

# Public Document Pack



**Meeting:** Council

**Date:** Thursday 31<sup>st</sup> March 2022

**Time:** 2:00 pm

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


## **Council Membership:**

Councillors Addison, Allebone, Anslow, Armour, Bell, Best, Binley, Bone, D Brackenbury, W Brackenbury, C Brown, S Brown, Lyn Buckingham, Leanne Buckingham, Bunday, Carr, Carter, Colquhoun, Currall, Dalziel, Dearing, Dell, Edwards, Ekins, Fedorowycz, Griffiths, Hakewill, Hallam, Harrington, H Harrison, K Harrison, Henson, Howell, Howes, Irwin, Jackson, Jelley, B Jenney, D Jenney, Keane, Lawal, G Lawman, L Lawman, Lee, Levell, Marks, Maxwell, McEwan, J McGhee, Z McGhee, A Mercer, G Mercer, Nichol, North, O'Hara, Pandey, Partridge-Underwood, Pengelly, Pentland, Powell, Prentice, Rielly, Roberts, Rowley, Shacklock, Sims, Smith-Haynes, Smithers, Smyth, Tebbutt, Thurland, Tubbs, Tye, Ward, Waters, Watt, Weatherill and Wilkes

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

<b>Agenda</b>		
<b>Item</b>	<b>Subject</b>	<b>Page no.</b>
01	<b>Apologies</b>  To receive any apologies for absence.	
02	<b>Minutes of the meeting held on 24<sup>th</sup> February 2022</b>  The minutes of the Meeting of the Council held on 24 <sup>th</sup> February 2022 to be approved as a correct record and signed by the Chair.	7 - 30
03	<b>Declarations of Interest</b>  Members to declare any interest as appropriate in respect of items to be considered at the meeting.	
04	<b>Chair's Announcements</b>  To receive any announcements from the Chair.	

05	<b>Leader's Announcements</b> To receive any announcements from the Leader of the Council.	
06	<b>Public Participation</b> (i) Public Statements (ii) Public Questions	
07	<b>Councillor Questions</b> To receive questions from members.	
08	<b>Executive Presentations</b> To receive any presentations from the Executive.	
<b>Items requiring a decision</b>		
09	<b>Housing Tenancy Policy</b> <i>To seek approval from Full Council for the Tenancy Policy to be adopted by North Northamptonshire Council.</i>	31 - 58
10	<b>Pay Policy Statement 2022/2023</b> <i>To seek approval from Full Council of the Pay Policy Statement</i>	59 - 68
11	<b>Local Development Scheme</b> <i>To seek a resolution from Full Council to adopt the North Northamptonshire Local Development Scheme as recommended by the Executive.</i>	69 - 92
12	<b>Tackling Climate Change across North Northamptonshire</b> <i>To provide Council with an update on the work being undertaken to improve the organisation's commitment to be carbon neutral by 2030.</i>	93 - 113
13	<b>Political Balance of Committees</b> <i>To seek Full Council approval for the apportionment of seats on committees</i>	115 - 119
14	<b>Draft Municipal Timetable 2022/2023</b> <i>To note the draft Municipal Timetable 2022/23 and register any comments and recommendation, prior to final determination by Annual Council.</i>	121 - 140

15	<p><b>Constitutional Amendments – Planning Committees</b></p> <p><i>To consider revisions to the administration and operation of the Planning Authority's committees.</i></p>	141 - 153
16	<p><b>Capital Programme Update</b></p> <p><i>To seek Full Council approval for additional funding for capital schemes</i></p>	155 - 162
17	<p><b>Motions on Notice</b></p> <p>To consider motions received in accordance with Meeting Procedure Rule 17 as follows:-</p> <p><b><u>Motion 1</u></b></p> <p>To be proposed by Cllr Matthew Binley and seconded by Cllr Scott Brown:-</p> <p><i>“North Northamptonshire Council recognises the importance of being a responsible Organisation when it comes to food waste. As such the council will only hold meetings, training and other forms of offsite events at venues where the sites have a sustainable food waste policy to minimise food going to landfill; a policy whether written or verbally agreed with the council prior to any booking made that food waste wherever possible will be donated to foodbanks, homeless shelters or other various outside organisations and not put into general waste.”</i></p>	
<b>Urgent Items</b>		
	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.	
18	<b>Close of Meeting</b>	
	<p style="text-align: center;">Adele Wylie, Monitoring Officer North Northamptonshire Council</p> <p style="text-align: center;"></p> <p style="text-align: center;"><b>Proper Officer</b> <b>23<sup>rd</sup> March 2022</b></p>	

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**Committee Officer:** Paul Goult

 01536 464013  [democraticservices@northnorthants.gov.uk](mailto:democraticservices@northnorthants.gov.uk)

## Public Participation

The Council has approved procedures for you to present petitions or request to address meetings of the Council

ITEM	NARRATIVE	DEADLINE												
Members of the Public Questions	Questions may be submitted by members of the Public to meetings of the committee. The question must be in writing and submitted 2 clear working days prior to the meeting. There are no supplementary questions permitted, and no debate on questions or answers. A period of 15 minutes (Chair's Discretion) is allocated for Public Questions.	5:00 pm on Monday 28 <sup>th</sup> March 2022.												
Members of the Public Agenda Statements	Members of the Public may make statements at meetings in relation to reports on the agenda. A request to address the committee must be received 2 clear working days prior to the meeting. The member of the Public has a maximum of 3 minutes to address the committee. A written copy of the statement must be submitted by the deadline indicated.	5:00 pm on Monday 28 <sup>th</sup> March 2022.												
Other Members Questions	Written questions of up to 50 words maximum permitted. To be received at least 2 clear working days prior to the meeting. Chair's discretion on supplementary question. A period of 30 minutes (Chair's Discretion) is allocated for Other Members Questions.	5:00 pm on Monday 28 <sup>th</sup> March 2022.												
Members of the Public Petitions	<p>Anyone who lives, works or studies in North Northamptonshire may submit a petition to the Council. Depending on the size of your petition it will be responded to as follows:-</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Signatory Threshold</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Petition which triggers a debate</td> <td>1,500 +</td> <td>Any petition with 1,500 or more signatures will trigger a debate at a Full Authority meeting.</td> </tr> <tr> <td>Petition which calls an officer to account</td> <td>750 – 1,499</td> <td>Any petition with 750 – 1,499 signatures will summon a senior officer of the Authority to give evidence at a public Authority meeting.</td> </tr> <tr> <td>Standard Petition</td> <td>5 – 749</td> <td>Any petition with 5 – 749 signatures will be referred to a senior officer of the Authority to provide a response.</td> </tr> </tbody> </table>	Category	Signatory Threshold	Description	Petition which triggers a debate	1,500 +	Any petition with 1,500 or more signatures will trigger a debate at a Full Authority meeting.	Petition which calls an officer to account	750 – 1,499	Any petition with 750 – 1,499 signatures will summon a senior officer of the Authority to give evidence at a public Authority meeting.	Standard Petition	5 – 749	Any petition with 5 – 749 signatures will be referred to a senior officer of the Authority to provide a response.	
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These procedures are included within the Council's Constitution. Please contact [democraticservices@northnorthants.gov.uk](mailto:democraticservices@northnorthants.gov.uk) for more information.

### Members' Declarations of Interest

Members are reminded of their duty to ensure they abide by the approved Member Code of Conduct whilst undertaking their role as a 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](mailto:monitoringofficer@northnorthants.gov.uk)

### **Press & Media Enquiries**

Any press or media enquiries should be directed through Council's Communications Team to [communications@northnorthants.gov.uk](mailto:communications@northnorthants.gov.uk)

### **Public Enquiries**

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# Agenda Item 2



**North  
Northamptonshire  
Council**

## **Full Council**

North Northamptonshire Council

Thursday 24<sup>th</sup> February 2022

At 10:00 am in the Council Chamber, The Cube, George Street, Corby.

## **Those in Attendance:**

Councillors Paul Bell (Chair), Larry Henson (Vice Chair), Jean Addison, Tim Allebone, Valerie Anslow, Ross Armour, Charlie Best, Matt Binley, Jennie Bone, David Brackenbury, Wendy Brackenbury, Cedwien Brown, Scott Brown, Leanne Buckingham, Lyn Buckingham, Lloyd Bunday, Jon-Paul Carr, Robin Carter, William Colquhoun, Alison Dalziel, Mark Dearing, Scott Edwards, Emily Fedorowycz, Martin Griffiths, Jim Hakewill, Clive Hallam, Ken Harrington, Helen Harrison, Kirk Harrison, Helen Howell, David Howes, Bert Jackson, Ian Jelley, Barbara Jenney, David Jenney, King Lawal, Graham Lawman, Lora Lawman, Anne Lee, Richard Levell, Paul Marks, Dorothy Maxwell, John McGhee, Andy Mercer, Gill Mercer, Macaulay Nichol, Jan O'Hara, Anup Pandey, Tom Partridge-Underwood, Harriet Pentland, Simon Rielly, Russell Roberts, Mark Rowley, Geoff Shacklock, Jason Smithers, Chris Smith-Haynes, Joseph Smyth, Mike Tebbutt, Kevin Thurland, Sarah Tubbs, Michael Tye, Malcolm Ward, Andrew Wetherill and Lee Wilkes.

## **Officers in Attendance:**

Rob Bridge (Chief Executive), Adele Wylie (Director of Governance and Human Resources/Monitoring Officer), Janice Gotts (Executive Director of Finance), Paul Goult (Interim Democratic Services Manager) and Ben Smith (Democratic and Electoral Services Manager).

## **83. Apologies**

Apologies for absence were received from Councillors Ekins, North, Powell, Currall, Sims, Prentice, Waters, Irwin, Watt, Keane, Pengelly, Zoe McGhee, McEwan and Dell.

## **84. Minutes of the Meetings held on 1<sup>st</sup> December 2021 and 9<sup>th</sup> December 2021**

The minutes of the Council meetings held on 1<sup>st</sup> December 2021 and 9<sup>th</sup> December 2021 had been circulated.

Councillor Bell (Chair) MOVED the minutes of the meetings held on 1<sup>st</sup> December 2021 and 9<sup>th</sup> December 2021 be agreed. The motion was SECONDED by Councillor D Brackenbury.

## **RESOLVED that: -**

The minutes of the meetings held on the 1<sup>st</sup> December 2021 and 9<sup>th</sup> December 2021 be agreed as a correct record.

## **85. Declarations of Interest**

Councillor Fedorowycz with regard to the Urgent Item wished it recorded that she did have relations resident in Ukraine.

Councillor Lora Lawman with regard to agenda item 5, wished it recorded that she had in a civic capacity attended events previously as a guest of Kettering Amateur Swimming Club.

## **86. Chair's Announcements**

A request to suspend Procedure Rule 10.1 for the duration of the meeting was MOVED by Councillor Andy Mercer and SECONDED by Councillor Lora Lawman.

### **RESOLVED that: -**

Procedure Rule 10.1 (the Guillotine) be suspended and agree to close the meeting at the conclusion of all business on the agenda.

## **87. Public Participation**

A member of the public Mr Annable, Chair of Kettering Amateur Swimming Club addressed Council at this point. Mr Annable raised concern regarding the lack of investment over a number of years into Kettering Swimming Pool. Mr Annable felt that residents in Kettering were not able to access suitable swimming facilities locally, for recreational and health purposes, but were having to travel to superior facilities elsewhere. Mr Annable felt that the Council should be looking to invest in the Kettering facility. The Chair thanked Mr Annable for his comments.

## **88. Draft Budget 2022-23 and Medium-Term Financial Plan**

The report set out the final revenue budget (2022-23) and Medium-Term Financial Plan for North Northamptonshire Council.

The draft budget proposals were originally considered by the Executive on 23<sup>rd</sup> December 2021. There was an Addendum to the report at the same meeting which provided an update to Members following the Provisional Local Government Finance Settlement, which was published on 16<sup>th</sup> December 2021. The Settlement set out the funding for individual Councils following the Spending Review which was announced on 27<sup>th</sup> October 2021.

The budget consultation period commenced on 23<sup>rd</sup> December 2021 and ended on 28<sup>th</sup> January 2022. The consultation offered residents, local partners and other stakeholders the opportunity to review the draft budget proposals and provide feedback during the five-week consultation period. The draft budgets had also been subject to scrutiny by the Finance and Resources Scrutiny Committee.

The budget was further updated for the latest position and presented to the Executive at its meeting on 10<sup>th</sup> February, for approval and recommendation on to Council.

The Final Local Government Settlement was announced on 7<sup>th</sup> February 2022 (after the report to the Executive on 10<sup>th</sup> February had been published) and largely remained



unchanged to the provisional settlement with the exception of an increase of £8k for the Lower Tier Services Grant – the final budget proposals included this change.

The report set out the final revenue budget for 2022-23 and the forecast Medium-Term Financial Plan for North Northamptonshire Council, including the proposed Council Tax level for 2022-23, for approval at Full Council.

The Revenue Budget 2022-23 and Medium-Term Financial Plan formed part of a full suite of budget reports being presented to Full Council. Separate reports were included on the agenda for the Housing Revenue Account Budget 2022-23 and the Capital Strategy and Capital Programme Budget. These reports together provided a framework for revenue and capital planning for 2022-23 and into the medium term. The Council Tax Resolution for 2022-23 was included within the report.

The Government announced a three-year national spending review on 27<sup>th</sup> October 2021, however, the Provisional Local Government Finance Settlement published on 16<sup>th</sup> December 2021 was a one-year settlement only. It assumed an increase of 6.9% in the Core Spending Power for Local Authorities to meet demand and cost pressures and contained the expectation that each Council would increase its Council Tax precept by the maximum amount allowable, i.e., 2.99%, inclusive of a 1% precept for Adult Social Care.

Whilst the additional funding provided within the Settlement was welcomed, this alone was insufficient to address the pressures and funding risks facing local authorities during a time of high inflation and increasing demand, particularly whilst COVID was still present. Further service efficiencies and an increase in the level of Council Tax would enable a balanced budget to be set for 2022-23 as well as supporting the medium-term position.

The proposed budget for North Northamptonshire Council included a core Council Tax increase of 1.99% and applied the maximum allowable social care precept increase of 1%. This would contribute around £5.2m per annum towards services and represented a Band D level of Council Tax for North Northamptonshire Council of £1,578.73 in 2022-23 an increase of £45.83 equivalent to £0.88 per week from 2021-22. This Band D figure did not include the Council Tax for individual town and parish councils or the Council Tax set by the Northamptonshire Police, Fire and Crime Commissioner.

The Final Local Government Finance Settlement was laid before Parliament on 7<sup>th</sup> February 2022 and was unchanged to the provisional settlement except for the Lower Tier Services Grant which was increased by £8k and this had been reflected in the final budget proposals.

The Medium-Term Financial Plan had been updated to reflect the latest forecasts within the 2021-22 budget position which would impact in future years, as well as further expected changes from 2022-23.

The budget proposals supported a wide range of services to residents and businesses across the area including care to vulnerable adults and children, education, the disposal and collection of waste, household waste recycling, economic development, housing and support for the homeless. The budget would underpin the priorities contained within the Council's Corporate Plan which had been approved by Council at its meeting on 1<sup>st</sup> December 2021.

The report indicated that the budget was set in the context of an uncertain economic picture, predominantly due to the global and local challenges posed by the continuing pandemic.

Members noted that unitarisation brought with it both opportunities and challenges. The opportunity to create a new single tier authority to collaborate with residents, businesses, and other partners to help strengthen the local economy, create jobs, improve infrastructure and transport links, protect vulnerable people and improve life chances through education and training – supporting greater resilience within families and communities. Financially, the new Council could benefit from economies of scale, and, through the aggregation of the previous sovereign councils, it had the opportunity to streamline processes, consolidate and reduce the number of contracts, better manage assets for the benefit of the area and improve end to end service delivery.

The report stated that Transformation would play a key part in maximising those opportunities, helping to re-imagine the shape of the Council and how it interacted with the community and other stakeholders whilst recognising the need to ensure the Authority could demonstrate value for money, improve services and achieve efficiencies. Over time transformation could deliver positive change, however, there was a need to first stabilise the position and create a solid foundation on which to build. Inevitably this takes time and was one of the major challenges facing new Councils such as North Northamptonshire.

Whilst it was envisaged that stabilisation of the finances would continue into the second year of the Authority, the Council would bring forward a greater number of transformation opportunities - helping to create a strong and modern Council delivering quality, cost effective services for the benefit of its residents.

The Council would continue to face financial challenges, risks and uncertainties over the short and medium term, like many other Local Authorities. This was not only from the challenges brought about by COVID-19, but also the general upturn in demand for services which was taking place prior to the pandemic, inflation and the fundamental changes to how local government was funded including a business rates baseline reset. These funding changes seemed highly likely to be implemented from 2023-24 and had a potentially significant detrimental impact on the funding for areas such as North Northamptonshire when funding was re-distributed. It was expected that time-limited damping or transitional support would help soften losses in funding, however, this was difficult to predict without further information from Government on its intentions and formal details of proposals.

The full details of the Council's revenue budget and the Dedicated Schools Grant was set out in the report.

The budget report had been updated to reflect any changes identified subsequent to the draft proposals considered by the Executive at its meeting on 23<sup>rd</sup> December and also considered a number of items raised through the Scrutiny process. The main points within the budget proposals were:

- A balanced budget for 2022-23
- Further net investment in services to both protect vital services and invest in service change of £11.3m, including removal of previous one-off funding predominantly related to COVID-19
- Efficiencies and income generation of £7.9m

- Investment in the Children’s Trust to protect and increase the baseline funding from 2021-22 into 2022-23. Further to this there is potential additional one-off revenue and capital investment of £3.65m countywide (£1.6m from the North) to help deliver service improvements for some of our most vulnerable children and young people.
- Planned savings and pressures from previous Medium Term Financial Plans will remain to be delivered, unless there is a requirement to change the assumptions following review
- The use of reserves to support non-recurring investment in service improvement, fund time limited projects, pump-prime invest to save schemes and help manage risk.
- An investment of £1m spread over three years to forward fund initiatives to help address the climate crisis.
- Investment in Social Care to recognise the increase in the National Living Wage to £9.50 per hour and a 1.25% increase in national insurance contributions for care providers.
- An investment of £0.8m recurringly to consolidate the increase in pay for the Council’s lower paid staff to the real living wage in 2021-22, together with improved incremental progression
- An increase in Council Tax consisting of 1.99% for the “core” council tax and 1% for the Adult Social Care precept, resulting in a Band D equivalent charge of £1,578.73 in 2022-23 which is an annual increase of £45.83 from 2021-22, and an average weekly increase of 88 pence.
- No change to the Local Council Tax Support Scheme which will continue at 25%.
- Inclusion of a contingency to mitigate against uncertainty.
- Officers will continue to seek efficiencies in order to help address the budget requirement from 2023-24.

Appendix A accompanying the report set out the summary position for the budget.

Work had been undertaken to review the budget requirement across all service headings and seek mitigating actions (or savings) in order to remain within the funding envelope and set a balanced budget for the Council in line with statutory requirements. The content of the report, along with the detail in Appendix B, outlined the pressures and savings for each of the Directorates. These had been the subject of scrutiny by the Finance and Resources Scrutiny Committee in accordance with the budget strategy paper that was presented to Executive on 18<sup>th</sup> November 2021.

As part of the 2022-23 budget setting process a number of Budget Challenge Sessions were held to help inform the budget process, these consisted of Officers and Members and the objective of these sessions were as follows:

- To remind all Service areas of the financial position of the Council and the need to ensure effective and efficient operations (value for money).
- To understand and quantify the risks and pressures in the budget and identify efficiencies to offset against these.
- To understand each Service position for 2021-22 in terms of finance, HR and performance.

- To review the existing MTFP for 2022-23 onwards (from previous year's budget strategy) – considering the pressures and savings and the ability of services to achieve these for inclusion in the budget plans.
- To utilise the information gathered to date during 2021-22 monitoring to inform the budget setting for 2022-23.
- To understand the planned transformation projects and associated costs/benefits with timing – to include disaggregation and continuing aggregation/service improvement and the impact on the budget.

The outcome was to achieve an agreed way forward on the service proposals for 2022-23 and beyond for consideration as part of the Medium-Term Financial Plan and formed the basis of the contents of this report.

As part of the budget process a total of eight Budget Task and Finish Scrutiny Sessions were held, consisting of two sessions for each of the following main service areas:

- Place and Economy
- Adults, Communities and Wellbeing Services, including the HRA
- Children's and Education Services – including the Children's Trust
- Enabling and Support Services – Finance, Transformation and ICT, and Legal and Democratic Services including HR.

The Council also held two all Member Budget Briefing Sessions, separate Group meetings and discussed the budget with Trade Union representatives (as part of the Joint Consultative Forum).

The Spending Review and Autumn Budget 2021 set out the funding for Local Government at a national level for 2022-23 to 2024-25. The table within the report provided a high-level summary of the main funding changes for Local Government (as indicated through changes to its Departmental Expenditure Limit (DEL)). Further commentary on the Spending Review and Autumn Budget was set out in Section 4 of the report.

	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>Total</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
Local Government funding (to be distributed in settlement)	1,500	1,500	1,500	<b>4,500</b>
Family help	40	70	90	<b>200</b>
Cyber resilience	12	13	13	<b>38</b>
Funding for social care reform	200	1,400	2,000	<b>3,600</b>
Unallocated	48	17	(3)	<b>62</b>
<b>Cumulative increase in LG DEL</b>	<b>1,800</b>	<b>3,000</b>	<b>3,600</b>	
<b>Annual increase in LG DEL</b>	<b>1,800</b>	<b>1,200</b>	<b>600</b>	

Whilst the additional funding was welcomed for Local Government and the Spending Review 2021, announced on 27th October, covered a period of three years, the Local Government Finance Settlement was for one year (2022-23) only. There were no projected or indicative details about individual Council allocations for the remainder of the spending review period (2023-24 and 2024-25) which, obviously, created uncertainty around the future funding for the Council.

More fundamental changes in Local Government funding had been clearly signalled from 2023-24, so the one-year settlement, which was predominantly a rollover from the previous year, was generally focussed on “stability” for 2022-23.

The settlement itself was relatively good for Local Government when compared to the settlements the sector received before 2020-21. Core Spending Power (i.e., the general funding to Councils including Council Tax, Business Rates and grants) was increased by £3.5bn (6.9%, cash), well above inflation.

Local Government was allocated £1.5bn in additional funding as part of the Spending Review 2021. Around 40% of this funding increase had been allocated to social care. Inflation had been applied to the Improved Better Care Fund, and £636m added to the Adult Social Care Support Grant. This had taken North Northamptonshire’s Adult Social Care Grant to £11.427m.

The remainder of the £1.5bn had largely been allocated through the new one-off 2022-23 Services Grant (£822m), of which North Northamptonshire received £3.914m. The Secretary of State, in his written statement to Parliament, stated that the funding from the new Services Grant was one-off and that the Government would “take the time to fully consider its future distribution in consultation with councils,” and further that this funding would be excluded from any proposed baseline for transitional support as a result of any proposed system changes.

More fundamental changes in the distribution of funding could be implemented as early as 2023-24, with work starting “in the coming months” to work out “with the sector” how to update funding distribution and “challenges and opportunities facing the sector”.

These changes in funding could be significant and would make forecasting for 2023-24 and beyond difficult. Some or all of the Fair Funding Review could be resurrected, and a business rates baseline reset seemed likely which had a potentially significant detrimental impact on the funding for previous growth areas such as North Northamptonshire. It was hoped that damping or transitional support would help soften losses in funding and that the Government would provide details early in 2022 on how such a scheme would work to assist authorities in Medium Term financial planning.

The Government had previously stated that it had abandoned its original plans to allow Councils to retain 75% of their growth in business rates as it was felt that it would conflict with the Government’s ‘levelling up’ agenda. The Government would now look at the mechanism for redistributing funding to the authorities most in need. Since 2013-14 the majority of local councils had retained 50% of business rates through the business rates retention scheme (and this was the position for North Northamptonshire Council). The government originally announced its intention to allow councils to retain 100% of business rates in 2015, in a bid to encourage them to boost economic growth, and this was subsequently reduced to a target of 75% retention. Currently only a small number of pilot authorities have 100% retention.

An increasing share of the growth in the Core Spending Power would come from local taxpayers. Although the maximum increase in “core” Band D would remain at 1.99% in 2022-23, a number of bodies would be able to increase their Band D by more than this. The Council Tax principles for 2022-23 were detailed as follows:

- Core principle of a maximum increase of 1.99% in Band D - This applies to unitary councils, county councils, London boroughs, GLA precept, and fire and rescue authorities.
- Continuation of the adult social care precept, allowing an additional 1% of Band D in 2022-23.
- Shire district councils will be able to increase Band D by the higher of 1.99% or £5.
- Police and Crime Commissioners will be able to increase their precept by a maximum of £10 in each of the next 3 years. The maximum increase in precept was £15 in 2021-22, £10 in 2020-21, and preceded by £24 in 2019-20 and £12 in 2018-19.
- Fire authorities will be able to increase their precept by 2% (except those with the lowest precepts, who will be able to increase by £5).

To help maintain and protect levels of service provision the Council's proposed budget for 2022-23 included a core Council Tax increase of 1.99% which was up to the level set by the government without triggering a referendum and applied the maximum allowable social care precept of 1% in full – resulting in an overall increase of 2.99% for 2022-23. This would contribute around £5.2m per annum towards service priorities and would represent a Band D level of Council Tax for North Northamptonshire Council of £1,578.73 which was an increase of £45.83 (equivalent to £0.88 per week) from the Band D Council Tax level of £1,532.90 in 2021-22. This Band D figure did not include the Council Tax for individual Town and Parish Councils or the Council Tax set for Fire and Police by the Northamptonshire Police, Fire and Crime Commissioner.

Following consultation, the Council made the decision last year to harmonise Council Tax levels across North Northamptonshire in a single year as part of the creation of the new Unitary Council from 1<sup>st</sup> April 2021. Therefore, there would be no further adjustments for Council Tax harmonisation in 2022-23.

Council Tax income remained the most stable form of income to the Local Government Sector, and it would continue to be key to the ongoing financial sustainability of the Council and the delivery of vital services to its residents, a number of which were vulnerable, alongside investment in its Neighbourhoods; this was particularly important when there was such significant uncertainty regarding the funding and pressures for Local Government services in future years.

The Council initially had a forecast funding gap of £18.5m for 2022-23 which included an estimate for the loss of income from funding reforms. Having incorporated the announcements made as part of the Local Government Finance Settlement, applying a Council Tax increase of 2.99% (including 1% for Adult Social Care) and revising the budget assumptions for 2022-23 including a number of new spend pressures and savings, the Council's budget remained in a balanced position for 2022-23.

Whilst the budget was balanced for 2022-23, significant pressures remained in the medium term, most notably due to the assumed changes to Local Government funding following a Business Rates reset which could see the Council potentially lose a significant proportion of the Business Rates growth that it had benefited from over several years.

To help address the longer-term deficit the Council would continue to review its service delivery for the future and had dedicated transformation resources working to deliver the changes required, bringing services together in to more efficient and effective operating models. This would help contribute towards the financial requirements of the Council over the Medium-Term. This included reviewing how the Council interacted with its customers, residents, partners, and other stakeholders and would consider service delivery, contractual arrangements, opportunities to expand and enhance the digital experience and realising property efficiencies, thereby reducing costs and improving services going forward. The transformation plan was reported to the Executive meeting on 23<sup>rd</sup> December 2021.

It was noted that the budget was not just about how to manage within available resources but also where funding should be invested, recognising residents' priorities and collaborating with partners to jointly develop service delivery proposals, giving families strength and self-reliance so they would benefit from greater self-determination and improved life chances. There was a balance to be maintained between encouraging growth, providing high quality universal services and protecting those that were the most vulnerable.

The report indicated that it would be important to ensure that the position was closely monitored and reviewed throughout the year with mitigating actions taken as necessary. There would be a three-way push to keep the basics on track, prevent problems down the line and tackle complex problems together.

Councillor Bunday formally **MOVED** the recommendations detailed in the report. Councillor Roberts formally **SECONDED** the recommendations detailed in the report.

Councillor Rielly on behalf of the Labour Group and Councillor Fedorowycz on behalf of the Green Alliance Group provided a response to the presentation of the report.

The Chair invited Councillor Rielly on behalf of the Labour Group to move amendments relating to the report. Councillor Addison seconded these. The amendments related to a proposal to increase expenditure on community wardens and the creation of an emergency fund to support local foodbanks and other agencies supporting vulnerable residents.

The proposed amendments were put to the vote. The amendments fell.

The Chair invited Councillor Fedorowycz on behalf of the Green Alliance Group to move amendments to the report. Councillor Hakewill seconded these. The amendments related to the creation of a 3-person Sustainability Team, an Energy Efficiency Officer post, the creation of a Citizen's Assembly, expenditure towards additional climate change training in schools, the purchase of an electric refuse truck and the installation of enforcement cameras on Newland Street, Kettering. In addition, the amendments included one-off expenditure on grants and a budget for the delivery of a range of climate change initiatives.

The proposed amendments were put to the vote. The amendments fell.

Members then debated the substantive recommendations.

*(Councillor Anslow left the meeting at this point).*

The recommendations had previously been **MOVED** by Councillor Bunday and **SECONDED** by Councillor Roberts.

**RESOLVED that: -**

1. a) The 2022-23 revenue budget be approved as set out in the report, which sets:
  - i. a budget requirement of £628.1m including Dedicated Schools Grant of £332.3m resulting in a net revenue budget requirement of £295.9m (set out in Appendix A);
  - ii. a total Council Tax requirement for the Council's own purposes of £178.471m as contained in paragraph 5.29 of the report;
  - iii. an average Band D Council Tax of £1,578.73 for North Northamptonshire Council, representing a 1.99% increase in the "core" Council Tax and a further 1% for the Adult Social Care Precept, as set out in paragraph 5.31 of the report, noting a separate Council Tax Resolution report attached at Appendix K;
  - iv. the detailed proposals of savings, pressures and income generation for 2022-23 as set out within the report and Appendix B;
  - v. the provisional dedicated schools grant budget of £332.3m for 2022-23, as detailed in Appendix C, and summarised in paragraphs 5.47-5.58 of the report, noting that there is a further one-off Schools Supplementary Grant allocation of £7.32m in addition to this;
  - vi. the draft planned use of, contribution to, and movement in, reserves as identified in paragraph 5.61 and Section 9 of the report, subject to the final call on reserves after any changes are required to account for final charges etc;
  - vii. the corporate budget requirements as set out in paragraph 8.1 of the report, including a contingency sum of £4.750m as set out in paragraph 8.2;
  - viii. the Treasury Management Strategy for 2022-23 as set out in Appendix H, including the Authorised Borrowing Limit of £859m, and to note a further update to the Strategy will be provided once the disaggregation of Northamptonshire County Council's Balance Sheet has been finalised, subject to the External Audit of the former County Council's accounts;
- b) that the financial position is based on the Final Local Government Finance Settlement announced on 7<sup>th</sup> February 2022 be noted;
- c) that the consultation feedback as at Appendix E for consideration be noted;
- d) the outcome from the Finance and Resources Scrutiny Committee, as detailed at Appendix G and the representations to Executive be noted;
- e) the Equality Impact Summary as at Appendix F as having been taken into consideration be noted;
- f) the Section 25 Report of the Executive Director of Finance (Section 151 Officer) as set out in Section 15 of this report, including the Director's review of the robustness of the estimates and the adequacy of the reserves be noted;



- g) a transfer of £6.585m from reserves relating to a timing issue in respect of Business Rates Reliefs to support businesses through COVID-19 be noted. This was a timing issue which recognised that these grants were awarded and accounted for in the General Fund in 2021-22 but the reduced yield in Business Rates will not be reflected in the Collection Fund until 2022-23;
- h) delegated authority be granted to the Executive Member for Children, Education and Skills and the Executive Member for Finance and Transformation, in consultation with the Executive Director of Children's Services and the Executive Director of Finance (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 be granted to the Executive Member for Finance and Transformation, in consultation with the Executive Director of Finance (Section 151 Officer), to agree the use of the following reserves which will provide the flexibility to manage the overall budget during 2022-23: –
- Social Care Reserve;
  - Transformation Reserve;
  - Public Health Reserve;
  - Waste Management Reserve; and the
  - Risk Reserve which includes the capacity to support any further/residual issues associated with the COVID-19 pandemic
- k) delegated authority be granted to the Executive Member for Finance and Transformation, in consultation with the Executive Director of Finance (Section 151 Officer), to conclude the disaggregation of the predecessor Councils, Northamptonshire County Council's accounts following certification and final sign off by the External Auditor.
2. a) approves the Council Tax Resolution attached as Appendix K to this report which is based on the budget proposals, and which:
- Calculates the Council Tax requirement in accordance with Section 31A of the Local Government Finance Act 1992 as amended by the Localism Act 2011;
  - Calculates a basic amount of Council Tax and an amount of tax for each valuation band (the Council element) in accordance with Sections 31B and 36 of the Local Government Finance Act 1992 as amended; and
  - Sets an amount of Council Tax for each category of dwellings in each valuation band in accordance with Section 30 of the Local Government Finance Act 1992.

As required by statute, a recorded vote was conducted on the resolution.

Those voting FOR the resolution – Councillors Allebone, Binley, Bone, D Brackenbury, W Brackenbury, C Brown, S Brown, Bunday, Carr, Carter, Dearing, Edwards, Fedorowycz, Griffiths, Hallam, Harrington, K Harrison, H Harrison, Henson, Howell, Howes, Jackson, Jelley, B Jenney, D Jenney, Lawal, G Lawman, L Lawman, Levell, Marks, Maxwell, A Mercer, G Mercer, Nichol, Pandey, Partridge-Underwood,

Pentland, Roberts, Rowley, Shacklock, Smithers, Smith-Haynes, Smyth, Tebbutt, Thurland, Tubbs, Tye, Ward, Wetherill and Wilkes.

Those voting AGAINST the resolution – Councillors Addison, Armour, Leanne Buckingham, Lyn Buckingham, Colquhoun, Dalziel, Hakewill, Lee, J McGhee and Rielly.

Those who ABSTAINED from voting – Councillors Bell and Best.

*(The meeting adjourned at 12:54 and resumed at 2:00 pm. Councillor O'Hara joined the meeting at this point).*

## **89. Capital Programme 2022-25**

The report before Full Council set out the final Capital Programme for 2022-23 and the Medium-Term Financial Plan for North Northamptonshire Council. The draft budget proposals were considered by the Executive on 23<sup>rd</sup> December 2021.

The budget consultation period commenced on 23<sup>rd</sup> December 2021 and ended on 28<sup>th</sup> January 2022. The draft budgets had been subject to scrutiny by the Finance and Resources Scrutiny Committee. The consultation provided residents, local partners and other stakeholders the opportunity to review the budget proposals and provide feedback during the five-week consultation period. The final budget proposals were reported to the Executive at their meeting on 10<sup>th</sup> February 2022.

The report set out the baseline Capital Programme and identified the key factors and challenges influencing the development of North Northamptonshire Council's future commitments for 2022-23 and beyond.

The report presented the General Fund Capital Programme for 2022-25, the Baseline Development Pool and the Housing Revenue Account (HRA) Capital Programme 2022-25.

The key principles underpinning the current Capital programme were detailed in the report and included: -

- The delivery of a Medium-Term Capital Programme which was affordable and sustainable, ensuring that the Council's internal resources and application of external borrowing were utilised to fund capital expenditure where it supported the delivery of the Council's financial sustainability and where there were statutory requirements such as health & safety;
- New capital investment would only be permitted where it contributed to the achievement of the Council's corporate priorities;
- The use of external funding was prioritised against the areas of greatest need, in the main supporting highways maintenance, the delivery of education places, Super-Fast Broadband and Homelessness Prevention. Priority would be given to schemes that also delivered transformation and/or revenue savings;
- Maximisation of the use of the Council's assets, and where possible working with local partner organisations to maximise the efficiency of assets across the public sector and North Northants;
- Take into account external influences such as the South East Midlands Local Enterprise Partnership, Oxford Cambridge Arc, Health and joint working with other partner authorities;

- Key integration and links with the Council's other corporate strategies including Corporate Plan, Treasury Management, Investment Strategy, and Asset Management Plan;
- Set out the Council's regeneration and economic development ambition and additional objectives;
- Set out the governance and risk management arrangements.

The current Capital Strategy 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. It set out the key objectives and broad principles to be applied by the Council when considering capital investment and its funding and provided the context for how the Medium-Term Capital Programme sought to support the realisation of the Council's vision and corporate objectives. The Strategy also provided details of the Council's planned future capital programme and capital funding expectations.

It was noted that the current Capital Strategy and the key principles had been developed with reference to the requirements of the current Prudential Code and Treasury Code of Practice. CIPFA consulted earlier in the year on the principles to support the changes to the Prudential Code for Capital Finance in Local Authorities (Prudential Code) and the Treasury Management in the Public Services Code of Practice and Cross-Sectoral Guidance Notes (Treasury Management Code). The consultation closed on 16 November 2021 and the revised code was issued on 20<sup>th</sup> December 2021. This had been considered when updating the Council's Treasury management Strategy for the reports to Executive and was expected to be fully implemented by 2023/24.

The key principles underpinning the Capital Strategy in compiling the Capital programme were as follows: -

- The delivery of a Medium-Term Capital Programme which was affordable and sustainable, ensuring that the Council's internal resources and application of external borrowing were utilised to fund capital expenditure where it supported the delivery of the Council's financial sustainability and where there were statutory requirements such as health & safety;
- New capital investment would only be permitted if it contributed to the achievement of the Council's corporate priorities;
- The use of external funding was prioritised against the areas of greatest need, in the main supporting highways maintenance, the delivery of education places, the Corby Town Plan and Tresham Garden Village within North Northants. Priority would be given to schemes that also delivered transformation and/or revenue savings;
- Maximisation of the use of the Council's assets, and where possible working with local partner organisations to maximise the efficiency of assets across the public sector and North Northants;
- Take into account external influences such as the South East Midlands Local Enterprise Partnership, Oxford Cambridge Arc, Health and joint working with other partner authorities;
- Key integration and links with the council's other corporate strategies including Corporate Plan, Treasury Management, Investment Strategy, Asset Management Plan;
- Set out the Council's regeneration and economic development ambition and additional objectives;
- Set out the governance and risk management arrangements.

The Capital Strategy outlined the Governance Structure for approving new capital schemes. New capital investment would only be permitted if it contributed to the achievement of the Council's strategic priorities. The use of external funding would be prioritised against the areas of greatest need within the North Northants area, in the main supporting highways maintenance and the delivery of education places. Priority would be given to schemes that delivered transformation that the Council was aiming to deliver generating revenue savings or income streams to support the MTFP. An updated strategy was shown in Appendix D.

The Baseline Programme had been put together by taking the already approved schemes in year and the schemes already approved from the Medium-Term Capital Programme by Executive in February 2021. This had resulted in a Total Capital Programme of £75.1m (General Fund £37.0m, HRA £38.1m) over the three-year period, which comprised: -

- A General Fund Baseline Programme totalling £37.0m including the completion of key projects including the Stanton Cross Primary School, and extensions, highways schemes and various property and environmental projects across North Northants;
- A HRA Baseline Programme totalling £38.1m across Kettering and Corby grouped into statutory and priority works, decent homes, health, safety and compliance works, pre-planned stock investment, and enhancements and a significant investment of nearly £21.8m for the Housing Development and New Build Programmes; and
- A Development Pool totalling £81.8m and the prioritisation of 24 key schemes against the associated funding streams making up the Pool. This showed key highways infrastructure projects (A509 bypass and A43 improvements) into 2025-26 based on the current phasing and funding. The key themes were Children's Services including Basic Needs, increasing capacity for pupil numbers, schools' maintenance, looked after children's placements and fostering support, Place including highways maintenance, new road or extension schemes, cycleways, flood alleviation, regeneration and economic development projects and property asset management, adults' community equipment and Corporate Projects mainly corporate IT and service systems.

The disaggregation of the capital assets, balances and debt were still to be finalised and subject to audit of the 2020-21 financial accounts for Northamptonshire County Council.

The Minimum Revenue Provision (MRP) reflected the minimum amount a Council must charge to the revenue budget each year to set aside a provision for repaying external borrowing. The increase in the MRP provision of £1.549m for 2022/23 was to ensure the provision was aligned to the MRP policy moving into the medium term. This formed part of the Treasury Management Strategy.

The Public Works Loan Board would no longer lend to local authorities that planned to buy commercial assets primarily for yield. PWLB would still be available to all local authorities for refinancing. To borrow from the PWLB, local authorities would now be required to submit a summary of their planned capital spending and PWLB borrowing for the following three years including a commentary outlining the expenditure plans of the Council.

The capital programme assumed various sources of funding including capital receipts and grants, together with support from external/internal borrowing, which was at the discretion of the Council for essential capital expenditure.

Councillor Bunday formally **MOVED** the recommendations detailed in the report.  
Councillor Levell formally **SECONDED** the recommendations detailed in the report.

Councillor Colquhoun on behalf of the Labour Group and Councillor Fedorowycz on behalf of the Green Alliance Group provided a response to the presentation of the report.

The Chair invited Councillor J McGhee on behalf of the Labour Group to move amendments relating to the report. Councillor Addison seconded these. The amendments include a proposal to set money aside to switch some streetlights back on and for the installation of new streetlights based upon the recommendations from the Community Safety Team. In addition, there was a proposal to expedite the creation of a new children's home within Northamptonshire, to reduce the necessity of children having to be accommodated outside of the county.

The proposed amendments were put to the vote. The amendments fell.

The Chair invited Councillor Fedorowycz on behalf of the Green Alliance Group to move amendments to the report. Councillor Hakewill seconded these. These included proposals relating to the electrification of the Council's vehicle fleet.

The proposed amendments were put to the vote. The amendments fell.

Members then debated the substantive recommendations.

The recommendations had previously been **MOVED** by Councillor Bunday and **SECONDED** by Councillor Levell.

**RESOLVED that: -**

1. The General Fund Capital Programme 2022-25, Baseline Development Pool and Housing Revenue Account (HRA) Capital Programme 2022-25 be approved.

**90. Housing Revenue Account (HRA) Draft Budget 2022-23 and Medium-Term Financial Plan**

Members noted 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. The HRA did not directly impact on the Council's wider General Fund budget or on the level of council tax. Income to the HRA was primarily received through the rents and other charges paid by tenants and leaseholders.

Whilst North Northamptonshire Council must only operate one HRA it would continue, for a limited period of time, to operate two separate Neighbourhood Accounts, these being:

the Corby Neighbourhood Account - responsible for the stock that was previously managed by Corby Borough Council and

the Kettering Neighbourhood Account - responsible for the stock that was previously managed by Kettering Borough Council.

A future decision would be required around the timeframe for which these two Neighbourhood Accounts continue – typically these interim arrangements would cover a two to three-year period.

Work was underway on preparing a Housing Strategy for North Northamptonshire. This would consider the challenges faced by the Council across the local housing market and would set out measures to enhance housing options for local residents. This document would form a key element of the overarching strategy for North Northamptonshire which will be reported to Members during 2022/23.

The report sought approval for the proposed draft budget for the HRA for 2022/23 and the key principles on which it was based together with the Medium-Term Financial Plan (MTFP) that covered the following four years (2023/24 – 2026/27).

The report also set out the proposals regarding rent increases for 2022/23, as required by the Housing Act 1985. A table summarised the average rent levels for 2021/22 and the proposed rent increase of 4.1% in rent levels for 2022/23.

Neighbourhood Account	22/22 Average Rent Levels £	Increase in Average Rent Levels £	22/23 Average Rent Levels £
Corby	77.88	3.19	81.07
Kettering	82.17	3.37	85.54

The draft HRA Budget had been discussed and debated as part of the Finance and Resources Scrutiny sessions and with tenants representing each of the Neighbourhood Accounts. The final budgets reflected a rental increase of 4.1% which accorded with the Government’s Rent Setting Policy and had been clarified by the Rent Regulator. The draft Budget proposals and Medium-Term Financial Plan were set out in Appendix A and Appendix B.

The overriding approach as part of the transition to the Unitary council for North Northamptonshire was to ensure that the arrangements were ‘safe and legal.’ It was determined that for the HRA this would, in the first instance, be best achieved through operating two Neighbourhood Accounts to be combined under a single HRA for North Northamptonshire. Work was planned to be undertaken during the course of 2022/23 to start to move to a single HRA and this included developing a new 30-year Business Plan.

To help maintain and protect levels of service provision and to continue investment into the housing stock the proposed average rent increase was 4.1% for each of the Neighbourhood Accounts. This was in accordance with the Government’s Rent Setting Policy. Taking into account this increase, the draft Neighbourhood Accounts showed a balanced position for 2022/23.

Beyond 2022/23, the Medium-term position (2023/24 to 2026/27) for the Corby Neighbourhood Account showed a deficit of £1.860m whilst the Kettering Neighbourhood Account showed a surplus of £3.921m. The main reason for the difference between the two Neighbourhood Accounts results from how the loans for self- financing were structured. The Corby Neighbourhood Account was increasing its contribution for the repayment of the loans whereas the Kettering Neighbourhood account was reducing its repayments.

The Medium-Term position assumed that rent increases of 2% were applied each year over the Medium-Term. Rent increases would be subject to an annual consultation with tenants and the rent levels would be dependent on the rent setting formula which was based on the CPI in September of the previous year plus 1%.

The scrutiny process for the Draft HRA Budget Proposals was undertaken by Finance & Resources Scrutiny at two meetings on the 6<sup>th</sup> January 2022 and 19<sup>th</sup> January 2022. Outcomes were reported to the Finance & Resources Scrutiny Committee meeting on 1<sup>st</sup> February 2022. Appendix D provided a summary of comments made from the two scrutiny meetings (6<sup>th</sup> January and 19<sup>th</sup> January).

The report stated that representatives of the Kettering Tenants Forum and Corby Tenant Voice Members had been consulted and agreed a 4.1% increase in rent levels for 2022/23.

Each year social landlords must set rent levels and budgets for the forthcoming financial year and provide each individual tenant with 28 days statutory notice of any proposed changes to their rent. The report set out the proposals regarding the rents, as well as the expenditure plans for the 2022/23 rent year, together with a draft Medium-Term Financial Plan (MTFP) covering the four- year period 2023/24 to 2026/27.

The Council housing stock in the Corby Neighbourhood Account comprised 4,621 tenanted and 631 leasehold properties (as at 1<sup>st</sup> April 2021) with a rent roll of £18.956m in 2021/22. The Kettering Neighbourhood Account comprised 3,603 tenanted and 253 leasehold properties (as at 1<sup>st</sup> April 2021), with a rent roll of around £15.066m. East Northants and Wellingborough Councils had no housing stock having made the decision several years ago to sell their stock. The composition of the Housing Stock for both the Corby and Kettering Neighbourhood Accounts was set out in Table 1 and Table 2 in the report.

<b>Table - Corby Neighbourhood Account</b>					
<b>Type of Property</b>	<b>Number of Bedrooms</b>				<b>Total</b>
	<b>One</b>	<b>Two</b>	<b>Three</b>	<b>Four +</b>	
Flats-Low Rise	654	338	51	1	1,044
Flats-Medium Rise	131	187	113	16	447
Houses	1	671	1,683	245	2,600
Bungalows	309	179	42	0	530
<b>Total</b>	<b>1,095</b>	<b>1,375</b>	<b>1,889</b>	<b>262</b>	<b>4,621</b>

<b>Table - Kettering Neighbourhood Account</b>					
<b>Type of Property</b>	<b>Number of Bedrooms</b>				<b>Total</b>
	<b>One</b>	<b>Two</b>	<b>Three</b>	<b>Four +</b>	
Flats-Low Rise	720	455	3	0	1,178
Flats-Medium Rise	235	120	10	0	365
Houses	26	492	1,033	32	1,583
Bungalows	200	275	2	0	477
<b>Total</b>	<b>1,181</b>	<b>1,342</b>	<b>1,048</b>	<b>32</b>	<b>3,603</b>

The Council was required by law (Local Government and Housing Act 1989, Section 76) to avoid budgeting for a deficit on the HRA. This meant the budget must not be based on total HRA revenue reserves falling below zero. In practice the Council was expected to maintain a reasonable balance of HRA reserves to cover contingencies.

The Executive Director (Chief Finance Officer) had reviewed the level of balances required to support the Housing Revenue Account spend annually as part of their risk assessment of the budget. The Executive Director – Finance had assessed that the minimum level of balances, taking all known risks into account, should remain unchanged at £800k for the Corby Neighbourhood Account and that the Kettering Neighbourhood Account be increased from £300k to £650k. This aligned the two Neighbourhood Accounts, so the minimum balances were around 4% of the total budget. Details of Reserves together with any estimated movements were set out in Appendix C.

It was not feasible to merge the two neighbourhood accounts into one when the legacy councils merged and create the operational changes that were required to ensure a safe and legal service. It was also necessary to develop a 30 Year Business Plan for a single HRA. The Council's Corporate Strategy was approved at the Executive on 18<sup>th</sup> November 2021, and this set out its priorities, the objectives to achieve these, key actions, and measures of success. The services delivered within the HRA would support this strategy and would be developed over the forthcoming financial year.

The approach to the HRA budget setting had focused on three key areas for 2022/23 and the following sections of the report take items (i) and (ii) in turn. However, it should be noted that item (iii) would be covered in separate reports on the agenda which covered both the General Fund and HRA Capital Programmes.

- (i) Revenue income and rent and service charge levels;
- (ii) Revenue expenditure plans that reflected service delivery patterns;
- (iii) Capital expenditure plans that would deliver essential works to the stock as well as ensuring the Decent Homes Standard was maintained and support the new build programme.

The HRA received income primarily from rents paid by tenants and from service charges levied. The draft budgets for 2022/23 had been compiled based on a rent



increase of 4.1% - which was in accordance with the nationally recommended increase for 2022/23. When considering the rental increase it was important to recognise the long-term impact as income foregone was compounded over future years.

The MHCLG policy statement on rents published in February 2019 announced that rents would increase by CPI + 1% from April 2020 and this would be for a period of five years (2020/21 to 2025/26). Members were reminded of the announcement that was made in July 2015 budget statement where all social rents would decrease by 1% each year over the four-year period 2016/17 – 2019/20 during which the cumulative loss of rental income was around £70m for the Corby Neighbourhood Account and around £60m for the Kettering Neighbourhood Account. This would continue to have a significant cumulative impact on the level of income that would be available to the HRA over the course of the 30-year business plan.

The number of Right to Buy (RTB) sales assumed during 2022/23 and the medium term for the Corby Neighbourhood Account was 50 and for the Kettering Neighbourhood Account was 30 – these assumptions would be kept under review. The part year income associated from these sales had been deducted from the 2022/23 income budget.

For 2022/23 it was assumed that 0.9% of the Corby Neighbourhood housing stock would be void at any one time and it was assumed that 1.90% of the Kettering neighbourhood housing stock would be void at any one time and therefore rent could not be charged. This was consistent with the approach taken in previous years and reduced the total income expected to be achieved by c£170,000 for the Corby Neighbourhood Account and c£290,000 for the Kettering Neighbourhood Account.

Acquisition and new build programmes increased the number of housing stock for the HRA. The Corby Neighbourhood Account would reflect the additional income in 2022/23 from the delivery of 3 new homes during 2021/22 at Stanion Close and would also reflect an increase in income from the delivery of 5 homes at Cannock Road.

The Kettering Neighbourhood Account would reflect the additional income from the delivery of 28 homes across the Scott Road (22 homes) and Albert Street (6 homes) sites. These sites were delivered in 2021/22 and a total of 28 homes had been added to the 2022/23 rental yield.

It was anticipated that a further 18 homes would be delivered at Cheltenham Road that would be available for rent in March 2023, this had been reflected into the revenue account for 2023/24. Further schemes would be reflected in the Medium-Term Financial Plan when there was more certainty around the timed delivery of future housing schemes.

In April 2012, the Government “reinvigorated” its Right to Buy (RTB) policy by reducing the eligibility period for RTB sales and increasing the maximum levels of discount. At the same time, the Government introduced a new mechanism that allowed local authorities to retain 100% of the RTB receipts (after some deductions) from the sale of Council Houses above a specified number of RTB sales set by Government each year for each council (the “RTB threshold”). These were referred to as 1- 4-1 Receipts.

There were two core principles for using 1-4-1 Receipts:

- 1) That 1-4-1 Receipts could only be used to fund no more than 30% of eligible expenditure for the provision of new homes; and
- 2) That 1-4-1 Receipts must be utilised within 3 years of them occurring. In order for the Government to enforce the time period in which expenditure must be accounted for, the standard agreement signed by Councils required any 1-4-1 Receipts not utilised within the 3-year timeframe to be paid over to the Government, plus interest charged at 4% above base rate compounded every 3 months.

The previous sovereign Councils (Corby Borough Council and Kettering Borough Council) opted into the 1-4-1 agreement. However, COVID-19 meant that a number of planned new build schemes nationally were delayed as contractors and companies rescheduled their projects and the need to maintain social distancing would see a reduction in staff on site which could have resulted in a delay in delivery. In response to this the Government temporarily lifted the time period for which 1-4-1 receipts needed to be utilised by granting a six-month extension in 2020/21, this extension was then increased to nine months.

The Government announced a number of changes on how 1-4-1 receipts could be used. These changes came into effect from 1<sup>st</sup> April 2021 and included;

- Increasing the time limit for the use of the receipts from three to five years – this covered not just future receipts but existing ones (i.e., back to 2017-18).
- That the use of 1-4-1 Receipts to fund eligible expenditure for the provision of new homes be increased from 30% to 40%.
- Introduction of a cap on the use of Right to Buy receipts on acquisitions to help drive new supply with the phased introduction, with the cap limiting acquisitions to 50% of delivery from 1<sup>st</sup> April 2022, then reducing to 40% from 1 April 2023, and to 30% from 1<sup>st</sup> April 2024 onwards. The first 20 units of delivery in each year would be excluded.

The report indicated that the Council could set its own charges for items that attracted service charges but must review annually the costs that drive these charges as well as how that money could be utilised.

Leasehold service charges covered costs that were recharged to leaseholders in year to reflect either the cost of maintaining the fabric of the building or the cost of maintaining the communal areas. These charges had to reflect the full cost that was incurred by the HRA, no profit should be achieved through the levelling of these charges. Given this, the income budgets proposed reflected only an indicative level and actual charges would be reconciled the following year against actual costs incurred. Within both the Corby Neighbourhood Account and the Kettering Neighbourhood Account leasehold charges for each building would be estimated and leaseholders would be notified of the charges to be applied for 2022/23. This process was in line with that undertaken in previous years.

The HRA managed expenditure that covered delivery of the general housing management function as well as overheads and capital financing charges. The expenditure costs were categorised into the following six headings, further details were set out in paragraphs 4.21 – 4.33 of the report which included -

The Repairs and Maintenance budget included the general cost of maintaining the Council's housing stock on a day-to-day basis. It included, repairs requested by tenants, gas repairs and servicing and costs associated with void property repairs and cleaning.

General Management costs included the cost of managing the housing service. They included the cost of running the landlord service efficiently and effectively including rent collection and allocating and managing tenancies.

Special Services represented the cost of running the Council's sheltered housing schemes for vulnerable residents. It included all costs of maintaining sheltered housing and the services provided to residents. There were 558 properties across ten sheltered housing schemes in the Corby Neighbourhood Account and 406 properties across nine sheltered housing schemes in the Kettering Neighbourhood Account.

Fundamental changes to the HRA were implemented in April 2012 – this was referred to as 'Self-Financing'. The Self-Financing settlement abolished the subsidy system and redistributed debt between authorities based on a government assessment of their ability to service the debt. This had the effect of increasing the debt held by most authorities, but in return they no longer had to pay into the national subsidy pot. Nationally there were 136 authorities who were making subsidy payments and these authorities were required to make a payment to the government that amounted to around £13bn. Conversely 35 authorities received a payment of £6bn from Government as they would no longer be receiving a subsidy payment. The self-financing determinations resulted in Corby Borough Council taking on debt of £70.6m and Kettering Borough Council taking on debt of £72.9m.

The self-financing system allowed authorities to better plan over the longer term as they no longer faced the uncertainty of annual subsidy determinations which were typically announced around December each year notifying authorities of what they would have to pay or receive in subsidy. This meant that all authorities now were able to keep all the rent they received from tenants and were fully responsible for managing their own income and expenditure.

The Government on 29<sup>th</sup> October 2018 revoked the debt limits that were introduced for HRAs in December 2010 by the Localism Bill under self-financing determinations, by lifting the HRA borrowing cap. This meant the Corby and Kettering Neighbourhood Accounts would not be subject to a limit on borrowing.

All borrowing must conform to the Prudential Code which required that borrowing be affordable and prudent. The 2021/22 budget for the Corby Neighbourhood Account provided for the repayment of a loan of £10.646m, for which monies had been set aside annually for loan repayments in the HRA Debt Management Reserve. The outstanding debt on 31<sup>st</sup> March 2022 was estimated to be £60m. The 2022/23 budget provided for £1.972m to be set aside which would be transferred to the HRA Debt Management Reserve which would be used to part fund the repayment of the next loan of £15m which matured in 2031/32.

The Kettering Neighbourhood Account was forecast to have debt of £45.724m as of 31<sup>st</sup> March 2022. This was a combination of debt from self-financing which amounted to £42.903m and new loans amounting to £2.821m to fund new build schemes. The 2022/23 budget provided for the repayment of a loan of £3m, which would reduce the self-financing debt that was outstanding on 31<sup>st</sup> March 2023 to £39.903m.

Business cases that set out how and when the HRA would borrow would be developed and submitted for approval when Business Cases arose, this would be in accordance with the Council's Capital Strategy Approval Process.

Under the self-financing regime the HRA held a depreciation charge that recognised the cost of managing and maintaining the Council stock at the current level. This funding represented a revenue cost to the HRA that was 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 as a minimum must equal the depreciation charge, the draft budget for the two Neighbourhood accounts reflected this.

The report indicated that one of the main areas of risk for the HRA going forward was rent arrears and the management of debt within the rent account. There was a specific risk around the ability to collect this debt as a result of COVID-19 and also as national welfare reform changes were rolled out. The spare room subsidy changes had now been in place for several years and work to manage under occupation was now business as usual.

The Kettering Neighbourhood Account included a provision of £173,000 for Bad Debts and the Corby Neighbourhood Account included a provision of £104,000 for 2022/23 and the Medium-Term Plan included provision for a further £46,000 in 2023/24 for the Corby Neighbourhood Account. The contribution to Bad Debts was shown under the 'other' expenditure heading which also included Contingencies, Rents, Rates, Taxes and Other Charges and interest payable.

The 2021/22 budget included a 0.75% increase to cover the 2.75% 2020/21 pay award, only 2% was included in the 2020/21 base budget. In addition, both Neighbourhood Accounts incorporated a pay contingency for 2021/22 of 2.50%. The 2022/23 budget included a pay contingency of 3% which was aligned to the increase in costs of living. To date the pay award was still to be agreed for both 2021/22 and 2022/23 a 1% change amounts to around £63k for the Corby Neighbourhood Account and around £40k for the Kettering Neighbourhood Account. Both Neighbourhood Accounts provided for an increase in employers National Insurance Contributions which would increase from April 2022 from 13.8% to 15.05%. The Government, as part of the Autumn Budget, announced that authorities would receive additional funding. However, this has been rolled into the £1.5bn that would be distributed nationally which diluted the funding that was available by around a third to meet new costs. For the purpose of the HRA it had been assumed that this would be cost neutral as the support costs would be reduced to reflect the increase in cost as the funding would be received into the General Fund.

The MTFP for both the Corby Neighbourhood Account and the Kettering Neighbourhood Account were detailed at Appendix B. The MTFP's contained several assumptions, the main ones were set out in Table 3 within the report – these

assumptions would continue to be reviewed and updated but enabled an initial medium-term position to be determined for both Neighbourhood Accounts.

<b>Table - MTFP Assumptions (2023/24 – 2026/27)</b>		
<b>Assumption</b>	<b>Corby Neighbourhood Account</b>	<b>Kettering Neighbourhood Account</b>
<b>Income</b>		
Rent Levels	Assumes a 2% increase each year (CPI 1% + 1%)	
RTB Sales	50	30
Void Levels	0.90%	1.50%
<b>Expenditure</b>		
Pay Contingency	2.00%	2.00%

The Medium-Term position for the HRA had more certainty than that of the General Fund – largely in part to the self-financing system. Medium Term Financial Planning was more difficult for the General Fund owing to the annual local government finance settlement being announced very late in the budget process and typically only covering a one-year period in recent years.

Councillor Bunday formally **MOVED** the recommendations detailed in the report. Councillor Nichol formally **SECONDED** the recommendations detailed in the report.

Councillor Dalziel on behalf of the Labour Group and Councillor Fedorowycz on behalf of the Green Alliance Group provided a response to the presentation of the report.

The Chair invited Councillor Dalziel on behalf of the Labour Group to move an amendment relating to the report. Councillor Lyn Buckingham seconded this. The amendment was seeking HRA funding (already identified in the proposed budget) be diverted to assist the voids backlog within the Corby stock.

The proposed amendment was put to the vote. The amendment fell.

The Chair invited Councillor Fedorowycz on behalf of the Green Alliance Group to move an amendment to the report. Councillor Tubbs seconded this. The amendment proposed an additional sum of money from reserves to assist with retrofitting work on Council stock.

The proposed amendment was put to the vote. The amendment fell.

Members then debated the substantive recommendations.

The recommendations had previously been **MOVED** by Councillor Bunday and **SECONDED** by Councillor Nichol.

**RESOLVED that: -**

1. a) the 2022/23 Housing Revenue Budgets consisting of the Corby Neighbourhood Account and the Kettering Neighbourhood Account as set out in Appendix A be approved;
- b) an increase in dwelling rents for 2022/23 of 4.1% be approved (based on the Consumer Price Index (CPI) for September 2021 3.1% + 1%) which is in line

- with the Department for Levelling Up, Housing and Communities (DLUHC) Policy statements on rents for social; and
- c) The Housing Revenue Account Medium Term Financial Plan housing consisting of the Corby Neighbourhood Account and the Kettering Neighbourhood Account for 2023/24 to 2026/27 as set out in Appendix B be approved.

## **91. Urgent Item**

The following motion was **MOVED** by Councillor Smithers and **SECONDED** by Councillor Colquhoun under Meeting Procedure Rule 4.1(g).

*“North Northamptonshire Council unreservedly condemns the unprovoked aggression of Russia in invading the Ukraine and stands in solidarity with the Ukrainian people and supports the British Government in its diplomatic and economic measures against the Russian State.”*

Several councillors spoke in favour of the motion, totally condemning the unwarranted aggression being shown by the Russian government in its invasion of Ukraine and sending its solidarity and support to the Ukrainian people.

### **RESOLVED that: -**

1. The motion be agreed.

## **92. Close of Meeting**

The meeting closed at 4:31 pm.

## Full Council 31<sup>st</sup> March 2022

<b>Report Title</b>	<b>Housing Tenancy Policy</b>
<b>Report Author</b>	David Watts, Executive Director of Adults, Communities and Wellbeing <a href="mailto:david.watts@northnorthants.gov.uk">david.watts@northnorthants.gov.uk</a>

### List of Appendices

#### Appendix A – Tenancy Policy

#### **1. Purpose of Report**

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- 1.1. To seek approval from Full Council for the Tenancy Policy (Appendix A) to be adopted by North Northamptonshire Council. This draft policy was considered by the Executive at its meeting on 18<sup>th</sup> November 2021; the Executive are recommending approval.

#### **2. Executive Summary**

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- 2.1 The Tenancy Policy is proposed for adoption by Full Council to replace the separate documents which currently exist in the Corby and Kettering housing localities.
- 2.2 It is a legal requirement for an authority with council housing stock, supported by a Housing Revenue Account, to have a Tenancy Policy that sets out the types of tenancies it offers.
- 2.2 The adoption of this key document will assist in enabling consistency between the two teams within North Northamptonshire Council.
- 2.3 The Tenancy Policy requires approval from Full Council as set out in North Northamptonshire's constitution.

### **3. Recommendations**

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- 3.1 It is recommended that Full Council:
- a) Approve the Tenancy Policy for adoption;
  - b) Delegates authority to the Executive Member for Housing and Communities, in liaison with the Executive Director, Adults, Communities and Wellbeing or their delegate, to take any further decisions and/or actions required to implement this policy.
- 3.2 By approving this recommendation, Council officers will be able to: -
- Comply with legislation that requires all social housing providers to have a Tenancy Policy.
  - Provide one tenancy offer to all successful applicants within the North Northamptonshire Council area.
  - Continue harmonising our suite of Council Housing policies for Tenancy Management, Housing Management and Property Management.

### **4. Report Background**

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- 4.1 North Northamptonshire Council has council housing stock in the Kettering and Corby areas. As of 1<sup>st</sup> April 2021:
- Kettering 3625 homes, of which 401 are sheltered
  - Corby 4615 homes, of which 536 are sheltered
- 4.2 Prior to vesting day, the sovereign councils had different documents, policies and procedures for the management of their properties. The Council now proposes that a harmonised suite of housing policies is adopted. Adopting an overarching Tenancy Policy will lay the foundation for this transformational work.
- 4.3 A North Northamptonshire Tenancy Policy is required by the Localism Act 2011 and sets out the tenancy offer to successful applicants and council tenants. The main tenancy offer is to grant introductory one-year tenancies to new applicants. Where tenancy conditions are met over that period, a secure tenancy will be offered. Intensive management to assist successful introductory tenancies is provided.
- 4.4 Two main exceptions to this are proposed. The first is where a tenant breaches the terms of the introductory tenancy. Where additional support may help to sustain the tenancy, the Council may choose to offer the tenant a 2-year fixed term tenancy, rather than ending the tenancy.
- 4.5 The second exception is proposed to protect adapted properties which provide specialist accommodation, or where a significant amount of money has been spent to adapt a property. In order to safeguard this stock and ensure that it is utilised to meet ongoing need with finite resources, a 5-year fixed term tenancy is proposed. In the last year of the 5-year fixed term tenancy, a review will be undertaken with the tenant. If there have been no changes to their circumstances, a further fixed term tenancy will be granted. If circumstances or



needs have changed, options to assist the tenant to a more suitable property will be considered.

- 4.6 Fixed term tenancies for purpose built or extensively adapted properties will be through a 5-year term as standard. A decision will be made at the time of offer dependant on the household circumstances, and the Council may offer a longer term if appropriate. The Council is not limited on the number of times that a fixed term tenancy can be renewed and can offer a lifetime secure tenancy following the ending of a fixed term tenancy when it would be appropriate to do so.
- 4.7 The use of fixed term tenancies will be familiar to applicants and tenants in the Kettering locality area. However, it will not be familiar to applicants and tenants in the Corby locality area. More details are provided in the issues and choices section below.
- 4.8 The Council has defined the types of occupation agreement it will use for occupiers of temporary accommodation.

## **5. Issues and Choices**

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- 5.1 A North Northamptonshire Tenancy Policy is required by the Localism Act 2011. In developing the Tenancy Policy for the new Council there are some choices around the type of tenancies that are offered.

### **Tenancy Offer**

- 5.2 Utilising Fixed Term Tenancies in the two situations detailed will represent a change of approach for applicants in Corby but is consistent with the current approach in the Kettering area.
- 5.3 Once a tenant no longer needs an adapted property, the Council can legally commence possession proceedings using the provisions of the Housing Act 1984. The use of fixed term tenancies will enable the Council to work with the tenant to explore other alternatives.
- 5.4 The Council has a very limited supply of adapted properties, and finite resources to adapt enough properties to meet demand. The policy proposal in respect of adapted properties will ensure that homes that have been significantly adapted, or are wheelchair accessible, are made available for re-letting when they are no longer required by the tenant.
- 5.5 The introduction of fixed term tenancies, in the exceptional circumstances mentioned, will support the Council's approach to providing sustainable tenancies.

## **6. Implications (including financial implications)**

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### **6.1 Resources and Financial**

6.1.1 Housing activities are resourced by the Housing Revenue Account for North Northamptonshire, currently operated as two Neighbourhood Accounts.

6.1.2 There are no economies of scale to be achieved at this point until the two Landlord Services for Kettering and Corby Housing Revenue Neighbourhood Accounts are fully aggregated.

### **6.2 Legal**

6.2.1 The proposal will help to offset some legal risk.

### **6.3 Risk**

6.3.1 There are risks in managing North Northamptonshire Council Housing with 2 different policies. Having one Tenancy Policy seeks to mitigate these.

### **6.4 Consultation**

6.4.1 The Council has consulted with current tenant groups in the Corby and Kettering areas. A Kettering Tenants Forum was organised for 17<sup>th</sup> February 2021 and extended invitations to all members of Corby Tenants Voice.

6.4.2 At the forum were 10 Kettering tenants, two Corby tenants and five Kettering Councillors. The Tenancy Policy was presented in draft format and approved by the group in principle.

6.4.3 The feedback from these groups was positive in supporting the Council's proposed Tenancy Policy.

6.4.4 Consultation with all Registered Providers in the North Northamptonshire area has been completed. Nine replies were received from providers, either to say that they had sent information on within their organisation, or to thank us for the update. However, no requests to amend the Tenancy Policy were provided.

6.4.5 The lack of input from providers was not entirely surprising as the Policy only applies to council stock and does not impact upon other housing organisations.

### **6.5 Consideration by Scrutiny**

6.5.1 This has not been reviewed by Scrutiny; therefore, no comments or recommendations have been received.

### **6.6 Climate Impact**

6.6.1 There are no impacts upon climate.

### **6.7 Community Impact**

- 6.7.1 Providing consistent service to communities will be a positive for the residents of North Northamptonshire Council.
- 6.7.2 Creating a consistent tenancy offer will help to maintain sustainable neighbourhoods.

## **7. Background Papers**

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- 7.1 The previous policies of the former district and boroughs.

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# Tenancy Policy

March 2022

[www.northnorthants.gov.uk](http://www.northnorthants.gov.uk)

# Document Version Control

Author (Post holder title): Nick Woods (Neighbourhood Services Manager)

Type of document: Policy

Version Number: 0.6

Document File Name: Tenancy Policy

Issue date: TBC

Approval date and by who (CMT / committee): Full Council

Document held by (name/section): Leona Mantle, Strategic Lead for Tenancy Services

For internal publication only or external also? Both

Document stored on Council website or Intranet? Yes

Next review date: March 2024

## Change History

Issue	Date	Comments
0.1	29.01.21	First Draft
0.2	18.08.21	Second Draft (Staff & Tenant Groups Consultation)
0.3	06.10.21	Third Draft (Portfolio Holder Review)
0.4	18.10.21	Fourth Draft (SLT Review)
0.5	01.11.21	Fifth Draft (EAP Review)
0.6	07.02.22	External Consultation – Registered Providers

NB: Draft versions 0.1 - final published versions 1.0

## Consultees

Internal	External
Kettering Tenant Forum	All Registered Providers in NNC Area
Corby Tenant Voice	

## Distribution List

Internal	External
TBC	TBC

## Links to other documents

Document	Link
The Housing Strategy	
Homelessness and Rough Sleeper Policy	
Keyways Housing Allocations Scheme	
Anti-Social Behaviour Policy	
Aids & Adaptations Policy	
Domestic Abuse Policy	

# Contents

Section	Page
1.0 Introduction	3
2.0 Scope	3
3.0 Policy outcomes	3
4.0 Stock Profile	4
5.0 Legislation	4
6.0 Tenancy Offer	5
7.0 Tenancy Changes	9
8.0 Tenancy Management	12
9.0 Complaints	14
10.0 Plain Language	14
11.0 Equalities Statement	14
Appendix A	16
Appendix B	17
Appendix C	19
Appendix D	20

## 1.0 Introduction

1.1 The Tenancy Policy provides clarity to applicants, tenants, elected members, and staff on the various types of tenancy that the Council will offer and its approach when dealing with issues such as rights of succession, assignment, tenancy fraud and termination.

## 2.0 Scope

2.1 This Tenancy Policy sets out the types of tenancies that North Northamptonshire Council will offer applicants and tenants for our own housing stock only.

2.2 This Tenancy Policy sets out:

- the types of tenancy we offer
- the length of tenancy to be offered
- under what circumstances different types of tenancies will be offered
- how we review tenancies
- the circumstances in which tenancies may not be renewed.
- how we manage requests to change an existing tenancy
- our approach to tenancy sustainment
- how we enable social mobility for tenants
- our approach to dealing with tenancy fraud
- how tenancies can be terminated

2.3 We will issue tenancies which are compatible with the type of accommodation, the needs of the individual households, the sustainability of the community and the efficient use of our housing stock, having regard to our Housing Strategy, Keyways Allocation Policy, statute, and good practice.

2.4 We aim to achieve high standards of customer care and support for prospective tenants, taking into account individual needs at any given time.

## 3.0 Policy Outcomes

3.1 The overarching aims of this Tenancy Policy are:

- to ensure that the Council make best use of its housing stock, and
- to ensure that tenants receive practical support and advice in sustaining their tenancies.

## 4.0 Stock Profile

4.1 As of 1<sup>st</sup> April 2021 North Northamptonshire Council owned and managed 8,224 homes, including 965 in sheltered schemes. Accommodation comprises of a variety of houses, flats, bungalows, and maisonettes.

The Council relets on average 600 properties which become vacant every year.

## 5.0 Legislation

### 5.1 Housing Act 1985

One of the main functions of the Act was to create secure lifetime tenancies, alongside this the right for a family member to succeed or take over a tenancy following the death of the main tenant.

### 5.2 Housing Act 1996

The Housing Act 1996 gave Local Authorities the power to operate an introductory tenancy regime.

### 5.3 The Antisocial Behaviour Act 2003

The 2003 act allows landlords to apply to court to demote a Secure Tenancy where antisocial behaviour is an ongoing problem.

### 5.4 The Housing and Regeneration Act 2008

This act allows landlords to offer tenants, with a history of antisocial behaviour, a Family Intervention Tenancy.

### 5.5 Localism Act 2011

The Localism Act 2011 introduced a new power for local authorities to offer flexible fixed term tenancies to new social tenants after 1 April 2012. The Act also limited statutory succession for tenancies created post April 2012, whilst enabling authorities to make local decisions about extending contractual succession to other family members.

North Northamptonshire's approach to both elements is covered within this Tenancy Policy as required through the Localism Act.

### 5.6 Housing and Planning Act 2016

The Housing and Planning Act 2016 included the provisions needed to compel local authorities to grant fixed-term secure tenancies subject to a few exceptions. These regulations did not come into force.



## 5.7 Domestic Abuse Bill 2020

The Domestic Abuse Bill 2020 require local authorities, when re-housing an existing lifetime social tenant, or offering them a new sole tenancy in their own home, to grant a new lifetime tenancy if the local authority is satisfied that the tenant or a member of their household has been a victim of domestic abuse and the new tenancy is granted in connection with that abuse.

# 6.0 Tenancy Offer

## 6.1 Definitions

### **Introductory Tenancy**

An introductory tenancy provides a 12-month trial period before a tenant is awarded a secure tenancy. Should tenancy breaches occur in the period, it can be extended by a further 6 months. Introductory tenants have fewer rights than secure tenants, and their tenancies can be ended more easily.

### **Secure Tenancy**

As a secure tenant, you can usually live in the property for the rest of your life, so long as you do not break the conditions of the tenancy agreement.

### **Assured Tenancy**

An assured tenancy is a long term tenancy provided by other social housing providers, such as Housing Associations.

### **Fixed Term Tenancy**

A fixed term tenancy is for a set period of time, usually between 2-5 years.

### **Family Intervention Tenancy**

A registered housing provider is able to offer a Family Intervention Tenancy (FIT) in circumstances where the tenant is likely to be evicted, or could already have been evicted, on the grounds of anti-social behaviour. Family Intervention Tenancies are not secure or assured, they fall into the list of excluded tenancies, and as such they will be terminable on notice with no need to prove any grounds for termination or possession. It is important to note that Family Intervention Tenancies are entered into voluntarily on the part of the tenant, who cannot be compelled to sign such a tenancy agreement.

### **License / Non-Secure Tenancy**

NNC are limited to the type of occupation agreements it can offer to homeless applicants occupying its own temporary accommodation. Licences are offered in the first instance and converted to Non-Secure Tenancy Agreements when a decision is reached on longer term housing duty. When occupiers of temporary accommodation secure permanent accommodation within our own stock the tenancy will usually be an Introductory Tenancy.

## 6.2 Tenancy Offer

North Northamptonshire Council is committed to making best use of its housing stock in order to meet the needs of tenants and applicants and to provide settled, secure accommodation that is sustainable over the long term.

Any successful applicants who do not hold an Assured or Secure tenancy with a social housing provider, at the time of offer, will be offered an Introductory Tenancy.

Any successful applicants who already have an Assured tenancy or a Secure tenancy with a social housing provider will be granted a Secure tenancy.

We will offer Secure Tenancies to most tenants following an Introductory Tenancy.

Two-year flexible Fixed Term Tenancies may be used in exceptional circumstances, where an Introductory Tenancy has been extended to allow more time for the tenant to be intensively supported so that they can sustain their tenancy.

Flexible fixed term tenancies may be used for specialist accommodation such as fully adapted housing.

Where appropriate we will offer tenants, with a history of anti-social behaviour, a Family Intervention Tenancy.

Our tenancy offer is set out in the table below.

Household type	Tenancy Type	Proposed length of new tenancy	Reason
All Applicants new to social housing	Introductory Tenancy followed by Secure Tenancy	Lifetime	To provide tenants with the security and safety of a Secure Tenancy.
EXCEPTIONS			
All applicants who already have a lifetime tenancy	Secure Tenancy	Lifetime	To provide existing lifetime social housing tenants with the security and safety of a Secure Tenancy.
Tenants whose Introductory Tenancy has been extended due to their conduct during the tenancy (and requiring more intensive support to ensure their tenancy is sustained into the long term).	Fixed Term	2 years	To enable the tenant to work intensively with the housing team to sustain their tenancy.
Specialist Housing Solutions such as fully adapted specialist accommodation, either purpose built or extensively adapted.	Fixed Term	5 years minimum	To ensure the very best use of accommodation in short supply. The properties will be identified prior to advertising on Keyways and the advert will clearly state the tenancy type to be offered.

Families who require intervention to reduce the risk of eviction due to anti-social behaviour.	Family Intervention Tenancy (with support)	2 years	To enable families to work intensively with the housing team to sustain their tenancy.
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### **6.3 Introductory Tenancies**

North Northamptonshire Council will offer a 12-month Introductory Tenancy to all applicants who are new to social housing. There will be the potential to extend an Introductory Tenancy for an additional six months where there are concerns about tenancy conduct and breaches of the conditions of tenancy that do not warrant ending the tenancy. Tenancies will be actively monitored and where there are any issues, intensive support will be provided.

Decisions to extend or end an Introductory Tenancy are subject to review. Our reviews will mirror our approach detailed for Stage 2 complaints in the Customer Compliments, Comments and Complaints Policy.

### **6.4 Secure Tenancies**

We will offer lifetime Secure Tenancies to all tenants who have successfully maintained an Introductory Tenancy for 12 months unless specific circumstances apply.

### **6.5 Flexible Fixed Term Tenancies**

We may use Fixed Term Tenancies of a minimum of two years where an Introductory Tenancy has been extended. All two-year Fixed Term Tenancies will come with intensive support from the housing team. Advice will be provided and will stipulate what is required from the tenant in order to comply with their tenancy conditions before becoming a Secure Tenant.

We may use Fixed Term Tenancies of a minimum of 5 years where we are letting fully adapted and accessible accommodation, either purpose built or extensively adapted.

### **6.6 Other Tenancies Available**

The Antisocial Behaviour Act 2003 allows us to apply to court to demote a Secure Tenancy where antisocial behaviour is an ongoing problem. A tenancy which is demoted does not have the same rights and security of tenure as a Secure Tenancy.

The Housing and Regeneration Act 2008 allows us to offer tenants, with a history of antisocial behaviour, a Family Intervention Tenancy. These tenancies are monitored very closely and include the requirement that the tenants must engage with statutory and voluntary agencies in order to address and improve any antisocial behaviour.

## **Summary of Tenancy Rights**

<b>Introductory Tenancy</b>	<b>Fixed Term Tenancy</b>	<b>Secure Tenancy</b>
Security of Tenure	Security of Tenure for the fixed term	Security of Tenure for one future move
The Right to Succession	The Right to Succession	The Right to Succession
	The Right to Repair	The Right to Repair
The Right to Assign	The Right to Assign	The Right to Assign
The Right to Information	The Right to Information	The Right to Information
The Right to Consultation	The Right to Consultation	The Right to Consultation
The Right to Notice	The Right to Notice	The Right to Notice
The Right to request a Review	The Right to request a Review	The Right to Compensation
	The Right to Mutual Exchange	The Right to Mutual Exchange
	The Right to Buy (exceptions apply)	The Right to Buy (exceptions apply)
	The Right to take in a lodger or sublet part of your home	The Right to take in a lodger or sublet part of your home
		The Right to make Improvements

Note: Tenants granted a Flexible Fixed Term Tenancy or Introductory Tenancy do not have a statutory right to improve their properties or be compensated for those improvements.

## **6.7 Minors and Tenancy Offers**

Tenancies would not normally be granted to applicants under the age of 18, however in exceptional circumstances, the Council will seek to grant or vest the tenancy with an appropriate adult or agency who will hold the tenancy in trust until the minor reaches the age of 18.

Where it is appropriate to do so we will work with the Northamptonshire Children’s Trust on capacity related tenancy decisions and also seek to involve other agencies that can offer support.

## **6.8 Mental Capacity**

Where applicants or current tenants lack the mental capacity to enter into a tenancy or make tenancy-related decisions, we may refer to the Court of Protection. We will also seek to involve other agencies that can offer support.

Where it is appropriate to do so we recognise we may need to work with North Northamptonshire Adult Services or other agencies on capacity related tenancy offers and tenancy sustainment issues to ensure the right advice and support is achieved.

## **6.9 Supporting Tenants in their Tenancies**

We believe that good quality housing advice and information for applicants and tenants are key to the successful management of all tenancies, but additional advice and preparation is required for tenants new to the authority who will initially be granted an Introductory Tenancy.

There are a range of local support options in each of our geographical areas. All our tenancies are monitored and any Introductory or Fixed Term Tenancy which are extended come with intensive support for the tenant to sustain their tenancy.

We provide tenancy support to help our tenants maintain their tenancies and live independently. We work closely with our local partners and will work collaboratively with them to provide tenants more specialised support where required.

### ***6.10 Health and Housing***

We recognise that the right home environment is key for a person's health and wellbeing. We also recognise the importance of Housing staff in identifying early signs of vulnerability or problems at home.

Therefore, we commit to work in partnership with North Northamptonshire Adult Services, Northamptonshire Children's Trust, as well as local health and social care providers to support tenants.

### ***6.11 Mobility in Social Housing***

The Localism Act 2011 promotes mobility in social housing, which essentially means making it easier for tenants to move home should their circumstances change. For example, they need to move to be closer to work or closer to family.

### ***6.12 Transfers***

All tenants' requests for moving within our stock will be assessed in accordance with Keyways Allocation Policy, via a Keyways application.

### ***6.13 Mutual Exchanges***

We will promote mutual exchange of tenancies whenever a tenant expresses a desire to move to another property.

We will enable access to a free register of tenants from all over the country who are looking to exchange their tenancy.

We will ensure through our mutual exchange processes that tenants will have the same or similar security of tenure to that of their original tenancy.

Our Mutual Exchange Calculator is provided for guidance in Appendix A

### ***6.14 Downsize Support for Existing Tenants***

We offer support to tenants wishing to downsize to a smaller Council or housing association property.

## **6.15 Tackling Tenancy Fraud**

We act decisively where we discover any instances of potential tenancy fraud.

Examples of tenancy fraud include:

- Sub-letting without permission
- Unauthorised assignment (including by mutual exchange)
- Wrongly claimed succession
- Right to Buy fraud
- Obtaining a tenancy by false statement or knowingly withholding relevant information
- Not using the property as an only or principal home

In investigating potential tenancy fraud cases, we will have regard to both civil and criminal remedies.

In the case of successful criminal or civil action, we may publicise the result in order to deter further tenancy fraud.

## **6.16 Local Lettings Policies**

Some housing schemes may have a formally agreed Local Lettings Policy (LLP) to help create a more balanced and sustainable community. Where relevant the LLP will specify the type of tenancy to be offered.

# **7.0 Tenancy Changes**

We will ensure that tenants are aware of their rights and responsibilities at the beginning of a tenancy, including statutory rights.

## **7.1 Survivorship**

Under section 184 of the Law of Property Act 1925, where a joint tenant dies, the tenancy vests in the remaining tenant. The remaining tenant automatically takes over the tenancy in their sole name.

Survivorship uses up a succession right and therefore there is no further succession rights on the tenancy.

## **7.2 Succession**

To ensure that legislation is complied with on successions of tenancy we work in accordance with the **Housing Act 1985 sections 87 and 89** and the **Localism Act 2011 section 160**. Only one statutory succession can be permitted on any tenancy.

The Housing and Planning Act 2016 changed the automatic right of succession for all new fixed term and secure tenancies. There is now only a statutory right of succession to a spouse or civil partner. There is no statutory right of succession for other family members.

### **7.3 Contractual Succession Rights**

The Localism Act 2011 does give local authorities the power to grant additional contractual succession rights in their tenancy terms if they wish.

The Council recognises that Statutory succession rights are limited, therefore our approach will assist in situations where bereavement and the death of a tenant brings about a need to consider the status and future of household member(s) left in occupation of a property.

A contractual succession is the granting of a new tenancy to an occupier who fails to meet the legal criteria for statutory succession but meets the Council's agreed contractual succession policy criteria. There is no right to a contractual succession.

The Council will consider all the circumstances prior to granting a contractual succession, including:

- a) the eligibility and conduct of the potential contractual successor (Appendices C and D define the criteria in detail); and
- b) the property (its type and demand).

In some cases, a contractual succession will be granted at a more suitable property freeing up a property where demand can be met from Keyways applicants.

All approved contractual successions will result in the granting of an introductory tenancy.

Failed contractual succession may cause a situation of potential homelessness. In this situation the Council will provide advice to the occupier and signpost to the Housing Options Team to provide further advice and support.

North Northamptonshire Council understand the importance of contractual succession. Further guidance regarding our approach can be found below in Appendices B, C & D.

All contractual succession cases may only be signed off by a senior manager.

### **7.4 Assignment**

We will process applications for assignment of tenancy in accordance with statute in the following limited circumstances:

- Where a court order has made an order to transfer the tenancy under either:
  1. Matrimonial Causes Act 1973, section 24;
  2. Matrimonial and family Proceedings Act 1984, section 17(1);
  3. Paragraph 1 of Schedule 1 to the Children Act 1989;

4. Part 2 of Schedule 5 or Paragraph 9(2) or (3) of Schedule 7 to the Civil Partnership Act 2004;
- Assignment in accordance with mutual exchange legislation.
  - Assignment to a person who would be statutorily qualified to succeed the tenant if the tenant died immediately before the assignment.
    - Provided no succession has taken place
    - The new tenant becomes a successor tenant, and no further statutory successions will be permitted on the tenancy.

Tenancy is assigned using a “deed of assignment”.

## **7.5 Issuing New Joint Tenancies to Applicants**

For housing applicants where the applicants are jointly eligible for housing as defined by legislation, and are eligible for assistance via our Allocation Policy, a joint tenancy will be granted.

We will only issue inter-generational joint tenancies in exceptional circumstances where eligible joint applicants are deemed to require housing via our Allocation Policy and through our Keyways Allocation Scheme.

Joint tenants are responsible individually and together for keeping to the tenancy conditions and making sure that rent and other charges are paid.

Service of a Notice to Quit (NTQ) or a Notice to Terminate in writing by one or both parties to any Secure joint tenancy will end a joint tenancy. However, both parties to a Fixed Term Tenancy need to sign a NTQ or a Notice to Terminate in order to end the tenancy.

## **7.6 Joint to Sole Requests**

We will only remove one tenant from a joint tenancy with an order of the Court.

If an NTQ is received from only one of the joint tenants we will make reasonable effort to contact the other joint tenant who may be absent from the property, however, service of a Notice to Quit by one tenant to a joint tenancy will end the tenancy. Unless it is a Fixed Term Tenancy as above, the joint tenancy will end on the expiry of the NTQ.

We will provide housing options advice to assist the remaining tenant to identify all available housing solutions available to them.

If one of the tenants in a joint tenancy is left in occupation following a valid NTQ, the council has no obligation to offer a new tenancy.

However, in making its decision whether a new tenancy should be offered, the council will have regard to:

- Whether the accommodation is suitable for the needs of the household residing there
- The conduct of the tenancy



- The Council's allocation policy

If we do not consider the accommodation to be suitable for the needs of those remaining in occupation, assistance will be given to find alternative suitable accommodation. If the occupant refuses to seek alternative accommodation, we will identify a reasonable offer of accommodation. Should this offer of accommodation be refused, we will commence possession proceedings.

In certain circumstances, where the accommodation is suitable for the needs of the household, the tenancy has been conducted in a satisfactory way and the offer would be consistent with Keyways Allocation Policy, we may 'Direct Offer' the property to the occupant.

A 'Direct Offer' is where the Council does not advertise the property through Keyways, instead a direct offer of accommodation is made to a suitable applicant. There are several circumstances in the Keyways Housing Allocation Scheme where this might apply but the relevant one to joint tenancies is provided below. More information regarding other circumstances can be found in the scheme itself.

*The circumstances where a direct offer may be made include:*

*'Where a joint social tenant has given notice to quit, and the property is suitable for the remaining tenant to continue to occupy and this allocation is supported by the landlord.'*

All joint to sole requests, including any Direct Offers, may only be signed off by a senior manager.

## **7.7 Sole to Joint Requests**

There is no statutory right to the granting of a joint tenancy by the adding of a tenant to an existing tenancy. If a sole tenant requests adding another tenant to create a joint tenancy, we will refuse the request.

Where a tenant wishes to surrender their sole tenancy in order for a new joint tenancy to be created, this will only be considered in exceptional circumstances and in line with our Keyways Allocation Policy. Usually, we will seek to protect our existing tenants through the continuation of their sole tenancy, this is because granting a new tenancy can adversely affect their tenancy rights. North Northamptonshire Council retains the discretion with regards to any such decisions.

All sole to joint requests may only be signed off by a senior manager.

## **7.8 Name Changes for Existing Tenants**

If a current tenant wishes to change their names on their tenancy agreement, there is no statutory right to do so, however, we will amend our records upon the following considerations:

- A request must be made in writing, providing clear evidence of the name change in common usage.
- A new tenancy agreement will not be issued, but records will be amended to reflect the name change and evidence of the name change will be attached to the original tenancy agreement.
- If legal action is pending, no amendments will be made

## **8.0 Tenancy Management Policies**

### **8.1 Abandonment**

We will ensure that immediate action is taken to resolve situations where there is a suspected abandoned property, to:

- make the best and most effective use of housing stock
- keep void times to a minimum.
- support vulnerable tenants
- prevent rent arrears
- prevent disrepair or deliberate damage
- avoid claims of illegal eviction
- prevent anti-social or criminal behaviour in connection with the property

All suspected abandoned properties will be thoroughly investigated to ascertain the true intentions of the tenant. All efforts will be made to contact the tenant. Other relevant teams within the council will be notified of every suspected abandoned property. If the property proves to be abandoned, we will take possession. We may need to apply to court for possession of the property.

Any valuable items left in the property will be safeguarded in accordance with section 41 (5) of the Local Government (Miscellaneous Provisions) Act 1982. Any costs for this will be recharged to the tenant.

### **8.2 Affordability**

In assessing an applicant's suitability for accommodation, upon nomination, we will carry out a full individual affordability assessment on the household and the property.

If the accommodation is not deemed to be affordable, the nomination will not be accepted.

### **8.3 Tenancy Enforcement**

We are committed to tackling tenants who breach conditions of their tenancy and will take relevant and proportionate action in all cases.

For full information, please refer to our ASB Policy and rent arrears policy.

We will seek to resolve issues at the most appropriate and proportionate level; however, we do have recourse to legal solutions where necessary. These will include (but are not limited to):

- Injunction
- Possession proceedings
- Community protection warnings and notices
- Closure orders
- Demotion of tenancy

## **8.4 Introductory Tenants and Tenancy Enforcement**

We grant Introductory Tenancies as we believe this enables both the landlord and tenant to gauge how successful the tenancy will be. Tenants are visited regularly during the tenancy.

Where problems exist within the first twelve months of the tenancy, the Council will identify and agree an action plan. Provided the tenant is engaged in the process the tenancy may be extended to allow time for the failing tenancy to improve and become sustainable.

Should the tenant fail to engage with the Council or, where an action plan fails, the tenancy may be terminated.

The Council is committed to creating and supporting sustainable tenancies and to minimize the number of failed Council tenancies.

## **8.5 Tenancy Terminations**

Tenants are required to give 4 weeks written notice to the landlord if they wish to end their tenancy. This period must end on a Sunday. An NTQ or Notice to Terminate form is available for this purpose, however, it is not a requirement. A letter, as an alternative to an NTQ, must include:

- Tenant(s) name(s)
- Address of tenancy
- Tenant(s) signature(s)
- The letter must be clearly dated
- The date of tenancy end must be clearly stated
- A forwarding address and contact details must be provided

Tenants who have given notice to end their tenancy are required to give access to the Council to inspect the property in order to provide advice and to commence the void and lettings process.

Waiving of the statutory notice period will only be considered in exceptional circumstances.

## **9.0 Review and Monitoring**

9.1 This Policy will be reviewed every two years, unless legislative or regulatory changes require an earlier review. If staff become aware that there are problems with effective operation of the Policy or the associated procedures, they should report this to the Policy Owner. This feedback will be incorporated into the Policy / procedural review process.

9.2 Minor changes to this policy can be agreed by the Executive Member for Housing and Communities in consultation with the Executive Director for Adults, Communities and Wellbeing. Where there are significant changes or changes to legislation then this will require the policy to be approved through the appropriate governance.

## **10. Complaints**

Complaints will be investigated and responded to in line with our corporate Complaints Policy.

All comments, complaints and concerns regarding this policy will be logged by the Council's Complaints team and monitored against the Complaints Policy.

## **11. Plain Language**

We will ensure that any written tenancy agreement is expressed in plain, understandable language, having regard to the Office of Fair Trading's 'Guidance on unfair Tenancy Terms'. If legal terms are required, an explanation of the terms will be provided.

Where English is not the first language for tenants, information relating to the tenancy will be provided in the tenants first language.

## **12. Equalities Statement**

The Council recognises the needs of a diverse population and always acts within the scope of its own policies, the Human Rights Act 1998 and the Equalities Act 2010.

## Appendix A

### Mutual Exchange Calculator

Current Tenancy Tenant 1	Current Tenancy Tenant 2	New Tenancy Tenant 1	New Tenancy Tenant 2	Method
Secure/Assured Pre April 12	Secure/Assured Pre April 12	Secure/Assured Periodic	Secure/Assured Periodic	Assignment Deed
Secure/Assured Pre April 12	Fixed Term	Secure/Assured Periodic (once only)	Fixed Term	Surrender and re-grant
Fixed Term	Fixed Term	Fixed Term	Fixed Term	Assignment Deed
Secure/Assured Pre April 12	Secure/Assured Post April 12	Secure/Assured Periodic	Fixed Term	Assignment Deed
Secure/Assured Post April 12	Secure/Assured Post April 12	Secure/Assured Periodic	Secure/Assured Periodic	Assignment Deed
Secure/Assured Post April 12	Fixed Term	Fixed Term	Secure/Assured Periodic	Assignment Deed
Secure/Assured Pre April 12	Affordable rent Tenant	Up to Landlord	Intro converting to Fixed Term	Assignment Deed

## Appendix B

### Statutory Succession Guidance

This table sets out North Northamptonshire Council's approach to statutory succession.

The deceased tenant was...	Who has the right to succeed?	The detail...
Sole Secure tenant. Tenancy commenced before 1 <sup>st</sup> April 2012	Spouse, Civil partner  Relatives – grandparent, child or grandchild, brother, sister, uncle aunt, nephew, or niece.	Succeeds to the tenancy and the property.  Can succeed to the tenancy <b>if</b> qualifying successor - if <ul style="list-style-type: none"> <li>• No spouse / civil partner to succeed</li> <li>• They lived in this property as their home</li> <li>• Evidence that they resided with tenant for 12 months prior to death (at this or another property)</li> </ul> However, if property type/ size not suitable for their needs, they will be required to seek suitable accommodation via Keyways. Succeeds to tenancy not the property. Support will be provided to access Keyways.  Possession action will be taken if alternative accommodation is not secured after 6 months. Possession application will be made between 6 and 12 months after the request to succeed to the tenancy.  (see Contractual Succession guidance table Appendix C below)
Sole Secure Tenant. Tenancy commenced after 1 <sup>st</sup> April 2012	Spouse or Civil Partner  Couples living together but not married	Succeeds to the tenancy and the property.  The Localism Act 2011 abolished the statutory right of succession to a secure tenancy for family members. Tenancies commencing after 1 <sup>st</sup> April 2012 will only have statutory succession rights to spouse or civil partners.

		<p>NNC has chosen to use the discretionary power to extend succession rights to family members.</p> <p>Family members are defined as - grandparent, child or grandchild, brother, sister, uncle, aunt, nephew, or niece.</p>
Introductory Tenant	Spouse or civil partner	Where a sole tenant dies (Introductory) the same rules apply as for a sole secure tenant above, but the successor will be an introductory tenancy for the remainder of the introductory period.
Fixed Term Tenant	Spouse or civil partner	If a sole flexible fixed term tenant dies leaving no spouse or civil partner and other people are residing in the property, possession of the property would commence. However, a housing options approach to the occupants would ensure advice and assistance would be given to assist with help finding alternative accommodation.
Joint Tenancy	The other party to the Joint tenancy	<p>This is survivorship but does count as a succession to the tenancy.</p> <p>Remaining tenant succeeds to the tenancy in the property with all the existing tenancy rights.</p>
Temporary Tenancies	No right to succeed.	

## Appendix C

### Contractual Succession Eligibility

This table sets out North Northamptonshire Council's approach to contractual succession.

All succession cases may only be signed off by a Senior Manager.

Circumstance	Considerations
1. Certain family members: Sons & Daughters Grandparents Grandchildren Aunts & Uncles Nieces & Nephews Adopted Children Immediate step-relations and half-relations	Member of the household for 12 months or more
2. Gave up their LA or RSL to move in /care for the tenant who has died, and they are a family member	Was the property of at least the same size or larger?
3. Son or daughter of adult age who has continually lived in the property	Continual residence must be established
4. Remarried or cohabiting couples where the tenant was a successor previously	Divorcees, widows, widowers, and long term relationships
5. Combining family households into one property	Family members are those related legally or by blood relations or who are Adopted Children, step-relations, half-relations
6. Previously lived permanently with siblings or friends for reasons including economic, support or companionship	If already a joint tenant - no issues Otherwise, relationship must be established



## Appendix D

### Tenancy Amendment Criteria

This table sets out North Northamptonshire Council's approach to tenancy amendments for succession cases.

	Statutory Succession	Contractual Succession	Sole to Sole Assignment	Sole to Joint	Sole tenancy following joint tenancy termination	Name Changes
1 Any previous successions, contractual successions or assignments which may have taken place	√	√	√	√	√	
2 If the applicant has a legal interest in another property (including a property abroad) and it would not be unreasonable for them to occupy it or sell it to address their own housing options		√		√	√	√
3 The conduct of the applicant and remaining household <b>including housing related account management</b> since the death of the tenant		√		√	√	
4 Housing related debts the applicant is responsible for		√	√	√	√	√
5 If the property is purpose built or extensively adapted to meet housing need and there is no need identified in the proposed household	√	√	√	√	√	
6 Is the property suitable for occupancy by an elderly person and the applicant wouldn't meet the allocation criteria because of age	√	√	√	√	√	
7 Sustained demand from elderly applicants for bungalows, Gregory flats or ground floor accommodation		√		√	√	
8 Reason for the request	√	√	√	√	√	√
9 Is the property subject to any local lettings policy which the applicant would not meet	√	√	√	√	√	
10 Would the property be grossly under or over occupied (more than 1 bedroom spare or would create an overcrowded household)	√	√	√	√	√	

11 Must be known to have lived at the property for at least 12 months immediately before the tenant died This will be established by the council by way of checks of the Electoral Register, Census Data, Housing Benefit records or Council Tax records	√	√	√	√	√	
12 Property size, type, usual allocation offer criteria		√		√	√	
13 Affordability	√	√	√	√	√	√
14 If the property is required for redevelopment or refurbishment	√	√	√	√	√	√
15 Whether a valid notice or court order are in place		√		√	√	√
16 Length of occupancy	√	√	√	√	√	√
17 Any other relevant factor	√	√	√	√	√	√

## Tenancy Breaches

Current tenancy breaches will be considered in contractual succession decision making. Where the breaches are significant or there are pending possession proceedings contractual succession will not be considered.

## Arrears

In terms of arrears the following will be parameters when reaching a decision

- 8 weeks or more in arrears and no payment plan in place or a payment plan is in place which is not being adhered to
- Possession proceedings have commenced or are pending
- An order for possession including a suspended order has been granted
- A warrant for eviction has been applied for or issued

## Anti-Social and Unacceptable Behaviour

In terms of anti-social behaviour, the following will be parameters when reaching a decision

- Where there is evidence of ongoing Anti-Social Behaviour
- Where anti-social behaviour has occurred resulting in a court order or criminal conviction at, in, or near the property within the last 12 months

## Full Council 31st March 2022

Report Title	Pay Policy Statement 2022/2023
Report Author	Adele Wylie – Director of Governance & HR/Monitoring Officer <a href="mailto:Adele.wylie@northnorthants.gov.uk">Adele.wylie@northnorthants.gov.uk</a>

### List of Appendices

#### Appendix A – Pay Policy Statement

##### 1. Purpose of Report

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- 1.1 It is a legislative requirement that the Council has to publish an annual Pay Policy Statement. The Pay Policy Statement sets out pay for the directly employed workforce (excludes schools) for the year 1 April 2022 to 31 March 2023.
- 1.2 This report seeks approval of the Pay Policy Statement attached at Appendix A and asks Council to note that a package of new pay, terms, and conditions of employment and associated pay and employment policies for North Northamptonshire Council are still to be agreed.

##### 2. Executive Summary

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- 2.1 The Localism Act 2011 requires the Council to prepare a Pay Policy Statement each year. The Pay Policy Statement must articulate the Council's approach to a range of issues relating to the pay of its workforce and must be published on the website by the 31 March each year.
- 2.2 There are no significant changes to the policy statement from the previous year.

##### 3. Recommendations

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That Full Council:

- 3.1 Approve the Pay Policy attached at Appendix A.
- 3.2 Note that terms and conditions of employment (including a new pay structure) will be considered by Full Council.
- 3.3 *The reasons for this recommendation include:*

- It is a statutory requirement under the Localism Act 2011 for the Authority to approve and publish a Pay Policy Statement.
- Due regard has been given to the requirements of the Localism Act 2011 and associated guidance issued or approved by the Secretary of State, in setting out this Pay Policy Statement.

#### **4. Report Background**

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- 4.1 Under Section 112 of the Local Government Act 1972, the Council has ‘the power to appoint officers on such reasonable terms and conditions as the Authority thinks fit’.
- 4.2 The Localism Act 2011, “the Act” aims to increase transparency in local government. Section 38 of the Act sets out the requirement for local authorities to publish annual Pay Policy Statements. This includes a requirement that local authority pay policy is openly approved by democratically elected councillors on an annual basis.
- 4.3 Legislation and supporting government guidance, identifies the statutory contents of a Pay Policy Statement and how it should be presented. The core requirements of the provisions of the Act are that a Pay Policy Statement must set out the Authority’s policies relating to senior salaries, remuneration and pay multiples, including the:
- Remuneration for its lowest paid employees
  - Definition used for this group and the reason for adopting this definition
  - Relationship between Chief Officer remuneration and that of other staff
  - Pay multiple relationship between the highest earnings and the lowest earnings and between the median earnings figure for the whole authority workforce.

#### **5. Issues and Choices**

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- 5.1 The Pay Policy Statement for 2022/23 sets out the Council’s approach and policies relating to the pay of its directly employed workforce and is attached at Appendix A.
- 5.2 The Pay Policy Statement covers all employees, with the exception of employees based in schools with delegated budgets. This includes employees who transferred into the council under the Transfer of Undertakings (protection of Employment) Act 2006 (TUPE) and employees directly appointed by the council since April 2021 on interim pay terms.
- 5.3 Specifically, the statement details the remuneration of:
- Chief Officers (statutory and non-statutory);
  - The lowest-paid employees; and
  - The relationship between the remuneration of chief officers and employees who are not chief officers.
  -

5.4 'Pay', includes, in addition to basic salary, any charges, fees, allowances, benefits in kind, increases in or enhancements to pension entitlements and termination payments. It does not include any employer pension or NI contributions.

5.5 For the purpose of this pay statement, Statutory Officers include:

- Chief Executive (Head of Paid Service)
- Executive Director, Finance (Section 151 Officer)
- Executive Director, Children's Services (Director of Children's Services "DCS")
- Executive Director for Adult, Communities and Wellbeing (Director of Adult Social Services "DCS")
- Director of Governance and Human Resources (Monitoring Officer)
- Director of Public Health "DPH"

Non-Statutory Officers include:

- Executive Director, Place and Economy (designated Deputy Chief Executive)
- Director of Transformation
- Assistant Chief Executive

5.6 The Council currently has interim terms and conditions which were agreed prior to 1<sup>st</sup> April 2021. The second phase of this is underway and negotiations on pay, terms and conditions are ongoing with recognised Trade Unions. A full package of pay, terms and conditions will be considered by Full Council in the coming months following which it will be necessary for an updated Pay Policy Statement to be agreed.

## **6. Implications (including financial implications)**

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### **6.1 Resources and Financial**

6.1.1 There are no direct additional resources or financial implications associated with the publication of this Pay Policy Statement.

### **6.2 Legal**

6.2.1 The adoption of an annual Pay Policy Statement is required of all relevant authorities pursuant to the Localism Act 2011. The Statement must reflect the requirements of the Act and have regard to any guidance issued or approved by the Secretary of State.

6.2.2 The scope of information covered in this Pay Policy Statement is limited until a final package of new pay terms and conditions of employment and associated pay and employment policies have been approved.

6.2.3 This Pay Policy Statement (and subsequent full statement) will be published on the Council's website alongside other data, relating to senior salaries and organisational structure (Local Government Transparency Code 2015), Gender Pay Gap (Equality Act 2010; 2017 regulations) and Trade Union Facility Time (Trade Union (Facility Time Publication Requirements))

Regulations 2017).

### 6.3 **Risk**

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

### 6.4 **Consultation**

6.4.1 Not applicable.

### 6.5 **Consideration by Scrutiny**

6.5.1 Not applicable.

### 6.6 **Climate Impact**

6.6.1 Not applicable.

### 6.7 **Community Impact**

6.7.1 Not applicable.

## **7. Background Papers**

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7.1 Not applicable

## Appendix A

### North Northamptonshire Pay Policy Statement 2022/23

#### 1. Introduction and purpose

This policy statement is provided in accordance with Section 38(1) of the Localism Act 2011.

North Northamptonshire Council is in the process of developing its own pay and grading structure and accompanying terms and conditions of employment. Therefore, this statement sets out the Council's policies relating to the pay and conditions for its workforce **at the current time** and will be updated and re-published during 2022/2023 once the new pay, terms and conditions of employment have been determined.

The purpose of the statement is to provide transparency with regard to the Council's approach to setting the pay of its directly employed workforce for 2022/2023. In particular:

- The remuneration of chief officers;
- The remuneration of the lowest-paid employees; and
- The relationship between the remuneration of chief officers and employees who are not chief officers.

#### 2. Overview and Principles

The Council has committed to becoming an employer of choice which will help it to attract and retain talented employees to deliver its objectives. It is committed to ensuring a fair and transparent approach in determining pay policy.

In designing future pay arrangements, key principles include:

- Being fair, reasonable and transparent;
- Affordability.
- Rewarding employees for their contributions and achievements;
- Maintaining rates of pay which are competitive in attracting and retaining critical skills and talent.

#### 3. Scope

This statement covers all employees with the exception of employees based in schools with delegated budgets.

#### 4. Definitions

Definitions for the purpose of this pay statement are as follows:

**“Pay”** in addition to salary includes charges, fees, allowances, benefits in kind, increases in enhancements to pension entitlements, and termination payments. It does not include any employer pension or national insurance contributions.

**“Chief Officer”** refers to the following roles within the Council:

<b>Table 1</b>	
<b>Definition under the Localism Act 2011</b>	<b>Post held at North Northamptonshire Council</b>
Head of Paid Service	<ul style="list-style-type: none"> <li>• Chief Executive</li> </ul>
Monitoring Officer	<ul style="list-style-type: none"> <li>• Director of Governance and HR</li> </ul>
Section 151 Officer	<ul style="list-style-type: none"> <li>• Executive Director Finance</li> </ul>
Statutory Chief Officers	<ul style="list-style-type: none"> <li>• Executive Director, Adults, Communities and Wellbeing (DASS)</li> <li>• Executive Director, Children’s Services (DCS)</li> <li>• Director of Public Health (DPH)</li> </ul>
Non-Statutory Chief Officers	<ul style="list-style-type: none"> <li>• Executive Director, Place and Economy (Deputy Chief Executive designate)</li> <li>• Director of Transformation</li> <li>• Assistant Chief Executive</li> </ul>
Deputy Chief Officer	<ul style="list-style-type: none"> <li>• Assistant Directors and/or Heads of Service who report to an Executive Director or Director <a href="#">as noted above.</a></li> </ul>

“**Employees who are not a Chief Officer**” refers to employees who are not covered under the Chief Officer detailed in the table 1. This includes the lowest paid employees.

“**Lowest paid employees**” refers to employees who TUPE transferred into the council and employees directly appointed by the council since April 2021 on interim pay terms. The lowest rate of pay within the Council (with the exception of those paid the statutory apprenticeship rates) is in line with the Living Wage Foundation rate for 2020/21, £9.50 per hour.

## 5. Remuneration

### Chief Officers

Where a senior post is being appointed to and will be remunerated in excess of £100,000, Full Council are given the opportunity to consider the salary range that will be offered. This ensures that there is adequate transparency and accountability from elected members who are directly accountable to the electorate.

Full Council has delegated authority to the Employment Committee to make appointments to Chief Officers. They will be able to make an offer of remuneration within the salary range agreed by Full Council.

Chief Officer roles have been evaluated using the nationally recognised Hay Job Evaluation Scheme to ensure:

- posts are graded and rewarded financially through a fair and non-discriminatory process;
- there is consistency in treatment between posts; and
- the Council complies with equal pay legislation.

Chief Officer salaries have been benchmarked against roles in comparable Unitary councils, both in terms of the size and complexity of services delivered.



On appointment, Chief Officer salaries are offered within the relevant benchmarked salary range for the role and commensurate with the candidates most recent salary and experience. The benchmarked salary ranges are set out in **Section 10**.

The Deputy Chief Executive designation attracts an additional allowance of £10,000 to reflect the responsibilities associated with deputising for the Chief Executive on occasions, in addition to their core responsibilities.

The Chief Executive is the appointed Returning Officer and will receive a fee for administering local and parliamentary elections and referendums. This role is separate from that of Chief Executive and carries with it personal accountabilities. The fee paid will vary but will be determined in accordance with the relevant scales of fees agreed by the Shadow Executive Committee on 3 February 2021. For national elections and referendums, fees are met by the body responsible for funding the poll.

### **Employees who are not a Chief Officer**

Full Council has responsibility for determining pay, terms and conditions for North Northamptonshire Council and has delegated authority to the Head of Paid Service to negotiate and agree them.

Negotiations on these pay, terms and conditions are **ongoing** with the recognised trade unions at this time.

Pending a new set of pay, terms and conditions for the Council, new starters and internal job changers since 1 April 2021 are appointed in accordance with the Council's interim recruitment protocol. The scale point at the bottom of the pay range that applied to the post before it became vacant will be used to determine the spot salary and pay allowances applicable to the role.

The remaining workforce transferred to the Council under The Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) arrangements. They have the right to retain their existing pay, terms and conditions.

### **6. Pay Awards**

The Council will adjust pay levels to take account of any cost-of-living increase set by statutory pay order or negotiated nationally by:

- the JNC for Local Authority Chief Executives
- the JNC for Chief Officers of Local Authorities
- the NJC for Local Government Service
- Soulbury Committee
- the Department of Education for unattached (centrally employed) teachers

This will apply to employees on TUPE protected 'nationally agreed' pay terms and conditions and new starters since 1 April 2021.

### **7. Severance Payments**

The North Northamptonshire Council Constitution delegates authority to the Head of Paid Service to agree and make severance payments. Where a severance payment

is in excess of £100,000, Full Council are given the opportunity to consider it prior to it being agreed. This ensures that there is adequate transparency and accountability from elected members who are directly accountable to the electorate.

### 8. Pay Ratios

Pay Multiples are also included in this section as a way of illustrating our approach to pay dispersion.

In accordance with the Local Government Transparency Code (2014) and the Localism Act (2011), the following table shows the highest and median fte salary within the council and the associated pay multiple:

Pay ratios table

	Annual Salary	Multiple of Highest
Highest Paid	£170,000	
Median Paid	£25, 868	6.6

The pay multiple ratio between the salary of the highest paid employee (the Head of Paid Service) and the medium full time equivalent salary of the organisation is 6.6: 1

*\*this data is based on employees in post as of 31/12/2021 and will be revised once we have pay /remuneration data for a full financial year.*

### 9. Pay Strategy

In determining the pay and remuneration of its employees, the Council will comply with all relevant employment legislation. This includes the Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, The Agency Workers Regulations 2010 and where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations.

With regard to the Equal Pay requirements contained within the Equality Act, the council ensures that all pay arrangements can be objectively justified through the use of job evaluation methods.

The council will take the following approach to assessing individual and overall pay levels:

- to recruit and retain staff in a way which is externally competitive and internally fair.
- the appropriate grade for a job is established through a process of job evaluation that takes into account the level of knowledge, skills and accountability required for the role.
- in determining the grading structure and setting overall pay levels for all posts, take account of the need to ensure value for money in respect of the use of public expenditure, balanced against the need to recruit and retain employees who are

able to meet the requirements of providing high quality services to the community, delivered effectively and efficiently and at times at which those services are required.

- the principle of encouraging employees to develop in their role and to improve their performance will inform the design, with pay grades containing a number of pay steps and an annual opportunity to progress up pay steps within the relevant job grade
- any requirement for additional allowance or supplement will be objectively justified by reference to clear and transparent evidence and where market supplements are considered that this is with reference to data available from within and outside the local government sector.
- where different pay arrangements apply to different groups of staff, the reasons will be clearly evidenced and documented.
- policies about termination payments and employer discretions under the Local Government Pension Scheme will be reviewed and published for all staff. These will be produced with the intention of only making additional payments when in the best interests of the Authority and maintaining consistency through all pay grades.

## 10. Benchmarked salary ranges

The grade range of the Head of Paid Service, Executive Directors and Statutory Chief Officers is set out below.

Role	Salary range (April '21 – Mar'22)	
	Chief Executive (Head of Paid Service)	£172,550
Executive Director of Children's Services and Statutory DCS*	£131,950	£142,100
Executive Director of Finance and Statutory Section 151 Officer	£131,950	£142,100
Executive Director of Adult Social Service and Statutory DASS	£131,950	£142,100
Director of Governance and Human Resources and Statutory Monitoring Officer	£111,650	£116,725
Director of Public Health*	£100,485	£114,695

\*Re-evaluated to reflect change from shared to single role

Additional Information on Chief Officer salaries is published in the local government transparency data at [senior salaries](#).

Publication and Access to Information This Pay Policy Statement will be published on the Council's website, together with the Council's pay and grading structure and information relating to senior management remuneration.



## Full Council 31<sup>st</sup> March 2022

<b>Report Title</b>	<b>North Northamptonshire Local Development Scheme</b>
<b>Report Author</b>	George Candler (Executive Director - Place and Economy) <a href="mailto:george.candler@northnorthants.gov.uk">george.candler@northnorthants.gov.uk</a>

### List of Appendices

#### Appendix A – Draft Local Development Scheme

#### 1. Purpose of Report

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- 1.1. This report seeks a resolution from Full Council to adopt the North Northamptonshire Local Development Scheme as recommended by the Executive.

#### 2. Executive Summary

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- 2.1. The Council is required by legislation to prepare and publish a Local Development Scheme (LDS). An LDS is a project plan providing a timetable for the preparation of documents that make up the area's Development Plan.
- 2.2. The LDS provides detailed timetables for the Council's next programme of Development Plan Documents, including the North Northamptonshire Strategic Plan, a Gypsy and Traveller Site Allocations Policy, and the remaining stages of the Part 2 Local Plan for East Northamptonshire. Future reviews of the LDS will be necessary to ensure it remains as up to date as possible, and to add any new Development Plan Documents to be prepared, for example the North Northamptonshire Minerals and Waste Local Plan.
- 2.3. The LDS is attached at Appendix A.
- 2.4. The Planning Policy Executive Advisory Panel met on 9<sup>th</sup> December 2021 to discuss the content of the Local Development Scheme, endorsing the content with additional suggested amendments. The Executive then met on 13<sup>th</sup> December 2022 and agreed that the Draft LDS be recommended to Full Council for adoption.

### 3. Recommendations

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- 3.1. It is recommended that Council adopt the North Northamptonshire Local Development Scheme as set out in Appendix A.

#### **Reason for Recommendation**

- 3.2. To agree a timetable for the programme of plan-making to be identified in the Local Development Scheme.
- 3.3. To ensure the Council meets its obligation under Section 15(1) of the 2004 Planning and Compulsory Purchase Act, to publish an up-to-date Local Development Scheme to meet its requirement as a local planning authority.

#### **Alternative Options Considered**

- 3.4. Not to prepare a Local Development Scheme – but this would be contrary to legislation in the form of Section 15(1) of the 2004 Planning and Compulsory Purchase Act.
- 3.5. To delay the preparation and publishing of a Local Development Scheme – but this would delay progress in preparing those Development Plan Documents the Council is preparing, and/or disadvantage those using this platform to determine when to engage in contributing towards those documents and policies the Council is actively progressing.

### 4. Report Background

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#### **North Northamptonshire Strategic Plan**

- 4.1. Members will be aware that the Joint Core Strategy is the strategic Part 1 Local Plan for North Northamptonshire, providing strategic allocations and the strategic direction for development across the wider area. The Joint Core Strategy will be reviewed/updated through the North Northamptonshire Strategic Plan.
- 4.2. The Strategic Plan will focus on strategic matters which will, as a minimum, meet the requirement set out in the National Planning Policy Framework, to have a plan that addresses the strategic priorities for the area. The Joint Planning Committee previously agreed that the statutory plan period should be 2021-2041 with the Vision extended to 2050 to align with the Arc Spatial Framework. The Planning Policy Executive Advisory Panel received a report on 21<sup>st</sup> February 2022 and provided input into the scope of the Strategic Plan for public consultation.
- 4.3. A summary of the timetable for the Strategic Plan is provided below:
- Issues/scope Consultation - March 2022
  - Options Consultation - November 2022
  - Draft Plan Consultation - June 2023

- Publication Plan Consultation - November 2023
- Submission to the Secretary of State - April 2024
- Examination - September 2024
- Inspector's Report - April 2025
- Adoption - September 2025

### **Local Development Scheme**

- 4.4. A Local Development Scheme (LDS) is a project plan setting out the timetable for the preparation of documents that support the North Northamptonshire Strategic Plan. In previous years, the LDS was made collaboratively with each of the North Northamptonshire sovereign authorities and the North Northamptonshire Joint Planning & Delivery Unit preparing their own contributions, to be fed into a single document. Each authority and the North Northamptonshire Joint Planning Committee would adopt their individual elements. Now that North Northamptonshire Council is formed, the LDS will only need to be presented to this single authority for adoption.
- 4.5. Northamptonshire County Council would previously prepare and adopt its own LDS. Now the Minerals & Waste planning function falls within North Northamptonshire Council's remit, a new North Northamptonshire LDS should also include this planning area as well. The approach to be taken with minerals and waste is currently being considered and will be included in a future version of the LDS.
- 4.6. The development framework for North Northamptonshire is currently comprised of the following development plan documents:
- North Northamptonshire Joint Core Strategy (JCS) (Part 1 Local Plan) - adopted July 2016;
  - Part 2 Plan for the Borough Council of Wellingborough - adopted February 2019
  - Part 2 Local Plan for Corby – adopted September 2021
  - Site Specific Part 2 Local Plan for Kettering Borough – planned for adoption December 2021
  - Kettering Town Centre Area Action Plan - adopted July 2011
  - Rural North, Oundle and Thrapston Plan – adopted July 2011
  - Northamptonshire Minerals and Waste Local Plan Update – adopted July 2017
  - Saved Policies from the East Northamptonshire District Local Plan – adopted 1996
  - Northamptonshire Minerals and Waste Local Plan Update - adopted July 2017
- And the following other documents:
- North Northamptonshire Statement of Community Involvement – agreed by the Planning Policy Executive Advisory Panel for consultation 21st October 2021, the results of which to be discussed on 24th March 2022

- North Northamptonshire Annual Monitoring Report – published annually
  - Other local plan specific Annual Monitoring Reports for Development Plan Documents – published annually
- 4.7. Section 15(1) of the 2004 Planning and Compulsory Purchase Act requires that the *“local planning authority must prepare and maintain a scheme to be known as their local development scheme”*. Legislation simply requires that the LDS is brought into effect and published by the Local Planning Authority. To achieve this, two actions need to be carried out:
- i. the Council should resolve that the LDS is to have effect; and
  - ii. it should specify the date from which the LDS is to have effect.
- 4.8. The Council’s constitution requires that the LDS be adopted by Full Council. The Council will continue to publish updates to the plan-making timetable on its website.

## **Part 2 Local Plans**

- 4.9. Each of the sovereign authorities had been progressing their own Part 2 Local Plan policies for their areas prior to local government reorganisation in Northamptonshire:
- The Borough Council of Wellingborough adopted its Part 2 Plan in February 2019;
  - the Part 2 Local Plan for Corby was adopted in September 2021;
  - the Part 2 Local Plan for Kettering was adopted on 1<sup>st</sup> December 2021.
- 4.10. The Part 2 Local Plan for East Northamptonshire was submitted to the Secretary of State in March 2021. The Examination Hearing Sessions were expected to be held in February 2022 but have been delayed due to circumstances outside of the Council’s control. The Hearing Sessions will now commence on 6<sup>th</sup> April 2022. The timetable set out in the East Northamptonshire LDS is provided below, it’s unclear whether the enforced delay will have a knock-on effect for the remaining stages:
- Examination - February 2022
  - Inspector’s Report - August 2022
  - Adoption - December 2022

## **North Northamptonshire Gypsy and Traveller Site Allocation Policy**

- 4.11. A Gypsy and Traveller Accommodation Assessment (GTAA) for North Northamptonshire was published in March 2019. Members have indicated the desire that addressing gypsy and traveller accommodation needs should be considered on a North Northamptonshire basis. As such, with the results of the GTAA forming the basis, consultants have been engaged commence



investigating a series of initiatives aimed at delivering against the identified need. This will involve them undertaking further interviews with those families with an identified need, and those who did not take part in the first survey, but a proportional need was assumed. Options for making provision, which will be properly assessed through the development plan process and planning applications, could include existing site extensions, site intensifications, potential enforcement of sites occupied by non-travellers, and new site provision.

4.12. The projected timescale for the Gypsy and Traveller Site Allocations Policy is set out below:

- Early stakeholder and community involvement - June 2022
- Draft Plan Consultation - April 2023
- Publication Plan Consultation - Sept 2023
- Submission to the Secretary of State - February 2024
- Examination - June 2024
- Inspector's Report - Sept 2024
- Adoption - December 2024

### **Future Amendments to the LDS**

4.13. It is acknowledged that local plan policy development may be necessary in other topic areas, town centres being one. The LDS is only required to address timescales for Development Plan Documents, therefore only addresses the timescales for those Plans set out in this report. It is however possible to review the LDS at a future date.

4.14. The purpose of the LDS is to provide a timetable against which the proposed documents making up the Council's Development Plan can be viewed, allowing any parties interested in taking part in the preparation of the Plan to be notified of the programme and to be involved in its development.

4.15. It is considered important to ensure the Council is complying with the necessary tests, by agreeing and publishing a revised LDS.

## **5. Issues and Choices**

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5.1. The preparation of a development plan and the adoption and publication of a local development scheme are both statutory requirements and the Council therefore is required to produce them. There are no lawful alternative courses of action for the Council.

## **6. Next Steps**

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6.1. It will be necessary to review the LDS in future, likely to incorporate the preparation of the Minerals and Waste Local Plan for North Northamptonshire, and any other Development Plan Documents for additional topic areas.

- 6.2. The proposed draft LDS is attached at Appendix A. Council is asked to adopt the Local Development Scheme for North Northamptonshire with effect from 31<sup>st</sup> March 2022.
- 6.3. Once adopted, the document will then be included on the Council's website, available for inspection.

## **7. Implications (including financial implications)**

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### **7.1. Resources, Financial and Transformation**

- 7.1.1. The costs of progressing each of the Local Plan documents is accounted for within the Planning Policy budget. The Planning Policy team is currently carrying a number of vacancies, but a review of the service and strengthening of the establishment is planned. This is taking place in consultation with the Executive Director of Finance. There are no further specific resources or financial implications arising from this report.

### **7.2. Legal and Governance**

- 7.2.1. The LDS is required under Section 15(1) of the Planning and Compulsory Purchase Act 2004. Formulating the timetables within the LDS, keeping them up-to-date, and making it publicly available on the Council's website will ensure that the Council complies with the necessary tests in preparing a Local Plan for Examination.
- 7.2.2. In terms of governance, Development Plan Documents will be reported to the Planning Policy Executive Advisory Panel throughout their development. In addition, the Executive Member for Growth and Regeneration will be provided with regular briefs on the progress being made.
- 7.2.3. The adoption of the LDS has been reserved to Council in the Council's Constitution.

### **7.3. Relevant Policies and Plans**

- 7.3.1. The Local Development Scheme plays an important role in formally setting out the Council's timetable for the preparation of its Development Plan Documents. It is then these documents that play a major part in helping to deliver two main objectives identified in the Council's Corporate Plan. These being commitment 3: Safe and thriving places – to enable a thriving and successful economy that shapes great places to live, learn, work and visit. Also, commitment 4: Green, sustainable environment – to take a lead on improving the green environment, making the area more sustainable for generations to come.

#### **7.4. Risk**

7.4.1. The risks from setting out an LDS are often associated with that of slippage to those plans identified within it. Every effort has been made to be as realistic as possible, yet also challenge the programme in terms of progress. Causes of delay are varied but can include loss of key staff, time appointing consultant input; complexity of evidence; expansive consultation responses and complexity; planning reforms; progress with the Oxford-Cambridge Arc Spatial Framework; competing priorities; to name but a few. It is also recognised that some issues of developing policy may need to be added to the LDS, the fact that these are not included within this one does not mean they cannot be added in the future, it just means a timetable has not been identified yet.

7.4.2. In March 2020, the Government set a 'clear deadline' of December 2023 for all authorities to have up-to-date Local Plans in place. Government can intervene in Local Plan processes where they consider there is a lack of progress being made, plans are out of date, or there are high housing pressures and intervention would have an impact. It is considered that the risk of this is very low in North Northamptonshire. There will be a package of up-to-date Part 2 Local Plans in place and substantial progress will have been made in preparing the Strategic Plan within the wider context of the Arc Spatial Framework. As previously discussed by the Joint Planning Committee, a significant number of policies in the Joint Core Strategy are still considered to be working effectively in the development management process.

#### **7.5. Consultation**

7.5.1. No consultation is necessary in agreeing an LDS, consultation is however a fundamental part in the development of each of the Development Plan Documents.

#### **7.6. Equality Implications**

7.6.1. The Council is committed to treating people fairly, in line with The Equality Act 2010. An Equality Screening Assessment has been prepared which concluded the Local Development Scheme has no impact, and therefore an Equality Impact Assessment was not necessary. It also noted that the Council seeks to engage with "Hard to Reach" groups through the preparation of the Development Plan Documents listed within the Local Development Scheme.

#### **7.7. Climate Impact**

7.7.1. Climate change and sustainability will be fundamental considerations throughout the preparation of Development Plan Documents and Neighbourhood Plans, identified within the LDS.

#### **7.8. Community Impact**

7.8.1. The Local Development Scheme has limited direct community impact, but the Development Pan Documents and the timetables contained within it do.

Consultation with the community will be a significant part of the development of those documents, and the policies contained within them will have an impact on shaping places.

## **7.9. Crime and Disorder Impact**

- 7.9.1. It is recognised that under Section 17 of the Crime and Disorder Act 1998, the Council has equal statutory responsibility with the Police to exercise its various functions with 'due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area'. This includes the functions of planning. There are no implications identified as a result of the preparation of the Local Development Scheme (LDS). However, the Northamptonshire Police Designing Out Crime Officer will be consulted on all documents detailed within the LDS.

## **8. Background Papers**

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- 8.1. Planning Policy Executive Advisory Panel – 9<sup>th</sup> December 2021 – Item 05 Local Development Scheme  
<https://northnorthants.moderngov.co.uk/documents/g280/Public%20reports%20pack%2009th-Dec-2021%2009.30%20EAP%20Planning%20Policy.pdf?T=10>
- 8.2. Executive – 13<sup>th</sup> January 2022 – Item 08 Local Development Scheme  
<https://northnorthants.moderngov.co.uk/documents/g329/Public%20reports%20pack%2013th-Jan-2022%2010.00%20Executive.pdf?T=10>
- 8.3. Section 15(1) of the 2004 Planning and Compulsory Purchase Act  
<https://www.legislation.gov.uk/ukpga/2004/5/section/15>

# North Northamptonshire Council

# Local Development Scheme (LDS) 2022 - 2025

*Final Version for adoption by Full Council  
31 March 2022*



**North  
Northamptonshire  
Council**

# Contents

	Page No
<b>1: Introduction</b>	<b>2</b>
<b>2: North Northamptonshire Development Framework- Current Position</b>	<b>3</b>
Development Plan Documents	3
Other Development Framework Documents	3
Related Strategies	3
<b>3: Development Plan Documents – Future Position</b>	<b>4</b>
North Northamptonshire Joint Core Strategy	4
East Northamptonshire District Wide Local Plan Part 2	4
North Northamptonshire Gypsy and Traveller Site Allocations Policy	4
Other Development Plan Documents	5
Neighbourhood Plans	5
<b>4: Other Documents</b>	<b>6</b>
Statement of Community Involvement	6
Community Infrastructure Levy and Section 106 Agreements	6
Supplementary Planning Documents	6
North Northamptonshire Council Monitoring Report	6
Strategic Environmental Assessment and Sustainability Appraisal	7
<b>5: Delivery and Implementation</b>	<b>8</b>
Resources	8
Risk Assessment	8
Monitoring and Review	9
<b>Appendix 1: Summary Schedule of Proposed Development Plan Documents</b>	<b>10</b>
<b>Appendix 2: North Northamptonshire Strategic Plan:</b> Document details, timetable and arrangements for production	<b>12</b>
<b>Appendix 3: North Northamptonshire Gypsy and Traveller Site Allocations Policy:</b> Document details, timetable and arrangements for production	<b>13</b>
<b>Appendix 4: East Northamptonshire District Wide Local Plan Part 2:</b> Document details, timetable and arrangements for production	<b>14</b>
<b>Appendix 5: North Northamptonshire Policies Maps:</b> Document details and arrangements for production	<b>15</b>

# 1 Introduction

- 1.1 The Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011) requires local planning authorities to prepare, maintain and publish a Local Development Scheme (LDS). The purpose of the LDS is to enable the local community to identify the timetable for the preparation of planning documents prepared in their area. This will be the first LDS prepared by North Northamptonshire Council.
- 1.2 The new North Northamptonshire Council came into effect on 1<sup>st</sup> April 2021. Immediately prior to this an LDS was prepared and adopted by each of the sovereign authorities, the North Northamptonshire Joint Planning & Delivery Unit, and Northamptonshire County Council on Minerals and Waste matters.
- 1.3 This LDS covers a three-year period and sets out details of the Development Plan Documents (DPDs) that North Northamptonshire Council intends to produce, and the timetable for their production. It also includes an assessment of the roles and responsibilities of those involved in their production; a reflection on the relationship with Neighbourhood Plans and other documents; and an assessment of risks and contingencies as part of the programme to adoption.
- 1.4 The LDS will be kept up-to-date on the Council's website to allow local communities and other interested parties to keep track of the Council's progress, aware of critical phases of plan preparation, and alert to when the key stages will occur.

## **2 North Northamptonshire Development Framework – Current Position**

2.1 The North Northamptonshire Development Framework currently comprises the following:

### **Development Plan Documents**

- North Northamptonshire Joint Core Strategy (JCS) (Part 1 Local Plan) - adopted July 2016
- Part 2 Plan for the Borough Council of Wellingborough - adopted February 2019
- Part 2 Local Plan for Corby – adopted September 2021
- Site Specific Part 2 Local Plan for Kettering Borough – planned for adoption December 2021
- Kettering Town Centre Area Action Plan - adopted July 2011
- Rural North, Oundle and Thrapston Plan – adopted July 2011
- Northamptonshire Minerals and Waste Local Plan Update – adopted July 2017
- Saved Policies from the East Northamptonshire District Local Plan – adopted 1996
- Northamptonshire Minerals and Waste Local Plan Update - adopted July 2017

### **Other Development Framework Documents**

- North Northamptonshire Statement of Community Involvement – agreed by the Planning Policy Executive Advisory Panel for consultation 21<sup>st</sup> October 2021, the results of which to be discussed on 24<sup>th</sup> March 2022
- North Northamptonshire Annual Monitoring Report – published annually
- Other local plan specific Annual Monitoring Reports for Development Plan Documents – published annually
- Local Development Scheme (this document)

2.3 The preparation of new documents will bring with it the need to review and update the content of this Local Development Scheme (LDS) however, changes to the content of documents or minor alterations to supporting mechanisms will not necessarily demand a review of the LDS.

### **Related Strategies**

2.4 The Council sits on groups formed to influence the Oxford-Cambridge Arc Spatial Strategy. New local plans, most notably the North Northamptonshire Strategic Plan, will need to be in general conformity with the content of the Arc Spatial Strategy. The Council's Corporate Plan, due to be considered for approval by Full Council on 1<sup>st</sup> December 2021 will influence Local Plans prepared by the Council.



### **3 Development Plan Documents – Future Position**

#### **North Northamptonshire Joint Core Strategy**

- 3.1 The North Northamptonshire Joint Core Strategy (JCS) was adopted in July 2016 and will cover the period 2011-2031. It was prepared by the North Northamptonshire Joint Planning Unit and adopted by the North Northamptonshire Joint Planning Committee. The JCS is the strategic Part 1 Local Plan for the area, providing strategic allocations and the strategic direction for development across the North Northamptonshire area.
- 3.2 The Joint Core Strategy will be reviewed/updated through the preparation of what will be called the North Northamptonshire Strategic Plan. The Strategic Plan will focus on strategic matters which will, as a minimum, meet the requirement set out in the National Planning Policy Framework, to have a plan that addresses the strategic priorities for the area. It is proposed that the statutory plan period should be 2021-2041, with the vision extended to 2050 to align with the Arc Spatial Framework.

#### **East Northamptonshire District Wide Local Plan Part 2**

- 3.2 The East Northamptonshire District Wide Local Plan Part 2, like the Part 2 Local Plans for Corby and for Kettering Borough, is a legacy document in its final stages of preparation, planned for adoption by North Northamptonshire Council. All the Part 2 Local Plans will be intrinsically linked with the North Northamptonshire Joint Core Strategy, to read as one Local Plan.
- 3.3 The Part 2 Local Plan for East Northamptonshire was Submitted to the Secretary of State in March 2021. The Examination hearing sessions are expected to be held in February 2022.

#### **North Northamptonshire Gypsy and Traveller Site Allocations Policy**

- 3.4 A Gypsy and Traveller Accommodation Assessment (GTAA) for North Northamptonshire was published in March 2019. Members have indicated the desire that addressing gypsy and traveller accommodation needs should be considered on a North Northamptonshire basis. As such, with the results of the GTAA forming the basis for that policy development. It is proposed to commission specialist consultants to undertake further survey work to better define identified need and undertake interviews with those families who did not take part in the first survey, but a proportional need was assumed. Specialist consultants will report on their updated findings, whilst also undertaking an exercise to make recommendations on a series of initiatives aimed at delivering against that need. Options for making provision could include existing site extensions, site intensifications, potential enforcement of sites occupied by non-travellers, and new site provision.
- 3.5 The projected timescale for the North Northamptonshire Gypsy and Traveller Site Allocations Policy proposes progress with evidence gathering and

background work, before undertaking early stakeholder and community involvement in June 2022.

### **Other Development Plan Documents**

- 3.6 Once an approach has been developed for how the Council should progress in preparing the North Northamptonshire Minerals and Waste Local Plan, and any other Development Planning Documents, then a review of this LDS will be undertaken.

### **Neighbourhood Plans**

- 3.8 The Localism Act 2011 introduced rights and powers to enable communities to get directly involved in planning for their area. Neighbourhood planning allows communities to come together through a parish council or formal neighbourhood forum and produce a neighbourhood plan. Neighbourhoods can decide what they want to consider in their neighbourhood plans. They may allocate land for development or influence the type and design of development that comes forward. Neighbourhood plans must however be in general conformity with National Policy and the strategic planning policies already adopted by the Borough Council. They should not promote less development than set out in the Local Plan or undermine its strategic policies. They are also subject to an independent Examination and need to be approved by a majority vote in a local Referendum, before they can be Made (adopted).
- 3.9 North Northamptonshire Council has a large number of “made” neighbourhood plans within its area, and a significant number at various stages in their preparation. The Council will continue to support those Neighbourhood Plan Groups in the preparation of their Plans.
- 3.10 Any further “made” Neighbourhood Plans will also form a part of the Development Plan and will be used to assess and determine planning applications within the Plan’s designated area.

## **4. Other Documents**

### **Statement of Community Involvement**

- 4.1 A Draft North Northamptonshire Statement of Community Involvement (SCI) was presented to the Planning Policy Executive Advisory Panel on 21<sup>st</sup> October 2021. At this meeting, Members made comment on the draft document, and endorsed it for public consultation. The SCI will be the first to be adopted by North Northamptonshire Council. The intention is that it set out the programme of community engagement in the preparation of local planning documents, minerals and waste matters and in considering planning applications for the area. It sets out how the community can become involved in influencing Local Plans and planning applications ranging from minor development proposals such as house extensions, to major housing, employment and retail schemes, and to minerals and waste plans and applications.

### **Community Infrastructure Levy and Planning Obligations**

- 4.2 The Community Infrastructure Levy (CIL) is a standard pre-set charge which local planning authorities are empowered, but not required, to charge on all new developments over a minimum size. However, planning obligations through S106 Agreements remain a key means for ensuring that developments pay for infrastructure to make a development proposal acceptable in planning terms. None of the previous sovereign authorities prepared a CIL levy for their areas. The Government has resolved to remove pooling restrictions previously imposed limiting 5 planning obligations towards a single piece of infrastructure. Further guidance on these topic areas was published by the Government on 2<sup>nd</sup> September 2019, and further reforms to CIL are under review by Central Government. The Council will continue to monitor the situation before determining any further actions necessary.

### **Supplementary Planning Documents**

- 4.3 Supplementary Planning Documents are not required to be identified in the Local Development Scheme. It is however worth noting that Supplementary Planning Documents have been adopted on an areawide basis, largely by the former sovereign authorities.

### **North Northamptonshire Council Monitoring Report**

- 4.4 A North Northamptonshire Council Monitoring Report to measure progress made in delivering the policies contained within the Joint Core Strategy will continue to be published. Monitoring reports previously published by the former sovereign authorities on their various Development Plan Documents will continue to be reported annually. These reports all measure the effectiveness of adopted policies within specific Development Plan Document.

## **Strategic Environmental Assessment and Sustainability Appraisal**

- 4.5 Achieving sustainable development is at the heart of the National Planning Policy Framework (NPPF) and planning system in general. Development Plans must be in general conformity with the NPPF. Therefore, the proposed Development Plan Documents will have to be subject to a Sustainability Appraisal (incorporating a Strategic Environmental Assessment). This will ensure that the social, economic and environmental effects of policies and allocations are understood, and fully taken into consideration. This is particularly important in the appraisal of reasonable options.
- 4.6 Development Plan Documents must also comply with the requirements of the European Community's Habitats Regulations on the conservation of natural habitats and of wild fauna and flora (Directive 92/43/EEC, May 1992). An Appropriate Assessment will be prepared for each Development Plan Document, and along with the Sustainability Appraisal, will be subject to testing at the Examination into the Plans.

## 5 Delivery and Implementation

### Resources

- 5.1 In preparing the Development Plan Documents, the Council's Planning Policy Team will lead in the production of each of the documents. It also recognises the need to use consultant expertise to assist in producing various elements of the technical background work. The Council has retained sufficient budget for the work necessary to prepare the Development Plan Documents and will consider the need for a Planning Reserve within future budget allocations to account for the higher costs necessary to progress Plans through Examination.
- 5.2 Following the formation of the new authority, a strategy of service transformation is being carried out, including within the Growth and Regeneration service area, in which the Planning Policy function sits. This LDS will be a reference point when considering how the service area is structured.
- 5.3 The Planning Policy team will continue to work with its partners on issues of delivery and implementation. Including continued discussions with infrastructure delivery partners, developers, and seeking funding support from government bodies Eg. Department for Transport and Homes England.

### Risk Assessment

- 5.4 Production of the Development Plan Documents requires consideration of the potential risks involved in their preparation. In preparing this LDS, it was found that the main areas of risk relate to the following aspects:
  - **Staff turnover, retention and service restructure** – The Council officers will continue to work flexibly within the teams to ensure that resources are directed to areas where the greatest priorities require them. Plan preparation is a priority within the work programme. This will help to ensure that any loss of staff whilst positions are filled do not have a significant impact on timetables. Service restructure can be positive in resetting the focus of work priorities, but it is recognised it can also be unsettling for staff. It should also be recognised there is a shortage of qualified experienced town planners in the marketplace.
  - **Duty to Cooperate** – The Council will engage with other authorities and organisations to ensure it satisfies the Duty to Cooperate and prepares a Statement of Common Ground.
  - **Budget pressures** – The Council has identified a requirement to make quite significant efficiency savings over the next 3 years. It is reviewing how those savings can best be achieved, and the service maintained or improved. The Planning Policy is expected to contribute towards these savings. Helpfully, the budget is regularly monitored to plan and project for any efficiency opportunities and potential unexpected additional costs likely to be incurred in producing the Development Plan Documents.

- **Capacity of the Planning Inspectorate (PINS)** – Advanced notification of timetables will be provided to the Planning Inspectorate to assist them in ensuring a suitable Inspector is available, and arrangements that should any Examinations need to be held virtually, that the Council is able to respond to make provision for this.
- **Developing the Plans at Planning Policy Executive Advisory Panel, and through Executive/Council** – Officers work closely with all Members, but in particular the Executive Member for Growth and Regeneration. Effort is made to inform them of progress in preparing the Development Plan Documents, and to they have access to all the background information necessary to develop an understanding and foster a spirit of ownership of the content of each Plan.
- **Soundness of the Plans** – The Council will seek to minimise any risk to the assessment of “soundness” by informing The Planning Inspectorate of the on-going process and working alongside the Council’s designated planning solicitor throughout the process.
- **Legal Challenge** – As above, and in addition as each Plan develops the Council will work closely with its designated planning solicitor to reduce the risk of a successful legal challenge.
- **Programme Slippage** – The timetables set are considered challenging but also achievable. To seek to reduce the risk of slippage, the programme will be regularly monitored, and contingencies explored to keep the timetables on track. There will be the potential for slippage caused by factors out of the Council’s control.

### **Monitoring and Review**

- 5.5 The North Northamptonshire Annual Monitoring Report will monitor the progress of the LDS on an annual basis, reporting by December each year. An annual monitoring report will be prepared to report on the delivery of policies for each of the Development Plan Documents once each document is adopted.
- 5.6 The LDS will be reviewed within a minimum of three years from the adoption of this document.

**Schedule of proposed Development Plan Documents to be prepared and agreed by North Northamptonshire Council**

Document title	Status	Responsible authority	Brief description	Chain of conformity	Early stakeholder + community involvement	Consultation on Publication Plan	Date for submission to S. of S.	Proposed date for adoption
North Northamptonshire Strategic Plan	DPD	NNC	Policy framework providing the strategic direction and strategic allocations for North Northamptonshire	To conform with National Policy	Issues/Scope, Options and Draft March 2022 – June 2023	November - December 2023	April 2024	September 2025
East Northamptonshire District Wide Local Plan Part 2	DPD	NNC	Policy framework containing land allocations and site-specific proposals for the former East Northamptonshire Council area	To conform with the North Northamptonshire Joint Core Strategy	January - March 2017	February – March 2021	March 2021	December 2022
North Northamptonshire Gypsy and Traveller Sites Allocation Policy	DPD	NNC	Identify projected need for gypsy and traveller accommodation and will seek to allocate land to provide sufficient pitch numbers to meet the identified need.	To conform with the North Northamptonshire Joint Core Strategy	Early engagement June 2022 Draft April 2023	September 2023	February 2024	December 2024
North Northamptonshire Council Policies Maps	DPD	NNC	Illustration of policies and proposals on ordnance survey base.	To conform with all DPD documents	Continuously updated			

**Title: North Northamptonshire Strategic Plan**

<p><b>Document details</b></p>	<p><b>Role and subject</b> The North Northamptonshire Strategic Plan will provide the strategic framework for development and make strategic scale allocations for the area. It will be the strategic Part 1 Local Plan, providing the big picture for development for the period 2021-2041, with the spatial vision potentially extending to 2050 to align with the planned Oxford-Cambridge Arc Strategic Framework.</p> <p><b>Geographical coverage</b> The administrative unitary area of North Northamptonshire</p> <p><b>Status</b> Development Plan Document</p> <p><b>Chain of conformity</b> Emerging Oxford-Cambridge Arc Spatial Framework and National Policy</p>	
<p><b>Timetable</b></p>	<ul style="list-style-type: none"> <li>- Early stakeholder and community engagement</li> <li>- Options</li> <li>- Draft Plan for consultation</li> <li>- Publication consultation</li> <li>- Submission to S of S</li> <li>- Examination</li> <li>- Adoption</li> </ul>	<p>March 2022</p> <p>November 2022</p> <p>June 2023</p> <p>November 2023</p> <p>April 2024</p> <p>September 2024</p> <p>September 2025</p>
<p><b>Arrangements for production</b></p>	<p><b>Organisation leading the process</b> Northamptonshire County Council</p> <p><b>Management arrangements</b> The North Northamptonshire Strategic Plan will be prepared, consulted upon, and managed by the Planning Policy Executive Advisory Panel, reporting into the Executive. Adoption of the Plan will be considered by Full Council.</p> <p><b>Resources required to produce the DPD</b> Planning Policy Team, Growth and Regeneration Planning Policy budget</p> <p><b>Approach to involving stakeholders and the community</b> Refer to the North Northamptonshire Statement of Community Involvement (under review in December 2021).</p>	



## Title: North Northamptonshire Gypsy and Traveller Site Allocations Policy

<b>Document details</b>	<p><b>Role and subject</b> The North Northamptonshire Gypsy and Traveller Site Allocations Policy, when adopted, will form part of the statutory North Northamptonshire Development Plan. This document will explore projected need for gypsy and traveller accommodation throughout North Northamptonshire. It will seek to allocate land to provide sufficient pitch numbers to meet need identified through the Gypsy and Traveller Accommodation Assessment (GTAA) for North Northamptonshire, published in March 2019.</p> <p><b>Geographical coverage</b> The administrative unitary are of North Northamptonshire</p> <p><b>Status</b> Development Plan Document</p> <p><b>Chain of conformity</b> North Northamptonshire Joint Core Strategy</p>	
<b>Timetable</b>	<ul style="list-style-type: none"> <li>- Early stakeholder and community engagement</li> <li>- Draft Plan for consultation</li> <li>- Publication consultation</li> <li>- Submission to S of S</li> <li>- Examination</li> <li>- Adoption</li> </ul>	<p>June 2022</p> <p>April 2023</p> <p>September 2023</p> <p>February 2024</p> <p>June 2024</p> <p>December 2024</p>
<b>Arrangements for production</b>	<p><b>Organisation leading the process</b> North Northamptonshire Council</p> <p><b>Management arrangements</b> The North Northamptonshire Gypsy and Traveller Site Allocations Policy will be prepared, consulted upon, and managed by the Planning Policy Executive Advisory Panel, reporting into the Executive. Adoption of the Plan will be considered by NNC Full Council.</p> <p><b>Resources required to produce the DPD</b> Planning Policy Team, Growth and Regeneration Planning Policy budget</p> <p><b>Approach to involving stakeholders and the community</b> Refer to the North Northamptonshire Statement of Community Involvement (under review in December 2021).</p>	

**Title: East Northamptonshire District Wide Local Plan Part 2**

<p><b>Document details</b></p>	<p><b>Role and subject</b> The East Northamptonshire District Wide Local Plan Part 2, when adopted, will form part of the statutory North Northamptonshire Development Plan. The document will cover the whole of the former East Northamptonshire District area with the exception of issues addressed in the Joint Core Strategy. The Part 2 Local Plan will include the identification of sites for housing, employment, recreation, green infrastructure and other land uses. In addition, it will consider a masterplan for the Rushden East Sustainable Urban Extension identified as a broad location by Policy 33 of the Joint Core Strategy.</p> <p><b>Geographical coverage</b> The administrative Unitary area of North Northamptonshire</p> <p><b>Status</b> Development Plan Document</p> <p><b>Chain of conformity</b> North Northamptonshire Joint Core Strategy</p>	
<p><b>Timetable</b></p>	<ul style="list-style-type: none"> <li>- Early stakeholder and community engagement</li> <li>- Draft Plan for consultation</li> <li>- Publication consultation</li> <li>- Submission to S of S</li> <li>- Examination</li> <li>- Adoption</li> </ul>	<p>Ongoing January – March 2017 November 2018 – February 2019 February – March 2021 March 2021 March 2022 December 2022</p>
<p><b>Arrangements for production</b></p>	<p><b>Organisation leading the process</b> North Northamptonshire Council</p> <p><b>Management arrangements</b> The East Northamptonshire District Wide Local Plan Part 2 will be prepared, consulted upon, and managed by the Executive Advisory Panel, reporting into the Executive. Adoption of the Plan will be considered by NNC Full Council.</p> <p><b>Resources required to produce the DPD</b> Planning Policy Team, Growth and Regeneration Planning Policy budget</p> <p><b>Approach to involving stakeholders and the community</b> Refer to the North Northamptonshire Statement of Community Involvement (under review in December 2021).</p>	

**Title: North Northamptonshire Policies Maps**

<p><b>Document details</b></p>	<p><b>Role and subject</b> The policies maps will illustrate on an Ordnance Survey base map all the policies and proposals contained in development plan documents and any saved policies. It will reflect the Key Diagram in the Joint Core Strategy/Strategic Plan, and it will contain Insets showing the proposals within specific areas (e.g. sites subject to development allocation; Part 2 Local Plans; Area Action Plans; or sites to which policies apply for protection and/or enhancement).</p> <p><b>Geographical coverage</b> The maps will cover the administrative unitary area of North Northamptonshire.</p> <p><b>Status</b> Development Plan Document</p> <p><b>Chain of conformity</b> North Northamptonshire Joint Core Strategy</p>
<p><b>Timetable</b></p>	<p>The Policies Maps will be revised, where necessary, to reflect the up-to-date plan for the area whenever a Development Plan Document is adopted or a 'saved' policy ceases to be part of the Local Plan.</p>
<p><b>Arrangements for production</b></p>	<p><b>Organisation leading the process</b> North Northamptonshire Council</p> <p><b>Management arrangements</b> The Proposals Maps will be prepared, consulted upon, and managed by the Planning Policy Executive Advisory Panel, reporting into the Executive. Adoption of policies that appear on the Proposals Maps will be considered by NNC Full Council.</p> <p><b>Resources required to produce the DPD</b> Planning Policy Team, Growth and Regeneration Planning Policy budget</p> <p><b>Approach to involving stakeholders and the community</b> Refer to the North Northamptonshire Statement of Community Involvement (under review in December 2021).</p>





## Full Council 31<sup>st</sup> March 2022

<b>Report Title</b>	<b>Tackling Climate Change across North Northamptonshire</b>
<b>Report Author</b>	George Candler, Executive Director of Place and Economy <a href="mailto:george.candler@northnorthants.gov.uk">george.candler@northnorthants.gov.uk</a>

### List of Appendices

#### Appendix A – Climate Change Route Map

##### 1. Purpose of Report

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- 1.1. To provide Council with an update, following the first report to Council in July 2021, on the work being undertaken to improve the organisation's commitment to be carbon neutral by 2030. The work includes the development of a Climate Change Route Map (attached as Appendix 1) that builds on the previous Climate Change Framework, and was endorsed by the Climate Change, Environment and Growth Executive Advisory Panel in late 2021.
- 1.2. Further work will continue throughout 2022 including the creation of a Carbon Management Action Plan that will detail, and have costed, the actions needed to ensure the 2030 target is met.

##### 2. Executive Summary

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- 2.1. North Northamptonshire Council (NNC) adopted a framework and action plan (developed by the Shadow Authority in March 2021) and declared a Climate and Environment Emergency (July 2021) as first steps in its strategic journey on climate change mitigation.
- 2.2. As part of this declaration a commitment was made to develop a Climate Change Action Plan for the Council as soon as reasonably practicable, setting out the earliest date that North Northamptonshire Council, and the area as a whole, can be carbon neutral.
- 2.3. Progress has been made and reported into the Climate, Growth and Environment Executive Advisory Panel throughout 2021 and into 2022. At the

Full Council meeting on the 24<sup>th</sup> February NNC also agreed to a significant and specific budget of £1million funding over the next three years to tackle climate change. It is expected that elements of this funding will be used to develop a carbon management action plan and establish a Climate Change and Environment strategy.

- 2.4. A Climate Change Route Map (attached at Appendix 1) details a range of activities that are either happening now or will be undertaken throughout 2022 including the development and agreement of NNC's own carbon baseline output and a wider carbon management action plan to reduce this down by the 2030 deadline.

### **3. Recommendations**

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- 3.1. It is recommended that Council:

- a) Agree the current Climate Change Route Map (Appendix 1) and the actions contained within it.
- b) Publishes its carbon baseline figure once this is established.
- c) Request that the Carbon Management Action Plan be reported back to Executive later in 2022.

- 3.2. Reason for Recommendations –

It is important that NNC shows leadership across the wider North Northamptonshire area in its commitment to tackling climate change and improving the environment. By publishing its own carbon baseline figures and action plan to reduce this, the Council will demonstrate leadership and provide examples for reducing carbon footprints.

- 3.3. Alternative Options Considered – NNC could decide not to progress actions around Climate Change and wider environmental activity and similarly choose not to measure its carbon emissions and develop a carbon management action plan. To do this would show a lack of leadership and organisational-wide commitment. This is not a viable option as it would be abandoning the Climate and Environment Emergency commitment made in July 2021 and goes against the commitments and objectives within the wider Corporate Strategy.

### **4. Report Background**

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- 4.1. The Intergovernmental Panel on Climate Change (IPCC)'s Special Report, published in October 2018, stated that there was just twelve years to limit global warming to 1.5°C. This can only be achieved with ambitious action from national and local government, the private sector, and local communities, and

requires that CO2 emissions fall from their 2010 levels by 45% by 2030, reaching net zero by 2045.

- 4.2. All governments (national, regional, and local) have a duty to limit the negative impacts of climate breakdown, for the benefit of the population for which they are responsible. Therefore, UK Councils need to pursue ambitious reduction targets and seek to achieve carbon neutrality as quickly as possible.
- 4.3. At a local level, whatever NNC can deliver as an organisation and landowner, as the deliverer of services and as an employer and educator, is small in proportion to what the whole community can deliver, working together or in tandem.
- 4.4. The Council adopted a framework and action plan (developed by the Shadow Authority in March 2021) and declared a Climate and Environment Emergency (July 2021) as first steps in its strategic journey on climate change mitigation. As part of this declaration, a commitment was made to develop a Climate Change Action Plan and to bring this to Council as soon as is reasonably practicable, setting out the earliest date that North Northamptonshire Council and the area as a whole can be carbon neutral, and establishing targets to meet that date.
- 4.5. In February 2022 NNC committed to becoming carbon neutral by 2030. Council at its meeting in February also agreed to a significant and specific budget of £1million funding over the next three years to tackle climate change. It is expected that elements of this funding will be used to develop a carbon management action plan and establish a Climate Change and Environment strategy.
- 4.6. Throughout 2021 and into 2022, regular activities and work have been reported into the Climate Change, Environment and Growth Executive Advisory Panel as evidence of how climate change is being tackled in the area. Examples of the topics covered include:
  - Regular updates on the development of the Bus Strategy for North Northamptonshire
  - Opportunities to input into the Active Travel activity and specifically the Local Cycling and Walking Infrastructure Plans
  - Air quality results across North Northamptonshire and plans to further improve the work in this area
  - Shaping the key commitments and priorities relating to climate change, sustainability, and the environment within the Corporate Plan
  - Activity on NNC's approach to tree planting and the wider work supporting the Queen's Green Canopy
  - the planned development and implementation of electric vehicle charging points across North Northamptonshire
  - an update on the successful Community Renewal Fund projects that have a specific focus on climate and net zero activity
  - an overview of proposed LED street lighting and alternative lighting solutions

- Progress updates on Carbon Literacy Training and future commissioned work to develop a carbon baseline figure for NNC and a wider carbon management action plan

4.7. On 16<sup>th</sup> November 2021, NNC also hosted its first Climate Change Conference.



4.8. A range of speakers and organisations were involved including the University of Northampton, Liberty Charge, Voi, Chelveston Renewable Energy Park as well as local speakers from Brightwayz, River Nene Regional Park, Bulwick Estates and NNC.

4.9. The conference was held virtually to minimise any impact on the environment and attracted over 300 views.

#### 4.10. **Carbon Literacy training**

4.11. Currently NNC is undertaking Carbon Literacy training for all 78 elected members plus an initial 50 staff members in the organisation. Speak Carbon, an organisation formally accredited by the Carbon Literacy Trust, have been commissioned to deliver this training.

4.12. Carbon Literacy training will give NNC members and staff all the latest scientific and policy positions on the Climate Emergency in the UK, an awareness of the current and future impacts across North Northamptonshire and the tools to lead significant emission reduction activities throughout Council operations and across the communities we serve.

4.13. The training will be rolled out in March and May 2022. The remainder of the workforce will also undertake this training and it will be embedded into



induction programmes for new starters to ensure NNC becomes an accredited Carbon Literacy organisation

#### 4.14. **Climate Change Route Map**

- 4.15. A Climate Change Route Map (attached at Appendix 1) has been developed and considered by the Climate Change, Environment and Growth Executive Advisory Panel (EAP) in November 2021. This built on the previous Climate Change Framework and Action Plan developed by the Shadow Authority in March 2021. This Route Map has been further updated and details a range of activities that are either happening now or will be undertaken throughout 2022 including the development and agreement of NNC's own carbon baseline output and a wider carbon management action plan to reduce this down by the 2030 deadline.
- 4.16. For NNC to progress a range of carbon reduction actions it is important it first establishes accurately what its current carbon baseline position is. This will be done after its first full year of operation, therefore post 1<sup>st</sup> April 2022.
- 4.17. NNC is currently commissioning some specialist advice to enable this figure to be established as well as developing a wider Carbon Management and Action Plan. It is proposed once both pieces of work are concluded, they are reported on with the baseline figure being published on our website and the Action Plan coming back to Executive for formal agreement.
- #### 4.18. **2030 commitment to be carbon neutral**
- 4.19. On 21<sup>st</sup> February 2022 NNC announced its commitment to be carbon neutral by 2030. It was able to do this based on some broad thinking from specialist officers and in consultation with the Executive member for Climate and Green Environment by considering its approach to reducing Scope 1 emissions (gas, and other fuels consumed in buildings and fleet vehicles) and Scope 2 emissions (purchased electricity).
- 4.20. For Scope 1 emissions – the Council will endeavour to purchase green energy to heat its buildings (subject to national availability and budget approval, which can be achieved within the next few years and before the 2030 date) and the transition to electric fleet vehicles (subject to budget approval and technology/service constraints this can be achieved in 8 years). This can realistically reduce Scope 1 emissions to low, if not negligible levels. In the medium-term consideration for the phasing out of gas boilers in social housing and the wider estate will need to be considered, along with options for improving the overall energy efficiency of the public estate, such as LED lighting, insulation, solar PV etc.
- 4.21. For Scope 2 emissions – the reduction of electricity for all Council assets will ensure over the next 8 years, plus purchasing green energy can achieve practically no carbon emissions. However, this needs to be aligned with the wider Asset Strategy (work has just started on this through the Scrutiny

Commission). As with Scope 1 it is also subject to budget and contractual constraints.

- 4.22. The costs for a phased approach to electric fleet and charging infrastructure will need costing out and this will form part of the wider Action Plan.

## **5. Issues and Choices**

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- 5.1. Declaring the organisation's commitment to be carbon neutral by 2030 creates sufficient urgency to undertake a series of actions that have been highlighted in the Route Map and will be forthcoming in the wider Carbon Management Action Plan.
- 5.2. The only other alternative option is to not create a plan, and wait and see what wider national policy, funding and initiatives are forthcoming to drive this area of work forward. This is not a viable option as it would be abandoning the July 2021 declaration of a climate and environment emergency and goes against the commitments and objectives within the wider Corporate Strategy.

## **6. Next Steps**

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- 6.1. Progress will continue on working through the actions within the current Route Map, establishing the councils carbon baseline figure and the development of the Carbon Management Action Plan.
- 6.2. The importance of reducing the carbon footprint within North Northamptonshire is also being factored into all work that it undertakes, and this will be developed further into a wider Climate Change and Environment Strategy that will be developed in 2022.

## **7. Implications (including financial implications)**

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### **7.1. Resources, Financial and Transformational**

- 7.1.1. In February 2022, NNC agreed to funding of £1m over the next three years to help drive forward its approach and commitment to be carbon neutral by 2030. The 2022/23 budget includes £500k and £250k in both 2023/24 and 2024/25. This funding will be used to finance the actions that are in the Route map and will emanate from the Carbon Management Action Plan.
- 7.1.2. Alongside side this, a dedicated Sustainability team will be developed and will be part of the Growth and Regeneration team within the wider Place and Economy directorate. This team will ensure all parts of the council come together to work on the wider carbon neutral agenda as its incumbent on all areas to drive this work forward, however it will be led and coordinated by specialists in the Sustainability team.

7.1.3. The work that will be undertaken is likely to be transformational in a number of areas as it will fundamentally change what is done and how. A recent example of this is the Future Ways of Working activity which will shape new ways of working, reduce travel, increase productivity and impact positively on or commitment to reduce carbon emissions.

## 7.2. **Legal and Governance**

7.2.1. The work across this area is regularly reported into the Climate Change, Environment and Growth EAP and this will continue. A series of key performance indicators will also be developed and reported on as part of the wider Corporate Performance Plan.

## 7.3. **Relevant Policies and Plans**

7.3.1. The work being undertaken to date, and the future activities, contribute to a number of NNC's key commitments and priorities within the Corporate Plan:

### **Safe and thriving places**

- Help town centres and villages respond to changing trends
- Attract tourism, visitors, and inward investment
- Working with local businesses and partners to support the creation of high-quality, better-skilled jobs
- Improve the standard of new and existing homes and ensure housing supply meets demand
- Enable people to travel across North Northamptonshire and beyond

### **Green, sustainable environment**

- Demonstrate clear leadership on tackling environmental sustainability
- Work with communities and businesses to tackle climate change and improve air quality
- Promote sustainable, active travel
- Embed low carbon technology, sustained and improved green infrastructure, and sustainable forms of transport fit for the future
- Educate, encourage re-use, harmonise our approaches and enforce to keep our environment free from litter
- Protect the countryside and open spaces, and enhance the natural environment and ecology

7.3.2. The wider climate change and sustainability agenda is also identified in the North Northamptonshire Joint Core Strategy and Part 2 of the Local plans for Corby, Wellingborough, and Kettering.

7.3.3. The Environment Act 2021 was enacted during the UK's hosting of COP26. Its purpose is to protect and enhance the environment for future generations and will deliver:

- Long-term targets to improve air quality, biodiversity, water, and waste reduction and resource efficiency
- A target on ambient PM2.5 concentrations, the most harmful pollutant to human health
- A target to halt the decline of nature by 2030
- Environmental Improvement Plans, including interim targets
- A cycle of environmental monitoring and reporting
- Environmental Principles embedded in domestic policy making
- Office for Environmental Protection to uphold environmental law

#### **7.4. Risk**

- 7.4.1. There are no significant risks arising from the proposed recommendations in this report. The outcomes of the wider Carbon Management Action Plan will need to be considered and risk assessed accordingly.
- 7.4.2. The risks regarding the delivery of wider projects that will help deliver against the Route Map and wider Carbon Management Action Plan will be considered as each task is worked through.

#### **7.5. Consultation**

- 7.5.1. There has been no specific consultation undertaken as part of this report however for a number of projects this has been carried out, for example the development of the Bus Strategy, or will be undertaken for future activity, such as the wider asset rationalisation strategy.
- 7.5.2. Engagement will continue through the Climate Change, Environment and Growth EAP and for specific projects such as the development of the Local Cycling and Walking Infrastructure Plans for Kettering and Corby.

#### **7.6. Consideration by Executive Advisory Panel**

- 7.6.1. The Route Map has already been through the Climate Change, Environment and Growth EAP and future activity will continue to be reported into this Panel.

#### **7.7. Consideration by Scrutiny**

- 7.7.1. The Scrutiny Commission committee has identified as part of its annual work plan, the work being undertaken on climate change and a future report will be presented when requested by members of that committee.

#### **7.8. Equality Implications**

- 7.8.1. There are no specific equality implications relating to this report, however equality implications are considered for each of the activities referenced in the Route Map and will continue to be the case for future activity.

## 7.9. **Climate Impact**

7.9.1 The work undertaken to date has and continues to benefit the wider climate change and environment across North Northamptonshire. The publication of NNC's carbon baseline figure and its Action Plan to bring this down to a carbon neutral position by 2030 will be a positive part of improving the planet and local communities for future generations to come.

## 7.10. **Community Impact**

7.10.1. NNC cannot deliver improvements to the climate and the wider environment on its own. That said it is crucial it shows leadership through its own commitments and actions, to drive this agenda forward. Through the work undertaken to date and the actions that will happen over the coming months and years, it will ensure communities and businesses can see the benefits of those actions and play a part in their own way, to support this important agenda.

## 7.11. **Crime and Disorder Impact**

7.11.1. There are no specific crime and disorder implications relating to this report although improvements to the environment in certain areas can help reduce the fear of crime, e.g., improved LED streetlighting.

## **8. Background Papers**

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1. Tackling Climate Change in North Northamptonshire - Council 28<sup>th</sup> July 2021

<https://northnorthants.moderngov.co.uk/documents/g175/Public%20reports%20pack%2028th-Jul-2021%2019.00%20Council.pdf?T=10>

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## **CLIMATE CHANGE - ROUTE MAP TO DELIVERY**

### **Introduction**

The United Nation COP26 conference in Glasgow aimed to plot out a route to achieving net zero carbon growth by mid-century, and a lower than 1.5% increase in global temperatures. Delivery of this goal relies on everyone's contribution, not just that of national governments.

Similarly, at a local level, whatever North Northamptonshire Council can deliver as an organisation and landowner, as the deliverer of services and as an employer and educator, is small in proportion to what the whole community can deliver, working together or in tandem.

The Council adopted a framework and action plan (March 2021) and declared a Climate and Environment Emergency (July 2021) as first steps in its strategic journey on climate change mitigation. As part of this declaration a commitment was made to develop a Climate Change Action Plan to Council as soon as is reasonably practicable, setting out the earliest date that North Northamptonshire Council and the area as a whole can be carbon neutral, and establishing targets to meet that date. In February 2022 NNC announced its commitment to be carbon neutral by 2030 and work continues on the development of a carbon management action plan (due to be complete later in 2022) and key performance targets, to ensure the 2030 date is met.

Progress on a range of actions has been made and reported into the Climate, Growth and Environment Executive Advisory Panel in August 2021 and, through the Route Map, again in November 2021. Further reports linked to elements of the Action Plan have and will continue to be reported into the Advisory Panel. The updated Route Map will also go to full Council in March 2022.

Where the Council can act alone, it will. But the greater impact will be in forging a consensus amongst partners and with the business, voluntary, and community sectors to identify priorities and agree on targets. There are many things that can be done, but not all of them will be impactful on the scale required, or the time required, nor are all of them affordable by any one organisation or group of people. NNC's adopted framework referred to above, specifically recognises the need for partnerships to achieve objectives.

The Council also needs to set aside a dedicated resource to map out plans and strategies, co-ordinate delivery, communicate, build partnerships, monitor and report on progress and explore innovative approaches. In February 2022, NNC confirmed £1m of funding

over a three-year period to deliver actions detailed within this route map as well as other separate activity (to be determined as work progresses).

Climate change mitigation should not be seen in isolation – many of the outcomes from this strand of work also have positive impacts on health, welfare, poverty, and prosperity, on the lifetime of assets and on people’s wider quality of life. Mainstreaming these actions serves corporate and social objectives and should be seen and funded accordingly.

The following route map therefore builds on the existing Climate Change Framework and sets out what can be achieved in the short term to December 2022 to provide clear timelines on progress.

Further work will be developed on what could be delivered in the medium term (from January 2023 to December 2024) and what should be the focus of corporate effort in the longer term (2024-2030). Targets need to be set for each of these stages, but these need to be further explored and agreed with others.

Page 104

**SHORT TERM - April 2022- December 2022**

**A) LEADERSHIP, AMBITION AND PARTNERSHIP BUILDING**

OUTCOME	TIMESCALE	ACTION
Establishing dedicated resources to drive progress	By February 2022	Establish a budget for Climate Change activity as part of the current 2022/23 budget setting process. <b>Complete – budget of £1m (in total) confirmed for the next 3 years</b>
	By October 2021	Secure external expertise, on a short-term basis (6 months), to provide resources to drive short term actions between November and April 2022. <b>Complete – dedicated resource in place</b>
	By May 2022	Commission external consultants for higher level strategic work <ul style="list-style-type: none"> <li>- Development of Elected Member and staff awareness and training</li> <li>- Organising virtual partnership conference(s) – November 2021</li> <li>- Building local network of climate change champions</li> </ul>



	<p>By October 2021</p> <p>By July 2022</p>	<ul style="list-style-type: none"> <li>- Designing education and engagement programme</li> <li>- Establishing NNC’s carbon baseline output and a plan of how this can be mitigated</li> </ul> <p><b>Ongoing – original commission concluded in February but resulted in no returned bids. Going back out to the market in smaller lots in March 2022</b></p> <p>Develop a cross-council dedicated team to focus on the work and provide future strategic direction to the council and wider partners. <b>Complete – dedicated team in place and chaired by the Assistant Director for Growth and Regeneration</b></p> <p>Establishing NNC Climate and Flood team. <b>Ongoing – business case complete and recruitment process to begin in Spring 2022</b></p>
<p>Increased awareness and understanding of the Climate change agenda amongst members</p>	<p>From January 2022 onwards</p> <p>From May 2022 onwards</p>	<p>Member workshop sessions on Carbon Literacy with a view to becoming an accredited Carbon Literacy organisation</p> <p><b>Ongoing – Carbon Literacy training scheduled for March and May 2022</b></p> <p>12 month rolling programme of awareness sessions on climate change threats and mitigations, actions taken to date, and examples of best practice.</p> <p><b>Not started – programme to be developed in the next 3 months</b></p>
<p>Increased awareness for staff (beginning with Executive Directors and Assistant Directors) towards climate change goals</p>	<p>From March 2022</p> <p>From April 2022</p> <p>By December 2021</p>	<p>Ensure all Executive Directors and Assistant Directors undertake Carbon Literacy training with a view to cascading this out across wider teams</p> <p><b>Ongoing – Carbon Literacy training scheduled for March and May 2022</b></p> <p>Ensure that service plans for 2022-23 specifically reference climate change mitigations.</p> <p>Develop Climate Change Staff Network</p>

Page 105

	<p>From April 2022</p> <p>From April 2022</p> <p>From April 2022</p>	<p><b>Complete – Staff Network in place</b></p> <p>Ensure all new job descriptions reference the importance of climate change in their roles</p> <p>Ensure the new Corporate Performance Plan includes reference to achieving corporate climate change objectives.</p> <p>Design staff induction topic to include carbon literacy training for all new staff</p>
<p>Explore the development of a Virtual Climate Change Partnership</p>	<p>By September 2022</p>	<p>Research models of best practice and explore the most appropriate approach to engage with members of the wider community, that can collaborate with NNC and help to reduce the wider carbon footprint of the NN area.</p>
<p>Community engagement, awareness raising and partnership building</p>	<p>November 2021</p>	<p>Host inaugural NNClimate 21 Conference to create momentum and energy behind climate change activities; engage speakers from outside and within the North Northants area. Tie into the COP26 event.</p> <p>Outcomes from the first conference:</p> <ul style="list-style-type: none"> <li>a) Increased awareness of what is already happening across the North Northants geography to mitigate carbon emissions</li> <li>b) Consider, alongside COP26 outcomes, how these could help inform a new Climate Change and Environmental Strategy for North Northants</li> <li>c) Explore and develop the top 10 priorities for collective action over the medium term</li> </ul> <p><b>Complete – successful conference held with over 300 views on YouTube</b></p>
<p>Develop a Climate Change and Environmental Strategy and Action Plan</p>	<p>By January 2022</p> <p>By June 2022</p>	<p>Report to EAP on the outcome of NNClimate21 conference, and the approach to be taken in developing a Climate Change and Environmental Strategy.</p> <p><b>Part complete – report on the NN21Climate Conference to the EAP took place in December 2021. The wider approach to developing a Climate Change and Environmental Strategy forms part of the commissioned work detailed above</b></p>

		Begin development of a five-ten year strategy for the delivery of outcomes that engages and consults with the sector and the public.
Development of several Single Page, high-level Policies to demonstrate strategic direction of travel	By April 2022	Single Page Policies on: <ul style="list-style-type: none"> <li>• Environmental Policy</li> <li>• Energy/carbon Policy</li> </ul>

Page 17

## POLICY, FINANCE, ASSET AND RESOURCE MANAGEMENT

OUTCOME	TIMESCALE	ACTION
Ensure Procurement Policy and practice maximises climate change mitigation outcomes.	By June 2022  By May 2022	Ensure procurement rules reflect the recommendations from the Climate change framework and enable the adoption of a Social Value Approach  Explore how NNC can make best use of local suppliers who have a commitment to reduce carbon emissions and promote green practices  Ensure new Highway's contract has a strong focus on climate change and clear targets on developing a low emission fleet and matching the Council's ambition to be carbon neutral by 2030.
Understand and manage emissions from fleet and property assets, to guide	By August 2022	Produce a carbon management plan which sets out the means of capturing carbon emissions from buildings and vehicles

<p>future investment priorities</p>	<p>By April 2022</p>	<p>Confirm how emissions reporting to Members and more widely is best achieved. Implement test for inclusion of capital programme bids which scores energy efficiency highly amongst intended outcomes, in time for 2022/23 capital programme</p>
<p>Understand the Energy efficiency performance of NNC owned homes, with the twin objectives of directing future investment in stock renewal and reducing energy costs for tenants</p> <p>Work with Registered Providers to understand the Energy efficiency performance of their housing stock</p>	<p>By March 2022</p> <p>By October 2022</p> <p>By July 2022</p>	<p>Develop a plan, and roll out Year 1 activity in 2022-23, enabling the Council to build a comprehensive picture of the energy efficiency of all of its house types, heating and ventilation measures, water usage and insulation across the stock. <b>Ongoing – the first stage is to ensure all housing stock has an EPC rating and this is the first phase of activity. A further plan will then be developed to assess the energy efficiency of each home.</b></p> <p>Produce a baseline data set for the Registered Provider sector across North Northants</p> <p>Develop a consultation plan to engage with tenants on fuel and water usage, insulation, and future investment plans, with a view to wider dialogue later in 2022.</p>
<p>Develop a strategy for the roll out of Electric Vehicle Charging Points (EVCP's) across the Council's estate and on street</p>	<p>By March 2022</p>	<p>Explore funding options, sites, and test practicality for further EVCPs across North Northants</p> <p><b>Update:</b> <b>Initial phase of EVCPs now installed and operational. First phase involved seven locations in areas without access to off-street parking. A further four sites will be installed and commissioned by end of March 2022. Engagement has taken place with NNC councillors, town and parish councils, and residents to identify potential sites for a further phase.</b></p>

**C) SOCIETY AND THE NATURAL AND BUILT ENVIRONMENT**

OUTCOME	TIMESCALE	ACTION
<p>Ensure spatial planning frameworks and policies as part of the wider Strategic Plan are guided by climate change mitigation objectives</p>	<p>Begin scoping of Strategic Plan development by January 2022</p>	<p>Plans should examine and support</p> <ul style="list-style-type: none"> <li>- Provision of sites for wind, solar, anaerobic digestion, and other forms of renewable energy production</li> <li>- Flood protection and mitigation measures in new developments</li> <li>- More sustainable domestic and commercial energy usage and generation, electric vehicle charging facilities, water use minimisation</li> <li>- Woodland and biodiversity protection and enhancement, delivering biodiversity net gain</li> <li>- Blue and green infrastructure planning and support for projects such as Forests for Life, River Nene, and River Ise initiatives</li> <li>- Measures which encourage walking, cycling and greater use of public transport and less private vehicle usage within the design of new developments and their connectivity</li> </ul> <p><b>Ongoing:</b>  <b>Progress being made to form an officer group to drive the Council’s management of biodiversity net gain, with a paper to be presented to the Planning Policy; and Climate Change, Growth &amp; Environment EAPs in March/April.</b>  <b>Ise Valley Strategic Plan, the creation of an identifiable footpath/cycle link following the River Ise between Wellingborough, Kettering, Corby, and Tresham Garden Village has been created and will be reported to both EAPs and to Executive for agreement.</b>  <b>The North Northamptonshire Strategic Plan – Issues and Scope consultation will be published to seek views on the content of the Plan on 28<sup>th</sup> March 2022.</b></p>
<p>Develop a Waste Strategy which focuses on</p> <ul style="list-style-type: none"> <li>- Waste minimisation and reduction</li> </ul>	<p>Completed strategy by August 2022</p>	<p>Plans to take account of changes in national policies and the roll out of those policies and maximise the opportunities arising from them.</p> <p><b>Update:</b></p>

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 110</p> <ul style="list-style-type: none"> <li>- Promotion of a circular economy</li> <li>- Sustainable and local disposal and waste treatment options</li> <li>- Food waste collection</li> <li>- Green waste options</li> <li>- Harmonisation and simplification of waste and recycling collection</li> <li>- Re-use of waste materials</li> <li>- Fuel efficient collection methods</li> </ul>	<p>Individual progress on specific areas continuing from November 2021 onwards</p>	<p><b>By April 2022, the harmonisation of waste and recycling collection service will progress by transferring services from Wellingborough Norse to North Northamptonshire Council. This will provide the Council with greater opportunity to align services and standards across Wellingborough, common with Corby and Kettering.</b></p> <p><b>During 2022, the Council is seeking to harmonise the garden waste service, which will be informed by the consultation taking place during March and April 2022. The intention is for residents to receive the same service, funded in the same way, across the whole of North Northamptonshire.</b></p>
<p>Develop a local Pollinator Strategy</p>	<p>By June 2022</p>	<p>Extend the principles of the Kettering strategy throughout NN area with implementation thereafter, and engagement with town and parish councils on its delivery across the area.</p>
<p>Develop and review the Tree Planting Strategy and plans – “right tree, right place”</p>	<p>By March 2022</p> <p>By March 2022</p> <p>Ongoing throughout 2022</p>	<p>Utilise investment from the Treescape Fund for tree planting on council owned land to improve tree coverage – <b>Complete – Trees planted early 2022. Further Treescape bid being developed for 2023 planting season.</b></p> <p>Establish principles by which local community groups can secure advice on tree planting on land outside the Council’s ownership. - <b>Complete – advice provided as part of NNC’s Queens Green Canopy webpage and ongoing through the ground's maintenance team.</b></p>

	<p>By September 2022</p>	<p>Work alongside the Queen’s Green Canopy to maximise awareness of activity – <b>Part complete – land page on NNCs website created with tree planting events throughout Winter planting season. Further events planned for the end of 2022.</b></p> <p>Understand total number of trees in NNC ownership and how this can be used for offsetting our carbon emissions</p>
<p>Develop an Active Travel Strategy</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 111</p>	<p>March 2022 onwards</p> <p>By March 2023</p> <p>By September 2022</p> <p>Ongoing from December 2021</p> <p>By September 2022</p>	<p>Continue progress of the Local Cycling and Walking Infrastructure Plans in Wellingborough, Rushden, Corby, and Kettering</p> <p>Develop design schemes to enable future funding bids to be submitted</p> <p>Explore the potential options for the future use of how e-scooters and e-bikes, following the end of the current Department for Transport</p> <p>Continue development of the Greenway Project through the development of the Design Study between Rushden and Wellingborough  <b>Procurement exercise complete for the feasibility study. Greenway Project Board being reset and reconvened to scope further phases of the programme</b></p> <p>Progress an e-cargo bike trial – using public health funding to implement a scheme during 2022.  <b>Contact to be made with Public Health in Q1 to update and progress</b></p>

<p>Review Air Quality Action Plans and introduce six monthly monitoring</p>	<p>By February 2022</p>	<p>Develop strategy for rolling review and regular reporting to the EAP (first report in October 2021) <b>Complete – Initial position statement on NNC air quality reported to Climate Change, Environment and Growth EAP on 20<sup>th</sup> October 2021. Subsequent review of 2021 Air Quality Annual Status Reviews (ASR’s) undertaken by AECOM and reported to Climate Change, Environment and Growth EAP on 23<sup>rd</sup> February 2022</b></p>
<p>Develop an ongoing public dialogue with transport providers to explore accelerated adoption of electric vehicles</p>	<p>From October 2021 onwards</p> <p>From May - September 2022</p>	<p>Work with bus operators to explore how progress can be made to move the transport fleet to electric vehicles</p> <p><b>Update:</b>  <b>The Council’s adopted Bus Strategy Implementation Plan includes a commitment to undertake a study using Department for Transport (if forthcoming) capacity funding and then develop and deliver identified priority projects through Zero Emissions Bus Regional Areas (ZEBRA) funding.</b>  <b>BSIP: <a href="#">North Northamptonshire bus service improvement plan</a></b></p> <p>Explore with the private hire and taxi trade on how adoption of electric vehicles could be developed. <b>Ongoing – Measures included in consultation draft of proposed NNC Hackney Carriage and Private Hire Vehicle Policies to require move to self-charging hybrids and fully electric vehicles only for new applications from 2025. To utilise £80k of Public Health Funding awarded to fund two Air Quality Project Officers for 12 months to work on air quality improvements projects including looking to source and utilise grants available to work with the local hire vehicle trade to switch to electric vehicles.</b></p>
<p>Review the support structure for working with a local green community interest company (such as the Electric Corby)</p>	<p>By March 2022</p>	<p>Consult on effect it could have and how best deployed, with a view to any implementation taking place during 2022-24</p> <p><b>Update:</b>  <b>North Northamptonshire 2 Net Zero (NN2NZ) project has commenced with support via the Community Renewal Fund. This project is led by Electric Corby and will identify potential projects and activity. Guidance is expected shortly from Government on the UK Shared Prosperity Fund and it is</b></p>



		<b>anticipated that this will provide further opportunities working with local community organisations such as Electric Corby.</b>
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## Full Council 31<sup>st</sup> March 2022

Report Title	Political Balance of Committees
Report Author	Adele Wylie, Monitoring Officer <a href="mailto:Adele.wylie@northnorthants.gov.uk">Adele.wylie@northnorthants.gov.uk</a>

### List of Appendices

#### Appendix A – Proportionality Allocations [TO FOLLOW]

#### 1. Purpose of Report

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- 1.1. This report confirms the methodology proposed to be applied to determine the revised political balance of the authority following the recent Oundle by-election. It also proposes the apportionment of seats on committees in accordance with the application of the calculations.
- 1.2. The law says that the Council should determine the arrangements for committees of the Council. In anticipation of Council agreeing the revised apportionment of seats to political parties, the Monitoring Officer will invite nominations from the political groups to the proposed structure. Approval is therefore sought for the allocation of seats to political groups, and the consequent nomination of members to those seats by the political groups.

#### 2. Executive Summary

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- 2.1. Following the election on 6th May 2021, 78 Members were elected to the newly formed unitary authority for the first time. Following the Oundle by-election of 17<sup>th</sup> February 2022, this report sets out the revised political balance of the council as of 23<sup>rd</sup> March 2022, how many voting seats are available and sets out political groups nominations for allocation to those seats.

#### 3. Recommendations

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- 3.1. It is recommended that Council:
  - a) Approves the revised allocation of seats for the committees set out in Appendix A to the recognised political groups in accordance with the proportionality provisions and the Constitution;

- 3.2. *(Reason for Recommendations – To ensure that the revised political balance of the Council following the by-election held on 17<sup>th</sup> February 2022 is applied to the governance structure of the Council, under law and approved guidelines contained in the Council Constitution.*
- 3.3. *(Alternative Options Considered – None, as the revised political balance calculation is required to be reported to full Council under the Local Government and Housing Act 1989 and Local government (Committees and Political Groups) Regulations 1990.*

#### **4. Report Background**

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- 4.1. The Council must allocate seats on committees and sub-committees in accordance with the provisions set out in the Local Government and Housing Act 1989 (“the 1989 Act”). Section 15(5) of the 1989 Act requires the Council to allocate seats on committees and sub-committees to political groups to give effect, as far as possible, to the following principles:
- a) not all the seats on the committee or sub-committee are allocated to the same political group (if the rules apply to that body);
  - b) that the political group having a majority of seats on the Council should have a majority on each committee and sub-committee;
  - c) that, subject to paragraphs (a) and (b) above, the number of seats on the Council’s committees and sub-committees allocated to each political group bears the same proportion to the total number of such committee seats as the number of members of that group bears to the membership of the full Council; and
  - d) that, subject to paragraphs (a) to (c) above, seats are allocated on each committee and sub-committee in the same ration as exists on the authority.
- 4.2. Section 16 of the 1989 Act requires the Council to give effect to the allocation of seats determined as set out above in accordance with the wishes of the political groups.
- 4.3. The Council can only depart from the principles set out above by passing a resolution with no member voting against the resolution.
- 4.4. Council will note that the political balance provisions only apply directly to committees and sub-committees and do not apply to the following:
- a) The Executive;
  - b) Bodies established by the Executive (e.g., Executive Advisory Panels, although Council has agreed that they may be applied);

- c) Health and Wellbeing Board;
- d) Joint bodies established by the Executive.

4.5. This report reflects the principles detailed above and applies it to the arrangements of the Council. Council's approval of the proposed allocation and distribution of seats, applying the appropriate principles as set out in law, is sought.

## 5. Issues and Choices

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5.1. Following the election on 6 May 2021 the political composition of the Council was as follows, with figures being rounded up or down as appropriate:-

	Council	Conservative	Labour	Green	Independent
Members	78	60	14	3	1
%	100	77 (76.92%)	18 (17.95%)	4 (3.84%)	1 (1.28%)

5.2. Following the recent Oundle by-election and also taking into account changes to political groups made since May 2021, the revised political balance is as follows:-

	Council	Conservative	Labour	Green Alliance	Liberal Democrat	Independent
Members	78	58	14	4	1	1
%	100	74 (74.36%)	18 (17.95%)	5 (5.13%)	1 (1.28%)	1 (1.28%)

5.3. Appendix A sets out the breakdown of the allocation of seats to the political groups in accordance with the above percentages, taking account of the law and the provisions of the Constitution.

5.4. Council has already determined that the membership of the four Area Planning Committees (each representing a former district council area) should reflect the political balance of each local area only.

5.5. It should be noted that some appointments are made by the Leader of the Council and cannot therefore be made by full Council.

5.6. The recognised political groups will be invited to submit their nominations for the revised committee seats allocated to them and these will be presented to Council. Details of the nominations received are detailed in Appendix B. Those members who do not form a group are not entitled to a seat unless a unanimous decision was made by Council to allocate.

## 6. Next Steps

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6.1. Arising from appointments to committees made by Group Leaders, Democratic Services will provide details of committee appointments, dates of meetings and any training requirements to the new committee members.

## **7. Implications (including financial implications)**

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### **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 Council must allocate seats on committees and other prescribed bodies to give effect to political balance rules set out in Sections 15 and 16 of the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990.

### **7.3. Relevant Policies and Plans**

7.3.1. The Council's meeting procedure rules (Part 3.2 of the Constitution) sets out that it is the responsibility of full Council to approve the allocation of seats in accordance with political balance rules.

7.3.2. The terms of reference for Area Planning Committees (Part 4.3 of the Constitution) sets out the requirement for political balance to be drawn from within each of the defined planning committee areas.

### **7.4. Risk**

7.4.1. Council is required to determine the arrangements for committees and subcommittees, and to approve the allocation of seats with adherence to the law and approved local choices detailed within the approved Constitution. Failure to comply with such statutory requirement may leave the Council open to successful legal challenge and disrupt the decision-making process.

### **7.5. Consultation**

7.5.1. The recognised political groups have been notified of the changes to political balance during the preparation of this report.

### **7.6. Consideration by Executive Advisory Panel**

7.6.1. Not applicable.

### **7.7. Consideration by Scrutiny**

7.7.1. Not applicable.

### **7.8. Equality Implications**

7.8.1. There are no discernible equality implications arising from the contents of this report.

## 7.9. **Climate Impact**

7.9.1. There is no impact on climate or the environment arising from the proposals within this report.

## 7.10. **Community Impact**

7.10.1. Not applicable to this report.

## 7.11. **Crime and Disorder Impact**

7.11.1. Not applicable to this report.

## 8. **Background Papers**

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8.1. The following documents have been utilised in the preparation of this report:

- a) [North Northamptonshire Council Constitution](#)
- b) [Local Government and Housing Act 1989](#)
- c) [Local Government \(Committees and Political Groups\) Regulations 1990](#)

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## Full Council 31<sup>st</sup> March 2022

Report Title	Draft Municipal Timetable 2022/2023
Report Author	Adele Wylie – Director of Governance & HR/Monitoring Officer <a href="mailto:Adele.wylie@northnorthants.gov.uk">Adele.wylie@northnorthants.gov.uk</a>

### List of Appendices

**Appendix A –** Draft Municipal Timetable 2022/2023

#### **1. Purpose of Report**

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1.1. For Full Council to note the draft Municipal Timetable 2022/23 and register any comments and recommendation, prior to final determination by Annual Council.

#### **2. Executive Summary**

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- 2.1. Annual Council is required to approve a calendar of meetings prior to the commencement of each new municipal year. Attached as Appendix A is a copy of the draft timetable for 2022/23.
- 2.2. The draft timetable references the formal meetings of the Council, Executive, committees, Executive Advisory Panels, and other standing bodies.
- 2.3. The draft timetable was recently considered by the Democracy and Standards Committee (8<sup>th</sup> February 2022) as part of the consultation process.
- 2.4. It is being presented to Full Council to provide initial approval. This would be subject to final ratification by Annual Council as per Part 3.2 para 2.2.1(k) of the Council's Constitution. The purpose of tabling this report is to provide information to members, officers, and the public of the proposed schedule of meeting dates. If agreed by Full Council officers will commence provisional programming of meetings and booking of venues.

### **3. Recommendations**

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3.1. It is recommended: -

- (a) Provide any comment on the draft prior to its formal submission by the Proper Officer to Annual Council on 26<sup>th</sup> May 2022; and
- (b) Full Council approve in principle the draft Municipal Timetable 2022/2023.

3.2. *(Reason for Recommendations – to allow Full Council the opportunity to comment on the draft timetable. Any comments received will be taken into consideration prior to compilation of the final timetable to be determined by Annual Council).*

### **4. Report Background**

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4.1. The Council is required to agree and publish a timetable of meetings for the subsequent Municipal Year for North Northamptonshire. This assists members, officers and the public in knowing when particular meetings are to be held during the following 12-months. The Municipal Year runs from Annual Council to Annual Council. The next Annual Council is scheduled for Thursday 26<sup>th</sup> May 2022.

4.2. The timetable should include reference to the formal meetings of the Council and any other standing bodies. It is recognised that some meetings are ad hoc in nature e.g., Employment Committee, Licensing Sub-committee and would be called as and when required.

4.3. In the event of lack of business meetings may be cancelled or postponed. It is obviously difficult to fully predict the business needs of the Council 12-months ahead, so where there is a pressing business case scheduled meetings may be cancelled, rearranged, or additional meetings convened subject to normal statutory provisions being applied.

### **5. Issues and Choices**

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5.1. Members will note that in the draft timetable Full Council meetings are scheduled for 2:00 pm start time, with the Budget Full Council commencing at 10:00 am. It is recognised that Full Council will wish to consider this going forward, in reference to previous discussions at Council. The draft timetable allows flexibility for the start time of Full Council to be 10:00 am, 2:00 pm or later. That will be a matter for future debate by Members.

5.2. Since Full Council at its meeting on 29<sup>th</sup> September 2021 decided to trial a revised start time for Full Council meetings there has been one ordinary Full Council (1<sup>st</sup> December 2021).

5.3. In order to address comments received during the year, it is being proposed that Area Planning committee meetings be held on a Wednesday evening, with the four Area committees meeting on a cyclical basis. Strategic Planning Committees would continue to meet monthly on a Monday evening.

- 5.4. The proposed dates of Executive Advisory Panels are scheduled to meet two-weeks prior to meetings of the Executive, therefore allowing an opportunity for the Panels to be consulted on draft reports prior to Executive determination.
- 5.5. Meetings of the Constitutional Working Group (CWG), Democracy and Standards Committee and Full Council have been aligned to ensure that matters requiring determination have a clear pathway from CWG through to Full Council.
- 5.6. Meetings of the Scrutiny Commission have been timetabled to allow for the call-in procedure to be operated effectively if required, to ensure that final decision making is not overly delayed.
- 5.7. Approval of the timetable by Council does not preclude extraordinary meetings being called if there is a business need to do so.
- 5.8. It should be noted that whilst Council will be requested to agree the timetable; until a summons and agenda are issued for a meeting the meeting is not lawfully called. Whilst a meeting may be scheduled in the agreed timetable, if there is a lack of business then a summons may not be issued; this is usually in consultation with the appropriate Chair.

## **6. Next Steps**

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- 6.1. Full Council's comments will be taken into consideration prior to a final report and draft timetable being submitted to Annual Council.

## **7. Implications (including financial implications)**

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### **7.1. Resources and Financial**

None specific to this report.

### **7.2. Legal and Governance**

The Constitution Part 3.2 requires Annual Council determination on the Municipal Timetable of meetings.

### **7.3. Relevant Policies and Plans**

None specific to this report.

### **7.4. Risk**

- 7.4.1. An early determination of the timetable will assist members, officers and the public, ensuring that proposed meeting times and dates are known well in advance. It will also allow for the early booking of appropriate venues.

- 7.4.2. Officers would be able to plan in advance on when matters for Member determination could be tabled.

7.5. **Consultation**

- 7.5.1. The draft Municipal Timetable has been tabled at Democracy and Standards Committee as part of the consultative process. Final determination of this matter rests with Annual Council.

7.6. **Equality Implications**

None specific to this report.

7.7. **Climate Impact**

None specific to this report.

## 7.8. **Community Impact**

There are currently no proposals to change the timings of the formal meetings of the Council. It is recognised that Members will wish to revisit the start times of Full Council meetings; the draft timetable can accommodate any decision reached on that matter.

In addition, it should be noted that the procurement exercise for upgraded audio-visual equipment in the Corby Council Chamber is currently underway. This will allow for the live streaming of meetings held in that Chamber, and for recordings to be accessible via You Tube.

## 7.9. **Crime and Disorder Impact**

7.9.1. None specific to this report.

## 8. **Background Papers**

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8.1. Council Constitution.

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W/C	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	<b>23 May</b>	<b>24 May</b>	<b>25 May</b>	<b>26 May</b>	<b>27 May</b>		
1	2:00 Transformation Board		1:00 Schools Forum TBC	2:00 <b>Annual Council</b>			
	7:00 Strategic Planning Committee						
	<b>30 May</b>	<b>31 May</b>	<b>1 June</b>	<b>2 June</b>	<b>3 June</b>		
2				<b>BANK HOLIDAY</b>	<b>BANK HOLIDAY</b>		
	<b>6 June</b>	<b>7 June</b>	<b>8 June</b>	<b>9 June</b>	<b>10 June</b>		
3			2:00 Shared Services Committee North	2:00 Health & Wellbeing Board			
			7:00 Area Planning Thrapston				
	<b>13 June</b>	<b>14 June</b>	<b>15 June</b>	<b>16 June</b>	<b>17 June</b>		
4				10:00 Executive			
		7:00 Licensing & Appeals	7:00 Area Planning Kettering				

W/C	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	<b>20 June</b>	<b>21 June</b>	<b>22 June</b>	<b>23 June</b>	<b>24 June</b>		
5	9:30 Constitutional Working Group						
	2:00 Audit & Governance			<b>1:00 Police Fire &amp; Crime Panel</b>			
		7:00 Finance & Resources	7:00 Area Planning Wellingborough				
	<b>27 June</b>	<b>28 June</b>	<b>29 June</b>	<b>30 June</b>	<b>1 July</b>		
6	2:00 EAP Health - HWVP		9:30 EAP Service - SDPC	9:30 EAP Education - ESE	9:30 EAP Climate - CCEG		
	2:00 Transformation Board						
	7:00 Strategic Planning Committee	5:00 EAP Planning - PP	7:00 Area Planning Corby				
	<b>4 July</b>	<b>5 July</b>	<b>6 July</b>	<b>7 July</b>	<b>8 July</b>		
7							
			2:00 Children's Trust Committee West	1:00 pm Schools Forum TBC			
		7:00 Scrutiny Commission	7:00 Area Planning Thrapston				
	<b>11 July</b>	<b>12 July</b>	<b>13 July</b>	<b>14 July</b>	<b>15 July</b>		
8				10:00 Executive			
			2:00 Shared Services Committee West				
	7:00 Democracy & Standards		7:00 Area Planning Kettering				



W/C	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	<b>18 July</b>	<b>19 July</b>	<b>20 July</b>	<b>21 July</b>	<b>22 July</b>		
9							
			7:00 Area Planning Wellingborough				
	<b>25 July</b>	<b>26 July</b>	<b>27 July</b>	<b>28 July</b>	<b>29 July</b>		
10							
				2:00 Full Council			
	7:00 Strategic Planning Committee		7:00 Area Planning Corby				
	<b>1 August</b>	<b>2 August</b>	<b>3 August</b>	<b>4 August</b>	<b>5 August</b>		
11			9:30 EAP Service - SDPC	9:30 EAP Education - ESE	9:30 EAP Climate - CCEG		
	2:00 Transformation Board	2:00 EAP Health - HWVP					
	5:00 EAP Planning - PP	7:00 Scrutiny Commission	7:00 Area Planning Thrapston				
	<b>8 August</b>	<b>9 August</b>	<b>10 August</b>	<b>11 August</b>	<b>12 August</b>		
12							
			7:00 Area Planning Kettering				

W/C	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	<b>15 August</b>	<b>16 August</b>	<b>17 August</b>	<b>18 August</b>	<b>19 August</b>		
13				10:00 Executive			
			2:00 Shared Services Committee North				
		7:00 Finance & Resources	7:00 Area Planning Wellingborough				
	<b>22 August</b>	<b>23 August</b>	<b>24 August</b>	<b>25 August</b>	<b>26 August</b>		
14	9:30 Constitutional Working Group						
	2:00 Audit & Governance						
	7:00 Strategic Planning Committee		7:00 Area Planning Corby				
	<b>29 August</b>	<b>30 August</b>	<b>31 August</b>	<b>1 September</b>	<b>2 September</b>		
15	<b>BANK HOLIDAY</b>		9:30 EAP Health - HWVP	9:30 EAP Service - SDPC	9:30 EAP Climate - CCEG		
		2:00 EAP Education - ESE					
			7:00 Area Planning Thrapston				
	<b>5 September</b>	<b>6 September</b>	<b>7 September</b>	<b>8 September</b>	<b>9 September</b>		
16							
	2:00 Transformation Board		2:00 Children's Trust Committee North	<b>1:00 Police Fire &amp; Crime Panel</b>			
	5:00 EAP Planning - PP	7:00 Scrutiny Commission	7:00 Area Planning Kettering				

W/C	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	<b>12 September</b>	<b>13 September</b>	<b>14 September</b>	<b>15 September</b>	<b>16 September</b>		
17				10:00 Executive			
	7:00 Democracy & Standards		7:00 Area Planning Wellingborough				
	<b>19 September</b>	<b>20 September</b>	<b>21 September</b>	<b>22 September</b>	<b>23 September</b>		
18							
			2:00 Shared Services Committee West	2:00 pm Health & Wellbeing Board			
	7:00 Strategic Planning Committee		7:00 Area Planning Corby				
	<b>26 September</b>	<b>27 September</b>	<b>28 September</b>	<b>29 September</b>	<b>30 September</b>		
19			9:30 EAP Service - SDPC	9:30 EAP Education - ESE	9:30 EAP Climate - CCEG		
		2:00 EAP Health - HWVP		2:00 Full Council			
	5:00 EAP Planning - PP	7:00 Licensing & Appeals	7:00 Area Planning Thrapston				
	<b>3 October</b>	<b>4 October</b>	<b>5 October</b>	<b>6 October</b>	<b>7 October</b>		
20							
		7:00 Scrutiny Commission	7:00 Area Planning Kettering				

W/C	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	<b>10 October</b>	<b>11 October</b>	<b>12 October</b>	<b>13 October</b>	<b>14 October</b>		
21				10:00 Executive			
	2:00 Transformation Board						
			7:00 Area Planning Wellingborough				
	<b>17 October</b>	<b>18 October</b>	<b>19 October</b>	<b>20 October</b>	<b>21 October</b>		
22	9:30 Constitutional Working Group						
				1:00 pm Schools Forum TBC			
	7:00 Strategic Planning Committee	7:00 Finance & Resources	7:00 Area Planning Corby				
	<b>24 October</b>	<b>25 October</b>	<b>26 October</b>	<b>27 October</b>	<b>28 October</b>		
23			9:30 EAP Health - HWVP	9:30 EAP Service - SDPC	9:30 EAP Climate - CCEG		
		2:00 EAP Education - ESE	2:00 Shared Services Committee North				
	5:00 EAP Planning - PP		7:00 Area Planning Thrapston				
	<b>31 October</b>	<b>1 November</b>	<b>2 November</b>	<b>3 November</b>	<b>4 November</b>		
24							
		7:00 Scrutiny Commission	7:00 Area Planning Kettering				

W/C	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	<b>7 November</b>	<b>8 November</b>	<b>9 November</b>	<b>10 November</b>	<b>11 November</b>		
25				10:00 Executive			
			2:00 Children's Trust Committee West				
	7:00 Democracy & Standards		7:00 Area Planning Wellingborough				
	<b>14 November</b>	<b>15 November</b>	<b>16 November</b>	<b>17 November</b>	<b>18 November</b>		
26							
	2:00 Transformation Board						
	7:00 Strategic Planning Committee		7:00 Area Planning Corby				
	<b>21 November</b>	<b>22 November</b>	<b>23 November</b>	<b>24 November</b>	<b>25 November</b>		
27			9:30 EAP Service - SDPC	9:30 EAP Education - ESE	9:30 EAP Climate - CCEG		
		2:00 EAP – Health - HWVP		2:00 Full Council			
	5:00 EAP Planning - PP		7:00 Area Planning Thrapston				
	<b>28 November</b>	<b>29 November</b>	<b>30 November</b>	<b>1 December</b>	<b>2 December</b>		
28							
	2:00 Audit & Governance		2:00 Shared Services Committee West	<b>1:00 Police Fire &amp; Crime Panel</b>			
		7:00 Scrutiny Commission	7:00 Area Planning Kettering				

W/C	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	<b>5 December</b>	<b>6 December</b>	<b>7 December</b>	<b>8 December</b>	<b>9 December</b>		
29							
				2:00 Health & Wellbeing Board			
			7:00 Area Planning Wellingborough				
	<b>12 December</b>	<b>13 December</b>	<b>14 December</b>	<b>15 December</b>	<b>16 December</b>		
30	9:30 Constitutional Working Group						
			1:00 pm Schools Forum TBC				
	7:00 Strategic Planning Committee	7:00 Finance & Resources	7:00 Area Planning Corby				
	<b>19 December</b>	<b>20 December</b>	<b>21 December</b>	<b>22 December</b>	<b>23 December</b>		
31	9:30 EAP Climate - CCEG		9:30 EAP Service - SDPC	10:00 Executive			
		2:00 EAP Health - HWVP	2:00 EAP Education - ESE				
	5:00 EAP Planning - PP	7:00 Licensing & Appeals	7:00 Area Planning Thrapston				
	<b>26 December</b>	<b>27 December</b>	<b>28 December</b>	<b>29 December</b>	<b>30 December</b>		
32							
	<b>BANK HOLIDAY</b>	<b>BANK HOLIDAY</b>					

W/C	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	<b>2 January</b>	<b>3 January</b>	<b>4 January</b>	<b>5 January</b>	<b>6 January</b>		
33	<b>BANK HOLIDAY</b>						
		2:00 Transformation Board					
	<b>9 January</b>	<b>10 January</b>	<b>11 January</b>	<b>12 January</b>	<b>13 January</b>		
34				10:00 Executive			
			2:00 Children's Trust Committee North				
	7:00 Democracy & Standards		7:00 Area Planning Kettering				
	<b>16 January</b>	<b>17 January</b>	<b>18 January</b>	<b>19 January</b>	<b>20 January</b>		
35							
			2:00 Shared Services Committee North	1:00 pm Schools Forum TBC			
			7:00 Area Planning Wellingborough				
	<b>23 January</b>	<b>24 January</b>	<b>25 January</b>	<b>26 January</b>	<b>27 January</b>		
36							
				2:00 Full Council			
	7:00 Strategic Planning Committee		7:00 Area Planning Corby				

W/C	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	<b>30 January</b>	<b>31 January</b>	<b>1 February</b>	<b>2 February</b>	<b>3 February</b>		
37			9:30 EAP Service - SDPC	9:30 EAP Education - ESE	9:30 EAP Climate - CCEG		
	5:00 EAP Planning - PP	2:00 EAP Health - HWVP		<b>1:00 Police Fire &amp; Crime Panel</b>			
	7:00 Finance & Resources Budget	7:00 Scrutiny Commission	7:00 Area Planning Thrapston				
	<b>6 February</b>	<b>7 February</b>	<b>8 February</b>	<b>9 February</b>	<b>10 February</b>		
38				10:00 Executive (Budget)			
	2:00 Transformation Board						
			7:00 Area Planning Kettering				
	<b>13 February</b>	<b>14 February</b>	<b>15 February</b>	<b>16 February</b>	<b>17 February</b>		
39				10:00 Executive			
				<b>1:00 Police Fire &amp; Crime Panel TBC</b>			
			7:00 Area Planning Wellingborough				
	<b>20 February</b>	<b>21 February</b>	<b>22 February</b>	<b>23 February</b>	<b>24 February</b>		
40	9:30 am Constitutional Working Group			10:00 Full Council Budget			
	2:00 Audit & Governance		2:00 Shared Services Committee West				
	7:00 Strategic Planning Committee		7:00 Area Planning Corby				



W/C	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	<b>27 February</b>	<b>28 February</b>	<b>1 March</b>	<b>2 March</b>	<b>3 March</b>		
41			9:30 EAP Health - HWVP	9:30 EAP Service - SDPC	9:30 EAP Climate - CCEG		
		2:00 EAP Education - ESE	2:00 Children's Trust Committee West				
	7:00 Finance & Resources Budget	7:00 Scrutiny Commission	7:00 Area Planning Thrapston				
	<b>6 March</b>	<b>7 March</b>	<b>8 March</b>	<b>9 March</b>	<b>10 March</b>		
42							
	5:00 EAP Planning - PP		7:00 Area Planning Kettering				
	<b>13 March</b>	<b>14 March</b>	<b>15 March</b>	<b>16 March</b>	<b>17 March</b>		
43				10:00 Executive			
	2:00 Transformation Board		1:00 pm Schools Forum TBC				
	7:00 Democracy & Standards		7:00 Area Planning Wellingborough				
	<b>20 March</b>	<b>21 March</b>	<b>22 March</b>	<b>23 March</b>	<b>24 March</b>		
44							
	7:00 Strategic Planning Committee		7:00 Area Planning Corby				

W/C	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	<b>27 March</b>	<b>28 March</b>	<b>29 March</b>	<b>30 March</b>	<b>31 March</b>		
45			9:30 EAP Service - SDPC	9:30 EAP Education - ESE	9:30 EAP Climate - CCEG		
		2:00 EAP Health - HWVP	2:00 Shared Services Committee North	2:00 Full Council			
	9:30 EAP Planning - PP	7:00 Licensing & Appeals	7:00 Area Planning Thrapston				
	<b>3 April</b>	<b>4 April</b>	<b>5 April</b>	<b>6 April</b>	<b>7 April</b>		
46					<b>BANK HOLIDAY</b>		
		7:00 Scrutiny Commission					
	<b>10 April</b>	<b>11 April</b>	<b>12 April</b>	<b>13 April</b>	<b>14 April</b>		
47	<b>BANK HOLIDAY</b>						
	<b>17 April</b>	<b>18 April</b>	<b>19 April</b>	<b>20 April</b>	<b>21 April</b>		
48	9:30 Constitutional Working Group			10:00 Executive			
				<b>1:00 Police Fire &amp; Crime Panel</b>			
		7:00 Finance & Resources	7:00 Area Planning Kettering				

W/C	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	<b>24 April</b>	<b>25 April</b>	<b>26 April</b>	<b>27 April</b>	<b>28 April</b>		
49			9:30 EAP Health - HWVP	9:30 EAP Service - SDPC	9:30 EAP Climate - CCEG		
	2:00 Audit & Governance	2:00 EAP Education - ESE					
	5:00 EAP Planning - PP		7:00 Area Planning Wellingborough				
	<b>1 May</b>	<b>2 May</b>	<b>3 May</b>	<b>4 May</b>	<b>5 May</b>		
50	<b>BANK HOLIDAY</b>						
		2:00 Transformation Board	2:00 Children's Trust Committee North				
			7:00 Area Planning Corby				
	<b>8 May</b>	<b>9 May</b>	<b>10 May</b>	<b>11 May</b>	<b>12 May</b>		
51				10:00 Executive			
	7:00 Democracy & Standards	7:00 Scrutiny Commission	7:00 Area Planning Thrapston				
	<b>15 May</b>	<b>16 May</b>	<b>17 May</b>	<b>18 May</b>	<b>19 May</b>		
52							
			2:00 Shared Services Committee West				
	7:00 Strategic Planning Committee		7:00 Area Planning Kettering				

W/C	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	<b>22 May</b>	<b>23 May</b>	<b>24 May</b>	<b>25 May</b>	<b>26 May</b>		
53							
				2:00 <b>Annual Council</b>	<i>NB. Earliest date for dispatch of agendas.</i>		
		7:00 Scrutiny Commission	7:00 Area Planning Wellingborough				
	<b>29 May</b>	<b>30 May</b>	<b>31 May</b>	<b>1 June</b>	<b>2 June</b>		
1	<b>BANK HOLIDAY</b>						
	<b>5 June</b>	<b>6 June</b>	<b>7 June</b>	<b>8 June</b>	<b>9 June</b>		
2							
			7:00 Area Planning Corby				
	<b>12 June</b>	<b>13 June</b>	<b>14 June</b>	<b>15 June</b>	<b>16 June</b>		
3							
	7:00 Strategic Planning Committee	7:00 Finance & Resources	7:00 Area Planning Thrapston				



## Full Council 31<sup>st</sup> March 2022

<b>Report Title</b>	Constitutional Amendments – Planning Committees
<b>Report Author</b>	<b>Adele Wylie – Director of Governance &amp; HR/Monitoring Officer</b> <a href="mailto:Adele.wylie@northnorthants.gov.uk">Adele.wylie@northnorthants.gov.uk</a>

### List of Appendices

- Appendix A –** Planning Committees Public Participation Policy and Guidance  
Note to Chairs
- Appendix B –** Officer Scheme of Delegation

### 1. Purpose of Report

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- 1.1. For Full Council to consider revisions to the administration and operation of the Planning Authority’s committees, namely –
- Planning Committee Public Participation Policy
  - Officer Delegation Scheme

### 2. Executive Summary

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- 2.1. The Constitutional Working Group (20<sup>th</sup> December 2021), and the Democracy and Standards Committee (8<sup>th</sup> February 2022), met to consider revisions to the administration and operation of both Area Planning Committees and the Strategic Planning Committee. This was in addition to “planning committee” matters previously approved by Full Council on 1<sup>st</sup> December 2021.
- 2.2. Planning Committee Public Participation Policy – following previous discussion at Full Council regarding the current Planning Committee Public Participation Policy, there has been further discussion whether any amendments were to be recommended.

“1.3” – Speakers to be “*advised*” to be available from the advertised meeting start time. In addition, if an approved speaker is unable to attend the meeting they may specify a named substitute to address the committee on their behalf.

“2.6” - Amend “*two ward councillors*” to “*three ward councillors.*”

“2.9” – To Amend to read – “Once a speaker has completed their presentation to the committee the Chair will allow committee members the opportunity to question a speaker where a point of clarification is required to inform the committee’s debate. This should be strictly on points of clarification on which the Chair will determine its validity.”

Details of the proposed revised Policy are provided in Appendix A together with the suggested Guidance Note for Chairs.

- 2.3 Officer Delegation Scheme – Consideration has been given to the current delegation scheme and the “trigger points” when an application for planning consent be brought before a committee. It was noted there was disparity as to how a body or individual objection resulted in an application being determined by a committee. The Democracy and Governance Committee considered the current procedure in relation to public objections, local council objections and ward member objections. In the interests of openness and transparency it was felt that there needed to be greater consistency and clarity. Details of the current Scheme and the proposed Scheme are detailed in Appendix B.

### **3. Recommendations**

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- 3.1. It is recommended: -

- (a) That the revised Planning Committee Public Participation Policy and the Guidance for Chairs of Planning Committees in the use of Chair’s Discretion (Appendix A) be approved; and
- (b) That the revised Officer Delegation Scheme (Appendix B) be approved.

- 3.2. *(Reason for Recommendations – the recommendations are being proposed to provide clarity to public participation at meetings of the Planning Authority, and to provide consistency on application of the Officer Delegation Scheme.)*

- 3.3. *(Alternative Options Considered – CWG and the Democracy and Standards Committee did consider whether the default number of public speakers be increased, however it was not felt it appropriate to increase at this time. CWG and the Committee noted that the Chair had discretion to allow additional public contributions, and the issuing of the Guidance Note would assist Chairs in determining whether it was appropriate to exercise their discretion).*

### **4. Report Background**

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- 4.1. The current Planning Authority decision-making structure has been in operation since May 2021. The Council had previously agreed for the formation of four Area Committees (based upon the area previously administered by the former district councils and a Strategic Planning Committee to determine larger applications, cross-boundary issues etc.
- 4.2. The current Planning Committee Public Participation Policy was devised during the Shadow Authority period, following discussions at a cross-party task and finish group. The basic principles applied were similar to those in operation

among some of the former district councils. The Policy has now been in operation since the beginning of the current Municipal Year.

- 4.3. Following discussion at the Constitutional Working Group (CWG) on 20<sup>th</sup> December 2021 and the Democracy and Standards Committee on the 8<sup>th</sup> February 2022, members felt that the fundamental principles applied were reasonable and no significant changes were being proposed at this time. It was recognised by members that the application of “Chair’s Discretion” in relation to expanding the public participation element at meetings had resulted in some discussion outside of planning meetings. Members were keen for the discretionary element to be retained; however, it was recognised that clearer guidance on its application would be useful.
- 4.4. The Committee considered a draft Guidance Note that if agreed could be circulated to the Chairs of planning committees. The Note included points and questions that a Chair could address when considering whether to use their discretion to allow additional public participation. The Guidance was not binding, and the final decision on the application of any discretion rested with the respective Chair.
- 4.5. In relation to the Officer Scheme of Delegation it was noted that overall, this was operating appropriately, however there were occasions when matters that did not require a committee determination were being included on an agenda. This was identified as being a result of inconsistency in the Scheme in relation to the procedure followed in addressing public, statutory and non-statutory representations.
- 4.6. The Committee agreed that there needed to be a standard approach, particularly ensuring that there was a Member/Officer decision relating to what constituted a significant material planning consideration and the requirement for a committee determination on an application. Consequently (as detailed in Appendix B), it was being proposed to standardise the procedure to be followed in relation to public representations, local council representations and ward member representations.
- 4.7. In addition, the Committee felt that the threshold for submission of an application for committee determination needed to be revised. Currently in relation to public objections the threshold was three written material planning objections received; this applied to both Area Committees and the Strategic Planning Committee. The Committee proposed that the threshold for reference to committee be raised for Area Committees to five valid public objections received and raised to ten valid public objections received for the Strategic Planning Committee.

## **5. Issues and Choices**

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- 5.1. The Committee are not currently recommending any significant changes to the Public Participation Policy, which overall has operated adequately. Chairs will be encouraged to refer to the Guidance Note where it is felt appropriate to do so.

- 5.2. It is suggested that there are inconsistencies in the approach taken for applications to be placed on agendas for committee determination and a more standardised approach is adopted to ensure that those applications which require Member determination are prioritised.

## **6. Next Steps**

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- 6.1. If the Committee agree, the recommendations will be referred to the next available Full Council meeting for formal approval. Until Full Council approve these changes the current provision detailed in the Council's Constitution will apply.

## **7. Implications (including financial implications)**

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### **7.1. Resources and Financial**

- 7.1.1. None specific to this report.

### **7.2. Legal and Governance**

The Public Participation Policy, the Officer Scheme of Delegation and the quorum issue are matters for local determination. These are currently itemised in the Council Constitution. Full Council are required to approve any amendment to these matters.

### **7.3. Relevant Policies and Plans**

None specific to this report.

### **7.4. Risk**

- 7.4.1. It is important that there is a clear Public Participation Policy for the Authority. Variations in practise from committee to committee may result in potential challenge to the decision-making process. Whilst there is an element of discretion (Chair's Discretion), it is being recommended that adherence to the proposed Guidance Note will lessen the opportunity of a successful challenge being made.

Failure to have an effective Officer Delegation Scheme in place may result in confusion and delay in the Planning Authority's decision-making process. Applicants need assurance that there is a clear decision-making path, whilst the public need certainty as to how any legitimate objections can be appropriately dealt with.

### **7.5. Consultation**

- 7.5.1. The proposals have been discussed by the Constitutional Working Group (CWG) and the Democracy and Standards Committee, with input from the Authority's planning and democratic services teams.



## **7.6. Equality Implications**

- 7.6.1. Whilst it is recognised that each of the former sovereign authorities dealt with these issues slightly differently, the aim is to standardise the approach across North Northamptonshire to ensure consistency across the four Area Committees and the Strategic Planning Committee.

The current Participation Policy and Officer Scheme of Delegation was put in place soon after Vesting Day. The Authority has now had several months of these being in operation and can make a more considered judgement as to whether these documents need to be revised/amended.

It is important that there is consistency of approach for the benefit of the members, officers, public and applicants.

## **7.7. Climate Impact**

- 7.7.1. None specific to this report.

## **7.8. Community Impact**

- 7.8.1. There are no significant changes proposed to the current Public Participation Policy. Issuing the Guidance Note to Chairs will assist in ensuring that consideration is given to where an application before committee has received significant objections and requests to speak incorporating material planning considerations.

## **7.9. Crime and Disorder Impact**

- 7.9.1. None specific to this report.

## **8. Background Papers**

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- 8.1. Council Constitution.

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# Procedures for speaking at planning committees

## 1. If you wish to speak at a planning committee

1.1. Please register with Democratic Services before 12 noon on the working day before the Committee is due to meet by emailing - [democraticservices@northnorthants.gov.uk](mailto:democraticservices@northnorthants.gov.uk)

1.2. The time, date and details of the venue can be found on the agenda.

1.3. Speakers are advised to be available from the advertised meeting start time, as the order that agenda items are discussed may vary.

## 2. At the meeting

2.1. The Committee Chair will run through procedures and check whether registered speakers are present. Agenda items may not necessarily be discussed in the order they appear on the agenda.

2.2. For each item, the Committee Chair will introduce the item and ask the Planning Officer to present their report and any updates. The Chair will then call any registered speakers to present their comments to the Committee.

2.3. The order of speakers will be:

- a) Planning Officer who presents their report
- b) One third party speaker for and one third party speaker against the proposal
- c) One Parish/Town Council representative
- d) One Ward Councillor
- e) Applicant or their agent/representative
- f) Planning Officer who concludes prior to Member discussion

2.4. Third party speakers for or against the proposal will be registered on a first come first served basis.

2.5. Where there is significant demand for public speaking on a proposal more than one speaker for and against the proposal may be permitted, but this will only be at the discretion of the Committee Chair. The Chair in determining whether

to allow additional public speaking time should refer to the Guidance Note attached to this procedure.

- 2.6. Where more than one ward councillor wishes to speak they should in the first instance seek to collaborate and agree between them who will represent the ward and the content of the presentation. If ward councillors cannot agree this, the allocated time permitted (5 minutes) will be divided.
- 2.7. Third Party Speakers, Agent/Applicant and Town/Parish representatives will be limited to speak for 3 minutes each after which you will be asked to stop.
- 2.8. Ward councillors will be limited to speak for 5 minutes (unless the time allocation has been divided between ward councillors) after which you will be asked to stop.
- 2.9. Once speakers have completed their presentation to the committee the Committee Chair will allow committee members to question a speaker strictly on points requiring clarification and in order to inform the committee debate. The Chair reserves the right to terminate any contribution if it is deemed not to be addressing the clarification requested.
- 2.10. Once you have spoken and answered any questions from the committee members, you will be invited to return to the public gallery and observe the remainder of the meeting.
- 2.11. The Committee will then discuss and debate the application.

### 3. Tips on speaking

#### 3.1. What should you speak about?

- a) Explain the proposal or the reasoning behind it, or
- b) Explain the effect of the development on you
- c) Make your comments within the framework of planning legislation, for example:
  - Planning Policy (Development Plan)
  - Government guidance
  - Design, appearance, layout
  - Residential amenity
  - Highway safety and traffic
  - Character of the area, historic buildings
  - Noise, disturbance, smell

### What should you not do?

- d) Talk about non-planning issues (e.g., private property rights/right to a view, effect on property value, developer's motives etc)
- e) Make personal or slanderous statements which could result in legal action against you
- f) Refer to sensitive personal information about any other person (for advice on what this means please contact the Council)
- g) To make the most effective use of your time try not to repeat Committee report information

### **Guidance for Chairs of Planning Committees in the use of Chair's Discretion re. Public Speaking**

*This is guidance only. Ultimately the Chair has responsibility for deciding whether to use their discretion to allow additional public speaking time, however upon receiving a request to do so this should be considered allowing for reasonableness and practicality and considered on a "case-by-case" basis. The onus is on the Chair to ensure that the business of the meeting is dealt with in an efficient and business-like manner.*

If the officer recommendation in the report before Committee is to REFUSE planning consent, the Chair would not normally exercise their discretion to allow additional public speakers, above those indicated in the Public Participation Policy.

If the officer recommendation in the report before Committee is to GRANT planning consent, the Chair should reasonably consider using their discretion to allow additional speakers, above those indicated in the Public Participation Policy, if: -

- (i) The application has generated a significant number of Third-Party objections, relating to material planning considerations;
- (ii) That advice is taken from both legal and democratic services staff as to the desirability of allowing additional Third-Party contributions in the interest of reasonableness, and the extent of any application of discretion;
- (iii) That the Chair exercises their discretion in a reasonable manner; there is no requirement to allow every requesting objector the opportunity to speak;
- (iv) If the Chair allows objectors increased time to speak, that an increase in speaking allocation for the Applicant/Agent/Third-Party in favour of an application is permitted, if requested; this does not have to be exactly the same but proportionate;
- (v) If the matter under discussion has previously been deferred that preference be given to objectors yet to speak on the item;
- (vi) That objectors who are direct neighbours or have financial interest in the site or own land or property adjoining the site are given preference;
- (vii) That the time permitted for Third-Party public speaking on an item does not exceed 30 minutes in total;
- (viii) That Third-Party public speakers are reminded to avoid repetition where possible and to observe the time allocation provided.

### Part 9.2 Officer Scheme of Delegation

Suggested amendment to the current Officer Scheme of Delegation, intended to align the process for town and parish referrals, objectors and that applied to ward councillors.

<b>CURRENT (Page 246)</b>	<b>PROPOSED (Page 246)</b>
<p>Planning Applications where there is a material written objection from the relevant town or parish council that is contrary to the officer's proposed decision and that the officer has been unable to satisfactorily resolve.</p> <p>A relevant town or parish council is the one in which the development proposal is located or partly located.</p>	<p>Delegated authority should not be exercised where a town or parish council has submitted a written objection that is contrary to the officer's proposed decision subject to the criteria below: -</p> <ul style="list-style-type: none"> <li>(i) The written objection was received by the Planning Authority within the statutory period specified for consultation;</li> <li>(ii) The written objection is from a relevant town or parish council in which the development proposal is located or partly located;</li> <li>(iii) The written objection contains a matter(s) relating to substantive material planning consideration(s);</li> <li>(iv) That an attempt has been made by the Planning Authority to liaise with the town or parish council to seek withdrawal of said objection(s) by means of explanation, amendment to the proposal or by means of condition;</li> <li>(v) That the Chair, Vice Chair, and a senior planning officer agree that the objection received from a town or parish council contains a substantive material planning consideration determination of which cannot be resolved outside of a committee resolution.</li> </ul>

Suggested amendment to the current Officer Scheme of Delegation, in relation to public objections received.

<b>CURRENT (Page 247)</b>	<b>PROPOSED (Page 247)</b>
<p>Delegated authority should not be exercised where the application has been the subject of three written material planning objection(s) within 21 calendar days from the date the application was first published on the Council’s website and which has not been resolved to the satisfaction of the senior planning officer through negotiation and/or the proposed imposition of condition(s) and approval is recommended.</p>	<p>Delegated authority should not be exercised where a minimum of 5 objectors (Area Committee) or 10 objectors (Strategic Planning Committee) have submitted a written objection that is contrary to the officer’s proposed decision subject to the criteria below: -</p> <ul style="list-style-type: none"> <li>(i) The written objection(s) were received by the Planning Authority within the statutory period specified for consultation;</li> <li>(ii) The written objection was from a resident or business living or located in the area served by the committee, in which the development proposal is located or partly located;</li> <li>(iii) The written objection contains a matter(s) relating to substantive material planning consideration(s);</li> <li>(iv) That an attempt has been made by the Planning Authority to liaise with the objector(s) to seek withdrawal of said objection(s) by means of explanation, amendment to the proposal or by means of condition;</li> <li>(v) That the Chair, Vice Chair, and a senior planning officer agree that the objection received from an objector contains a substantive material planning consideration determination of which cannot be resolved outside of a committee resolution.</li> </ul>



Suggested amendment to the current Officer Scheme of Delegation, in relation to ward councillor objections received.

<b>CURRENT (Page 247)</b>	<b>PROPOSED (Page 247)</b>
<p>Delegated authority should not be exercised where an application has been “called in”. To be “called in” the following criteria shall be met:</p> <p>The councillor(s) shall submit the request in writing setting out the material planning issue/s.</p> <p>The request shall be received by the relevant senior planning officer within 21 calendar days from the date the application was first published on the Council’s website and notified to councillors, or during any further notification period required following receipt of amendments to the scheme.</p> <p>The request shall be considered by the Chair or Vice Chair of the relevant planning committee in consultation with the senior planning officer and upon agreement that the referral contains a material planning issue the application shall be “called in”.</p>	<p>Delegated authority should not be exercised where serving NNC councillor has submitted a written objection that is contrary to the officer’s proposed decision subject to the criteria below: -</p> <ul style="list-style-type: none"> <li>(i) The written objection was received by the Planning Authority within the statutory period specified for consultation;</li> <li>(ii) The written objection is from a councillor serving the ward in which the development proposal is located or partly located;</li> <li>(iii) The written objection contains a matter(s) relating to substantive material planning consideration(s);</li> <li>(iv) That an attempt has been made by the Planning Authority to liaise with the ward councillor to seek withdrawal of said objection(s) by means of explanation, amendment to the proposal or by means of condition;</li> <li>(v) That the Chair, Vice Chair, and a senior planning officer agree that the objection received from the ward councillor contains a substantive material planning consideration determination of which cannot be resolved outside of a committee resolution.</li> </ul>

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## Full Council 31<sup>st</sup> March 2022

<b>Report Title</b>	<b>Capital Programme Update</b>
<b>Report Authors</b>	Janice Gotts, Executive Director of Finance <a href="mailto:Janice.gotts@northnorthants.gov.uk">Janice.gotts@northnorthants.gov.uk</a>

### List of Appendices

None

### 1. Purpose of Report

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- 1.1 The purpose of this report is to request approval for £0.825m for capital schemes which require borrowing and are more than £0.5m. In accordance with the Council's Constitution schemes that require borrowing and are more than £0.5m must be approved by Council.
- 1.2 Approval of the funding will allow the scheme to move forward to procurement and delivery. The Executive considered this report at its meeting on 17<sup>th</sup> March 2022 and are recommending that Full Council grant approve for the borrowing.

### 2. Executive Summary

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- 2.1 This report contains details of schemes which have been submitted by officers to 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 changes requested to the Capital Programme, including the purpose of the spend, the expected outcomes and the financial implications together with funding routes.

### 3. Recommendations

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- 3.1 It is recommended that Council approve the following changes to the capital programme which are over £0.5m:
- a. Wellingborough Norse Fleet and Equipment – to increase budget by £0.630m for the provision of Waste and Street Cleaning fleet and equipment to be funded from capital receipts. Of this sum, £123k will be for the purchase of new equipment and will be recovered over time as a revenue contribution following the cessation of the Norse contract.

- b. Kettering High Street Heritage Action Zone – to increase budget by £0.504m to be funded from additional grant from Historic England.
  - c. Highways Funding – to increase to the Capital Programme for 2022/23 by £9.955m in respect of the Department for Transport grant allocation announced on 28<sup>th</sup> February 2022, which covers the following areas:
    - i. Pothole Funding - £3.735m
    - ii. LTP Maintenance - £3.735m
    - iii. LTP Incentive for Maintenance - £0.934m
    - iv. LTP Integrated Transport - £1.551m.
  - d. To amend the Development Pool in light of the confirmation of the highways grant funding for 2022/23 and the indicative funding for 2023-25, which is as per the allocation at item (e) above, noting that the final allocation for these years will be subject to the results from the self-assessment of the existing highways maintenance incentive programme. The detail is set out in paragraphs 5.17 to 5.20 of this report.
- 3.2 It is recommended that Council approves the borrowing proposals for the following schemes:
- a. Kettering Alfred East Art Galleries, Library and Museum - £75k.
  - b. Revenues and Benefits single ICT system - £0.750m.
- 3.3 Reasons for Recommendation are set out in greater detail within section 5 of the report, but can be summarised as:
- To help mitigate any delays to the Kettering Gallery, Library and Museum project and ensure that funding deadlines are met recognising construction market conditions and fluctuating prices.
  - To procure fleet and equipment to ensure continued service provision to the Wellingborough area for Waste Management and Recycling, Street Cleansing and Grounds Maintenance.
  - To deliver one single system for revenues and benefits across North Northamptonshire to improve service efficiency, reporting and consistency of practice.
  - To support continued investment and improvement in Kettering High Street recognising its history and heritage.
  - To ensure that the grant funding allocation for Highways maintenance and repair is included within the capital programme from 2022/23 to enable works to continue in line with annual plans.

#### **4. Report Background**

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- 4.1 The Capital Programme is the Council's plan for investing in assets to efficiently deliver its statutory 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 a number of 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 2021/22 and 2022/23 as adopted by the Council in February 2021 and February 2022 respectively, and requests that the proposed changes are approved and reflected within these programmes.

## **5. Issues and Choices – Further Detail on the Recommendations and Updates to the Capital Programme**

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- 5.1 **Kettering Alfred East Art Gallery, Library and Museum Project – capital increase of £0.075m.** The project, currently aims to revitalise the cultural services within the heart of Kettering Town Centre, supporting to unify the three sites including Alfred East Art Gallery, Kettering Library and Manor House Museum. The funding will deliver significant improvements to the Alfred East Art Gallery and Kettering Library and will welcome a new two-storey extension to the rear of the Art Gallery.
- 5.2 Often for a project of this nature it is expected that the RIBA stages 1 to 4 would take around 12 months to progress, however, to meet the funders deadline it was completed in six to nine months for this project. Whilst the majority of the project remains on track, there are some design co-ordination issues on site which are increasing costs.
- 5.3 Action has been taken to mitigate a number of the cost pressures, however, risks remain due to the vagaries within the current construction market and the condition of the historic buildings. It is therefore recommended to increase the budget by £0.075m to provide additional contingency to support the project to completion.
- 5.4 There is a separate report elsewhere on the agenda regarding this scheme.
- 5.5 **Wellingborough Norse Fleet and Equipment purchase – budget approval for up to £0.630m.** The proposal will deliver the provision of the Waste and Recycling, Street Cleansing and Grounds Maintenance services to ensure the continuation of these key areas in Wellingborough when the contract with Wellingborough Norse ends on 31<sup>st</sup> March 2022. The equipment that is currently in place belongs to Norse Commercial Services. The proposal is to seek to purchase the relevant fleet and equipment to ensure the service has adequate provision and to avoid service disruption.
- 5.6 There is a separate report elsewhere on this agenda which sets out the proposals.

- 5.7 **Revenue and Benefits single ICT system – budget approval for £0.750m.** This project sets out to achieve the successful procurement and implementation of a single Revenues and Benefits ICT system for North Northamptonshire, the remit for which was approved by Executive at its meeting on 18<sup>th</sup> November 2021. The single system across will replace the previous four legacy District and Borough Council systems.
- 5.8 The Revenues and Benefits Team are responsible for the billing and collection of Council Tax and Business Rates. They are also responsible for the administration, calculation and payment of Housing Benefit, Local Council Tax Support and Discretionary Housing Payments to residents.
- 5.9 In addition, since the onset of the COVID-19 pandemic the team has also administered a significant number of grant schemes to businesses within the area on behalf of the Department for Business, Energy and Industrial Strategy. Alongside this they have also delivered Test and Trace Support Payments of behalf of the Department for Health and Social Care.
- 5.10 However, following Local Government Reorganisation in Northamptonshire, and the creation of a single North Northamptonshire Council on 1<sup>st</sup> April 2021, the original teams have been unable to fully amalgamate and continue to operate using the separate revenues and benefits systems inherited from each of the four sovereign District and Borough Councils.
- 5.11 There are currently two main systems providers that support the revenues and benefits systems in North Northamptonshire, namely the Capita Academy System and the Northgate System. Operating from multiple platforms is operationally inefficient and introduces challenges and risks around the ability to produce consistent and timely management information including providing government statistical returns as well as ensuring general compliance, value for money and good practice.
- 5.12 The Council will not only gain productivity efficiencies from a single system for Revenues and Benefits enabling single source reporting and support for billing as well as ensuring that residents and businesses can contact a single point for information and queries, help to improve and simplify their interaction with the Council.
- 5.13 **Kettering High Street Heritage Action Zone – budget approval for £0.504m.** Officers have been working closely with Historic England and the Council's delivery partners on public realm enhancements in Kettering town centre. Progress has been made such that work on the public realm enhancements started on site on 17<sup>th</sup> January 2022, the programme plans for the scheme to be complete during July 2022, with the Historic England element of the investment complete by 31<sup>st</sup> March 2022.
- 5.14 An Expression of Interest for additional funds from projected underspend nationally on projects was considered by Historic England late last year. This resulted in them offering North Northamptonshire Council an additional

£503,631 to invest in public realm enhancements as a part of the Kettering High Street HAZ programme.

- 5.15 The funding is conditional on the Council spending the projected additional £503,631 by 31st March 2022. The projected spend for this year is already challenging, but with the contractors now on site, and committing extra staff to deliver the project, it is considered achievable.
- 5.16 The area identified for investment is an extension of the current scheme northwards in High Street, Kettering. The scheme design will reflect the choice of materials and design principles already established in the implementation of the design under construction immediately to the south, in High Street.
- 5.17 Further information on the scheme is available from the separate report to Executive on 22 February 2022.
- 5.18 **Highways Funding 2022/23 – overall budget approval for £9.955m.** North Northamptonshire Council is allocated funding from the Department for Transport to invest in highways maintenance and other works. The funding allocation for 2022/23 is £9.955m. There is also indicative funding of £9.955m for each of the following two years 2023-25, with the final allocation for those years dependent upon the results of the existing highways maintenance incentive element, which will be based on a self-assessment from each Local Authority.
- 5.19 The funding will support the following main work programmes, namely:
- Pothole Funding, which helps to fund the repair of potholes across the highways network
  - Highways Maintenance, including the incentive allocation, which is used to support routine maintenance to ensure that there is sufficient funding to maintain the highways network to a safe standard in accordance with Northamptonshire Asset Management Plan and Network Management Plan and to deliver the annual Capital Maintenance Programme. The Capital Maintenance Programme consists of a range of maintenance schemes across the Council which are developed annually based on need in accordance with the Northamptonshire Asset Management Plan and Network Management Plan. It is necessary to use some of the funding provided by central government to support routine maintenance due to the level of revenue funding provided to the service.
  - Integrated Transport Block – which delivers a programme of small-scale measures which will contribute towards achieving the objectives in the Northamptonshire Transportation Plan (the authority's Local Transport Plan). These are principally around road safety engineering, network improvements (including walking and cycling measures and new crossings), works to satisfy community aspirations and the maintenance of traffic signals.

5.20 The funding allocation for North Northamptonshire is as follows:

<b>Funding Item</b>	<b>2022/23 £m</b>	<b>2023/24 Indicative £m</b>	<b>2024/25 Indicative £m</b>
Pothole Funding	3.735	3.735	3.735
Highways Maintenance Block	3.735	3.735	3.735
Incentive Highways Maintenance Block	0.934	0.934	0.934
Integrated Transport Block	1.551	1.551	1.551
<b>TOTAL</b>	<b>9.955</b>	<b>9.955</b>	<b>9.955</b>

5.21 The proposal is to include the funding allocation for 2022/23 of £9.955m over the main spend areas into the capital programme, removing any provisional allocations from the Development Pool. For 2023/24 and 2024/25 the Development Pool will be revised for the indicative allocations as shown in the table above.

## **6. Implications (including financial implications)**

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### **6.1 Finance and Transformation**

6.1.1 The additional budget requirements are funded from grant, capital receipts and borrowing. The detail of the funding arrangements is set out in the main body of the report. The request to increase the level of borrowing to finance two schemes within the proposed increase will be recommended to Council for approval.

6.1.2 A number of the projects support the Transformation Programme, most notably the changes to bring Revenue and Benefits into a single system which will help service improvement and productivity.

6.1.3 There is further investment in Kettering as part of the Heritage Action Zone work which will help to transform the town centre as highlighted previously in this report.

### **6.2 Legal**

6.2.1 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.

### **6.3 Risk**

6.3.1 The deliverability of the 2021/22 Capital Programme is monitored by each accountable project manager and senior officer. There is further review throughout the financial year reported through the Executive.



- 6.3.2 If any overspends or emerging pressures are identified during the year then mitigating actions will be sought and management interventions undertaken.
- 6.3.3 With most capital projects there is a risk that delays and cost increases may arise as a result of general inflation and COVID-19 impact. 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.
- 6.3.4 There is a risk in relation to funding, particularly where it is from third parties including grants, and 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, both the nature of the spend and the timing (where a deadline applies).

#### **6.4 Consultation**

- 6.4.1 The 2021/22 Capital Strategy and Capital Programme were subject to consultation prior to approval by the North Northamptonshire Shadow Authority in February 2021. The 2022/23 programme was approved by Council at its meeting on 24<sup>th</sup> February 2022 and was subject to consultation from 23 December 2021 to 28<sup>th</sup> January 2022.

#### **6.5 Climate Impact**

- 6.5.1 The climate impact of each capital project will be considered and managed within the relevant scheme.
- 6.5.2 Improvements in Kettering town centre are intended to create an attractive and sustainable environment for people to live and visit, thereby reducing the numbers who need to travel away from the town. Also, the town centre benefits from a broader range of public transport and active travel options, encouraging their use rather than use of the private car. The public realm enhancements have set a target of achieving at least 10% biodiversity net gain, this through retaining all existing trees and planting 4+ new trees, and the planting of native species or off-site planting in Meadow Road Park.

#### **6.6 Community Impact**

- 6.6.1 These proposals can be considered to have a positive impact on the community as the Capital Programme delivers the infrastructure to support and connect communities.
- 6.6.2 The Kettering Alfred East Library, Art Gallery and Museum project will improve and extend the facilities available to the community.
- 6.6.3 The Kettering Town Centre High Street HAZ will help to restore the historic character of the town centre, providing growth and investment to bring residents and visitors to enjoy the facilities and environment created. It will also contribute towards securing an important historic building in Kettering town centre.

## 7. Background Documents

7.1 The following background papers can be considered in relation to this report.

Capital Programme Budget 2021/22, North Northamptonshire Shadow Authority, 25 February 2021.

[https://northnorthants.moderngov.co.uk/Data/North Northamptonshire Shadow Authority/20210225/Agenda/Item 05 - Annex 3 - NNC Final Capital Programme Report 2021-25.pdf](https://northnorthants.moderngov.co.uk/Data/North%20Northamptonshire%20Shadow%20Authority/20210225/Agenda/Item%2005%20-%20Annex%203%20-%20NNC%20Final%20Capital%20Programme%20Report%202021-25.pdf)

Kettering High Street Heritage Action Zone, Executive, 22 February 2022

[https://northnorthants.moderngov.co.uk/documents/s5738/Kettering High Street Heritage Action Zone HSHAZ.pdf](https://northnorthants.moderngov.co.uk/documents/s5738/Kettering_High_Street_Heritage_Action_Zone_HSHAZ.pdf)

Capital Programme Budget 2022/23, North Northamptonshire Council, 24 February 2022.

[https://northnorthants.moderngov.co.uk/documents/s5799/Capital cover report.pdf](https://northnorthants.moderngov.co.uk/documents/s5799/Capital_cover_report.pdf)