

# Public Document Pack



Democratic Services  
The Corby Cube,  
George Street,  
Corby,  
Northants,  
NN17 1QG

**Meeting:** Executive  
**Date:** Thursday 5th August, 2021  
**Time:** 2.00 pm  
**Venue:** Council Chamber, Cedar Drive, Thrapston, NN14 4LZ


To members of the Executive

Councillors Jason Smithers (Chair), Councillor Helen Howell (Vice-Chair), Lloyd Bunday, Scott Edwards, Helen Harrison, David Howes, Graham Lawman, Andy Mercer, Steven North and Harriet Pentland

Agenda			
Item	Subject	Presenting Member	Page no.
01	Apologies for absence		
02	Minutes of the meeting held on 15 <sup>th</sup> July 2021		7 - 12
03	Notifications of requests to address the meeting		
04	Members' Declarations of Interest		
Items requiring a decision			
05	<b>Budget Forecast 2021/22 as at Period 3</b> To set out the material financial issues identified since the 2021/22 budget was set in February 2021.	Cllr Lloyd Bunday	13-32
06	<b>Capital Programme Update 2021/22</b> To request approval for capital schemes that have come forward for inclusion in the Council's Capital Programme	Cllr Lloyd Bunday	33-38
07	<b>Housing Land Supply in North Northamptonshire</b> To propose to the Executive the approach to be taken to maintaining a supply of deliverable housing land in North Northamptonshire	Cllr Steven North	39-48

08	<p><b>Integrated Care System Design Principles</b></p> <p>To provide the Executive with an update on progress in developing a Northamptonshire Integrated Care System (ICS) and present the ICS design principles for endorsement by the Executive.</p>	Cllr Helen Harrison	49-86
09	<p><b>Oxford to Cambridge Arc - Environmental Principles</b></p> <p>To seek endorsement of the shared environmental principles for the Oxford to Cambridge Arc.</p>	Cllr Steven North	87-102
10	<p><b>Variation of school admission arrangements for 2021/2022 and 2022/2023 due to the requirements of the new 2021 School Admissions Code</b></p> <p>To inform members about the mandatory requirements of the new School Admissions Code (the Code) from September 2021 and provide recommendations for how the School Admission arrangements may be varied to ensure compliance. To ask Executive to vary the admission arrangements for its schools as described in the report.</p>	Cllr Scott Edwards	103-166
11	<p><b>Performance Indicator Report 2021/22 (Quarter One)</b></p> <p>To provide an update on the performance of the Council across a range of services as measured by performance indicators.</p>	Cllr Jason Smithers	167-178
12	<p><b>Rough Sleeping Initiative</b></p> <p>To seek Executive's endorsement of the approach being taken to reduce the number of people sleeping rough across North Northamptonshire and to brief members on the Rough Sleeping Initiative (RSI) allocation for 2021/22 and the programme of activities that are being delivered under the initiative.</p>	Cllr Andy Mercer	179-194
13	<p><b>Shire Lodge Cemetery Extension</b></p> <p>To decide whether or not the winning tender for the extension of the Shire Lodge Cemetery in Corby is accepted. It also seeks delegation of authority from the Executive to the Assistant Director of Regulatory Services to take the appropriate steps required to deliver the project.</p>	Cllr Steven North	195-222



14	<p><b>OPUS Governance and Delivery</b></p> <p>To set out the previous arrangements in place between Northamptonshire County Council and Opus People Solutions (OPUS), which was an agreed part of the North Northamptonshire and West Northamptonshire Blueprints and has now become operational.</p>	Cllr Jason Smithers	223-230
15	<p><b>Kettering High Street Heritage Action Zone (HSHAZ)</b></p> <p>To endorse a previous agreement made between Kettering Borough Council and Historic England to part fund and deliver a series of High Street Heritage Action Zone (HSHAZ) projects in Kettering town centre. It also seeks agreement to receive and deliver on an additional £150,000 grant from Historic England to relay the cobbled street in West Street. Also, the report asks that the Executive select Member representation to sit on the Kettering HSHAZ Board. Finally, delegation of authority is sought from the Executive to the Executive member for Growth &amp; Regeneration, in liaison with the Executive Director: Place &amp; Economy, to take any further decisions and/or actions required to conclude any procurement and deliver this project.</p>	Cllr Steven North	231-242
<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.			
<b>Exempt Items</b>			
To consider any items of business which may involve the exclusion of the press and public in accordance with the provisions of Section 100(A) of the Local Government Act 1972 (as amended).			
16	<p><b>New two Form of Entry Primary School on the Stanton Cross Sustainable Urban Extension (SUE) development</b></p>	Cllr Scott Edwards	243-252
<p>Adele Wylie, Monitoring Officer North Northamptonshire Council</p>  <p><b>Proper Officer</b> <b>28<sup>th</sup> July 2021</b></p>			

This agenda has been published by Democratic Services.

**Committee Officer: David Pope**

**☎ 01536 535661**

**✉ david.pope@northnorthants.gov.uk**

### Meetings at the Council Offices

Due to the Covid-19 pandemic seating in the Council Chamber will be limited. If you are intending to attend the meeting as a spectator, please contact the committee administrator

Where there is a need for the Council to discuss exempt or confidential business, the press and public will be excluded from those parts of the meeting only and will have to vacate the room for the duration of that business.

### Public Participation

The Council has approved procedures for you to request to address meetings of the Council.

ITEM	NARRATIVE	DEADLINE												
Members of the Public Agenda Statements	Members of the Public who live or work in the North Northamptonshire council area may make statements in relation to reports on the public part of this agenda. A request to address the Executive must be received 2 clear working days prior to the meeting at <a href="mailto:democraticservices@northnorthants.gov.uk">democraticservices@northnorthants.gov.uk</a> . Each Member of the Public has a maximum of 3 minutes to address the committee.	5:00 pm Monday 2 <sup>nd</sup> August												
Members of the Public Petitions	Anyone who lives, or works in North Northamptonshire may submit a petition to the Council. Depending on the size of your petition it will be responded to as follows:- <table border="1" data-bbox="327 1265 1093 2038"> <thead> <tr> <th>Category</th> <th>Signatory Threshold</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Petition which triggers a council debate</td> <td>Council</td> <td>Any petition with 1,500 or more signatures will trigger a debate at a Full Council meeting.</td> </tr> <tr> <td>Petition which calls an officer to provide evidence</td> <td>750 – 1,499</td> <td>Any petition with 750 – 1,499 signatures will summon an appropriate officer of the Council to give evidence at a public meeting of the relevant Scrutiny Committee.</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 Council to provide a response.</td> </tr> </tbody> </table>	Category	Signatory Threshold	Description	Petition which triggers a council debate	Council	Any petition with 1,500 or more signatures will trigger a debate at a Full Council meeting.	Petition which calls an officer to provide evidence	750 – 1,499	Any petition with 750 – 1,499 signatures will summon an appropriate officer of the Council to give evidence at a public meeting of the relevant Scrutiny Committee.	Standard Petition	5 – 749	Any petition with 5 – 749 signatures will be referred to a senior officer of the Council to provide a response.	
Category	Signatory Threshold	Description												
Petition which triggers a council debate	Council	Any petition with 1,500 or more signatures will trigger a debate at a Full Council meeting.												
Petition which calls an officer to provide evidence	750 – 1,499	Any petition with 750 – 1,499 signatures will summon an appropriate officer of the Council to give evidence at a public meeting of the relevant Scrutiny Committee.												
Standard Petition	5 – 749	Any petition with 5 – 749 signatures will be referred to a senior officer of the Council to provide a response.												

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 – [Adele.Wylie@northnorthants.gov.uk](mailto:Adele.Wylie@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**

Public enquiries regarding the Authority's meetings can be made to [democraticservices@northnorthants.gov.uk](mailto:democraticservices@northnorthants.gov.uk)

This page is intentionally left blank



## **Minutes of a meeting of the Executive**

At 2.00 pm on Thursday 15th July, 2021 in the

Council Chamber, The Cube, George Street, Parklands Gateway, Corby, NN17 1QG

### **Present:-**

#### Members

Councillor Jason Smithers (Leader of the Council) (Chair)

Councillor Lloyd Bunday

Councillor Scott Edwards

Councillor Helen Harrison

Councillor David Howes

Councillor Graham Lawman

Councillor Andy Mercer

Councillor Harriet Pentland

### **16 Apologies for absence**

Apologies for absence were received from Councillor Helen Howell and Councillor Steven North.

### **17 Minutes**

The minutes of the meeting held on 22 June 2021 were approved as a correct record.

### **18 Notifications of requests to address the meeting**

It was noted that there had been no requests to address the meeting.

### **19 Members' Declarations of Interest**

The Chair invited those who wished to do so to declare interests in respect of items on the agenda.

No declarations were made.

### **20 The Corporate Plan**

Councillor Jason Smithers, Leader of the Council, introduced a report of the Assistant Chief Executive which set out an indicative process and timeline for the development and adoption of a Corporate Plan for North Northamptonshire Council.

A copy of the report, marked 'Agenda Item 5', was provided as part of the agenda document pack provided to members prior to the meeting.

It was noted that in bringing forward this report, a period of meaningful consultation would now take place. The Executive highlighted that dialogue would not just be part of the consultation phase, but meaningful consultation with councillors and partners would continue through the life of the plan.

**RESOLVED:**

**(KEY DECISION)**

- a) That the purpose, importance and potential contents of the Corporate Plan be noted.
- b) That the indicative process and timetable set out in Appendix 1 be approved.

*(Reason for Decision:*

*To enable the timely development and adoption of a Corporate Plan for North Northamptonshire Council.)*

**21 Budget Forecast 2021-22 as at Period 2**

Councillor Lloyd Bunday, Executive Member for Finance and Transformation, introduced a report of the Executive Director of Finance which set out the forecast outturn position for the Council based on the Period 2 monitoring forecasts for the General Fund and the Housing Revenue Account.

A copy of the report, marked 'Agenda Item 6', was provided as part of the agenda document pack provided to members prior to the meeting.

It was noted that:-

- i) the report was an early assessment of the Council's financial performance against the approved 2021/22 budget;
- ii) it should be recognised that the forecast outturn position was based on very early indications of spend and that further work was being undertaken to assist in understanding the longer-term spend implications as part of the medium-term financial planning;

**RESOLVED:**

**(KEY DECISION)**

- a) That the Council's forecast outturn position for 2021/22 and the associated risks and considerations be noted;
- b) That it be noted and approved into the budget the final allocation of Public Health Grant for 2021/22 of £17.6m which was notified to the Council on 16 March 2021 and after the budget was set.
- c) That the current deliverability assessment of 2021/22 saving proposals in Appendix A be noted;
- d) That the transfer of the forecast overachievement of Business Rates against budget to the business rates reserve as referenced in paragraph 7.3 be approved;

- e) That it be noted that the Covid Local Support Grant arrangements have now been extended by the Government to cover the period up to 30th September and approve that the final determination of the grant allocation for the voucher scheme is delegated to the Portfolio Holder for Children's Services and Education in consultation with the Director of Children's Services with any grant funding not required to support the voucher scheme to be used to support individuals and families in line with the requirements of the grant being delegated to the Leader of the Council in consultation with the Director of Place and Economy to be used as part of the provision for Emergency Planning.
- f) That a virement of £50k be approved from contingency to the Place and Economy Directorate in relation to Highways as set out in paragraph 7.49;
- g) That approval be given to a virement of £400k from contingency to enabling and support services to allow budget realignment within overall available resources, as set out in paragraph 7.56 of the report.

*(Reason for Decision – to note the forecast financial position for 2021/22 as at Period 2 and consider the impact on this year and future years budgets.)*

## **22 Capital Programme Update 2021/22**

Councillor Lloyd Bunday, Executive Member for Finance and Transformation, introduced a report of the Executive Director of Finance, the purpose of which was to request approval for capital schemes that had come forward for inclusion in the Council's Capital Programme.

A copy of the report, marked 'Agenda Item 7', was provided as part of the agenda document pack provided to members prior to the meeting.

It was noted that approval of the funding would allow the two schemes detailed in the report to move forward to procurement and delivery.

### **RESOLVED:**

#### **(KEY DECISION)**

That approval be given to the following changes into the capital programme totalling £2.877m:-

- a) East Kettering (Hanwood Park) Off-site Junctions (Junctions D and E) £2.843m funded from Section 106 (S106) contributions; and
- b) Xpress Merge electoral register scheme £34k funded from capital receipts.

*(Reasons for Decision:*

- *The local authority has a legal obligation to deliver S106 related works in accordance with the signed S106 agreement;*
- *The recommended course of action will allow the timely progression of capital works;*

- *The recommended course of action will enable one electoral register for North Northamptonshire. This is a directive from the Cabinet Office.*

## **23 East Kettering Highway Works – Junctions D & E**

Councillor Graham Lawman introduced on behalf of Councillor Steven North – Executive Member for Growth and Regeneration, a report of the Executive Director of Place and Economy, the purpose of which was to seek approval for Section 106 funded schemes, designed to mitigate consented development at Hanwood Park (East of Kettering), to be committed to the capital programme as required to proceed with construction.

A copy of the report, marked 'Agenda Item 8', was provided as part of the agenda document pack provided to members prior to the meeting.

It was noted that improvements detailed in the report were being paid for by the S106 funds which had been received from the developer. Consultation had also been undertaken with Wicksteed Park and in order to mitigate against the loss of trees due to the works to be undertaken.

Councillor Edwards noted, as a local ward member to the development, that both junctions were currently oversubscribed in terms of traffic and that he welcomed both the proposed schemes, and the constructive way in which the Council had worked with Wicksteed Park in preparing them.

### **RESOLVED:**

#### **(KEY DECISION)**

That approval be given to the S106 funding to be utilised to deliver the scheme, as outlined in section 6.1.1 of the report, and for the scheme to be placed on the North Northamptonshire Council's Capital programme.

*(Reason for Decision:*

*The schemes have been identified as being required mitigation for the consented development at Hanwood Park which has been the subject of previous planning committee approval. The schemes are funded wholly by the developers S106 contributions with no capital requirements on the part of the Authority.)*

## **24 Urgent Items**

It was reported that there were no urgent items of business to be transacted.

## **25 Exclusion of the Press and Public**

The Chair, Councillor Jason Smithers, informed members of the press and public that the remaining business for the meeting would involve the likely disclosure of exempt information and he was therefore proposing that the press and public now be excluded in accordance with the provisions of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.



**RESOLVED:**

That the press and public be excluded from the meeting in order that consideration could be given to the following item of business which was exempt by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972:-

- Highways Procurement; and
- Lease Renewal – Corby Innovation Hub Offices

a) Highways Procurement

Councillor Graham Lawman, Executive Member for Highways, Travel and Assets, introduced a report of the Executive Director of Place and Economy, which provided an update on the project to procure a new highways contract for North Northamptonshire Council.

A copy of the exempt report, marked 'Agenda Item 10a', was provided as part of the agenda document pack provided to members prior to the meeting.

**RESOLVED:**

**(KEY DECISION)**

- a) That the continued progress to procure new arrangements for highways and transport services be noted;
- b) That authority be delegated to the Executive Member for Highways, Travel and Assets in consultation with the Executive Member for Finance and the Executive Director for Place and Economy and the Monitoring Officer to take decisions related to the procurement process in order to enable progress as outlined in this report; and
- c) That extension of the current hosting of highways and transport services by West Northamptonshire Council until the new contracts are in place be approved.

*(Reasons for Decision:*

- *The Council has a statutory duty to provide highways services as set out in the Highways Act 1980, which are met by the hosting arrangement with West Northamptonshire Council that are currently due to end on 31 March 2022;*
- *The Council must provide these services and the Council is procuring a new contract in order to do so in the future;*

- *Due to extending the procurement process to enable the consideration of a variant, collaborative bid, the existing arrangements must be renewed to ensure continued delivery;*
- *The delegations requested will enable the procurement process to proceed with appropriate governance and so that the procurement process can progress in a timely manner.)*

b) Lease Renewal - Corby Innovation Hub offices

Councillor Graham Lawman, Executive Member for Highways, Travel and Assets, introduced a report of the Executive Director of Place and Economy, which requested the consideration of granting a lease of certain offices at the Corby Innovation Hub, Corby at a market rent.

A copy of the exempt report, marked 'Agenda Item 10b', was provided as part of the agenda document pack provided to members prior to the meeting.

**RESOLVED:**

**(KEY DECISION)**

That the occupier be granted a lease of Office 1, Office 12, and Office 4 on terms outlined in Appendix 1 to the report.

*(Reason for Decision: The option proposed is the most cost-effective option available to the council, securing annual income, and supporting the local economy.)*

---

Chair

---

Date

The meeting closed at 2.28 pm

## Executive 5<sup>th</sup> August 2021

<b>Report Title</b>	<b>Budget Forecast 2021/22 as at Period 3</b>
<b>Lead Member</b>	Councillor Lloyd Bunday, Portfolio Holder for Finance and Transformation
<b>Lead Officer</b>	Janice Gotts Executive Director of Finance <a href="mailto:Janice.gotts@northnorthants.gov.uk">Janice.gotts@northnorthants.gov.uk</a>

<b>Key Decision</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Forward Plan Reference (if yes to Key Decision)</b>	
<b>Is the decision eligible for call-in by Scrutiny?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Are there public sector equality duty implications?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Does the report contain confidential or exempt information (whether in appendices or not)?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Applicable paragraph number for exemption from publication under Schedule 12A Local Government Act 1974</b>	

### List of Appendices

Appendix 1 – Savings Schedule

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

---

- 1.1. The revenue budgets (2021/22) and Medium-Term Financial Plans for North Northamptonshire Council for the General Fund and the Housing Revenue Account were approved by the Shadow Authority at its meeting on 25 February 2021. The purpose of this report is to set out the forecast outturn position for the Council based on the Period 3 monitoring forecasts for the General Fund and the Housing Revenue Account.
  
- 1.2. This is the second monitoring report for the new Council and it sets out the material financial issues identified since the 2021/22 budget was set in February 2021, based on the income and expenditure as at end of June 2021 (Period 3) and the views of the budget managers.

- 1.3. The report recognises that the forecast outturn position is based on early indications of spend. As reported last month, work is continuing to examine the spend and activity data, including the staffing details and forecasts, against the available budgets to ensure that the position presented is robust. This will also help to inform the medium-term financial plan.
- 1.4. A number of the areas remain unchanged from Period 2 and the detail of those variations, as previously reported, is included within the report for completeness.

## 2. Executive Summary

---

- 2.1 The report provides commentary on the Council's current forecast financial outturn position for 2021/22 for both the General Fund and the Housing Revenue Account. With the move to a new Unitary Council from 1 April this year and the continuing issues presented by COVID-19, financial forecasting remains challenging. The Council will continue to assess and refine the forecasts on a regular basis. The forecast presented in the report is based on the best available data and information of the operations of the Council and the expected impact of the pandemic. However, it must be recognised that determining the outturn under the current circumstances presents an element of risk which will be closely monitored during the financial year. The current position assumes that the national lockdown remain fully lifted from July.
- 2.2 As a new Unitary Council there are a number of areas which will impact on the forecast outturn that are still to be finalised. Most notably from a finance perspective these include the charging arrangements for the lead/host arrangements between West Northamptonshire Council and North Northamptonshire Council following Local Government Reorganisation; the forecasts for these areas are not yet available from the hosting authority. Therefore, these services remain forecast at budget until monitoring reports are produced. The balances on the reserves will not be complete until the accounts of the predecessor Councils are signed off. Officers from North and West Northamptonshire Councils are working closely to finalise this work.

## 3. Revenue Budget

---

- 3.1 The Council's Revenue Budget was set at the meeting of the Shadow Authority in February. It has been updated to reflect the announcement on 16<sup>th</sup> March 2021 of the Public Health Grant allocations of which North Northamptonshire will receive £17.6m in 2021/22. The grant is ring fenced to fund Public Health related services and will not impact on the overall net budget for the Council. The table below sets out the latest budgets by each main service area following the confirmation of the grant:

	Children's & Education	Adults, Communities and Wellbeing Services	Place and Economy	Enabling & Support Services	Corporate	Total
	£m	£m	£m	£m	£m	£m
Expenditure	397.4	178.0	92.4	111.8	25.3	<b>804.9</b>

	Children's & Education	Adults, Communities and Wellbeing Services	Place and Economy	Enabling & Support Services	Corporate	Total
	£m	£m	£m	£m	£m	£m
Income	(337.0)	(57.2)	(36.6)	(80.3)	(1.3)	<b>(512.4)</b>
<b>TOTAL</b>	<b>60.4</b>	<b>120.8</b>	<b>55.8</b>	<b>31.5</b>	<b>24.0</b>	<b>292.5</b>

- 3.2 The Council's overall outturn forecast for the General Fund for 2021/22, as at Period 3, is a forecast overspend of £59k against the approved budget of £292.5m. This is summarised in the table below:

<b>General Fund Forecast Outturn 2021/22</b>			
	<b>Net Budget</b>	<b>Forecast Position at 31/03/22</b>	<b>P3 Forecast Variance at 31/03/22</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b>Net Total Available Resources</b>	<b>292,505</b>	<b>292,505</b>	<b>0</b>
<b>Total Corporate Budgets</b>	<b>23,950</b>	<b>23,950</b>	<b>0</b>
Children's & Education	60,351	60,351	0
Adults Communities & Wellbeing Services	120,854	120,804	(50)
Place & Economy	55,783	55,335	(448)
Enabling & Support Services	31,567	32,124	557
<b>Total Directorate Budgets</b>	<b>268,555</b>	<b>268,614</b>	<b>59</b>
<b>Total Budget</b>	<b>292,505</b>	<b>292,564</b>	<b>59</b>
<b>Net Position 2021/22</b>	<b>0</b>	<b>59</b>	<b>59</b>

- 3.3 The Council's overall outturn forecast for the Housing Revenue Account – which comprises of two Neighbourhood Accounts for 2021/22, as at Period 3, is a forecast pressure of £74k against the approved budget of £35.2m. This will be managed through seeking mitigation in year or use of the HRA reserves. This is summarised in the table below and further details are set out in Section 8.

<b>Housing Revenue Account Forecast Outturn 2021/22</b>				
<b>Directorate</b>	<b>Expenditure</b>	<b>Income</b>	<b>Net</b>	<b>P3 Forecast Variance at 31/03/22</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Corby Neighbourhood Account	19,647	(19,647)	0	42
Kettering Neighbourhood Account	15,503	(15,503)	0	32
<b>Net Position 2021/22</b>	<b>35,150</b>	<b>(35,150)</b>	<b>0</b>	<b>74</b>

- 3.4 It is important to note this is an early estimate and subject to continual review. The financial implications on the delivery of the 2021/22 budget are discussed in further detail in Section 9 of this report.

## **4. Recommendations**

---

- 4.1 It is recommended that the Executive:
- a) Note the Council's forecast outturn position for 2021/22 and the associated risks and other considerations.
  - b) Note the assessment of the current deliverability of the 2021/22 saving proposals in Appendix 1.
  - c) Note the final allocation of the Local Covid Support Grant as set out in paragraph 6.14.
  - d) Approve the inclusion of £178k of grant funding for the ex-offenders programme, as set out in paragraphs 6.36-6.37, within the budget. It is anticipated that the spend profile for this will be £150.5k in 2021/22 and £27.5k in 2022/23.
- 4.2 *Reason for Recommendations – to note the forecast financial position for 2021/22 as at Period 3 and consider the impact on this year and future years budgets.*

## **5. Report Background**

---

- 5.1 The Council's General Fund net revenue budget for 2021/22 is £292.505m and was approved by the Shadow Authority at its meeting on 25<sup>th</sup> February 2021. This included £19.161m of savings. This report sets out the in-year variations to budgeted assumptions.
- 5.2 The Council's Housing Revenue Account budget for 2021/22 is £35.150m and was approved by the Shadow Authority at its meeting on 25<sup>th</sup> February 2021. This report includes an early analysis of the in-year variations to budgeted assumptions.

### **Housing Revenue Account**

- 5.3 The Housing Revenue Account (HRA) is a separate ring-fenced account within the Council for the income and expenditure associated with its housing stock. The HRA does not directly impact on the Council's wider General Fund budget or on the level of council tax. Income to the HRA is primarily received through the rents and other charges paid by tenants and leaseholders.
- 5.4 Within North Northamptonshire prior to 1<sup>st</sup> April 2021 there were two HRA accounts, covering the sovereign Councils of Kettering and Corby respectively. As part of the move to a single unitary council for North Northamptonshire, there was a statutory requirement to create a single HRA for the area. Whilst North Northamptonshire Council must only operate one HRA it will, for a period of time, operate two separate Neighbourhood Accounts, these being:
- the Corby Neighbourhood Account - responsible for the stock that was managed by Corby Borough Council and

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

## 6. Overview of Forecast Position 2021/22

---

### Available Resources and Corporate Costs

- 6.1 The Council is responsible for the collection of local taxes (Council Tax and Business Rates). At the end of June 2021, 29.05% of Council Tax had been collected. However, it is too early to predict what the final Council Tax collection will be by the end of the year. The Council has re-introduced debt collection procedures for Council Tax following their suspension during 2020/21.
- 6.2 Business Rates collection is 27.97% at the end of June 2021. The sum of Business Rates collected is particularly impacted by the volatility of appeals and the effect of COVID-19. Currently, a number of businesses are in receipt of business rates relief and other financial support because of COVID-19, and it is unknown how businesses will be affected in the longer term and particularly when this support ceases. This means that the position remains subject to change.
- 6.3 It was reported to the Executive on 15<sup>th</sup> July that the estimated business rates income for 2021/22 is £4.832m above the original budget. The Executive approved that any change in this funding compared to the estimate is transferred to the business rates reserves to safeguard against changes to the final outturn figure and smooth any impact on the budget in future years. This has been reflected in the Period 3 projections.
- 6.4 The total net budget for Corporate Resources is £23.950m which consists of the contingency budget and budgets for treasury related costs.
- 6.5 The contingency budget is held to meet unforeseen or unplanned/unbudgeted costs. The balance on contingency budget is currently £5.27m.

### Directorate Budgets

- 6.6 This section of the report provides an analysis of the forecast variations against the 2021/22 General Fund for each of the Directorates. The table below summarises the position.

<b>General Fund Forecast Outturn 2021/22 by Directorate</b>			
<b>Directorate</b>	<b>Net Budget</b>	<b>Forecast Spend at 31/03/22</b>	<b>P3 Forecast Variance at 31/03/22</b>
	£'000	£'000	£'000
Children's & Education	60,351	60,351	0
Adults Communities & Wellbeing Services	120,854	120,804	(50)
Place & Economy	55,783	55,335	(448)

<b>General Fund Forecast Outturn 2021/22 by Directorate</b>			
<b>Directorate</b>	<b>Net Budget</b>	<b>Forecast Spend at 31/03/22</b>	<b>P3 Forecast Variance at 31/03/22</b>
Enabling & Support Services	31,567	32,124	557
<b>Total Directorate Budgets</b>	<b>268,555</b>	<b>268,614</b>	<b>59</b>
Corporate Costs	23,950	23,950	0
<b>Net Budget Requirement</b>	<b>292,505</b>	<b>292,564</b>	<b>59</b>
Less Funding	(292,505)	(292,505)	0
<b>Net Position 2021/22</b>	<b>0</b>	<b>59</b>	<b>59</b>

### **Children's and Education Services – Balanced**

- 6.7 The net revenue budget for Children's Services is £60.351m which includes the Northamptonshire Children's Trust and Education Services not funded by the Dedicated Schools Grant.
- 6.8 The budgeted figure for the Children's Trust is £137.18m for 2021/22. This is split £60.57m (44%) to North Northamptonshire Council and £76.61m (56%) to West Northamptonshire Council. The original contract for the services of the Trust will run for 17 months to 31<sup>st</sup> March 2022. It is currently forecast that the outturn position for the Trust will be within the contract sum, which has been confirmed with the Trust.
- 6.9 The Children's and Education Services remaining in the Council include the Intelligent Client Function for the Northamptonshire Children's Trust and the Local Authority statutory education functions as listed below:
- Education Inclusion
  - Education Psychology
  - Support for children with Special Educational Needs and Disabilities (SEND)
  - School Improvement
  - Virtual Schools (lead in the North Northamptonshire Unitary Authority)
  - School admissions and school place planning
  - Early Education and Child Care
  - Northamptonshire Children's Trust Intelligent Client Function (ICF)
- 6.10 The full year effect of prior year savings decisions is £1.7m and includes improving the edge of care support and intervention (£400k), working to minimise the amount of time a child is in care (£300k), step down from high end residential placements to fostering placements (£200k), reduced requirement for inflation (£300k), reducing agency staff (£100k) and capacity building within foster care (£400k). These services and savings are currently being delivered through Northamptonshire Children's Trust. However, this report was written before the Trust had produced its first formal budget monitoring report for 2021/22.



- 6.11 At this early stage the forecast outturn is for a balanced budget across Children's and Education Services which includes the full delivery of the savings targets. The situation will be kept under review and the Finance Director for the Trust is meeting regularly with senior finance officers of both North and West Northamptonshire to provide a detailed update on the budget position.

### **The Covid Local Support Grant**

- 6.12 The Covid Local Support Grant (previously known as the Covid Winter Grant Scheme) has enabled Local Authorities in England to support families across the country who are struggling with the cost of food and utility bills as a result of the Coronavirus pandemic. The Government announced that a further £160m will be made available nationally and that the scheme will now run until the end of September 2021 bringing it in line with the end date for furlough and other COVID-related support. The allocation for North and West Northamptonshire councils is £1.958m overall.
- 6.13 The extended funding will be used to support the distribution of free school meal vouchers during the summer school holidays. The anticipated cost of the scheme for North Northamptonshire was £0.842m which will be supported through the grant. It was reported to the July Executive that the final numbers for those eligible were to be confirmed and the allocation would be made in line with the outcome of this work which would be reported back to Executive. It was therefore approved that the final grant allocation be delegated to the Portfolio Holder for Children's Services and Education in consultation with the Director of Children's Services.
- 6.14 The final allocation for North Northamptonshire is £0.860m (the allocation for West Northamptonshire is £0.850m). The balance remaining from the grant award will be used to support individuals and families in line with the requirements of the grant. At the July meeting of the Executive this was delegated to the Leader of the Council in consultation with the Director of Place and Economy as part of the Emergency Planning Service remit.

### **Adults, Communities and Wellbeing Directorate - Forecast underspend of £0.050m**

- 6.15 The net revenue budget covers Adult Social Services, Community Services and Public Health and Wellbeing and totals £120.854m in 2021/22. The projections remain unchanged at Period 3, with significant work being undertaken to understand the likely ongoing commitment to packages of care within the Unitary following disaggregation and the impact of the pandemic. The details of the forecast are set out in the paragraphs which follow and are in line with those previously reported.

### **Adult Social Care, Safeguarding & Wellbeing and Commissioning & Performance Services – Forecast Underspend £0.5m**

- 6.16 Under the 2014 Care Act, local authority Adults Services have a responsibility to make sure that people over 18 who live in their areas are provided with personal day to day care (helping people get dressed, washed, going to the toilet, eating etc.) where they cannot do things for themselves or access family support. The service also provides other physical or psychological support to

people with disabilities in order to help them live a full life. The overriding responsibility is to keep people safe and protect them from harm or neglect.

- 6.17 Care can take in many forms and can be provided directly by the Council, through contracted organisations or families can receive a personal budget to buy suitable care for themselves. Although receiving formal or long-term care is subject to people meeting the Council's eligibility criteria, the service also has a key responsibility for helping people to stay independent and preventing or delaying the need for care.
- 6.18 The service has indicated that an uplift award ranging between 2.2% and 2.65% to care providers for providing care packages on framework rates during 2021/22 will be made, this is expected to cost approximately £1.2m which has been met through additional investment in Adult Social Care as part of the 2021/22 budget setting process.
- 6.19 At this point in the year, whilst there is some capacity for further net growth in care costs there remains a risk to the financial position from the volatility of demand predominantly due to underlying care conditions and the ongoing pressures on the care sector from the pandemic.
- 6.20 Within Adult Social Care there is £1.3m for demographic growth of which £0.3m relates to Mental Health Services; these are driven by the forecast number of additional clients requesting care. The past four years' growth in adult social care costs in Northamptonshire have tended to be driven by two factors, general market inflation (predominately wage related) and acute care needs for existing clients, rather than increased clients due to demographic changes. However, it is too early to confirm whether this trend will continue in North Northamptonshire.
- 6.21 COVID-19 has had a significant impact in Adult Care budgets with additional pressures forecast in 2021/22 of £4.6m of which £3.9m relates to CCG discharges in to care facilities as part of the rapid response discharge process from hospital and £0.7m relates to pressures within the Mental Health Pooled Fund. There are budgeted care related savings of £4.4m proposed to be delivered by Adult Social Care in 2021/22. Prior year savings of £2.1m are also assumed to be delivered. The 2020/21 savings were not achieved in full due to the impact of the COVID-19 pandemic, however due to a revised phasing methodology adopted as part of the 2021/22 budget proposals this has partly been mitigated down to £1.1m, it is currently forecast that these will be met in 2021/22. The position will continue to be monitored throughout the year.
- 6.22 The existing savings programme includes saving proposals being delivered over a number of financial years. These include savings proposals that formed part of the Future Northants Transformation Programme covering:
- Admissions Avoidance Service (£1.9m), which is a new service (initially funded by the business rates pilot fund) provided by Adult Social Care with health partners. The Admission Avoidance care model focuses on patients/clients presenting at acute hospitals with relevant conditions who can be rapidly assessed, diagnosed and treated without being admitted to a ward, if clinically safe to do so. Currently the Crises Response Team supports the back door discharges at the acute hospitals, where Admission

Avoidance will focus on the significant opportunity to provide care on/at the front door to avoid hospital admissions and care costs increases client outcomes.

- Strength Based Working Project (£2.2m) which is the Transformation of Adults Services pathways and processes to ensure focus on client outcomes, independence, better decision making, and best practice approaches reduce delays and spend.
- 6.23 Additional savings for 2021/22 total £0.6m and cover Learning Disability Provider Framework efficiencies, Specialist centre for Step down Care Mental Health and Acquired brain injury, Prevention contract cessation/redesign and Sheltered Housing Contracts cessation/redesign.
- 6.24 At this early stage it is assumed that the savings will be delivered in full. This will be reviewed throughout the year as part of the budget monitoring process.
- 6.25 The current forecast is for an underspend of c£0.5m against budget and the details are set out in the paragraphs which follow. However, it should be noted that further work is being undertaken within the service to review the service users assigned from the County to each of the successor Councils (North and West) at vesting day as well as the potential care commitments that are included within the position as both may impact on the forecast.
- 6.26 Specialist and Complex - Mental Health (NCC) - forecast underspend of £2m. This is the result of clients transferring from the Mental Health Pool previously managed by the CCG and which Northamptonshire County Council gave notice to withdraw from the pool arrangements as at 31<sup>st</sup> March 2021. The disaggregation of the County Council budget was based on an initial analysis of the ordinary residence of 40% of the pool clients which suggested that the mix of pool clients included 45% to North Northamptonshire. However, analysis of the actual clients transferred has resulted in only 30% to North Northamptonshire. 5% of cases remain to be completed and are under review. This has resulted in a projected underspend on the original pooled budget disaggregation.
- 6.27 Specialist and Complex - Older People - there is a forecast pressure of £2.1m (variance of 3% against budget) against older people services which is related to the mix (costs) of clients and the number of clients, within this financial year compared to the bought forward disaggregated budget from 2020/21.
- 6.28 Specialist and Complex - Mental Health - there is a forecast underspend of £0.5m related to underlying Adults only Mental Health clients (non-pool) due to reduced number of actual clients being provided a service by the Council compared to the disaggregation analysis. The original disaggregation assumed 59% of the Countywide clients would be North Northamptonshire clients but only 46% have transferred to the Council.
- 6.29 Other variances across the directorate total a forecast £0.1m underspend.

### **Public Health – Forecast balanced position.**

- 6.30 Public Health and Wellbeing is currently leading Northamptonshire's response to the COVID-19 pandemic. The Gross expenditure budget is primarily funded by Public Health England.
- 6.31 Currently an additional £6.4m has been added to the budget for 2021/22 in relation to forecast grant funding that has been carried forward from 2020/21 to support the activity associated with the Contain Outbreak Management Fund and Test and Trace. As this is a carry forward of grant, the final sum available for this will be dependent on the closing figure to be carried over from 2020/21 as part of the closure of the County Council's accounts.
- 6.32 Close monitoring of the commitments against COVID-19 funding streams is taking place. The relaxation of restrictions and the rising case numbers may change the priority and profile of spend against this funding.

### **Housing and Community Services – Forecast pressure £450k**

- 6.33 Housing and Community Services includes provision of housing services and support for homeless people. It also includes libraries, cultural facilities (such as museums, theatres, art galleries and heritage sites), sports and leisure facilities (such as swimming pools, tennis courts, golf, playing pitches, indoor courts/sports halls etc.), archaeological archiving and activities and access to parks and open spaces for play and recreation. The Service is also responsible for community grants as well as providing education and outreach services and advice and support. The forecast remains in line with the previous month.
- 6.34 There is a forecast £0.1m pressure related to staffing costs within Housing, Homelessness and Community Leisure services due to the high level of temporary staff currently employed covering permanent posts due to a number of factors such as vacancies, maternity leave, etc. This is being reviewed by the service at present and exploring ways of mitigating costs.
- 6.35 The forecast also includes a pressure of £0.6m related to a reduction of income for leisure services mainly at the Corby International Pool (£0.3m) and Corby Lodge Park Sports Centre (£0.2m) with a further £0.1m in other areas, due to the current restrictions on visitors numbers. The service will make a claim against COVID-19 funding which is available from Government until the end of June and which, if successful, could reduce the pressure, by around £250k, and this has been assumed in the forecast.

### **Grant Funding – Ex-Offenders Project**

- 6.36 The Accommodation for Ex-Offenders project aims to reduce rough sleeping and re-offending by helping ex-offenders to secure good quality tenancies in the private rented sector. The project will build on the success of the existing Kettering Lettings Plus private rented sector access scheme and will provide a range of financial and practical incentives to private landlords to ensure that ex-offenders are able to access and sustain private rented tenancies.
- 6.37 For each letting, a package of incentives will be tailored to meet the individual needs of the ex-offender and the requirements of the landlord. Eligible ex-

offenders will be referred from a variety of key statutory and voluntary sector partners and will receive advice and practical assistance from two tenancy support workers. The Ministry of Housing, Communities and Local Government has allocated funding of £178k for the project over a twelve-month period. This will cover the cost of the two support workers, a landlord liaison officer and the incentive packages. It is forecast that £150.5k will be required in 2021/22 with the balance of £27.5k being required in 2022/23. Approval from the Executive is required to increase the gross spend budget which will be fully funded by the grant.

### **Place and Economy - £448k Underspend**

6.38 The Place and Economy net budget totals £55.783m and is forecasting an underspend of £448k, which is a favourable change of £77k since last month. Place and Economy covers the following four areas:

- Growth and Regeneration
- Assets and Environment
- Highways and Waste
- Regulatory Services

6.39 Services within Asset and Capital Management include the management of the Council's corporate assets and capital programmes, together with the effective management of the Council's strategic assets and landholdings.

6.40 Other key components within Place and Economy are Waste Management, Highways and Transportation, (including the Streetlighting PFI), Economic Development, Infrastructure and Funding, Trading Standards and Flood and Water Management.

6.41 Within Place the key budgets affected by demand/volumes are Home to School Transport, Concessionary Fares and Waste Disposal and Collection. The Directorate also includes responsibility for the Council's commercial estate which will often be influenced by economic conditions.

6.42 As part of the budget setting additional funding was provided for contract inflation of £1.1m covering Home to School transport (£300k), Street Lighting PFI (£100k) and general contract inflation (£0.7m). Savings include changes in waste tonnages including recycling, composting and food waste of £2.0m, Recycling credits £0.6m and additional income through fees and charges due to rising demand of £200k.

6.43 The Service has a forecast underspend of £448k which consists of the following main movements as outlined in the paragraphs below. It is important to note at this point that there is significant risk regarding commercial income as a result of the ongoing impact of COVID-19. Work is ongoing to update the position regarding the achievement of the income target for this area. This will be updated for the Period 4 report.

### **Car Parking Income - £419k Pressure**

6.44 As reported last month there is a forecast pressure of £158k for car parking income in relation to Kettering as charging has been suspended for a number

of months. However, the forecast assumes that car parking charges will be re-introduced from August following the removal of COVID-19 restrictions on 19 July.

- 6.45 There is also a forecast net pressure of £51k for Corby car parking income as, although charging is in place, receipts are lower than would normally be expected. The projection assumes current income levels remain until the end of July and then return to budgeted levels once COVID-19 restrictions are planned to be fully lifted. The Council will seek support from the Government Scheme to reimburse Local Authorities for lost income which is paid at 75% once the Council has met losses equivalent to 5% of the budget. This funding is only payable in respect of claims for losses in the first quarter of 2021/22 and is not available where Councils have chosen to suspend car parking charges.
- 6.46 There is also a forecast pressure on the number of Fixed Penalty Charges for on-street parking estimated to be £210k. This is an area that will continue to be monitored closely.

#### **Concessionary Fares - £836k Underspend**

- 6.47 This has remained unchanged since last month and assumes that guaranteed payments to bus service operators as a result of the agreed payment mechanism under COVID-19 will continue for the 2021/22 financial year which will result in an underspend of £236k. This is because the payments typically would be based on the actual number of journeys – however as a result of COVID-19 the basis of the calculation changed to the average for the actual number of journeys in the winter months prior to the COVID-19 outbreak (December 2019 to February 2020). The number of journeys in the winter months are less and this has resulted in a saving to the Council. Further announcements are awaited regarding the period of time that this will continue to be in place. In addition, following the disaggregation principles applied to the former County Council budget it is estimated that the North will underspend against its assumed budget requirement by around £0.6m.

#### **Subsidised Bus Services - £30k Pressure**

- 6.48 There is a forecast pressure of £30k on subsidised bus services due to the potential difference between the anticipated cost of the service and the funding available from parish councils, S106 developer contributions and Bus Services Ring-Fenced Grant. This is unchanged from last month.

#### **Markets - £16k Pressure**

- 6.49 The responsibility for the markets is being transferred to Kettering Town Council (KTC) and the net impact is forecast to be around £16k, unchanged from last month, as the costs associated with managing the market will also transfer to the Town Council. A previous decision was taken by Kettering Borough Council in May 2020 not to charge Market Stall Holders rent owing to the pandemic and this arrangement has continued – future decisions relating to markets will be taken by KTC.

#### **Refuse and Recycling Collection - £77k Underspend**

- 6.50 There is a forecast net underspend of £77k on the Refuse and Recycling Collection Service across the Kettering and Corby areas which is new this month. This comprises a projected saving of £235k on co-mingled waste and a projected saving of £19k on food waste due to reduced gate fees. This is partly offset by pressure on garden waste of £115k due to a higher gate fee and a pressure of £62k as the Council previously received an income stream for paper.

### **Commercial Income**

- 6.51 As mentioned previously, the Council's commercial estate remains an important source of income to the Council as well as providing a good basis for regeneration and generating economic activity. The Council's Property Management Team continue to work closely with tenants to understand the position. An updated position is to be brought forward for Period 4.

### **Enabling and Support Services - £557k pressure**

- 6.52 Enabling and Support Services consists of the following main grouping of services which also includes a number of corporate budget areas:
- Finance, Procurement and Revenues and Benefits Service
  - Human Resources, Legal and Democratic Services
  - Transformation, ICT and Customer Services
- 6.53 Overall for these services the net revenue budget is £31.567m in 2021/22. Currently there is a forecast pressure of £0.557m which is set out in the following paragraphs.
- 6.54 There is a forecast overspend of £463k relating to income assumptions within the treasury management function, an increase of £423k since last month. The movement in month is due to two pressures which have arisen following the disaggregation of the County Council's budget, the first is a budget for the capitalisation of interest of £211k and the second is interest on equity of £212k, both of which are no longer considered achievable and will become a pressure in 2021/22 and the longer term.
- 6.55 These are in addition to the forecast £40k shortfall in investment income which was forecast last month. The shortfall in the investment income forecast is due to the assumption that the historically low interest rates will continue throughout the year.
- 6.56 Work is ongoing to mitigate budget pressures through reviewing the council's investment portfolio and seeking further investment opportunities.
- 6.57 The Revenues and Benefits Service were forecasting an overspend of £242k at the end Period of 2, however, this has now been reduced by £148k to £94k as part of the Period 3 forecasts. The reduction results from additional income of £148k for the Housing Benefit Administration Grant which was higher than the prior year legacy budgets on which the 2021/22 budget was based.
- 6.58 The overall variance consists of movements previously reported in Period 2 which relates to the under recovery of court costs (£295k) offset by additional income relating to the business rates cost of collection (£53k). The under

recovery of court costs reflects the decision the Council has made in not taking recovery action for Council Tax arrears in the first quarter of the financial year, leaving a shortfall against the budget. Recovery has commenced in quarter two of this year. The additional income for business rates cost of collection reflects the position calculated for the annual estimated return to Government, which was higher than the prior year legacy budgets on which the 2021/22 budget was based. This is further offset in Period 3 by additional grant income of £148k as set out in the paragraph above.

- 6.59 It is currently forecast that Human Resources and Legal and Democratic Services will remain within budget.
- 6.60 The final costs relating to the elections held in May are nearing completion with the relevant sums will be recharged to the appropriate authorities once finalised.
- 6.61 North Northamptonshire has a dedicated transformation team working to deliver the changes required in the North to bring services together effectively and move towards more efficient operating models for services. This will include reviewing how the Council interacts with its customers, residents, partners and other stakeholders and will involve contractual arrangements, opportunities to expand and enhance the digital experience and realising property efficiencies, thereby reducing costs and improving services going forward.
- 6.62 As approved within the 2021/22 budget the service is, in the main, funded through a time limited contribution from reserves. Any variance against the £2.3m budget will be met through an adjustment to the movement to or from reserves.
- 6.63 The ICT budget is forecast at a balanced position; however, the service is currently examining the software licensing requirements for the new Council to ensure that these are appropriate. Indications are that there may be potential cost implications; it is intended that the outcome of the review will be reported at Period 4.

### **Summary of General Fund Savings Delivery**

- 6.64 The Council has a savings requirement of £19.161m (including income proposals) within its 2021/22 budget. The deliverability of these proposals is being monitored by each accountable service lead, budget manager and senior officer up to Service Director level. These are summarised in the following Table and full details are provided in Appendix 1. It is still early days with a number of the savings areas, however, the potential upward movement in COVID-19 cases may put savings at risk particularly with regard to Adult Social Care. The position is unchanged from Period 2.



	Children's & Education	Adults, Communities and Wellbeing Services	Place and Economy	Enabling & Support Services	Total
	£000	£000	£000	£000	£000
<b>Service Savings</b>					
Demographic/ service demand	0	(25)	(2,817)	(750)	(3,592)
Legislative changes	0	0	0	(356)	(356)
Full year effects of previous decisions	(1,706)	(8,637)	(452)	(723)	(11,518)
Pay	(113)	(46)	0	(667)	(826)
Technical changes	(142)	0	(383)	0	(525)
LGR	0	(44)	0	(2,300)	(2,344)
Service Savings	(1,961)	(8,752)	(3,652)	(4,796)	(19,161)

## 7. Housing Revenue Account

---

- 7.1 Within North Northamptonshire prior to 1<sup>st</sup> April 2021 there were two HRA accounts, covering the sovereign Councils of Kettering and Corby respectively. As part of the move to a single unitary council for North Northamptonshire, there was a statutory requirement to create a single HRA for the area. Whilst North Northamptonshire Council must only operate one HRA it will, for a period of time, operate two separate Neighbourhood Accounts, these being.
- 7.2 The Period 3 projections for the Corby Neighbourhood Account remain unchanged and show a pressure of £42k this is as a result of the Service Charge income being lower than budget. The costs incurred for service charges in 2020/21 are recovered in 2021/22. The forecasts for the Corby Neighbourhood Account are reflected in the following table.

<b>Corby Neighbourhood Account</b>			
	<b>Original Budget 2021/22</b>	<b>Projection 2021/22</b>	<b>Variance</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>
<b>INCOME</b>			
Rents - Dwellings Only	18,956	18,956	0
Service Charges	622	580	42
HRA Investment Income	69	69	0
<b>Total Income</b>	<b>19,647</b>	<b>19,605</b>	<b>42</b>
<b>EXPENDITURE</b>			
Repairs and Maintenance	5,550	5,550	0
General Management	5,176	5,176	0
HRA Self Financing	14,663	14,663	0
Revenue Contribution to Capital	3,791	3,791	0
Transfer To / (From) Reserves	(10,646)	(10,646)	0
Special Services	692	692	0
Other	421	421	0
<b>Total Expenditure</b>	<b>19,647</b>	<b>19,647</b>	<b>0</b>
<b>Net Operating Expenditure</b>	<b>0</b>	<b>42</b>	<b>42</b>

- 7.3 The forecast position for the Kettering Neighbourhood Account at the end of Period 3 is a pressure of £32k. Rental income from dwellings is forecast to be £16k less than budget – this is a result of higher void rates than budgeted and there is also a pressure of £16k from lower service charge income. The forecasts for the Kettering Neighbourhood Account are reflected in the table below.

<b>Kettering Neighbourhood Account</b>			
	<b>Original Budget 2021/22</b>	<b>Projection 2021/22</b>	<b>Variance</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>
<b>INCOME</b>			
Rents - Dwellings Only	15,066	15,050	16
Service Charges	430	414	16
HRA Investment Income	7	7	0
<b>Total Income</b>	<b>15,503</b>	<b>15,471</b>	<b>32</b>
<b>EXPENDITURE</b>			
Repairs and Maintenance	4,041	4,041	0
General Management	2,784	2,784	0
HRA Self Financing	4,585	4,585	0
Revenue Contribution to Capital	2,555	2,555	0
Transfer To / (From) Reserves	(119)	(119)	0
Special Services	1,111	1,111	0
Other	546	546	0
<b>Total Expenditure</b>	<b>15,503</b>	<b>15,503</b>	<b>0</b>
<b>Net Operating Expenditure</b>	<b>0</b>	<b>32</b>	<b>32</b>

## **8. Conclusions**

---

- 8.1 The forecast overspend as at Period 3 is £59k which is an adverse movement of £198k since Period 2.
- 8.2 The key risks which are set out in the report will continue to be monitored and mitigations sought as required throughout 2021/22. The achievement of the approved savings targets is also integral to this process and will continue to be closely monitored and reported. Further work is ongoing in a number of areas to strengthen the forecast, most notably related to the disaggregation of the budget and services from the County Council.
- 8.3 The prior year outturn position and accounts of the predecessor Councils are yet to be reported and formally signed off. The Council may be required to consider any legacy issues arising as a result of the closedown and subsequent audits. Further updates relating to this will be provided at future meetings of the Executive.

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

---

### **Resources and Financial**

- 9.1 The resource and financial implications of North Northamptonshire Council are set out in this report. The current forecast position is an overspend of £59k.

### **Legal**

- 9.2 The provisions of the Local Government Finance Act 1992 set out requirements for the Council to set a balanced budget with regard to the advice of its Chief Finance Officer (Section 151 Officer).
- 9.3 The robustness of the budget estimates and the adequacy of the proposed reserves were considered under Section 25 of the Local Government Act 2003 prior to the Shadow Authority agreeing its 2021/22 budget.

### **Risk**

- 9.4 The deliverability of the 2021/22 Revenue Budget is monitored by Budget Managers. However, it is acknowledged that the Council's budget has been arrived at through using a number of disaggregation methodologies from the predecessor County budget rather than being built up over a period of time and as such there are inherent risks in this early forecast position which will require close monitoring.
- 9.5 Where any variances or emerging pressures are identified during the year then mitigating actions will be sought and management interventions undertaken.
- 9.6 Details of pressures, risks and mitigating actions implemented will be provided as part of the finance monitoring reports as the year progresses. The main risks

identified include demand led services such as Adult Social Care, commercial income which is at risk due to the prolonged impact of COVID-19 and the continuing review of budgets disaggregated from the County Council against actual/likely commitments.

- 9.7 The staffing budget is a significant part of this review and officers are working to ensure that funded posts and associated costs are understood and within budget. Controls are in place with regard to approval of recruitment requests whilst the budgets are reviewed.
- 9.8 The Council holds a contingency and a number of reserves to help safeguard against the risks inherent within the budget.

### **Consultation**

- 9.9 The 2021/22 budget was subject to consultation prior to approval by the North Northamptonshire Shadow Authority in February 2021.

### **Climate Impact**

- 9.10 Among the new Council's priorities will be putting in place fresh plans to improve the local environment and tackle the ongoing climate emergency.

### **Community Impact**

- 9.11 No distinct community impacts have been identified because of the proposals included in this report.

## **10. Issues and Choices**

---

- 10.1 The report focuses on the forecast revenue outturn against budget for 2021/22 and makes recommendations regarding approval and actions. There are no specific choices within the report.

## **11. Background Papers**

---

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

Final Budget 2021/22 and Medium-Term Financial Plans, including the Council Tax Resolution, North Northamptonshire Shadow Authority, 25 February 2021.

Budget Savings

Directorate	Proposal Title	Proposal Description	Ref	Category	2021/22	RAG
Children's Services	Improvement in capacity building in foster care	Ensuring that adolescents are not placed in residential home settings due to lack of in house fostering capacity, skill and abilities through the development of an in house specialist fostering service. Positive impact on children placed in a family setting, and savings will through reduced reliance on residential placements.	20-04-02-02-01	Full year effects of previous decisions	(458)	A
Children's Services	Reducing Reliance on Agency Staff	A proposal to increase the proportion of permanent staffing within the Children's Trust, reducing reliance on agency staff, through a refreshed Workforce Strategy and Quality Assurance Framework that creates a stable and effective workforce.	20-04-02-02-02	Full year effects of previous decisions	(115)	A
Children's Services	Reduction in Residential Care	Step down from high end residential places to Independent Fostering Agencies through reviews and joint working/incentives that drive better outcomes. This will drive reduced placement costs and more children will be cared for in a family setting.	20-04-02-02-03	Full year effects of previous decisions	(179)	A
Children's Services	Improved children's outcomes	Ensuring that only children and young people who need to be in public care are placed, as a result of improved Edge of care support and intervention with families. Working towards minimising the amount of time a child is in care before they are united with their parents.	20-04-02-02-04	Full year effects of previous decisions	(301)	A
Children's Services	Supported Accommodation	A new model of progressive semi-independent accommodation to support the transition for young people to self-supported housing.	20-04-02-02-05	Full year effects of previous decisions	(85)	A
Children's Services	In-House Foster Carers	Increase use of in-house fostering through an improved recruitment and retention strategy for standard carers. This will reduce reliance on agency placement.	20-04-02-02-06	Full year effects of previous decisions	(194)	A
Children's Services	Transport optimisation	Review of transport requirements to reduce costs to ensure an efficient use of service.	20-04-02-02-07	Full year effects of previous decisions	(97)	A
Children's Services	UASC	Changes to the Council subsidy required in addition to Home Office funding of support for Unaccompanied Asylum Seeking Children (UASC) and former UASC (those aged 18 and over). (Ref 04-02-01-02)	20-04-02-02-08	Full year effects of previous decisions	(277)	A
Children's Services	Innovate Team and PIP (Partners in Practice) team	Removal of one off expenditure for additional social worker capacity in the duty and assessment team throughout April-May 2020 to safely manage current demand and stabilise the service, and an extension of the Court Team throughout April-June 2020 as provided by Partners in Practice to ensure skills transfer and an exit strategy are in place.	20-05-02-02-02	Pay	(113)	A
Children's Services	Family Group Conferencing	Removal of one off funding in respect of DfE grant funding for the Supporting Families: investing in practice programme. The DfE are working with a number of local authorities, including NCC, to test a model of Family Group Conferencing to gather robust and usable evidence on the effectiveness in keeping children and parents together.	20-06-02-02-01	Technical changes	(142)	A
Adults, Communities & Wellbeing	Library Book Fund	Reduction in budget spent on book supplies for libraries - reflection of move to on line resources	20-03-01-02-01	Demographic/service demand	(25)	A
Adults, Communities & Wellbeing	Library Agency Staff	Removal of budget only required during transformation period	20-03-01-02-02	Pay	(46)	A
Adults, Communities & Wellbeing	Theatre Interim Mgt Costs	Reduction in Contract Costs relating to the Castle Theatre	20-04-01-02-01	Full year effects of previous decisions	(8)	A
Adults, Communities & Wellbeing	Specialist centre for – Step down Care Mental Health and Acquired brain injury	Moray Lodge development providing specialist and step down supported living for people with an acquired brain Injury and mental health support needs.	20-04-01-02-02	Full year effects of previous decisions	(154)	A
Adults, Communities & Wellbeing	Rapid response falls & admission avoidance service	A new service (initially funded by business rate pilot fund) provided by health, social care and East Midlands Ambulance Service providing support following falls in the home to reduce hospital admissions and likelihood of long term social care.	20-04-01-02-03	Full year effects of previous decisions	(1,918)	A
Adults, Communities & Wellbeing	Strengths based working	Transformation of adult social care pathways and processes to ensure focus on client outcomes, independence, better decision making and best practice approaches to reduce delays and spend.	20-04-01-02-04	Full year effects of previous decisions	(2,153)	A

Budget Savings - Continued

Directorate	Proposal Title	Proposal Description	Ref	Category	2021/22	RAG
Adults, Communities & Wellbeing	Rebaselining	This reduction in care budgets is to realign the base budget to the position reported for 20-21, where the service has seen a reduced demand against original budget.	20-04-01-02-05	Full year effects of previous decisions	(3,209)	A
Adults, Communities & Wellbeing	Prevention contract cessation/redesign	The new adult social care Target Operating Model has resulted in the decision to cease (following their termination dates expiring) a number of contracts. These services will now be delivered through an overarching approach to service delivery.	20-04-01-02-06	Full year effects of previous decisions	(149)	A
Adults, Communities & Wellbeing	Sheltered Housing Contracts cessation/redesign	The adult social care Target Operating Model has resulted in the decision to cease (following their termination dates expiring) a number of sheltered housing contracts. These services will now be delivered through an overarching approach to service delivery.	20-04-01-02-07	Full year effects of previous decisions	(71)	A
Adults, Communities & Wellbeing	Independent Care - Physical Disability	Rebaselining based on latest monitoring position against the Physical Disability cohort budget.	20-04-01-02-08	Full year effects of previous decisions	(762)	A
Adults, Communities & Wellbeing	Learning Disability Provider Framework efficiencies	Review activity to support progression for people with a Learning Disability, including implementation of new provider framework with improved pricing strategy, outcomes and incentivised step down	20-04-01-02-09	Full year effects of previous decisions	(213)	A
Adults, Communities & Wellbeing	Housing Options Saving	Saving relating to the harmonisation of the Housing Options Allocation System	20-08-03-02-03	LGR	(44)	A
Place & Economy	additional income	Additional income from fees and charges relating to additional demand	20-03-06-02-01	Demographic/service demand	(230)	A
Place & Economy	Home to School Transport Demography	Change required reflecting the population trend in the county. Trend analysis has been used to provide a forecast position. (Ref 03-06-01-03)	20-03-06-02-02	Demographic/service demand	(22)	G
Place & Economy	Recycling Credits	Realignment of Recycling Credits Budget	20-03-06-02-03	Demographic/service demand	(565)	G
Place & Economy	Volume changes on Waste Budgets	Forecast based on projections of how much waste will be produced in the area including recycling, composting and food waste tonnages.	20-03-06-02-04	Demographic/service demand	(2,000)	A
Place & Economy	Reduction in Grants	This reflects a reduction due to a one off increase in Grants in 2020/21 returning to the substantive budget.	20-04-06-02-01	Full year effects of previous decisions	(140)	G
Place & Economy	Enterprise Centre Business Case	Increase in income based on appointed operators business case.	20-04-06-02-03	Full year effects of previous decisions	(202)	A
Place & Economy	Concessionary Fares	Removal of surplus budget for Concessionary Fares based on forecast underutilisation of the scheme.	20-04-06-02-05	Full year effects of previous decisions	(95)	G
Place & Economy	Country Parks	Annual revenue benefit of capital investment in Sywell Country Park sewage treatment plant.	20-04-06-02-07	Full year effects of previous decisions	(15)	G
Place & Economy	Fees and Charges	Harmonisation of Prioritised Fees and Charges	20-06-03-02-01	Technical changes	(37)	A
Place & Economy	Fees and Charges	Inflationary Uplift of Fees and Charges owing to a new charging strategy.	20-06-03-02-02	Technical changes	(346)	A
Enabling & Support Services	Insurance Contract	Estimated reduction in the Insurance Contract due to self insuring	20-03-04-02-05	Demographic/service demand	(750)	A
Enabling & Support Services	Removal of ICT, FM & General Risk Budgets	Removal of specific Contingency Budgets owing to the creation of a corporate contingency.	20-04-04-02-01	Full year effects of previous decisions	(493)	G
Enabling & Support Services	Reductions in Technical Finance Budgets	Removal of base budget relating to the cost of Commissioners.	20-04-04-02-02	Full year effects of previous decisions	(230)	G
Enabling & Support Services	Vacancy Factor	Increase in the Council's Vacancy Factor by £250k to £1.6m	20-05-04-02-01	Pay	(250)	A
Enabling & Support Services	Local Elections	Removal of one off increases in budget to cover local elections, subsequently deferred to May 2021.	20-07-05-02-01	Legislative changes	(356)	G
Enabling & Support Services	Pension contributions	Reduction in Council contribution payment to Pension Fund following transfer of staff to Children's Trust (Ref 05-02-01-01)	20-05-04-02-02	Pay	(417)	A
Enabling & Support Services	Staffing Savings	Estimated savings related to the Senior Leadership Structure	20-08-03-02-01	LGR	(2,300)	A
<b>Savings</b>					<b>(19,161)</b>	

## Executive 5<sup>th</sup> August 2021

<b>Report Title</b>	<b>Capital Programme Update 2021/22</b>
<b>Lead Member</b>	Councillor Lloyd Bunday, Portfolio Holder for Finance and Transformation
<b>Lead Officer</b>	Janice Gotts Executive Director of Finance <a href="mailto:Janice.gotts@northnorthants.gov.uk">Janice.gotts@northnorthants.gov.uk</a>

<b>Key Decision</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Forward Plan Reference (if yes to Key Decision)</b>	
<b>Is the decision eligible for call-in by Scrutiny?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Are there public sector equality duty implications?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Does the report contain confidential or exempt information (whether in appendices or not)?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Applicable paragraph number for exemption from publication under Schedule 12A Local Government Act 1974</b>	

### List of Appendices

None

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

---

- 1.1 The purpose of this report is to request approval for capital schemes that have come forward for inclusion in the Council's Capital Programme. Approval of the funding will allow the schemes to move forward to procurement and delivery.

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

---

- 2.1 This report contains details of schemes which have been submitted as part of the Council's Capital Approval Process setting out the purpose of the spend, the expected outcomes and the financial implications.

### **3. Recommendations**

---

3.1 It is recommended that Executive:

- note that the new capital approval process was endorsed by Finance and Resources Scrutiny Committee at its meeting on 13<sup>th</sup> July.
- approve the following changes into the capital programme totalling £9.272m:
  - a) Stanton Cross Primary School £9.064m two form entry school and children's centre funded from Section 106 (S106) contributions.
  - b) Library Management System £161k funded from borrowing/discretionary funding.
  - c) Binrastructure - £47k funded through external contributions

Further detail on each of these schemes is included in section 5 below.

3.2 Reason for Recommendations:

- The local authority has a legal obligation to deliver S106 related works in accordance with the signed S106 agreement;
- The recommended course of action will allow the timely progression of capital works;
- The recommended course of action is required to support the sustainability of the library service including critically the support of the Community Library Programme.
- Utilisation of grant funding to support our environment through the provision of litter bins.

### **4. Report Background**

---

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.

4.2 Resources come from Government grants and contributions, capital receipts from surplus land and buildings, revenue contributions and borrowing. The report provides an update to the Capital Programme, with the changes requested for approval and inclusion within the programme.

4.3 Members are asked to note that a new Capital Approval Process for North Northamptonshire Council has been drawn up and was presented to the Finance and Resources Scrutiny Committee for endorsement at its meeting on 13<sup>th</sup> July 2021. The process aims to:

- provide greater emphasis on the link to strategic priorities and achievement of benefits and outcomes.



- ensure that projects are fully costed together with identification of funding streams
  - understand how each submission can contribute to reducing carbon and/or support a zero-carbon agenda and also what each scheme is able to offer in terms of social value.
  - assess the risks associated with the project.
- 4.4 In brief, the new governance process will require Directorate Portfolio Boards (or management teams) to develop capital schemes in line with the Council's strategic priorities. Subject to the Portfolio Holder approval, these proposals will be submitted to the Strategic Capital Board for consideration, in the first instance. Each business case must detail how it will meet the aims as summarised in paragraph 4.3.
- 4.5 The Strategic Capital Board will meet monthly to scrutinise new proposals and progress, including risks in relation to schemes already in delivery. The board is chaired by the Executive Director of Finance and consists of Service Directors and finance/project management support.
- 4.6 It is essential that projects have the relevant Portfolio Holder Member endorsement before submission to the first stage of the approval process. Stakeholder engagement (which will vary according to the nature of the project) is also necessary. Sign off to projects recommended through the Strategic Capital Board is required from the Deputy Leader and the Executive Member for Finance and Transformation prior to them being brought forward to Executive for formal approval.

## **5. Detail on Recommendations and updates to the Capital Programme**

---

### **New Approvals to the Capital Programme**

- 5.1 **Stanton Cross Primary School - £9.064m.** This is an extension to the preliminary works budget of £596k approved by the County Council bringing the total cost of the scheme to £9.660m, and will allow the scheme to progress to full procurement and delivery of the school and children's centre.
- 5.2 Stanton Cross Sustainable Urban Extension (SUE) is a large housing expansion close to the town of Wellingborough. It is expected to contain circa 3,650 homes, once complete. The proposal is to build a two form (420 place) primary school, inclusive of a children's centre for early years provision, to serve the first phases of the development. A feasibility study was undertaken to identify suitable designs and layouts, taking into account the DfE template for designs of new schools.
- 5.3 The Council is under an obligation to have the school ready for opening by the 1<sup>st</sup> September 2022, following occupation of the 400th dwelling.
- 5.4 Expenditure on the scheme is forecast at £4.5m in 2021/22, with the remaining expenditure apart from retention payments occurring in 2022/23.

- 5.5 Further detail on this scheme is provided in a separate report elsewhere on the agenda for this Committee.
- 5.6 **Library Management System - £161k (North Northamptonshire Contribution to overall project cost of £364k).** This is the contribution from North Northamptonshire Council towards the replacement of the library management system for the Council area as part of the wider County library service.
- 5.7 The Library Service is seeking to procure a new Library Management System (LMS) and ongoing contract as well as replacing the associated hardware and peripherals to run the system.
- 5.8 The LMS is the core system that is used by Northamptonshire Libraries and Information Service, Community Managed Libraries, North Northamptonshire Council and West Northamptonshire Council Customer Services, the Schools Library Service and the traded partner HMP Woodhill. The LMS records borrower account information and their transaction data (issues, renewals, returns and payments). This helps to plan the requirements of the library service going forward. The LMS also plays a crucial role with the authentication of users for the online services offered, which includes:
- Self service kiosks
  - Library Plus App
  - Online Public Catalogue
  - Online Payments
  - Public PC booking system for use of our public PCs
  - E-Hub (e-book and e-audio services)
  - Hublets (lendable tablets)
- 5.9 The system also plays a vital role in the functionality for back office support, which includes:
- Management Information web portal
  - Electronic Data Interchange (for invoicing and payments)
  - Locked down versions of the LMS to enable the Customer Service teams and Community Managed Library volunteers to process transactions
- 5.10 The system is used daily by 164 library staff countywide, 400+ volunteers in the Community Managed Libraries and the staff of each Council's customer services teams. The public library catalogue is used by 35,000 customers and the system holds borrower records in line with GDPR requirements. There are over 600,000 item records which enables the service to manage the circulation of stock.
- 5.11 The Library Service is currently a shared service hosted by West Northamptonshire Council and as such the achievement of the full programme

in line with the forecast will require the formal approval of both Northamptonshire Council and West Northamptonshire Council.

- 5.12 It is proposed that the investment will be supported through the use of borrowing/ discretionary funding.
- 5.13 **Binrastructure £47k** – This project will achieve the installation of a number of new litter bins across North Northamptonshire to tackle hotspot areas of littering, areas identified as having a limited number of bins, or areas of high footfall. The provision of the litter bins is to help improve the local environment, encouraging responsible disposal of litter. This is part of an holistic approach involving education, publicity and enforcement to address littering.
- 5.14 In Corby and Kettering this involves the provision and installation of 70 additional litter bins in areas that have been identified as requiring further capacity. These are shopping precencts, Kingswood/Lincoln estate in Corby, school frontages, bus stops and shelters. These areas have been identified from littering complaints, observations by street cleaning staff, a review of existing bins and littering audits,
- 5.15 In East Northamptonshire and Wellingborough this involves the provision of over 100 litter bins (of different types dependent on area and proposed use) to support new housing developments, green space areas where increased use has been seen, on-the-go recycling and to supplement existing litter bin provision.
- 5.16 There are no revenue implications as the litter bins will be emptied using the existing street cleansing services in place across North Northamptonshire.
- 5.17 The project will be funded through an external grant award of £46,770.

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

---

### **6.1 Resources and Financial**

- 6.1.1 The budget requirements are funded from contributions linked to the development (ie S106 contributions), capital receipts or external grants. There is no requirement for the Council to undertake borrowing to support these schemes.

### **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.

### **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 Committee.
- 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 Details of pressures, risks and mitigating actions implemented will be provided as part of the finance monitoring reports as the year progresses.
- 6.3.4 There is a risk that delays and cost increases may arise as a result of COVID-19 restrictions and changes arising from EU Exit. 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.
- 6.3.5 There is a risk in relation to funding, particularly S106 where works may be required to take place in advance of S106 triggers/funding being payable. This occurs where a road or school is needed to provide infrastructure for the first residents/businesses utilising the site. Where this is the required, the Council will fund costs at risk in relation to the funding being received to reimburse its costs.

### **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 2020.
- 6.4.2 Consultation, where relevant, is detailed as part of the respective separate report elsewhere on the agenda.

### **6.5 Climate Impact**

- 6.5.1 The climate impact would be considered and managed via the relevant planning process.

### **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.

## Executive 5<sup>th</sup> August 2021

<b>Report Title</b>	<b>Housing Land Supply in North Northamptonshire</b>
<b>Lead Member</b>	Cllr Steven North, Portfolio Holder for Growth & Regeneration
<b>Lead Officer</b>	George Candler, Executive Director of Place & Economy (Deputy Chief Executive)

<b>Key Decision</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Is the decision eligible for call-in by Scrutiny?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Are there public sector equality duty implications?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Does the report contain confidential or exempt information (whether in appendices or not)?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Applicable paragraph number for exemption from publication under Schedule 12A Local Government Act 1974</b>	

### List of Appendices

#### Appendix 1 – Comments of the Executive Advisory Panel on Planning Policy

##### 1. Purpose of Report

---

- 1.1. To propose to the Executive the approach to be taken to maintaining a supply of deliverable housing land in North Northamptonshire.

##### 2. Executive Summary

---

- 2.1 The Council is the local planning authority for the North Northamptonshire area and must maintain a supply of specific deliverable sites sufficient to provide a minimum of 5 years' worth of housing against its housing requirement. In the absence of a 5-year supply, development plan policies may be treated as out-of-date, making the area susceptible to speculative development pressures.
- 2.2 The North Northamptonshire Joint Core Strategy (JCS) provides the strategic planning policies for the area. The housing requirements set out in Policy 28 of the JCS ceased to apply on 15<sup>th</sup> July 2021 as the measure for assessing 5-year housing supply, this was when the JCS became 5 years old. At this point,

national policy states that these requirements should be superseded by Local Housing Need (LHN) calculated using the Government's standard method. This needs to be kept under review in the light of factors including progress on the review of the JCS, to be titled the North Northamptonshire Strategic Plan, and any changes to the standard method for calculating Local Housing Need.

- 2.3 For North Northamptonshire, current Local Housing Need is similar to the JCS housing requirement in all of the former local planning authority areas. It results in a lower 5-year housing requirement in all areas except East Northamptonshire, where it is only marginally higher.
- 2.4 The choice to be made is between calculating housing land supply on a North Northamptonshire-wide basis or based on the former local planning authority areas (in each case against Local Housing Need). Legal advice obtained by the Joint Planning and Delivery Unit confirms that either option is legally robust.
- 2.5 This report concludes that maintaining a 5-year supply of housing land at the North Northamptonshire level (rather than for former council areas) will provide greatest protection from speculative development proposals for the whole area. In the event of a shortfall in 5-year supply, the Council would have flexibility to determine the most sustainable locations in which to release new sites in line with the spatial strategy of the JCS.
- 2.6 The Planning Policy Executive Advisory Panel met on 29<sup>th</sup> June 2021 to discuss the most appropriate way for ensuring the North Northamptonshire area maintains a 5-year supply of housing land. The minute extract from that meeting is attached at Appendix 1 to this report.

### **3. Recommendations**

---

- 3.1 It is recommended that the Executive :
  - a) Approves the Council measuring five-year supply against the Local Housing Need (LHN) for the North Northamptonshire Housing Market Area (HMA), calculated using the Standard Method (as confirmed in Ministerial Statement dated 16<sup>th</sup> December 2020); and
  - b) Approves the approach set out in recommendation 3.1.a be reviewed annually to take account of changes in circumstances, including progress on the North Northamptonshire Strategic Plan and any changes to the standard method by which Local Housing Need is calculated.

#### Reason for Recommendations

- 3.2 To agree an approach that is compliant with national policy and guidance and will provide greatest protection from speculative development proposals for the whole of the Council's area.

## 4. Report Background

---

- 4.1 The National Planning Policy Framework (NPPF) requires local planning authorities to maintain a supply of specific deliverable sites sufficient to provide a minimum of 5 years' worth of housing<sup>1</sup> against their housing requirement set out in adopted strategic policies, or against their local housing need (LHN) where the strategic policies are more than five years old. Where there is less than a 5-year supply, relevant development plan policies may be treated as out-of-date, making an area susceptible to speculative development pressures.
- 4.2 North Northamptonshire Shadow Council and West Northamptonshire Council Leaders raised concerns with the Ministry for Housing Communities and Local Government (MHCLG) in Autumn 2020 over the prospect of speculative development across the whole of a council's area if one part of the area is not able to demonstrate a 5-year supply. In response, MHCLG drew attention to National Planning Practice Guidance on how 5-year housing land supply should be calculated in new local government reorganisation. This states that:

*"...strategic housing requirement policies adopted by predecessor authorities can continue to be used as the housing requirement for calculating the 5-year housing land supply in the areas they apply where these are less than 5 years old, or they are older but have been reviewed within the last 5 years and found not to need updating...Where strategic housing requirement policies, covering the predecessor authority area, are older than 5 years and require updating, local housing need should be used, where this is available. Where the data required to calculate local housing need is not available an alternative approach will have to be used."*

- 4.3 This report explores what this means for North Northamptonshire and recommends an approach that should give greatest protection against speculative development proposals by allowing the Council, as local planning authority, flexibility in managing the supply of land for housing across its whole area.

## 5. Issues and Choices

---

- 5.1 The adopted strategic policies for North Northamptonshire are set out in the Joint Core Strategy (JCS). The housing requirements in JCS Policy 28 are the basis for the housing land supply position set out in the Authorities Monitoring Report (AMR) for 2019/20 (2020/21 data is currently being collated). This is summarised in Table 1 below<sup>2</sup>. All the former local planning authorities could demonstrate a 5-year supply, but the position in Corby was marginal.

---

<sup>1</sup> Paragraph 14 of the NPPF enables the 5-year land supply requirement to be reduced to 3 years in areas which have an up-to-date neighbourhood plan in place (less than two years old), and which contain policies and allocations to meet the identified housing requirement.

<sup>2</sup> Based on 2019/20 AMR [www.nnjpdu.org.uk](http://www.nnjpdu.org.uk)

Table 1

Housing Land Supply for former LPAs	A. 5 x JCS housing requirement + shortfall since 2011 + 5% buffer	B. Identified deliverable housing land supply 2020-25	Number of years deliverable housing land supply (B/A x 5)
Corby	2,546	2,551	5.0
East Northamptonshire	2,205	2,887	6.55
Kettering	3,205	4,326	6.75
Wellingborough	2,550	3,448	6.76

- 5.2 The JCS was five years old on 14<sup>th</sup> July 2021. From this date, the NPPF (paragraph 73) states that JCS housing requirements should be superseded by Local Housing Need. Table 2 shows the annual housing requirements set out in the JCS and using Local Housing Need (based on the current standard method). There is little difference between the two, but this may change if the variables used in the standard method alter or if the Government revises the formula<sup>3</sup>. In accordance with the NPPF, Local Housing Need must be used for calculating housing land supply in North Northamptonshire from July 2021<sup>4</sup> but this should be subject to annual review to take account of changes in circumstances, including progress on the North Northamptonshire Strategic Plan and any changes to the standard method.

Table 2 – Housing requirements for NN and former LPAs	JCS Policy 28 annual housing requirement	Local Housing Need (LHN) using Standard Method
Corby	460	479
East Northamptonshire	420	452
Kettering	520	513
Wellingborough	350	340
<b>North Northamptonshire</b>	<b>1,750</b>	<b>1,784</b>

- 5.3 However, the Council can choose between calculating housing land supply on a North Northamptonshire-wide basis, or on the former Local Planning Authority areas, in each case against Local Housing Need. Legal advice obtained by the Joint Planning and Delivery Unit confirms both approaches are legally robust. Table 3 shows the housing land supply position, using Local Housing Need, across North Northamptonshire and for each of the former Local Planning Authority based on the 2019/20 monitoring year. This includes a 5% buffer as required by national guidance<sup>5</sup> but no longer includes shortfalls in delivery against past JCS requirements, as national guidance<sup>6</sup> is clear that the standard method factors this in. This has a significant impact on assessed housing land supply which, compared to Table 1, increases in all of the former Local Planning Authority areas except East Northamptonshire.

<sup>3</sup> The current standard method uses the latest Office for National Statistics (ONS) household growth projections for the next ten years as a baseline figure. This is then adjusted according to an affordability ratio, which measures the difference between house prices and annual earnings. ONS published updated affordability ratios in March 2021 (see commentary at <https://static.turley.co.uk/pdf/file/2021-03/The%20standard%20method%20of%20assessing%20housing%20need%200.pdf>)

<sup>4</sup> In practice, given that housing land supply is measured for a 1<sup>st</sup> April – 31<sup>st</sup> March monitoring year, the use of LHN (Table 1 above) for monitoring purposes will need to commence with effect from 1<sup>st</sup> April 2021.

<sup>5</sup> NPPG Paragraph: 022 Reference ID: 68-022-20190722

<sup>6</sup> NPPG Paragraph: 031 Reference ID: 68-031-20190722

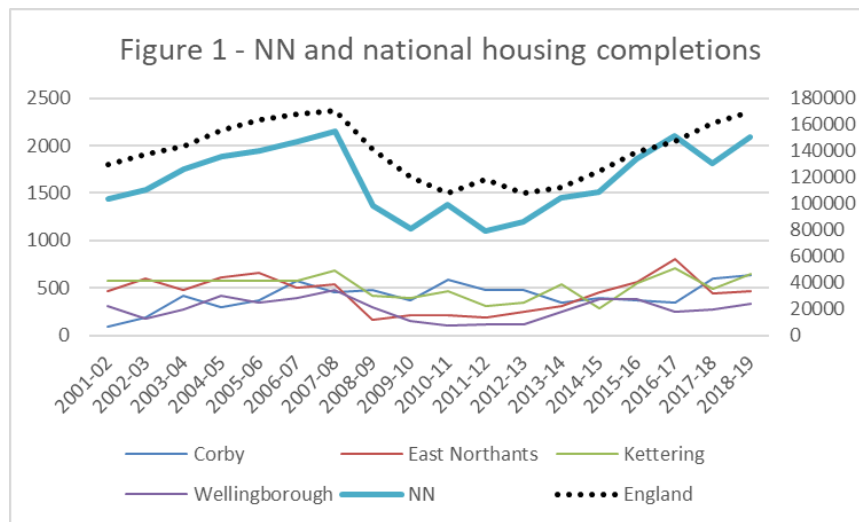


<b>Table 3</b> <b>Housing supply against LHN</b>	<b>Local Housing Need annual requirement</b>	<b>5-year requirement including 5% buffer<sup>7</sup></b>	<b>Assessed Housing Land Supply 2020-25</b>	<b>Housing land supply (years) against Local Housing Need</b>
Corby	479	2,515	2,551	5.07
East Northamptonshire	452	2,373	2,887	6.08
Kettering	513	2,693	4,326	8.03
Wellingborough	340	1,785	3,448	9.66
<b>North Northamptonshire</b>	<b>1,784</b>	<b>9,366</b>	<b>13,212</b>	<b>7.05</b>

- 5.4 As noted above, national planning practice guidance explicitly allows a newly formed local planning authority to continue to calculate 5-year housing land supply based on the areas identified in the strategic policies adopted by predecessor authorities (the JCS). It is noted that the Buckinghamshire and Dorset unitary authorities are measuring 5-year supply based on old local authority boundaries, and it is understood that this is also the approach favoured by West Northamptonshire Council.
- 5.5 Taking this approach in North Northamptonshire would maintain a fine-grained monitoring of land supply and enable, as far as possible, any shortfall to be addressed within the sub-area that it arises. The four Area Planning Committees would retain the direct link between development management decisions and housing land supply in the same sub-area.
- 5.6 However, as shown in Table 3, Local Housing Need (which is heavily influenced by past rates of housing delivery), the identified supply of housing land (which reflects the progress of sites through planning and development), and the housing land supply measured against Local Housing Need, vary significantly between the sub-areas. While it is presently possible to demonstrate a 5-year supply of housing land in all sub-areas, this remains marginal for the Corby area and has been a problem in other sub-areas in recent years. A consequence of dealing with 5-year supply based on four sub-areas rather than the North Northamptonshire Council area is that, at any point in time, one or more sub-areas could have a shortfall, resulting in developers targeting them with speculative proposals for housing development in locations where significant growth is not supported in the Joint Core Strategy.
- 5.7 Figure 1 illustrates why a more robust approach is to look at the North Northants Housing Market Area (HMA)<sup>8</sup> as a whole. The pace of development activity and the availability of sites fluctuates across North Northamptonshire, as evidenced by the significant variations in annual housing completions in the sub-areas (left-hand Y axis). However, the four sub-areas have contributed to total completions for the North Northamptonshire Housing Market Area (HMA) that align closely to the national trajectory of housing completions (right-hand Y axis). Monitoring and maintaining housing land supply for the North Northamptonshire HMA will therefore help to balance out inevitable fluctuations in the pace of development activity and the availability of sites across the Council area.

<sup>7</sup> 5 x LHN + 5% buffer

<sup>8</sup> A Housing Market Area (HMA) is a geographic area defined by housing demand and preferences and reflects the key functional linkages between places where people live and work.



5.8 As shown in Table 3, North Northamptonshire currently has a 7.05 years' supply of housing land against Local Housing Need requirements. Maintaining a 5-year supply of deliverable housing land at this scale will help to protect the whole of North Northamptonshire from speculative development proposals. Conversely, a failure to maintain a 5-year supply could make the whole of North Northamptonshire vulnerable to speculative development pressure, rather than ring-fencing the problem to the sub-area in which the shortfall arises. However, in this event, the Council would have flexibility to determine the most sustainable locations in which to release new sites. This should be in line with the spatial strategy of the Joint Core Strategy (JCS), with a focus on the Growth Towns and Market Towns rather than the villages and rural area. Continuing to monitor housing land supply based on a composite of the four sub-areas will allow fine-grained information to be collected to inform action at the North Northamptonshire level when it is necessary to boost housing land supply.

## 6. Implications (including financial implications)

### 6.1 Resources and Financial

6.1.1 A robust 5-year housing land supply position will deter speculative planning applications and appeals that could otherwise require significant staff and consultancy/ legal support.

### 6.2 Legal

6.2.1 Specialist legal advice was obtained from Josef Cannon, Cornerstone Barristers to clarify the options available to North Northamptonshire Council. This confirms the requirement to use Local Housing Need as the basis for housing requirements after July 2021, the date at which the JCS was 5 years old. It also states that it is legally robust for the Council to calculate housing land supply on either a North Northamptonshire-wide basis or using the former local planning authority areas.

### **6.3 Risk**

- 6.3.1 In the absence of a 5-year supply, development plan policies may be treated as out-of-date, making the area susceptible to speculative development pressures.

### **6.4 Consultation**

- 6.4.1 Planning Policy Managers have helped to formulate the proposed approach. The options available to the Council have been considered by the Planning Policy Executive Advisory Panel and the minutes are attached to this report to help inform the Executive.

### **6.5 Consideration by Scrutiny**

- 6.5.1 Scrutiny have not considered this topic to date.

### **6.6 Consideration by Executive Advisory Panel**

- 6.6.1 The Planning Policy Executive Advisory Panel considered the 5-year land supply proposals at its meeting held on 29<sup>th</sup> June 2021. The Panel was supportive of calculating housing land supply on a North Northamptonshire basis as there was little difference between the outputs for the two methods, however there was concern that this could change if the Government revised the formula going forward. Also, the Panel considered it was important to start thinking as a single unitary area rather than four separate councils. The importance of having an effective suite of development documents was reiterated and it would be important to review the JCS as soon as was practicable.
- 6.6.2 An extract from the minutes of the meeting is attached to this report, at Appendix 1.

### **6.7 Climate Impact**

- 6.7.1 No specific impacts arising from this report but the lack of a robust 5-year housing land supply could result in additional pressure for homes in unsustainable locations.

### **6.8 Community Impact**

- 6.8.1 No specific impacts arising from this report. However, the absence of a 5-year housing supply can mean development plan policies may be treated as out-of-date, making the area and communities susceptible to speculative development pressures. This can have impacts on infrastructure capabilities supporting our communities.

## **7. Background Papers**

---

7.1 Referenced in footnotes.

**Extract from the Minutes of a meeting of the Planning Policy Executive Advisory Panel**

At 2.00 pm on Tuesday 29th June, 2021

Held virtually via Zoom

**Present:-**

Councillors:

Steven North (Chair)

David Brackenbury

David Jenney

Valerie Anslow

Barbara Jenney

Kevin Thurland

**6 Housing Land Supply in North Northamptonshire**

Simon Richardson, Development Manager, introduced the report which asked the Panel to consider the approach to maintaining a supply of deliverable housing land in North Northamptonshire.

The local planning authority was required to maintain a supply of specific deliverable sites sufficient to provide a minimum of 5 years' worth of housing against its housing requirements. In the absence of a 5-year supply, the Council's development plan policies may be treated as out-of-date, which would make the area susceptible to speculative development pressures.

Housing requirements were set out in the Joint Core Strategy (JCS) and applied until July 2021, when the JCS would be 5-years old and national policy stated that they should be superseded by a Local Housing Need (LHN) calculated using the Government's standard method. For North Northamptonshire, the current LHN was similar to the JCS housing requirement in all of the former local planning authority areas and resulted in a lower 5-year housing requirement in all areas except East Northamptonshire, where it was only marginally higher.

The Council now needed to make a choice between calculating housing land supply, post-July 2021, on a North Northamptonshire-wide basis, or based on the former local planning authority areas. Legal advice had been obtained which confirmed that either option was legally robust. Maintaining a 5-year supply of housing land at a North Northamptonshire level would provide greatest protection from speculative development proposals for the whole area.

During discussion on the report, Members were supportive of calculating housing land supply on a North Northamptonshire basis as there was little difference between the outputs for the two methods, however there was concern that this could change if the Government revised the formula going forward. Also, it was important to start thinking as a single unitary area rather than four separate councils. The importance of having an effective suite of development documents was reiterated and it would be important to review the JCS as soon as was practicable.

**RESOLVED to recommend to the Executive that:**

- (i) From 15<sup>th</sup> July 2021, in accordance with national policy, NNC should measure the five-year supply against the Local Housing Need (LHN) for the North Northamptonshire Housing Market Area (HMA), calculated using the Standard Method (as confirmed in Ministerial Statement dated 16<sup>th</sup> December 2020); and
- (ii) This approach should be reviewed annually to take account of changes in circumstances, including progress on the NN Strategic Plan and any changes to the standard method by which LHN is calculated.

*Reason for recommendations – to agree an approach that is compliant with national policy and guidance and will provide greatest protection from speculative development proposals for the whole of the Council's area*

## Executive 5<sup>th</sup> August 2021

<b>Report Title</b>	<b>Integrated Care System Design Principles</b>
<b>Lead Member</b>	Cllr Helen Harrison, Portfolio Holder for Adults, Health and Wellbeing
<b>Lead Officer</b>	David Watts Executive Director for Adults, Communities and Wellbeing

<b>Key Decision</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Is the decision eligible for call-in by Scrutiny?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Are there public sector equality duty implications?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Does the report contain confidential or exempt information (whether in appendices or not)?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Applicable paragraph number for exemption from publication under Schedule 12A Local Government Act 1974</b>	

### List of Appendices

#### Appendix 1 – ICS Outline Design

##### 1. Purpose of Report

---

- 1.1. To provide the Executive with an update on progress in developing a Northamptonshire Integrated Care System (ICS) and present the ICS design principles for endorsement by the Executive.

##### 2. Executive Summary

---

- 2.1 The Government’s Health and Care White Paper “Integration and Innovation: working together to improve health and social care for all” was introduced to the House of Commons on 11<sup>th</sup> February 2021.
- 2.2 On 6<sup>th</sup> July 2021, the Health and Care Bill was introduced to parliament and received its second reading on 14<sup>th</sup> July 2021.
- 2.3 Following publication of the health and care white paper the local health and care system commissioned a targeted piece of work to explore ICS design opportunities and changes required to meet the requirements set out. The local

system was keen not to merely lift and shift current commissioning arrangements into the Integrated Care Statutory body and wanted to maximise the opportunities for partnership working.

- 2.4 The document attached as Appendix 1 “ICS Outline Design” sets out the summary of work undertaken and the design principles that are presented to the Executive for endorsement.
- 2.5 The design principles will have been considered at the Health, Wellbeing and Vulnerable People EAP on the 30 July 2021.

### **3. Recommendations**

---

3.1 It is recommended that the Executive:

- a) Consider and endorse the design principles for the Northamptonshire ICS as summarised in Appendix 1, slide 26
- b) Consider the feedback received from the Health, Wellbeing, and Vulnerable People Executive Advisory Panel (EAP)
- c) Make any recommendations on the future role that the Executive, EAP, or other fora could, or would like to, play in the continued development of the ICS alongside the role of North Northamptonshire Health and Wellbeing Board

3.2 The reasons for the recommendations can be summarised as follows:

- Some of the design principles are required following the publishing of the Health and Care White Paper. Other principles have been proposed following extensive stakeholder engagement with health and care delivery partners in Northamptonshire aiming to ensure that the design principles are not considered contentious.
- Significant work has been undertaken locally to reach the current set of design principles.
- The design principles formulate the start of the process of becoming an integrated care system and there will be more opportunities for councillors to play an important role in advising the executive on policy development around integrated approaches with health services in North Northamptonshire that have the potential to positively impact on the health and wellbeing of all residents.

### **4. Report Background**

---

4.1 The Government’s Health and Care White Paper “Integration and Innovation: working together to improve health and social care for all” was introduced to the House of Commons on 11<sup>th</sup> February 2021.



- 4.2 On 6<sup>th</sup> July 2021, the Health and Care Bill was introduced to parliament and received its second reading on 14<sup>th</sup> July 2021.
- 4.3 The proposals are the culmination of two years of Government work alongside the NHS, local councils, and the public. The aim of the White Paper is one that delivers “greater integration, reduces bureaucracy and supports the way that the NHS and social care work when they work at their best: together”.
- 4.4 It should be highlighted that neither the white paper nor bill contain proposals for the long-term reform of social care. A link to the white paper is available at section 8 of this report.
- 4.5 Following publication of the health and care white paper the local health and care system commissioned a targeted piece of work to explore ICS design opportunities and changes required to meet the requirements set out. The local system was keen not to merely lift and shift current commissioning arrangements into the Integrated Care Statutory body and wanted to maximise the opportunities for partnership working.
- 4.6 The document attached as Appendix 1 sets out the summary of work undertaken and the design principles that are presented to the Executive for endorsement. The design principles will have been considered at the Health, Vulnerable People EAP on the 30<sup>th</sup> July 2021.

## **5 Issues and Choices**

---

- 5.1 Significant engagement of health and care partners has taken place during the first phase of work and consensus has been reached that the principles presented are both balanced but also capture the ambition to be expansive in what an ICS could be in Northamptonshire and aim to deliver better outcomes for our residents in North Northamptonshire.
- 5.2 Throughout the process of engagement these principles have been refined and as the recommendations state, the Executive is being recommended to endorse the design principles but with the recognition that further work is required on how the ICS will then be delivered, with the full implementation being delivered effectively in three further phases.

### 5.3 The following sets out the design principles for endorsement and provides a short summary of each of the elements:

ICS design element	Items requiring endorsement from Boards, ahead of the next phase of work to develop the detail
Collaboratives	<ol style="list-style-type: none"> <li>1. Collaboratives will be formed around four system priorities.</li> <li>2. Collaboratives will be commissioned at a system level, and operate system wide, but operate services which are tailored to meet needs at Place and neighbourhood level.</li> <li>3. Our Collaboratives will operate under one of two Collaboration Models – either an Alliance or a Lead Provider. Further work is required to determine which model will be used for each collaborative, as well as leadership arrangements</li> </ol>
Place arrangements and Health and Wellbeing Boards	<ol style="list-style-type: none"> <li>4. Our ICS will have two places – aligning with the footprints for the new Unitary Authorities.</li> <li>5. ICSs will require an overall system strategy to be developed by the ICS Partnership. We propose that this will incorporate our two (planned) Joint Health and Wellbeing Strategies – producing a single, system-wide strategic plan for meeting health, care and wider wellbeing needs across the County.</li> <li>6. Joint commissioning for integrated health and care services will continue to take place at Place level (through Better Care Fund and current joint programmes). The ICS strategic commissioner and Local Authority commissioners will form joint arrangements for each Place in order to undertake this activity.</li> </ol>
Neighbourhood (sub-place) arrangements	<ol style="list-style-type: none"> <li>7. ‘Neighbourhood’ arrangements will be needed as a basis of effective integration and tailoring of services to local needs. We will support our Places to develop the neighbourhood arrangements which best work for them, as an explicit work stream during the next phase of design work.</li> <li>8. Our collaboratives will operate services which are tailored to needs at Place and neighbourhood level. They will co-design services in consultation with Place, Sub-Place and general practice representatives.</li> </ol>
ICS Statutory Body and ICS Partnership	<ol style="list-style-type: none"> <li>9. The (small) size of our system means that we have an opportunity to build a Board which includes the most comprehensive possible range of NHS and Local Authority partners. <i>This means that our ICS statutory Board will be able to take a ‘whole system’ perspective, and will therefore play a relatively larger role – and our ICS Partnership a relatively smaller role – within our overall system governance arrangements when compared to other, larger systems. The precise membership and ways of working for the ICS statutory body will be determined in the next phase of work.</i></li> <li>10. Our ICS Partnership will be made up from the membership of our two Health and Wellbeing Boards and our ICS statutory Board.</li> <li>11. The Partnership will meet twice per year, in order to (i) consider progress against our Outcomes Framework over the past year, and (ii) agree a systemwide health and care strategy (or an update to the existing strategy, as appropriate) to improve population outcomes. This then forms the key mandate for the ICS statutory board, our Places and our Collaboratives.</li> <li>12. The precise remit of the ICS Partnership – and its relationship to other parts of the system - will be developed during the next phase of work. This will include considering whether the ICS Statutory Body Independent Chair should also chair the Partnership Board.</li> </ol>

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

---

### **6.1 Resources and Financial**

- 6.1.1 At the point of writing this report there are no direct financial implications of endorsing the design principles.
- 6.1.2 Closer, more integrated working aims to deliver more efficient services with better outcomes for people, however the specific piece of work being undertaken primarily looks at design of the governance and delivery arrangements that will deliver those efficiencies.
- 6.1.3 Whilst having no direct financial implications at this point it is important to note that there continue to be significant plans developing around Integrated Care Across Northamptonshire (iCAN).
- 6.1.4 There is the potential for subsequent proposals to be brought forward at a later date and it is intended to provide executive with an update on iCAN at the Executive meeting on 26<sup>th</sup> August 2021. Currently the proposals do not include a financial contribution by the local authorities to deliver this transformation programme, however there is exploration as to whether iCAN has the potential to provide additional efficiencies above and beyond those designed into the Adults Target Operating model that were launched in October 2020.
- 6.1.5 Any proposals for local authority contributions towards iCAN will need to be clearly supported by evidence showing how benefits would be realised by the local authority through that investment and any risks associated that may affect realisation of those efficiencies.

### **6.2 Legal**

- 6.2.1 As previously stated, the white paper and Health and Care Bill referred to in paragraphs 5 to 5.3 of this report set out the underlying legislative context to the development of Integrated Care Systems.
- 6.2.2 Currently there are also Better Care Fund (BCF) arrangements that also allow for integrated care arrangements to be put in place between local authorities and NHS commissioners. With the ICS being required to put in place a statutory body and there being significant similarities in the ambitions of both BCF arrangements and ICS it is likely that at some point the arrangements around BCF and ICS will evolve locally to deliver the ambitions of both.
- 6.2.3 The creation of Integrated Care systems does not take away the responsibilities of councils in relation to the role of both Health and Wellbeing Boards and the Health Scrutiny function, however part of the next phases of work will go further to clarify the relationships between all three functions.

### **6.3 Risk**

- 6.3.1 There are no significant risks arising from the proposed recommendations in this report. However, it should be noted that there are tight timescales to undertake the statutory elements of putting in place the ICS statutory body for Northamptonshire and therefore decision making is required at pace to ensure the necessary consultation activities with NHS staff that are affected are able to be completed in time for an April 2022 implementation of the ICS statutory body.

### **6.4 Consultation**

- 6.4.1 Appropriate public consultation was required and undertaken by Central Government through both the publication of the white paper and subsequent publication and legislative processes followed for the Health and Care Bill at which the bill is currently at committee stage in the House of Commons.
- 6.4.2 Significant local engagement has been taken with system partners to explore and support the overall proposals that the health and care system as a whole believe will work best within the local system.

### **6.5 Consideration by Scrutiny**

- 6.5.1 Whilst not considered by the scrutiny commission due to timescales involved the opportunity has been taken to take the proposed design principles to the Health, Wellbeing and Vulnerable People EAP and a summary of those discussions will be provided verbally during the discussion element of the Executive consideration of this report.

### **6.6 Climate Impact**

- 6.6.1 There are no known direct climate impacts of associated with this report or its recommendations however as integrated approaches continue to progress there are opportunities that can be explored around shared use of estates, supply chain initiatives and locating care closer to communities that have the potential to have positive impacts on the council's climate commitments.

### **6.7 Community Impact**

- 6.7.1 The intended consequences of closer integration of health and care are expected to deliver better health and wellbeing outcomes for residents of Northamptonshire.

## **7 Background Papers**

---

“Integration and Innovation: Working together to improve health and social care for all (Department of Health, 11 February 2021) online. [Integration and Innovation: working together to improve health and social care for all \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/91212/integration-and-innovation-working-together-to-improve-health-and-social-care-for-all.pdf) [accessed 2021.07.19]

**Appendix 1: ICS Outline Design**



ICS outline design -  
updated following Pa

This page is intentionally left blank

# Northamptonshire

Health and Care Partnership

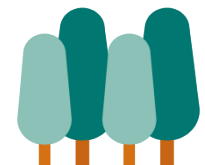


Page 57

## Northamptonshire Health and Care Partnership Board

### Integrated Care System (“ICS”) Design

System briefing paper – updated following Partnership Board development session on 17<sup>th</sup> June



# About this paper

This paper sets out an emerging blueprint for our Integrated Care System (“ICS”) for consideration and endorsement by organisations and stakeholders in our system. It aims to build on our system’s characteristics, and to provide the basis for significantly more integrated services.

## How has this blueprint been developed?

- This blueprint is the result of a collaborative piece of work, facilitated by PA Consulting (PA), working closely with the ICS Transition Steering Group (including representatives from across the system), the System Executive Group, and the ICS Health and Care Partnership.
- In developing the blueprint, PA has also held more than 35 discussions with individuals and organisations from across the system to gather their views on how best to develop an ICS for Northamptonshire’s context.
- On 17th June, the System Executive Group presented this blueprint to the Northamptonshire Health and Care Partnership development session for discussion. The Partnership signalled agreement that the blueprint represents a good basis to continue to design and build from over the coming months.

## What does this blueprint seek to do?

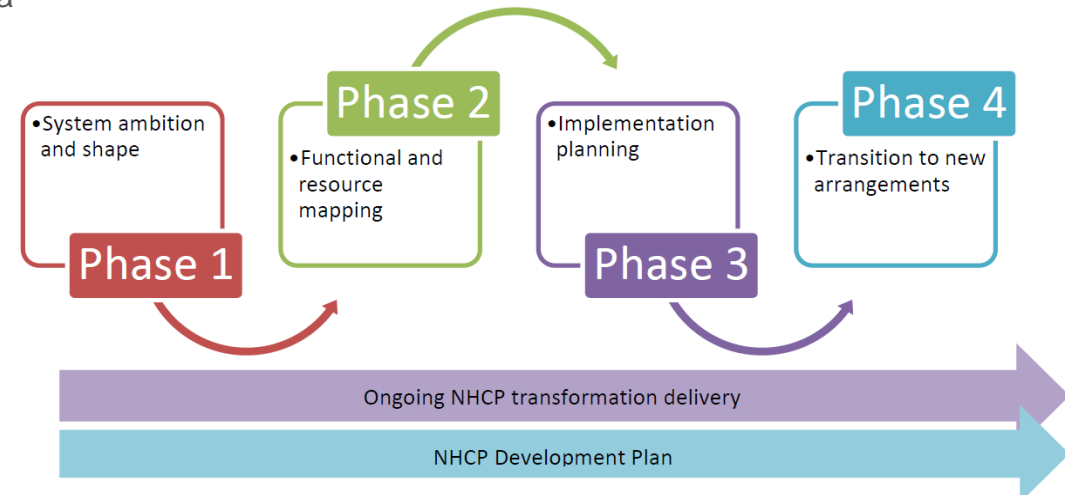
- The blueprint is intended as the start of an ICS design that will help address the sustainability of our system and realise our vision to create a positive lifetime for all, of health, wellbeing and care in our communities. As such, it lays out a number of core building blocks that will anchor further design and development of the system in the coming months.
- It is important to note that this blueprint does not represent a complete system model and there is further work to do to develop the detail that will sit beneath it.

## What are system organisations and stakeholders being asked to do?

- We are seeking endorsement of this blueprint as a basis for further development. A list of the recommendations we are asking for endorsement of are included at the end of this deck. This will provide a mandate for further development in the coming months.
- We are also interested to hear feedback and considerations for further development.
- Our aim is to consolidate Board and Member approvals from across the system (and subject to any amends to the blueprint) through formal approval at the Partnership Board planned for late July.

## What happens next?

This work is part of a four phase process to April 2022. It marks the conclusion of phase 1



Please note, this paper should be regarded as confidential and not for wider circulation at this time.





# ICS Model Overview



## A set of design principles will guide system development. These have been developed from existing NHCP materials and stakeholder discussions.

#	Design Principle <i>The design must ...</i>	Rationale <i>In order to ...</i>
1	Be geared towards a set of clear, evidenced, agreed priorities which respond to local needs.	Ensure system design will create a platform that can effectively respond to Northamptonshire's needs.
2	Ensure the needs of the patient / service users are at the centre, with co-production as a critical principle.	Develop a system and service structure that is person, not organisation or funding stream-centred.
3	Provide a mechanisms for placing greater funding, focus and accountability on prevention and self-care, improving the wider determinants of health and tackling the causes of long-term health demand.	Deliver long-term improvements in people's health and wellbeing, reducing health inequalities and contributing to long term value for money and system sustainability.
4	Create a meaningful voice in the commissioning of services for frontline clinicians, patients, service users (and must allow these stakeholders routes to scrutinise and challenge plans).	Create services that are responsive to clinicians and services users.
5	Locate decision-making as close to communities as possible (subsidiarity).	Create a system that is cognisant and responsive to local needs.
6	Incorporate critical partners (including GPs and local government) into governance at all levels, involving them in commissioning decisions at every level.	Build greater understanding of communities within the system and encourage greater responsiveness to these communities.
7	Recognise and build on current structures and what is working well in Northamptonshire, making best use of strengths and assets.	Ensure the system works with what it has, recognises and builds on local assets, enabling it to progress further, faster.
8	Locate specific system functions at the appropriate level (system, place, sub-place) for Northamptonshire's size and characteristics.	Effectively balance the benefits of scale, with a nuanced understanding and responsiveness to local needs – enables best value use of funding.
9	Provide a platform that can deliver collective, integrated and co-ordinated leadership, developing a shared vision and culture and reducing the likelihood of organisational silos.	Create the conditions for alignment of strategic priorities and direction across all key players.
10	Recognise the risks and opportunity cost in establishing new organisational delivery models – pursuing these routes only where there is a compelling evidence base for success.	Reduce the risk of ICS transition and reform and keep costs, lead time and organisational disruption to a realistic minimum.
11	Provide a route to a shared data and digital agenda for Northants, accelerating system-wide data collation, analysis and insight and creating new health and care pathways.	Maximise and benefits that digital and data can bring to the system.
12	Ensure that the delivery of care and support represents the best long-term value for money for the tax payer.	Maximise the value of health and care spending.
13	Comply with all legal and statutory guidelines including guidance on good governance and representation.	Receive approval from NHS and other regulators, and operate within the boundaries of government policy, and best practice.

# Summary: The 'building blocks' of our ICS blueprint

Page 61

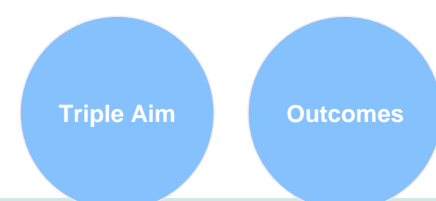


**Our work to date lays out the intended shape of our ICS and the outline building blocks of that. Further work is required to develop the underlying detail of this model and its component parts.**

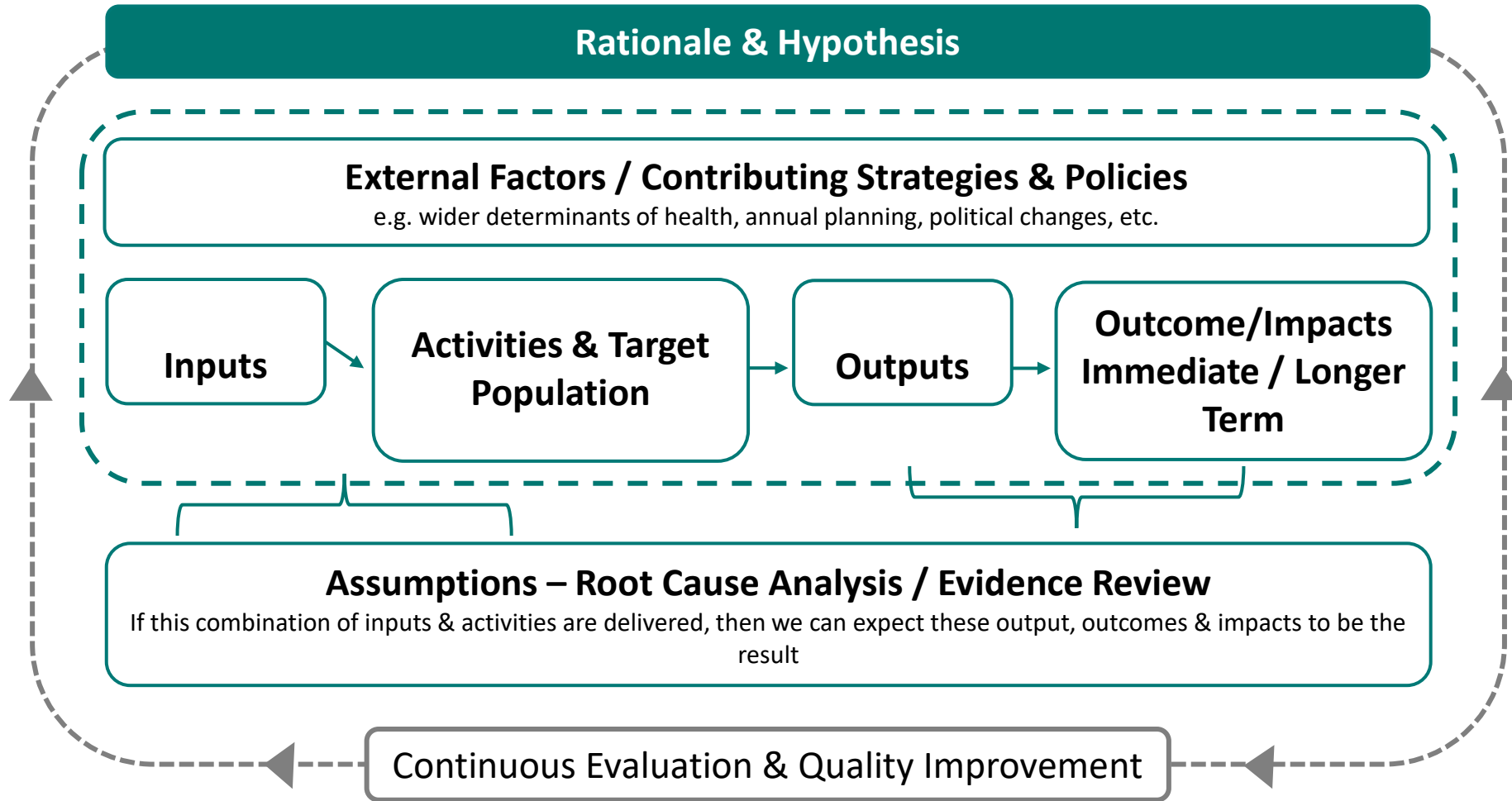
# Outcomes framework recap



# Our Outcomes Framework will allow us to link specific health, care or wider service interventions with improved outcomes for Northamptonshire citizens



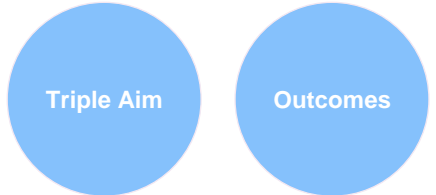
<p><b>What is an outcomes framework?</b></p>	<ul style="list-style-type: none"> <li>A resource that links 'interventions' with 'outcomes' and ultimately, 'impact'.</li> </ul>		
<p><b>Why is it different to what we do now?</b></p> <p>Page 63</p>	<ul style="list-style-type: none"> <li>We focus on 'activities' (e.g. reducing the size of our backlog) or 'outputs' (achieving a national standard) and not always 'outcomes' (e.g. reducing premature mortality from an illness) or 'impact' (e.g. fewer children are carers as a result of parents having a chronic illness).</li> <li>At best, we take a limited view of data types we would use to evaluate effectiveness. At worst, we could pick and choose the metrics that put our interventions in the best light.</li> <li>Do we lack objectivity in evaluating programmes locally? Are there inherent biases at play?</li> </ul>	<p><b>How are we developing it?</b></p>	<ul style="list-style-type: none"> <li>There are many ways we could develop an outcomes framework. Having explored the options, NHCP Partnership Board have asked us to use a 'life-course' approach. This results in us looking at the evidence-based outcomes that require our collective attention using phases of life i.e. pre-birth all the way through to end of life.</li> <li>At this time, we are using things like the Public Health Outcomes Framework and NHS Rightcare to guide its development. We expect that to evolve over time with inclusion of more datasets to help refine our work.</li> <li>Once we are clear on the outcomes, we will adopt a logic model approach to develop evidence-based ways of improving the outcomes.</li> <li>Once drafted, we will need to think through how we collectively prioritise and phase work/inputs required to deliver the outcome.</li> </ul>
<p><b>Why do we need an outcomes framework now?</b></p>	<ul style="list-style-type: none"> <li>It will help us describe 'why' the system partners are coming together to form an ICS and distil common causes. We know what we're doing and how we go about achieving it, but can we always explain why?</li> <li>Our Outcomes Framework will develop over time as our understanding of local need develops and we can use Population Health approaches to guide our thinking.</li> </ul>	<p><b>What won't it do?</b></p>	<ul style="list-style-type: none"> <li>It won't list every priority or 'must do'. If you don't see your area of work, it does not mean its not important or that it doesn't need to be addressed, we just have to cut the elephant up into smaller pieces to manage it.</li> <li>Due to the current limitations on benchmarks and the life-course approach being used, we will invariably not capture every work-stream.</li> </ul>
<p><b>How does it help local people?</b></p>	<ul style="list-style-type: none"> <li>People will be able to see the links between 'what' we are doing and 'why' we are doing them.</li> <li>It will help contribute to the rationale for why partners are coming together to form an ICS and how we can collectively tackle the 'causes of the causes' in Northamptonshire.</li> </ul>	<p><b>How does it link with Population Health Management?</b></p>	<ul style="list-style-type: none"> <li>The development of an outcomes framework is one key part of developing population health capabilities in Northamptonshire.</li> <li>In time, Population Health Management will be the 'brain' or 'GPS' of the ICS, guiding the system to understand what needs to be addressed, why and how it might be achieved.</li> </ul>



\* Adapted from Nuffield Trust (2020) *Using logic models to evaluate innovations in health care* [online]. Available at: <https://www.nuffieldtrust.org.uk/news-item/using-logic-models-for-evaluating-innovations-in-healthcare>. Accessed: 17/05/2021




# Our DRAFT Outcomes Framework will include agreed key measures across the five key phases of the Life Course



### Early Years

To provide families with the support required to prepare their children for school and wider society


- 1 Increase childhood vaccination uptake
- 2 Improve good development by end of reception year



### School Age

To create home and learning environments which encourage children to achieve their full potential

- 1 Reduce chlamydia rates in under-18s
- 2 Reduce under-18 conceptions
- 3 Reduce 15-19 year olds hospitalised through self-harm



### Pregnancy & First Year of Life

To offer all babies born in Northamptonshire the best start in life

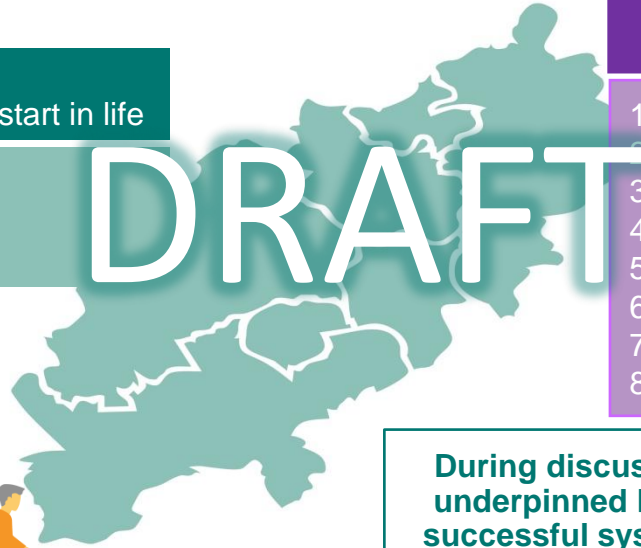
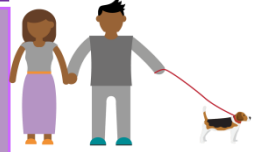
- 1 Reduce smoking at time of delivery
- 2 Increase infant vaccination uptake
- 3 Increase breastfeeding initiation & continuation



### Working Age

To improve the health and productivity of working age people and reduce risk of premature mortality


- 1 Improve management of diabetes
- 2 Increase levels of physical activity
- 3 Increase healthy weight within the population
- 4 Reduce smoking prevalence
- 5 Reduce alcohol-related hospital admissions
- 6 Reduce emergency hospital admissions for self-harm
- 7 Reduce deaths from COPD
- 8 Reduce deaths from cancers considered preventable



### Older Age

To support people to remain independent into older age and live well to the end of life.

- 1 Increase vaccination uptake
- 2 Reduce hospital admissions due to falls
- 3 Reduce excess winter deaths



**During discussion, the Partnership confirmed that a system outcomes framework, underpinned by a public health management approach, will be a critical enabler to successful system integration. Once developed, the framework will help the system transition to a longer-term approach to improving health outcomes.**

**The measures listed here are illustrative only and there is further work to do to develop a framework that reflects the our priorities and the aspirations of system partners and citizens.**

**We anticipate a first draft of this framework will be available for discussion with partners at the end of July**

# Collaboratives





# Collaboratives are the preferred delivery approach for realising our ambition of outcomes-based services to meet population needs.

- Collaboratives are groups of providers, commissioners and other organisations which work together to deliver a defined set of outcomes (as specified by the ICS statutory body).
- Collaboratives will take on responsibility for service design and transformation (sometimes known as ‘tactical commissioning’) which is currently exercised by commissioners.
- Collaboratives will be commissioned at a system level, and operate system wide, but operate services which are tailored to meet needs at Place\* and neighbourhood level.
- Collaboratives will work closely with representatives from Places and Neighbourhoods, and take a ‘co-production’ approach to service design.
- The majority of citizen, patient, community and staff engagement will take place through collaboratives. We believe this is best focussed on how services are designed and delivered rather than governed.
- Collaboratives will be formed around four system priorities in the first instance. Over time, we will increase the range of services managed through collaboratives.
- We will explore potential for a ‘hub’ model providing support services across multiple collaboratives.
- Our Collaboratives will operate under one of two Collaboration Models – either an Alliance or a Lead Provider.

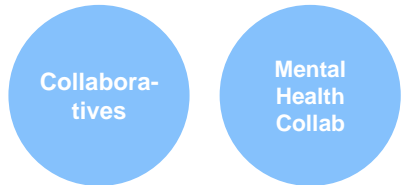
**Further work is required to determine which model will be used for each collaborative, as well as leadership arrangements (for lead provider collaboratives) and/or responsibility for co-ordination of Alliance collaboratives. This will form part of the next stage of work for each collaborative, which is currently being scoped.**

\*We recognise that ‘place’ is used with different meaning in different contexts. For the purposes of this document, “Place” is used as set out in NHS guidance and documentation as referring to a geographic unit within an ICS – typically containing a population of 250,000 – 500,000.

# Developing our Collaboratives

Example development material from our emerging Mental Health Collaborative

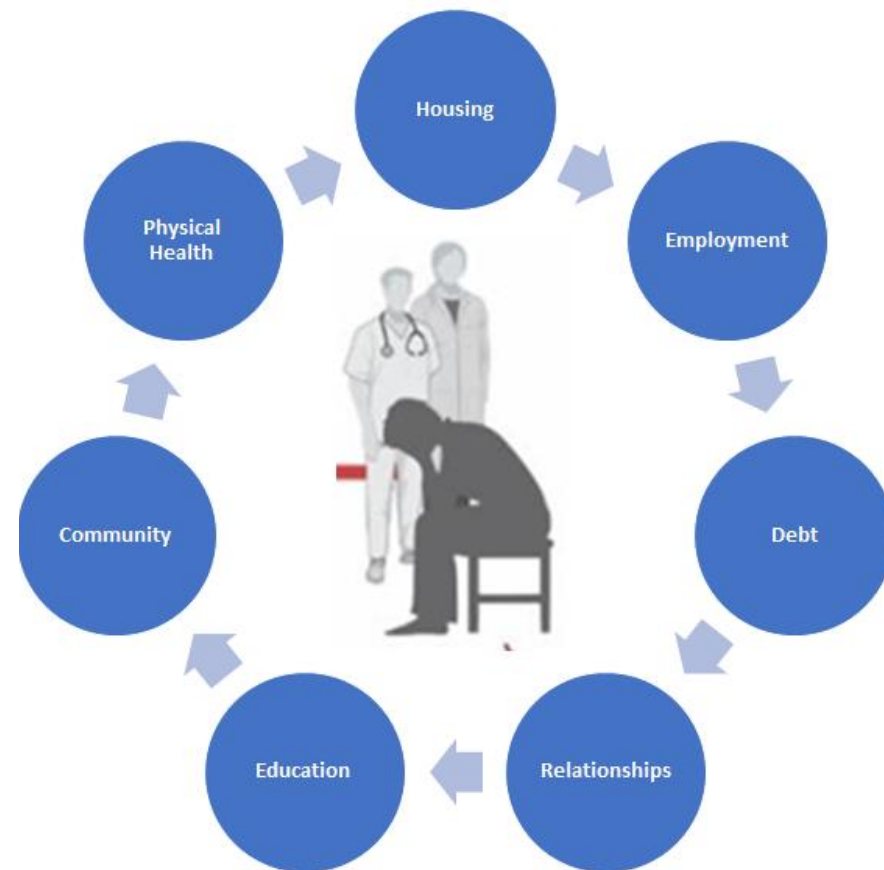
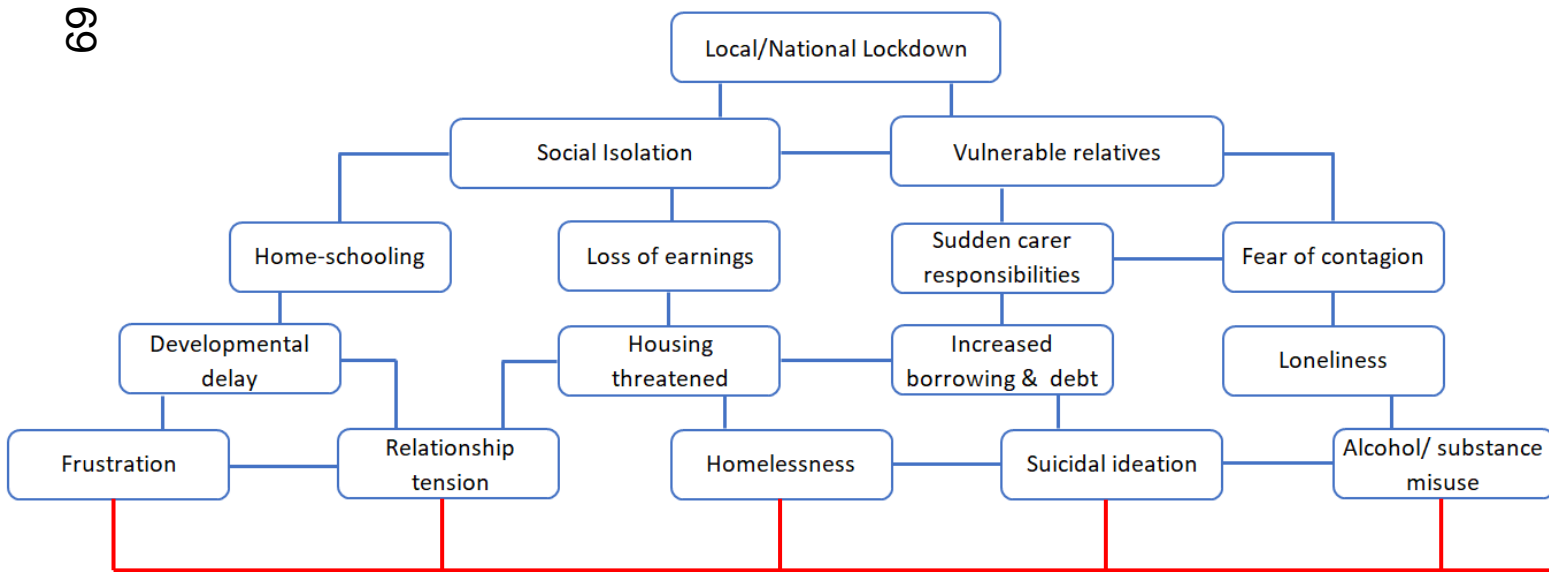
# Example – developing the MH collaborative: The need for an integrated response



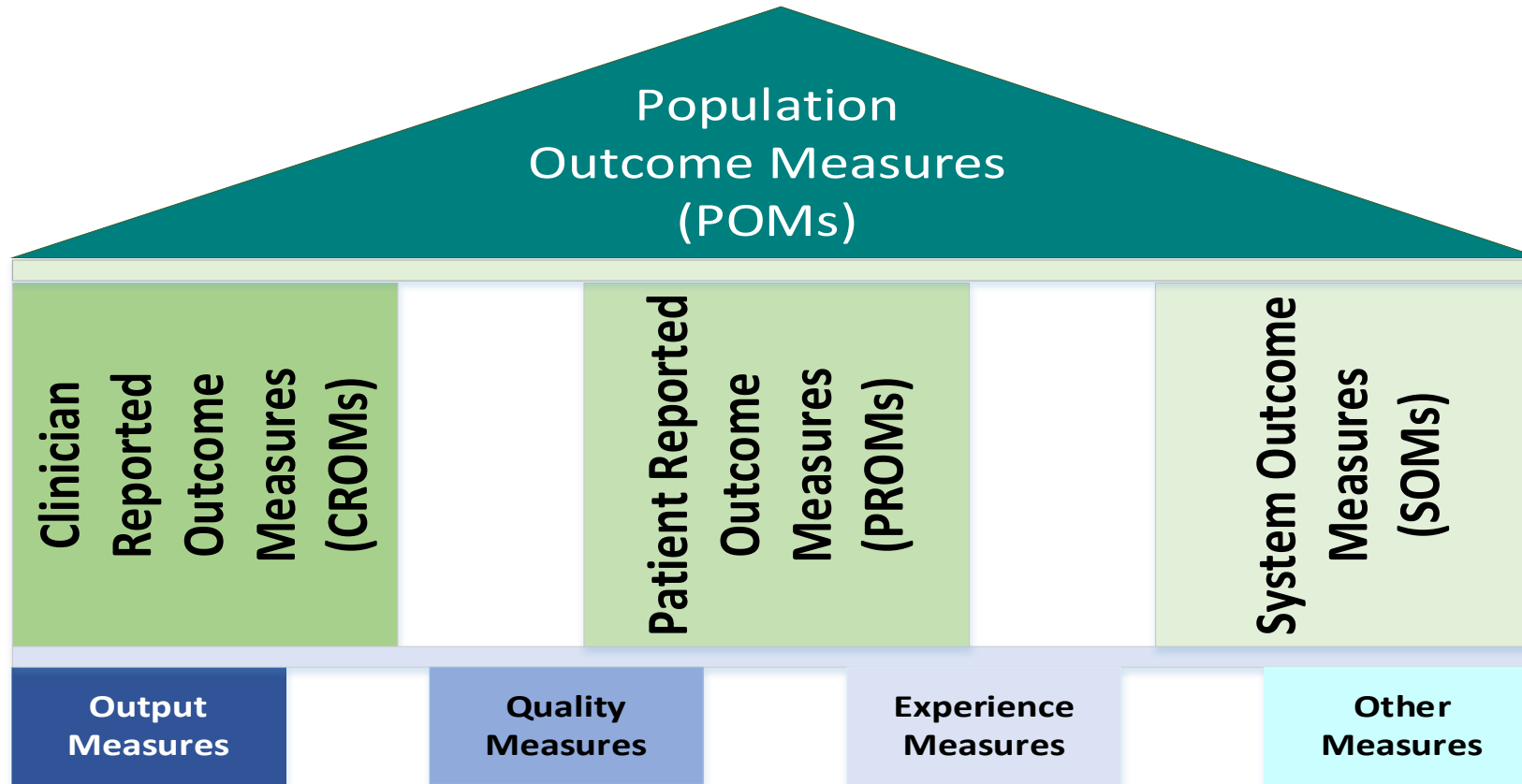
Covid-19 highlights the reality of how mental health impacts on every other area of our system. We have developed an Integrated care pathway approach as we cannot separate mental health from wider determinants of health.



Page 69



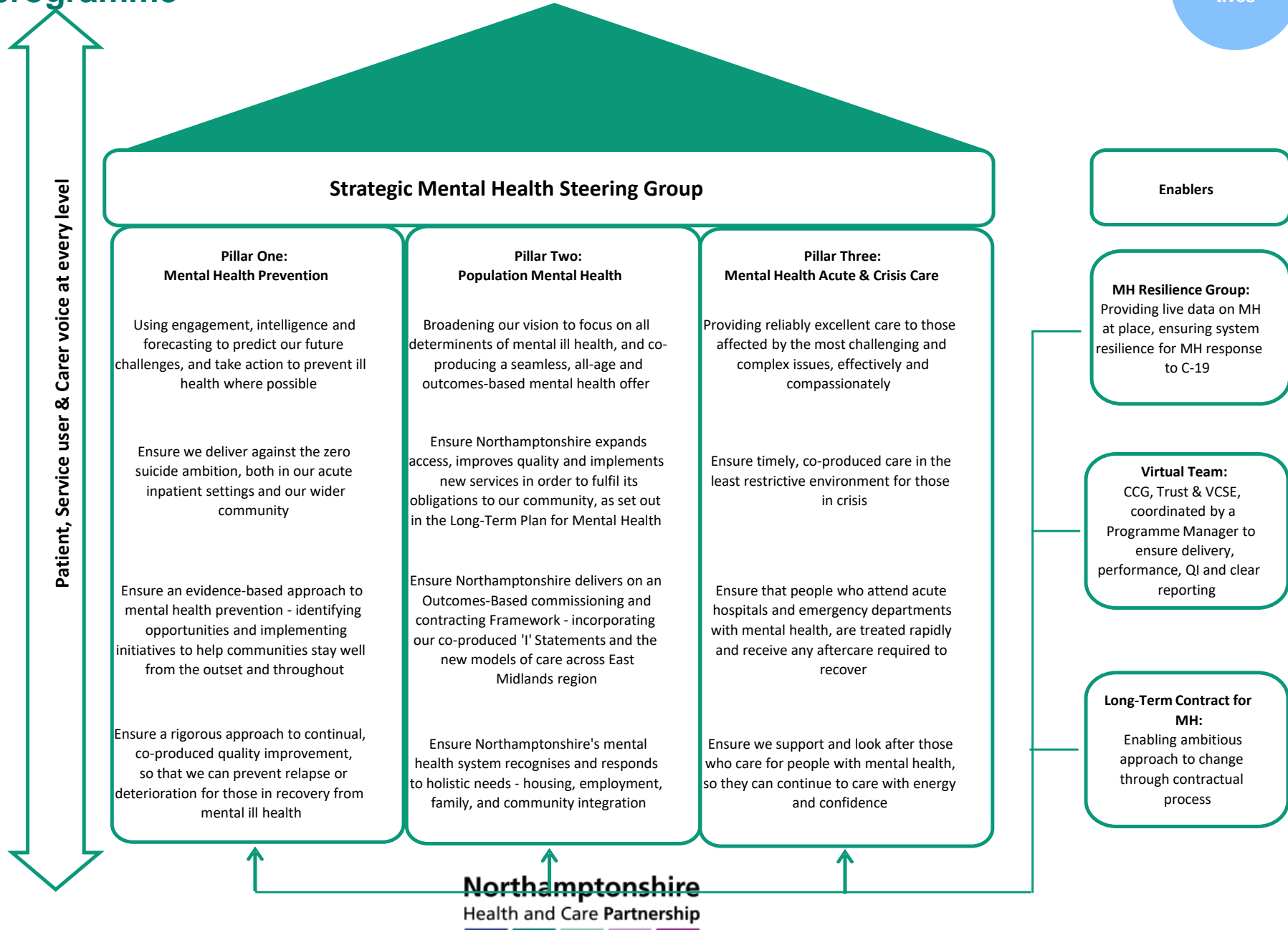
The following outcomes framework, originally drafted in 2018, was used for the design and management of outcomes within this contract:



Page 70

In essence, information of all types is essential but is of most impact if designed to support the achievement of Population Outcome Measures

# Example – developing the MH collaborative: Structure of the MH Collaborative Transformation programme





# Place and Health and Wellbeing Boards

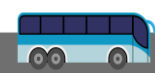
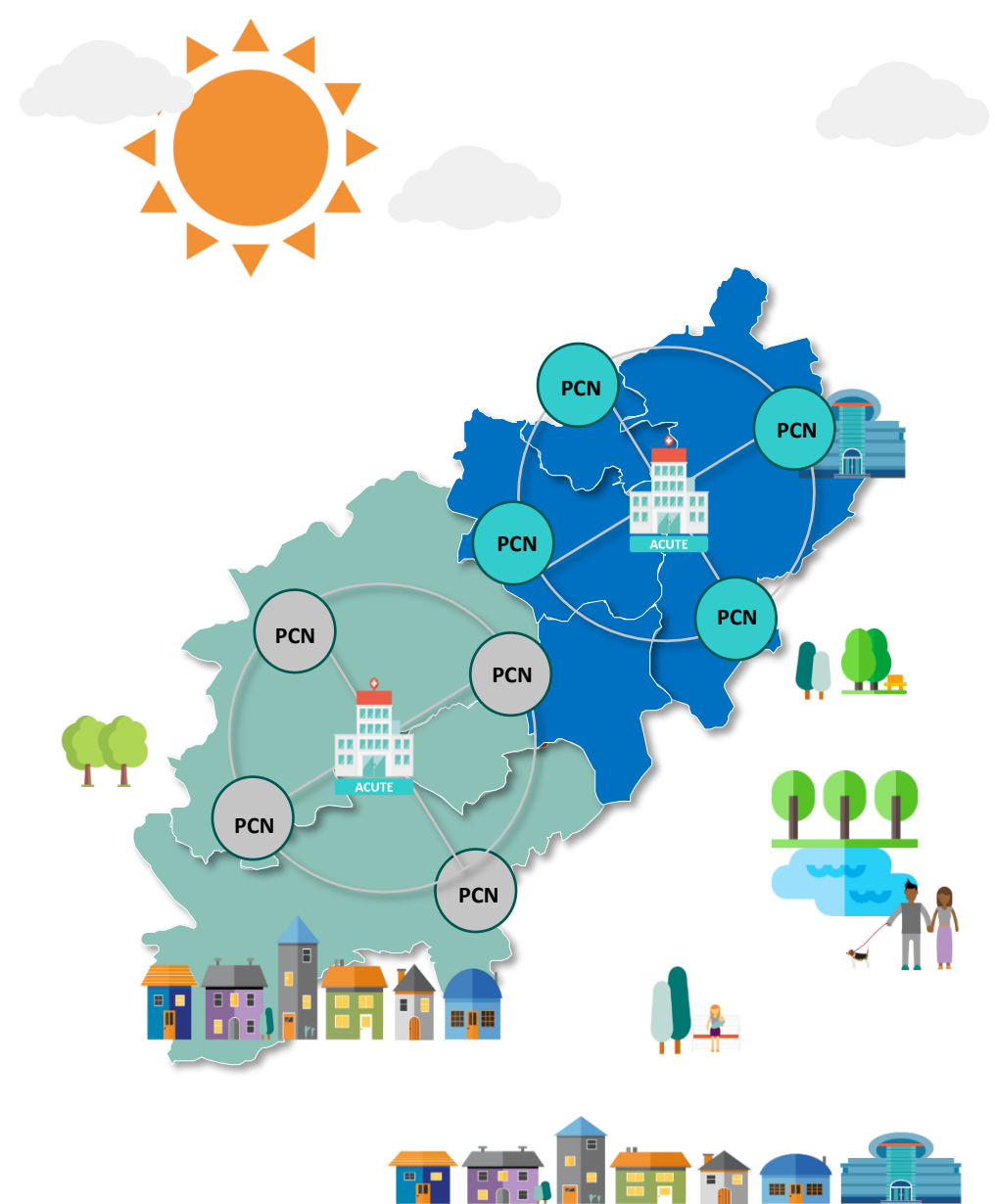


## Our Ambition for places

Discussed at Partnership board in May 2019

Page 73

- Peoples' wellbeing at the heart of what we do.
- Health & Wellbeing Strategy focused on Improved population health and reduced Health inequalities.
- Earlier intervention and prevention.
- A network of connected services working as collaboratives to deliver agreed outcomes
- Improved long term condition management.
- Care closer to home.
- Systems and processes easy for residents to navigate.
- Place based budgets and commissioning.
- Shared Care Records and care plans
- Enhanced care home support
- Better use of the Northamptonshire pound through shared resources and assets.
- Combined estates strategy and fit for purpose Infrastructure.

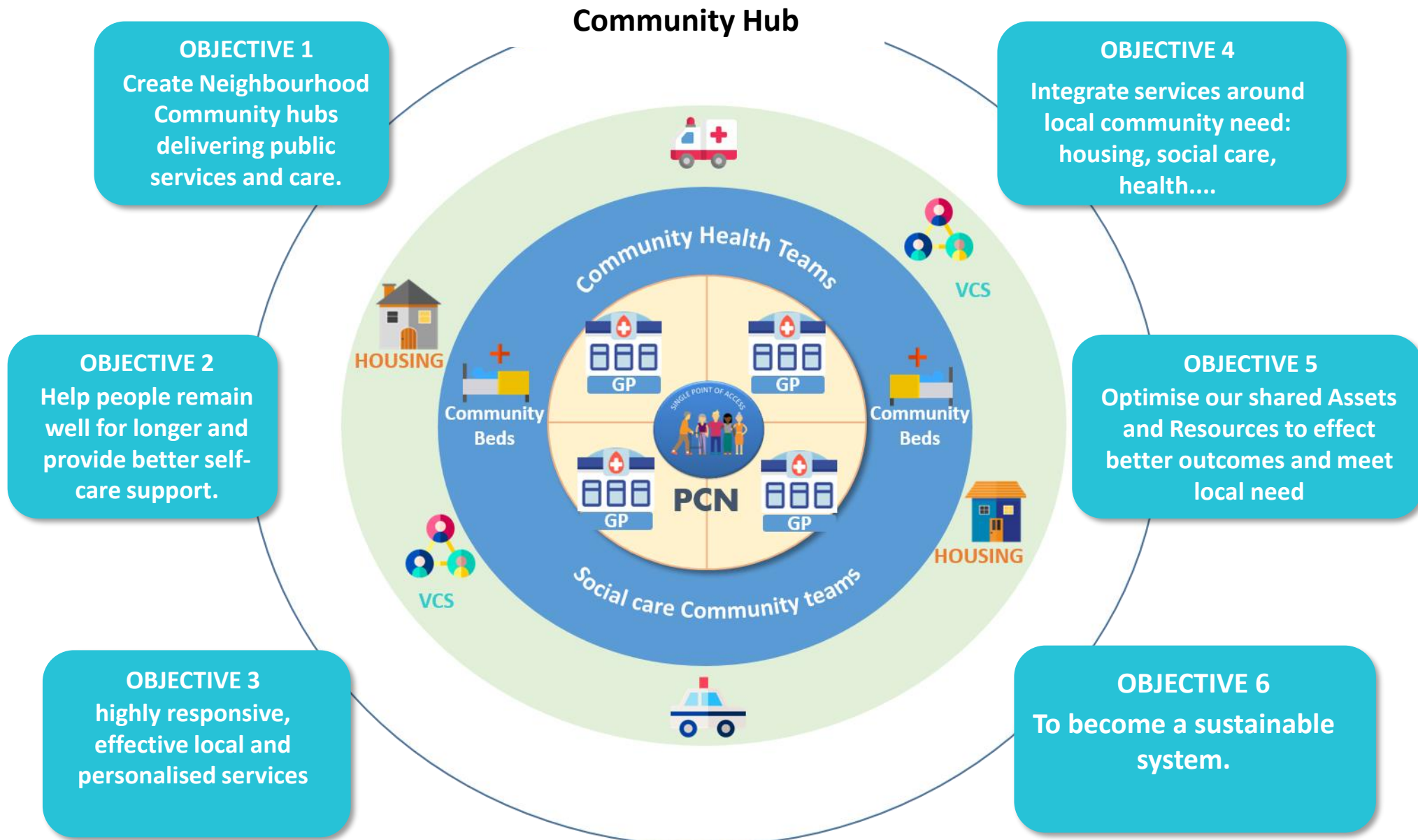


## What we want to achieve



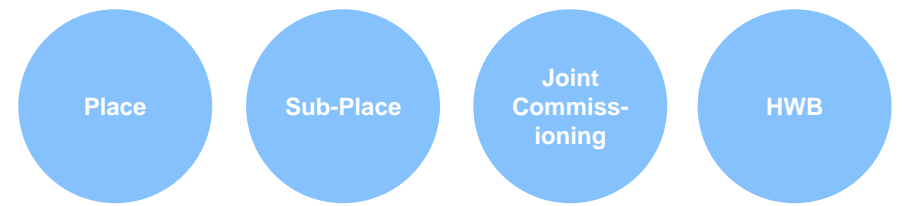
At a neighbourhood level we want to create integrated hubs delivering a range of services that meet local needs and outcomes set out in place based Health and Wellbeing Strategies

Discussed at Partnership board in May 2019





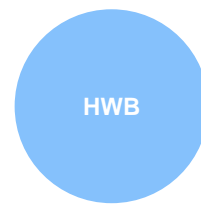
## Health and Wellbeing Boards (“HWBs”) will anchor ICS arrangements at place-level, continuing with their current functions and oversee place-level commissioning.



- Our ICS will have two “Places” – aligning with the footprints for the new Unitary Authorities.
- Our two HWBs will maintain their current roles and responsibilities around needs analysis, strategic planning and scrutiny.
- ICSs will require an overall system strategy to be developed by the ICS Partnership. The recommendation is that this joint strategy should incorporate our two (planned) Joint Health and Wellbeing Strategies – producing a single, system-wide strategic plan for meeting health, care and wider wellbeing needs across the County.
- The Joint Business Intelligence team will work with the Health and Wellbeing Boards to create a Joint System Needs Analysis (combining two place-based JSNAs) and System Strategy, to be ratified by the Partnership. This work and the resulting documents will remain sensitive to the different needs and characteristics of our two places.
- Joint commissioning for integrated health and care services will continue to take place at Place level (through Better Care Fund and current joint programmes). The ICS strategic commissioner and Local Authority commissioners will develop joint arrangements for each Place, in order to undertake this activity.
- Precise arrangements for HWB involvement will take shape in coming weeks as we engage with the HWBs to shape and articulate their role.

Page 75

## Neighbourhood (sub-place) arrangements will be crucial building blocks in the system, and will be where a good deal of integration is seen and felt.



- 'Neighbourhood' arrangements will be needed as a basis of effective integration and tailoring of services to local needs.
- We have a range of organisations and providers operating at this level including PCNs and others.
- Sub-place arrangements (potentially developed from the current locality boundaries, amended where needed) will help enable two way communication and coordinate strategy and programmes for neighbourhoods.
- We will support our Places to develop more local arrangements within each Unitary area, as an explicit work stream during the next phase of design work.
- Our collaboratives will work at a system level, and operate system wide, but operate services which are tailored to meet needs at place and neighbourhood level. They will co-design services in consultation with Place, Sub-Place and general practice representatives, as well as through staff, patients and citizen engagement.

Page 76

**These arrangements require further development in the next phase of work – based around local conversations in each of our Places.**



# ICS Body and ICS Partnership





# A new ICS Statutory Body to bind partner organisations together

- New statutory organisation responsible for:
  - Developing a plan
  - Allocating resources
  - Establishing joint working and governance arrangements
  - Arranging of the provision of services through contracts
  - People plan
  - Data and digital
  - Estates
  - Emergency planning
- Will take on the functions of CCGs plus additional delegated by NHSE&I
- Will be supported by a strategic commissioning/management support function, including the transfer of CCG staff and Commissioning Support Unit arrangements
- It will also provide the Northamptonshire link to East Midlands specialist services planning.

## ICS Statutory Board: Membership

- The ICS Statutory Body will have a new unitary board with shared corporate accountability for delivery of the functions and duties of the ICS
- The board will be the senior decision making structure for the ICS body
- The (small) size of our system means that we have an opportunity to build a Board which includes the most comprehensive possible range of NHS and Local Authority partners working across the County.
- Minimum membership will include:
  - Independent Chair plus at least 2 other independent NEDs
  - Chief Executive plus other directors (inc Finance, Nursing and Medical)
  - Partner members from NHS Trusts, local authorities and general practice
- The Board will have a formal constitution and need to establish its own committee structure
- Expected to move into shadow operating mode following designate appointment aligned to progress of legislation

Page 79

**The precise membership, ways of working and decision-making arrangements for the ICS statutory body will be determined in the next phase of work – building on this as a starting point. This will include ensuring effective links between the Board, our Places and our Collaboratives.**

## Our ICS Partnership will draw insights and expertise from our Health and Wellbeing Boards in order to exercise its statutory functions.

- All ICSs will be required to have a Partnership at system level established by the NHS and local government as equal partners
- Its role will be to align system outcomes, purpose and ambition for the population through an Integrated Care Strategy.
- Significant local flexibility in how Partnerships are set up and operate in each ICS
- Our ICS Partnership will be made up from the membership of our two Health and Wellbeing Boards and our ICS statutory Board.
- The Partnership will meet twice per year, in order to (i) consider progress against our Outcomes Framework over the past year, and (ii) agree a systemwide health and care strategy (or an update to the existing strategy, as appropriate) to improve population outcomes. This then forms the key mandate for the ICS statutory board, our Places and our Collaboratives.
- This focussed role, membership and meeting arrangements will ensure that the Partnership adds value over and above both the ICS Statutory Body and our Health and Wellbeing Boards, and also that it avoids involvement in operational business which duplicates other forums.

**The precise remit of the ICS Partnership – and its relationship to other parts of the system - will be developed during the next phase of work. This will include considering whether the ICS Statutory Body Independent Chair should also chair the ICS Partnership.**

# Endorsement required from Boards



# Endorsement required

This paper sets out a proposal for the key building blocks of our ICS design. Within this, there are a number of elements on which we are seeking explicit approval from Boards across the system. This will ensure that we have explicit approval to the overall direction of travel, and a clear mandate for developing the model in more detail during the next phase of work.

Boards are therefore asked to **endorse** the following:

ICS design element	Items requiring endorsement from Boards, ahead of the next phase of work to develop the detail
Collaboratives	<ol style="list-style-type: none"> <li>1. Collaboratives will be formed around four system priorities.</li> <li>2. Collaboratives will be commissioned at a system level, and operate system wide, but operate services which are tailored to meet needs at Place and neighbourhood level.</li> <li>3. Our Collaboratives will operate under one of two Collaboration Models – either an Alliance or a Lead Provider. Further work is required to determine which model will be used for each collaborative, as well as leadership arrangements</li> </ol>
Place arrangements and Health and Wellbeing Boards	<ol style="list-style-type: none"> <li>4. Our ICS will have two places – aligning with the footprints for the new Unitary Authorities.</li> <li>5. ICSs will require an overall system strategy to be developed by the ICS Partnership. We propose that this will incorporate our two (planned) Joint Health and Wellbeing Strategies – producing a single, system-wide strategic plan for meeting health, care and wider wellbeing needs across the County.</li> <li>6. Joint commissioning for integrated health and care services will continue to take place at Place level (through Better Care Fund and current joint programmes). The ICS strategic commissioner and Local Authority commissioners will form joint arrangements for each Place in order to undertake this activity.</li> </ol>
Neighbourhood (sub-place) arrangements	<ol style="list-style-type: none"> <li>7. ‘Neighbourhood’ arrangements will be needed as a basis of effective integration and tailoring of services to local needs. We will support our Places to develop the neighbourhood arrangements which best work for them, as an explicit work stream during the next phase of design work.</li> <li>8. Our collaboratives will operate services which are tailored to needs at Place and neighbourhood level. They will co-design services in consultation with Place, Sub-Place and general practice representatives.</li> </ol>
ICS Statutory Body and ICS Partnership	<ol style="list-style-type: none"> <li>9. The (small) size of our system means that we have an opportunity to build a Board which includes the most comprehensive possible range of NHS and Local Authority partners. <i>This means that our ICS statutory Board will be able to take a ‘whole system’ perspective, and will therefore play a relatively larger role – and our ICS Partnership a relatively smaller role – within our overall system governance arrangements when compared to other, larger systems. The precise membership and ways of working for the ICS statutory body will be determined in the next phase of work.</i></li> <li>10. Our ICS Partnership will be made up from the membership of our two Health and Wellbeing Boards and our ICS statutory Board.</li> <li>11. The Partnership will meet twice per year, in order to (i) consider progress against our Outcomes Framework over the past year, and (ii) agree a systemwide health and care strategy (or an update to the existing strategy, as appropriate) to improve population outcomes. This then forms the key mandate for the ICS statutory board, our Places and our Collaboratives.</li> <li>12. The precise remit of the ICS Partnership – and its relationship to other parts of the system - will be developed during the next phase of work. This will include considering whether the ICS Statutory Body Independent Chair should also chair the Partnership Board.</li> </ol>





# Next Steps

# Next steps: Building a roadmap to guide further design and development (Draft)

We are in the process of designing a roadmap to guide further design, development and transition activities. The diagram below outlines the process we are following.

## OUR APPROACH

### 1 Structure the roadmap.

Map out the strategic layer of the roadmap:

- Identify key outcomes (2022 and 2024) and milestones
- Identify key streams of work, splitting key delivery streams and enabling / cross-cutting workstreams
- Identify early wins/deliveries.

### 2 “Must do’s” for April 2022.

Align system leadership on the requirements of the White Paper in terms of scope, implications and a common language.

Use sessions with the regional and national team to secure in depth understanding of emerging guidance.

### 3 Priority workstreams and phasing through to April 2022 and beyond.

Overlay workstreams and requirements to achieve April 2022 state and end state of April 2024.

The system will need to be clear on transition states on the journey towards end state.

### 4 Outline roadmap.

The roadmap will:

- Set out clear and comprehensive workstreams and accountabilities along with decision points
- Be actionable and focused on delivering against priorities
- Clarify how stakeholders will be engaged.

### 5 Scenario testing.

Stress test the model and the roadmap against key scenarios and consider how the roadmap will flex and adapt in the face of changes to the external environment.

### 6 Next steps.

Develop the immediate next steps and scope key pieces of work to support future phases of the transition programme, including an estimate of required resources.

# Workstreams (Draft and in development)

The table below sets out a draft workstream structure for the Programme – this is indicative only and currently in development. We have drawn from example transition plans from health and local government and discussed the division of workstreams with CCG colleagues.

ICS Development Workstreams			Cross-cutting and support workstreams		
Workstream	Purpose	Contents (indicative)	Workstream	Purpose	Contents (indicative)
<b>1. Strategy and Design</b>	Develop ICS strategy and detailed operating model – building on discussions to date	<ul style="list-style-type: none"> <li>Needs analysis and outcomes framework</li> <li>System strategy</li> <li>Strategic commissioner – design / op. model.</li> <li>ICS governance and decision-making – detailed design and implementation</li> </ul>	<b>5. Enabling functions for ICS and collaboratives</b>	Ensure support services maximise capability and effectiveness across the system	<ul style="list-style-type: none"> <li>Support services (clinical and corporate).</li> <li>Technology, digital, data and intelligence.</li> <li>Estates and Infrastructure.</li> <li>EPRR.</li> </ul>
<b>2. Place and sub-place model</b>	Develop role and footprint for sub-places. Clarify how Place / sub-place / collaboratives will work together.	<ul style="list-style-type: none"> <li>Place / subplace function</li> <li>Joint commissioning arrangements</li> <li>Health and Wellbeing Boards,</li> <li>Form and ability to act</li> <li>Interface with Collaboratives</li> </ul>	<b>6. Strategic Finance</b>	Ensure financial underpinnings for system working and new service models	<ul style="list-style-type: none"> <li>Systemwide finance baseline.</li> <li>ICS financial strategy (including risk/gain share and incentive structures).</li> <li>System budget-setting for 2022/23.</li> </ul>
<b>3. CCG transition</b>	Ensure effective transition from CCG to ICS arrangements (including but not only ICS statutory body)	<ul style="list-style-type: none"> <li>Functional mapping</li> <li>Transfer of CCG services</li> <li>Transfer of contracts</li> <li>Organisation structure for ICS stat body</li> </ul>	<b>7. People</b>	Ensure leadership and staff capability to work in new ways. Ensure effective staff transition	<ul style="list-style-type: none"> <li>Leadership.</li> <li>Organisation development and capability.</li> <li>People strategy.</li> <li>HR.</li> </ul>
<b>4. Collaboratives development</b>	Mobilise collaboratives to begin working (in suitable form) from April 2022.	<ul style="list-style-type: none"> <li>ICAN</li> <li>Elective</li> <li>CYP</li> <li>Mental health</li> </ul>	<b>8. Communications</b>	Maintain whole-system alignment and buy-in to changes.	<ul style="list-style-type: none"> <li>Internal communications (staff)</li> <li>External stakeholder participation / engagement and system comms</li> </ul>
<b>9. Transition management</b>	Ensure programme is delivered to required quality and timescales	<ul style="list-style-type: none"> <li>Programme / project management</li> <li>Assurance / reporting</li> <li>Managing risks, issues and dependencies</li> </ul>			<ul style="list-style-type: none"> <li>Transition resource and capability development</li> <li>Coordinate additional cross-cutting support – legal etc</li> </ul>

Page 85

# Northamptonshire

Health and Care Partnership





## Executive 5<sup>th</sup> August 2021

<b>Report Title</b>	<b>Oxford to Cambridge Arc – Environmental Principles</b>
<b>Lead Member</b>	Councillor Steven North, Portfolio Holder for Growth and Regeneration
<b>Lead Officer</b>	George Candler, Executive Director of Place & Economy (Deputy Chief Executive)

<b>Key Decision</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Is the decision eligible for call-in by Scrutiny?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Are there public sector equality duty implications?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Does the report contain confidential or exempt information (whether in appendices or not)?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Applicable paragraph number for exemption from publication under Schedule 12A Local Government Act 1974</b>	

### List of Appendices

**Appendix 1** – Shared regional principles for protecting, restoring and enhancing the environment in the Oxford – Cambridge Arc

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

---

- 1.1. To seek endorsement of the shared environmental principles for the Oxford to Cambridge Arc.

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

---

- 2.1 In 2020 the Arc Environment Working Group agreed to produce a set of Arc-wide Environment Principles. The recommended principles are attached as Appendix 1. They are the result of a collaborative piece of work led by a range of partners and stakeholders.
- 2.2 The document was endorsed by the Arc Leadership Group Plenary on 9 March 2021. It is hoped by having developed consensus and support for these principles, including direct engagement with Government, that these will be used to support emerging environmental policies within the emerging Arc

Spatial Framework. The intention is to seek endorsement of the principles from all councils and Local Economic Partnerships (LEPs) across the Arc.

- 2.3 Members of the Planning Policy Executive Panel met on 29<sup>th</sup> June 2021 to discuss the Environmental Principles, as did Members of the Climate Change, Environment and Growth Executive Advisory Panel on 21<sup>st</sup> July 2021. Members supported the general principles and resolved to recommend to the Executive Committee that they endorse the shared environmental principles and support the development of an Arc Environmental Strategy to provide further guidance on how the principles can be delivered.

### **3. Recommendations**

---

3.1 It is recommended that the Executive:

- a) Endorses the shared environmental principles set out in Appendix 1; and
- b) Supports the development of an Arc Environment Strategy which will provide further guidance on how the principles can be delivered.

3.2 *Reason for Recommendations –*

The principles are not formal policy but rather a shared statement of ambition for the Arc. They are intended to:

- support the environment policies emerging from the Arc Spatial Framework
- allow use of the Arc as a place for DEFRA to test and apply its 25-year plan and funding through pilots and projects
- support Local Planning Authorities with a frame of reference to further develop the principles through Local and Strategic Plans at a local and sub-regional level

### **4. Report Background**

---

4.1 Arc-wide Environment Principles have been prepared by the OxCam Arc Environment Working Group and are attached as Appendix 1. They are the result of a collaborative piece of work led by a range of partners and stakeholders from the group including:

- Environmental Non-Government Organisations (who drafted the first document)
- Local Nature Partnerships
- Local Government environment and planning policy representatives (responses were received from c. 20 local authorities, with representation from across the Arc)
- DEFRA
- Natural England
- Environment Agency
- MHCLG (planning policy lead)
- University representative from the Universities' Environment Group
- A LEP representative
- Anglian Water

- An Energy Hub representative
- 4.2 The document was endorsed by the Arc Leadership Group Plenary on 9<sup>th</sup> March 2021. It is hoped that by having developed consensus and support for these principles, including direct engagement with Government, that these will be used to support emerging environmental policies within the emerging Arc Spatial Framework.
- 4.3 The Spatial Framework for the Arc is being developed by Government following a commitment in the 2020 budget. A policy paper on the Spatial Framework was published in February 2021 and the high-level implications for North Northamptonshire were reported to the North Northamptonshire Joint Planning Committee on 2<sup>nd</sup> March 2021. It is anticipated that consultation will take place on a vision over the summer of 2021 with a draft framework being consulted on in 2022. The Spatial Framework is intended to have the status of national planning and transport policy, providing a strategic framework for local planning.
- 4.4 The environmental principles were considered by the Planning Policy Executive Advisory Panel on 29<sup>th</sup> June 2021, and the Climate Change, Environment and Growth Executive Advisory Panel on 21<sup>st</sup> July 2021. Both panels recommended that the Executive Committee endorse the shared environmental principles and support the development of an Arc Environment Strategy.

## **5. Issues and Choices**

---

- 5.1 The shared regional principles for protecting, restoring and enhancing the environment in the Oxford – Cambridge Arc are set out in Appendix 1. There are five overarching principles:
- To work towards a target of net zero carbon at an Arc level by 2040;
  - To protect, restore, enhance and create new nature areas and natural capital assets, including nationally and locally designated wildlife sites and priority habitats and links between them through the implementation of the spatial planning mitigation hierarchy of avoid, mitigate, compensate and gain;
  - To be an exemplar for environmentally sustainable development, in line with the ambitions set out in the government's 25-year plan. This will incorporate a systems-based and integrated assessment and implementation approach. We will aim to go beyond the minimum legislated requirements for development;
  - To ensure that existing and new communities see real benefits from living in the Arc;
  - To use natural resources wisely.
- 5.2 Each theme has several sub-principles which describe further the outcomes aspired to. Some of the sub-principles will evolve further as knowledge and understanding develops.
- 5.3 Having been endorsed by the Plenary, the Arc Environment Principles are being shared amongst a wider audience including the development community to gain support and buy-in. It is intended that each partner organisation will now

proceed to take these through local decision-making processes to provide even more support for the shared principles.

- 5.4 The next piece of work for the Arc Environment Working Group is to develop an Environment Strategy which will set out a comprehensive plan for how the principles will be delivered in the Arc. It is likely that the strategy will take 12-18 months to complete.
- 5.5 The work of the Arc Environment Working Group has been to put forward a set of principles that are ambitious and aspirational for the Arc. The aim is to have a 'Green Arc' as an internationally significant exemplar for the very best of sustainable living and working. It sets targets above what is intended to be mandated by Government through the Environment Bill. The Environment Strategy will set out the practical ways to deliver this aspiration including 'doubling nature', a 20% biodiversity net gain and identifying innovative solutions to energy and water shortages and stimulating the green economy.
- 5.6 Given the ambitious and challenging nature of the principles they will require the collective effort of all partners in the Arc if they are to be delivered. They seek to address some of the biggest challenges of our time including achieving net zero carbon, climate resilience, biodiversity net gain, environmental net gain and ensuring renewable natural capital remains available for future generations. These ambitions will not come without significant challenges. There will be practical delivery challenges particularly to ensure development remains viable in all areas across the Arc. It is however considered important to endorse these principles so that they can seek to influence the development of the Spatial Framework for the Arc. This will show the council's strong commitment to the environment. It will also provide the opportunity for real environmental improvements for the local area as a benefit of delivering growth.
- 5.7 The Spatial Framework will have a significant influence on the development of local plans within the council's area, notably the North Northamptonshire Strategic Plan. National planning policy status means it will sit alongside the National Planning Policy Framework and guide plan production and decision making. In the interim the environmental principles can help to guide and influence the direction of the North Northamptonshire Strategic Plan as it is prepared, together with other planning policy documents.
- 5.8 Officers and members already sit on a number of Arc Boards and Working Groups and it is considered important that they continue to engage with these groups to influence the Spatial Framework for the benefit of residents, businesses and the environment in North Northamptonshire. Endorsement of the Environmental Principles will show a clear commitment to the environment, but engagement on the practical delivery of these ambitions alongside ensuring the resources exist to implement these will be critical.
- 5.9 North Northamptonshire is well placed to be an exemplar of sustainable living and working. The North Northamptonshire Joint Core Strategy already includes a vision to be '*a showpiece for modern green living and well managed sustainable development: a resilient area where local choices have increased the ability to adapt to the impacts of climate change and to global economic changes.*' There are considerable opportunities to engage with the desire to double nature and increase biodiversity gain through projects including within



the Upper Nene Valley Gravel Pits SPA and the Rockingham Forest. It is hoped that the Arc will become a place where funding will become available to test and develop projects to deliver these environmental benefits and North Northamptonshire will be well placed to take advantage of these opportunities.

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

---

### **6.1 Resources and Financial**

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

### **6.2 Legal**

6.2.1 There are no legal implications arising from the proposals.

### **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 Preparation of the environmental principles included collaboration with a range of partners and stakeholders.

### **6.5 Consideration by Scrutiny**

6.5.1 None.

### **6.6 Climate Impact**

6.6.1 The principles are specifically seeking to address achieving net zero carbon and climate resilience.

### **6.7 Community Impact**

6.7.1 The principles are seeking to ensure that existing and new communities see real benefits from living in the Arc including through maximising the health and wellbeing benefits of nature.

## **7. Background Papers**

---

7.1 [Planning for sustainable growth in the Oxford-Cambridge Arc: An introduction to the Oxford-Cambridge Arc Spatial Framework](#), HM Government, February 2021

- 7.2 [A Green Future: Our 25 Year Plan to Improve the Environment](#), HM Government, 2018
- 7.3 [North Northamptonshire Joint Core Strategy](#) 2011-2031, adopted July 2016
- 7.4 [North Northamptonshire Joint Planning Committee Report of 2 March 2021](#) regarding the Policy Paper on the Spatial Framework (Report Item 7, paragraphs 3.6 – 3.27)

# Shared regional principles for protecting, restoring and enhancing the environment in the **Oxford-Cambridge Arc**







# Contents

Foreword	3
The joint declaration	4
The Arc vision	5
<b>The Principles</b>	<b>7</b>

## Foreword

**The days when we could take our environment for granted are long gone. We must now seek out every opportunity we can to protect and enhance what we have left and ensure that we do everything we can to ensure that the Oxford-Cambridge Arc is a place where we can all work and live truly sustainably.**

Both the Arc Leadership Group’s OxCam Arc Economic Prospectus and the Government’s publication, planning for sustainable growth: introduction to the Arc Spatial Framework has given top billing jointly to the economy and the environment. It is now our job to ensure that the environment is at the centre of everything we do and every decision we take.

The work of the OxCam Arc Environment Working Group has been focused on putting forward this set of principles that will allow us to be outstandingly ambitious and aspirational for the OxCam Arc. If we can get this right then the world will look to our ‘Green Arc’ as an internationally significant exemplar for the very best in sustainable living and working, for practical ways to doubling nature, and innovative solutions to energy and water shortages as well as stimulating a green economy.

These principles will form the basis for the creation of an OxCam- wide Environmental Strategy that will embrace everything from green spaces, to housing standards, to sustainable transport, energy generation and transmission and water management and conservation.

It is vital, as we and government move forward with the OxCam Arc, that we take the people already living here with us. We can do this by committing to greener transport, by doubling the number of trees and acreage of accessible managed green spaces, by protecting our chalk streams and supporting local green energy production to name but a few.

If we are to double economic growth along the OxCam Arc then as a minimum we must be doubling nature and ensuring that the Arc leads the way in the zero carbon living and working of the future.

**Councillor Bridget Smith,**  
Leader South Cambridgeshire District Council,  
Chair Arc Environment Working Group

Left  
Paragliding off the  
Dunstable Downs Chiltern  
Hills in Bedfordshire



## In March 2019, Government and local partners set out their ambition for the Arc in a joint declaration<sup>1</sup>:

“We want better places to live, which are beautiful and inspiring, to benefit the Arc’s residents today as well as tomorrow. The Government has already set out its intention for the Arc to embody England’s 25 Year Environment Plan, which we will work together to deliver, including through planning for local natural capital. We want new developments to use intelligent and sensitive design to create or enhance habitats and improve habitat connectivity, in situ and in the surrounding area. We also want to improve access to the environment for existing and new communities in order to improve health and wellbeing.”

“Conserving and enhancing the natural environment is at the heart of Government’s ambitions for the Arc. The 25 Year Environment Plan also sets out our comprehensive approach to improving landscapes and habitats, and

the aspiration to move to a policy of net environmental gain. We expect the policy for the wider Oxford-Cambridge corridor to embody this approach.”

An Environment Working Group (EWG) has been established to take forward the environmental pillar outlined within the joint declaration. The EWG will work with partners in the Arc, including those responsible for the other pillars, to ensure that the protection and enhancement of the environment is at the heart of decision-making and any actions are based on a clear and agreed evidence base.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/799993/OxCam\\_Arc\\_Ambition.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/799993/OxCam_Arc_Ambition.pdf)

**In October 2020 an economic prospectus for the Arc was published jointly by local authorities and the Local Enterprise Partnerships within the Arc. It outlines the following vision:**

“By 2050, the Arc will be a world leading place for high-value growth, innovation and productivity. A global hub where ideas and companies are generated and thrive, home to exemplary models of 21st century development, with a high-quality environment and outstanding quality of life, and with a strong economic focus that drives inclusive clean growth.”

**The environmental principles supporting this vision are set out in this document. They are ambitious and will require the collective effort of all partners in the Arc if they are to be delivered.**



**Above**  
Sunrise at Willen Lake in Milton Keynes.

**Right**  
Elmsbrook eco-town - Bicester.





**The principles address how we will tackle some of the biggest challenges of our time:** achieving net zero carbon, climate resilience, biodiversity net gain, environmental net gain, doubling the area of land actively managed for nature, restoring, protecting and enhancing the natural environment and ensuring renewable natural capital (resources derived from living things that if properly managed can be replenished) remains available for future generations.

## The principles

**The regional principles have been written and agreed by the Arc's local partners and stakeholders. They are informed by Government policy. They are a clear statement of regional intent that will help to clarify the commitment to adopting an approach that results in environmentally sustainable economic growth. This includes the protection, restoration and enhancement of the environment (air, water, land, soil, biodiversity), net biodiversity and net environmental gain, net zero carbon, the sustainable use of resources.**

The principles align with the government's 25 Year Environment Plan<sup>2</sup> and the commitment in the joint declaration to embody the 25 year plans goals and ambitions.

We will also take account of other appropriate government strategies, plans and guidance. Our aim is for the principles to inform and become an integral part of developing plans and statements in relation to the Arc, local plans, local council activities and the plans and activities of activities and delivery programs for all bodies operating in the Arc. It is also our ambition to see universities, private sector developers and third sector organisations adopt these principles.



**Above**  
Cotswolds Hills Countryside  
in the area of outstanding  
natural beauty.

**Right**  
Autumn view of the river  
Nene Valley, near Castor  
village, Cambridgeshire.

<sup>2</sup>A Green Future: Our 25  
Year Plan to Improve the  
Environmentfile/799993/  
OxCam\_Arc\_Ambition.pdf



## The Arc partners will seek to:

1.

**Work towards a target of net zero carbon at an Arc level by 2040.**

This will include:

- Ensuring all **decisions about development and new infrastructure support this goal.**
- Working with Government to **enhance building regulations and planning policy to actively reduce the carbon footprint of, and energy consumption in, new buildings.**
- Pursuing a **major programme of transformation** in existing settlements and infrastructure to reduce energy intensity and carbon emissions.
- Construction, operational and transport activities.

2.

**Protect, restore, enhance and create new nature areas and natural capital assets, including nationally and locally designated wildlife sites and priority habitats, and links between them. We will implement the spatial planning mitigation hierarchy of avoid, minimise, remediate, compensate and gain. This will include:**

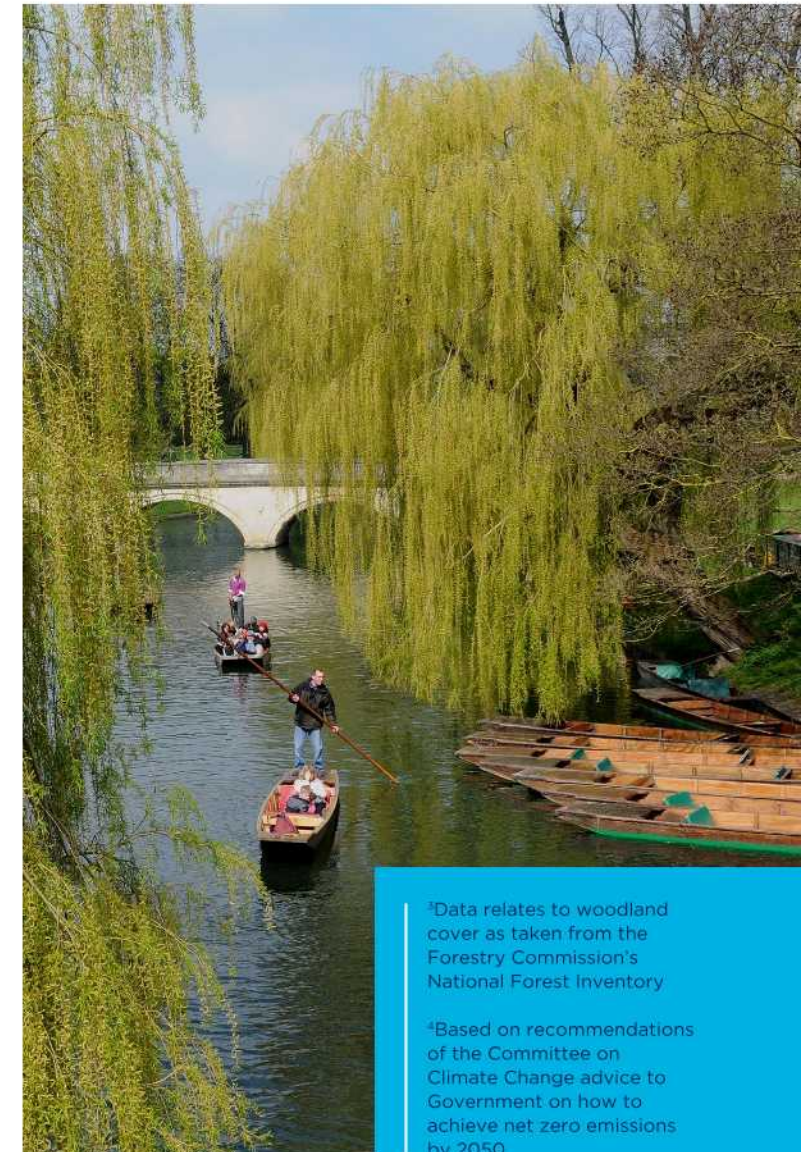
- Doubling the area of land managed primarily for nature in the Arc (**'Doubling Nature'**). To contribute to Government's commitment to protecting 30% of land for nature conservation by 2030. We will seek to maximise public, private and third sector funding opportunities **to protect, restore and enhance the natural environment** and maintain existing, and increase investment in, natural capital assets, working with partners including major landowners and our important agriculture sector across the Arc.



**Above**  
Heron Valley, Rushmere  
Country Park, Leighton  
Buzzard.

**Right**  
Punting on the River  
Nene, Peterborough.

- Coordinating work on local nature recovery strategies and the Arc's contribution to **the Nature Recovery Network for England** by creating more, bigger, better-connected places, in the required condition, for nature including landscape scale interventions.
- Delivering **biodiversity net gain for Town & Country Planning Act developments of 20%**. This is above the 10% Government mandated minimum to reflect the Arc's world leading environmental ambitions.
- Delivering **biodiversity net gain for all developments of 20% with a minimum requirement of 10%** including Nationally Significant Infrastructure and projects brought forward outside of the Town & Country Planning Act. This is to reflect the Arc's world leading environmental ambitions.
- Working with Government to develop a suitable net environment gain metric that** incorporates biodiversity net gain and, once available, to set an ambitious target to reflect the Arc's world leading environmental ambitions.
- Establishing **human and nature mobility corridors** across the Arc – using existing or new transport corridors for maximum environmental benefit/gain.
- Increasing tree and woodland cover across the Arc from 7.4%<sup>3</sup> to 19%<sup>4</sup>.** This is in recognition of the ability of trees and woodlands to deliver a wide range of environmental, health, social and economic benefits. We will ensure the right trees are planted in the right places.
- Protecting and enhancing protected landscapes. Enhancing landscape character areas, recognising the intrinsic character and beauty of the wider countryside.



<sup>3</sup>Data relates to woodland cover as taken from the Forestry Commission's National Forest Inventory

<sup>4</sup>Based on recommendations of the Committee on Climate Change advice to Government on how to achieve net zero emissions by 2050



## 3.

**Be an exemplar for environmentally sustainable development, in line with the ambitions set out in the government's 25 year plan. This will incorporate a systems-based and integrated assessment and implementation approach and will fully recognise the associated health and wellbeing benefits. We will aim to go beyond the minimum legislated requirements for development.** This will include:

- a. **All new settlements, urban extensions and infrastructure contributing to the achievement of delivering net biodiversity gain, net environmental gain, and net zero carbon** both in site and route selection and in the design of settlements and transport corridors. In addition, areas of tranquillity will be protected and measures taken to avoid light pollution and protect dark sky areas. Making cycling and walking more attractive ways to travel and investing in zero emission public transport of the future.

- b. **Understanding the impact of development on the natural environment**, including cumulative and indirect impacts (taking into account associated housing and other forms of development), so that these can be addressed in line with the mitigation hierarchy, and carrying out environmental and strategic assessments as appropriate for the type and scale of development programmes including options and proper community consultation.
- c. Understanding the Arc's environmental capacity to accommodate different levels of growth and development in different locations and **ensuring that planned growth and development remains well within environmental capacity limits.**
- d. Working with Government to **enhance the building regulations and the role of planning policy so that they align with sustainability principles, and actively reduce the carbon footprint, water and energy consumption** in new and existing buildings. We will encourage Arc local partners to exceed the minimum standards required by building regulations.
- e. Promoting the switch to renewable and other sustainable energy supplies, improving travel choices, and supporting changing working practices. This will enable **improvements to the design and development of sustainable communities and the protection and enhancement of the natural environment.**

Right  
People walking in open  
spaces.

## 4.

**Ensure that existing and new communities see real benefits from living in the Arc including through:**

- a. **Maximising the health and wellbeing benefits of nature** by providing sector-leading areas of accessible nature-rich greenspace in, and accessible to, new settlements, urban extensions and commercial zones and increasing and enhancing greenspace, and access to it, for existing settlements in the Arc.
- b. **Promoting and increasing equality of sustainable access to nature and its benefits** by investing in, increasing and enhancing nature-rich greenspace in the places and communities where it is most lacking. We will improve access to greenspace and nature, ensuring Natural England's Access to Natural Greenspace standards, and (once available) Green Infrastructure Standards, are maximised for existing housing and delivered for future developments.





## 5.

**Use natural resources wisely by:**

- a. Working to address existing **water resource, water quality and flood management** issues and through an integrated approach across the water agenda ensure future issues and risks are managed, including in the context of climate change, with a focus on nature-based interventions.
- b. Ensuring that soil quality is properly protected and improved including within development, infrastructure and agricultural activities.  
Making **more efficient use and management of waste and resources**, working towards a circular economy with no net waste and promoting the use of sustainable building materials and construction guidelines.
- d. Working with local authorities to share best practice and coordinate action being taken on local **air quality management plans** including addressing emissions from agriculture and from installations regulated by the Environment Agency.
- e. Supporting the development of interventions that reduce the **impact of agriculture on the environment** and support productivity.
- f. Helping to build collaboration between farmers to generate catchment and landscape scale environmental improvement under the **Environmental Land Management Scheme**.
- g. Ensuring that the required mineral resources for the Arc are sourced in an environmentally sensitive manner and that mineral sites are restored in a coordinated manner to after-uses that benefit nature and people, as well as helping to provide ecosystem services such as carbon sequestration and water management.

**We will continue to work with the other Arc pillars to develop appropriate environmental principles for incorporation within these workstreams.**

**We will review and update the environmental principles in the light of developing policies, practices, evidence, experience, knowledge and governance arrangements.**





## Resourcing our ambitions

To achieve delivery of these principles we will need to work collaboratively across the public, private and third sectors. Some resources are already in place and there are many more that we will need. As a starting point we will:

- Build on the work of the Arc Local Natural Capital Plan and the associated work in the 5 counties to **make publicly available, agreed baseline maps for natural capital and ecosystem services across the Arc**. Resources will be required to maintain the data and make it accessible.
- Work with the statutory agencies and with local councils to ensure ready **access to the wide range of environmental data** currently collected by them.
- **Work with government to agree methodologies** for both net biodiversity gain and net environment gain for use within the Arc. We will establish a technical group(s) to assess net gain propositions on behalf of local planning authorities and provide planning committees with independent advice.
- **Support and promote a 5 yearly environmental census** across the Arc including promoting public engagement through citizen science approaches.
- Use **evidence on health, deprivation and ecosystem services demand** (e.g. for air quality improvement) to inform planning for greenspace, habitats and **natural capital assets**.
- Work with all those that fund nature improvement work across the Arc including the Defra Group, water companies, environmental Non-Governmental Organisations, local councils, catchment partnerships, housing and commercial property developers and infrastructure providers, together with those allocating Environment Land Management System funding, and private investors to **take a more efficient and effective systems based approach to natural capital and ecosystem systems based interventions**. We will seek to ensure that funding is used strategically and not in a piecemeal way.
- **Invest in projects that deliver natural capital and environmental benefits**, such as carbon sequestration, pollinator habitats, soil improvement, flood alleviation and water resource resilience, and establish Arc-wide and more local Natural Capital Investment Plans to inform and support the emerging Arc Spatial Framework.

## Monitoring

We will pursue our commitment as outlined within these principles and will work with government and local partners on the development of associated metrics and targets in line with the 25 Year Environment Plan, carbon reduction commitments and the UN Sustainable Development Goals.

## Engagement

We will engage and consult with communities, residents and people working in the Arc, as well as businesses, other organisations and NGOs, on the vision and ambitions for sustainable environmental growth in the Arc.

This document is supported by the Arc Leadership Group, Arc Universities Environment Group, Arc Local Enterprise Partnerships, England's Economic Heartland, and has been drafted with input from the Arc Local Nature Partnerships whose members include representatives from environment NGOs, local councils, LEPs, developers, businesses, business representation bodies, the Environment Agency, Natural England, and the Forestry Commission and important contributions from central government departments, other environment NGOs and businesses.







**Below**  
Sunrise panorama at  
the Campbell park in  
Milton Keynes.

Published by the  
Environment Working Group,  
Oxford-Cambridge Arc  
Leadership Group: March 2021



This page is intentionally left blank

## Executive 5<sup>th</sup> August 2021

<b>Report Title</b>	<b>Variation of school admission arrangements for 2021/2022 and 2022/2023 due to the requirements of the new 2021 School Admissions Code</b>
<b>Lead Member</b>	Cllr Scott Edwards, Portfolio Holder for Children, Families, Education and Skills
<b>Lead Officer</b>	Cathi Hadley, Director of Children's Services

<b>Key Decision</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Is the decision eligible for call-in by Scrutiny?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Are there public sector equality duty implications?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Does the report contain confidential or exempt information (whether in appendices or not)?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Applicable paragraph number for exemption from publication under Schedule 12A Local Government Act 1974</b>	

### List of Appendices

**Appendix 1** – Admission criteria for Community and Voluntary Controlled Schools in North Northamptonshire for 2021/22

**Appendix 2** – Admission criteria for Community and Voluntary Controlled Schools in North Northamptonshire for 2022/23

**Appendix 3** – In-year Scheme

**Appendix 4** – Fair Access Protocol

**Appendix 5** – Draft School Admissions Code 2021 (link below)

<https://www.gov.uk/government/publications/school-admissions-code--2>

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

---

- 1.1. To inform members about the mandatory requirements of the new School Admissions Code (the Code) from September 2021 and provide recommendations for how the School Admission arrangements may be varied to ensure compliance.
- 1.2. To ask Executive to vary the admission arrangements for its schools as described in the report.

## 2. Executive Summary

---

- 2.1 A draft School Admissions Code (and associated regulations) have been laid before Parliament for a 40-day period which is due to expire on 1<sup>st</sup> July 2021 and the new Code will come into force on 1<sup>st</sup> September 2021.
- 2.2 As the admission authority for Community and Voluntary Controlled (VC) Schools, it was the responsibility of Northamptonshire County Council (NCC) to determine the admission arrangements for its schools by 28<sup>th</sup> February in the preceding year. The admission arrangements for both 2021/2022 and 2022/2023 were determined by NCC Cabinet by the statutory dates. However, the admission arrangements for both 2021/2022 and 2022/2023 have to be varied to give effect to the statutory requirements of the new Code.
- 2.3 **Admission priority for children adopted from state care outside England.** The new Code requires admission authorities to vary the admission arrangements of their schools to include previously looked after children from abroad in schools' highest oversubscription admission criterion.
- 2.4 **In-year process.** There will be changes to clarify the decisions, responsibilities and procedures relating to in-year admissions. The local authority will adopt a new in-year co-ordination scheme for the schools for which it co-ordinates admissions. Outcomes for in-year applications should be achieved within 10 school days and must be achieved within 15 school days and the scheme proposed aims to meet the tighter time frames.
- 2.5 **Fair Access Protocol.** It is not a new requirement for the local authority to have a Fair Access Protocol (FAP) in place, though there are revised requirements for the FAP in the new Code. It remains the responsibility of the local authority to draw up the FAP but this must be done in consultation with schools. The local authority will need to have a new FAP in place from 1 September 2021 when the new Code becomes law, to encompass wider categories of children – unplaced, vulnerable and those who are unable to secure a school place in-year.

## 3. Recommendations

---

It is recommended that the Executive;

- 3.1 Agree the following variations to admission arrangements for 2021/2022 and 2022/2023;
- a) Amend the first oversubscription criterion for all Community and Voluntary Controlled Schools to give the highest priority to: *'looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). All references to previously looked after children in this Code mean such children who were adopted (or subject*

*to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.'*

- b) That North Northamptonshire Council's new in-year scheme be included in the admission arrangements and delegate authority to the Portfolio Holder for Children, Families, Education and Skills in consultation with the Executive Director of Children's Services to approve the scheme
- 3.2 Delegate authority to the Portfolio Holder for Children, Families, Education and Skills in consultation with the Executive Director of Children's Services to approve the Fair Access Protocol, following consultation with schools in North Northamptonshire;
- 3.3 Delegate authority to the Portfolio Holder for Children, Families, Education and Skills in consultation with the Executive Director of Children's Services to make any changes necessary to the admissions policies where required to give effect to any Acts, Regulations or revised School Admissions or School Admission Appeals Code or binding Schools Adjudicator, Court or Ombudsman decisions whenever they arise.

### **Reasons for Decision**

- 3.3 The variations are necessary to comply with the statutory requirements of the School Admissions Code (2021). It is the duty of all admission authorities to act in accordance with the Code.

## **4. Report Background**

---

- 4.1 As the local authority, the Council is responsible for determining the admission arrangements for its schools. The admission arrangements for Community and Voluntary Controlled Schools for the academic years 2021/2022 and 2022/2023 were determined by Cabinet at Northamptonshire County Council by 28<sup>th</sup> February in the relevant year (in compliance with the Code).
- 4.2 A new School Admissions Code will come into effect on 1<sup>st</sup> September 2021 meaning that variations to the determined arrangements 2021/2022 and 2022/2023 will be necessary to ensure compliance with the new Code.

## **5. Issues and Choices**

---

- 5.1 It is necessary to vary the 2021/2022 and 2022/2023 admission arrangements (previously determined) of schools for which NNC admission authority (i.e. Community and VC schools) in order to comply with the new Code which will come into force on 1<sup>st</sup> September 2021.
- 5.2 The 2021 School Admissions Code (the Code) requires children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted to be given equal first priority in admission arrangements, alongside looked after children (LAC) and children who were previously looked after by English local authorities (PLAC).

The DfE advice to admission authorities refers to these children as internationally adopted previously looked after children – “**IAPLAC**”.

- 5.3 Paragraph 1.7 of the new Code will require that highest priority is given to “looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted”. State care is further defined as being in the care of public authorities, religious authorities or other organisations that act in the public benefit and could encompass a wide range of institutions.
- 5.4 This new provision will necessitate variations to determined admission arrangements to take effect from 1<sup>st</sup> September 2021. North Northamptonshire Council (NNC) will need to vary the admission arrangements for its schools for 2021/22 (which would have been determined by 28<sup>th</sup> February 2020) and their admission arrangements for 2022/23 (which would have been determined by 28<sup>th</sup> February 2021). Without these variations, admission arrangements that have already been determined will no longer comply with the Code from this date.
- 5.5 Paragraph 3.6 of the current School Admissions Code (2014) states that once admission arrangements have been determined for a particular school year, they cannot be revised by the admission authority unless such revision is necessary to give effect to a mandatory requirement of the Code. The proposed variations described in this report will be necessary to comply with a mandatory requirement of the Code, so it will not be necessary to refer a variation request to the Schools Adjudicator (in respect of maintained schools).

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

---

### **6.1 Resources and Financial**

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

### **6.2 Legal**

- 6.2.1 The proposed variations to the 2021/22 and 2022/23 admission arrangements are necessary. If they were not made, the admission arrangements for NNC schools would not be in compliance with the School Admissions Code and the council would be in breach of the School Standards and Framework Act 1998 (as amended).

### **6.3 Risk**

- 6.3.1 There are no significant risks arising from the proposed recommendations in this report. However, NNC would be in breach of the School Standards and Framework Act 1998 (as amended) if these proposed variations were not made.



## 6.4 Consultation

6.4.1 The proposed variations described in this report will be necessary to comply with a mandatory requirement of the Code, so it will not be necessary to go through the normal process of consultation for School Admissions.

## 6.5 Consideration by Scrutiny

6.5.1 N/A

## 6.6 Climate Impact

6.6.1 The proposed variations have no climate impact.

## 6.7 Community Impact

6.7.1 There are no community impacts anticipated.

## 7. Background Papers

---

7.1 A link to the School Admissions regulations can be accessed at: <https://www.legislation.gov.uk/uksi/2021/570/contents/made>

This page is intentionally left blank

# Admission arrangements for Community and Voluntary Controlled schools in North Northamptonshire (2021 intakes)

## 1. Admission Authorities

Different types of schools have different admission authorities. As shown below in **Table 1**, the local authority (NNC) is responsible for determining the admission arrangements of Community and Voluntary Controlled schools.

Type of school	Who is the Admission Authority?
Academy/Free School/UTC	Academy Trust
<b>Community Schools</b>	<b>Local Authority</b>
Foundation Schools	Governing Body
Voluntary Aided (VA) Schools	Governing Body
<b>Voluntary Controlled (VC) Schools</b>	<b>Local Authority</b>

**Table 1:** Admission authorities and school type (governance)

For details of the admission arrangements of all other types of school, please refer to NNC's primary<sup>1</sup> and secondary<sup>2</sup> composite prospectuses. Both documents can be downloaded/viewed on the NNC website (direct links to these documents are also provided in footnotes 1 and 2).

## 2. The 'Relevant Area'

The School Standards & Framework Act<sup>3</sup> (1998) requires local authorities to define the parameters of a 'relevant area'<sup>4</sup> and undertake consultation on this<sup>5</sup>. Admission Authorities *must* ensure that they consult on their proposed admission arrangements within all parts of the 'relevant area'.

For the 2021 intakes, the local authority is **not** proposing to make any changes to the admission arrangements for its schools or to the 'relevant area' (e.g. the county of Northamptonshire and neighbouring/bordering contiguous local authorities). 2021 admission arrangements and the 'relevant area' will remain the same as previously agreed by Northamptonshire County Council's Cabinet in January 2018.

<sup>1</sup> [Applying for a Primary School place in Northamptonshire - 2021-22](#)

<sup>2</sup> [Applying for Secondary School place in Northamptonshire 2021-22](#)

<sup>3</sup> [The School Standards & Framework Act \(1998\)](#)

<sup>4</sup> This is defined as (a) the area of the local education authority; or (b) if regulations so provide, such other area (whether more or less extensive than the area of the local education authority) as may be determined by or in accordance with the regulations. (School Standards and Framework Act, 1998: 68, S3 (a) (b) Education (Relevant Areas for Consultation on Admissions Arrangements) Regulations, 1999).

<sup>5</sup> [The Education \(Relevant Areas for Consultation on Admissions Arrangements\) Regulations, 1999](#)

### 3. Community and Voluntary Controlled primary schools in North Northamptonshire

Community and Voluntary Controlled Primary schools in North Northamptonshire are organised into different generic groups. The schools in each of these groups generally share the same oversubscription criteria, although other features of a school's admission arrangements may vary from school to school (e.g. the Published Admission Number (PAN), SIF forms). The groups are as follows:

- Community Primary Schools – urban
- Community Primary Schools – rural
- Community Infant Schools – urban
- Community Primary Schools – urban
- Community Primary Schools – urban with linked area
- Community Infant Schools – urban with linked area
- Community Junior Schools – urban with linked area

The oversubscription criteria for each of these groups is discussed on the following pages, along with details of the schools within the group.

#### 3.1 Community Primary Schools – Urban

SCHOOL	PAN	SCHOOL	PAN
Barton Seagrave Primary School	90	Henry Chichele Primary School	60
Corby Old Village Primary School	30	Meadowside Primary	60
Croyland Primary School	60	Redwell Primary School	90
Denfield Park Primary School	60		

Places will be allocated to pupils who have an Education, Health and Care (EHC) plan which names the school as the appropriate provision.

#### Oversubscription Criteria

Where there are more applications for places than there are places available, priority will be given in the following order:

1. Looked after children and all previously looked after children including internationally adopted previously looked after children
2. Children with a sibling (brother or sister) continuing at the school at the time of admission of the child
3. Children who live closer to the preferred school than any other school
4. Other children

### Allocation of places up to PAN (Published Admission Number)

If the Published Admission Number (PAN) is exceeded within any criterion, priority will be given to those who live closest to the school. For more information, please see “Allocation of places up to PAN” in the Glossary.

### Tie-breaker

Where two or more applications cannot otherwise be separated, random allocation will be used to decide which applicant should be allocated a place.

## 3.2 Community Primary Schools – rural

SCHOOL	PAN	SCHOOL	PAN
Brigstock Latham’s CE Primary School	15	King’s Cliffe Endowed Primary School	30
Broughton Primary School	30	Mawsley Primary School	60
Earls Barton Primary School	75	Nassington Primary School	20
Geddington CE Primary School	28	Polebrook CE Primary School	15
Glaphorn CE Primary School	15	Titchmarsh CE Primary School	20
Great Doddington Primary School	20	Warmington School	15
Grendon CE Primary School	15		

Places will be allocated to pupils who have an Education, Health and Care (EHC) plan which names the school as the appropriate provision.

### Oversubscription Criteria

Where there are more applications for places than there are places available, priority will be given in the following order:

1. Looked after children and all previously looked after children including internationally adopted previously looked after children
2. Children who live in the linked area(s) of the relevant schools
3. Children with a sibling (brother or sister) continuing at the school at the time of admission
4. Other children

### Allocation of places up to PAN (Published Admission Number)

If the Published Admission Number (PAN) is exceeded within any criterion, priority will be given to those who live closest to the school. For more information, please see “Allocation of places up to PAN” in the Glossary.

### Tie-breaker

Where two or more applications cannot otherwise be separated, random allocation will be used to decide which applicant should be allocated a place.

### 3.3 Community Infant Schools – urban

SCHOOL	PAN
Avenue Infant School (The)	60
Ruskin Infant School	90
Tennyson Road Infant School	60

Places will be allocated to pupils who have an Education, Health and Care (EHC) plan which names the school as the appropriate provision.

### Oversubscription Criteria

Where there are more applications for places than there are places available, priority will be given in the following order:

1. Looked after children and all previously looked after children including internationally adopted previously looked after children
2. Children with a sibling (brother or sister) continuing at the school or the linked junior school at the time of admission
3. Children who live closer to the preferred school than any other school
4. Other children

### Allocation of places up to PAN (Published Admission Number)

If the Published Admission Number (PAN) is exceeded within any criterion, priority will be given to those who live closest to the school. For more information, please see “Allocation of places up to PAN” in the Glossary.

### Tie-breaker

Where two or more applications cannot otherwise be separated, random allocation will be used to decide which applicant should be allocated a place.

### 3.4 Community Junior Schools – urban

SCHOOL	PAN
Alfred Street Junior School	60
Park Junior School (Wellingborough)	60

Places will be allocated to pupils who have an Education, Health and Care (EHC) plan which names the school as the appropriate provision.

### Oversubscription Criteria

Where there are more applications for places than there are places available, priority will be given in the following order:

1. Looked after children and all previously looked after children including internationally adopted previously looked after children
2. Children with a sibling (brother or sister) continuing at the school or the linked infant school at the time of admission
3. Children who attend the linked infant school
4. Children who live closer to the preferred school than any other school
5. Other children

### Allocation of places up to PAN (Published Admission Number)

If the Published Admission Number (PAN) is exceeded within any criterion, priority will be given to those who live closest to the school. For more information, please see “Allocation of places up to PAN” in the Glossary.

### Tie-breaker

Where two or more applications cannot otherwise be separated, random allocation will be used to decide which applicant should be allocated a place.

## 3.5 Community Primary Schools – urban (with linked area)

SCHOOL	PAN
Whitefriars Primary School	60

Places will be allocated to pupils who have an Education, Health and Care (EHC) plan which names the school as the appropriate provision.

### Oversubscription Criteria

When there are more applications for places than there are places available, priority will be given in the following order:

1. Looked after children and all previously looked after children including internationally adopted previously looked after children
2. Children who live in the linked area
3. Children with a sibling (brother or sister) continuing at the school at the time of admission
4. Children who live closer to the school than any other school
5. Other children

### Allocation of places up to PAN (Published Admission Number)

If the Published Admission Number (PAN) is exceeded within any criterion, priority will be given to those who live closest to the school. For more information, please see “Allocation of places up to PAN” in the Glossary.

#### Tie-breaker

Where two or more applications cannot otherwise be separated, random allocation will be used to decide which applicant should be allocated a place.

### 3.6 Community Infant Schools – urban (with linked area)

SCHOOL	PAN
Higham Ferrers Nursery and Infant School	90
South End Infant School	90

Places will be allocated to pupils who an Education, Health and Care (EHC) plan which names the school as the appropriate provision.

#### Oversubscription Criteria

Where there are more applications for places than there are places available, priority will be given in the following order:

1. Looked after children and all previously looked after children including internationally adopted previously looked after children
2. Children who live in the linked area
3. Children with a sibling (brother or sister) continuing at the school or the linked Junior School at the time of admission
4. Children who live closer to the school than any other school
5. Other children

### Allocation of places up to PAN (Published Admission Number)

If the Published Admission Number (PAN) is exceeded within any criterion, priority will be given to those who live closest to the school. For more information, please see “Allocation of places up to PAN” in the Glossary.

#### Tie-breaker

Where two or more applications cannot otherwise be separated, random allocation will be used to decide which applicant should be allocated a place.



### 3.7 Community Junior Schools – urban (with linked area)

SCHOOL	PAN
South End Junior School	90
Higham Ferrers Junior School	90

Places will be allocated to pupils who an Education, Health and Care (EHC) plan which names the school as the appropriate provision

#### Oversubscription Criteria

Where there are more applications for places than there are places available, priority will be given in the following order:

1. Looked after children and all previously looked after children including internationally adopted previously looked after children
2. Children who live in the linked area
3. Children with a sibling (brother or sister) continuing at the school at the time of admission
4. Children who attend the linked Infant School(s)
5. Children who live closer to the school than any other school
6. Other children

#### Allocation of places up to PAN (Published Admission Number)

If the Published Admission Number (PAN) is exceeded within any criterion, priority will be given to those who live closest to the school. For more information, please see “Allocation of places up to PAN” in the Glossary.

#### Tie-breaker

Where two or more applications cannot otherwise be separated, random allocation will be used to decide which applicant should be allocated a place.

## 4. Glossary

### Definitions and Explanation of Terms

#### Admission Authority

This is the body responsible for deciding a school’s admission arrangements.

- North Northamptonshire County Council is responsible for Community and Voluntary Controlled schools.
- The Governing Body is responsible for Voluntary Aided, Foundation and Free Schools.
- The Academy Trust is responsible for Academy schools.

## Age range

This means the ages of children who attend the school e.g. primary school age range is 4–11 years of age.

## Allocation of places up to PAN (Published Admission Number)

Where the number of applications exceeds the Published Admission Number (PAN) for a particular school, applicants will be ranked according to the over-subscription criteria for the school.

Where there are more children in a particular criterion than there are places remaining to take the school up to its PAN, the children are ranked according to the distance from their home address to the preferred school or their nearest alternative school, depending on the school and the criterion in question. Please note: some schools do not use distance to rank applicants at all and may use random allocation.

- **Distance ranking Type 1:** Children who live closest to the school.  
The distance from each applicant's home address to the preferred school will be measured (see below for information on how measurements are carried out). The children will then be ranked according to these measurements with those living closest to the school at the top of the list. Children will then be allocated places in this order, until the PAN is reached.
- **Distance ranking Type 2:** Children who live furthest from their nearest alternative school.  
The distance from each applicant's home address to all nearby schools will be measured to establish which school is closest to their home address (not including the preferred school). The children will then be ranked according to the measurements to their nearest alternative school, with those living furthest away from their nearest alternative school at the top of the list. Children will then be allocated places in this order until the PAN is reached. This way of ranking children is used to ensure that the majority of children have a reasonable distance to travel to school.

An alternative school is one at which a place could have been allocated as an alternative to the preferred school. The nearest alternative school will be the closest school to applicant's home address, not including the preferred school for which the child is being ranked. The nearest alternative school does not have to be one of the stated preferences and may be different for each child depending on where they live.

Please note: Single sex schools and schools which allocate places on the basis of religious allegiance are not regarded as alternative schools.

To ensure consistency in the allocation process, late applications processed after National Offer Day will still have distances measured to their nearest alternative school if necessary, regardless of whether or not there are places remaining at that alternative school.

Unless otherwise stated, distances are measured from the address point of the home address to the address point of the school on a straight-line basis, using a geographical information system. Address points are determined by Eastings and Northings points. Each address has a unique address point

established by the most valuable elements from the National Land and Property Gazetteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. An address point for a property does not change.

### Appeal Panel

This is an independent panel which hears appeals relating to school admissions decisions.

### Application form (Common Application Form, CAF)

This is the form provided by the Local Authority which enables parents to express their preferences for a place at any state funded school, with a maximum of 3 preferences in rank order, allowing them to give reasons for their preferences.

### Children in public care or previously in public care (see Looked After Children)

### Closest school

A number of schools use 'Children who live closer to the preferred school than any other school' (or similar) as an oversubscription criterion when there are more applicants than there are places.

Each applicant's closest school will be determined using the GIS (see definition in Glossary).

Faith Schools are **not** included when determining a child's closest school.

### Community schools

The local authority (North Northamptonshire Council) is responsible for the admission arrangements at these schools.

### Coordinated Scheme

The process by which local authorities coordinate the distribution of offers of places for schools in their area. All local authorities are required to coordinate the normal admissions rounds for primary, infant, junior and secondary schools in their area.

### Department for Education (DfE)

This is the government department responsible for Education.

### DfE number

These are unique numbers which are allocated to: (a) All local authorities (the DfE number for North Northamptonshire LA is 940) and (b) Individual schools – each school has a four digit DfE number which provides a unique point of identification.

### Education, Health and Care (EHC) Plan

Children who have an Education, Health and Care (EHC) Plan, which names a particular school as offering the appropriate provision, are given the highest priority when school places are allocated.

## **Equal Preferencing**

This is the process that admission authorities must use to consider all applicants that state a preference for a school, regardless of whether it is their first, second or third preference.

## **Faith schools**

These schools can be Voluntary Aided Schools, Free schools, Academies etc., but are associated with a particular religion. Faith schools are mostly run like other state schools. They have to follow the National Curriculum except for religious studies, where they are free to only teach about their own religion. The admissions criteria and staffing policies may be different too, although anyone can apply for a place.

Please note: Faith Schools are not included when determining a child's closest school.

## **Geographical Information System (GIS)**

This is the computer system the Local Authority uses to work out distances from home to school addresses. All distances are measured on a straight line basis from the child's home address point to the address point of the school, unless the school states otherwise.

## **Home address (Child's)**

The permanent residence of the child at the closing date for applications.

## **Infant class size**

The law requires that the size of an infant class (i.e. Reception, Year 1 or Year 2) is limited to 30 pupils per school teacher.

## **Internationally Adopted Previously Looked After Children (IAPLAC)**

See definition for Previously Looked After Children

## **In-year applications**

This is any application for a school place during the school year and/or an application for admission to a school at the start of the school year for any age group other than the normal year of entry.

## **Late application**

This is any application form we receive after the closing date i.e. after 5 p.m. on Monday 15 January 2020. Late applications will not receive an offer of a school place on National Offer Day but will be processed in the next round of allocations.

## **Linked area**

Most rural areas, and some defined areas within urban North Northamptonshire are 'linked' to certain schools. This means that some priority may be given under the school's admission criteria to children who live in these areas.

Please note that living in an area linked under a school's admission criteria does not, on its own, mean that free transport will be provided by the Council.

### **Linked school (sometimes referred to as Feeder School)**

There are some infant schools which are linked to certain junior schools. Attendance at a linked infant school does not guarantee a place at the junior school, but may be one of the priorities used in the admission policy when determining the allocation of places, if the school is oversubscribed.

### **Local Authority (LA)**

This is your local council, which has responsibility for schools and education in your local area.

### **Looked After Children (LAC) (see also Previously Looked After Children)**

This refers to children who are (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22 (1) of the Children Act 1989) at the time of application to a school.

The highest priority is given to Looked After children and Previously Looked After children (School Admissions Code, 2014: 10, notes 16-18).

### **Oversubscription admission criteria**

This refers to the published criteria that an admission authority applies in order to decide which children will be allocated a place, when a school has more applications than places available.

### **Own Admission Authority Schools (OAA Schools)**

Whereas the local authority is the Admissions Authority for Community and Voluntary Controlled schools, other school types (Academy, Free School, UTC, Foundation, Voluntary Aided) have their own admission authorities, e.g. the Academy Trust, or similar.

### **Parent**

This refers to both individual parents as well as those with parental responsibility for a child, e.g. carers or guardians.

### **Preferences**

These are the names of the three schools, in order of preference, for which you would like your child to be considered.

### **Previously Looked After Children (PLAC) (see also Looked After Children)**

This refers to children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

The highest priority is given to Looked After children and Previously Looked After children (School Admissions Code, 2014: 10, notes 16-18).

The 2021 School Admissions Code requires that highest priority must also be given to children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

### **Public Care**

See definition for Looked After Children (LAC) and Previously Looked After Children.

### **Published Admission Number (PAN)**

The number of pupils that can be allocated to each year group as agreed with the Admissions Authority.

### **Random Allocation**

The process where places are allocated randomly all applicants to be considered are given a unique number. The range of numbers is then entered into a randomiser which returns the numbers in a random order.

This order is then recorded and applicants will be ranked according to this randomly generated sequence.

### **School year**

The period beginning with the first school term to begin after July and ending with the beginning of the first such term to begin after the following July, as defined by Section 579 of the Education Act 1996.

### **Siblings**

A brother or sister living at the same address as the applicant (within a family unit) including adopted children, step-brothers, step-sisters and children in foster care.

### **Sibling Link**

Some schools give priority to children whose brother(s) or sister(s) are already on roll at a preferred school. This is called a sibling link. The sibling may be required to be on roll at the preferred school on the date of application and/or the date of admission of the child for which you are applying. If a sibling secures a place at the school after an application has been submitted for the child, the parent/carer should advise the School Admissions Team as a sibling link may now exist.

If siblings live between two addresses, applicants must provide proof to show that the main address is the same for both children.

### **Statements of Special Educational Needs (SEN)**

See definition for Education, Health and Care (EHC) Plans

## Summer born children

A child reaches compulsory school age on the prescribed day following his/her fifth birthday (or on his/her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August (e.g. a child born on 16 February 2016 reaches compulsory school age on 31 March 2021). The term 'summer born' refers to children born from 1 April to 31 August. These children do not reach compulsory school age until a full school year after the point at which they could first have been admitted, at the point at which other children in their age range are beginning Year 1.

The School Admissions Code (2014) allows parent(s)/carer(s) of summer born children to request that they are admitted outside their normal age group, into Reception rather than Year 1, if they feel that it would not be in their child's best interests to start school before he/she reaches compulsory school age.

Paragraph 2.17A of the School Admissions Code requires that, in any circumstance where a parent/carer requests their child is admitted out of their normal age group, the admission authority of the preferred school must make a decision on the basis of the circumstances of the case and in the best interests of the child concerned. They must also take into account the views of the Head teacher of the preferred school(s). Please note: The admission authority for all community and voluntary controlled schools is NNC, whereas the admission authority for Academies, Voluntary Aided, Foundation and Free Schools, is either the Governing Body (VA and Foundation Schools) or the Academy Trust (Academies and Free Schools).

Parent(s)/carer(s) of summer born children who could start school in September 2021, but wish to delay applying for a Reception place to start in September 2022, should make their request before 1 December 2020. This is to enable sufficient time for requests to be processed and, where a request is not agreed, for the family to have adequate time to make an application for a place for September 2021, before the deadline of 5 p.m. 15 January 2021.

**The following process will be followed for requests to delay entry to Reception for a whole school year for Northamptonshire schools:**

### **Process for requesting delayed application**

If you have more than one preferred school, you can request a delay from each of the schools. The following steps will be required depending on the type of school you are applying for

#### **A) If your preferred school is a Community or Voluntary Controlled school:**

- 1) Parent(s)/carer(s) make a formal written request (with reasons for the request) to School Admissions at NNC (as this is the admission authority for these schools);
- 2) Parent(s)/carer(s) supply School Admissions with supporting information from a professional and/or Early Years practitioner if available, at the point of request;
- 3) School Admissions will consult with the Head teacher of the preferred school and take into consideration any evidence supplied in order to make a decision.



**B) If your preferred school is an Academy, Voluntary Aided, Foundation or Free School (or your preferred school is a Community or Voluntary Controlled school outside Northamptonshire):**

- 1) Parent(s)/carer(s) make a formal written request (with reasons for the request) to the preferred school;
- 2) Parent(s)/carer(s) supply the school with supporting information from a professional and/or Early Years practitioner if available, at the point of request;
- 3) The preferred school will then approach their admission authority with the reasons and evidence supplied by the parent(s)/carer(s) so that a decision can be made (by the admission authority);
- 4) The request and written confirmation from the admission authority of the preferred school that they are in agreement with the parent(s)/carer(s) request to delay their application to Reception for a year, must be sent to School Admissions at NNC.

**What happens next?**

If the admission authority of a school agrees to the parent(s)/carer(s) request to delay applying for a Reception place for a year, School Admissions will write to the parent(s)/carer(s) confirming that an application can be made in the following year. A copy of the letter sent by School Admissions to the parent(s)/carer(s) will be sent to the Head teacher of the school(s) concerned; the letter will highlight the potential risks/impact of making a delayed application which may include the following:

- The application will be processed as part of the normal admissions round in the following year, according to the oversubscription criteria of each school stated as a preference;
- While a school may agree to a delayed application, there is no guarantee that the child will be allocated a place at that school in the following admissions round as other children may have a higher priority within the school's oversubscription admission criteria. No additional priority will be given to an applicant applying under the summer born policy, nor will they be penalised;
- The local authority will make every effort to allocate a Reception place (rather than a Year 1 place). However, it may not be possible to allocate a Reception place at the parent(s)/carer(s) preference or at the local school. This is because NNC is not the admissions authority for all schools, and schools which are their own admission authority may not agree to the delayed entry;
- If we are unable to offer a place at one of your preferred schools, it **may** not be possible to offer a place in Reception at another school (as they will not have agreed to delayed application). In this case, you would be offered a place at a school in Year 1 at the nearest school with a place available.

If the request is not agreed, parent(s)/carer(s) will receive a letter from the admission authority of the preferred school providing reasons for refusal.

- Any complaints should be addressed to the admissions authority of the school in question;
- If parent(s)/carer(s) change their minds about wanting delayed entry by a whole school year, they may still apply by the national closing date for primary school admissions (15 January, 5

14

p.m.) in the normal admissions round to start in the September following their child's fourth birthday. If an application is received by 15 January, the parent/carer's previous request to delay until the following year would no longer apply. Applications received *after* 5 p.m. on 15 January (the closing date) will be treated according to the current NNC's late application policy;

- Parent(s)/Carer(s) who choose to delay entry by a whole school year will need to apply for a school place in the admissions round for the following year. It will not be possible to make an application online. School Admissions will send a paper application form for parent(s)/carer(s) to complete;
- If a child is given an Education Health Care Plan (EHCP) after an agreement has been made with School Admissions to delay an application for a place in Reception, the EHCP will override any agreement made and will specify which school the child will attend and which year group the child will be in;
- Please note that other Local Authorities may have different arrangements for how they deal with Summer Born requests and this may affect you if you move to another county before taking up a school place in North Northamptonshire.
- Parent(s)/carer(s) who have made online applications for their normal cohort and have been offered a place in Reception, and then later change their minds and wish to delay their child's entry to Reception, should, in the first instance, discuss their options with the Head teacher of the allocated school. A request to delay applying for a Reception place for a summer born child will not be agreed if the reasons for the request are based on dissatisfaction with the place offered or if a place has not been offered at a preferred school.

#### **Further considerations**

##### **Will your child move back to their normal year group?**

Once a child has been admitted to a school, it is for the head teacher to decide how best to educate them. This may, on occasion, include deciding that a child should be moved to higher or lower age group, including moving a child who has been admitted out of their normal age group, into their normal age group. This decision should only be made where there are sound educational reasons to do so and in consultation with the child's parents.

##### **Will there be a problem if you change school or when transferring to secondary school?**

If your child has been admitted out of their normal age group and then moves school, for example because you move house, you will need to make a new request for admission out of the normal age group if you want them to continue to be educated out of their normal age group. You will also need to make a new request when you apply for junior or secondary school;

The admission authority of the new school is not required to continue to educate your child out of their normal age group, but they should take account of the fact they have already been educated out of their normal age group when making their decision.

##### **What happens when a child reaches school leaving age in year 10?**

A child ceases to be of compulsory school age on the last Friday of June in the school year they turn 16. They are not legally required to attend school after this point. A summer born child who has been educated out of their normal age group will cease to be of compulsory school age at the end of year 10. This means they will be under no obligation to attend school in year 11 when most children take their GCSEs.

The school will not ask your child to leave because they are no longer of compulsory school age, but they may not be able to enforce their attendance.

#### **Will there be an effect on home to school transport?**

Local authorities have a statutory duty to provide free home to school transport to eligible children. To be eligible, a child must be of compulsory school age. If your child is educated out of their normal age group, and is eligible for free home to school transport, they will stop being eligible before they finish secondary school. Local authorities can choose to continue to provide free transport at this point, but they are under no duty to do so.

#### **Will Alternative Provision still be available for children who are summer born delayed?**

Local authorities have a duty to make arrangements for the provision of suitable education, other than at a school, for children of compulsory school age who otherwise will not receive a suitable education, whether that is because they are ill, have been excluded, or for another reason. This duty will not apply in relation to a child who ceases to be of compulsory school age before they finish secondary school.

#### **What may be the impact on participation in extra-curricular activities?**

You may wish to consider whether your child will be able to participate in organised sports and extra-curricular events with their classmates. For example, some sporting organisations organise teams based on age. This may mean your child would be eligible for a different sports team than their classmates.

#### **Admission of children out of their normal year group (out of cohort)**

North Northamptonshire Council's policy is for children to be educated within their correct chronological year group, with the curriculum differentiated as necessary to meet the needs of individual children. This is in line with DfE guidance which states that "in general, children should be educated in their normal age group". If parent(s)/carer(s) believe that their child/children should be educated in a different year group they should, at the time of application, submit supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort. DfE guidance makes clear that: "it is reasonable for admission authorities to expect parents to provide them with information in support of their request – since without it they are unlikely to be able to make a decision on the basis of the circumstances of the case".

For Community and Voluntary Controlled schools, North Northamptonshire Council, as the admission authority, will decide whether or not the application will be agreed on the basis of the information submitted. Decisions will be made on the basis of the circumstances of each case and in

the best interests of the child concerned. This will include taking account of the parent(s)/carer(s) views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. Admission authorities must also take into account the views of the head teacher of the school concerned. When informing a parent/carer of their decision on the year group the child should be admitted to, the admission authority must set out clearly the reasons for their decision.

There is no guarantee that an application will be accepted. If the application is refused, this does not constitute a refusal of a place and there is no right to an independent statutory appeal. Similarly, there is no right of appeal for a place in a specific year group at a school. The internal management and organisation of a school, including the placement of pupils in classes, is a matter for the Head teacher and senior leadership of individual schools. The Governing Body/Academy Trust of schools, which is responsible for their own admissions arrangements (academies, Voluntary Aided, Foundation and Free Schools) are responsible for making decisions about applications for places in their schools.

### **Supplementary Information Form (SIF)**

This is an additional form which needs to be completed for certain schools before they are able to allocate school places. The completed SIFs must be returned directly to the schools themselves.

### **Tiebreaker**

All admission arrangements must include an effective, clear and fair tie-breaker to decide between two applications that cannot otherwise be separated. Where two or more applications cannot otherwise be separated, random allocation will be used to decide which applicant should be allocated a place. This process will be independently verified.

### **Transfer applications at normal transfer time in Northamptonshire**

This is any application for a child to start school at the normal point of entry at the beginning of the school year in September, as illustrated below:

Primary School	Reception
Infant School	Reception
Junior School	Year 3
Secondary School	Year 7
UTC	Year 10

### **Waiting lists**

A list of children held and maintained by the admission authority when the school has allocated all of its places, on which children are ranked in priority order against the school's published oversubscription criteria.

This page is intentionally left blank

# Admission arrangements for Community and Voluntary Controlled schools in North Northamptonshire (2022 intakes)

1. Admission Authorities .....	1
2. Community and Voluntary Controlled schools in North Northamptonshire .....	2
3. Definitions.....	8
4. Multiple Birth Groups .....	9
5. Fraudulent Applications .....	9
6. Conflicting Applications.....	9
7. Distance Measurements .....	9
8. Late Applications .....	10
9. Children below Compulsory School Age .....	10
10. Admission outside the normal age group .....	10
11. In-year Admissions.....	11
12. Waiting Lists.....	13
13. Appeals.....	13

## 1. Admission Authorities

Different types of schools have different admission authorities. As shown below in Table 1, the local authority (NNC) is responsible for determining the admission arrangements of Community and Voluntary Controlled schools.

Type of school	Admission Authority
Academy/Free School/UTC	Academy Trust
<b>Community Schools</b>	<b>Local Authority</b>
Foundation Schools	Governing Body
Voluntary Aided (VA) Schools	Governing Body
<b>Voluntary Controlled (VC) Schools</b>	<b>Local Authority</b>

**Table 1:** Admission authorities and school type (governance)

For details of the admission arrangements of all other types of school, please refer to NNC's Primary<sup>1</sup> and Secondary<sup>2</sup> composite prospectuses. Both documents can be downloaded and viewed on the NNC website (direct links to these documents are provided in footnotes 1 and 2).

<sup>1</sup> [Applying for a Primary School place in Northamptonshire, 2022-23](#)

<sup>2</sup> [Applying for a Secondary School place in Northamptonshire, 2022-23](#)

## 2. Community and Voluntary Controlled schools in North Northamptonshire

Community and Voluntary Controlled schools in North Northamptonshire are mostly organised into different generic groups. The schools in each of these groups generally share the same oversubscription criteria, although other features of a school's admission arrangements may vary from school to school (e.g. the Published Admission Number (PAN), linked area). The groups are as follows:

- Primary Schools – Rural
- Primary Schools – Urban
- Primary Schools – Urban with Linked Area
- Infant Schools – Urban
- Infant Schools – Urban with Linked Area
- Junior Schools – Urban
- Junior Schools – Urban with Linked Area

The oversubscription criteria for each of these groups are listed on the following pages, along with details of the schools within the group. The Community and Voluntary Controlled Schools which have oversubscription criteria unique to their school, are listed separately (see **2.8**).

### Key:

CE = Church of England (a Voluntary Controlled school)

CEVC = Church of England Voluntary Controlled

### 2.1 Primary Schools – Rural

School	PAN	Linked Area
Brigstock Latham's CE Primary School	15	Brigstock, Lyvedon
Broughton Primary School	30	Broughton
Earls Barton Primary School	75	Earls Barton
Geddington CE Primary School	28	Geddington, Little Oakley, Newton-in-the-Willows
Great Doddington Primary School	20	Great Doddington
Grendon CE Primary School	15	Castle Ashby, Chadstone, Grendon
King's Cliffe Endowed Primary School	30	Apethorpe, Blatherwyke, Bulwick, Deene, Deenethorpe, Fineshade, King's Cliffe, Laxton, Wakerley
Mawsley Primary School	60	Mawsley
Nassington Primary School	20	Fotheringhay, Nassington, Woodnewton, Yarwell
Titchmarsh CE Primary School	20	Clopton, Titchmarsh
Warmington School	15	Warmington

**Table 2:** Primary Schools (Rural) Published Admission Numbers and linked areas

### How places are allocated

Places will be allocated to children who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision.



## Oversubscription Criteria

Where there are more applications for the school than there are places available, priority will be given in the following order:

1. Looked after children and all previously looked after children including Internationally adopted previously looked after children
2. Children who live in the linked area for the school
3. Children with a sibling continuing at the school at the time of admission of the child
4. Other children

## Allocation of places up to Published Admission Number (PAN)

If the PAN is exceeded within any criterion, priority will be given to those who live closest to the school.

## Tie-breaker

Where two or more applications cannot otherwise be separated, random allocation will be used to decide who is allocated a place.

## 2.2 Primary Schools – Urban

School	PAN		PAN
Barton Seagrave Primary School	90	Henry Chichele Primary School	60
Corby Old Village Primary School	30	Meadowside Primary School	60
Croyland Primary School	60	Redwell Primary School	90
Denfield Park Primary School	60		

Table 3: Primary Schools (Urban) Published Admission Numbers and linked areas

## How places are allocated

Places will be allocated to children who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision.

## Oversubscription Criteria

Where there are more applications for the school than there are places available, priority will be given in the following order:

1. Looked after children and all previously looked after children including Internationally adopted previously looked after children
2. Children with a sibling continuing at the school at the time of admission of the child
3. Children who live closer to the preferred school than any other school
4. Other children

## Allocation of places up to Published Admission Number (PAN)

If the PAN is exceeded within any criterion, priority will be given to those who live closest to the school.

## Tie-breaker

Where two or more applications cannot otherwise be separated, random allocation will be used to decide who is allocated a place.

## 2.3 Primary Schools – Urban with Linked Area

School	PAN	Linked Area
Whitefriars Primary School	60	Knuston Hall

**Table 4:** Primary Schools (Urban with linked area) Published Admission Numbers and linked areas

### How places are allocated

Places will be allocated to children who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision.

### Oversubscription Criteria

Where there are more applications for the school than there are places available, priority will be given in the following order:

1. Looked after children and all previously looked after children including Internationally adopted previously looked after children
2. Children who live in the linked area for the school
3. Children with a sibling continuing at the school at the time of admission of the child
4. Children who live closer to the preferred school than any other school
5. Other children

### Allocation of places up to Published Admission Number (PAN)

If the PAN is exceeded within any criterion, priority will be given to those who live closest to the school.

### Tie-breaker

Where two or more applications cannot otherwise be separated, random allocation will be used to decide who is allocated a place.

## 2.4 Infant Schools – Urban

Infant School	PAN	Linked Junior School
Avenue Infant School, The	60	Park Junior School
Ruskin Infant School	90	Ruskin Academy
Tennyson Road Infant School	60	Alfred Street Junior School

**Table 5:** Infant Schools (Urban) Published Admission Numbers and linked Junior schools

### How places are allocated

Places will be allocated to children who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision.

### Oversubscription Criteria

Where there are more applications for the school than there are places available, priority will be given in the following order:

1. Looked after children and all previously looked after children including Internationally adopted previously looked after children
2. Children with a sibling continuing at the school or linked Junior School at the time of admission of the child
3. Children who live closer to the preferred school than any other school
4. Other children

### **Allocation of places up to Published Admission Number (PAN)**

If the PAN is exceeded within any criterion, priority will be given to those who live closest to the school.

### **Tie-breaker**

Where two or more applications cannot otherwise be separated, random allocation will be used to decide who is allocated a place.

## **2.5 Infant Schools – Urban with Linked Area**

<b>Infant School</b>	<b>PAN</b>	<b>Linked Area</b>	<b>Linked Junior School</b>
Higham Ferrers Nursery & Infant School	90	Chelveston-cum-Caldecott, Higham Park	Higham Ferrers Junior School
South End Infant School	90	Higham Park Road, Newton Bromswold	South End Junior School

**Table 6:** Infant Schools (Urban with linked area) Published Admission Numbers, linked areas and linked junior schools

### **How places are allocated**

Places will be allocated to children who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision.

### **Oversubscription Criteria**

Where there are more applications for the school than there are places available, priority will be given in the following order:

1. Looked after children and all previously looked after children including Internationally adopted previously looked after children
2. Children who live in the linked area for the school
3. Children with a sibling continuing at the school or linked Junior School at the time of admission of the child
4. Children who live closer to the preferred school than any other school
5. Other children

### **Allocation of places up to Published Admission Number (PAN)**

If the PAN is exceeded within any criterion, priority will be given to those who live closest to the school.

### **Tie-breaker**

Where two or more applications cannot otherwise be separated, random allocation will be used to decide who is allocated a place.

## 2.6 Junior Schools – Urban

Junior School	PAN	Linked Infant School
Alfred Street Junior School	60	Tennyson Road Infant School
Park Junior School (Wellingborough)	60	Avenue Infant School, The

**Table 7:** Junior Schools (Urban) Published Admission Numbers and linked Infant schools

### How places are allocated

Places will be allocated to children who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision.

### Oversubscription Criteria

Where there are more applications for the school than there are places available, priority will be given in the following order:

1. Looked after children and all previously looked after children including Internationally adopted previously looked after children
2. Children with a sibling continuing at the school or linked Infant School at the time of admission of the child
3. Children who attend the linked Infant School
4. Children who live closer to the preferred school than any other school
5. Other children

### Allocation of places up to Published Admission Number (PAN)

If the PAN is exceeded within any criterion, priority will be given to those who live closest to the school.

### Tie-breaker

Where two or more applications cannot otherwise be separated, random allocation will be used to decide who is allocated a place.

## 2.7 Junior Schools – Urban with Linked Area

Junior School	PAN	Linked Area	Linked Infant School
Higham Ferrers Junior School	90	Chelveston-cum-Caldecott, Higham Park	Higham Ferrers Nursery & Infant School
South End Junior School	90	Higham Park Road, Newton Bromswold	South End Infant School

**Table 8:** Junior Schools (Urban with linked area) Published Admission Numbers, linked areas and linked Infant schools

## How places are allocated

Places will be allocated to children who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision.

### **Oversubscription Criteria**

Where there are more applications for the school than there are places available, priority will be given in the following order:

1. Looked after children and all previously looked after children including Internationally adopted previously looked after children
2. Children who live in the linked area for the school
3. Children with a sibling continuing at the school or linked Infant School at the time of admission of the child
4. Children who attend the linked infant school
5. Children who live closer to the preferred school than any other school
6. Other children

### **Allocation of places up to Published Admission Number (PAN)**

If the PAN is exceeded within any criterion, priority will be given to those who live closest to the school.

### **Tie-breaker**

Where two or more applications cannot otherwise be separated, random allocation will be used to decide who is allocated a place.

## **2.8 Schools with unique Oversubscription Admission Criteria**

### **Little Stanion Primary School**

The Published Admission Number (PAN) for the Reception year of entry is **30**.

Places will be allocated to children who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision.

### **Oversubscription Criteria**

Where there are more applications for the school than there are places available, priority will be given in the following order:

1. Looked after children and all previously looked after children including Internationally adopted previously looked after children
2. Children who live in the Little Stanion and who have a sibling continuing at the school at the time of admission of the child
3. Other children who live in Little Stanion
4. Children who do not live in Little Stanion but have a sibling continuing at the school at the time of admissions of the child
5. Other children

### **Allocation of places up to Published Admission Number (PAN)**



If the PAN is exceeded within any criterion, priority will be given to those who live closest to the school.

### **Tie-breaker**

Where two or more applications cannot otherwise be separated, random allocation will be used to decide who is allocated a place.

## 3. Definitions

### **Looked After Children (LAC)**

Children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

### **Previously Looked After Children (PLAC)**

Children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

### **Internationally Adopted Previously Looked After Children (IAPLAC)**

Looked after children (LAC) and previously looked after children (PLAC) must be given the highest priority in schools' oversubscription criteria. The 2021 School Admissions Code requires that highest priority must also be given to children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

### **Sibling**

A sibling is defined as a child's brother or sister. A sibling must be living at the same permanent address and as part of the same family unit (one or two parents plus children) to qualify for a sibling link. For School Admissions purposes, the term sibling includes:

- half-brothers and half-sisters
- step-brothers and step-sisters
- adopted children
- children in foster care
- children living in the same family unit, even if they are not biological brothers and sisters – for example when the parents are not married/in a civil relationship.

Cousins are not regarded as siblings.

### **Home Address (child's)**

The child's home address is defined as the address at which the child normally resides with their parent/carer on the closing date for applications (31 October for Secondary, 15 January for Primary).

When we refer to a child's home address, we mean the permanent residence of the child. This address should be the child's only or main residence which is;

- owned by the child's parents/carers or
- leased to or rented by the child's parents/carers under a lease or written rental agreement of not less than six months' duration.

When parents live separately and the child spends time with each parent, the home address will be treated as the place where the child sleeps for most of the school week (i.e. Sunday night – Thursday night inclusive).

If the child spends equal amounts of time at two addresses, the parents must agree which address they wish to be the child's main address.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned.

## 4. Multiple Birth Groups

In the case of twins or other siblings from a multiple birth, if the last child to be admitted to a particular school is from a multiple birth group, all other children in the group will be offered places at the school, even if it means exceeding the Published Admission number.

In the case of siblings (see definition above) in the same year group, where there is only one place remaining, these too will be considered as one application.

## 5. Fraudulent Applications

The LA has the right to investigate any concerns we may have about an application and to withdraw the offer of a place if it is considered that there is evidence that an applicant has made a fraudulent claim or provided misleading information.

## 6. Conflicting Applications

The LA can only process one application. Where more than one adult shares parental responsibility and if the adults live at different addresses, it is important that an agreement be reached on which schools to apply for, prior to making the application.

If multiple applications are received for the same child with conflicting address and/or preferences, or the School Admissions Team is made aware of a dispute between two parents, all applications will be placed on hold and will **not** be processed until:

- a new single application is made, signed by all parties; or
- written agreement is provided from both parents indicating which application they have agreed on; or
- a court order is provided confirming which parent's application carries precedence.

If no agreement can be made, parents are recommended to seek legal advice. If an agreement cannot be reached before the closing date, this may affect the chances of your child being allocated a place at your preferred school/s.

## 7. Distance Measurements

Distances are measured on a straight line basis from the address point of the child's home to the address point of the school, using a Geographical Information System. Each address has a unique address point established by the most valuable elements from the National Land and Property Gazetteer (NPLG),

Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The address point for a property does not change.

In the case where there are multiple applications from the same shared dwelling (e.g. flats) or where there are two homes where the distance from the address point of the home to the address point of the school (using the system referred to above) is identical, random allocation will be used to decide which child gets priority.

## 8. Late Applications

Late applications are any common application forms (for the normal point of entry) received by the local authority after its statutory closing date of 15 January (5 p.m.). Late applicants will not receive an offer of a school place by the local authority on National Offer Day (16 April or the next working day). Late applications will be processed in the subsequent rounds of allocations between May and July (for more details, refer to the local authority's composite prospectus on the NCC/NNC website).

## 9. Children below Compulsory School Age

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents/carers may defer their child's entry to the allocated school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year for which the offer was made when the place will cease to be available for the child.

Where parents/carers wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

## 10. Admission outside the normal age group

### 10.1 Requests for admission outside the normal age group (Summer Born)

Parents/carers of summer born children who do not reach compulsory school age until a full year after they would normally start school may wish to delay their Reception application for a full year. Parents should make their application for a Reception place for their child's normal year of entry before the deadline of **5 p.m. on 15 January**. They should also make their request for admission to their preferred schools out of the normal age group by the same date - **15 January**. This is to enable sufficient time for requests to be processed prior to National Offer Day (16 April or the next working day).

Parents should write to the School Admissions Team at [admissions.ncc@northnorthants.gov.uk](mailto:admissions.ncc@northnorthants.gov.uk) in the first instance and the request should be accompanied by reasons for such a request along with any additional evidence to support the request.

The LA as the admission authority for the school, will make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- the parent's/carer's views;
- information about the child's academic, social and emotional development;
- where relevant, the child's medical history and the views of a medical professional;
- whether the child has previously been educated out of their normal age group;
- whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;

- the Head teacher's views.

## What happens next?

The Admission Authority will inform the parents/carers of its decision on the Year group the child should be admitted to when they have to start school (i.e. Reception or Year 1) and will set out clearly the reasons for their decision.

- If the admissions committee **agrees** to the parent's/carer's request to delay the application for a Reception place, they will inform the local authority and the parents/carers will then need to make an application for a place in Reception in the normal round of admissions in the following academic year

**Please note** – in this following normal admissions round, if the school is oversubscribed, all applications (including delayed applications) for the School will be ranked in accordance with the school's oversubscription criteria. If the application is not successful, parents/carers will have the right to appeal but, as the purpose of the appeals process is to consider whether a child should be admitted to a particular school, parents/carers do not have a right of appeal if they have been offered a place and it is not in the year group they would like

- If the Admissions Committee does **not agree** to the application being deferred, there is **no right of appeal** against that decision and the parents/carers will need to make an application to the local authority for a place in Reception by 15 January if they have not done so already or make an in-year application for a Year 1 place at the appropriate time

## 10.2 Requests for admission outside the normal age group (not Summer Born)

Parents/carers may seek a place for their child out of their normal age group must put their request to the School Admissions Team at [admissions.ncc@northnorthants.gov.uk](mailto:admissions.ncc@northnorthants.gov.uk).

The Local Authority, as the Admission Authority of the school, will consider the request and make a decision on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include taking account of:

- the parent's/carer's views
- information about the child's academic, social and emotional development
- where relevant, the child's medical history and the views of a medical professional
- whether the child has previously been educated out of their normal age group
- whether the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the Head teacher of the school concerned

The Admission Authority of the school **MUST** set out clearly for parents the reasons for their decision about the year group a child should be admitted to.

Parents or carers do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

## 11. In-year Admissions

An in-year admission refers to an application for a school place made during the school year or an application for admission to a school made at the start of the school year for any year group other than

the normal year of entry. The normal years of entry are: Reception for entry to Primary schools; Year 3 for entry to Junior schools; Year 7 for children moving into Secondary schools and Year 10 for entry to UTCs.

Applications for in-year admissions should be made online to the local authority on NCC's/NNC's website. In-year applications for school places in North Northamptonshire:

- should not be made more than one month before they are required. Applications outside of this timescale will not be processed
- should be made by a person with parental responsibility
- allow you to state up to 3 schools in order of preference

## The Process

When an in-year application is submitted, School Admissions will contact the parent's/carer's preferred schools to establish if there are places available in the child's year group. If a place is available, a letter will be sent to the parent/carer and the school's Head teacher confirming the place has been allocated and requesting that the Head teacher arranges a start date.

If the published admission number for the school has been reached in the child's year group, a place will not be offered at the school. Parents/Carers can ask for their child's name to be added to the waiting list for the school (see section 12 for more information on waiting lists).

If an application is made for a Foundation, Voluntary Aided, Academy or Free School, the application will be passed to the school for consideration as these types of schools are their own admission authority. They will advise School Admissions if they are able to offer a place.

If it is not possible to offer a place at any of the schools at which a parent/carer has applied and a child does not have a school place, a place will be offered at the closest school to the child's home address with places available in the child's year group.

The process can take up to 10 school days. Children living in the local area should continue to attend their current school until an admission date has been agreed at the new school. School places cannot be reserved, therefore we process and allocate places, where possible, close to the date the school place is required.

## Home Address (child's)

If families are moving into North Northamptonshire, documentary evidence in the form of a solicitor's letter to confirm exchange of contract or a copy of the signed tenancy or rental agreement may be required to verify the address.

## Children moving to the UK from overseas

We would expect children to be resident within the country before we process an application. Please note that a visitor's visa does not entitle a child to a school place;

Documentary evidence to verify an address may be required if an application is made following a move to the UK. A copy of the rental agreement or an exchange of contract letter is usually sufficient. The County Council reserves the right to seek further documentary evidence as necessary.



## Children of UK Service Personnel (UK Armed Forces) and Crown Servants

Special conditions apply to applications from UK Armed Service Personnel and Crown Servants. For families of service personnel with confirmed posting to their area, or crown servants returning from overseas to live in that area, admission authorities must allocate a place in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address.

## Applications from Infant school children for Year 3 places at primary schools

NNC is responsible for co-ordinating applications for Year 3 places at Junior schools.

If an application is made for a Year 3 place in a primary school instead of a Year 3 place in a Junior school, such an application will be considered as an in-year application rather than through the coordinated scheme. This is because the normal year of entry for a Primary school is Reception, not Year 3 and the co-ordinated scheme only applies to the normal year of entry for a school.

All Year 3 applications for a Primary school place (instead of a Junior school place) will be processed as in-year applications. The in-year application form may be completed online and can be found on the website under the heading 'Moving into the Area or Changing Schools'. A paper application form can also be requested from the School Admissions Team.

Please note that we do not allocate an in-year school place more than one month in advance of the date the school place is required. Therefore, applications from children wanting a Year 3 place at a Primary school (rather than a Junior school) will be considered as in-year applications and will be processed from the middle of the summer term.

## 12. Waiting Lists

Waiting lists are held for all year groups by the Local Authority.

Following an unsuccessful application, parents/carers can request that their child's name be placed on the waiting list.

Waiting lists will be cleared at the end of each school term. If you wish your child's name to remain on the waiting list for the remainder of the academic year, you will need to inform the School Admissions team, in writing, by the start of each subsequent term (i.e. during the Christmas and Easter breaks) to renew your interest. When a place becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 3. Priority will not be given to children on the basis that they have been on the waiting list the longest and children being allocated places under the Fair Access Protocol will be given priority. A new application will be required for a new academic year.

## 13. Appeals

If a parent or carer's application for a place at the school is unsuccessful, they will be informed why admission was refused and have the right of appeal against the decision not to offer their child a place at the school.

Parents or carers wishing to appeal should complete the online appeal form on the NCC website.

Please visit [the Appeals page](#) for more information and to complete the form.

If parents or carers wish to submit supporting evidence after lodging their appeal, it should be e-mailed to [appealsteam@northamptonshire.gov.uk](mailto:appealsteam@northamptonshire.gov.uk) within 10 working days of the submission of the appeal.

Appeals must be lodged in writing, giving the reasons for appeal, by **5 p.m. on 18 May 2022**. Appeals received after this date will still be heard, but there is no guarantee they will be heard before the end of the school year in which the application is made.

NB: For appeals concerning places not offered during the normal admissions round there is no deadline.

# Proposed In-year Co-ordination scheme for North Northamptonshire Council 2021-2022

## Background

The DfE has recently published a revised School Admissions Code 2021 (“the Code”), following a consultation exercise which ended in October 2020. Subject to parliamentary approval, the Code will be in force from 1 September 2021.

The new Code aims to improve the operation of the admission system to ensure that vulnerable children are out of school for as short a time as possible. It is the duty of admission authorities to act in accordance with the Code and there will be an obligation for all admission authorities to undertake certain actions to ensure compliance with the Code’s new requirements. The key changes to the Code concern: Looked After and Previously Looked After Children, In-year admissions and the Fair Access Protocol. In addition to these main areas, there are a number of minor policy and technical drafting changes.

## In-year applications

An application is an in-year application if it is for the admission of a child to a relevant age group and it is submitted on or after the first day of the first school term of the admission year; or it is for the admission of a child to an age group other than a relevant age group.

## Requirements of the School Admissions Code (2021)

- A parent can apply for a place for their child at any school, at any time;
- Local authorities (LAs) are not required to co-ordinate in-year applications for schools for which they are not the admission authority;
- LAs may, however, co-ordinate in-year applications for any or all own admission authority schools in their area, with the agreement of the relevant admission authorities – see below for information about the schools in Northamptonshire which are part of the NNC / WNC in-year co-ordination process;
- In 2021, information will be published on the NNC website by 31 October 2021 to explain how in-year applications can be made and how they will be dealt with from 1 November 2021 until 31 August 2022. **In all subsequent years, NNC must** publish information on their website by **31 August** at the latest each year to explain how in-year applications can be made and how they will be dealt with from 1 September onwards in that year;
- NNC will set out which schools they will co-ordinate the applications for and which schools will manage their own in-year admissions;

- Contact details for any admission authority that manages its own in-year admissions will be provided.

### **Responsibility of own admission authority schools (OAAs)**

- **In 2021**, own admission authority schools **must** inform the local authority (LA) by **1 October** whether they intend to be part of the local authority's in-year co-ordination scheme for the period to 31 August 2022 (where this is offered);
- **In all subsequent years**, own admission authorities **must** inform the local authority by **1 August** at the latest each year whether they intend to be part of the local authority's in-year co-ordination scheme for the following 1 September to 31 August (where this is offered) or whether they will be managing their own in-year admissions;
- From 2022, by 1 August, for schools that intend to be part of the local authority's in-year co-ordination for the following academic year, they **must** also provide the local authority with all the information that the local authority is required to publish on its website, including application forms;
- NNC will provide a suitable application form (and a supplementary information form where necessary) for parents to complete when applying for a place for their child at a school for which the council co-ordinates in-year admissions;
- Where NNC receives an in-year application for a school which manages its own in-year admissions, it **must** promptly forward the application to the relevant admission authority, which **must** process it in accordance with its own in-year admission arrangements.

### **Actions required by OAAs and governing bodies of schools**

- In 2021, own admission authorities and governing bodies **must** set out on the school's website by **31 October 2021** how in-year applications will be dealt with from the 1 November 2021 until 31 August 2022;
- **In all subsequent years**, they **must** set out by **31 August** at the latest each year, on the school's website how in-year applications will be dealt with from the **1 September** until the following **31 August**;
- They **must** set out how parents can apply for a school place, and, where they manage their own in-year admissions, provide a suitable application form for parents to complete (and a supplementary information form where necessary), and set out when parents will be notified of the outcome of their application and details about the right to appeal;
- If the admission authority is to be a part of the local authority's in-year co-ordination scheme, it **must** provide information on where parents can find details of the relevant scheme.
- An admission authority, governing body or local authority (NNC) **must** provide a hard copy of the information about in-year applications on request for those who do not have access to the internet.

- Admission authorities must, on request, provide information to prospective parents about the places still available in all schools within their area;
- The admission authorities for all schools in the area **must** provide the local authority with details of the number of places available at their schools whenever this information is requested, to assist a parent seeking a school place. Such details should be provided no later than **two school days** following receipt of a request from the local authority;
- With the exception of designated grammar schools, all maintained schools, and academies, including schools designated with a religious character, that have places available **must** offer a place to every child who has applied for one, without condition or the use of any oversubscription criteria, unless admitting the child would prejudice the efficient provision of education or use of resources. For example, admission authorities **must not** refuse to admit a child solely because:
  - a) they have applied later than other applicants;
  - b) they are not of the faith of the school in the case of a school designated with a religious character;
  - c) they have followed a different curriculum at their previous school; or
  - d) information has not been received from their previous school.
- Where an admission authority is dealing with multiple in-year admissions and does not have sufficient places for every child who has applied for one, they must allocate places on the basis of the oversubscription criteria in their determined admission arrangements only;
- Parents must not be refused the opportunity to make an application or be told that they can only be placed on a waiting list rather than make a formal application.

### **Timescales for in-year applications**

- Upon receipt of an in-year application, the admission authority, or the local authority if it is co-ordinating the admissions authority's in-year admissions, should aim to notify the parents of the outcome of their application in writing within 10 school days, but they **must** be notified in writing within 15 school days;
- Where an application is refused, the admission authority **must** also set out the reason for refusal and information about the right to appeal in accordance with paragraph 2.32 of the Code;
- Where an admission authority manages its own in-year admissions, it **must** also notify the local authority of every application and its outcome as soon as reasonably practicable, but should aim to be within **two school days**, to allow the local authority to keep up to date figures on the availability of places in the area and to ensure they are aware of any children who may not have a school place;
- Where an applicant is offered a school place following an in-year application, and the offer is accepted, arrangements should be made for the child to start school as soon as possible, especially where the child is out of school (5 school days).



## Right to appeal

When an admission authority informs a parent of a decision to refuse their child a place at a school for which they have applied, it **must** include the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal. Parents **must** be informed that, if they wish to appeal, they **must** set out their grounds for appeal in writing. Admission authorities **must not** limit the grounds on which appeals can be made.

## The In-Year Co-ordination process in North Northamptonshire

- The School Admissions team will process in-year applications for school places in the NNC local authority area;
- While Local authorities (LAs) are not required to co-ordinate in-year applications for schools for which they are not the admission authority, NNC co-ordinates in-year applications for the vast majority of own admission authority schools in its area;
- NNC does **not** co-ordinate in-year applications for the schools listed below – these schools are responsible for conducting their own in-year admission process.

### Schools which are *not* part of the NNC In-year Co-ordination scheme (for 2021-22)

Bishop Stopford School  
Glaphorn CE Primary School  
Polebrook CE Primary School

## NNC – In-year co-ordination Scheme 2021

### Aims

- Parents seeking school places in-year within NNC will be able to access clear, simple and consistent information and advice on the In-Year application process either online or by contacting a member of the School Admissions Team via telephone or email;
- The School Admissions Team will respond to all parental enquiries and aim to do so within three working days;
- Parents will be able to access information on how to apply for an In-Year school place, by referring to the Composite Prospectus of Schools in the LA: “Applying for a Primary / Secondary School Place in NNC/WNC” published each academic year and available online – [link](#) - Paper copies can be made available;
- Parents will be able to use NNC’s online Schools’ Directory search engine on the website to help them to identify their local schools;
- The School Admissions Team will provide on request parents/carers and professionals with information to parents on the availability of school places within the LA.

The in-year co-ordination scheme for North Northamptonshire Council will operate as follows:

1. The LA will provide a Common Application Form for in-year applications. An online form will be available at [www.northamptonshire.gov.uk/admissions](http://www.northamptonshire.gov.uk/admissions). A paper form will be available upon request from the School Admissions Team: [admissions.ncc@northanorthants.gov.uk](mailto:admissions.ncc@northanorthants.gov.uk). The In-Year application form will be the only acceptable form of application for schools and academies taking part in NNC/WNC scheme of In-Year coordination.
2. The application form allows parents/carers, applying from both inside and outside the Local Authority (NNC) to express a preference for up to **three** NNC schools in ranked order. If parents / carers apply for more than one school, the ranked order of school preferences will remain confidential to the LA prior to allocation, but the information may be made available at appeal.
3. The LA will also provide access to an application form (and Supplementary Information Form, where required) for all schools within NNC which do not take part in the NNC's IY Co-ordination Process. These forms can be accessed by visiting the website: [www.northamptonshire.gov.uk/admissions](http://www.northamptonshire.gov.uk/admissions)
4. When the School Admissions team receives a completed in-year application form, the application will be placed on the computer data base within **2 working days** and the application details will be forwarded to the admission authority of the school(s) applied for.
5. The LA aims to provide outcomes for applications within **10 school days** and parents must be made within 15 school days. Own admission authority schools must decide if they can offer places and these schools are expected to respond promptly to the LA with an outcome of the application so that the published timeframes are adhered to. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied.
6. In-year applications should not be made more than a month in advance of when the school place is required as the LA does hold places open. **In-year applications received more than four weeks in advance** of when the school place is required are treated as 'applied too early'. The School Admissions Team will contact (by email or letter) parents who apply too early, advising them to apply again within 4 weeks of the date the school place is required. The exception to this is in the case of children of UK service personnel and crown servants where the applications may be processed in advance.
7. Families living overseas, and those living out of the NNC area, but intending to move to NNC/WNC or back to an existing NNC address, may apply for a North Northamptonshire school place on the NNC In-Year application form. However, the address used to process the application must be where the child lives at the time of application. The North Northamptonshire address will not be used until the LA/school has received proof that the child is living at that address.
8. Children of UK service personnel or crown servants are an exception to this requirement. In these cases, NNC/WNC will allocate a place in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date and

a Unit postal address or quartering area address in North Northamptonshire, for consideration of the application against oversubscription criteria. If it is not possible to offer a place at a preferred school, a place will be offered at the closest school with a vacancy in the appropriate year group.

9. If an applicant owns a property in North Northants but is not living in it, for example: because they are working abroad at the time of application, the NNC address will not be accepted for the purposes of admission until the child is living at that address.
10. NNC parents wishing to apply for a place at a maintained school or academy in a different local authority must apply directly to the LA where the school is situated.
11. If the School Admissions team receives an application for a school or academy which does not co-ordinate in-year applications within the NNC Co-ordination Scheme, details of the application will be forwarded directly to the school and parents will be informed. The school or academy must then notify the School Admissions team of the outcome of the application and inform the parent of their statutory right of appeal if a place is refused. The same timeframes apply to own admission authority schools as to the LA i.e. 10 days for schools to provide an outcome; however, a written outcome **must** be provided to parents/carers by 15 school days at the latest.
12. All admission authorities will remain responsible for school place allocation decisions and for ranking applications and waiting lists in accordance with schools' oversubscription criteria. Own admission authorities may ask the School Admissions team at NNC to undertake the administration of in-year applications on their behalf.
13. The School Admissions team aims to process in-year applications and notify applicants of the outcome of their applications within 10 school days of receipt of the NNC in-year application form. However, applicants must be notified in writing within 15 school days.

These timescales apply not only for the School Admissions team when they process in-year applications, but also to the own admission authority schools which manage their own in-year application process.

14. The School Admissions team will offer places at community and voluntary controlled schools as well as at the other schools or academies operating within the scheme. Places will be offered to children on a waiting list, as vacancies arise. Waiting list will be maintained accordance with the school's oversubscription criteria.

Where the School Admissions team manages the waiting lists for schools, numbers on roll will be requested frequently (and must be provided by schools within 2 school days) and places will be offered from the waiting list when they become available.

## **How preferences work**

15. Parents may apply for up to 3 schools. If more than one school has a place available in the relevant year group, a place will be offered at the highest ranked school where the child qualifies for a place. When a place cannot be offered at any of their preferred schools, the following process applies:
  - the School Admissions team will offer a place at the nearest school with a place available;
  - the School Admissions team will advise parents, on request, about place availability in other schools or academies/Free Schools;
  - the School Admissions team will not offer a place at an alternative school to pupils who are already on roll at a NNC school (unless the child/family has moved house).
16. If a place could be offered at a school within NNC's IY Co-ordination scheme and a place has already been offered by a school outside the scheme (or vice versa), School Admission officers will contact the family to ascertain which is the preferred school.
17. A place will be considered to be available (unless otherwise indicated) at a preferred school if the number on roll in the relevant year group does not meet or exceed the published admissions number (PAN).
18. Upon receipt of a completed application form, the LA will check our records of place availability) to confirm their current numbers on roll at the preferred schools.
19. If a parent declines the offer of a school place, the School Admissions team will inform the school concerned. Parents and carers (of children of Compulsory School Age) who refuse offers of school places, must inform the LA about how they intend their children to be educated – this will be followed up by the School Admissions Team.
20. If parents need assistance with Transport they must contact the School Transport team.

### **What happens after places are allocated?**

21. Schools are expected to contact parents about a start date and to place children on roll within 5 school days of allocation. Every effort must be made by the school to contact the parent. If the parent fails to respond, the place may be withdrawn and reallocated. Schools must follow their safeguarding procedures as advised in the allocation letter.

### **School Appeals**

22. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied.
23. In the event of a school or an academy refusing to allocate a place, the School Admissions team (for community and voluntary controlled schools and on behalf of the governing bodies of own admission schools and authorities which have opted into the IY co-ordination

scheme) will include the reason for refusal; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal. Parents will be informed that, if they wish to appeal, they must set out their grounds for appeal in writing. The LA and other admission authorities must not limit the grounds on which appeals can be made. Schools should not refuse admission if places are available, unless paragraphs 3.10 and 3.11 of the School Admissions Code (2021) apply.

24. Some in-year applications will be complex and may have to be referred to the Fair Access Process where different timescales apply. For further information on Fair Access, the Fair Access Protocol can be found here: [link to NNC's FAP](#).
25. The School Admissions team (and OAA schools which manage their own in-year process) will write to parents inform them both of their statutory right of appeal and of the waiting list process.

### **Operation of Waiting lists**

26. Waiting lists for all community and voluntary controlled schools will be held and administered centrally by the School Admissions Team for all year groups and will be ranked in accordance with the published admission criteria for the respective school.
27. The LA administers the waiting lists at the request of some OAA schools. As in 29. Above, the waiting lists will be ranked in accordance with the published admission criteria of the respective schools.
28. Waiting lists are cleared at the end of each full term. In order for your child to remain on the waiting list you must submit your request to the School Admissions Team in writing after the Easter and Christmas Break.
29. Applicants wishing to remain on the waiting list of a school in the following academic year must make a new application (as the application will be for a different year group).
30. Parents should contact OAA schools which manage their own in-year application process the waiting list policy for these schools may differ from the NNC's process.

### **Looked After and Previously Looked After Children**

31. It is the clear expectation of North Northamptonshire Council that where a school receives an In Year application for a school place for a Looked After (LAC) or Previously Looked After Child (PLAC) then that school will ensure a place is offered to that child within 10 school days.
32. Should any school for whom the Local Authority acts as the Admission Authority refuse to offer a place to a LAC or PLAC or fail to do so in a timely manner, the Local Authority will direct that school to make a place available for the LAC or PLAC with immediate effect. Should any 'Own Admission Authority' school refuse to offer a place to a LAC or PLAC or fail to do so in a timely manner then the Local Authority will refer the matter to the Regional



Schools Commissioner or Office of Schools Adjudicator as appropriate, for further action (please see sections 3.27 – 3.29 of the Code for further information on local authority’s powers of direction).

33. NNC will seek to comply with the following notes within the Code, footnote 63 (relating to 2.32 ‘Right to Appeal’) in the 2021 Code states:

‘Where a looked after child has been refused a school place, it is likely to be more appropriate for the local authority looking after the child to use the powers of direction set out in paragraphs 3.27 to 3.29 of the Code, than to submit an appeal.’

This page is intentionally left blank

# NORTH NORTHAMPTONSHIRE COUNCIL

## FAIR ACCESS PROTOCOL - proposed for September 2021

### 1. Introduction

The Department for Education (DfE) has published a revised School Admissions Code 2021 (“the Code”) in May 2021, following a consultation exercise which ended in October 2020. Subject to parliamentary approval, the Code will be in force from 1 September 2021.

The 2021 Code aims to improve the operation of the admission process to ensure that vulnerable children are out of school for as short a time as possible. It is the responsibility of admission authorities to act in accordance with the Code and to ensure compliance with the Code’s new requirements. The key changes to the Code relate to: Looked After and Previously Looked After Children, In-year admissions and the Fair Access Protocol. In addition to these main areas, there are a number of minor policy and technical drafting changes.

### 2. Key Changes in the FAP in the Code (2021)

Details of the new and existing requirements of the FAP can be found in paragraphs 3.8 – 3.22 of the Code (2021).

- There is now a standard definition of ‘**challenging behaviour**’ and it will be for admission authorities to ensure that, prior to refusing a child under normal in-year admissions and referring an unplaced child for considered under the FAP, they have evidence to support the definition of challenging behaviour as described. (Footnote 76 to paragraph 3.10);
- Admission authorities must consider their duties under the Equality Act 2010 when refusing a child with challenging behaviour if the consequence of their disability is challenging behaviour (Footnote 77 to paragraph 3.10);
- Admission authorities can take account of reports from previous schools about children’s past behaviour as stated in paragraph 1.9(g) solely for the purpose of making a decision on whether it would be appropriate to refuse admission on the basis of challenging behaviour as described in paragraph 3.10. (Footnote 78 paragraph 3.10)
- The duty that all admission authorities must participate with the agreed FAP now includes the requirement for admission authorities to provide a **representative with delegated authority** from the admission authority to make allocation decisions - an exception to paragraph 2.7 in the Code (Paragraph 3.15 & Footnote 79);

- The list of children to be included in the new FAP has been extended. The groups of vulnerable/hard to place children to be included in the new FAP has been standardised and contains the only categories who will be supported through the FAP – i.e. there will be no local variation; all LAs must include the same groups of unplaced children in their FAPs and these children should only be considered under the FAP once it is demonstrated that reasonable measures have been taken to secure a place through the usual in-year admission process (Paragraph 3.17);
- Allocation decisions must be made within **20 school days** from the date when the child was referred to the FAP and arrangements should be made by admission authorities for the child to start as soon as possible (paragraph 3.21)

### 3. Fair Access Protocol – School Admission Code (2021) requirements:

- 3.1** Each local authority must have a Fair Access Protocol (FAP) to ensure that \*unplaced and vulnerable children, and those who are having difficulty in securing a school place in-year, are allocated a school place as quickly as possible (paragraph 3.14) and within the **20** school days’ timeframe.

**\*NNC’s Definition of ‘Unplaced’** is a child who is residing in the county without a school place and could include:

- A child who has moved into the county;
- A child who has moved from one area of the county to another due to a change of address, where it is considered to be an unreasonable distance for a child to get to their current school e.g. a move from Corby to Rushden;
- A child who is being electively home educated (EHE) by the parent/carer and where the EIP team have little evidence to support the view that an appropriate education is being provided;
- A child who is unable to return to their current school due to an exceptional circumstance/incident occurring out of school, but who has not been permanently excluded.

- 3.2** The LA remains responsible for drawing up the FAP which must be consulted upon and developed in partnership with schools in the LA’s area and it must be agreed by the majority of schools;

- 3.3** Once the FAP has been agreed, all admission authorities in the area must participate in it. Participation includes the requirement for admission authorities to provide a **representative with delegated responsibility** who is authorised to participate in discussions, make allocation decisions on placing children via the Protocol and admitting pupils when asked to do so in accordance with the Protocol, even when the school is full.

- 3.4** Local authorities (NNC) must share information with admission authorities, giving reasonable notice of FA meetings and information about how and when discussions around the placement of children via the Protocol will take place (Paragraph 3.15 & Footnote 79).

- 3.5** North Northamptonshire Council’s Fair Access Protocol has been written by the LA (School Admissions), in partnership with colleagues in the Education, Inclusion and Partnerships (EIP) Team and the Protocol Steering Group (PSG). The Protocol Steering Group is composed of representatives from: (i) School Admissions; (ii) EIPT and (iii) a representative from each of the secondary schools in distinct geographical areas of the North Northamptonshire – Corby, Kettering, Wellingborough and East Northamptonshire.
- 3.6** Regular FA Panel meetings are held at a time and venue to suit all parties and are expected to take place every 4 weeks in order to discuss the cases with representatives from schools in the area who are authorised to make decisions regarding appropriate school placements. FA Panels may have to meet more frequently in order to comply with the timescales required by the School Admissions Code (2021);
- 3.7** The operation of the FAP is in accordance with the requirements of the School Admissions Code (2021) and related guidance.
- 3.8** The LA has to ensure that no school - including those with places available – should be asked to take a disproportionate number of children who have been permanently excluded from other schools, who display challenging behaviour, or who are placed via the FAP. Fair Access Protocols must also set out how the needs of children who have been permanently excluded, and children for whom mainstream education is not yet possible, will be met (Paragraph 3.16) It is intended that NNC will meet the needs of these children in the following manner;  
NNC’s Education Inclusion and Partnership (EIP) Team holds a weekly panel (Social Inclusion Panel – SIP) where the needs of children being presented by School Admissions at the Fair Access Panel can be considered and support identified for these groups of children. The support will range from the services of an Inclusion Officer to a placement in an alternative provision, depending upon the needs of the children
- 3.9** Eligibility for the Fair Access Protocol does not limit a parent’s right to make an in-year application to any school for their child. Admission authorities must process these applications in accordance with their usual in-year admission procedures (as set out in paragraphs 2.23-2.31 and North Northamptonshire’s In-Year Scheme). They must not refuse to admit such children on the basis that they may be eligible to be placed via the FAP. The parent will continue to have the right of appeal for any place they have been refused, even if the child has been offered a school place via the Fair Access Protocol (Paragraph 3.18)
- 3.10** There is no duty for local authorities or admission authorities to comply with parental preference when allocating places through the Fair Access Protocol, but parents’ views should be taken into account (Paragraph 3.19). Due consideration will therefore be made to parental preference when discussions with admission authorities in regards to the identified school are being made.
- 3.11** Fair Access Protocols should seek to place a child in a school that is appropriate to any particular needs they may have. The Fair Access Protocol must not require a school automatically to admit a child via the Fair Access Protocol, in place of a child permanently excluded from the school (Paragraph 3.20)



- 3.12** Where it has been agreed that a child will be considered under the Fair Access Protocol, a school place must be allocated for that child within 20 school days. Once the allocation of a school place via the Fair Access Protocol had been decided, arrangements should be made by the admission authority to ensure the child starts at the school as soon as possible (Paragraph 3.21);
- 3.13** In the event that the majority of schools in an area can no longer support the principles and approach of their local Fair Access Protocol, a review must be facilitated. An urgent meeting of the Protocol Steering Group will be convened to examine the issues to find a suitable resolution. (Paragraph 3.22). The existing Fair Access Protocol will remain binding on all schools in the local area until the point at which a new one is adopted.
- 3.14** The FAP will remain binding on all school in the local area until the point at which a new one is adopted.

#### **4. Determining that cases qualify as Fair Access**

All in-year applications received by the School Admissions team from parents/carer's, will follow normal in-year admission procedures as described in **North Northamptonshire Council's** In-year Co-ordination Scheme.

There are some important factors when considering in-year applications:

- 4.1 Where a child has been permanently excluded from two or more schools** there is no need for an admission authority to comply with parental preference for a period of two years from the last exclusion<sup>75</sup>.

The twice excluded rule does not apply to the following children:

- a) children who were below compulsory school age at the time of the permanent exclusion;
- b) children who have been reinstated following a permanent exclusion (or would have been reinstated had it been practicable to do so);
- c) children whose permanent exclusion has been considered by a review panel, and the review panel has decided to quash a decision not to reinstate them following the exclusion; and
- d) children with Education, Health and Care Plans naming the school (Paragraph 3.8);

- 4.2** Admission authorities must not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry, except for where paragraph 3.8 applies (Paragraph 3.9)

- 4.3** Where an admission authority receives an in-year application for a year group that is not the normal point of entry and it does not wish to admit the child because it has good reason to believe that the child may display \*challenging behaviour, it may refuse admission and refer the child to the Fair Access Protocol. (Paragraph 3.10).

**\* Definition of Challenging Behaviour:**

Behaviour can be described as challenging where it would be unlikely to be responsive to the usual range of interventions to help prevent and address pupil misbehaviour or it is of such

severity, frequency, or duration that it is beyond the normal range that schools can tolerate. We would expect this behaviour to significantly interfere with the pupil's/other pupils' education or jeopardise the right of staff and pupils to a safe and orderly environment. (Paragraph 3.10 Footnote 76)

However, a child with challenging behaviour may also be disabled as defined in the Equality Act 2010. When considering refusing admission on these grounds, admission authorities must consider their duties under that Act. Admission authorities should also consider the effect of the decision of the Upper Tribunal in *C & C v The Governing Body of a School, The Secretary of State for Education (First Interested Party) and The National Autistic Society (Second Interested Party) (SEN) [2018] UKUT 269 (AAC)* about the implications of the Equality Act 2010 when a pupil exhibits a tendency to physical abuse of other persons as a consequence of a disability (Paragraph 3.10 Footnote 77).

In order to evidence that a child has challenging behaviour, the LA will request information from the previous school regarding the child's previous history solely for the purpose of making a decision on whether it is appropriate for the admission authority to refuse admission under the normal in-year process as a result of challenging behaviour (Paragraph 3.10 Footnote 78).

- 4.4** An admission authority should only rely on the provision in paragraph 3.10 if it has a particularly high proportion of either: children with challenging behaviour or previously permanently excluded pupils on roll compared to other local schools and it considers that admitting another child with challenging behaviour would prejudice the provision of efficient education or the efficient use of resources (Paragraph 3.11).

If the decision by the admission authority is to refuse admission, the admission authority would have to provide evidence in writing to the Senior Admissions Officer for the area in order to comply with paragraph 3.11 above. The LA also has access to school data for all schools in its area, so a comparison could be made to the position of other local schools. The Senior Admissions Officer would then discuss the decision to refuse admission with the School Admissions Manager and, when appropriate, the decision would be discussed at a weekly Social Inclusion Panel meeting with colleagues, including Service Managers from the EIP team.

- 4.5** The provision in paragraph 3.10 cannot be used to refuse admission to looked after children, previously looked after children; and children who have Education, Health and Care Plans naming the school in question. (paragraph 3.12).
- 4.6** Admission authorities **must not** refuse to admit a child thought to be potentially disruptive, or likely to exhibit challenging behaviour, on the grounds that the child is first to be assessed for special educational needs. (paragraph 3.13).

## **5. Children who will be considered under the FAP**

Fair Access Protocols may only be used to place the following groups of vulnerable and/or hard to place children, where they are having difficulty in securing a school place in-year, and it can be demonstrated that reasonable measures have been taken to secure a place through the usual in-year admission procedures<sup>80</sup>. For example, where an application has been made to at least one school and this has been refused or the LA has confirmed there are no available places at any school within a reasonable distance (Paragraph 3.17):

- a) children either subject to a Child in Need Plan or a Child Protection Plan or having had a Child in Need Plan or a Child Protection Plan within 12 months at the point of being referred to the FAP<sup>81</sup>
- b) children living in a refuge or in other Relevant Accommodation at the point of being referred to the protocol;
- c) children from the criminal justice system;
- d) children in alternative provision who need to be reintegrated into mainstream education or who have been permanently excluded but are deemed suitable for mainstream education;
- e) children with special educational needs (but without an Education, Health and Care plan), disabilities or medical conditions;
- f) children who are carers;
- g) children who are homeless;
- h) children in formal kinship care arrangements as evidenced;
- i) children of, or who are, Gypsies, Roma, Travellers, refugees, and asylum seekers;
- j) children who have been refused a school place on the grounds of their challenging behaviour and referred to the Protocol in accordance with paragraph 3.10 of this Code;
- k) children for whom a place has not been sought due to exceptional circumstances as decided by the LA based on the circumstances of the case. School Attendance Orders may be included in this category.
- l) children who have been out of education for four or more weeks where it can be demonstrated that there are no places available at any school within a reasonable distance of their home. This does not include circumstances where a suitable place has been offered to a child and this has not been accepted; and
- m) previously looked after children for whom the local authority has been unable to promptly secure a school place.

## **6. Operation of the Fair Access Protocol in North Northamptonshire**

- 6.1** Once it has been determined that an in-year application meets the criteria for the FAP, School Admissions Officers will seek as much information as possible about the child from the previous education provision and/or other professionals;
- 6.2** Fair Access cases will then be added to the Fair Access meeting agenda and the cases presented to schools at area FA Panel / BAP meetings. The cases will be discussed with schools in the appropriate area so that a school which will admit the child can be identified. The agenda will be circulated to FA Panel members approximately 3 days prior to the meeting, dependent upon weekends or school holidays;

- 6.3 Where applicable, there may be other representatives /professionals at the meeting who have had some involvement with the child – see Terms of Reference for FA Panel Meetings;
- 6.4 As the 2021 Code specifies that school representatives at area Fair Access meetings must be authorised to make decisions on placing children via the Protocol, the decision regarding the identified school will be made at the meeting by all school representatives. (Paragraph 3.15);
- 6.5 Admission authorities should be admitting pupils when asked to do so in accordance with the Protocol, even when the school is full. (Paragraph 3.15);
- 6.6 Taking into account of both the needs of the child and those of the school, when identifying a school under the FAP, the following considerations will be made by members of the area FA Panel at the meetings when placing pupils:
- **Parental preference** – though there is no duty to comply with parental preference, the wishes of parents should be taken into account;
  - **The number of children allocated previously** to a particular school in an area under the FAP during the current term/academic year and into the same year group;
  - **The rank order** of schools in an area, determined by the points-based system used by the LA once a child has been allocated to a school. Each criterion for the FAP is weighted with a particular number of points;
  - **Previously attended schools** – consideration will be given to any previous serious breakdown in relationships between a school and the family including: a failed managed move, or strong views of parents/carers regarding the religious ethos of a school;
  - **Reasonable distance** to the identified school from the home address and availability of transport;
  - The recent admission into the same year group at the preferred school of a child with Statement of **Special Educational Needs (SEN)** or **Education Health & Care Plan (EHCP)** who has previously been permanently excluded or has significant additional needs and/or challenging behaviour issues;
  - **The recent admission into the same year group** at the preferred school of a **looked after child** with significant additional needs and/or challenging behaviour;
  - **The recent admission into the same year group** of the preferred school of a child with significant additional needs and/or challenging behaviour following an agreed and successful **managed move** with another school.
- 6.8 Following the meeting, a FAP letter, (together with any documents regarding the child’s previous history) and the points allocation sheet will be sent to the representative from the identified school; the letter will be copied to other professionals involved and the area representative from the Protocol Steering Group. It is expected that, following receipt of the FAP letter (via email), the identified school will make contact with the parent - and any professional where applicable - to arrange a meeting to discuss the admission arrangements without delay.
- 6.9 All allocations made under the FAP will be recorded and monitored by the Senior Admissions Officer responsible for In-year and Fair Access admissions for **North Northamptonshire** and data regarding the FAP will be provided to schools in an area on a termly basis.

## 7. Primary Age Children Meeting the Criteria of the FAP

The Fair Access Protocol will apply for children of primary school age who meet the criteria for the FAP.

## 8. Transport

Where a child has been placed at a school through the FAP, the entitlement to free transport will be assessed using NNC's Home to School Transport Policy.

## 9. Protocol Steering Group (PSG)

In North Northamptonshire, a Protocol Steering Group (PSG) has been established to monitor the operation and effectiveness of the **North Northamptonshire** FAP. The PSG membership consists of:

- The School Admissions Manager;
- The Senior Admissions Officer responsible for Fair Access;
- A representative from a secondary school from the main school areas North Northamptonshire – Corby, Kettering East Northamptonshire and Wellingborough;
- The Service Manager for the Education Inclusion Partnership team.

The PSG meets up to three times per academic year (once in each term). If a school has any fundamental issues in relation to the operation of the FAP, they should refer their concerns to their area representative on the PSG, the Senior Admissions Officer responsible for Fair Access for North Northamptonshire, or the School Admissions Manager, so that the issues can be reviewed at the next PSG meeting.

At the beginning of each academic year, the School Admissions Technical Officer responsible for the collation of data which underpins the Fair Access points system, will provide the PSG with an annual report giving statistical information on the effectiveness of the FAP.

## 10. Powers of Direction

### 10.1 Local Authority Powers of Direction – General

A local authority has the power to direct the governing body of a maintained school for which they are not the admission authority to admit a child in their area even when the school is full. The local authority can only make such a direction in respect of a child in the local authority's area who has been refused entry to, or has been permanently excluded from, every suitable school within a reasonable distance. The local authority **must** choose a school that is a reasonable distance from the child's home and from which the child is not permanently excluded. It **must not** choose a sixth-form that selects by ability unless the child meets the selection requirements, or a school that would have to take measures to avoid breaking the rules on infant class sizes if those measures would prejudice the provision of efficient education or the efficient use of resources (Paragraph 3.23).

Before deciding to give a direction, the local authority **must** consult the governing body of the school, the parent of the child and the child if they are over compulsory school age. If,



following consultation, the local authority decides to direct, it **must** inform the governing body and head teacher of the school. The governing body can appeal by referring the case to the Schools Adjudicator within 15 days. If it does this, the governing body **must** tell the local authority. The local authority **must not** make a direction until the 15 days have passed and the case has not been referred (Paragraph 3.24)

If the case is referred to the Schools Adjudicator, the Schools Adjudicator may either uphold the direction, determine that another maintained school **must** admit the child or decide not to issue a direction. The Adjudicator's decision is binding. The Schools Adjudicator **must not** direct a school to admit a child if this would require the school to take measures to avoid breaking the rules on infant class sizes and those measures would prejudice the provision of efficient education or the efficient use of resources (Paragraph 3.25)

## **10.2 Local authority powers of direction (looked after children)**

A local authority also has the power<sup>86</sup> to direct the admission authority for any maintained school in England (other than a school for which they are the admission authority) to admit a child who is looked after by the local authority, even when the school is full. The local authority **must not** choose a school from which the child is permanently excluded but may choose a school whose infant classes are already at the maximum size<sup>87</sup>(Paragraph 3.26)

Before deciding to give a direction, the local authority **must** consult the admission authority of the school it proposes to direct. The admission authority **must** tell the local authority within 7 days whether it is willing to admit the child (Paragraph 3.27)

If, following consultation, the local authority decides to direct, it **must** inform the admission authority, the governing body (if the school is a voluntary controlled or community school), the local authority that maintains the school, and the head teacher. The admission authority can appeal by referring the case to the Schools Adjudicator within 7 days. If the child has been permanently excluded from two other schools and the most recent exclusion was within the previous two years, the governing body (if the school is a voluntary controlled or community school) may also refer the case to the Schools Adjudicator. The admission authority or governing body **must not** refer the case unless it considers that admitting the child would seriously prejudice the provision of efficient education or the efficient use of resources. If the admission authority or governing body does refer the case, it **must** notify the local authority that looks after the child. The local authority **must not** make a direction until the 7 days have passed and the case has not been referred.

If the case is referred to the Schools Adjudicator, the Schools Adjudicator may either uphold the direction or determine that another maintained school in England **must** admit the child. The Schools Adjudicator's decision is binding. The Schools Adjudicator **must not** direct an alternative school to admit a child unless the local authority that looks after the child agrees, nor if the child is permanently excluded from that school, nor if the admission of the child would seriously prejudice the provision of efficient education or the efficient use of resources (Paragraph 3.28)

## **10.3 Secretary of State's power of direction (Academies)**

Where a local authority considers that an Academy will best meet the needs of any child, it can ask the Academy to admit that child but has no power to direct it to do so. The local authority and the Academy will usually come to an agreement, but if the Academy refuses to admit the child, the local authority can ask the Secretary of State to intervene. The Secretary of State has the power under an Academy's Funding Agreement to direct the Academy to

admit a child and can seek advice from the Schools Adjudicator in reaching a decision<sup>88</sup> (Paragraph 3.9)

The School Admissions Manager and Service Manager for the EIP team are responsible for resolving any disputes arising from the FA Panel meetings and further advice and guidance may be sought from the area member of the Protocol Steering Group.

## 11. Local authority reports

Local authorities **must** produce an annual report on admissions for all the schools in their area for which they co-ordinate admissions. **From 2022**, it **must** be published locally and sent to the Schools Adjudicator by **31 October** each year covering the prior academic year. The report **must** cover as a minimum:

- information about how admission arrangements in the area of the local authority serve the interests of looked after children and previously looked after children, children with disabilities and children with special educational needs, including any details of where problems have arisen;
- an assessment of the effectiveness of Fair Access Protocols including how many children were admitted to each school under it; and
- any other issues the local authority may wish to include.

**North Northamptonshire Council aims to establish excellent working relationships with all types of schools (maintained schools, academies, Free Schools, UTCs) in the North Northamptonshire to ensure that we fulfil our legal obligations as defined in the School Admissions Code (2021) and in order to achieve the best outcomes for all children in North Northamptonshire. The effective operation of the FAP is integral to these aims.**

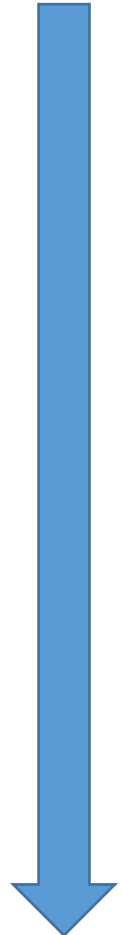
### Looked after children

Looked after children are not a listed of group of children in the FAP. The Code recognises that Locked After Children are extremely vulnerable and the highest priority must be given to this group in the admission arrangements of all state schools.

## Appendices

### APPENDIX 1 – Timeline for Fair Access Process

School place refused by admission authority as a normal in-year admission – case identified as Fair Access within 10 school days of receipt of an application from a parent/carer
FA Officer to gather and collate as much information as possible about the child's previous history in a timeframe dependent on the date of the next area FA Panel / BAP meeting
Brief details of each child will be added to the agenda for the area FA Panel/BAP meeting and circulated to the FA Panel/BAP members 3 working days prior to the meeting
Cases will be discussed at the area FA Panel/BAP meeting and a decision will be made, by representatives present at the meeting, about which school will be allocated
Following the meeting, the FA Officer to draft FAP letters for both the school and the parents and send to the Senior Admissions Officer for checking and sending – within the 20 school day timeframe from the date when the case was identified as Fair Access
Following receipt of the FAP letter – the school to make contact with the parent as soon as possible to arrange a date for admission
School to notify the Senior Admissions Officer and/or FA Officer when the child has been placed on roll so that the child's records can be updated accordingly and the case can be closed



## APPENDIX 2 – Points Score / Ranking explained

The system of allocating FA points is just one of the considerations that are made when making decisions about identifying a school and aims to ensure that no schools, including those with available places, are asked to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour.

While it is recognised that all schools in the local authority area of North Northamptonshire council are inclusive and already admit children from a wide and diverse population, the points-based system is intended to help with identifying those schools in an area that may already have more challenges than others.

### Data sets and Formulas used to Determine Scores and Rankings

The following data sets are used to determine the initial scores for each school at the start of each academic year in September and are taken from the January School Census of the same *calendar* year i.e., information is based on the January census from preceding academic year. For example, data to establish the starting point scores for each school for September 2021 was obtained from the census in January 2021 (when the children were in the previous academic year).

<b>Geo-demographic Factor – based on FSM</b>	Number of pupils eligible for Free School Meals. The formula used here simply converts FSM eligibility (percentage) from January 2016 School Census data into a rounded number.
<b>Pupils whose Home Language is not English (EAL/ESOL)</b>	The formula determining this score is: (number of learners with English as additional or other language ÷ number on roll) x 100.
<b>Mobility</b>	This is calculated in exactly the same way as a school's mobility formula. The formula = (number of students in + number of students leaving divided by the number of students on roll) x 1000
<b>Prior Attainment</b>	The formula for conversion of Key Stage 2 Average. Point Score is: (33-KS2 APS) x 10

15

The data needed to establish the FA Protocol school rankings is provided by schools in the annual School Census (January base). The accuracy of the data on which the ranking is based is, therefore, the responsibility of each school. Copies of the census data used to determine school rankings and scores is circulated to members of the Fair Access Protocol Steering Group (PSG) in the first meeting of the academic year;

Based on the data sets above, each school will be allocated a set of points at the start of the academic year (September) and all schools will be ranked accordingly. The schools with the least

number of points based on the above data will be at the top of the ranked list of schools and would be the schools most likely to receive a protocolled student first;

The ranked order of schools will be just one of the considerations when identifying a school for a child under the FAP and the full ranked order of schools will be filtered into the relevant area of the North Northamptonshire to show the ranked order of schools in those areas;

Additional points will be allocated to each identified school for each child admitted, based on the criteria of the FAP that the child falls into. Each criterion of the protocol has a point weighting. The weightings have been discussed and agreed by members of the Protocol Steering Group - see table below. The order of schools is re-ranked after points have been allocated to the identified school;

The FAP report will also show the number of children allocated to each school during the term/academic year, their names, date of birth, NCY, previous school, the date they were protocolled and the date they were admitted on roll and the reason for the protocol. This report is updated and monitored by the Senior Admissions Officer;

As part of the agenda for the FA Panel meetings, and to ensure transparency, a copy of the ranked order of schools based on previous FAP allocations, will be forwarded to senior school representatives who attend the FA Panel and who are responsible for admissions at each school;

An annual report including statistical information relating to the operation of the FAP will be presented to members of the Protocol Steering Group at the end of each academic year. This information can be shared and discussed with other schools in the area at local FA Panel/BAP meetings;

Point scores for each criterion – Each time a child is admitted under the FA Protocol, the total number of points for each child will be added to the identified school's existing points total.



**Fair Access Protocols may only be used to place the following groups of vulnerable and/or hard to place children, where they are having difficulty in securing a school place in-year:**

	<b>Groups of children</b>	<b>Points awarded</b>
a	children either subject to a Child in Need Plan or a Child Protection Plan or having had a Child in Need Plan or a Child Protection Plan within 12 months at the point of being referred to the FAP <sup>81</sup>	
b	children living in a refuge or in other Relevant Accommodation at the point of being referred to the Protocol	
c	children from the criminal justice system	
d	children in alternative provision who need to be reintegrated into mainstream education or who have been permanently excluded but are deemed suitable for mainstream education	
e	children with special educational needs (but without an Education, Health and Care plan), disabilities or medical conditions	
f	children who are carers	
g	children who are homeless	
h	children in formal kinship care arrangements	
i	children of, or who are, Gypsies, Roma, Travellers, refugees, and asylum seekers	
j	children who have been refused a school place on the grounds of their challenging behaviour and referred to the Protocol in accordance with paragraph 3.10 of this Code	
k	children for whom a place has not been sought due to exceptional circumstances <sup>83</sup>	
l	children who have been out of education for four or more weeks where it can be demonstrated that there are no places available at any school within a reasonable distance of their home. This does not include circumstances where a suitable place has been offered to a child and this has not been accepted	
m	previously looked after children for whom the local authority has been unable to promptly secure a school place <sup>84</sup>	
	<b>Please note, all points scores for the categories above will be decided via consultation with the PSG and NNC schools.</b>	

## APPENDIX 3 – Terms of Reference for FA Panel Meetings

### North Northamptonshire Council

#### FAIR ACCESS PANEL MEETINGS

#### TERMS OF REFERENCE

(Updated June 2021)

#### Purpose of the Fair Access Panel

To ensure that North Northamptonshire Council's Fair Access Protocol (FAP) operates effectively outside the arrangements of co-ordination and will be triggered when a parent of an eligible child has not secured a school place under in-year admission procedures.

In order to ensure that both the pupils and the school receive appropriate support from other agencies, the Fair Access Panel (FA Panel) meetings will have multi-agency representation to ensure that all pupils are placed into school with appropriate support and without unnecessary delay.

The FA Panels will meet in the following areas of the North Northamptonshire:

- Corby
- East Northamptonshire
- Kettering
- Wellingborough

#### 1. Membership of the FA Panel

1.1 Each secondary school within the four areas of North Northamptonshire will nominate a representative who will have lead responsibility for Admissions and/or Inclusion at the school and who will be able to contribute effectively to discussions regarding the most appropriate school for the child based on the factors considered. If representatives from either the school or the LA are unable to attend, they **must** send a suitable substitute who is authorised to make a decision at the FA meeting;

1.2 Representatives from the LA (dependent on the circumstances of the cases presented) may include:

- Senior Admissions Officer (North) – School Admissions
- Senior Inclusion Officer or Education Inclusion Manager – EIPT
- Early Help Coordinator for the area
- A representative from the AP, where appropriate.

#### 2. Accountability

2.1 Following discussions at the meeting by all parties, a school will be identified at the meeting as the appropriate school to admit the student;

2.2 The 2021 School Admissions Code is clear that agreement must be reached and decisions made at the Fair Access at the meetings;

- 2.3 Parental preference will be the main consideration, though it does not have to be adhered to for allocations made under the Fair Access Protocol (ref. School Admissions Code 3.11);
- 2.4 Following the FA Panel meeting, the identified school will receive a FAP letter and it is expected that the school will make contact with the parent to arrange a date for admission without delay.

### **3. Operation of FA Panel Meetings**

- 3.1 Meetings are planned to be held at 4-weekly intervals at a date and venue to be agreed at the start of the academic year for the rest of the year or, in some cases, at the previous meeting by all members of the panel. Meetings will be held at intervals which make it possible for the LA to achieve allocation of places via the FAP within the 20-school day timescale required by the Code;
- 3.2 Dates and venues for areas which hold a Behaviour & Attendance Partnership (BAP) meeting (Wellingborough and East Northants) will be agreed by schools in those areas – the intervals of the meetings must enable the LA to achieve allocation of places via the FAP within the 20-school day required by the Code;
- 3.3 The School Admissions team will send details of the FA cases to be presented at the FA Panel in an agenda. The agenda will be sent via Egress secure email to panel members up to three days before the meeting is to be held.

### **4. Discussion and outcome of FA Panel meetings:**

- 4.1 The FA Panel/BAP members will discuss each case on the agenda in order to establish the most appropriate school/provision and the FA Panel will decide who will be the lead professional in the case;
- 4.2 Information regarding the child's previous history will be presented at the meeting, including details of 'other agency' involvement;
- 4.3 If the child was previously attending a school in the area, the representative from that school will be expected to present to the FA Panel any additional information about the pupil's previous history, attendance, behaviour and details of any support which has been in place at the school.
- 4.4 Following discussion, a school will be identified at the meeting;
- 4.5 Once a school has been identified by the FA Panel, the NNC's School Admissions team will send a letter promptly to the Academy Trust / Admissions Committee confirming the allocation and ensuring that that the child is admitted as soon as possible.

### **Review of the FA Protocol**

The working methods and effectiveness of the Fair Access Protocol will be reviewed at each PSG meeting.

### **To be discussed at PSG**

Fair Access meetings to be chaired by one of the schools in the area.

## Executive 5<sup>th</sup> August 2021

<b>Report Title</b>	<b>Performance Indicator Report 2021/22 (Quarter One)</b>
<b>Lead Member</b>	Cllr Jason Smithers, Leader of the Council
<b>Lead Officer</b>	Guy Holloway Assistant Chief Executive <a href="mailto:guy.holloway@northnorthants.gov.uk">guy.holloway@northnorthants.gov.uk</a>

<b>Key Decision</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Is the decision eligible for call-in by Scrutiny?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Are there public sector equality duty implications?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Does the report contain confidential or exempt information (whether in appendices or not)?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Applicable paragraph number for exemption from publication under Schedule 12A Local Government Act 1974</b>	

### List of Appendices

**Appendix 1** – Performance Indicators available for the Council at Quarter One

**Appendix 2** – Diagram showing indicative Performance Management Framework

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

---

- 1.1 To provide an update on the performance of the Council across a range of services as measured by performance indicators.
- 1.2 Set out the approach being taken for the development of the Council's performance monitoring and management arrangements.

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

---

- 2.1 Performance information relating to a range of Council services as measured by performance indicators has been provided as Appendix 1.
- 2.2 The appended performance information aims to provide a transparent picture of the Council's performance at an early stage. The presentation and comparisons

used for various sets of performance data will naturally develop in the coming months as the breadth and depth of data available increases.

- 2.3 The comparative performance information for unitary councils in England included in the performance tables (at Appendix 1) do not yet reflect the impact of the COVID-19 pandemic on services. This is due to the fact that 2020/21 comparative data for comparator authorities is not yet available. Caution should therefore be taken when making comparisons with the performance information set out at Appendix 1.
- 2.4 The targets set by the legacy councils were not aligned and varied between organisations as a result. The Corporate Leadership Team will work with Executive Members to define a set of targets for the Council. In future, these can be used to determine a 'Red, Amber, Green' (RAG) status for the performance indicators for the Council.
- 2.5 The possession of timely, relevant and accurate performance data for key services for the new council at this early stage is important. The availability of performance data can help inform policy decision-making. It can assist the scrutiny function in their work and can strengthen the Council's corporate governance arrangements.
- 2.6 The Council's performance monitoring and management arrangements are undergoing development. The breadth, depth and presentation of performance data will continue to evolve and improve. A strong performance culture will be developed supported by a performance management framework. More information has been provided as Appendix 2.
- 2.7 The aim moving forwards is to reach a position where the Council uses data intelligently, not only to make decisions, but to predict future trends and take corrective action before issues arise. The Council is working to achieve a position where performance management is ingrained within the organisation, not bolted-on. These are healthy aspirations but will naturally take time to embed.

### **3. Recommendations**

---

- 3.1 It is recommended that the Executive:
  - a) Note the performance of the Council as measured by the available indicators as at Period 3 (Quarter 1) for the 2021/22 financial year.
  - b) Note the approach that is being taken to develop the Council's performance monitoring and management arrangements as set out in the report.
- 3.2 *Reason for Recommendations – to better understand the performance of the Council as measured by performance indicators as at Period 3, 2021/22.*

## **4. Background Information**

---

### **The provision of performance information**

- 4.1 Performance information relating to a range of council services as measured by key performance indicators has been provided as Appendix 1.
- 4.2 A fundamental task of performance reporting is the collection of accurate, timely and relevant data. This is essential to inform good quality decision-making.
- 4.3 Timely, accurate and relevant performance information, accompanied by a challenging set of targets, are features of most well-run organisations. Integrating performance measures into decision-making and informing scrutiny are both healthy goals for any council. North Northamptonshire Council has an opportunity to start afresh with its approach.

### **Developing a performance driven Council**

- 4.4 North Northamptonshire Council is focussed on developing a strong performance-driven culture. Performance indicators are just one part of this picture. There are a number of cornerstones that can be considered important in developing a balanced approach to a performance culture. These are set out as Appendix 2 and are guiding the approach.

### **Performance Management Information - Current position**

- 4.5 The performance data presented as Appendix 1 is the product of the approaches of five legacy councils that have been brought together. The indicators measured by the legacy councils were not totally consistent. Those that were have been consolidated and included within this report. Many of these indicators have come from the national indicator set introduced well over a decade ago and have been consistently measured across many councils. This will help when making comparisons in the future.
- 4.6 The targets set by the legacy councils differed, quite significantly in some cases. This, coupled with the impact of the COVID-19 pandemic on services has given rise to the need to set new targets for the Council's performance indicators.
- 4.7 North Northamptonshire Council is of course relatively new. The performance indicators that it is now measuring had not previously been calculated on the North Northamptonshire geographical boundary. It stands to reason therefore that there is not a lot of historic data at this time. As a result, a graphical presentation of the data would be of limited value. This will however change as more data becomes available. Members should be assured that there will be plenty of scope to add value to the way data is presented in the future.

### **Developing the Council's Performance Indicators**

- 4.8 The Council is actively working to develop its performance data to provide better insights as to the performance of services and achievement of outcomes. For example, The Executive are in the process of developing a new Corporate Plan. Once the higher-level aspirations and strategic objectives of the Council have



been set out, the process of further developing the outcomes and indicators will progress.

- 4.9 It is envisaged that there will be a number of phases to the development of the Council's performance management arrangements. These phases are broadly categorised as:
- i. Consolidation (merging of five into one)
  - ii. Review and reassessing (a new indicator set for a new Corporate Plan)
  - iii. Mainstreaming of performance data (building ownership across services)
  - iv. Data intelligence (using data intelligently to drive decision-making)
- 4.10 The Council is currently transitioning from stage (i) to stage (ii). Stage (ii) will involve the development of a revised set of performance indicators and outcomes and setting targets. This will be informed by engagement with members and where appropriate, other key stakeholders.
- 4.11 As part of the next development phase of the Council's performance management approach, the Council will look to develop a more balanced set of performance information that provides a broader view of the Council's performance. For example, providing more information about the workforce, complaints and important areas such as the activity of the Council's website that will provide insights into the impact of transformation activity.

#### **Developing meaningful targets**

- 4.12 A new set of stretching targets will need to be set as part of the Corporate Plan process. Directors and Assistant Directors across service areas are currently working to develop options for the future suite of performance indicators. Indicators and their targets will be discussed with Executive members. Future targets could be included within the Corporate Plan ready for approval in draft by the Executive and formal adoption at Full Council.
- 4.13 Without a current set of targets, it is difficult to apply judgements as to levels of performance of the Council. This situation is complicated by the fact that the COVID-19 pandemic will likely have impacted on authority-wide performance. Councils responded well to adapt to new ways of working and to meet priority needs such as public health, supporting vulnerable people and the local economy. The performance of services nationally will however have been impacted and refreshed benchmarking activity will undoubtedly help provide context and inform the Council's future targets.

## **5 Implications (including financial implications)**

---

### **5.1 Resources and Financial**

- 5.1.1 This report should be considered alongside the Period-3 budget report. By looking at the two reports together, a broader view of the performance of the Council can be understood.

## **5.2 Legal**

5.2.1 The Council is required to provide some of its monitoring data to the Government. The new Council is on course to comply with these requirements.

## **5.3 Risk**

5.3.1 There are a number of risks relating to performance information:

- (a) Poor data quality – Inaccurate data will inevitably lead to less accurate decision making.
- (b) Lack of data – Failing to measure key service activities can leave the Council unaware of its performance. Given the importance of many of the services it provides, this would be an undesirable position.
- (c) Incorrect interpretations – caution should be applied to the interpretation of performance data, particularly given the adjustments that have been made by services to adopt to the COVID-19 pandemic. Misunderstanding the performance picture can lead to ineffective decision-making and potential reputational damage.

## **5.4 Consultation**

5.4.1 Consultation will be carried out on the development of the Corporate Plan. This could lead to new indicators and targets being developed.

## **5.5 Climate Impact**

5.5.1 The Council will likely wish to understand, as part of the process of developing a Corporate Plan, what outcomes and indicators it feels it needs to help it minimise its impact on climate change.

## **5.6 Community Impact**

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

## **6 Issues and Choices**

---

6.1.1 None at this stage

## **7 Background Papers**

---

7.1.1 None

This page is intentionally left blank

Ref No	Description of Performance Indicator	Mean (England Unitaries) 2019/20 PRE-COVID	Top Quartile (England Unitaries) 2019/20 PRE-COVID	April 2021/22	May 2021/22	June 2021/22	Year to Date	Year to Date volume	2021/22 Target	Comment
<b>Planning</b>										
T1	Planning major applications processed in 13 weeks	90%	98%	100%	100%	100%	95%	19 out of 20	tbd	
T2	Planning minor applications processed in 8 weeks	85%	93%	92.31%	89.74%	81.82%	87.76%	86 out of 98	tbd	
T3	Planning other applications processed in 8 weeks	88%	96%	94.16%	92.75%	92.91%	93.27%	388 out of 416	tbd	
<b>Environmental Health</b>										
T4	% of food establishments in the area broadly compliant with food hygiene law	n/a	tbd	86.99%	87.68%	88.89%	87.86%	8288 out of 9433	tbd	Heavily impacted by COVID
T5	Number of establishments with 'Eat out eat well' award	n/a	tbd	46	58	30	30	n/a	tbd	
T6	Number of food & environmental samples taken	n/a	tbd	0	0	10	10	n/a	tbd	Heavily impacted by COVID
<b>Housing and Communities</b>										
T7	Number of households that are prevented from becoming homeless	n/a	tbd	63	51	38	152	n/a	tbd	This is a tracking indicator. A target is not set for this.
T8	Number of rough sleepers	12	6	12	15	18	18	n/a	tbd	Benchmark is snapshot between Oct - Nov 2020
T9	Gross number of affordable houses delivered	263	360	tbd	tbd	tbd	tbd	n/a	tbd	Awaiting registered providers to provide data in order to report on the whole of NNC area
T10	Number of Anti Social Behaviour reported per quarter	n/a	tbd	tbd	tbd	1855	1,855	n/a	tbd	Police data for Q1 showing reported cases. Averages 20 per day. This is 14.1% reduction on the last year.
<b>Information Governance</b>										
T11	% of Freedom of Information Requests completed in 20 working days	93%	tbd	80.46%	89.38%	83.47%	84.76%	267 out of 315	tbd	11 June requests excluded as still active. Data based on requests received in month. Benchmark: Central Gov 2019
T12	% Environmental Information Regulation Requests completed in 20 working days	93%	tbd	97.14%	99.10%	100%	98.78%	323 out of 327	tbd	12 June requests excluded as still active. Data based on requests received in month. Benchmark: Central Gov 2019
T13	% Individual Rights Requests completed in 1 calendar month	81%	tbd	100.0%	50.00%	69.23%	69.44%	25 out of 36	tbd	1 June request excluded as still active. Data based on requests received in month. Benchmark: Kent CC 2019/20
<b>Financial Services</b>										
T14	% invoices paid within 30 days	n/a	tbd	n/a	87.63%	92.05%	91.80%	6697 out of 7295	tbd	
T15	% Council Tax collected	96.41%	97.86%	10.63%	19.72%	29.05%	29.05%	£63,069,552.08	tbd	
T16	% National Non Domestic Rates collected	97.93%	98.62%	11.43%	19.31%	27.97%	27.97%	£31,646,562.22	tbd	
T17	Average time taken to process benefits & Council Tax Support Claims (days):	18 days	15 days	22.12 days	24.54 days	21.72 days	22.74 days	2827 claims	tbd	Benchmark is Housing Benefit claims only
T18	Average time to process benefits & Council Tax Support Changes of circumstances (days):	5 days	4 days	6.6 days	6.29 days	7.05 days	6.61 days	14748 change in circumstances	tbd	Benchmark is Housing Benefit change of circumstances only
<b>Human Resources</b>										
T19	Number of working days lost to sickness per employee (short-term)	n/a	n/a	0.19	0.16	tba	tba	tba	tbd	Data for June will be available around 5th August
T20	Number of working days lost to sickness per employee (long-term)	n/a	n/a	0.36	0.36	tba	tba	tba	tbd	Data for June will be available around 5th August
<b>Customer Services</b>										
T21	% calls answered:	N/A	TBD	87.09%	85.42%	80.50%	84.17%	103,289 out of 122,708	tbd	
T22	Stage 1 complaints received	N/A	TBD	153	173	171	497	n/a	tbd	
T23	Stage 2 complaints received	N/A	TBD	7	12	9	28	n/a	tbd	

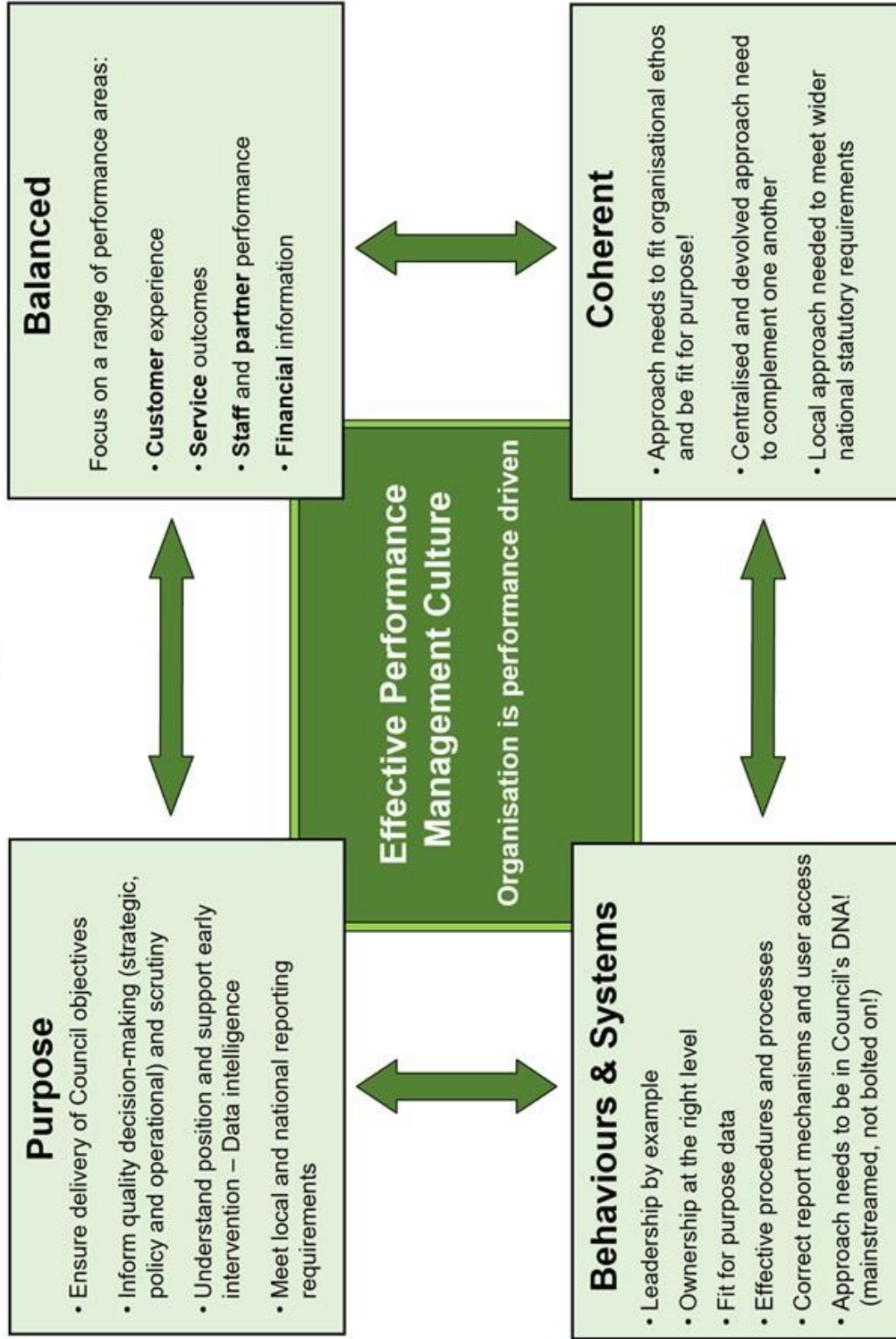
Ref No	Description of Performance Indicator	Mean (England Unitaries) 2019/20 PRE-COVID	Top Quartile (England Unitaries) 2019/20 PRE-COVID	April 2021/22	May 2021/22	June 2021/22	Year to Date	Year to Date volume	2021/22 Target	Comment
<b>Children's Social Care</b>										
T24	% of all referrals with a decision within 2 working days	n/a	n/a	97%	94%	88%		n/a	85%	
T25	% of referrals with a previous referral within 12 months	n/a	n/a	34%	38%	31%	<b>34%</b>	n/a	29%	
T26	% of single assessments authorised within 45 working days	n/a	n/a	99%	99%	97%	<b>98%</b>	n/a	85%	
T27	% of single assessments closing with no further action	n/a	n/a	37%	31%	38%	<b>35%</b>	n/a	35%	
T28	% of initial child protection conferences held within 15 days of a strategy discussion being initiated	79.8%	89.5%	75%	78%	77%	<b>77%</b>	n/a	81%	
T29	% of children that became the subject of a Child Protection Plan for the second or subsequent time	18%	21.3%	13%	19%	35%	<b>22%</b>	n/a	20%	
T30	Children who've been in care 2.5 yrs or more, and of those, who've been in the same placement for 2+ years / placed for adoption (%)	67%	72%	63%	65%	65%	<b>65%</b>	n/a	66%	
T31	% Children in care with three or more placements in the previous 12 months	11%	9%	9.2%	9.2%	9.0%	<b>9.0%</b>	n/a	10.0%	
T32	% of young people now aged 17 - 21 and in employment, education or training who were looked after when aged 16	n/a	n/a	67%	55%	63%	<b>62%</b>	n/a	55%	
T33	% of young people now aged 17 - 21 and living in suitable accommodation who were looked after when aged 16	n/a	n/a	96%	95%	90%	<b>93%</b>	n/a	90%	
T34	% of qualified social workers with caseloads above target	n/a	n/a	10%	13%	14%	<b>14%</b>	n/a	10%	
T35	% of children placed more than 20 miles from their homes, outside LA boundary	21%	15%	19%	19%	19%	<b>19%</b>	n/a	17%	
T36	% of stage 1 complaints responded to within 10 working days	n/a	n/a	100%	22%	78%	-	n/a	50%	
T37	% of stage 2 investigations as a % of stage 1 complaints received within the year	n/a	n/a	54%	19%	69%	-	n/a	30%	
T38	% of social worker vacancies	n/a	n/a	19.3%	19.0%	18.0%	<b>18.0%</b>	n/a	20%	
T39	% of social worker posts filled with agency staff	n/a	n/a	17.7%	18.1%	18.5%	<b>18.5%</b>	n/a	18%	
T40	Average time between the LA receiving court authority to place a child and deciding on a match	169 days	142 days	n/a	n/a	192	<b>192</b>	n/a	178	No monthly figures available (quarterly available) Benchmarking = Average across 2016/17-2018/19).
T41	% Children in care who were placed for adoption within 12 months of an agency decision that they should be adopted	n/a	n/a	n/a	n/a	64.00%	<b>64.00%</b>	n/a	72%	No monthly figures available (quarterly available)
T42	Numbers of data breaches reported or self-reported to the ICO per quarter	n/a	n/a	n/a	n/a	-	-	n/a		No monthly figures available (quarterly available)
T43	% of children leaving care due to permanence (Special Guardianship Order, adoption, residence order)	n/a	n/a	n/a	n/a	-	-	n/a	30%	No monthly figures available (quarterly available)
<b>Learning, Skills and Education</b>										
T44	% of primary schools judged as good or outstanding by Ofsted	85%	92%	73%	73%	73%	-	n/a	88.0%	
T45	% of secondary schools judged as good or outstanding by Ofsted	71%	81%	70%	70%	70%	-	n/a	65.0%	
T46	Current number of home educated children	n/a	n/a	686	697	607	-	n/a	n/a	No target as this is a trend based measure
T47	Number of permanent exclusions from school - Total	35	17	7	4	4	<b>33</b>	n/a	tbd	YTD = Academic Year to Date.
T48	Number of looked after children without a school place / missing education	n/a	n/a	15	17	21	-	n/a	tbd	
T49	% Children achieving a good level of Development in Early Years Foundation Stage Profile	71.8%	73.9%	n/a	n/a	n/a	<b>n/a</b>	n/a	tbd	Annual Measures - No updates until August 2022, Benchmark is 2018/19
T50	% Children achieving Age Related Expectations or above in reading, writing and maths at Key Stage 2	65%	67%	n/a	n/a	n/a	<b>n/a</b>	n/a	tbd	Annual Measures - No updates until August 2022, Benchmark is 2018/19
T51	% children achieving grade 9-4 in English and maths (Previously A*-C)	69%	73.3%	n/a	n/a	n/a	<b>n/a</b>	n/a	tbd	Annual Measures - No updates until August 2022
T52	% children achieving the English Baccalaureate	26.3%	31.2	n/a	n/a	n/a	<b>n/a</b>	n/a	tbd	Annual Measures - No updates until August 2022
T53	Progress 8 Score	n/a	n/a	n/a	n/a	n/a	<b>n/a</b>	n/a	tbd	Annual Measures - No updates until August 2022

Ref No	Description of Performance Indicator	Mean (England Unitaries) 2019/20 PRE-COVID	Top Quartile (England Unitaries) 2019/20 PRE-COVID	April 2021/22	May 2021/22	June 2021/22	Year to Date	Year to Date volume	2021/22 Target	Comment
<b>Place &amp; Economy - Highways and Waste</b>										
T54	Number of defects repaired in the network	n/a	n/a	2,860	1,695	1347	5902	n/a	tbd	
T55	Number of defects outstanding on the network	n/a	n/a	900	1,034	977	2911	n/a	tbd	
T56	Repairs made to the road network that are either permanent or semi permanent	n/a	n/a	99.1%	99.1%	99.6%	99.2%	5855	tbd	Volume is relating to those repairs that are permanent or semi-permanent
T57	Corporate: Employment rate (Ex county Place directorate)	79.6%	n/a	-	-	-	-	-	tbd	Data is published Quarterly only. 2020-21 is for December position, Benchmark is East Midlands
T58	Corporate: Out of work benefits claimants (Ex county Place directorate)	5.2%	n/a	5.50%	5.3%	4.8%		33,045	tbd	Snapshot volume each month. 2020-21 is March position for North Northants Benchmark is East Midlands
T59	KG of Waste per head of population	tbd	tbd	Available September	Available September	Available September	tba		tbd	Data comes from Wastedataflow (national reporting database) and due to verification process outturns and not normally available until at least 3 months after end of quarter. Q1 2021/22 verified data is due in September 2021.
T60a	Household kerbside collection: Tonnes of material collected through kerbside schemes - Co-mingled recycling	tbd	tbd	3,243.17	2,905.69	3,063.60			tbd	Data comes from Wastedataflow (national reporting database) and due to verification process outturns and not normally available until at least 3 months after end of quarter. Q1 2021/22 verified data is due in September 2021 so these current figures are 'unverified' and are subject to change.
T60b	Household kerbside collection: Tonnes of material collected through kerbside schemes - Food waste	tbd	tbd	345.54	313.36	363.58			tbd	Data comes from Wastedataflow (national reporting database) and due to verification process outturns and not normally available until at least 3 months after end of quarter. Q1 2021/22 verified data is due in September 2021 so these current figures are 'unverified' and are subject to change. There is no food waste service in Wellingborough.
T60c	Household kerbside collection: Tonnes of material collected through kerbside schemes - Garden waste	tbd	tbd	1,690.46	2,135.74	3,705.25			tbd	Data comes from Wastedataflow (national reporting database) and due to verification process outturns and not normally available until at least 3 months after end of quarter. Q1 2021/22 verified data is due in September 2021 so these current figures are 'unverified' and are subject to change. Garden Waste services are paid for in some areas.
T61a	Household kerbside collection: Percentage of material collected through kerbside schemes - Co-mingled recycling	tbd	tbd	Available September	Available September	Available September	tba		tbd	Data comes from Wastedataflow (national reporting database) and due to verification process outturns and not normally available until at least 3 months after end of quarter. Q1 2021/22 verified data is due in September 2021.
T61b	Household kerbside collection: Percentage of material collected through kerbside schemes - Food waste	tbd	tbd	Available September	Available September	Available September	tba		tbd	Data comes from Wastedataflow (national reporting database) and due to verification process outturns and not normally available until at least 3 months after end of quarter. Q1 2021/22 verified data is due in September 2021.
T61c	Household kerbside collection: Percentage of material collected through kerbside schemes - Garden waste	tbd	tbd	Available September	Available September	Available September	tba		tbd	Data comes from Wastedataflow (national reporting database) and due to verification process outturns and not normally available until at least 3 months after end of quarter. Q1 2021/22 verified data is due in September 2021.
T62	Household kerbside collection: Tonnes of material collected through residual waste service	tbd	tbd	Available September	Available September	Available September	tba		tbd	Data comes from Wastedataflow (national reporting database) and due to verification process outturns and not normally available until at least 3 months after end of quarter. Q1 2021/22 verified data is due in September 2021.
T63	Household kerbside collection: Percentage of material collected through residual waste service	tbd	tbd	Available September	Available September	Available September	tba		tbd	Data comes from Wastedataflow (national reporting database) and due to verification process outturns and not normally available until at least 3 months after end of quarter. Q1 2021/22 verified data is due in September 2021.
T64	Flytipping: - no of fly tips reported - no of fly tips investigated	tbd	tbd	Available September	Available September	Available September	tba		tbd	Data comes from Wastedataflow (national reporting database) and due to verification process outturns and not normally available until at least 3 months after end of quarter. Q1 2021/22 verified data is due in September 2021.
T65	Percentage of waste treated (residual kerbside waste, HWRC, wood)		tbd	90.70%	90.60%	Available by 25th of month	tba		tbd	Data not due until around 25th of the month for the previous month. April data has been verified, May is unverified.
T66	Percentage of waste re-used, recycled, composted from HWRC sites	43.16%	49.63%	40.4%	35.76%	Available by 25th of month	tba		tbd	Data not due until around 25th of the month for the previous month. April data has been verified, May is unverified.



Ref No	Description of Performance Indicator	April 2021/22	May 2021/22	June 2021/22	Year to Date	Year to Date volume	2021/22 Target	Comment	
<b>Adult Social Care</b>		East Midlands Average	National Average						
<b>Assessment Teams:</b>									
T67	Total number of people allocated to each team	tbd	tbd	-	5,555	5,584	5,584	tbd	
T68	Number of unscheduled review requests	tbd	tbd	113	153	110	376	tbd	
<b>Short and Long Term (SALT) Services - Hospital:</b>									
T69	Percentage of New Requests for Services (all ages) where Route of Access was Discharge from Hospital, that had a sequel of ST-MAX (i.e. reablement)	tbd	tbd	-	40%	37%		tbd	
<b>Safeguarding:</b>									
T70	Number of new concerns received	tbd	tbd	184	199	198	581	tbd	
T71	New concerns determined to be enquiries (both s42 and other)	tbd	tbd	47	42	50		tbd	
<b>Deprivation of Liberty Safeguards (DoLS):</b>									
T72	Open cases (No date restriction)	tbd	tbd	-	-	2,023	2,023	tbd	
<b>In-House Provision:</b>									
T73	Therapy Service-Total Cases of Waiting for Booking & Assessment	tbd	tbd	575	595	635	635	tbd	
<b>Domain Two: Delaying and Reducing the Need for Care and Support:</b>									
T74	Long-term support needs met by admission to residential and nursing care homes, per 100,000 population (older people)	511.7	584	-	-	175.9		tbd	
T75	Delaying and reducing the need for care and support	84.6%	79.5%	62.9	60.30%	59.90%		tbd	
<b>Public Health</b>									
		Benchmark (England average 2019/20)	East Midlands average 2019/20			Latest Available Data	Period of Data		
T76	Smoking quit rate at 4 weeks	-	-	61.90%	66.70%	-	66.70%	May-21	tbd
T77	Healthy Child Programme: Proportion New Birth Visits completed within 14 days	86.8%	88.3%	97.50%	97.90%	-	97.90%	May-21	tbd 2021-22 data not available at a North Unitary level
T78	Healthy Child Programme - Proportion of children receiving a 12 month review	84%	89.3%	84.00%	83.10%	-	83.10%	May-21	tbd 2021-22 data not available at a North Unitary level
T79	NHS Health Check programme - Proportion of in-year eligible population completed a Health Check	-	-	1.10%	1.70%	2.50%	2.50%	Jun-21	tbd
T80	NHS Health Check programme - Proportion of in-year eligible population who completed a Health Check	-	-	0.40%	0.40%	0.80%	0.80%	Jun-21	tbd Health check activities are calculated based on the location of GP surgery that the patient is registered with, rather than the residence of this patient. Some patients may be residents of West Northants but registered to a GP in North. These patients are included in the North rather than West.
T81	Successful completion of drug treatment - opiate users	5.70%	5.80%	4.80%	4.40%	-	4.35%	May-21	tbd 2021-22 data not available at a North Unitary level Latest Data published is May 2021
T82	Successful completion of drug treatment - non-opiate users	34.4%	32.2%	29.50%	29.40%	-	29.39%	May-21	tbd 2021-22 data not available at a North Unitary level Latest Data published is May 2021
T83	Successful completion of alcohol treatment	37.9%	37.3%	29.90%	28.90%	-	28.93%	May-21	tbd 2021-22 data not available at a North Unitary level Latest Data published is May 2021
T84	Smoking status at the time of delivery	10.4%	13.4%	-	-	-	12.20%	Q4 2020-21	tbd Annual Measure - Published in Q3
T85	Obesity - Child excess weight - aged 4-5	23.00%	22.00%	-	-	-	23.90%	2019/20	tbd Annual Measure - Published in Q3
T86	Obesity - Child excess weight - aged 10-11	35.20%	34.90%	-	-	-	34.40%	2019/20	tbd Annual Measure - Published in Q3
T87	Obesity - Adults classified as overweight or obese (Based on Active Lives survey, Sport England)	62.8%	65%	-	-	-	68.40%	2019/20	tbd Annual Measure - Published in Q1
T88	% Adults physically inactive – doing less than 30 minutes of moderate intensity exercise per week, in bouts of 10 minutes or more.	22.9%	23.4%	-	-	-	24.50%	2019/20	tbd Annual Measure - Published in Q1
T89	Flu vaccinations coverage 65+	80.9%	83%	-	-	-	81.80%	2020-21	tbd Annual Measure - Published in Q2
T90	MMR vaccination - 5 year olds for two doses	86.8%	88.0%	-	-	-	87.60%	2019/20	tbd Annual Measure - Published in Q3
T91	Smoking prevalence in adults	13.9%	14.8%	-	-	-	17.70%	2019	tbd Annual Measure - Published in Q2
T92	Suicide rate	10.1 per 100,000	9.5 per 100,000	-	-	-	10.4 per 100,000	2017-19	tbd Annual Measure - Published in Q3

# Performance Management Framework



This page is intentionally left blank

## Executive 5<sup>th</sup> August 2021

<b>Report Title</b>	<b>Rough Sleeping Initiative</b>
<b>Lead Member</b>	Cllr Andy Mercer, Portfolio Holder for Housing and Community
<b>Lead Officer</b>	Kerry Purnell, Assistant Director Housing and Communities

<b>Key Decision</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Is the decision eligible for call-in by Scrutiny?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Are there public sector equality duty implications?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Does the report contain confidential or exempt information (whether in appendices or not)?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Applicable paragraph number for exemption from publication under Schedule 12A Local Government Act 1974</b>	

### List of Appendices

**Appendix 1** – North Northamptonshire Council Rough Sleeping Initiative Year 4 final allocation letter

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

---

- 1.1. To seek the Committee's endorsement of the approach being taken to reduce the number of people sleeping rough across North Northamptonshire and to brief members on the Rough Sleeping Initiative (RSI) allocation for 2021/22 and the programme of activities that are being delivered under the initiative.

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

---

- 2.1 The approach to addressing rough sleeping in North Northamptonshire is one that recognises the need for a robust and multi-disciplinary service that is designed around the needs of the individual. North Northamptonshire Council has been allocated £737,283 for rough sleeping initiatives in 2021/22. This funding will be utilised to increase staff capacity dedicated to supporting rough sleepers to access accommodation and related support (£631,633) and increase accommodation options for rough sleepers (£95,000) alongside other activities detailed in the report.

### 3. Recommendations

---

3.1 It is recommended that the Executive:

- a) Endorses the approach and approves the associated spend, being taken to reduce the number of people sleeping rough across North Northamptonshire.
- b) Notes the MHCLG allocation for 2021/22 and the programme of activities that are being delivered under the Government's Rough Sleeping Initiative across North Northamptonshire

### 4. Report Background

---

- 4.1 In August 2018, the Ministry of Housing, Communities and Local Government (MHCLG) published its national Rough Sleeping Strategy and delivery plan which set out how the Government intended to help homeless people who were sleeping rough, and to put in place the structures needed to end rough sleeping for good. The vision of the strategy is to halve rough sleeping by 2022 and eliminate it completely by 2027.
- 4.2 The RSI, launched in March 2018 is a related cross-government plan of action to reduce significantly the number of people sleeping rough. A targeted £30m fund was made available in 2018/19 to 83 local authorities with the highest levels of rough sleeping which did not include any of the sovereign councils of North Northamptonshire. £45m was made available for 2019/20 of which £11m was for areas outside of the 83 previously targeted local authorities enabling some sovereign councils in North Northamptonshire to submit bids. Figure 1 shows the RSI allocations across North Northamptonshire since the sovereign councils were able to bid.
- 4.3 The RSI programme for 2021/22 is known as RSI4; being the fourth year that funding has been made available. In early March 2021, the sovereign councils of North Northamptonshire and MHCLG co-produced a North Northamptonshire application for RSI4. An award of **£737,283** for 2021/22 was publicly announced by MHCLG on 15<sup>th</sup> May.

Figure 1: RSI funding allocations for North Northamptonshire

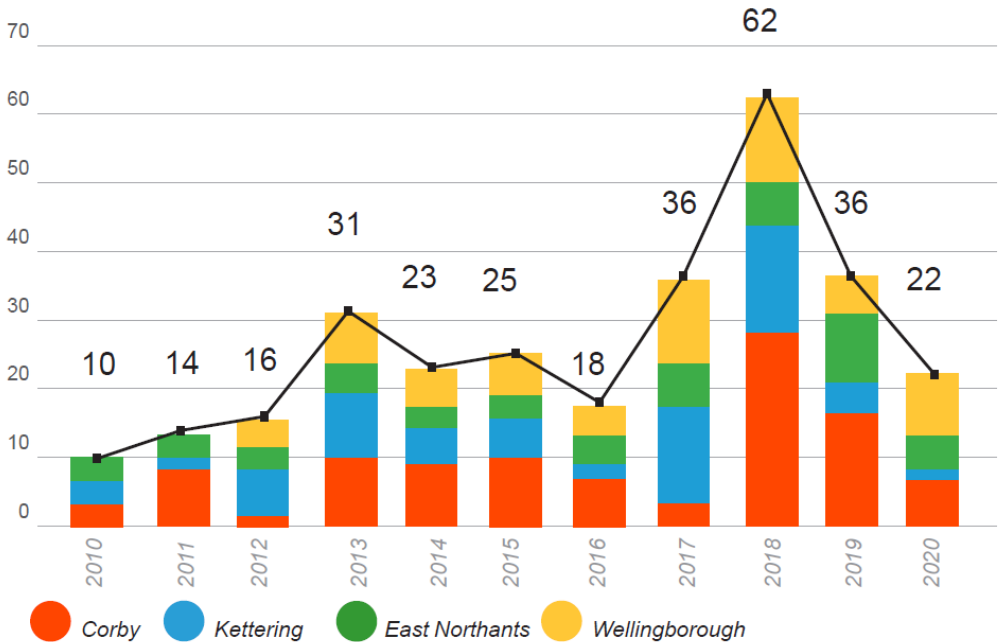
Sovereign Council	RSI2 2019/20	RSI3 2020/21	RSI4 2021/22
Corby Borough Council	£122,000	£113,000	
East Northants District Council	£0	£48,494	
Kettering Borough Council	£62,000	£114,191	
Borough Council of Wellingborough	£5,000	£211,000	
<b>North Northamptonshire</b>	<b>£189,000</b>	<b>£486,685</b>	

Source: Ministry of Housing, Communities and Local Government

- 4.4 The £737,283 allocation for 2021/22 is combined with a £40,000 underspend carried forward from RSI3 initiatives to enable interventions during this financial year to the value of £777,283 to be delivered.
- 4.5 The sovereign councils of North Northamptonshire have made significant progress in reducing rough sleeping since 2018. 56% of homeless households in North Northamptonshire in 2019/20 were single people, often requiring support with complex needs including health issues, drug / alcohol misuse issues and debt. Our rough sleeping community are often experiencing multiple exclusion homelessness and include some of our most socially excluded residents.
- 4.6 Since 2010 local authorities have been required to provide an annual snapshot figure of the number of rough sleepers bedded down on a single night in autumn. This figure must be derived via a count-based or evidence-based estimate involving partner agencies and is subject to a strict independent verification process. Figure 2 shows the annual snapshot figures for the sovereign councils of North Northamptonshire since 2010 and shows that 22 individuals were estimated to be sleeping rough across North Northamptonshire on a single night in November 2020. A more recent snapshot figure, taken on a single night at the end of April 2021 and reported to MHCLG as part of the RSI4 funding requirements estimated 12 rough sleepers bedded down on a single night across North Northamptonshire.

**Figure 2: Annual autumn snapshot rough sleeping returns from the sovereign councils of North Northamptonshire**

**Annual rough sleeping estimate in North Northamptonshire**



Source: KBC, CBC, ENC and BCW rough sleeper counts 2010-2020

- 4.7 Of the 22 rough sleepers in Figure 3 that were reported in November 2020, basic demographic data is collected and shows that:



- Gender: 20 were male; 2 were female
- Nationality: 16 were UK nationals; 5 were EU nationals; 1 was unknown
- Age: all 22 rough sleepers were aged 26 years or older

During a more recent single night estimate at the end of May 2021 undertaken as part of the RSI4 funding requirements, 15 rough sleepers were reported to be bedded down on a single night and of these, two were younger people aged under 25 years.

- 4.8 On 26<sup>th</sup> March 2020, the Government announced the 'Everyone In' initiative and instructed local housing authorities to provide accommodation for rough sleepers and put in place measures so that they could safely self-isolate. As well as finding accommodation for people sleeping in the open, it was also necessary to offer accommodation to people using night shelters where guests share sleeping spaces and basic amenities. By early April, the sovereign boroughs and districts had provided accommodation for the vast majority of rough sleepers with the only people remaining on the streets being those who had declined offers of accommodation.
- 4.9 By the end of April 2020, 76 rough sleepers had been provided with emergency accommodation and wraparound support by the North Northamptonshire sovereign authorities. Six months' later, by the end of October 2020, a total of 121 rough sleepers had been provided with emergency accommodation of which 42 had been assisted to move on into settled accommodation. In addition to those 121 rough sleepers provided with emergency housing, a further 53 rough sleepers or those at risk of sleeping rough had been assisted straight into settled housing to prevent or relieve their homelessness between April – October 2020.
- 4.10 A recent statistical return to MHCLG showed that there were 28 rough sleepers accommodated by NNC in emergency and short-term accommodation as at 31<sup>st</sup> May as a result of the Covid-19 pandemic. Of these 28 individuals, almost half are non-UK nationals. 15 are UK nationals, 12 are EEA nationals and 1 is a non-EEA national. 2 of the 28 individuals are young people aged under 25 years of which neither were care leavers.
- 4.11 Whilst a high number of rough sleepers have seen positive housing outcomes in the past year, there is a consistent 'flow' of new rough sleepers requiring support, not only with housing but also with health, addictions and more. Challenges faced by North Northamptonshire Council in eliminating rough sleeping and preventing homelessness amongst single people are:
- There is a consistent flow of new rough sleepers and a need to intervene quickly and robustly, even more so in the context of Covid-19
  - Entrenched / repeat rough sleepers with complex needs are difficult to secure sustainable housing solutions for
  - Those individuals with no recourse to public funds are particularly difficult to assist and require specialist interventions
- 4.12 In addition to the revenue funding opportunity to tackle rough sleeping provided by RSI, the Government also committed £433m between 2020-2024 to deliver

6,000 new units of supported housing towards ending rough sleeping. The 2021-2024 programme is known as the Rough Sleeping Accommodation Programme (RSAP) and makes available up to £140.9 million capital and £70.7 million revenue funding for authorities outside of Greater London to deliver over 2,700 new supported homes. Council officers are working with specialist advisors at MHCLG to co-produce an RSAP bid for 2021 requesting capital and revenue funding to deliver a project comprising ten additional units of supported housing in Wellingborough.

## 5 Issues and Choices

- 5.1 The allocation of £737,283 under RSI4 alongside the £40,000 underspend from RSI3, will enable North Northamptonshire Council to enhance its homelessness service for rough sleepers during 2021/22 and ensure that robust and timely housing and related support is available. The funding is allocated for specified activities, some of which are a continuation of RSI3 services delivered by the sovereign councils, and others which are new initiatives for North Northamptonshire Council.
- 5.2 An action plan has been devised to drive forward delivery of the RSI4 programme for North Northamptonshire Council. Figure 3 provides detail with regards to the various elements of the RSI4 activity that is currently being delivered or developed.
- 5.3 The individual activities set out in figure 3 complement the wider strategic approach that is being taken to tackle rough sleeping in North Northamptonshire. This uses the ‘Everyone In’ opportunity provided by Covid-19 as a catalyst for a longer-term step change in how rough sleeping services are developed and delivered in North Northamptonshire.
- 5.4 RSI4 provides North Northamptonshire Council with an opportunity to develop a comprehensive rough sleeping service that enables timely and effective interventions. The initiatives detailed in figure 3 will enable the Council to take an assertive but person-centred approach to street outreach, deal with the immediate housing and related support needs of rough sleepers and access longer term sustainable housing solutions thus improving the Council’s ability to safeguard this cohort of vulnerable adults.

Figure 3: **Staff and initiatives being funded by RSI4 2021/22 in North Northamptonshire**

Role / Initiative	Number	Allocated budget
<b>Staff</b>		
Rough Sleeper Coordinator	2 officers	£100,000
Rough Sleeper Workers (outreach / tenancy support)	11 officers	£411,633
Shelter Manager (Corby)	1 officer	£40,000
Help to Work Officer	1 officer	£40,000
Health Link Worker	1 officer	£40,000
<b>Accommodation</b>		

Dispersed 'Housing First' supported housing (including 2 staff members)	2 officers 6 x 1 bed flats	£40,000
Dorking House shelter support funding	9 x covid safe rooms	£50,000
Emergency accommodation budget	142 x nights of emergency accommodation	£5,000
<b>Engagement / Intervention Fund</b>		
Revenue budget to engage / assist rough sleepers	-	£46,000
<b>Other</b>		
Administrative Support	-	£4,650
<b>TOTAL</b>		<b>£777,283</b>

- 5.5 The funding allocation will enable a significant increase in staff resources for tackling rough sleeping across North Northamptonshire and finding long term, sustainable solutions for rough sleepers. A total of 18 staff, of which six will be hosted by our voluntary sector partners Accommodation Concern, East Northants Community Services and a partner specialising in dual needs health navigation, will be funded by MHCLG. Recruitment of seven new officers to North Northamptonshire Council is required.
- 5.6 Two Rough Sleeper Coordinators will both provide a strategic and operational lead for the Council's new rough sleeping service.
- 5.7 Generic Rough Sleeper Workers will provide resilience in ensuring that NNC provides a flexible rough sleeping outreach service and housing related support to all accommodated rough sleepers.
- 5.8 A Help to Work officer post will specialise in assisting rough sleepers towards financial independence, essential for those with no recourse to public funds (NRPF) who made up 22% of the county rough sleeping cohort accommodated under 'Everyone In' from data obtained in July 2020. The Corby locality has a particular concentration of rough sleepers falling into this category and who would benefit from such specialist intervention.
- 5.9 A Health Link Worker post is likely to take the form of a Rough Sleeping Dual Needs (mental health and drug and/or alcohol misuse) navigator role, providing specialist advice and support to help rough sleepers access health services. 65% of rough sleepers in the county accommodated under 'Everyone In' had a drug and/or alcohol misuse support need (data obtained in July 2020). Northamptonshire Healthcare Foundation Trust (NHFT), Change Grow Live (CGL) and NNC Housing Options Team will all provide training and support to this cross-cutting specialist role.
- 5.10 Accommodation Concern currently lease two one-bedroom units of council accommodation from North Northamptonshire Council and operate these as intensively supported 'Housing First' units for those rough sleepers who are the most entrenched or who have the most complex and multiple support needs. RS14 will allow this successful scheme to expand and provide 6 units of accommodation based on the same model.
- 5.11 The capacity of the Dorking House shelter in Corby was reduced from 21 bedspaces to only 9 covid-secure rooms because of the pandemic. Funding

obtained via RSI4 will ensure the ongoing financial viability of this much needed resource during 2021/22.

- 5.12 A dedicated Rough Sleeper Intervention Fund of £46,000 will enable officers to work creatively to engage and support those who are experiencing or have experienced rough sleeping. A framework for the use of this fund has been drafted and proposes to allow officers to use the fund for any intervention that enables a move away from the streets, improves the health and wellbeing of rough sleepers, builds trust and engagement and/or enables accommodation to be sustained to prevent repeat homelessness.

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

---

### **6.1 Resources and Financial**

- 6.1.1 The RSI4 grant allocation of £737,283 is detailed in section 4.3 and available at **Appendix 1**. The grant funding is ring-fenced for the sole purpose of providing Rough Sleeping Initiative funded services and the allocation will be made in two tranche payments in April and October 2021.
- 6.1.2 The Council is required to report on spend to date and forecasted spend in September 2021 and returns will be utilised to inform adjustments to the second tranche payment. Mobilisation of the RSI4 project in North Northamptonshire has been impacted by Covid-19 and Local Government Reform and the projected spend for 2020/21 at the end of May 2021 was £655,000 which is based on recruitment taking place to allow new posts to commence in August 2021. Unless approval can be obtained from MHCLG to repurpose any underspend on other rough sleeping activities, then the Council may see a slightly reduced allocation in tranche 2.
- 6.1.3 The RSI4 grant funding is time limited and all posts funded by the grant are currently (or will be in the case of new and vacant posts) provided on fixed term contracts due to end on 31<sup>st</sup> March 2022. The exit strategy in relation to RSI funded employees has been considered if RSI revenue funding is not made available in 2022/23. In the case of appointments that include continuous service, as the funding expiry date is known at the outset, the ending of these contracts can usually be for Some Other Substantial Reason (SOSR) thus minimising the risk of redundancy costs in relation to this project.

### **6.2 Legal**

- 6.2.1 Part VII of the Housing Act 1996 (as amended) prescribes Local Authorities' duties to homeless households. Some eligible rough sleepers with vulnerabilities who satisfy a 'priority need' threshold trigger temporary accommodation duties under Section 188(1) of the Act. Many rough sleepers, however, have no recourse to public funds or do not meet this vulnerability threshold to trigger the Council's interim accommodation duties. Activity since the 'Everyone In' request to secure accommodation for this cohort has therefore been undertaken by utilising discretionary powers to accommodate rough sleepers which are provided by:
- Relief Duty section 189B and section 205(3) of the Housing Act 1996;

- Section 1 Localism Act 2011;
- Section 138 of the Local Government Act 1972;
- Section 2B of the NHS Act 2006

### **6.3 Risk**

- 6.3.1 A comprehensive rough sleeping service that takes a supportive yet assertive approach to rough sleeping is imperative in reducing the risk of rough sleepers experiencing deteriorating health and death on the streets.
- 6.3.2 The recent Safeguarding Adults Review following the death of Jonathan, a former rough sleeper in North Northamptonshire, makes a series of recommendations for Housing, Social Care and Health to work in a more collaborative and coordinated way to identify and address multiple exclusion homelessness. The RSI4 activities detailed in this report will contribute to North Northamptonshire Council achieving those recommendations.
- 6.3.3 Northamptonshire Safeguarding Adults Board has been greatly concerned about the plight of rough sleepers especially following the death of several people in the open over the past five years. The Board wishes to see agencies working together to provide accommodation and support to meet the complex needs of rough sleepers.

### **6.4 Consultation**

- 6.4.1 Key partner agencies including NHFT and voluntary sector partners working with rough sleepers were consulted in the preparation of the North Northamptonshire RSI4 bid.

### **6.5 Consideration by Scrutiny**

- 6.5.1 None

### **6.6 Climate Impact**

- 6.6.1 None

### **6.7 Community Impact**

- 6.7.1 As well as addressing the housing and related health and wellbeing support needs of rough sleepers in North Northamptonshire, the RSI4 initiatives will have wider positive community impacts. Reducing rough sleeping contributes to the North Northamptonshire Council vision by ensuring that North Northamptonshire is a safe and attractive area with a thriving economy. Rough sleeping, whilst fundamentally and most visibly a housing issue, is also closely interlinked with begging and street drinking, as well as other antisocial behaviour and crime which impacts on local businesses and the local economy.

## **7 Background Papers**

---

- 7.1 Appendix 1:– North Northamptonshire Council Rough Sleeping Initiative Year 4 final allocation letter



This page is intentionally left blank



Ministry of Housing,  
Communities &  
Local Government

Dear Colleague,

Firstly, I would like to thank you for your continuing work alongside Government to ensure people sleeping rough receive the support they need during this unprecedented year. 2020 was a challenging year where we had to focus on the impacts of COVID-19, with outstanding effort and innovation that saw a huge number of vulnerable people accommodated. We know that you and your staff have gone, and continue to go, above and beyond to help vulnerable people. I would like to extend our thanks once again to you, your teams, and providers who are working tirelessly to support our local communities during this difficult time.

The Government has committed to ending rough sleeping. We have taken unprecedented steps to protect rough sleepers during the pandemic. Our annual statistics published in February show that the number of vulnerable people sleeping on our streets on a single night has fallen by 37% in the last year. The Rough Sleeping Initiative (RSI) is crucial to ensuring we continue to make progress, and we are pleased to confirm allocations for the fourth year of the RSI.

We expect this funding to be used to continue to support all rough sleepers in your local authority area and to build on the progress made over the last 12 months. I appreciate that these continue to be unprecedented times, but I ask that you continue to do everything you can to support people off the streets working with your providers and wider community partners.

### **RSI 2021/22 Allocations - North Northamptonshire**

We are pleased to inform you that your bid has been successful in securing **£737,283** ring-fenced revenue funding from the recent bidding round for the Rough Sleeping Initiative. As you will be aware, this is a key part of our approach to continue the work to reduce the number of people sleeping rough and enhance services for them and those at risk of sleeping rough. Where authorities are part of a joint RSI bid allocation will be confirmed to the lead authority. A full breakdown of the interventions funded is in Annex A and the payment schedule is set out in Annex B. All RSI funding is subject to the conditions set out in Annex C, which will also be given in the grant determination.

### **Funding Principles**

All funding allocations have been awarded according to the following principles that will apply to the working relationship between MHCLG and all authorities regarding RSI funded services. These principles guide future relationships and while they do not constitute a legal or binding agreement, all parties are committed to honouring them.

Recipients of funding should:

1. Work with MHCLG to create a refreshed rough sleeping plan.
2. Ensure homelessness assessments are carried out for eligible people receiving services because they were rough sleeping or at risk of rough sleeping, so that their needs are assessed and a personalised housing plan (PHP) is provided.
3. Reduce the number of people accommodated in hotels and other emergency accommodation. Local move on plans should end the use of hotels and other emergency accommodation by the end of Q1, unless otherwise agreed with MHCLG.
4. Subject to individual assessments of people who are sleeping rough, make offers of safe and appropriate accommodation to people who are rough sleeping. RSI funding is designed to build upon existing local rough sleeping services and should not be used to substitute existing support offers e.g. SWEP accommodation.
5. Agree with MHCLG advisers an operational target for the reduction in the number of individuals currently sleeping rough. We expect funding to result in a reduction in both the number of people coming onto the street for the first time and the number of people sleeping rough repeatedly.
6. Reduce the number of people 'at risk' of rough sleeping.
7. Achieve an increase in the number of individuals supported through the RSI who sustain their tenancies beyond 6 months
8. Maximise collection of housing benefit or universal credit on all accommodation placements for those in receipt of benefits.
9. Partnership working is central to the delivery of the RSI programme and wider rough sleeping services. Recipients should actively develop and be able to evidence ongoing engagement with partner agencies including health, substance misuse, criminal justice services and the voluntary sector in local rough sleeping responses.
10. Evidence the role of lived experience and service user's voices in the development of rough sleeping action plans and RSI planning and delivery.
11. Ensure that support offered to non-UK nationals who are not eligible for homelessness assistance will comply with any legal restrictions (for example, the restrictions contained in Schedule 3 to the Nationality, Immigration and Asylum Act 2002). Any funding provided for immigration advice is provided on the basis that this is to support individuals to determine or resolve their immigration status and not to challenge immigration decisions made by the Government. Any voluntary reconnections funded should be made if there is a reasonable prospect of an individual returning to their home country for a sustained period.

Thank you once again for your work to support rough sleepers and we look forward to working with you on your plans to support vulnerable people and end rough sleeping in your area.

Kind regards,

Catherine Bennion

Deputy Director for Rough Sleeping

## **Annex A - Breakdown of funding**

Funding has been agreed for the following services:

<b>RSI 4 (12 months: 1 April 2021 – 31 March 2022)</b>	
<b>Intervention</b>	<b>Cost</b>
Rough Sleeper Administrator role - Wellingborough	£42,526.67
Rough Sleeper Outreach Worker – Wellingborough	£42,526.67
Tenancy Sustainment Officer x 2 – Wellingborough	£85,000.00
Rough Sleeper Outreach Worker – Corby	£42,526.67
Rough Sleeper Outreach Worker -	£42,526.67
Rough Sleeper Outreach Worker – Kettering	£42,526.67
Rough Sleeper Outreach Worker (PT 21 hours pw) - Kettering	£24,000.00
Personal Budgets/Engagement Fund – Wellingborough	£21,000.00
Shelter Manger / Housing Co-ordinator – Corby	£40,000.00
Management Support Funding (formerly Governance)	£50,000.00
Software Licences - East Northants	£750.00
Case load management and project support - East Northants	£3,900.00
Additional Accommodation Fund - East Northants	£5,000.00
Personalised Budgets - East Northants	£5,000.00
Housing First x 2 properties and 1 FT Tenancy Support Worker – Kettering	£30,000.00
Personal Aspirational Budgets – Kettering	£5,000.00
Rough Sleeper Co-ordinator Role - Kettering	£50,000.00
Help to Work Officer	£40,000.00
Rough Sleeper Co-ordinator Role (pan area)	£50,000.00
Spring Board Budget Additional funding to support the Outreach/In reach Services to help complex customers.	£15,000.00
RS Outreach/In reach Officers	£100,000
Mental Health Link Worker	£40,000

## **Annex B - Payment Information**

The grant funding confirmed within this letter is ring-fenced for the sole purpose of providing Rough Sleeping Initiative funded services that were approved by MHCLG. This allocation will be split equally into two tranche payments, one in April 2021 and one in October 2021.

You will need to complete a return to MHCLG confirming progress against interventions, the total year to date spend, and forecast spend across all funding allocations confirmed in this letter. Your returns will inform adjustments to the second tranche payment. We will be in touch towards the end of August 2021 to request this information.

**Payment of second tranche of funding is dependent on whether the agreed conditions upon which the grant is being paid have been complied with.** The agreed conditions are covered above. If an authority fails to comply with any of the conditions, MHCLG may reduce, suspend, or withhold grant; or require the repayment of the whole or any part of the grant.

## **Annex C – conditions of funding**

1. Funding has been used to establish or continue Rough Sleeping Initiative services agreed by MHCLG to immediately intervene in, prevent and reduce rough sleeping in financial year 2021-2022. If repurposing of interventions is required, the authority must engage with their adviser and MHCLG for prior written approval to discuss whether exceptional circumstances apply.
2. The Chief Executive, section 151 officer, or Chief Internal Auditor of each of the recipient authorities must, in advance of tranche payments, sign and return to the team leader of the Homelessness and Rough Sleeping Division at the Ministry of Housing, Communities and Local Government a declaration in the following terms:  
*“To the best of our knowledge and belief, and having carried out appropriate investigations and checks, in our opinion, in all significant respects, the conditions attached to Rough Sleeping Initiative No 31/5545 have been complied with”.*
3. Recipients of funding will need complete a return to MHCLG confirming the total year to date spend to enable the MHCLG to adjust the autumn payment. The returns will be submitted by 1 September 2021 and will include spend to date and forecast spend and signed declaration.
4. Recipients of funding must discuss and engage in communications on the RSI programme where requested, including regular meetings with their Rough Sleeping Initiative Adviser.
5. Recipients of funding must complete quality assured information returns, provided by the MHCLG at monthly intervals. The data must be submitted by a date to be specified by MHCLG and must include emergency accommodation and rough sleeping management information. Areas that reported rough sleeping numbers of 15 and over at the Annual Return 2020 must ensure they are conducting regular rough sleeping counts.





## Executive 5<sup>th</sup> August 2021

<b>Report Title</b>	<b>Shire Lodge Cemetery Extension</b>
<b>Lead Member</b>	Cllr Steven North, Executive Member for Growth & Regeneration
<b>Lead Officer</b>	Iain Smith Assistant Director – Regulatory Services <a href="mailto:iain.smith@northnorthants.gov.uk">iain.smith@northnorthants.gov.uk</a>

<b>Key Decision</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Is the decision eligible for call-in by Scrutiny?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Are there public sector equality duty implications?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Does the report contain confidential or exempt information (whether in appendices or not)?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Applicable paragraph number for exemption from publication under Schedule 12A Local Government Act 1974</b>	

### List of Appendices

**Appendix 1** – Site Plan

**Appendix 2** – Minutes of OCPC meeting 1<sup>st</sup> December 2020

**Appendix 3** – Minutes of Shadow Executive 7<sup>th</sup> January 2021

**Appendix 4** – Tender Evaluation Matrix

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

---

- 1.1. The report requests that the Executive decides whether or not the winning tender for the extension of the Shire Lodge Cemetery in Corby is accepted. It also seeks delegation of authority from the Executive to the Assistant Director of Regulatory Services to take the appropriate steps required to deliver the project.

### **2. Executive Summary**

---

- 2.1 Following an initial tender process to extend the cemetery all bids received were in excess of available budget. Officers sought additional funding from Corby Borough Council's One Corby Policy Committee ("OCPC") who approved a

£870,000 budget increase to the original £750,000 budget to extend the existing Shire Lodge cemetery on 1<sup>st</sup> December 2020 and allowed officers to retender the works. The work was put out to tender and bids have been received and evaluated as set out in Appendix 4 and summarised below.

- 2.2 The decision to progress the works and increased budget was noted and endorsed by the Shadow Executive on 7<sup>th</sup> January 2021, as required in advance of local government re-organisation in Northamptonshire.
- 2.3 Approval is sought to accept the most economically advantageous bid for the work.

### **3. Recommendations**

---

- 3.1 It is recommended that the Executive:
  - a. Approve the acceptance of the winning tender, Bidder 3 and delegate authority to the Assistant Director of Regulatory Services to take the appropriate steps required to deliver the project.
  - b. Confirm the decisions made by the predecessor authority, Corby Borough Council, endorsed by the Shadow Executive of North Northamptonshire Council, to progress the project to extend the cemetery at Shire Lodge.

### **4. Report Background**

---

- 4.1 Corby Borough Council's Shire Lodge Cemetery is approaching capacity and current projections suggest that it has between 14 and 18 months of spare burial capacity.
- 4.2 The Association for Public Service Excellence Solutions ("APSE") was commissioned by Corby Borough Council ("CBC") to undertake a feasibility report in February 2019 to assess CBC's bereavement services. Following an in-depth site search, case study and key stakeholder engagement, it identified an extension to the Shire Lodge Cemetery as the most appropriate solution to offer new burial space within the area. An indicative cost analysis was provided for an extension and chapel of £1.74million.
- 4.3 CBC approved the drawn down of capital funding of £750,000 in the financial year 2019/20 in respect of the cemetery extension and welfare provision only – the proposal for the creation of a chapel was not accepted.
- 4.4 As part of the design process, officers discussed the proposals with Councillors, faith groups and have had a notice board on-site for 4 months making users aware of our plans. As part of the planning process there was a public consultation with local residents and stakeholders to seek their views on the proposals.

- 4.5 Planning permission (20/00166/REG3) has been granted to extend the existing cemetery into playing fields to the west of the existing cemetery as a lawned cemetery. (See Appendix 1). Permission has also been granted for a new welfare building with a link to the Rockingham Triangle car park and refurbishment of existing public facilities at the cemetery entrance. Although not approved currently, the long-term aspiration to construct a chapel of rest remains and the plans are therefore sympathetic to this aim and allow for a new car park extension to the east of the existing cemetery.
- 4.6 The extension will provide a further 25 – 30 years of burial capacity and provide improved facilities for staff and visitors to the site. New rules and regulations will be drafted and enforced to ensure that the new extension of the site remains as a lawned cemetery.
- 4.7 As the extension of the cemetery relies upon the utilisation of existing playing fields, Sport England required additional pitches to be brought into use and make a significant contribution towards improving the Abington Road playing fields in Corby to cater for increased demand. Furthermore, an enhanced wildlife corridor is planned between the cemetery and housing to the south of the site to increase biodiversity.
- 4.8 Following the initial tender process where all bids exceeded available budget, OCPC agreed to draw down an additional £870,000 from general reserves and retender the works. The Council received tenders, inclusive of a 15% contingency, ranging from £1,420,425.50 to £2,803,418.00. The tenders were assessed in accordance with the following criteria:
- a) Suppliers' responses to CBC's standard selection questionnaire covering matters like prior convictions, financial standing, technical and professional ability, and compliance with modern slavery.
  - b) Suppliers' quality assessment based on responding to standard questions on their management structure, health & safety management, programme for delivery, management of cemetery users, opportunities for innovation and their previous experience to deliver similar works
  - c) Suppliers price against the published pricing schedule.

## **5. Issues and Choices**

---

- 5.1 Following the open tender and evaluation process, supported by procurement colleagues, a preferred bidder has been identified. The preferred bidder provided the Council with the lowest cost, passed all the CBC mandatory questions and scored 24 out of a possible 50 points against the quality assessment and importantly was able to clearly demonstrate an ability to deliver the works for the Council. Their submission also gave scope for further cost savings to the Council during pre-award discussions.
- 5.2 There have been some delays in the contract tendering and pre-contract review and decision-making process. Officers have sought to mitigate these delays but there remains a risk delays lead to increases in material and construction costs. The programme of works may also now extend into the winter months which will

increase the likelihood of wet weather and worsening ground conditions. This may cancel out potential cost savings proposed by the preferred bidder.

- 5.3 To provide consistency with previous decisions it is recommended that the report is approved.

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

---

### **6.1 Resources and Financial**

- 6.1.1 One Corby Policy Committee approved a budget increase of £870k which was noted and endorsed by the Shadow Executive and budget provision has been made in the current capital programme for the delivery of the project. This provides an overall project budget of £1,620,000 of which £1,430,797 has been carried forward to this year for the construction phase. Current forecasts suggest the project can be delivered for the available budget. However, this is with a reduced contingency of 5%, therefore, the position will be monitored closely to understand whether any further action or mitigation is required.

### **6.2 Legal**

- 6.2.1 The legal agreement between the Contractor and the Council, which details the Council's requirements, terms and conditions will be an NEC3: Engineering and Construction Short Contract Form (April 2013)
- 6.2.2 Cadent and the Council will need to agree a new easement over the route of a diverted gas main.

### **6.3 Risk**

- 6.3.1 Burial space at Shire Lodge cemetery is limited to circa 14 months and failure to provide an extension will impact on the reputation of the Council and confidence in its decision-making processes.

### **6.4 Consultation**

- 6.4.1 Consultation was undertaken prior to finalising the design and a public consultation was undertaken as part of the planning process. There was some concern over loss of open space but there was an understanding of the need for an extension. The proposals include for a dedicated Muslim burial area and representatives of Corby Muslim Association have requested assurances that the proposals cater for their needs.

### **6.5 Consideration by Scrutiny**

- 6.5.1 The report has been published on the forward plan and it is acknowledged that the report could be called in by the Scrutiny Committee.

## **6.6 Climate Impact**

- 6.6.1 The works will have a climate impact, but we will work with the preferred bidder and ensure they are following their policy for safe management of the Environment to limit climate impacts.

## **6.7 Community Impact**

- 6.7.1 Previous anxiety over lack of burial capacity would be exacerbated further due to any additional delays in awarding a contract and commencing works on-site. The extension will also provide a dedicated Muslim burial area that is not currently available at Shire Lodge cemetery, which will be of benefit to the local Muslim community

## **7. Background Papers**

---

- 7.1 None



This page is intentionally left blank







This page is intentionally left blank

## **One Corby Policy Committee**

Tuesday 1<sup>st</sup> December 2020

At 7:00 pm via Zoom (virtual meeting)

**Present:** - Councillor Addison (Chair), Eyles, McGhee, McEwan, Elliston, Pengelly, Beeby, P Beattie, Dalziel, Sims & Wellings.

### **14. Apologies for Absence**

Apologies were received from Councillors T Beattie, Watt, Keane & Latta.

### **15. Declarations of Interest**

Members were asked to declare any personal interests they may have in the business to be discussed and/or indicate whether this was prejudicial or non-prejudicial, the nature of any interest, and whether they intended participating in the relevant agenda item. No declarations were made.

### **16. Minutes of the Previous Meeting**

The minutes of the One Corby Policy Committee meeting held on 3<sup>rd</sup> November 2020 had been circulated.

#### **RESOLVED that: -**

The minutes of the One Corby Policy Committee meeting held on 3<sup>rd</sup> November 2020 be approved.

### **17. Corporate Reasonable Adjustments Policy**

Members noted that under the Equality Act (2010) all public sector organisations had a duty to ensure that their services were accessible to everyone that needed to use them. This meant that adjustments may have to be made to a service to ensure that someone who has a disability could still access and benefit from that service.

Whilst the Council had been complying with its duty to meet the obligations under the Equality Act (2010), the proposed policy formalised the process.

This policy provided guidance on identifying how and when to make 'reasonable adjustments' to Council services.

'Reasonable adjustments' were adjustments that were made specifically to remove barriers or disadvantage to enable someone that has a disability to access a service. For example:

- An alteration to how someone accesses the building, for example a ramp.
- A change to a policy or training to ensure someone with a learning disability can access a service, this may include giving additional assistance in booking an appointment or paying a bill.
- How we communicate with specific individuals, this may include booking a sign language interpreter when meeting a customer with a hearing impairment.

This policy aimed to equip employees with the knowledge and the confidence on how to apply reasonable adjustments when required to Council services.

The policy had been to the Joint Consultative Committee on 5<sup>th</sup> October 2020 and is supported by the trade unions.

**RESOLVED that: -**

- (i) The Reasonable Adjustment Policy be approved.

**18. Parental Bereavement Leave – Jack’s Law**

The Parental Bereavement Leave and Pay Regulations were known as “Jack's Law”, in memory of Jack Herd whose mother Lucy campaigned for mandatory leave for grieving parents.

The Act gives a statutory right to a minimum of two weeks' leave for all employed parents if they lose a child under the age of 18 or have a stillbirth from the 24th week of pregnancy.

This allowed parents to take the leave as either a single block of two weeks, or as two separate blocks of one week each taken at different times during 56 weeks after their child's death. This meant they could match their leave to the times they needed it most, including the first anniversary of the child's death. The right would exist irrespective of how long they had worked for their employer.

Parents with at least 26 weeks' continuous service would also be entitled to Statutory Parental Bereavement pay, paid at the rate of £148.68 per week.

In order to support Council staff, and to bring the council in line with other local authorities within North Northamptonshire, officers proposed that employees received normal pay for the statutory leave period, which would be above the statutory minimum entitlement. This would ensure additional support was offered to bereaved parents in their grieving process.

This proposal was tabled at the Joint Consultative Committee on 5<sup>th</sup> October 2020 and is supported by the trade unions.

Councillor Sims welcomed the report and felt that the Council provide as much support as possible to staff, who may find themselves in this difficult situation.

**RESOLVED that: -**

- (i) Employees receive normal pay for the statutory leave period, rather than the statutory minimum.

**19. Budget Monitoring April – September 2020**

The report before Members set out the income and expenditure forecasts for the year in relation to the General Fund, the Housing Revenue Account (HRA) and the Capital Programme based on April-September 2020 expenditure.

The General Fund showed an overspend of £729,000, as compared to £1.2m at the end of Quarter 1. This was almost entirely due to lost income because of the Covid-19 pandemic. The gross pressure from this was £2.1m, which had been partially offset by four tranches of Government funding that the Council had so far received totalling £1.4m. The £729,000 would need to be met from Reserves and this amount could reduce by a further £570,000 if the Council's submission for lost fees and charges income were successful.

It was noted that the predicted overspend did not take into account the current lockdown (ending 2<sup>nd</sup> December) or any future potential Government announcements.

The report indicated that there was a significant reduction in Council Tax and Business Rates income collection. This would be a cost in 2021/22 since this was how the technical treatment of income for these areas was accounted for.

The Committee noted that there were several projected over and underspends detailed in the report by service areas.

The Housing Revenue Account (HRA) showed a projected overspend of £404,000 at the end of September 2020, as compared to an overspend of £402,000 at the end of July 2020, against a gross budget of £23m. Details of the variances were included in the report before Members.

A breakdown of the latest Capital Programme for 2020/21 and expenditure to the end of September 2020 were included in the report and accompanying appendices. Whilst no adverse variances were being reported within either the HRA or the General Fund Capital Programme at this stage, there was a significant overall underspend. Only £1.2m of the £12m HRA Capital Programme had so far been spent, and only £126,000 of the £2m General Fund Capital Programme had been spent to date.

In addition, £2m of the £5m one-off schemes, approved in November 2018 and carried forward into the current year's budget was yet to be spent.

The report detailed additions to the Capital Programme which were being requested, all of which were externally funded: -

Disabled Facilities Grant	£110,451
S106 Funded Cycle and Pedestrian Works	£800,000
S106 Funded Play Areas	£2,160
S106 Funded CCTC Little Stanion	£5,070
S106 Funded CCTC Priors Hall	£33,848
S106 Funded CCTC Weldon	£17,331

The Chief Finance Officer did confirm that with regard to the Capital Programme, whilst it was hoped that the approved budgets would be spent before year end this was not certain. Any decision regarding carry forward of monies for projects into 2021/22 would be a decision for the new unitary council to consider.

Councillor Addison queried what financial support had been made available to residents during the Covid-19 pandemic. The Chief Finance Officer confirmed that there had been an array of grants provided by Government to assist local businesses. In relation to the public there was some funding, for example to those who were required to self-isolate under Track and Trace.

**RESOLVED that: -**

- (i) The financial position of the General Fund, the Housing Revenue Account (HRA) and the Capital Programme contained in the report be noted;



- (ii) The relevant Heads of Service and Director of Corporate Services be instructed to continue to review all areas of expenditure with the General Fund and Housing Revenue Account with a view to minimising any overspend; and
- (iii) The changes to the Capital Programme as detailed in the Capital Section of the report be approved.

*(Councillors Pengelly & McEwan joined the meeting at this point)*

## **20. Shire Lodge Cemetery Extension**

The Committee were being requested to agree to the drawdown of reserves to fund the additional cost of extending Shire Lodge Cemetery.

Corby Borough Council's Shire Lodge Cemetery was approaching capacity and current projections suggested that it had between 18 months and 2 years of spare burial capacity.

APSE Solutions undertook a feasibility report in Feb 2019 to look at CBC's bereavement services and following an in-depth site search, case study and key stakeholder engagement identified an extension to the Shire Lodge Cemetery as the most appropriate location to offer new burial space. An indicative cost analysis was provided for an extension and chapel of £1.74million.

Planning permission had been granted to extend the existing cemetery into playing fields to the West of the existing cemetery and layout the new cemetery as a lawned cemetery. In addition to the cemetery extension it was proposed that a new welfare building was provided with a link to the Rockingham Triangle car park and refurbishment of existing public facilities at the site entrance. There was a long-term aspiration to construct a chapel of rest. The plans were sympathetic to this aim and allowed for a new car park extension to the east of the existing cemetery.

As a result of the encroachment onto playing fields, additional pitches had been brought into use across the Borough and an enhanced wildlife corridor was planned between the cemetery and existing houses to the south.

New rules and regulations would also be drafted and enforced to ensure that the new extension remained as a lawn cemetery.

The proposals provided for circa 25 to 30 years of additional capacity.

Capital funding of £750,000 for 2019/20 was approved for the cemetery extension with no provision for a chapel.

In securing planning permission, in addition to the expected design and feasibility fees, additional fees were incurred to address concerns over restrictive covenants on the land, service diversion and opposition from Sport England on the loss of playing fields. Spend to date was £99,500, with committed planned support costs of £120,000, for contract administration, service diversions and project management, providing a construction budget of circa £530,000.

A tender process for delivering the works was undertaken and despite sign posting to local contractors the Council received just 4 valid bids. They were as follows:

1. Tender One - £1,684,000
2. Tender Two - £1,764,000

3. Tender Three - £2,312,000
4. Tender Four - £2,495,000

This therefore left a large shortfall of £1,154,0000 against Tender 1. Officers had considered various options for revising the scope of works for the project and based on the tender prices received, estimated the project value of each, as below: -

**Option One** – Review scope of works against available budget of £530,000 and re-tender. Based on lowest tender bids it was likely to result in a scheme that simply provided an extension into the playing fields involving a new perimeter fence, some access roads and paths and limited planting both within cemetery and wildlife corridor. As the cemetery extended overtime costs would need to be budgeted to extend the roads and paths as the cemetery fills up.

**Option Two (officer's preferred option)** – Approve the additional funding of £570,000 from general reserves to deliver the core requirements of the scheme and re-tender. Based on lowest tender bids this would involve delivering most of the planned works (as detailed in Appendix 1), except for the car park extension to the East of the existing cemetery.

This was officers preferred option as it delivered the additional burial space and site facilities but removed the car park extension which was primarily to service a possible new chapel. Additional parking had been provided on-site by retaining the access link from Rockingham Triangle additional overflow car parking was provided. In addition, further value engineering of works would be undertaken to lower the specification for hard and soft landscaping for the cemetery extension and consider alternative procurement methods for soft landscaping.

**Option Three** – Approve the additional funding of £870,000 from general reserves to deliver the core requirements as per Option Two above but would continue to provide the car park extension to the east of the existing cemetery and re-tender. Based on lowest tender bids this would also involve value engineering the solutions with the aim of delivering most of the planned works in Appendix 1.

**Option Four** - Approve the additional funding of £1,235,000 from general reserves to deliver the current scope of works and specification and re-tender. There would be some simple value engineering of the requirements, such as rationalisation of landscaping provided but in the main this will see delivery of the scheme and specification as originally tendered.

The Committee was being requested to consider approving the additional funding of £570,000 from reserves to add to £750,000 of original budget to provide a working capital budget of £1,320,000.

Subject to the Committee's determination of this report, the report would be referred to the Shadow Executive Committee of the North Northamptonshire Shadow Authority under the agreed notification protocol. It was for the sovereign council to determine this matter, however given the amount of the proposed budget increase, and this increase being in addition to the agreed Capital Programme, a notification referral would be required.

Councillor Pengelly felt that the Council needed to invest additional money to ensure appropriate facilities and capacity was in place. Councillor Pengelly noted the original proposals had already been scaled down and would prefer to see Option Three supported and an additional £870,000 funding proved.

Councillor McGhee fully supported Option Three and expressed a preference for the additional car parking to be retained. Councillor McGhee also expressed hope that smaller local companies would be prepared to engage in any re-tender exercise.

The Chief Finance Officer confirmed that the Committee had the ability to agree Option Three and draw down £870,000 from Reserves.

Officers confirmed that local companies had been made aware of the original procurement exercise, however only larger national companies had submitted tenders.

Councillor Sims noted that the report indicated that currently there was 18-24 months additional capacity at the cemetery; was this still the case. Officers confirmed that there was still at least 18 months capacity.

Councillor Sims also queried whether there was still any covenant or legal obstacles in the project commencing. Officers confirmed that any covenant issues had been resolved regarding the site, and planning consent obtained for the project.

Councillor Sims also wondered whether by engaging local firms the procurement process would be lengthened. Officers confirmed it would not. Local firms had been made aware of the original procurement exercise; any re-tender exercise would also be brought to their attention. There would be no change to the proposed timetable of the project if Members preferred approving Option Three.

Councillor Addison asked whether the proposed extension made allowance for the diverse population in Corby. Officers confirmed it did, and local community groups had been engaged in discussions.

In conclusion, whilst the officer recommendation was to approve Option Two, it was **MOVED** by Councillor McGhee and **SECONDED** by Councillor Pengelly that Option Three be approved.

**RESOLVED that: -**

- (i) The funding of £870,000 from Council Reserves be approved to allow officers to re-tender works to extend the Cemetery, based on Option Three being the preferred way forward.

**21. Close of Meeting**

Meeting closed at 7:30 pm.

## North Northamptonshire Shadow Executive Committee

At 7:00 pm on Thursday 7<sup>th</sup> January 2021

Held as a virtual meeting via Zoom

Item No: 04

### **Present: -**

#### Shadow Members

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

Councillor J Addison

Councillor T Partridge- Underwood

Councillor D Jenney

Councillor S North

Councillor J Smithers (Deputy Leader of the Shadow Authority)

Councillor W Brackenbury

Councillor T Beattie

Councillor I Jelley

#### Officers

R Bridge – Chief Executive

A Wylie – Monitoring Officer

C Hadley – Director of Children’s Services

G Candler – Executive Director Place & Economy

M Cox – Executive Director Corporate, NCC

S Darcy – Executive Director Corporate, BCW

I Smith – Head of Service, Planning & Development, CBC

M Williams – Principal Facilities Manager, CBC

F McHugo – North Northamptonshire Democratic Services

J Gotts – Executive Director Finance

L Hyde – Director of Transformation

D Watts – Director of Adult Services

G Hammons – Executive Director, Resources and Commercial

K Brown – Acting Director of Adult Social Care, NASS

G Kane – Executive Director – Strategic Delivery & Transformation, NCC

M Dickenson – Head of Service – Resources KBC

S Smart – Assets Manager, CBC

G Macdonald – Head of Economic & Commercial Development, ENC

B Smith – North Northamptonshire Democratic Services

Also in attendance – Councillor Stanbra, Councillor Perry.

### **1. Apologies for Absence**

Apologies were received from Councillor M Griffiths.

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

The Chair informed the meeting that there had been one request received to address the meeting. Councillor Stanbra, would address the Committee on Agenda Item 6: Transformation Director’s Update, Item 9: Housing Revenue Account and Item 10: Local Council Tax Support Scheme. The Chair also introduced Councillor Perry who

also requested to speak on Item 10 in her capacity as Vice-Chair of the Shadow Overview & Scrutiny Committee.

### **3. Members' Declarations of Interest**

No declarations were received.

### **4. Minutes of the meeting held on 7<sup>th</sup> December 2020**

The draft minutes of the Shadow Executive Committee meeting held on 7<sup>th</sup> December 2020 had been circulated.

Councillor I Jelley MOVED, and Councillor S North SECONDED that the minutes be approved as a correct record.

#### **RESOLVED that: -**

- (i) The minutes of the Shadow Executive Committee meeting held on 7<sup>th</sup> December 2020 be approved as a correct record and signed by the Chair.

### **5. Programme Status Update**

Councillor Stanbra entered the meeting. In addressing the meeting, Councillor Stanbra asked officers whether savings figures for BRR09 Adults review of Target Operating Model were gross or net figures. Councillor Stanbra also suggested that figures in Appendix 2.1 could be broken down to individual years for greater transparency.

The Chair thanked Councillor Stanbra for his comments and Councillor Stanbra was returned to the waiting room.

A copy of the Programme Director's report and status summary for November 2020 had been circulated to the Committee. The report provided details of progress made towards the creation of the new unitary council on Vesting Day.

Lisa Hyde, Director of Transformation introduced the report. In relation to the Programme Status Summary, it was noted that a majority of services had moved to amber on the RAG scale due to risks associated with the short timescale of 60 working days until vesting day. It was noted that most of the risks related to NCC systems access beyond vesting and that the work force has a respond and adapt approach to rapidly address risks as they arise.

It was noted in response to previous concerns from members that staff and resources were in place to ensure the close down of sovereign council financial accounts was completed, although due to account reporting this would go on past Vesting Day.

The Director of Transformation highlighted changes in the Change Management reporting system. This would now report on the outcomes and impact of Change Champions rather than the headcount. It was noted that contact was being maintained

with staff and that responses were being issued to feedback which would ensure that staff comments had an impact. It was stated that the HR team had provided support and clarity to staff over the Tier 1-3 structure.

It was noted that the Communications & Engagement team were working on delivering Day 1 rebranding and promoting the new authority.

In response to Councillor Addison's question, J Gotts, stated that a level of uncertainty was the key implication until sovereign accounts are signed off.

Mr Hammons introduced the Budget Monitoring report and highlighted a £190,000 saving which resulted from the later than planned start date within the budget for statutory and director roles. It was noted that a slippage of around £1 million had occurred through the combination of extra Children's services slippage and the impact of Covid-19. It was noted that the programme would remain on track to realise the planned benefits in future financial years. Mr Watts echoed comments made by Mr Hammons and assured members that net savings would be made.

Councillor North asked how central Covid-19 funds to sovereign councils would be reported and was assured that reductions would be offset from funding going forwards.

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

**It was RESOLVED that:-**

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

## **6. Assets, Capital Schemes & Reserves Notifications**

Members were presented with an overview of the original structure for Assets, Capital Schemes and Reserves Notifications which had been agreed by the Shadow Executive in June 2020. Officers provided a summary of minor changes including removal of reference to interim roles and an extension to include leases and licenses.

It was noted that Kettering Borough Council had given approval for a lease extension for the Green Patch Kettering. Councillor North expressed support for the community garden and cited the health and wellbeing benefits of the facility.

The additional fund requirement of £870k for the Shire Lodge extension was recommended with the funds to come from Corby Borough Council reserves. This would meet the demand for a space increase over a 25-30 year period.



Councillor Jelley endorsed Green Patch Kettering and offered support to the Shire Lodge extension as a great project and necessary addition to cemetery provision.

Councillor I Jelley MOVED, and Councillor S North SECONDED the recommendations.

**It was RESOLVED that:-**

- (i) The proposed changes to the Assets, Capital Schemes and Reserves Notification Process as detailed in Appendix 1 to this report be approved;
- (ii) The decision by Kettering Borough Council to grant Groundworks Northamptonshire a 99 year lease of The Green Patch, Kettering at a undervalue rent (Appendices 2 and 3) be noted and endorsed;
- (iii) The decision by Corby Borough Council to allocate an additional £870,000 to the Shire Lodge Cemetery Extension capital project, with the additional funds being drawn down from the Council's Reserves (Appendices 4 to 6) be noted and endorsed.

## **7. Blueprint Change Requests**

Members were presented with the report which detailed a series of change requests in the attached appendices 1-11 which sought to ensure a robust change management and recording process for the Blueprint for the new unitary authorities.

K Brown summarised the small sections of Adult's services that would be unable to disaggregate on day 1 and requested that they be hosted for a 12 month period. Statutory roles and the need for team resilience were noted as an area that would need to be addressed through recruitment and transformation during the hosted period after Vesting Day.

M Cox updated members on the HR traded services agreements with schools and stated that the 3 staff would need to remain in situ to deliver the existing commercial arrangements. It was noted that these agreements ran for academic years and the new authority would have the opportunity to decide upon the future strategy for 22/23 onwards.

G Kane introduced the proposed changes and stated that the small team of 4 with varied skills and disciplines, meant the team could not be disaggregated on day 1. Mr Kane explained that a technicality in instructing contractors to carry out works existed which meant that contracts for Community Liaison Officers remain with the West as the contracting authority until the contract term ends.

C Hadley introduced the alteration of a move from disaggregation to a 12 month hosted model for the Information Advice and Support Service (IASS). It was noted that this would avoid duplication and retain service impartiality. The service would be allocated to the Intelligent Client Function department, which has been created as a lead function for service provision to the West.

Councillor W Brackenbury MOVED, and Councillor S North SECONDED the recommendations.

**It was RESOLVED that:-**

- (i) The changes requested to the Blueprint as outlined in Appendix A to this report be approved.

**8. Draft Budget and Medium Term Financial Plan**

Members were presented with an update to the first draft Revenue Budget 2021-22 and Medium-Term Financial Plan for North Northamptonshire Council that was considered by the Shadow Executive on 7th December 2020. The update sought to provide members with an update following the announcement of individual authority allocations in the Provisional Local Government Finance Settlement announced on 17th December 2020.

J Gotts introduced the report and updated members on the mitigation work undertaken to close the £10 million gap following the Local Government Financial Settlement and balance the budget. It was noted the settlement assumed councils apply the precept in full when looking at local government funding.

J Gotts outline the improved position following greater than anticipated New Homes Bonus, Covid-19 funding and Lower Tier funding. This was complemented by improvements to NCC budget disaggregation, the freeing up of reserves, reductions in the forecast of election costs and improvements to the collection fund to give a balanced budget.

Councillor North thanked the finance team for achieving a balanced budget and emphasised the need for clarity over the term 'reserves' when referencing the use of Covid-19 funding to offset the impact of the pandemic on the base budget.

Councillor T Beattie shared his disappointment at the Local Government Finance Settlement and the exclusion of any new money to support the new council. Concerns were expressed over the expectation of a 4.99% raise in council tax. R Bridge responded to these concerns and expressed hope that the new authority would be a beneficiary of the MHCLG exceptional support grants when announced in the coming weeks.

Councillor I Jelley echoed support for the financial team in balancing the budget and reminded both members and the public that the budget consultation is live until 29<sup>th</sup> January and encouraged views to be submitted.

Councillor I Jelley MOVED, and Councillor S North SECONDED the recommendations.

**It was RESOLVED that:-**

- (i) The updates to the 2021-22 draft budget and medium term financial plan as set out in this report be approved;
- (ii) This report shall be considered by Task and Finish groups that have been established by the Shadow Overview and Scrutiny Committee to scrutinise the draft budget; and
- (iii) The addition of this report to the consultation process outlined at section 11.8-11.11 which commenced on 11th December 2020 be endorsed.

**9. Housing Revenue Account**

Councillor Stanbra was admitted back into the meeting. Addressing the meeting, Councillor Stanbra raised concerns over a lack of proposals for addressing inefficiencies and the missed opportunities for reinvestment for the benefit of residents.

Councillor Stanbra was returned to the waiting room.

J Gotts introduced the report and gave a brief overview of the MTFP for the single HRA of North Northamptonshire. It was stated that there would be two Neighbourhood Accounts, Corby and Kettering, which amounted to a £35 million spending income.

J Gotts outlined the rent increases of 1.7% in line with government guidance for rent increases within both of the Neighbourhood Accounts. This followed a four year period of 1% rental decreases. It was noted that the HRA Capital Budget information is included to provide context but forms part of the Capital Strategy which is out as part of the consultation. J Gotts stressed the importance of tenant engagement and welcomed responses to the consultation.

In response to Councillor Stanbra's question, it was suggested that efficiencies would be addressed by the new authority and that further work was also part of the Climate Change working group consideration.

Councillor T Beattie MOVED, and Councillor T Partridge-Underwood SECONDED the recommendations.

**It was RESOLVED that:-**

- (i) The draft 2021/22 Housing Revenue Account Budgets consisting of the Corby Neighbourhood Account and the Kettering Neighbourhood Account as set Janice Gotts Item Subject Decision Responsible Officer out in Appendix A be noted, which will be consulted upon with Tenants and which includes: a. an increase in dwelling rents for 2021/22 of 1.7% (based on the Consumer Price Index (CPI) for September 2020 + 1%) which is in line with the Ministry of Housing, Communities and Local Government (MHCLG) Policy statement on rents for social housing published in February 2019 be noted;

- (ii) The draft Housing Revenue Account Medium Term Financial Plan beyond 2021/22 consisting of the Corby Neighbourhood Account and the Kettering Neighbourhood Account, for 2022/23 to 2025/26 as set out in Appendix B be noted;
- (iii) The draft 2021/22 Housing Revenue Account Capital Budgets for both the Corby Neighbourhood Account and the Kettering Neighbourhood Account and that these were subject to a separate report to the December Shadow Executive be noted.

## **10. Local Council Tax Support Scheme 21/22**

Councillor Stanbra re-entered the meeting and was invited by the Chair to address the meeting.

In addressing the meeting, Councillor Stanbra highlighted that the recommendations from the working group in 3.6 did not represent a unanimous view of the Task & Finish group. Councillor Stanbra expressed disappointment in the 25 % scheme and the omission of a discretionary fund and transition period.

The Chair thanked Councillor Stanbra for his comments and he was returned to the waiting room.

The Chair then invited Councillor Perry to address the meeting.

Councillor Perry shared that the LCTSS had been a detailed area of debate and summarised the following views arising from the Shadow Overview & Scrutiny Committee:-

- Concerns over a £20 per month increase for some residents
- Phased introduction of new minimum contribution –
- Warning of the potential for arising inequalities claims with a phased introduction
- A discretionary fund to address concerns of the sudden increase in the short term
- Request for details of sovereign council support and what support will be carried forward to the new council.
- Validity of a one option consultation.

The Chair thanked Councillor Perry for her contribution and welcomed L Hogston to introduce the report.

The report which had been circulated included analysis of the public consultation alongside an update on the LCTS claimant caseload.

L Hogston introduced the report and gave an overview of the responses to the public consultation citing a higher than usual level of engagement. Letters had been sent to claimants along with an information sheet on the proposals. There was a low level of telephone responses for assistance with the consultation. It was noted that the Armed

Force Covenant was a protected scheme and along with war pensions and pensioner protection they sit within the harmonised scheme. Members were assured that there was a varied internal and external provision for money and debt advice and that this would be enhanced and developed to shape the service going forward.

Members were reminded that the 25% proposal for LCTS was a cost neutral scheme and that each 1% deduction would equate to a loss of around £109k.

In response to member questions regarding a phased scheme, A Wylie commented that a harmonised scheme must be implemented where practical to do so and that inequalities could be raised if a harmonised scheme were not to be implemented from Day 1.

Councillor D Jenney, Chair of the Council Tax Harmonisation Task & Finish Group, thanked members and officers for the invaluable support and highlighted the focus of the group in achieving a harmonised scheme. Councillor Jenney commented that £20 increases eluded to by members would be unlikely given that less than 1% of claimants live in a Band D or above property. Councillor Jenney expressed caution over prolonging harmonisation and reinforced the desire to avoid legal challenge.

Councillor Addison expressed disappointment in the suggestion to proceed with harmonisation with no phased introduction and shared concerns that this could add to the financial discomfort of low income residents. Councillor Addison shared the view that a discretionary fund should be considered.

Councillor Beattie commented that the LCTSS was clearly a contentious matter which he could not support and raised concerns over the scale of increase for Corby residents, particularly alongside the potential 4.99% council tax base increase.

Councillor Jelley shared an understanding of the concerns felt by members and residents and suggested that this identified a need for clear communication with the new council tax bills including sign posting to available areas of support.

Councillor Smithers thanked members and staff for their work and encouraged the council to see this as an opportunity to demonstrate how to spend money wisely for the benefit of the residents of North Northamptonshire.

Councillor D Jenney MOVED, and Councillor J Smithers SECONDED the recommendations.

**It was RESOLVED that:-**

- (i) The outcome of the consultation as detailed in Appendix 1 be given due regard;
- (ii) The Equalities Impact Assessment in Appendix 2 be given due regard; and
- (iii) The proposed new North Northamptonshire Local Council Tax Support Scheme 2021/22 as detailed in Appendix 3 be approved.

## **11. Exclusion of the Press and Public**

### **It was RESOLVED that:-**

- (i) The public and press be excluded from the meeting during consideration of the following item of business, 'Assets, Capital Schemes and Reserves Notification', in accordance with Section 100A of the Local Government Act 1972, because exempt information may be disclosed.

## **12. Assets, Capital Schemes and Reserves Notification**

G Macdonald introduced the report and outlined the available options and assessments for asset facility improvements. The report was not for publication by virtue of paragraph 3 of Schedule 12 A of the Local Government 1972.

Councillor Jenney supported the need for the new provision along with the alternative procurement process considered.

Councillor D Jenney **MOVED**, and Councillor I Jelley **SECONDED** the recommendation.

### **It was RESOLVED that:-**

- (i) The decision from East Northamptonshire Council to release funds from its development pool into its facilities management budget to deliver the replacement of two lifts be noted and endorsed.

## **13. Urgent Items**

There were no urgent items.

## **14. Close of Meeting**

Meeting closed at 8:42 pm



**This page is intentionally blank**

**Procurement Score for Shire Lodge Cemetery Extension**

Section / Sub Heading	Question	Scoring Guidance	Bidder 1	Bidder 2	Bidder 3	Bidder 4	Bidder 5
<b>Resourcing</b>	1. Key Personnel Experience	1-10	5.00	4.00	6.00	6.00	7.00
<b>Methodology</b>	2. Quality and Health & Safety	1-10	5.00	3.00	5.00	3.00	7.00
	3. Programme of Works	1-10	6.00	4.00	6.00	3.00	8.00
	4. Considerate Construction Practices	1-10	5.00	5.00	6.00	5.00	8.00
	5. Community Engagement	1-10	4.00	5.00	8.00	5.00	8.00
	6. Innovation	1-10	4.00	3.00	6.00	6.00	8.00
<b>Price</b>	A. Schedule of Works/Rates – Detailed Bill of Quantities	Price	£1,321,345.51	£1,394,091.05	£890,138.15	£863,704.92	£1,458,261.44
	B. Optional Extras	Price	£413,394.90	£300,147.85	£260,189.46	£454,264.60	£280,942.33
	C. Additional Costs not otherwise specified	Price	£446,148.11	£169,423.88	£84,825.00	£16,728.00	£0.00
	D. Contingency (@15%)	Price	£327,133.28	£279,549.42	£185,272.89	£200,204.63	£260,880.57
	E. Total Cost (A+B+C+D)	Price	£2,508,021.80	£2,143,212.20	£1,420,425.50	£1,534,902.15	£2,000,084.34

**Name of Lead Officer:** Dylan Smith

**Position of Lead Officer:** Project Manager

**Signature of Lead Officer:** .....

**Date of Evaluation:** Friday, 14 May 2021

Section / Sub Heading	Question	Scoring Guidance	Bidder 6	Bidder 7	Bidder 8	Bidder 9	Bidder 10
<b>Resourcing</b>	1. Key Personnel Experience	1-10	3.00	7.00	5.00	7.00	7.00
<b>Methodology</b>	2. Quality and Health & Safety	1-10	0.00	6.00	7.00	8.00	6.00
	3. Programme of Works	1-10	0.00	8.00	7.00	8.00	7.00
	4. Considerate Construction Practices	1-10	1.00	8.00	7.00	8.00	7.00
	5. Community Engagement	1-10	1.00	8.00	5.00	8.00	8.00
	6. Innovation	1-10	2.00	8.00	5.00	7.00	7.00
<b>Price</b>	A. Schedule of Works/Rates – Detailed Bill of Quantities	Price	£1,307,600.66	£950,250.03	£1,227,902.24	£1,526,062.49	£1,404,463.17
	B. Optional Extras	Price	£135,171.00	£190,530.80	£125,254.86	£498,631.04	£183,824.20
	C. Additional Costs not otherwise specified	Price	£1,328.00	£353,866.58	£285,544.15	£413,061.25	£241,018.67
	D. Contingency (@15%)	Price	£216,614.95	£224,197.11	£245,805.19	£365,663.22	£274,395.91
	E. Total Cost (A+B+C+D)	Price	£1,660,714.61	£1,718,844.52	£1,884,506.44	£2,803,418.00	£2,103,701.95

**Name of Lead Officer:** Dylan Smith

**Position of Lead Officer:** Project Manager

**Signature of Lead Officer:** .....

**Date of Evaluation:** Friday, 14 May 2021

**Procurement Evaluation for Shire Lodge Cemetery Extension**

Section / Sub Heading	Question	Scoring Guidance	Section Weighting	Weighting Within Total	Max. Score	Bidder 1	Bidder 2	Bidder 3	Bidder 4	Bidder 5
<b>Resourcing</b>	1. Key Personnel Experience	1-10	5.00%	5.00%	10	2.50	2.00	3.00	3.00	3.50
	<b>Total</b>		<b>5.00%</b>	<b>5.00%</b>	<b>10</b>	<b>2.50</b>	<b>2.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.50</b>
<b>Methodology</b>	2. Quality and Health & Safety	1-10	35.00%	10.00%	10	5.00	3.00	5.00	3.00	7.00
	3. Programme of Works	1-10		10.00%	10	6.00	4.00	6.00	3.00	8.00
	4. Considerate Construction Practices	1-10		5.00%	10	2.50	2.50	3.00	2.50	4.00
	5. Community Engagement	1-10		5.00%	10	2.00	2.50	4.00	2.50	4.00
	6. Innovation	1-10		5.00%	10	2.00	1.50	3.00	3.00	4.00
	<b>Total</b>			<b>35.00%</b>	<b>35.00%</b>	<b>50</b>	<b>17.50</b>	<b>13.50</b>	<b>21.00</b>	<b>14.00</b>
<b>Non-Price Criteria</b>	<b>Sub-Total</b>					<b>20.00</b>	<b>15.50</b>	<b>24.00</b>	<b>17.00</b>	<b>30.50</b>
<b>Price</b>	A. Schedule of Works/Rates – Detailed Bill of Quantities	Price	60.00%	0.00%	N/A	0.00	0.00	0.00	0.00	0.00
	B. Optional Extras	Price		0.00%	N/A	0.00	0.00	0.00	0.00	0.00
	C. Additional Costs not otherwise specified	Price		0.00%	N/A	0.00	0.00	0.00	0.00	0.00
	D. Contingency (@15%)	Price		0.00%	N/A	0.00	0.00	0.00	0.00	0.00
	E. Total Cost (A+B+C+D)	Price		60.00%	N/A	33.98	39.77	60.00	55.53	42.61
	<b>Total</b>			<b>60.00%</b>	<b>60.00%</b>	<b>N/A</b>	<b>33.98</b>	<b>39.77</b>	<b>60.00</b>	<b>55.53</b>
<b>Price Criteria</b>	<b>Sub-Total</b>					<b>33.98</b>	<b>39.77</b>	<b>60.00</b>	<b>55.53</b>	<b>42.61</b>
<b>Grand Total</b>			<b>100%</b>	<b>100.00%</b>		<b>53.98</b>	<b>55.27</b>	<b>84.00</b>	<b>72.53</b>	<b>73.11</b>

Name of Lead Officer: Dylan Smith  
 Position of Lead Officer: Project Manager  
 Signature of Lead Officer: .....  
 Date of Evaluation: Friday, 14 May 2021

**Procurement Eval**

Section / Sub Heading	Question	Scoring Guidance	Section Weighting	Weighting Within Total	Max. Score	Bidder 6	Bidder 7	Bidder 8	Bidder 9	Bidder 10
<b>Resourcing</b>	1. Key Personnel Experience	1-10	5.00%	5.00%	10	1.50	3.50	2.50	3.50	3.50
	<b>Total</b>		<b>5.00%</b>	<b>5.00%</b>	<b>10</b>	<b>1.50</b>	<b>3.50</b>	<b>2.50</b>	<b>3.50</b>	<b>3.50</b>
<b>Methodology</b>	2. Quality and Health & Safety	1-10	35.00%	10.00%	10	0.00	6.00	7.00	8.00	6.00
	3. Programme of Works	1-10		10.00%	10	0.00	8.00	7.00	8.00	7.00
	4. Considerate Construction Practices	1-10		5.00%	10	0.50	4.00	3.50	4.00	3.50
	5. Community Engagement	1-10		5.00%	10	0.50	4.00	2.50	4.00	4.00
	6. Innovation	1-10		5.00%	10	1.00	4.00	2.50	3.50	3.50
	<b>Total</b>				<b>35.00%</b>	<b>35.00%</b>	<b>50</b>	<b>2.00</b>	<b>26.00</b>	<b>22.50</b>
<b>Non-Price Criteria</b>	<b>Sub-Total</b>					<b>3.50</b>	<b>29.50</b>	<b>25.00</b>	<b>31.00</b>	<b>27.50</b>
<b>Price</b>	A. Schedule of Works/Rates – Detailed Bill of Quantities	Price	60.00%	0.00%	N/A	0.00	0.00	0.00	0.00	0.00
	B. Optional Extras	Price		0.00%	N/A	0.00	0.00	0.00	0.00	0.00
	C. Additional Costs not otherwise specified	Price		0.00%	N/A	0.00	0.00	0.00	0.00	0.00
	D. Contingency (@15%)	Price		0.00%	N/A	0.00	0.00	0.00	0.00	0.00
	E. Total Cost (A+B+C+D)	Price		60.00%	N/A	51.32	49.58	45.22	30.40	40.51
	<b>Total</b>				<b>60.00%</b>	<b>60.00%</b>	<b>N/A</b>	<b>51.32</b>	<b>49.58</b>	<b>45.22</b>
<b>Price Criteria</b>	<b>Sub-Total</b>					<b>51.32</b>	<b>49.58</b>	<b>45.22</b>	<b>30.40</b>	<b>40.51</b>
<b>Grand Total</b>			<b>100%</b>	<b>100.00%</b>		<b>54.82</b>	<b>79.08</b>	<b>70.22</b>	<b>61.40</b>	<b>68.01</b>

Name of Lead Officer: Dylan Smith  
 Position of Lead Officer: Project Manager  
 Signature of Lead Officer: .....  
 Date of Evaluation: Friday, 14 May 2021

## Executive 5th August 2021

<b>Report Title</b>	<b>OPUS Governance and Delivery</b>
<b>Lead Member</b>	Councillor Jason Smithers- Leader of the Council
<b>Lead Officer</b>	Adele Wylie, Director of Legal and Democratic

<b>Key Decision</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Is the decision eligible for call-in by Scrutiny?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Are there public sector equality duty implications?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Does the report contain confidential or exempt information (whether in appendices or not)?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Applicable paragraph number for exemption from publication under Schedule 12A Local Government Act 1974</b>	

### List of Appendices

None

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

---

- 1.1. The report sets out the previous arrangements in place between Northamptonshire County Council and Opus People Solutions (OPUS), which was an agreed part of the North Northamptonshire and West Northamptonshire Blueprints and has now become operational.
- 1.2. As a result of the reorganisation, members are asked to consider a revised model of shareholding and services agreement in the authorities and Children's Trust (NCT).

### **2. Executive Summary**

---

- 2.1 OPUS is a joint venture company that was set up as a shared service with several local government partners – Northamptonshire County Council, Cambridgeshire County Council and Milton Keynes Council within a model developed by Suffolk County Council.



- 2.2 OPUS was developed to ensure partners received value when they need to recruit temporary resource and positively manage this market and significant spend. The reality of a modern public workforce is a balance of an employed and temporary and agency resource.
- 2.3 Both Shadow Authorities formally agreed that OPUS shall be the provider of agency resource for the new unitary councils and the transition has already been implemented to ensure all sovereign councils are using OPUS.
- 2.4 To ensure the joint venture recognises the reorganisation of Northamptonshire, the agreements in place require amendments to reflect the new entities.

### **3. Recommendations**

---

- 3.1 It is recommended that the Executive;
  - a. Approve the shareholding arrangements as set out in paragraph 4.12 of the report;
  - b. Approve the proposed amendments to the Dividend Policy as set out in paragraph 4.15 of the report
  - c. Approve the extension of the Service Agreement until 8<sup>th</sup> January 2027.
  - d. Endorse the administrative amendments required to ensure the necessary agreements are in place for the joint venture between OPUS and North Northamptonshire Council, West Northamptonshire Council and the Northamptonshire Children's Trust
- 3.2 Reason for Recommendations:
- 3.3 In relation to the shareholding arrangements, there have been negotiations with partners in the joint venture to reflect the Local Government Review in Northamptonshire, new customer bases and the transition from LGSS. The recommendations will increase shareholding for the Council and therefore is considered to be a good option for the Council.
- 3.4 In relation to the dividend policy, the recommended changes will be beneficial to the Council as this will recognise its contribution in terms of spend in the joint venture.
- 3.5 Alternative options are not to agree to the changes however the default shareholding would be less than the recommended change. The Council could choose not to agree the recommended changes to the dividend policy however this is not considered to represent best value compared to the proposed policy.

## 4. Report Background

---

- 4.1 OPUS is a wholly owned local authority trading company, belonging to Suffolk County Council. OPUS has been supplying temporary workers since 2004 and was formed as a company in 2015.
- 4.2 In 2016, in partnership with the Head of Procurement of LGSS, work was undertaken to develop a joint venture partnership with the intention to:
- have greater influence over the quality and pay of agency workers
  - achieve financial savings by reducing agency costs
  - achieve a continued supply of agency workers
- 4.3 The objectives set out (as detailed above) have been achieved since inception.
- 4.4 In November 2016 Northamptonshire County Council gave approval to:
- Proceed with the creation of the new agency recruitment company and for Northamptonshire County Council to be a part owner of that company alongside Cambridgeshire County Council and OPUS
  - For the new company to provide temporary agency workers into Northamptonshire County Council
  - For authority to be delegated to the LGSS Managing Director to set up the joint arrangements and appropriate company structures to ensure continuity of supply of agency workers into Northamptonshire County Council in the future
  - The Cabinet Paper in November 2016 also summarised a number of other options including the option to go to the market to secure a new provider that was discounted as being unlikely to meet the three objectives detailed above.
- 4.5 Cambridgeshire County Council became a shareholder in the joint venture in January 2017. This was closely followed by Northamptonshire County Council who became a shareholder in August 2017 and Milton Keynes Council joined as a shareholder in September 2018.
- 4.6 The joint venture relies on Teckal exemptions under procurement legislation, which has been validated by legal teams across all shareholding authorities.
- 4.7 The joint venture organisational governance provides a seat on the board of directors for all shareholders and the existing Service Agreement term is until 8<sup>th</sup> January 2022 with the initial term being 4.5 years.
- 4.8 The joint venture performed well in Northamptonshire County Council. As well as supporting the strategic direction of the predecessor council and the structural changes in the organisation, OPUS made 814 placements in the 2020/21 financial year and as of 31<sup>st</sup> March 2021, 500 active placements were in place.

Of the placements made in 2020/21 (excluding social work), 88% were filled via OPUS' own talent pool where there was no requirement to utilise 3<sup>rd</sup> part

agencies. Placements supplied from the OPUS talent pool ensures control on quality and also reduces the cost to the council. Since the company has been incorporated, the OPUS joint venture has realised excellent financial performance:

<b>Financial year</b>	<b>Net profit / (loss)</b>	<b>Commentary</b>
2017/18	£131k (loss) (Actual)	Initial period, loss expected due to set-up costs. Cambridgeshire County Council – from Jan 2017 Northamptonshire County Council– from Aug 2017
2018/19	£129k profit (Actual)	Set-up costs recovered Milton Keynes Council – from Aug 2018
2019/20	£320k profit (Actual)	£200k dividend paid to Shareholders
2020/21	£407k profit ((Actual)	Increase demand due to Covid response roles. £330k dividend voted for shareholders
2021/22	£344k profit (Forecast)	

4.9 In addition to the excellent financial performance of the joint venture, the councils have received the following benefits:

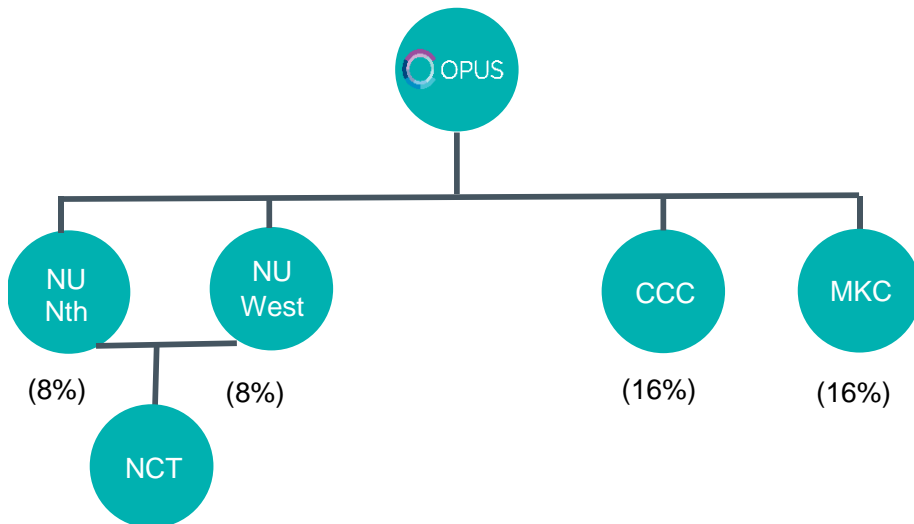
- Over £3m (10% of annual spend) was saved by the councils in the first 4 years, to March 2021.
- Strong relationships with operational management and the wider organisation via OPUS teams embedded on site, delivering quality recruitment solutions, at pace which provides significant savings to both the time and resource of the councils.
- Excellent customer satisfaction (96%), compliance (100%) and direct fill rate levels (88% direct fill rates outside of social work) across all sites (reported into board members and contract leads on a monthly and quarterly basis).
- OPUS uphold and enforce the council's recruitment freezes; system implementation & management of off-contract spend.
- Social work is one of the most challenging 'hard to fill' sectors, where demand outstrips supply, resulting in not one single agency being able to fill all roles. OPUS is 1<sup>st</sup> in terms of supplying the highest number of

qualified social workers in Milton Keynes Council and 2<sup>nd</sup> highest in Cambridgeshire County Council and previously Northamptonshire County Council, only behind the largest national agency who operate under the supply chain on standardised terms. In addition to the excellent performance of providing quality compliant workers OPUS robustly manage and regulate the supply chain.

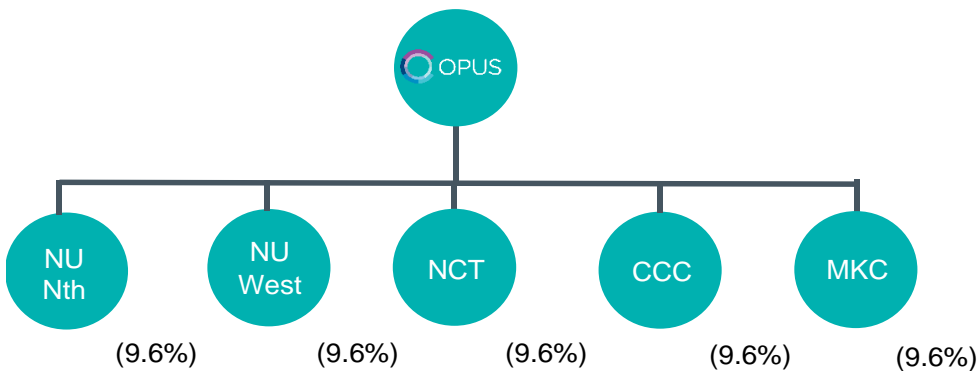
- Significant and robust supply chain of over 150 agencies, all on standardised terms which enable OPUS to fill roles across all job categories, even in hard to fill areas
- The supply chain is managed via a Dynamic Purchasing System which enables new supply agencies to be added at any time which gives flexibility and opportunity to on-board local niche agencies
- OPUS is working in partnership with the Children's Trust in relation to recruitment strategy and specific projects to gain improvements in recruitment and retention of qualified social workers, both permanent and temporary.
- Approximately 450 placements were set-up and transferred over to North Northamptonshire Council and West Northamptonshire Council on 1<sup>st</sup> April 2021, with a further 25 placements set-up in North Northamptonshire Council on 16<sup>th</sup> May 2021.

## **Structure**

- 4.10 There have been negotiations with partners in the joint venture to reflect the Local Government Review in Northamptonshire, new customer bases and the transition from LGSS. This has included supporting the Children's Trust and working with District and Boroughs in transitioning to OPUS.
- 4.11 OPUS continues to provide recruitment services to the new entities under the Successor Rights provision in place under the existing Services and Shareholder Agreements. Administrative amendments are required to the agreements to reflect North Northamptonshire Council, West Northamptonshire Council and the Children's Trust adopting the model for its agency requirements.
- 4.12 The following shows the proposed changes to the joint venture arrangements as well as the actions required. It is important to note, that there will be no change to each party's control in the joint venture as a result of these amendments. The current Shareholding structure is as shown the in diagram below:



The proposed amendments to shareholding would be as follows:



- 4.13 The dilution of shareholding is in Cambridgeshire County Council and Milton Keynes Council (16% down to 9.6 each) and Northamptonshire Councils and Children’s Trust overall shareholding will increase from 16% to 28.8%.
- 4.14 The proposed shareholding changes have already been approved at Cambridgeshire County Council (March 2021), Milton Keynes Council (January 2021) and West Northamptonshire Council (July 2021).
- 4.15 The OPUS joint venture offers a shareholding in the business, including a right to a dividend and a seat on the Board which gives complete transparency of financial and operational performance, input and influence on the strategic direction of the company. In addition, there are a number of Reserved Matters where all shareholders must give approval. None of these change as a consequence of the proposed changes to individual shareholdings in the business.

## **Shareholding**

- 4.16 In conjunction with these proposed shareholding amendments, the OPUS Board also want to change the way that any future Dividends are distributed. Currently, once the OPUS Board has approved that a Dividend will be a payable, all dividends are distributed in accordance with the relative shareholdings. In the future the Board are recommending that dividends are distributed on the basis of Gross Margin generated on the throughput of work by each of the shareholding entities, thus incentivising and rewarding the shareholder who puts the most work through OPUS and in particular where OPUS have been able to Direct source the candidate.
- 4.17 Any profit and loss reserves, as of 31<sup>st</sup> March 2021, will be allocated to the existing shareholders in line with the existing shareholding held. An element of reserves will be retained within the business for working capital purposes, however if distributed in the future, will be distributed on the existing shareholding prior to the changes which take effect from 1<sup>st</sup> April 2021.
- 4.18 This change will be beneficial to the Northamptonshire partners as this will recognise their contribution in terms of spend in the joint venture. Ultimately increasing the dividend payable to the Northamptonshire councils and Children's Trust. The proposed dividend policy changes have already been approved at all other Councils.

## **Services Agreement**

- 4.19 Individual Service Agreements are required for North Northamptonshire Council, West Northamptonshire Council and the Children's Trust to replace the current Service Agreement which runs until 8<sup>th</sup> January 2022. It is proposed that these agreements are extended for a further 5 years to 8<sup>th</sup> January 2027.

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

---

### **5.1 Resources and Financial**

- 5.1.1 As with any company, as a Shareholder, there are potential liabilities if a loss is made.

### **5.2 Legal**

- 5.2.1 The existing Shareholder agreement would need to be amended to recognise North Northamptonshire Council, West Northamptonshire Council and Northamptonshire Children's Trust.
- 5.2.2 The existing Services agreements would need to be amended for the councils and Children's Trust.



### **5.3 Risk**

5.3.1 The risk is financial – if OPUS is not utilised, higher agency costs will be attracted for each of the temporary staff arrangements within the service areas.

5.3.2 There is a proven relationship and adherence to compliance requirements, along with continuity of service.

5.3.3 If a new provider is sought, a lengthy procurement exercise would be required for the Council.

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

### **5.4 Consultation**

5.4.1 The Children's Trust have been consulted and are aggregable to the recommendation.

### **5.5 Consideration by Overview and Scrutiny**

5.5.1 None.

### **5.6 Environmental Impact**

5.6.1 None.

### **5.7 Community Impact**

5.7.1 None

### **5.8 Equalities**

5.8.1 An EIA is not required.

## **6. Background Papers**

---

6.1 Blueprint Change Request – November 2020

**Executive  
5<sup>th</sup> August 2021**

<b>Report Title</b>	<b>Kettering High Street Heritage Action Zone (HSHAZ)</b>
<b>Lead Member</b>	Councillor Steven North, Executive Member for Growth & Regeneration
<b>Lead Officer</b>	Rob Harbour Assistant Director for Growth and Regeneration

<b>Key Decision</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Is the decision eligible for call-in by Scrutiny?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Are there public sector equality duty implications?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Does the report contain confidential or exempt information (whether in appendices or not)?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Applicable paragraph number for exemption from publication under Schedule 12A Local Government Act 1974</b>	

**List of Appendices**

None

**1. Purpose of Report**

---

- 1.1. This report requests that Members of the Executive endorse a previous agreement made between Kettering Borough Council and Historic England to part fund and deliver a series of High Street Heritage Action Zone (HSHAZ) projects in Kettering town centre. It also seeks agreement to receive and deliver on an additional £150,000 grant from Historic England to relay the cobbled street in West Street. Also, the report asks that the Executive select Member representation to sit on the Kettering HSHAZ Board. Finally, delegation of authority is sought from the Executive to the Executive member for Growth & Regeneration, in liaison with the Executive Director: Place & Economy, to take any further decisions and/or actions required to conclude any procurement and deliver this project.
  
- 1.2. *The reason for this report is to provide certainty around North Northamptonshire Council's commitment to the Kettering HSHAS project, giving partner organisations and investors' confidence to continue to support and invest in the initiative and the projects within it going forward. In addition, to set out that the Council agrees to accept the additional funding grant provided by Historic*

*England and confirm that the funds will be invested on the basis they have been given. To support the strategy around project governance by selecting Members to be invited to attend the Project Board. Finally, delegated authority would enable further decisions to be made, within the remit of the agreed project, without bringing about further delays, thereby keeping delivery of the project on track.*

## **2. Executive Summary**

---

- 2.1 Kettering Borough Council was successful in securing a nearly £2 million contribution from Historic England as a part of the High Street Heritage Action Zone fund. It committed to make in excess of £2 million of its own funds available through capital contributions and support in-kind to guarantee Historic England's contribution.
- 2.2 The fund is extended to support historic high streets and town centres nationally, it is however stipulated that to satisfy Historic England requirements, those areas receiving its funding must fall within a conservation area. It seeks to invest in physical improvements (including public realm and building improvements), community engagement and cultural activities. Any funding awarded through HSHAZ must be match funded by the Council and would also seek to leverage further investment from the private sector.
- 2.3 For investor clarity and to support contractual arrangements, the Executive is asked to endorse the decisions of Kettering Borough Council with regards commitment to the project and investment.
- 2.4 Historic England has subsequently resolved to increase its original offer by an additional £150,000, for investment in relaying cobbles in West Street. This contribution is a full grant, it does not require the Council to add to the contributions it is already committing.
- 2.5 The Executive is asked to accept receipt of the additional funding grant and confirm it will be invested in the project for the relaying of cobbles in West Street, Kettering.
- 2.6 The Kettering HSHAZ project is governed by the HSHAZ Board. Three Members of Kettering Borough Council previously sat on the Board for the first year of the project. Now, with the creation of the North Northamptonshire Council, it falls to this Council to select representatives for the Board. This also provides the opportunity for the Executive to also invite a representative of the new Kettering Town Council to take a seat on the Board. Members are asked to invite the following Members to join the Board:

<b>New HSHAZ Programme Board Members</b>
Portfolio Holder for Growth & Regeneration
Deputy Leader and Portfolio Holder for Sport, Leisure, Culture & Tourism
A representative from Kettering Town Council

- 2.7 The timescale for delivery of the Kettering HSHAZ projects for this financial year are challenging, in the main due to longer materials delivery run-in times than usual. Delegated authority would enable further decisions to be made, within the remit of the agreed project, without increasing a risk of further delays, thereby keeping scheme delivery on track.

### **3. Recommendations**

---

3.1 It is recommended that the Executive:

- a) Endorse Kettering Borough Council's agreement with Historic England to invest funding in delivering HSHAZ schemes in Kettering town centre, and note the HSHAZ scheme approved carry forward budget for this year is £3,448,000;
- b) Agree to receive an additional £150,000 of Historic England funding, and to invest that funding to relay cobbles and improve the pavement environment in West Street; and
- c) Agree to select the following councillors to sit on the HSHAZ Board:
  - i. the Executive Member for Growth & Regeneration; and
  - ii. the Deputy Leader and Executive Member for Sport, Leisure, Culture & Tourism;
  - iii. and, invite a representative from Kettering Town Council to join the Board; and
- d) Agree a request for delegated authority from the Executive, to the Executive Member for Growth & Regeneration in liaison with the Executive Director: Place & Economy, to take any further decisions and/or actions required to conclude any procurement and deliver this project.

3.2 *Reason for Recommendations –*

- *To provide consistency with previous Council decisions*
- *To provide certainty to the Kettering HSHAZ project.*
- *To formally accept the additional £150,000 grant offer by Historic England and confirm it will be invested on the specific project for which it was granted.*
- *To provide appropriate governance of the overall HSHAZ project, to ensure the public and their views are represented.*
- *To work to optimise the investment for the longer-term benefit of Kettering town centre and its environment.*
- *To enable further decisions to be made, within the remit of the agreed project, without bringing about further delays, thereby keeping delivery of the project on track.*

### **4. Report Background**

---

4.1 Kettering town centre, like many areas, has been facing the challenge of a changing town centre environment. Although town centres are still important shopping places, they are also increasingly important places for people to live,

work and enjoy leisure time. In recognition of these universal challenges, in May 2019 Historic England launched a £95 million fund named High Streets Heritage Action Zone (HSHAZ).

- 4.2 The High Street HAZ programme enables local authorities to bid for funding through a competitive process. The primary purpose of the fund is to support historic high streets and town centres in conservation areas through physical improvements, community engagement and cultural activities. Any funding awarded through HSHAZ must be match funded by the Council and would seek to leverage further investment from the private sector.
- 4.3 On 14<sup>th</sup> September 2019, Historic England announced that Kettering was one of 69 towns nationally that had been successful in its bid. Kettering Borough Council followed this with the development and approval of a Stage 2 Programme Design, to receive an external funding amount of up to £1,985,000 over the four years of the programme.
- 4.4 The HSHAZ programme provides funding to support project delivery within high street conservation areas. The main objectives of the programme are:
  - To change perceptions of heritage and high streets;
  - To support sustainable economic and cultural growth on and around high streets; and
  - To restore and enhance local historic character.
- 4.5 The Council worked closely with Historic England to ensure that delivery commenced from April 2020, to run for a maximum of four years.

### **Stage 2 Programme Design**

- 4.6 The Kettering HSHAZ programme submission includes support for the following:
  - a. Kettering Heritage Action Zone  
The HSHAZ was required to focus on the commercial conservation area within the town centre, this defines the area that is eligible for inclusion within the planned works and grant schemes over the four-year programme. A requirement of the programme was to identify key priority areas within the Zone, this is to ensure a sequenced programme can be financially profiled, as well as recognise 'hotspot' areas requiring more focused attention. However, it should be recognised that this does not preclude other areas across the HSHAZ area from being eligible for funding support. The priority areas confirmed reflect the feedback received from stakeholders, members of the public, assessment conducted by Kettering Borough Council planners, and were defined in consultation with a Lead Officer at Historic England.
  - b. HSHAZ Project Management  
A new resource was built into the period of the programme. This role was to manage and lead the Kettering HSHAZ programme and draw upon additional retained consultancy including specialist architectural resource to inform and support schemes. They work closely with the

planners based at Kettering and present regularly to the Kettering HSHAZ Programme Board, who monitor the grant schemes.

c. Kettering HSHAZ Programme Board

The Board consists of officers and Members from Kettering Borough Council, and representatives from the Cultural Consortium, Community Expert Group and Historic England. The board is responsible for monitoring and evaluating relevant HSHAZ grant schemes and ensuring continuity between the HSHAZ capital schemes and future cultural programme. The Programme Board is led by the HSHAZ Project Manager. It is important that the elected members on the board have an understanding of the strategic alignment of the activities of the programme. **Table 1.** below outlines the previous elected Members represented on the Board;

**Table 1.**

HSHAZ Programme Board Members
Portfolio Holder for Regeneration
Portfolio Holder for Community Leisure & Youth
Member of the Opposition Party

d. Community Engagement

The approach taken with regards community engagement has followed a desire to build ongoing meaningful place-based engagement, focused on a regenerative approach; Engagement, Participation, Partnership and Leadership, via a variety of activities including: stakeholder workshops, information & consultation events, community portal, community champions, engagement with key groups. This has proved challenging given the emergence of Covid-19 and lockdown restrictions that resulted, however the strong principles have remained a key part of the activity.

e. Shopfront / frontage improvement grant scheme

A grant scheme has been launched, with guidance made available aimed at property owners, the scheme uses a refreshed version of the Kettering Shopfront Improvement Design Supplementary Planning Document. The programme details a scaled-up scheme as compared to the original expression of interest submission, this is to ensure a larger number of improvements can be made and increase the level of visual impact of improvements across the HSHAZ area.

f. Residential / Alternative Conversion grant scheme

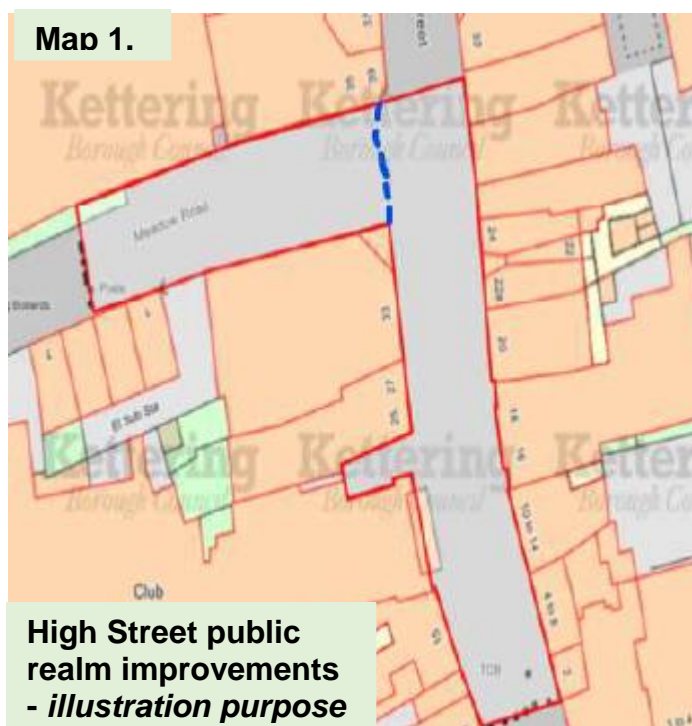
A grant scheme which encourages investment requests for capital spend towards upper floor residential conversion and/or alternative uses. This scheme has initially focused on buildings which have planning permission in place and are eligible for the scheme.

g. Historic Building Improvement grant scheme

A grant scheme which encourages investment requests for structural improvements from commercial property owners within the HSHAZ area. This scheme is focusing on key buildings which have been identified following more detailed analysis.



- h. Public Realm and Street Scene improvements  
Public realm works are to be funded from the HSHAZ scheme, although there are significant limitations to the level of funding support eligible via this programme. However, Historic England has recognised that improvements are integral to the success of the Kettering HSHAZ scheme. This funding is planned for:
- a. the continuation of the existing style of public realm, from the Market Place into the High Street to the edge of McDonalds and down Meadow Road (*see Map 1 below*)
  - b. street scene improvements and decluttering throughout the HSHAZ area, to bring about a greater sense of consistency and improved aesthetics, including signage.



- 4.7 Detailed scheme designs are being worked up for the Council by Balfour Beatty under the Scape Civil Engineering framework for this and additional areas of the town centre, including West Street, High Street, Gold Street and Lower Street. Not all these areas have funding commitments however, it is of benefit to have designed schemes for these areas should funding become available in the future. The Council will as a result be in a strong position with future bids if it can demonstrate it has agreed designs ready and can deliver on its commitments, especially during this year's high spend on delivery.
- 4.8 Shopfront improvement, building improvement and building conversion schemes are reliant on the property owners meeting specific eligibility criteria, which include providing match funding towards their requested projects. Historic England and the Council will be providing a combination of match funding, as well as support in-kind to ensure the success of the schemes.
- 4.9 A summary of the proposed funding breakdown is set out in **Table 2** below. Kettering Borough Council's financial commitment is also outlined within the budget consultation process.

**Table 2.** High Street HAZ -Project Summary

Ref	Title	HE Funding	Match funding LA	KBC Budget	Anticipated Private Sector Match	Indicative Total
<b>Revenue Budget</b>						
a – d	Enabling and Project Delivery	200,000	200,000	400,000	-	400,000
<b>Indicative Revenue Budget</b>		<b>200,000</b>	<b>200,000</b>	<b>400,000</b>	<b>-</b>	<b>400,000</b>
<b>Capital Budget</b>						
E	Shopfront Improvement Grants	300,000	300,000	600,000	180,000	780,000
F	Residential / Conversion Improvement Grants	250,000	250,000	500,000	250,000	750,000
G	Building Improvement Grants	100,000	100,000	200,000	40,000	240,000
H	Public Realm and Street Scene	630,000	1,554,000	2,184,000	-	2,184,000
<b>Indicative Capital Budget</b>		<b>1,280,000</b>	<b>2,204,000</b>	<b>3,484,000</b>	<b>470,000</b>	<b>3,954,000</b>
<b>Indicative HAZ Submission</b>		<b>1,480,000</b>	<b>2,404,000</b>	<b>3,884,000</b>	<b>470,000</b>	<b>4,354,000</b>

4.10 Table 2 reflects the proposed investment into Kettering town centre of £4.4m. However, this investment is subject to securing funding from the private sector. The proposed amount of funding from Historic England reflects the proposal submitted within the Programme Design. The amount of funding committed by Kettering Borough Council is around £1m more than Historic England funding for Public Realm, as the Council recognised that in order to bring a suitable scheme forward, additional funding was required. Also of note, Historic England’s contribution can not be used to fund public realm enhancements outside the conservation area, the area identified in Meadow Road lies outside of this designation, so Council funding is being used alone to deliver this part of the scheme.

4.11 Prior to the individual grant schemes being launched, guidelines, criteria and robust governance for decision making was developed in collaboration with Historic England. This consists of regular meetings involving Historic England and officers of the Council, monthly HSHAZ Project Team meetings, and a quarterly Board Meeting. The HSHAZ Project Manager is responsible for managing and delivering all aspects of the programme, which will include taking grant request applications through the approval and monitoring process. The Council has also allocated a Project Manager to coordinate design and delivery of the public realm scheme activities.

- 4.12 At the Full Council meeting of Kettering Borough Council on 13<sup>th</sup> January 2020, it was agreed to endorse the HSHAZ Programme Design for Kettering town centre; the capital and revenue budgets outlined in Table 2 above were approved; and membership of the HSHAZ Board were agreed, as detailed in Table 1.

### **West Street Project**

- 4.13 Officers have been working towards delivering against the programme of projects, in particular those associated with building and shopfront grants, and public realm enhancements. There is a growing confidence that the high budget spend planned for this year will be achieved. However, there are still many challenges to be overcome to ensure the works are carried out within the agreed timeframe. To add to the project, officers worked with Historic England to seek to secure additional funding to increase the areas benefitting from investment in public realm.
- 4.14 The Council has subsequently been successful in a bid to secure an additional £150,000 grant contribution to repair and relay the cobbled street surface in West Street. This is a full grant from Historic England, no match funding is required from the Council or the private sector. It is proposed that this funding grant be received with thanks by the Council, and its investment be made on the West Street cobbles project, implementation being made alongside delivery of the High Street/ Meadow Road public realm scheme planned to start late this summer.

### **HSHAZ Board Membership**

- 4.15 The Board membership has previously included three Members of Kettering Borough Council however, those places on the Board are now vacant, and fall to North Northamptonshire Council to replace. As indicated above, membership consisted of the Portfolio Holder for Regeneration, the Portfolio Holder for Community, Leisure & Youth, and a Member of the Opposition Party. Members could elect to maintain a similar structure going forward.
- 4.16 It is now recommended that the Executive agree to select the following councillors to sit on the HSHAZ Board:
- the Executive Member for Growth & Regeneration; and
  - the Deputy Leader and Executive Member for Sport, Leisure, Culture & Tourism;
- 4.17 Following Local Government elections in May 2021, Kettering Town Council was created as a publicly elected body. Government Guidance advises that all tiers of local Government are represented on Boards, so it is recommended that a Member of Kettering Town Council also be invited to join the Board. The Board meets quarterly to consider and determine matters of governance of the HSHAZ project.

## **5. Issues and Choices**

---

- 5.1 Kettering Borough Council made a firm commitment to provide investment in the fabric of Kettering town centre. This has been recognised by Historic England, leading to a successful award of HSHAZ funds. Scheme design is progressing, and private investment is being secured; however, it remains that the original commitment to the scheme was made by Kettering Borough Council. To continue to generate confidence in the investment programme and improve the potential for securing additional funds to benefit the town centre, an endorsement of that original decision by Kettering Borough Council is requested.
- 5.2 A further £150,000 has subsequently been secured to implement a public realm project involving the relaying of cobbles in West Street. This is a full grant commitment by Historic England, who is working closely with officers on this and other projects in the town centre. Members are asked to agree to accept this funding offer and commit to invest it to carry out the works set out. It is intended that the project will be managed through the HSHAZ Board, and the finance monitored through the Strategic Capital Board. The Strategic Capital Board is headed by the Council's S151 Officer for internal officer approvals, and final approval is at the Executive as part of the Capital Finance report.
- 5.3 The current HSHAZ Board reflects Government Guidance and includes those stakeholders who should be Members of the Board. The Board currently consists of a representative of Historic England, and a small number of other business organisations in the town centre. Government Guidance advises that all tiers of local Government are represented on Boards, so following the local government elections in May 2021, the membership of the Board needs to be updated as recommended in 4.16 and 4.17 above.

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

---

### **6.1 Resources and Financial**

- 6.1.1 Funding is drawn from both the Council's and Historic England's budgets, the Council's contributions having been committed by Kettering Borough Council and carried forward as a commitment into North Northamptonshire Council's budget. This consists of match funding as well as support in kind. The spend profile will be managed through the HSHAZ Board and monitored by the Strategic Capital Board. A HSHAZ Project Manager is in post for the four-year period of the project, funded through the project.

### **6.2 Legal**

- 6.2.1 The Council is currently using Balfour Beatty through the SCAPE framework to prepare a feasibility study for a range of public realm enhancements. This does not commit the authority to subsequently deliver the first of the schemes at High Street/ Meadow Road at this stage. Beyond this consideration, there are no legal implications arising from the proposals.

### **6.3 Risk**

- 6.3.1 There are no significant risks arising from the proposed recommendations in this report. The risks and greatest challenges lie in delivering the programme of projects, and so spending the available budget to the agreed timeframes. Not delivering to the programme, will result in funds committed by Historic England being returned. However, there is potential for underspend nationally, which could be reallocated to other HSHAZ projects. Officers are keen to ensure processes are in place to ensure progress with the programme is smooth, to reduce the risk of losing funding it has already secured, and to give itself the best chance of securing further additional Historic England funding into deliver more of the Kettering HSHAZ programme.

### **6.4 Consultation**

- 6.4.1 There has been no specific consultation undertaken leading directly to this report. However, consultation was at the heart of the HSHAZ submission to Historic England. This same commitment to thorough and imaginative public engagement has been maintained throughout the subsequent development of the programme, challenging whilst restrictions have been in place because of Covid-19. Electronic communication has been important, although on-site events have also been held to encourage and build participation and knowledge of the programme. This is paying off, and momentum is building with property owners attracted to applying for grants that invest in improving properties in the HSHAZ area.

### **6.5 Consideration by Scrutiny**

- 6.5.1 This report has not been considered by Scrutiny but the wider project can be considered as part of its work programme if required..

### **6.6 Climate Impact**

- 6.6.1 Improvements in the 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.

### **6.7 Community Impact**

- 6.7.1 HSHAZ will restore pride in the historic character of the town centre, providing growth and investment to bring residents and visitors to enjoy the facilities and environment created.

## **7. Background Papers**

---

- 7.1 Kettering Borough Council - Full Council meeting 13<sup>th</sup> January 2020  
( <https://www.kettering.gov.uk/meetings/meeting/1795/council>) (Agenda Item 8 and minute 19.C.77 refers)



This page is intentionally left blank

## Executive 5<sup>th</sup> August 2021

<b>Report Title</b>	<b>New two Form of Entry Primary School on the Stanton Cross Sustainable Urban Extension (SUE) development</b>
<b>Lead Member</b>	Cllr Scott Edwards, Portfolio Holder for Children, Families, Education and Skills
<b>Lead Officer</b>	Cathi Hadley, Joint Director of Children's Services

<b>Key Decision</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Is the decision eligible for call-in by Scrutiny?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Are there public sector equality duty implications?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Does the report contain confidential or exempt information (whether in appendices or not)?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Applicable paragraph number for exemption from publication under Schedule 12A Local Government Act 1972</b>	3

### List of Appendices

**Appendix 1:** Site Plan

**Appendix 2:** Elevation views

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

---

- 1.1 The purpose of this report is to provide Executive members with all the necessary information to make a fully informed decision on the proposal to build a new, two form of entry (420 place), primary school on the Sustainable Urban Extension (SUE) at Stanton Cross, Wellingborough.

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

---

- 2.1 This report contains details of the planned construction of a new two form entry primary school, located on the new Sustainable Urban Extension (SUE) at Stanton Cross, Wellingborough.
- 2.2 This report will detail how the construction of the planned new school will be funded.

**2.3** This report contains the demographic and other reasons as to why a new primary school is required in this location and in the proposed timeframe.

### **3. Recommendations**

---

**3.1** It is recommended that the Executive:

- a) Approve the Section 106 expenditure of £9.66 million to fund the new 2FE primary school, located on Stanton Cross, SUE;
- b) Note the inclusion in the Council's capital programme of a new two form entry primary school situated on the new SUE at Stanton Cross, Wellingborough;
- c) Authorise the necessary contract awards for Stanton Cross, following the procurement process and proceed with the construction on the new school, with a proposed opening date of September 2022;
- d) Approve the financial and governance arrangements associated with the capital scheme;
- e) Delegate authority to the Executive member with responsibility for Children, Families and Education in consultation with the Director of Children's Services to authorise all necessary contract awards to deliver the new school;
- f) Note that the process to appoint an Academy Sponsor to run the new school, in accordance with the 'Free School Presumption' regulations stipulated by the Department for Education will commence.

**3.2** Reason for Recommendations;

- The Local Authority has a legal obligation to deliver the primary school, in accordance with the signed section 106 agreement;
- The recommended course of action will allow the timely progression of capital works to build the new primary school at Stanton Cross SUE;
- The recommended course of action will benefit students and families who will reside within the development, by providing local school places for local school children;
- North Northamptonshire Council (or customers) will receive the maximum benefit from the option proposed.

## **4. Report Background**

---

- 4.1** Stanton Cross SUE is a large housing expansion close to the town of Wellingborough. It is expected to contain circa 3,650 homes, once complete. A two form (420 place) primary school is being built to serve the first phases of housing.
- 4.2** North Northamptonshire Council has a statutory duty to provide sufficiency of school places for all children residing within the council area and this development is expected to create demand for circa 1,085 primary places once complete. A further two primary schools are scheduled to be built as further phases to the SUE are completed.
- 4.3** Wellingborough currently has 14 schools providing primary phase education within the town, 8 primary schools, three junior schools, and three infant schools. These schools are as follows; All Saints CEVA Primary School, Avenue Infant School Croyland Primary School. Freemans Endowed CE Junior Academy, Oakway Academy, Olympic Primary School. Our Lady's Catholic Primary, Park Junior School, Redwell Primary, Ruskin Infant, Ruskin Junior, St Barnabas CE Academy, Victoria Primary and Warwick Academy. Available primary school places in the town stands at 438 as of February 2021. It is expected that a significant amount of the current surplus spaces will be taken by children moving into the area during the first phases of the housing development within the SUE.
- 4.4** The S106 agreement which governs the development provides the site for a new two form entry primary school, inclusive of a children's centre (for the first phase of the development) with associated facilities. NNC is under an obligation to have the school ready for opening by the 1<sup>st</sup> September 2022, following occupation of the 400<sup>th</sup> dwelling. The September following occupation of the 400<sup>th</sup> dwelling will be September 2022.
- 4.5** As a result of the Education Act 2011, the school will be operated as an academy under the Department for Education (DfE) 'Free School Presumption' arrangements. The process of appointing a sponsor in line with the DfE Free School Presumption process is expected to be complete by July 2021. Any Academy provider will be required to work with a phased intake and make the sports hall available for community use.

## **5. Issues and Choices**

---

- 5.1** A feasibility study was undertaken to look at suitable designs and layouts, that take into account that set out the DfE template designs for new schools and the area guidelines provided by Building Bulletin 103. Early discussions were held with the Borough Council of Wellingborough and Bovis/Vistry (SUE Developers), to ensure the building met with the design aspirations of the developer and local planning authority. Each of these considerations has been taken into account in the final, agreed design of the new school. The designs/plans for the proposed new school are attached to this report as Appendix 1 and 2.
- 5.2** Whilst there is a significant amount of surplus capacity available within primary schools located within Wellingborough town, the Stanton Cross development is

growing at a significant rate and the pupil yield from this new housing is increasingly accordingly. The current planned opening date of September 2022 is due to the obligations placed on the Local Authority by the relevant S106 agreement. The Local Authority would be in breach of the S106 agreement if it did not use or reasonable endeavours to deliver the new school for September 2022. Delaying the school past this point would mean the Local Authority is in breach of the relevant S106 agreement and would incur reputational and financial liabilities as a result.

- 5.3** The Local Authority has a statutory obligation to ensure there is sufficiency of school places within local areas. Not proceeding with the option of a new school would put the local authority at risk of not meeting its statutory obligation, once the development matures and continues to grow.

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

---

### **6.1 Resources and Financial**

6.1.1 This scheme is fully funded through Section 106 contributions from the Stanton Cross Sustainable Urban Extension. (WP/15/00605/VAR).

6.1.2 The project is being procured via Design and Build where the contractor (McAvoy) accept the risk for the project at a pre-agreed price.

6.1.3 Detailed design costs indicate that the planned new school will cost £9.66 million. Please note, £596,000 of this cost, has previously been approved for the design phase of this project via Northamptonshire County Council's governance processes, as the Local Authority at the time. The figure quoted above is inclusive of this amount.

	Current Year	Forecast		
	2020/21	2021/22	2022/23	2023/24 & beyond
	£	£	£	£
Capital Investment	£0	£4,261,000	£4,364,500	£131,500
Costs	£596,443	£214,000	£71,000	£21,557
Funded by	Section 106 funds (S106)			
Ongoing costs (revenue)				
Costs – staffing	Any impact on revenue costs for the school will be met through their budget.			
Other				
Total on-going costs (revenue)				
Funding by	Dedicated Schools Grant (DSG).			

## **6.2 Legal**

- 6.2.1 Not delivering the proposed new primary school in accordance with the obligations and timeframes identified within the relevant S106 agreement, would result in a significant risk of legal challenge to the Local Authority and possible reputational harm and financial penalties.
- 6.2.2 The Local Authority has a statutory obligation to ensure there is sufficient school places within a local area. Due to the high number of homes being developed within the Stanton Cross development, the new 2 form of entry primary school is required to ensure that the Local Authority fulfils its statutory obligation of providing a sufficiency of school places in future academic years.

## **6.3 Risk**

- 6.3.1 Insufficient capital resource. Funding is limited due to the amount specified within the S106 agreement. The amount of S106 funding to be received for delivery of the first primary school on the Stanton Cross development are indexed link and are sufficient to deliver the school with the current detailed design costs. See below for further risk information. However, the wider national, financial situation may impact upon this should indexation rates fall.
- 6.3.2 Delays and cost increase caused by COVID-19 and Brexit: Having materials readily available in line with the programme, to enable project delivery, on time and within budget is a risk to the scheme. Brexit has caused uncertainty in contractors' supply chains supply and pricing, whilst an increased demand from Europe for steel manufactured in China has also had an impact. The cost of materials is increasing, steel prices are currently sitting at 50% of pre-Brexit prices and copper prices are approximately 15% higher. There may be other increases in materials, although these are the two major risk factors. Covid-19 has also had an impact, mainly in the supply of materials. There is an increase in lead times for most materials, including steel which is now on an 8 week lead time which is up from a 3-4 week lead time. This is partly due to Brexit and also reduced capacity at the manufacturers, due to Covid-19 measures being put in place. However, as this proposed scheme is being delivered as a Design and Build contract, all prices will be fixed at the point the construction contract for the school is signed, which will mitigate against this risk.
- 6.3.3 The opening of the primary school for September 2022, may have a detrimental impact on the number of pupils on roll at primary schools operating close to the new primary school at Stanton Cross. A phased opening, with the school taking in a reception cohort initially and maturing in subsequent academic years, will minimise this impact and ensure that any detrimental impact on neighbouring, existing schools is reduced.

## **6.4 Consultation**

- 6.4.1 Construction of the new school has been subject to a separate consultation, which formed part of the planning application process. Planning permission was granted for this project in February 2021.



6.4.2 Following the Free School Presumption process, an academy sponsor will be chosen to operate the school. The chosen Academy Sponsor is required to conduct consultation with all relevant stakeholders prior to the Secretary of State entering into a funding agreement with the Academy Sponsor in relation to the new school. This process is likely to begin after Easter 2021.

## **6.5 Consideration by Scrutiny**

6.5.1 N/A

## **6.6 Climate Impact**

6.6.1 Any construction works at the Stanton Cross primary school site, would have a climate impact but this would have been managed via the relevant planning process. The decision to passport funding itself has no impact in this regard.

## **6.7 Community Impact**

6.7.1 This proposal can be considered to have a positive impact upon on both students that will attend the primary school on the Stanton Cross SUE, by providing access to improved educational facilities.

## **7. Background Papers**

---

7.1 N/A





**Proposed Site Layout Sketch Option 5**  
 May 2020  
 Scale 1:500 @ A1  
 Building outline updated

Working with:

**mavoy Smart Offsite**  
 Head Office  
 76 Ballynally Road  
 Dungannon  
 Co. Tyrone  
 BT71 6HD  
 T +44 (0) 28 8774 0372  
 design@mavoygroup.com  
 www.mavoygroup.com

**Northamptonshire County Council**



This page is intentionally left blank





**TRESPA PURA HORIZONTAL CLADDING**  
 No. 1 - White  
 No. 2 - Dark Grey



**VERTICAL TIMBER CLADDING**  
 No. 3



**BUFF COLOURED BRICK**  
 No. 4

Stanton Cross Primary School  
 Proposed Perspective Views Sketch - Option 5  
 May 2020  
 Scale 1:100 @ A0



Head Office  
 75 Balmesley Road  
 Dungannon  
 Co. Tyrone  
 BT71 1AG  
 T: +44 (0) 28 8774 0272  
 design@mcaoygroup.com  
 www.mcaoygroup.com

Working with:





This page is intentionally left blank