
Learning and Development Phase 3 (Apprenticeships)	Governance and HR	31/10/22	31/3/24

Assistive Technology	Adults, Health Partnerships and Housing	28/2/23	31/3/24
Visual Impairment Service	Adults, Health Partnerships and Housing	28/2/23	Long term deferral
Adult Mental Health Practitioner Service AMHPS	Adults, Health Partnerships and Housing	28/2/23	Long term deferral
Libraries Support Services (including trade)	Communities	31/3/23	31/3/24 Review Date
IT Digital Services	Chief Executive Office	31/3/23	Staged disaggregation has commenced with final contract amends in 2025

4.6 **Public Health - Health Intelligence and STP (Sustainability Transformation Plan)** is a lead service within the IAA. However, service leads at both authorities agreed to bring forward proposals for disaggregation of the service, which was agreed by Joint Committee (Shared Services) and confirmed by the publication of a decision notice in lieu of the meeting on 17th May 2023.

4.7 Although **ICT services** were originally hosted services, there has been a deep dive into all the services and an independently commissioned review of the options available for both councils to support their transformation journeys. There are continuing conversations between both councils to support the ICT roadmaps moving forwards with the sensible splitting of contracts and services where appropriate. There is acknowledgment from both councils that there needs to be appropriate investment in technological and digital solutions for both new councils and the continued aggregation of applications for core priority services. It has been agreed to remove ICT Business Systems from the IAA as these are governed by a separate agreement covering the shared arrangements with other councils

Progress With Schedule 3's

4.8 During 2022/23 a number of Schedule 3s were drafted for the IAAs. These were developed at different speeds given the nature and complexity of the services as well as their disaggregation timelines. The IAA has a number of Schedule 3s drafted, these can be found in table 3. These need to be incorporated into the IAA and copies of these documents are available on request.

Table 3 – IAA's With Schedule 3 Agreements Completed

Name	Schedule	Provider Authority	Not required to be added to the IAA
------	----------	--------------------	-------------------------------------

Approved Mental Health Professionals	3A1	NNC	
Assistive Technology	3A2	WNC	
Visual Impairment	3A8	WNC	
Public Health Intelligence and STP	3C5	NNC	
Libraries Support Services (Including Trade)	3D2	WNC	
Lord Lieutenancy	3D4	WNC	This is not a shared service, it's a countywide service
Economic Development- Digital Infrastructure	3D6	NNC	
Street Lighting PFI (as more particularly described in NNC's scheme of delegation)	3E1	WNC	This is not part of the IAA, it's covered by a separate agreement
Northamptonshire County Archives, including Portable Antiques Services and Historic Record Service)	3F1	WNC	
Growth and Regeneration – Minerals and Waste Planning	3G1	NNC	
County Traveller Unit (CTU)	3H4	NNC	

4.9 Following this there are a number of IAA agreements where the Schedule 3s have not yet been completed, outlined in Table 4 below.

Table 4 – IAA's Without Schedule 3 Agreements In Place

Name	Schedule 2 Ref	Provider Authority	Already disaggregated
Safeguarding – Deprivation of Liberties	2A4	NNC	X
The Employment and Disability Service (EADS)	2A5	NNC	X
LIVE	2A7	NNC	X
Sensory Impairment Service	2B1	NNC	
Virtual School	2B5	NNC	
Adult Learning	2C2	NNC	
I.T. Digital Services	2D5	WNC	
Northamptonshire Archaeological Resource Centre (ARC)	2F4	NNC	
The Chester House Estate	2F5	NNC	X

- 4.10 Furthermore, there are services which have been identified which are not currently recognised in the IAA but should be reflected in it going forward. Activity is required to progress this. Services may be identified at a later date however at present the following services have been identified in Table 5.

Table 5 – Services to be Considered for Incorporation into the IAA

Service	Providing Authority
Registrations	WNC
Management of the Data Storage Contract	WNC
Management of County Council Insurance Claims	WNC

5. Issues and Choices

- 5.1 The IAA was agreed by both Councils Shadow Executives in March 2021. At the same time the Joint Committee was established to oversee the operation of the IAA and shared services arrangements. Since that date no changes have been made to the IAA although a number of services have disaggregated in practice.
- 5.2 The proposals in this report aim to bring the IAA up to date and ensure it reflects the current position and that further changes are made to the IAA to reflect the services that were not included previously but which are shared. If this does not happen then the legal arrangements for the sharing of services become increasingly unclear and as this also leads to uncertainty as to the financial arrangements, there is ultimately a risk to service provision.

6. Implications (including financial implications)

6.1 Resources and Financial

The IAA was agreed by both Councils in March 2021 and that version remains the substantive version subject only to the recent Deed of Variation which resolved some anomalies and issues within the IAA.

The next step is to clearly identify services which are no longer shared and need to come out of the agreement and services which are shared but are not covered by the agreement and therefore need to go in. There is also a need to recognise those services which continue to be shared but to a lesser extent than as described in the original IAA and these need to be amended to reflect that change.

There is also a need to agree a Schedule 3 for each service which remains in the IAA. The regularisation of the IAA requires the legal departments of both Councils to work together, with the benefit of instructions from the services in relation to the amendments required for the next Deed of Variation to be drawn up. There is a dispute procedure within the IAA which enables the Councils to resolve disputes between them where these arise.

6.2 Relevant Policies and Plans

The progress and proposals set out within this report directly support both councils in delivering their respective objectives and commitments as set out within their respective Corporate Plans and their MTFS.

6.3 Risk

The current risks around not having legally disaggregated services and the financial analysis and subsequent charging are mitigated by accepting the proposed recommendations in this report.

6.4 Consultation

There are no associated consultation requirements in relation to the proposed recommendation within this report.

6.5 Equality Implications

There are no Equality Implications arising from this report as the proposal recommended do not seek to change or review existing practice.

6.6 Climate Impact

There are no Climate Impacts arising from this report and the proposal recommended.

6.7 Community Impact

There is no Community Impact arising from this report and the proposal recommended.

6.8 Crime and Disorder Impact

There are no impacts and/or implications Under Section 17 of the Crime and Disorder Act 1998 from this report and the proposal recommended.

7 Background Papers

Inter Authority Agreement (available on request)

Shared Services Joint Committee Terms of Reference

<https://northnorthants.moderngov.co.uk/documents/s1065/6.%20Appx%20A%20-%20Terms%20of%20Reference.pdf>

Appendix A - TF Priority Plan- North and West

<https://northnorthants.moderngov.co.uk/documents/s1187/10.%20Appendix%20A%20-%20TF%20Priority%20Plan-%20North%20and%20West%20v4.4.pdf>

North Northamptonshire Shadow Executive Committee Thursday 24th September 2020 Item 09

<https://northnorthants.moderngov.co.uk/CeListDocuments.aspx?Committeed=139&MeetingId=114&DF=24%2f09%2f2020&Ver=2>

West Northamptonshire Shadow Executive Committee Tuesday 22nd September 2020 Item 08

<https://westnorthants.moderngov.co.uk/CeListDocuments.aspx?Committeed=140&MeetingId=116&DF=22%2f09%2f2020&Ver=2>

North Northamptonshire Council Corporate Plan, Our Priorities for the Future

<https://www.northnorthants.gov.uk/corporate-plan/our-priorities-future>

West Northamptonshire Council Corporate Plan [Corporate Plan | West Northamptonshire Council \(westnorthants.gov.uk\)](#)