

# Public Document Pack



**Meeting:** Executive

**Date:** Tuesday 22nd February, 2022


**Time:** 10.00 am

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

To members of the Executive

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

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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.			
<p>Adele Wylie, Monitoring Officer North Northamptonshire Council</p>  <p><b>Proper Officer</b> <b>14<sup>th</sup> February 2022</b></p>			

This agenda has been published by Democratic Services.

Committee Administrator: David Pope

☎01536 535661

✉david.pope@northnorthants.gov.uk

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ITEM	NARRATIVE	DEADLINE
Members of the Public Agenda Statements	Members of the Public may make statements at meetings in relation to reports on the agenda. A request to address the committee must be received 2 clear working days prior to the meeting. The member of the Public has a maximum of 3 minutes to address the committee.	5:00 pm Thursday 17 <sup>th</sup> Feb 2022
Other Members Agenda Statements	Other Members may make statements at meetings in relation to reports on the agenda. A request to address the committee must be received 2 clear working days prior to the meeting. The Member has a maximum of 3 minutes to address the committee. A period of 30 minutes (Chair's Discretion) is allocated for Member Statements.	5:00 pm Thursday 17 <sup>th</sup> Feb 2022

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to speak, please contact the committee administrator

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

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## Minutes of a meeting of the Executive

At 10.00 am on Thursday 13th January, 2022 in the Council Chamber, Swanspool House, Doddington Road, Wellingborough, NN8 1BP

### Present:-

#### Members

Councillor Jason Smithers (Leader of the Council) (Chair)	Councillor Helen Howell (Deputy Leader of the Council)
Councillor David Brackenbury	Councillor David Howes
Councillor Lloyd Bunday	Councillor Graham Lawman
Councillor Scott Edwards	Councillor Andy Mercer
Councillor Helen Harrison	Councillor Harriet Pentland

Also in attendance – Councillors Anne Lee, Gill Mercer, Wendy Brackenbury, David Jenney, Mike Tebbutt, John McGhee and Elliot Prentice

### 137 Apologies for absence

Apologies for absence were received on behalf of Janice Gotts, David Watts and Lucy Wightman.

### 138 Minutes of the meetings held on 16th December 2021 and 23rd December 2021

**RESOLVED** that: The Executive agreed the minutes of the meetings held on 16<sup>th</sup> December 2021 and 23<sup>rd</sup> December 2021 as true and accurate records of the meetings.

### 139 Notifications of requests to address the meeting

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

- Cllr Dorothy Maxwell – Items 5, 6, 7 and 8
- Cllr Anne Lee – Items 5, 9 and 14
- Cllr Valerie Anslow – Items 6, 7 and 10
- Cllr John McGhee – Items 5 and 7

Councillor Anslow was not in attendance at the meeting and therefore did not speak in relation to the items listed above. Cllr McGhee chose not to speak on Item 5.

### 140 Members' Declarations of Interest

No declarations were received.

#### **141 Performance Indicator Report 2021/22 (Period 7 / October)**

The Chair, Cllr Jason Smithers invited Cllr Dorothy Maxwell to address the meeting. Cllr Maxwell welcomed the appointment of a new Director of Children's Services and referenced performance criteria relating to individual needs assessments and the need to ensure that a backlog of assessments did not accrue.

Cllr Anne Lee was then invited to address the meeting, referencing the variation from target figures for MMR vaccinations, food and environmental samples relating to Environmental Health and a decline in the outcomes for services relating to addiction. Cllr Lee requested the addition of performance indicators relating to the referral periods for victims of Domestic Abuse and the number of staff on day rates and the associated cost to the authority.

The Chair thanked Cllrs Maxwell and Lee for their contributions before introducing a report that sought to provide an update on the performance of the Council across a range of services as measured by performance indicators, as well as setting out the progress that was being made in the development of the Council's performance monitoring arrangements.

The Chair noted the improved format of the report, although there was further work to be undertaken to simplify future iterations while clearly indicating how performance indicators linked to delivery of the Council's Corporate Plan.

Cllrs Harrison and Brackenbury welcomed the report and noted its value as a tool for service improvement across all directorates. Cllr Harrison noted the need to focus on certain Public Health performance indicators and to accelerate improvements in relation to these measures.

#### **RESOLVED:-**

That the Executive:

- a) Noted the performance of the Council measured by the available indicators at Period 7 for 2021/22 as set out in the appendices to this report.
- b) Noted the approach that was being taken to develop the Council's approach to benchmarking and comparative data.

Reason for Decision: To better understand the Council's performance as measured by performance indicators as at Period 7, 2021/22

#### **142 Afghan Refugee Resettlement**

The Chair, Cllr Jason Smithers invited Cllr Dorothy Maxwell to address the meeting. Cllr Maxwell welcomed the arrival of ten Afghan refugee families and queried education funding in relation to the wraparound support the families would receive to aid integration. Cllr Maxwell also stated the importance of English language teaching provision and accommodation support.

The Chair thanked Cllr Maxwell for her contribution before Cllr Helen Harrison, Executive Member for Adults, Health and Wellbeing introduced a report that sought approval from the Executive for the proposed use of the Local Authority Tariff component of the Integration Package for Afghan citizens resettled in North Northamptonshire.

The meeting heard that North Northamptonshire Council had pledged to support a minimum of ten Afghan families to resettle in North Northamptonshire, including a need to identify suitable housing and to ensure provision of appropriate wraparound support services. To that end, an integration funding package including a core Local Authority Tariff of £20,520 per person over three years had been provided by the Home Office to Councils to support Afghan families in this regard.

It was heard that the first family would arrive in the county on 20<sup>th</sup> January with the remainder expected shortly after this date. It was noted that further funding was available through ARAP and ACRS Additional Housing Support Costs to enable families to:

- Meet the shortfall between rent and Local Housing Allowance (LHA) rates on privately rented properties of 3 bedrooms or more
- Support families on Universal Credit that are limited by the benefit cap
- Meet other exceptional costs that are not otherwise met by these criteria (e.g. special educational needs, adaptations, additional social care costs)

The Chair, Cllr Jason Smithers noted that the planned wraparound packages would provide support to families comprised of highly trained, educated individuals who would fit in well with local communities.

Cllr Harriet Pentland spoke in support of the report and recommendations, approval of which would provide the families with the opportunity to settle into the local community as quickly as possible.

**RESOLVED:-**

**(KEY DECISION)**

That the Executive:

- a) Approved the proposed approach regarding the use of the Local Authority Tariff set out in the report at paragraphs 5.4 - 5.15 to ensure that suitable accommodation, tenancy and community support can be provided to enable the successful resettlement of Afghan refugees under The Afghan Relocations and Assistance Policy (ARAP) and The Afghan Citizens Resettlement Scheme (ACRS) in North Northamptonshire.
- b) Delegated authority to the Executive Member for Adults, Health and Wellbeing, in liaison with the Executive Director for Adults, Communities and Wellbeing, to take any further decisions and/or actions required to appropriately resettle Afghan refugees in North Northamptonshire.

Reason for Decision: To set a clear approach for how the Local Authority Tariff will be effectively used to support and help the integration of Afghan refugees into their local communities.

## 143 Community Programme to Support Growing, Cooking and Eating Healthy Foods

The Chair, Cllr Jason Smithers invited Cllr Dorothy Maxwell to address the meeting. Cllr Maxwell welcomed the report noting issues with obesity in school age children and the need for further education in regard to food sources, the benefits of a healthy diet and cookery skills.

Cllr John McGhee was welcomed to the meeting and invited to speak. Cllr McGhee requested the involvement of existing local organisations in managing grant funding through Health and Wellbeing Forums.

The Chair thanked Cllrs Maxwell and McGhee for their comments before Cllr Helen Harrison, Executive Member for Adults, Health and Wellbeing introduced a report that sought approval to use a Public Health grant of £125,000 a year for four years to fund a community programme of growing, cooking and healthy eating projects to improve health and wellbeing of local communities across North and West Northamptonshire.

Cllr Harrison noted that addressing the issue of obesity was a key priority for the authority, with preventative programmes such as the one before members being vital to making progress in reducing current figures where 68% of adults in the county were classed as overweight or obese.

The programme, if approved, would form part of an overarching strategy to tackle obesity, focussing on communities most at risk of poor health outcomes. The significant investment proposed in the report underlined the Council's commitment to making progress on this key priority.

It was heard that the Health and Wellbeing & Vulnerable People Executive Advisory Panel had considered a "Whole Systems Approach to Healthy Weight" report at its meeting on 1<sup>st</sup> October making a recommendation that the overarching strategy should be flexible to allow it to reach all residents in need. The programme before members formed a progressive and ambitious strand of this strategy.

Cllrs Howes, Pentland, Edwards and Howell all spoke in favour of the report noting that the project needed to be sustainable and involve community groups and leaders to achieve the best possible outcomes.

### **RESOLVED:-**

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

That the Executive:

- a) Approved the investment of £125,000 per annum of the public health grant for four years to develop a community programme to support growing, cooking and eating healthy foods.
- b) Noted that £125,000 per annum of public health grant will also be invested by West Northamptonshire Council in a similar programme.



- c) Delegated authority to the Executive Member for Adults, Health and Wellbeing in consultation with the Director of Public Health to issue community grants to enable the delivery of the programme.

#### **144 North Northamptonshire Local Development Scheme**

The Chair, Cllr Jason Smithers invited Cllr Dorothy Maxwell to address the meeting. Cllr Maxwell made reference to the Gypsy and Traveller Site Allocation Policy and the need to provide sufficient pitches for this community while noting the need for public engagement and robust enforcement on illegal encampments.

The Chair thanked Cllr Maxwell for her comments before Cllr David Brackenbury, Executive Member for Growth and Regeneration presented a report that sought approval for the North Northamptonshire Local Development Scheme (LDS), a statutory project plan that provided a timetable for the preparation of documents that made up the area's Development Plan including the North Northamptonshire Strategic Plan, the Gypsy and Traveller Site Allocations Policy, and the remaining stages of the Part 2 Local Plan for East Northamptonshire.

Cllr Brackenbury made reference to the North Northamptonshire Strategic Plan that would emerge as a result of the revision of the North Northamptonshire Joint Core Strategy, as well as Neighbourhood Plans and the Gypsy and Traveller Site Allocations Policy.

The Chair, Cllr Jason Smithers welcomed the involvement of the Executive Advisory Panel in forming a vital part of a robust decision-making and scrutiny process.

Cllr David Howes spoke to make reference to the Gypsy and Traveller Accommodation Assessment and ongoing work to create a transit site in future.

#### **RESOLVED:-**

That the Executive: Considered the Draft Local Development Scheme (LDS) and agreed that the Draft LDS be recommended to Full Council for adoption.

Reasons for Decision:

- a) To agree a timetable for the programme of plan-making to be identified in the Local Development Scheme.
- b) To ensure the Council meets its obligation to publish an up-to-date LDS to meet its requirement as a local planning authority.

#### **145 Domestic Abuse Strategy**

The Chair, Cllr Jason Smithers invited Cllr Anne Lee to address the meeting. Cllr Lee welcomed the report and noted the importance of early intervention in regard to Domestic Abuse. Cllr Lee requested a performance indicator to show the progress made in reducing the current three-month referral period for victims of Domestic Abuse against a benchmark of two weeks, as well as communication to members as to how to assist residents in being referred.

The Chair thanked Cllr Lee for her contribution before Cllr Helen Harrison, Executive Member for Adults, Health and Wellbeing introduced a report that sought approval for the Domestic Abuse Strategy for 2022 to 2025. The strategy itself sought to improve support to vulnerable people ensuring that all parties involved worked together to prevent, tackle and reduce abusive behaviour and the consequent impact on the children, adults and families in the county.

It was heard that the current county-wide strategy covering both Domestic Abuse & Sexual Violence 2019-2022, was not due to expire until the end of March 2022, however, legislative changes had introduced a requirement to review and revise the strategy in light of societal and national events, especially the impact of the COVID-19 pandemic on Domestic Abuse and the associated rise in service demand.

Cllr Harrison noted that the establishment of a multi-agency Partnership Board for the Council had been instrumental in the development of the strategy, and that a separate Sexual Violence Strategy would follow for Executive approval.

The strategy before members had five priorities as set out below:

- i) Driving Change Together
- ii) Early Intervention and Prevention
- iii) Provision of Services
- iv) Minimising Harm
- v) Justice, Recovery and ongoing protection.

Government funding was allocated annually to deliver a response to Domestic Abuse and this would fund the actions set out in the strategy and subsequent action plans. For 2021-22 the Council had received an allocation of £664,295, with £260,324 of this funding committed to ensure continuity of current services, remaining funds would be allocated to support the delivery of the strategy.

**RESOLVED:-**

**(KEY DECISION)**

That the Executive: Approved the Domestic Abuse Strategy 2022-2025 for adoption and implementation by the Community Safety Partnership.

Reasons for Decision: The Council will be able to:

- a) Comply with the new statutory duty as the report and draft strategy will be in the public domain.
- b) Support a co-ordinated response to Domestic Abuse improving services and outcomes for all those affected.

## **146 Procurement of Short-Term Home Care Service**

Cllr Helen Harrison, Executive Member for Adults, Health and Wellbeing introduced a report that sought Executive agreement to re-procure a Short-Term Hospital to Home Care Service.

It was noted that existing six-month pilot service was due to expire in July and aimed to offer personal care and support to individuals discharged from hospital for up to six weeks. A multi-disciplinary project group had been established by the Council to review the effectiveness of the pilot and current delivery and to identify North Northamptonshire's future needs. Analysis of demand by the project group demonstrated that the 400 hours per week currently commissioned was insufficient to meet current demand from the hospital.

Based on the service review, benchmarking and learning from the pilot, it was proposed that the new service be commissioned to deliver a flexible Short Term Homecare service based on a minimum of 800 hrs per week, increasing over the life of the contract to meet ongoing demand. Further benchmarking work and engagement with the market had identified an hourly rate for similar services elsewhere as £24. Using this and forecast demand over the 5-year period, a fixed price of £6,115,200 would be advertised to the market for a total contract term of 5 years. This would consist of a 4-year contract with the option to extend for a further year. Due to the fixed price nature of the contract, bids would be evaluated based on 100% quality, however value for money would be ascertained through providers competing on the number of hours to be delivered, quality of provision, service development and sustainability. Appropriate break clauses would be included in the contract to mitigate the risk of the high value and length of the contract.

Cllrs Brackenbury and Lawman welcomed the report, noting that approval of this service would offer a more efficient use of funds and deliver better care for residents.

**RESOLVED:-**

**(KEY DECISION)**

That the Executive:

- a) Approved an open tender procurement of a Short-Term Home Care Service to expedite hospital discharge and provide rapid response home care for those in crisis and at risk of admission to either hospital or residential care.
- b) Delegated to the Executive Member for Adults, Health and Wellbeing, in consultation with the Executive Director of Adults, Communities & Wellbeing (DASS), the authority to take any further decisions and/or actions required to conclude this procurement and award of the contract.

Reasons for Decisions:

- a) The recommended course of action is the most cost-effective way of supporting hospital discharge for those with care and support needs and enables the Council to make informed decisions about its medium-term financial plan.
- b) The recommended model encompasses a Discharge to Assess function which ensures the Council is compliant with the statutory "Hospital Discharge Service Policy and Operating Model 2020" and the "Local Government Association's High Impact Model 2015".

- c) The recommended approach delivers maximum benefit to individuals, the Council and other key stakeholders.

#### **147 Procurement of a Countywide Carers Support Service**

Cllr Helen Harrison, Executive Member for Adults, Health and Wellbeing introduced a report that sought approval to commence re-procurement of a countywide Carers Support Service.

It was noted that the Council currently hosted the Carers Support Service contract on behalf of West Northamptonshire Council and Northamptonshire Children's Trust, with the contract due to expire on 30<sup>th</sup> September 2022. The current contract was in the second year of a two-year extension with a value of £768,900 per annum, with the cost to the Council being £324,450 per annum.

It was noted that following completion of an options appraisal exercise, the Council had agreed to a continuation of hosting arrangements and to lead the procurement for a countywide Carers Support Service. It was recognised that a countywide service would be the most advantageous option for all commissioning partners and individuals using the service. A two-year block contract was the preferred option for all partners.

The tender would be published on 4<sup>th</sup> April to ensure service continuity, with the total contract value for the two-year contract of £1,537,800, of which the Council's commitment was £648,900, funded via the existing Better Care Fund pooled budget.

#### **RESOLVED:-**

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

That the Executive:

- a) Agreed to commence an open tender procurement process for a countywide Carers Support Service.
- b) Delegated authority to the Executive Member for Adults, Health and Wellbeing in consultation with the Executive Director for Adults, Communities and Wellbeing, to take any further decisions and action required to conclude this procurement and award the contract.

Reasons for Decisions:

- a) The recommended approach ensures compliance with the Care Act 2014 and the council's statutory duty to provide assessments for carers and meet their assessed needs.
- b) That a jointly commissioned service supports the provision of an equitable service across the county.
- c) That delegated authority to award will ensure the service start date of 1<sup>st</sup> October 2022 can be achieved.

## 148 **Future Ways of Working Strategy**

The Chair, Cllr Jason Smithers introduced a report that sought approval for the proposed Future Ways of Working Strategy for North Northamptonshire Council.

Cllr Smithers noted that the document offered an ambitious vision for North Northamptonshire, taking into account the evolving working practices stemming from the COVID-19 pandemic and informing future developments for ways of working.

It was heard that the Council should be an employer of choice, recruiting and retaining talented staff, with the strategy designed to put the organisation on the map as a forward thinking and progressive organisation while being outcome focussed to consider the end result for service users.

Cllr Smithers stated that the strategy also set out the Council's commitment to investing in the right tools, systems and support for its staff to maximise performance and productivity while ensuring staff health and wellbeing. Building and workspaces would be designed around people rather than services, with better access for public and staff.

An extensive work force survey had been undertaken to inform the strategy, with work groups convened to help further development and implementation. Cllr Smithers noted that it was vital that the Council valued and listened to its staff in order to attract and retain people with the skills and experience to deliver the Council's ambitions.

Several members of the Executive spoke in support of the strategy, welcoming the flexibility offered within the document as well as the importance of focussing on outcomes for residents.

### **RESOLVED:-**

That the Executive: Approved the Future Ways of Working Strategy attached at **Appendix A** to the report.

Reason for Decision: The introduction of the Strategy will support the Council's ambition to deliver excellent services, have a positive impact on climate change, support financial resilience and promote staff health and wellbeing. The Strategy consolidates the Council's commitments to how it will work in the future

## 149 **North Northamptonshire People Plan**

The Chair, Cllr Jason Smithers introduced a report that sought approval for the proposed People Plan for North Northamptonshire Council.

It was heard that the plan underpinned the Council's other corporate plans and strategies by ensuring the recruitment, retention and performance of its workforce was maximised in furtherance of its corporate priorities and desired outcomes.

Cllr Smithers noted that staff has gone through significant change during the transformation period and had responded to the challenges presented by the COVID-19 pandemic. The plan before members focused on key workforce priorities and identified how these would be addressed through detailed action plans in order to

ensure the right structures, people and skills were in place to deliver high quality services to residents and communities.

The plan comprised five key themes as set out below

- Creating inspirational leadership;
- Investing in our people;
- Attracting and growing talent
- Engaging and motivating
- Transforming together

Cllrs Howell, Edwards and Brackenbury spoke in support of the proposal, with Cllr Edwards noting that job applications from local people and care leavers should be encouraged with application processes simplified.

Cllr Harrison made reference to staff recruitment and retention within Care Services and the positive impact on the service witnessed since the introduction of the real living wage and incremental pay upgrades.

**RESOLVED:-**

That the Executive:

- a) Approved the People Plan attached at Appendix A to the report.
- b) Noted that the People Plan will be underpinned by detailed action plans to ensure that the impact and efficacy of the Plan can be measured and adapted as required.

Reason for Decision: The People Plan is essential for providing clarity to the organisation and setting out key workforce priorities for the next 12-18 months. It ensures that the Council organises its workforce in an effective way for the short to medium term by having the right structures, people, and skills in place to deliver high quality services to its residents and communities.

**150 Budget Forecast 2021/22 as at Period 7**

The Chair, Cllr Jason Smithers invited Cllr Anne Lee to address the meeting. Cllr Lee spoke in reference to libraries, with particular focus on the library book fund reduction that reflected a move to online resources. Cllr Lee stated that it was imperative that children and young people be invited to utilise library services and noted the importance of libraries as community hubs.

The Chair thanked Cllr Lee for her contribution before Councillor Lloyd Bunday, Executive Member for Finance and Transformation introduced a report that set out the forecast outturn position for the Council based on the Period 7 monitoring forecasts for the General Fund and the Housing Revenue Account.

It was noted that there was current a forecast overspend against the budget of £12,000, a positive movement of £14,000 and budget variances were outlined to the meeting. Cllr Bunday noted that while this was quite a stable position for a new

authority, a number of areas of risk remained noting that Adult Social Care and Children's Services were volatile service areas.

Cllr Bunday referenced the request to approve the use of £40,000 from the Business Rates Retention Pilot project reserve to fund the feasibility works for the telephony infrastructure scheme for the whole of North Northamptonshire to replace the current legacy systems.

It was heard that due to the ongoing COVID-19 pandemic, organisations were still operating inside a period of financial uncertainty. Consequently, the Council had been allocated £7.654m of grant funding for the COVID-19 Additional Relief Fund (CARF) and delegated authority was sought to develop a discretionary scheme for the allocation of this funding.

Cllr Bunday concluded by noting a forecast pressure of £183k against the approved budget of £35.150m for the Housing Revenue Account, this position being unchanged to that reported in Period 6.

**RESOLVED:-**

**(KEY DECISION)**

That the Executive:

- a) Noted the Council's forecast outturn position for 2021/22 and the associated risks and other considerations.
- b) Noted the assessment of the current deliverability of the 2021/22 saving proposals in **Appendix A** to the report.
- c) Approved the use of the Business Rates Retention Pilot project reserve to fund the feasibility works for the telephony infrastructure scheme as set out in paragraphs 5.76 to 5.80.
- d) Noted that the Council has been allocated £7.654m of grant funding for the COVID-19 Additional Relief Fund (CARF) as set out in paragraphs 5.84 to 5.86 and delegate authority to the Executive Member for Finance and Transformation in consultation with the Executive of Director of Finance to develop a discretionary scheme for the allocation of this funding.
- e) Noted the additional one-off grant funding to businesses with premises in the hospitality and leisure sectors in response to the Omicron variant as indicated in paragraph 5.87. This will be funded in full from Government S31 grant.
- f) Noted the third top-up of Government funding for the COVID-19 Additional Restrictions Grant to support business severely impacted by the pandemic as highlighted in paragraph 5.88.

Reason for Decisions: To note the forecast financial position for 2021/22 as at Period 7 and consider the impact on this year and future years' budgets.

**151 Capital Programme Update 2021/22**

Cllr Lloyd Bunday, Executive Member for Finance and Transformation introduced the report that requested approval for capital schemes that had come forward for inclusion in the Council's Capital Programme. Approval of the funding would allow the schemes to move forward to procurement and delivery.

One scheme was highlighted as per the report and recommendation below.

**RESOLVED:-**

**(KEY DECISION)**

That the Executive approved:

- a) A change of £0.306m to the capital programme budget to fund a new scheme to enable the relocation of critical staff from One Angel Square (OAS) to North Northamptonshire based accommodation
- b) A virement of £0.306m from the Tithe Barn Road property project which is currently on hold pending wider asset review in order to fund the proposal.

Reasons for Decision: To relocate a number of staff from One Angel Square (OAS), Northampton into premises within North Northamptonshire. The aim is to do this around March/April 2022, subject to consultation. For a number of months staff now employed by North Northamptonshire Council have continued to operate from OAS and the proposals outlined in this paper will enable those staff to be relocated into premises within North Northamptonshire.

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Chair

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Date

The meeting closed at 11:45am



## EXECUTIVE 22<sup>nd</sup> February 2022

<b>Report Title</b>	<b>Performance Indicator Report 2021/22 (Period 9 December)</b>
<b>Report Author</b>	Guy Holloway, Assistant Chief Executive <a href="mailto:Guy.Holloway@northnorthants.gov.uk">Guy.Holloway@northnorthants.gov.uk</a>
<b>Lead Member</b>	Cllr Jason Smithers, Leader of the Council

<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/s for exemption from publication under Schedule 12A Local Government Act 1972</b>	

### List of Appendices

**Appendix A** – Summary Performance Indicator Report Period 9 (December 2021)

**Appendix B** – Detailed Performance Indicator Report Period 9 (December 2021)

#### 1. Purpose of Report

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- 1.1. To provide an update on the Council's performance across a range of services as measured by performance indicators.
- 1.2. Set out the progress that is being made in the development of the Council's approach to performance measurement.

#### 2. Executive Summary

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- 2.1. A summary of the performance information relating to a range of council services as measured by performance indicators has been provided as **Appendix A**. A more detailed assessment of the performance of services as

measured by performance indicators has been included as **Appendix B** – this includes comments on each performance indicator reported.

- 2.2. Further progress has been made on the level of content and presentation of the performance information which should enhance transparency and ease of understanding.
- 2.3. The Council recognises the importance of having a full set of meaningful targets as well as comparable and reliable benchmark data and is working to establish these. This will take some time in areas as the Council establishes its baseline position but is work in development.
- 2.4. The performance team will continue to work closely with directors and service leads to ensure a meaningful set of benchmark networks and comparative data exist moving forward.
- 2.5. A revised set of indicators is being developed to measure progress with the delivery of the Council's priorities set out within the adopted Corporate Plan. It is intended that these be in place from April 2022.

### **3. Recommendations**

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- 3.1. It is recommended that the Executive:
  - a) Note the performance of the Council measured by the available indicators at Period 9 for 2021/22 as set out in the appendices to this report.
  - b) Note the stance that is being taken to developing the Council's approach to benchmarking, comparative data and revised Corporate Plan indicator set.
- 3.2. *Reason for Recommendations – to better understand the Council's performance as measured by performance indicators as at Period 9, 2021/22.*
- 3.3. *Alternative Options Considered – reporting performance data on a less frequent basis is an option but monthly reporting is considered useful at this stage of the Council's existence, reporting alongside budget information.*

### **4. Report Background**

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#### **Content and Presentation of Performance Information**

- 4.1 The content and presentation of performance reports set out within the appendices are work in progress. There is a greater presence of targets across indicators which will help the Council track its performance more effectively and take proactive measures to address underperformance and enhance good performance. The scope of the Red, Amber, Green (RAG) progress status key has been widened to distinguish between measures that have targets and those that are for tracking purposes only. It also shows, through additional RAG

colours, indicators where targets are still under review and indicators where performance data is missing.

### **Benchmarking and comparative data**

- 4.2 As detailed within the [Performance Indicator Report Period 7 2021/22](#), progress is being made with establishing relative benchmark and comparative data for our suite of Corporate Plan Performance Indicators (CPIs) moving forward. We hope to be able to include and build on this data within our reports from April 2022.
- 4.3 The Local Government Association (LGA) *LG inform* platform has been central to our progress. It is a tool which allows local authorities to compare and analyse data to access their own performance locally, regionally and nationally across all areas of England. *LG inform* has over 1,800 items of contextual and performance data to assist with this. The Council's task is to identify the data that is comparable and relevant to the data the Council will be measuring in the future.
- 4.4 The Council is also working with East Midland Councils to establish a new benchmarking group that agrees to share certain metrics on a quarterly basis within agreed timescales. This will be a voluntary process and the ambition is to, where appropriate, start to reduce the reliance on nationally published data either through collecting new data items or providing more timely access to existing data on a provisional basis by collecting data in-year, for example on a quarterly basis.

## **5. Issues and Choices**

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- 5.1 It is important that the format and presentation of performance data meets the needs of its audience. Therefore, the Council will always welcome any feedback and/or suggestions on how the performance report could be further developed to help facilitate understanding and performance improvement.
- 5.2 Monthly reporting of performance data is beneficial at this stage of the Council's existence. Some councils have chosen to report performance data less frequently i.e. Quarterly, but at this stage monthly is considered preferable alongside monthly budget report.

## **6. Next Steps**

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- 6.1 To continue to develop and embed a strong performance management framework and culture for North Northamptonshire Council.

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

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### **7.1 Resources and Financial**

7.1.1 This report should be considered alongside the Period 9 budget report. By looking at both reports together, a broader view of the council's performance can be understood.

## **7.2 Legal and Governance**

7.2.1 The Council is required to provide statutory monitoring returns to central government. The Council is on course to comply with these requirements.

7.2.2 It is good governance for the Council to monitor its performance along with other data sources.

## **7.3 Relevant Policies and Plans**

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

## **7.4 Risks**

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

(a) Poor data quality – Inaccurate data will inevitably lead to less accurate decision making.

(b) Lack of data – Failing to measure key service activities can leave the Council sightless 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 adapt to the COVID pandemic. Misunderstanding the performance picture can lead to ineffective decision-making and potential reputational damage.

## **7.5 Consultation**

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

7.5.2 Informal consultation with relevant stakeholders will continue to take place when developing the Council's performance management framework.

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

7.6.1 This report serves as information in respect of the Council's performance for period 9, therefore consideration by the Executive Advisory Panels was not necessary.

## **7.7 Consideration by Scrutiny**

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

## **7.8 Equality Implications**

7.8.1 Equality related performance indicators are being developed.

## **7.9 Climate Impact**

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

## **7.10 Community Impact**

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

## **7.11 Crime and Disorder Impact**

7.11.1 No crime and disorder impacts have been identified.

## **8 Background Papers**

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8.1 [Performance Indicator Report Period 7 2021/22](#) reported to the meeting of the Executive on 13<sup>th</sup> January 2022.

8.1.1 Corporate Plan, reported to the meeting of the Executive on the 18<sup>th</sup> November 2021. [Executive on Thursday 18th November 2021](#) and adopted by Council on the 1<sup>st</sup> December 2021.

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North Northamptonshire Council Performance Report - December 2021

Key to Performance Status Colours

Progress Status Key:
Green - On target or over-performing against target
Amber - Under-performing against target but within 5% corporate tolerance (or other agreed tolerance as specified)
Red - Under-performing against target by more than 5% (or other agreed tolerance as specified)
Dark Grey - Data missing
Grey - Target under review
Turquoise - Tracking Indicator only

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

Children's Trust Progress Status Key:
Green - At target or better
Amber - Below target - within tolerance
Red - Below target - outside tolerance
Grey - No RAG

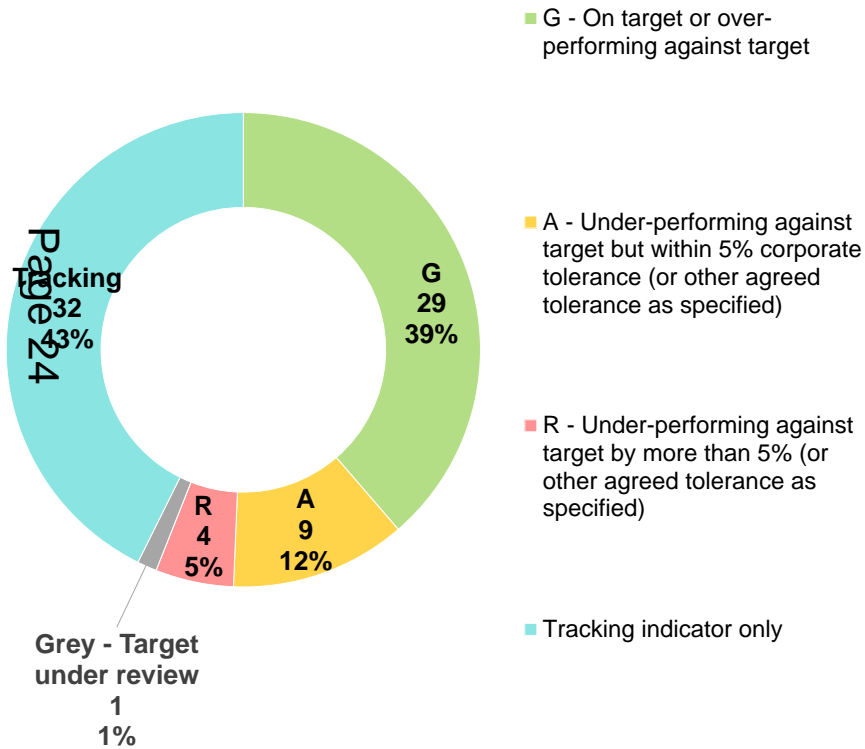
Children's Trust Direction of Travel Key	
↑G	Performance improved since last month
→	Performance the same as last month
↓A	Performance declined since last month

Terminology key

TBC	To be confirmed
TBD	To be determined
n/a	Not applicable
Actual	The actual data (number/percentage) achieved during the reporting period
Benchmark	A comparator used to compare the Council's performance against. The 2020/21 average for Unitary Councils in England has been used where available unless otherwise stated.

## North Northamptonshire Council Performance Report - December 2021

### December 2021 Performance Summary



Directorate	Underperforming Indicators	Variance from target
Children's Services	T44 (LS3a) % of primary schools judged as good or outstanding by Ofsted	-15.00%
Children's Services	T37 (KPI 14) Stage 2 investigations as a % of stage 1 complaints received within the year to date	+70%
Adults, Communities & Wellbeing	T79 % of in-year eligible population offered an NHS Health Check	-83.1%
Adults, Communities & Wellbeing	T80 % of in-year eligible population who received an NHS Health Check	-86.2%

Directorate	Indicators where Direction of Travel has deteriorated	% change from last month
Adults, Communities & Wellbeing	T79 % of in-year eligible population offered an NHS Health Check	-40.83%
Adults, Communities & Wellbeing	T80 % of in-year eligible population who received an NHS Health Check	-22.47%
Place & Economy	T66 Percentage of waste re-used, recycled, composted from HWRC sites	-15.81%

Directorate	Indicators where Direction of Travel has deteriorated	% change from previous period
Adults, Communities & Wellbeing	T93 Breastfeeding rate at 6-8 weeks	(Oct - Nov 2021) -6.58%



**Legal & Democratic**

	Performance Indicator	December Progress Status	Direction of Travel (Nov-Dec)
Human Resources	T19 Number of working days lost to sickness per employee (short-term)	TRACKING	↓G
	T20 Number of working days lost to sickness per employee (long-term)	TRACKING	↓G
Information Governance	T11 % of Freedom of Information Requests completed in 20 working days	G	↑G
	T12 % Environmental Information Regulation Requests completed in 20 working days	G	↓
	T13 % Individual Rights Requests completed in 1 calendar month	G	→

**Finance Services**

	Performance Indicator	December Progress Status	Direction of Travel (Nov-Dec)
Finance	T14 % of invoices paid within 30 days	G	↑G
Revenues & Benefits	T15 % of Council Tax collected	G	↑G
	T16 % National Non Domestic Rates collected	A	↑G
	T17 Average time taken to process benefits & Council Tax Support Claims (days)	G	↑
	T18 Average time to process benefits & Council Tax Support Changes of circumstances (days)	G	↓G

**Transformation**

	Performance Indicator	December Progress Status	Direction of Travel (Nov-Dec)
Customer Services	T21a % calls answered	G	↑G
	T21b Total number of calls received	TRACKING	↓
	T22 Stage 1 complaints received	TRACKING	↓G
	T23 Stage 2 complaints received	TRACKING	↓G

Place & Economy			
	Performance Indicator	December Progress Status	Direction of Travel (Nov-Dec)
Planning Development	T1 % major planning applications processed in 13 weeks	G	↑G
	T2 % minor planning applications processed in 8 weeks	G	↑G
	T3 % other planning applications processed in 8 weeks	G	↑G
Environmental Protection	T4 % of food establishments in the area broadly compliant with food hygiene law	A	↓
	T5 Number of establishments with Eat out Eat Well award	TRACKING	↓
	T6 Number of food & environmental samples taken	TRACKING	↑
Highways	T54 Number of defects repaired in the network	TRACKING	↑G
	T55 Number of defects outstanding on the network	TRACKING	↓G
	T56 Repairs made to the road network that are either permanent or semi permanent	G	↑G
Place Directorate	T58 Out of work benefits claimants (Ex county Place directorate)	TRACKING	↓G















Place & Economy			
	Performance Indicator	December Progress Status	Direction of Travel (Nov-Dec)
Waste	Household kerbside collection: Tonnes of material collected through kerbside schemes:-		
	T60a -Co-mingled recycling	TRACKING	↑
	T60b -Food waste	TRACKING	↑
	T60c -Garden waste	TRACKING	↓
	T65 Percentage of waste treated (residual kerbside waste, HWRC, wood)	TRACKING	↑
	T66 Percentage of waste re-used, recycled, composted from HWRC sites	TRACKING	↓R

**Children's Services**

<b>Performance Indicator</b>		<b>December Progress Status</b>	<b>Direction of Travel (Nov-Dec)</b>
<b>Learning, Skills &amp; Education</b>	T44 (LS3a) % of primary schools judged as good or outstanding by Ofsted	<b>R</b>	➔
	T45 (LS4a) % of secondary schools judged as good or outstanding by Ofsted	<b>G</b>	➔
	T46 (LS11f) Current number of home educated children	<b>TRACKING</b>	⬆
	T47 (NI 114) Number of permanent exclusions from school - Total	<b>TRACKING</b>	⬇
	T48 (New2) Number of looked after children without a school place / missing education	<b>TRACKING</b>	⬆

Children's Services			December Progress Status	Direction of Travel (Nov-Dec)
Performance Indicator				
T24 (KPI 1)	% of all referrals with a decision within 2 working days	G	→	
T25 (KPI 2)	% of referrals with a previous referral within 12 months	A	↑G	
T26 (KPI 3)	% of single assessments authorised within 45 working days	G	↓A	
T27 (KPI 4)	% of single assessments closing with no further action	A	↓A	
T28 (KPI 5)	% of initial child protection conferences held within 15 days of a strategy discussion being initiated	G	↑G	
T29 (KPI 6)	% of children that became the subject of a Child Protection Plan for the second or subsequent time	G	↑G	
T30 (KPI 7)	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 (%)	G	↑G	
T31 (KPI 8)	% Children in care with three or more placements in the previous 12 months	A	↓A	
T32 (KPI 9)	% of young people now aged 17 - 21 and in employment, education or training who were looked after when aged 16	G	↑G	
T33 (KPI 10)	% of young people now aged 17 - 21 and living in suitable accommodation who were looked after when aged 16	G	↑G	
T34 (KPI 11)	% of qualified social workers with caseloads above target	A	↑G	
T35 (KPI 12)	% of children placed more than 20 miles from their homes, outside LA boundary	A	→	
T36 (KPI 13)	% of stage 1 complaints responded to within 10 working days	G	↑G	
T37 (KPI 14)	Stage 2 investigations as a % of stage 1 complaints received within the year to date	R	↑G	
T38 (KPI 16)	% of social worker vacancies	A	↓A	
T39 (KPI 17)	% of social worker posts filled with agency staff	G	↑G	
T40 (KPI 18)	Average time between the LA receiving court authority to place a child and deciding on a match	G	↑G	
T41 (KPI 190)	% of children in care who were placed for adoption within 12 months of an agency decision that they should be adopted	G	↑G	
T42 (KPI 20)	Numbers of data breaches reported or self-reported to the ICO per quarter	TRACKING	↑G	

Children's Social Care

Adults, Communities & Wellbeing			
Performance Indicator		December Progress Status	Direction of Travel (Nov-Dec)
Housing	T7a	Number of households whose homelessness was prevented	TRACKING 
	T7b	Number of households whose homelessness was relieved	TRACKING 
	T8	Number of rough sleepers (single night snapshot figure)	G  G
	T9	Gross number of affordable homes delivered	TRACKING  G
Communities	T10	Number of Anti Social Behaviour incidents reported	TRACKING 
Adult Social Care	<b>Assessment Teams</b>		
	T67	Total number of people allocated to each team	TRACKING 
	T68	Number of unscheduled review requests	TRACKING  G
	<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 (short term support to maximise independence) (i.e. reablement)	TRACKING 
	<b>Safeguarding</b>		
	T70	Number of new concerns received	TRACKING  G
	T71	New concerns determined to be enquiries (both s42 and other)	TRACKING 
	<b>Deprivation of Liberty Safeguards (DoLS)</b>		
	T72	Open cases (No date restriction)	TRACKING  G
	<b>In-House Provision</b>		
	T73	Therapy Service - Total cases of waiting for booking & assessment	TRACKING  G
	<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)	TRACKING 	
T75	Delaying and reducing the need for care and support	TRACKING  G	

**Adults, Communities & Wellbeing**

Performance Indicator		Latest Progress Status	Direction of Travel (Previous to latest)
T76	Smoking quit rate at 4 weeks	G - Nov 2021	↑G
T77	% of infants due a new birth visit that received a new birth visit within 14 days of birth	G - Nov 2022	↑G
T79	% of in-year eligible population offered an NHS Health Check	R - Dec 2021	↓R
T80	% of in-year eligible population who received an NHS Health Check	R - Dec 2021	↓R
T93	Breastfeeding rate at 6-8 weeks	A - Nov 2021	↓R
T94	% of children who received a 6-8 week review by the time they were 8 weeks	G - Nov 2022	↓
T95	% mothers known to be smokers at the time of delivery	G - Sep 2021	↓G
T96	% substance misuse clients waiting more than 3 weeks for their first intervention	Grey - Sep 2021	→

Public Health



**North Northamptonshire Council Performance Report - December 2021**

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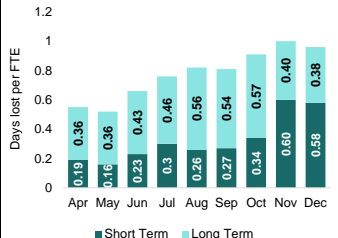
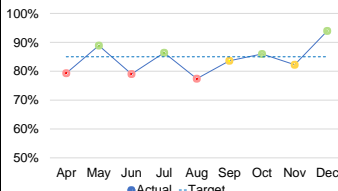
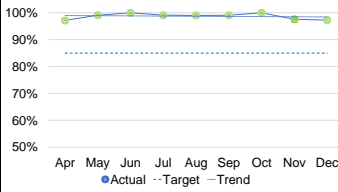
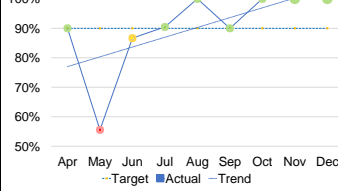
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<b>Children's Trust Direction of Travel Key</b>	
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**Terminology key**

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**North Northamptonshire Council Performance Report - December 2021**  
**December 2021 Progress Report**

Legal & Democratic														
Key Commitment	Ref No.	Description of Performance Indicator	Infographic / Chart	Benchmark	Quarter 1 Progress (Apr, May, Jun)	Quarter 2 Progress (Jul, Aug, Sep)	Quarter 3 Progress (Oct, Nov, Dec)	Year to Date	November 2021/22	December 2021/22	Direction of Travel (November-December)	Polarity	Target	Comments
<b>Human Resources</b>														
TBC	T19	Number of working days lost to sickness per employee (Short Term)	 <p>Days lost per FTE</p> <p>Apr 0.19 0.36 May 0.16 0.36 Jun 0.23 0.43 Jul 0.3 0.46 Aug 0.26 0.56 Sep 0.27 0.54 Oct 0.34 0.57 Nov 0.60 0.40 Dec 0.58 0.38</p> <p>■ Short Term ■ Long Term</p>	Local Government 'single tier' national average - 9.2 days lost per employee over 12 months (0.77 days lost per month)	n/a	n/a	n/a	2.55 days lost	0.6 days lost	0.58 days lost	↓G	Lower is better	*LG Benchmark (Apr-Dec) split: 2.85 days lost short term and 4.05 days lost long term	There has been slight decrease in sickness from November to December. The YTD sickness shows that we are lower than the benchmark so far in 2021/22 for short term sickness and slightly higher than the benchmark for long term sickness. (Note:- the YTD sickness may total up slightly different to the monthly sickness rates reported as monthly sickness is recorded on the 1st of following month, each month and the YTD sickness is calculated at the end of the year to date period. So for December the YTD sickness is recorded on the 1st February. This can therefore lead to slight discrepancies as sickness days will have been added retrospectively throughout the year.)
	T20	Number of working days lost to sickness per employee (Long Term)		n/a	n/a	n/a	4.67 days lost	0.4 days lost	0.38 days lost	↓G	Lower is better			
<b>Information Governance</b>														
Page 32	T11	% of Freedom of Information Requests completed in 20 working days	 <p>Apr 78 82 May 88 82 Jun 78 82 Jul 88 82 Aug 78 82 Sep 82 82 Oct 88 82 Nov 82 82 Dec 98 82</p> <p>● Actual ● Target — Trend</p>	93%	82.62%	82.22%	86.43%	83.60%	82.08%	93.94%	↑G	Higher is better	85%	Reprieve on number of requests in December has had an obvious benefit to our performance. There are still 4 more active requests as of 27/01 to be added once complete.
	TBC	T12	% Environmental Information Regulation Requests completed in 20 working days	 <p>Apr 98 98 May 98 98 Jun 98 98 Jul 98 98 Aug 98 98 Sep 98 98 Oct 98 98 Nov 98 98 Dec 98 98</p> <p>● Actual ● Target — Trend</p>	93%	98.82%	99.07%	97.28%	98.58%	97.58%	97.28%	↓	Higher is better	85%
TBC	T13	% Individual Rights Requests completed in 1 calendar month	 <p>Apr 90 80 May 55 80 Jun 85 80 Jul 90 80 Aug 95 80 Sep 90 80 Oct 95 80 Nov 100 80 Dec 100 80</p> <p>● Actual ● Target — Trend</p>	81%	74.42%	92.68%	100.00%	87.16%	100.00%	100.00%	→	Higher is better	90%	Figure for November has risen to 100% due to correcting an admin error. The changes we implemented for procedures within the team reflect the Q3 performance of 100%.



Finance Services														
North Northamptonshire Council Performance Report - December 2021	Ref No.	Description of Performance Indicator	Infographic / Chart	Benchmark	Quarter 1 Progress (Apr, May, Jun)	Quarter 2 Progress (Jul, Aug, Sep)	Quarter 3 Progress (Oct, Nov, Dec)	Year to Date	November 2021/22	December 2021/22	Direction of Travel (November-December)	Polarity	Target	Comments
Finance Strategy & Accountancy														
TBC	T14	% of invoices paid within 30 days		n/a	91.80%	91.98%	97.82%	94.14%	97.27%	97.69%	↑G	Higher is better	95%	<p>This calculation is based on the invoices paid within the month (rather than invoices received in the month). April data was unavailable as the dates invoices were received were not available.</p> <p>Invoices not being paid within deadline is due to service users not completing goods receipts or invoice approvals within the required timescales. We will reiterate the correct process to the service users.</p>
					6697 out of 7295	8709 out of 9468	9932 out of 10153	25338 out of 26916	3172 out of 3261	3261 out of 3338				

Key Commitment	Ref No.	Description of Performance Indicator	Infographic / Chart	Benchmark	Quarter 1 Progress (Apr, May, Jun)	Quarter 2 Progress (Jul, Aug, Sep)	Quarter 3 Progress (Oct, Nov, Dec)	Year to Date	November 2021/22	December 2021/22	Direction of Travel (November-December)	Polarity	Target	Comments
<b>Revenues and Benefits</b>														
TBC	T15	% of Council Tax collected		96.41%	29.05% 103.8% achieved of the target £63,069,552.08	56.79% (Apr-Sep) 101.4% achieved of the target £123,531,775.70	84.11% (Apr-Dec) 100.13% achieved of the target £183,281,458.52	84.11% (YTD) 100.13% achieved of the target £183,281,458.52	75.06% (YTD) 100.08% achieved of the target £163,438,219.00	84.11% (YTD) 100.13% achieved of the target £183,281,458.52	↑G	Higher is better	84%	There has been slight decrease in sickness from November to December. The YTD sickness shows that we are lower than the benchmark so far in 2021/22 for short term sickness and slightly higher than the benchmark for long term sickness. (Note:- the YTD sickness may total up slightly different to the monthly sickness rates reported as monthly sickness is recorded on the 1st of following month, each month and the YTD sickness is calculated at the end of the year to date period. So for December the YTD sickness is recorded on the 1st February. This can therefore lead to slight discrepancies as sickness days will have been added retrospectively throughout the year.)
TBC	T16	% National Non Domestic Rates collected		97.93%	27.97% 99.9% achieved of the target £31,646,562.22	48.72% (Apr-Sep) 88.6% achieved of target £65,922,739.58	78.06% (Apr-Dec) 95.2% achieved of the target £104,818,314.03	78.06% (YTD) 95.2% achieved of the target £104,818,314.03	68.37% (YTD) 91.16% achieved of the target £92,391,058.97	78.06% (YTD) 95.2% achieved of the target £104,818,314.03	↑G	Higher is better	82%	Collection remains below the target due to affects of extended retail relief and uncertainty within the business sector. The direction of travel is calculated based on the actual performance achieved as a proportion of the target each month.
TBC	T17	Average time taken to process benefits & Council Tax Support Claims (days)		18 days	22.74 days 2827 claims	20.53 days 2306 claims	19.71 days 2062 claims	21.16 days 7195 claims	17.65 days 809 claims	18.72 days 685 claims	↑	Lower is better	21 days	Performance in month is exceeding target and remains on track for year, fluctuation is expected throughout year as Furlough ends and potential increases in Council tax claims.
TBC	T18	Average time taken to process benefits & Council Tax Support Changes of circumstances (days)		5 days	6.61 days 14748 changes	6.66 days 12358 changes	6.02 days 11894 changes	6.45 days 39000 changes	6.53 days 4567 changes	4.33 days 3115 changes	↓G	Lower is better	9 days	This remains within target.

**Transformation**

North Northamptonshire Council Performance	Ref No.	Description of Performance Indicator	Infographic / Chart	Benchmark	Quarter 1 Progress (Apr, May, Jun)	Quarter 2 Progress (Jul, Aug, Sep)	Quarter 3 Progress (Oct, Nov, Dec)	Year to Date	November 2021/22	December 2021/22	Direction of Travel (November-December)	Polarity	Target	Comments
<b>Customer Services</b>														
TBC	T21a	% calls answered		93%	87.72%	80.70%	85.83%	84.56%	87.65%	91.64%	↑G	Higher is better	90%	Performance target has been achieved in December.
					83637 out of 95345	88385 out of 109521	81298 out of 94717	253315 out of 299583	29945 out of 34165	23850 out of 26026				
TBC	T21b	Total number of calls received		n/a	118580	116773	94717	330070	34165	26026	↓	No polarity	No target - tracking indicator only	This row was added to show the total number of calls received by the council (as the above performance indicator excluded Corby Calls for April-July).
TBC	T22	Stage 1 complaints received		n/a	497	483	435	980	142	116	↓G	Lower is better	No target - tracking indicator only	Complaint levels have remained consistent during the year so far with a wide variety of issues raised.
TBC	T23	Stage 2 complaints received		n/a	28	18	30	76	9	8	↓G	Lower is better	No target - tracking indicator only	The number of cases reaching stage 2 remains low. This suggests that we are able to resolve issues effectively at stage 1.

Place & Economy

North Northamptonshire Council Performance Report - December 2021	Ref No.	Description of Performance Indicator	Infographic / Chart	Benchmark	Quarter 1 Progress (Apr, May, Jun)	Quarter 2 Progress (Jul, Aug, Sep)	Quarter 3 Progress (Oct, Nov, Dec)	Year to Date	November 2021/22	December 2021/22	Direction of Travel (November-December)	Polarity	Target	Comments
<b>Planning Services</b>														
TBC	T1	% major planning applications processed in 13 weeks		91% <i>(Q1 2021/22 All English Authorities)</i>	95.0%	90.32%	96.00%	93.42%	85.71%	100.00%	↑G	Higher is better	90%	Although one major application was determined outside the statutory timeframe last month, the year to date performance remains above target.
					19 out of 20	28 out of 31	24 out of 25	71 out of 76	6 out of 7	14 out of 14				
TBC	T2	% minor planning applications processed in 8 weeks		88% <i>(Q1 2021/22 All English Authorities)</i>	87.76%	89.31%	80.95%	85.92%	82.05%	88.10%	↑G	Higher is better	85%	Performance has improved significantly on the previous month and has helped to ensure that the year to date performance remains above target.
					86 out of 98	117 out of 131	102 out of 126	305 out of 355	32 out of 39	37 out of 42				
TBC	T3	% other planning applications processed in 8 weeks		84% <i>(Q1 2021/22 All English Authorities)</i>	93.27%	87.16%	89.74%	90.00%	89.93%	91.28%	↑G	Higher is better	88%	Most applications fall into this category and performance this month has been strong with year to date performance remaining above target.
					388 out of 416	387 out of 444	341 out of 380	1116 out of 1240	125 out of 139	136 out of 149				

Key Commitment	Ref No.	Description of Performance Indicator	Infographic / Chart	Benchmark	Quarter 1 Progress (Apr, May, Jun)	Quarter 2 Progress (Jul, Aug, Sep)	Quarter 3 Progress (Oct, Nov, Dec)	Year to Date	November 2021/22	December 2021/22	Direction of Travel (November-December)	Polarity	Target	Comments
<b>Environmental Health</b>														
TBC	T4	% of food establishments in the area broadly compliant with food hygiene law		n/a	88.89% (Jun)	91.76% (Sep)	92.42% (Dec)	92.42% (Dec)	92.73%	92.42%	↓	Higher is better	95%	This indicator is now improving towards the target as the food teams catch up with inspections in line with the Food Standards Agencies Covid 19 Recovery Roadmap.
					2841 out of 3196	2874 out of 3132	2888 out of 3125	2888 out of 3125	2896 out of 3123	2888 out of 3125				
TBC	T5	Number of establishments with Eat out Eat Well award		n/a	23 (Jun)	17 (Sep)	14 (Dec)	14 (Dec)	16	14	↕	No polarity	No target - tracking indicator only	Eat out Eat Well awards expire after two years and in order to retain their awards it is necessary to reassess the business at the two year mark. Due to the Covid pandemic reassessments have not been carried out resulting in a big reduction in those businesses having awards and eventually all of them will expire. The project needs a complete rebrand and restart now that we are North Northants. Funding is being secured in conjunction with colleagues in Public Health however, this is a significant undertaking so it will be next year before any progress can be made. YTD and Quarterly figures are latest position.
TBC	T6	Number of food & environmental samples taken		n/a	10	0	75	85	21	47	↑	No polarity	No target - tracking indicator only	Sampling has not been carried out during the pandemic but is now being resumed on a gradual basis. This is deemed a lower priority than statutory inspections and enforcement.

Key Commitment	Ref No.	Description of Performance Indicator	Infographic / Chart	Benchmark	Quarter 1 Progress (Apr, May, Jun)	Quarter 2 Progress (Jul, Aug, Sep)	Quarter 3 Progress (Oct, Nov, Dec)	Year to Date	November 2021/22	December 2021/22	Direction of Travel (November-December)	Polarity	Target	Comments
<b>Highways</b>														
TBC	T54	Number of defects repaired in the network		n/a	5902	4312	5956	16170	1744	1953	↑G	Higher is better	No target - tracking indicator only	
TBC	T55	Number of defects outstanding on the network		n/a	977 (June 2021)	881 (Sept 2021)	666 (Dec 2021)	666 (Dec 2021)	844	666	↓G	Lower is better	No target - tracking indicator only	The number of repairs outstanding on the network has decreased by 21%
TBC	T56	Repairs made to the network that are either permanent or semi-permanent		n/a	99.20%	98.98%	99.32%	99.19%	99.71%	100.00%	↑G	Higher is better	95% to 97%	The volume is relating to those repairs that are permanent or semi-permanent. This month all repairs undertaken were permanent.
<b>Place Directorate</b>														
TBC	T58	Out of work benefits claimants (Ex county Place directorate)		3.8% (Dec 2021)	4.8%	4.3%	3.7%	3.7%	3.9%	3.7%	↓G	Lower is better	No target - tracking indicator only	Snapshot volume each month. Benchmark is East Midlands.

Key Commitment	Ref No.	Description of Performance Indicator	Infographic / Chart	Benchmark	Quarter 1 Progress (Apr, May, Jun)	Quarter 2 Progress (Jul, Aug, Sep)	Quarter 3 Progress (Oct, Nov, Dec)	Year to Date	November 2021/22	December 2021/22	Direction of Travel (November-December)	Polarity	Target	Comments
<b>Waste Services</b>														
TBC	T60a	Household kerbside collection: Tonnes of material collected through kerbside schemes - Co-mingled recycling		n/a	9212.66	8747.31	8616.33	26576.30	2730.21	3125.14	↑	No polarity	No target - tracking indicator only	December tonnages are always higher due to increased recyclable material over the Christmas period. Q2 data is unverified until approx. Feb 22. This is a relatively stable waste stream, however performance is impacted by the level of contamination created by residents who put the wrong waste in the recycling bin. The Council continues to raise awareness and engage with residents to ensure that co-mingled recycling is clean and not contaminated by wet or dirty materials which affect the performance and presents significant financial risk to the Council when dealing with rejected loads of recyclable material.  August and September data has been updated since the October report.
TBC	T60b	Household kerbside collection: Tonnes of material collected through kerbside schemes - Food waste		n/a	990.28	986.16	974.08	2950.52	327.62	339.26	↑	No polarity	No target - tracking indicator only	Q2 data is unverified until approx. Feb 22. Food waste is currently collected in East Northants and Corby. Factors that affect food waste performance include the level of multiple deprivation, and the availability of alternate capacity such as residual containers. The waste team intend to carry out awareness raising activity during 22/23 to increase participation in food waste collection. Removal of food waste from other waste streams, such as residual waste, is a key activity for effective waste collection systems, and requirements of The Environment Bill 2021 mean that food waste collections should be extended to all households by 2023. August data has been updated since the October report.
TBC	T60c	Household kerbside collection: Tonnes of material collected through kerbside schemes - Garden waste		n/a	8387.75	8532.85	3789.60	20710.20	1472.42	424.92	↓	No polarity	No target - tracking indicator only	Garden waste tonnages are affected by the greatest amount of seasonal variance and is not collected in Wellingborough during the period November to March. Yields for this material increase during Q1 and Q2 and drop off in the winter by approximately 60%. Arisings for garden waste are also affected by weather conditions, in dry years, the overall yield will be reduced.  August and September data has been updated since the October report.
TBC	T65	Percentage of waste treated (residual kerbside waste, HWRC, wood)		n/a	90.95%	91.48%	93.12%	91.82%	93.10%	93.60%	↑	No polarity	n/a	While the quantity of waste can fluctuate, the percentage of waste treated is relatively stable, being managed through contract requirements.
TBC	T66	Percentage of waste re-used, recycled, composted from HWRC sites		43.2%	40.01%	42.49%	39.34%	40.71%	42.00%	35.36%	↓ R	Higher is better	n/a	Quality and quantity of waste that can be reused, recycled or composted is subject to variation throughout the year. Lower visitor numbers in winter months means a reduction in total waste and therefore reduction of percentage waste reused, recycled or composted. There is also no guarantee that the quality of waste being brought to the Household Recycling Centres (HWRC) is fit for reuse or recycling, therefore these can see monthly variations. Compost tonnages is the area most affected by seasonal variance so yields for this material drop off in the winter.

Children's Services

Northamptonshire Council Performance	Ref No.	Description of Performance Indicator	Infographic / Chart	Benchmark	Quarter 1 Progress (Apr, May, Jun)	Quarter 2 Progress (Jul, Aug, Sep)	Quarter 3 Progress (Oct, Nov, Dec)	Year to Date	November 2021/22	December 2021/22	Direction of Travel (November-December)	Polarity	Target	Comments																														
<b>Learning, Skills &amp; Education</b>																																												
TBC	T44 (LS3a)	% of primary schools judged as good or outstanding by Ofsted	<table border="1"> <caption>% of primary schools judged as good or outstanding by Ofsted</caption> <thead> <tr><th>Month</th><th>Actual</th><th>Target</th></tr> </thead> <tbody> <tr><td>Apr</td><td>73%</td><td>85%</td></tr> <tr><td>May</td><td>73%</td><td>85%</td></tr> <tr><td>Jun</td><td>73%</td><td>85%</td></tr> <tr><td>Jul</td><td>73%</td><td>85%</td></tr> <tr><td>Aug</td><td>73%</td><td>85%</td></tr> <tr><td>Sep</td><td>73%</td><td>85%</td></tr> <tr><td>Oct</td><td>74.8%</td><td>85%</td></tr> <tr><td>Nov</td><td>74.8%</td><td>85%</td></tr> <tr><td>Dec</td><td>74.8%</td><td>85%</td></tr> </tbody> </table>	Month	Actual	Target	Apr	73%	85%	May	73%	85%	Jun	73%	85%	Jul	73%	85%	Aug	73%	85%	Sep	73%	85%	Oct	74.8%	85%	Nov	74.8%	85%	Dec	74.8%	85%	85%	73% (Jun)	73% (Sep)	74.8% (Dec)	74.8% (Dec)	74.8%	74.8%	→	Higher is better	88%	There is no change in the proportion of primary schools that are judged as good or outstanding by Ofsted this month. Of the 111 primary schools in the authority area, 83 are rated either good or outstanding in their latest inspection (as of 31st December 2021)
Month	Actual	Target																																										
Apr	73%	85%																																										
May	73%	85%																																										
Jun	73%	85%																																										
Jul	73%	85%																																										
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Oct	74.8%	85%																																										
Nov	74.8%	85%																																										
Dec	74.8%	85%																																										
TBC	T45 (LS4a)	% of secondary schools judged as good or outstanding by Ofsted	<table border="1"> <caption>% of secondary schools judged as good or outstanding by Ofsted</caption> <thead> <tr><th>Month</th><th>Actual</th><th>Target</th></tr> </thead> <tbody> <tr><td>Apr</td><td>70%</td><td>71%</td></tr> <tr><td>May</td><td>70%</td><td>71%</td></tr> <tr><td>Jun</td><td>70%</td><td>71%</td></tr> <tr><td>Jul</td><td>70%</td><td>71%</td></tr> <tr><td>Aug</td><td>70%</td><td>71%</td></tr> <tr><td>Sep</td><td>70%</td><td>71%</td></tr> <tr><td>Oct</td><td>78%</td><td>71%</td></tr> <tr><td>Nov</td><td>80%</td><td>71%</td></tr> <tr><td>Dec</td><td>80%</td><td>71%</td></tr> </tbody> </table>	Month	Actual	Target	Apr	70%	71%	May	70%	71%	Jun	70%	71%	Jul	70%	71%	Aug	70%	71%	Sep	70%	71%	Oct	78%	71%	Nov	80%	71%	Dec	80%	71%	71%	70% (Jun)	70% (Sep)	80% (Dec)	80% (Dec)	80%	80%	→	Higher is better	65%	There is no change in the proportion of secondary schools that are judged as good or outstanding by Ofsted this month. Of the 20 secondary schools in the authority area, 16 are rated either good or outstanding in their latest inspection (as of 31st December 2021)
Month	Actual	Target																																										
Apr	70%	71%																																										
May	70%	71%																																										
Jun	70%	71%																																										
Jul	70%	71%																																										
Aug	70%	71%																																										
Sep	70%	71%																																										
Oct	78%	71%																																										
Nov	80%	71%																																										
Dec	80%	71%																																										
TBC	T46 (LS11f)	Current number of home educated children	<table border="1"> <caption>Current number of home educated children</caption> <thead> <tr><th>Month</th><th>Actual</th><th>Trend</th></tr> </thead> <tbody> <tr><td>Apr</td><td>607</td><td>650</td></tr> <tr><td>May</td><td>607</td><td>650</td></tr> <tr><td>Jun</td><td>600</td><td>650</td></tr> <tr><td>Jul</td><td>600</td><td>650</td></tr> <tr><td>Aug</td><td>600</td><td>650</td></tr> <tr><td>Sep</td><td>600</td><td>650</td></tr> <tr><td>Oct</td><td>631</td><td>650</td></tr> <tr><td>Nov</td><td>631</td><td>650</td></tr> <tr><td>Dec</td><td>621</td><td>650</td></tr> </tbody> </table>	Month	Actual	Trend	Apr	607	650	May	607	650	Jun	600	650	Jul	600	650	Aug	600	650	Sep	600	650	Oct	631	650	Nov	631	650	Dec	621	650	n/a	607 (Jun)	600 (Sep)	631 (Dec)	631 (Dec)	621	631	↑	No polarity	No target - tracking indicator only	The number of children who are electively home educated at the end of December was 631, this is an increase of 10 children from the position at the end of November.
Month	Actual	Trend																																										
Apr	607	650																																										
May	607	650																																										
Jun	600	650																																										
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Sep	600	650																																										
Oct	631	650																																										
Nov	631	650																																										
Dec	621	650																																										
TBC	T47 (NI 114)	Number of permanent exclusions from school - Total	<table border="1"> <caption>Number of permanent exclusions from school - Total</caption> <thead> <tr><th>Month</th><th>Actual</th><th>Trend</th></tr> </thead> <tbody> <tr><td>Apr</td><td>15</td><td>5</td></tr> <tr><td>May</td><td>15</td><td>5</td></tr> <tr><td>Jun</td><td>6</td><td>5</td></tr> <tr><td>Jul</td><td>6</td><td>5</td></tr> <tr><td>Aug</td><td>6</td><td>5</td></tr> <tr><td>Sep</td><td>6</td><td>5</td></tr> <tr><td>Oct</td><td>27</td><td>5</td></tr> <tr><td>Nov</td><td>30</td><td>5</td></tr> <tr><td>Dec</td><td>18</td><td>5</td></tr> </tbody> </table>	Month	Actual	Trend	Apr	15	5	May	15	5	Jun	6	5	Jul	6	5	Aug	6	5	Sep	6	5	Oct	27	5	Nov	30	5	Dec	18	5	35	15	6	27	30	18	7	↓	Lower is better	No target - tracking indicator only	YTD = Academic Year to Date (i.e. September to July). The number of permanent exclusions was 7 in December, a reduction from the 18 recorded in November. Exclusions are impacted by a range of factors within schools and the local authority, as well as seasonal trends which result in higher levels of exclusions at certain times of the year. Covid restrictions also have an impact on schools and pupils.
Month	Actual	Trend																																										
Apr	15	5																																										
May	15	5																																										
Jun	6	5																																										
Jul	6	5																																										
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Key Commitment	Ref No.	Description of Performance Indicator	Infographic / Chart	Benchmark	Quarter 1 Progress (Apr, May, Jun)	Quarter 2 Progress (Jul, Aug, Sep)	Quarter 3 Progress (Oct, Nov, Dec)	Year to Date	November 2021/22	December 2021/22	Direction of Travel (November-December)	Polarity	Target	Comments
<b>Learning, Skills &amp; Education (continued)</b>														
TBC	T48 (New2)	Number of looked after children without a school place / missing education		n/a	21 (Jun)	7 (Sep)	7 (Dec)	7	6	7	↑	Lower is better	No target - tracking indicator only	There are currently 7 children in care without a school place or missing from education as of 21st December. This is an increase of 1 from the position on 30th November.

Key Commitment	Ref No.	Description of Performance Indicator	Infographic / Chart	Benchmark	Quarter 1 Progress (Apr - Jun)	Quarter 2 Progress (Apr - Sep)	Quarter 3 Progress (Apr - Dec)	Year to Date	November 2021/22	December 2021/22	Direction of Travel (November-December)	Polarity	Target	Comments
<b>Children's Trust (Please note that this data is for the whole of Northamptonshire and not just the North)</b>														
TBC	T24 (KPI 1)	% of all referrals with a decision within 2 working days		n/a	88% (Jun)	84% (Sep)	98% (Dec)	98% (Dec)	97% (1,221)	98% (1145)	➔	Higher is better	85% (Tolerance 75% - 95%)	Data is for Northamptonshire Children's Trust (NCT) as a whole and therefore covers both West and North Northamptonshire. The RAG position are based upon the tolerances agreed in the contract KPIs between NCT and the Unitary councils.
TBC	T25 (KPI 2)	% of referrals with a previous referral within 12 months		n/a	34%	34%	35%	35% (Dec)	38% (1,260)	35% (943)	⬆️G	Lower is better	29% (Tolerance 25% - 40%)	
TBC	T26 (KPI 3)	% of single assessments authorised within 45 working days		n/a	98%	98%	98%	98%	98% (896)	97% (581)	⬇️A	Higher is better	85% (Tolerance 85% - 95%)	
TBC	T27 (KPI 4)	% of single assessments closing with no further action		n/a	35%	40%	40%	40%	36% (896)	37% (581)	⬇️A	Lower is better	35% (Tolerance 30% - 50%)	
TBC	T28 (KPI 5)	% of initial child protection conferences held within 15 days of a strategy discussion being initiated		79.8%	77%	81%	81%	81%	83% (116)	95% (63)	⬆️G	Higher is better	81% (Tolerance 66% - 86%)	

Key Commitment	Ref No.	Description of Performance Indicator	Infographic / Chart	Benchmark	Quarter 1 Progress (Apr - Jun)	Quarter 2 Progress (Apr - Sep)	Quarter 3 Progress (Apr - Dec)	Year to Date	November 2021/22	December 2021/22	Direction of Travel (November-December)	Polarity	Target	Comments																																								
<b>Children's Trust - continued (Please note that this data is for the whole of Northamptonshire and not just the North)</b>																																																						
TBC	T29 (KPI 6)	% of children that became the subject of a Child Protection Plan for the second or subsequent time	<table border="1"> <caption>Data for KPI 6</caption> <thead> <tr><th>Month</th><th>Actual</th><th>Target</th><th>Trend</th></tr> </thead> <tbody> <tr><td>Apr</td><td>12%</td><td>20%</td><td>20%</td></tr> <tr><td>May</td><td>20%</td><td>20%</td><td>20%</td></tr> <tr><td>Jun</td><td>35%</td><td>20%</td><td>20%</td></tr> <tr><td>Jul</td><td>32%</td><td>20%</td><td>20%</td></tr> <tr><td>Aug</td><td>50%</td><td>20%</td><td>20%</td></tr> <tr><td>Sep</td><td>35%</td><td>20%</td><td>20%</td></tr> <tr><td>Oct</td><td>12%</td><td>20%</td><td>20%</td></tr> <tr><td>Nov</td><td>22%</td><td>20%</td><td>20%</td></tr> <tr><td>Dec</td><td>10%</td><td>20%</td><td>20%</td></tr> </tbody> </table>	Month	Actual	Target	Trend	Apr	12%	20%	20%	May	20%	20%	20%	Jun	35%	20%	20%	Jul	32%	20%	20%	Aug	50%	20%	20%	Sep	35%	20%	20%	Oct	12%	20%	20%	Nov	22%	20%	20%	Dec	10%	20%	20%	18%	22%	29%	26%	26%	23% (92)	9% (35)	↑G	Lower is better	20% (Tolerance 15% - 35%)	
Month	Actual	Target	Trend																																																			
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Dec	10%	20%	20%																																																			
TBC	T30 (KPI 7)	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 (%)	<table border="1"> <caption>Data for KPI 7</caption> <thead> <tr><th>Month</th><th>Actual</th><th>Target</th><th>Trend</th></tr> </thead> <tbody> <tr><td>Apr</td><td>63%</td><td>66%</td><td>66%</td></tr> <tr><td>May</td><td>65%</td><td>66%</td><td>66%</td></tr> <tr><td>Jun</td><td>65%</td><td>66%</td><td>66%</td></tr> <tr><td>Jul</td><td>65%</td><td>66%</td><td>66%</td></tr> <tr><td>Aug</td><td>68%</td><td>66%</td><td>66%</td></tr> <tr><td>Sep</td><td>68%</td><td>66%</td><td>66%</td></tr> <tr><td>Oct</td><td>75%</td><td>66%</td><td>66%</td></tr> <tr><td>Nov</td><td>76%</td><td>66%</td><td>66%</td></tr> <tr><td>Dec</td><td>78%</td><td>66%</td><td>66%</td></tr> </tbody> </table>	Month	Actual	Target	Trend	Apr	63%	66%	66%	May	65%	66%	66%	Jun	65%	66%	66%	Jul	65%	66%	66%	Aug	68%	66%	66%	Sep	68%	66%	66%	Oct	75%	66%	66%	Nov	76%	66%	66%	Dec	78%	66%	66%	67%	65% (Jun)	68% (Sep)	72% (Dec)	72%	71% (428)	72% (439)	↑G	Higher is better	66% (Tolerance 56% - 70%)	
Month	Actual	Target	Trend																																																			
Apr	63%	66%	66%																																																			
May	65%	66%	66%																																																			
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Nov	76%	66%	66%																																																			
Dec	78%	66%	66%																																																			
TBC	T31 (KPI 8)	% Children in care with three or more placements in the previous 12 months	<table border="1"> <caption>Data for KPI 8</caption> <thead> <tr><th>Month</th><th>Actual</th><th>Target</th><th>Trend</th></tr> </thead> <tbody> <tr><td>Apr</td><td>9.2%</td><td>10%</td><td>10%</td></tr> <tr><td>May</td><td>9.2%</td><td>10%</td><td>10%</td></tr> <tr><td>Jun</td><td>9.2%</td><td>10%</td><td>10%</td></tr> <tr><td>Jul</td><td>9.5%</td><td>10%</td><td>10%</td></tr> <tr><td>Aug</td><td>9.8%</td><td>10%</td><td>10%</td></tr> <tr><td>Sep</td><td>9.7%</td><td>10%</td><td>10%</td></tr> <tr><td>Oct</td><td>11.3%</td><td>10%</td><td>10%</td></tr> <tr><td>Nov</td><td>11.3%</td><td>10%</td><td>10%</td></tr> <tr><td>Dec</td><td>11.8%</td><td>10%</td><td>10%</td></tr> </tbody> </table>	Month	Actual	Target	Trend	Apr	9.2%	10%	10%	May	9.2%	10%	10%	Jun	9.2%	10%	10%	Jul	9.5%	10%	10%	Aug	9.8%	10%	10%	Sep	9.7%	10%	10%	Oct	11.3%	10%	10%	Nov	11.3%	10%	10%	Dec	11.8%	10%	10%	11%	9% (Jun)	10% (Sep)	12% (Dec)	12% (Dec)	11.3% (1,168)	11.8% (1,179)	↓A	Lower is better	10% (Tolerance 5% - 15%)	
Month	Actual	Target	Trend																																																			
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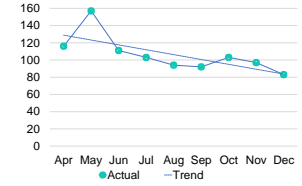
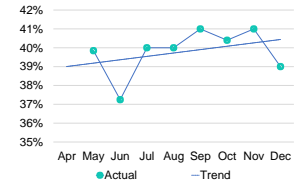
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<b>Children's Trust - continued (Please note that this data is for the whole of Northamptonshire and not just the North)</b>																																																						
TBC	T32 (KPI 9)	% of young people now aged 17 - 21 and in employment, education or training who were looked after when aged 16	<table border="1"> <caption>Data for KPI 9</caption> <thead> <tr><th>Month</th><th>Actual</th><th>Target</th><th>Trend</th></tr> </thead> <tbody> <tr><td>Apr</td><td>65%</td><td>55%</td><td>58%</td></tr> <tr><td>May</td><td>55%</td><td>55%</td><td>58%</td></tr> <tr><td>Jun</td><td>63%</td><td>55%</td><td>58%</td></tr> <tr><td>Jul</td><td>50%</td><td>55%</td><td>58%</td></tr> <tr><td>Aug</td><td>58%</td><td>55%</td><td>58%</td></tr> <tr><td>Sep</td><td>68%</td><td>55%</td><td>58%</td></tr> <tr><td>Oct</td><td>55%</td><td>55%</td><td>58%</td></tr> <tr><td>Nov</td><td>63%</td><td>55%</td><td>58%</td></tr> <tr><td>Dec</td><td>68%</td><td>55%</td><td>58%</td></tr> </tbody> </table>	Month	Actual	Target	Trend	Apr	65%	55%	58%	May	55%	55%	58%	Jun	63%	55%	58%	Jul	50%	55%	58%	Aug	58%	55%	58%	Sep	68%	55%	58%	Oct	55%	55%	58%	Nov	63%	55%	58%	Dec	68%	55%	58%	n/a	62%	60%	61%	61%	63% (49)	68% (66)	↑G	Higher is better	55% (Tolerance 50% - 60%)	
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TBC	T33 (KPI 10)	% of young people now aged 17 - 21 and living in suitable accommodation who were looked after when aged 16	<table border="1"> <caption>Data for KPI 10</caption> <thead> <tr><th>Month</th><th>Actual</th><th>Target</th><th>Trend</th></tr> </thead> <tbody> <tr><td>Apr</td><td>96%</td><td>90%</td><td>93%</td></tr> <tr><td>May</td><td>95%</td><td>90%</td><td>93%</td></tr> <tr><td>Jun</td><td>90%</td><td>90%</td><td>93%</td></tr> <tr><td>Jul</td><td>87%</td><td>90%</td><td>93%</td></tr> <tr><td>Aug</td><td>90%</td><td>90%</td><td>93%</td></tr> <tr><td>Sep</td><td>90%</td><td>90%</td><td>93%</td></tr> <tr><td>Oct</td><td>94%</td><td>90%</td><td>93%</td></tr> <tr><td>Nov</td><td>87%</td><td>90%</td><td>93%</td></tr> <tr><td>Dec</td><td>91%</td><td>90%</td><td>93%</td></tr> </tbody> </table>	Month	Actual	Target	Trend	Apr	96%	90%	93%	May	95%	90%	93%	Jun	90%	90%	93%	Jul	87%	90%	93%	Aug	90%	90%	93%	Sep	90%	90%	93%	Oct	94%	90%	93%	Nov	87%	90%	93%	Dec	91%	90%	93%	n/a	93%	91%	91% (66)	91% (66)	87% (47)	91% (66)	↑G	Higher is better	90% (Tolerance 85% - 95%)	
Month	Actual	Target	Trend																																																			
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TBC	T34 (KPI 11)	% of qualified social workers with caseloads above target	<table border="1"> <caption>Data for KPI 11</caption> <thead> <tr><th>Month</th><th>Actual</th><th>Target</th><th>Trend</th></tr> </thead> <tbody> <tr><td>Apr</td><td>10%</td><td>12%</td><td>12%</td></tr> <tr><td>May</td><td>13%</td><td>12%</td><td>12%</td></tr> <tr><td>Jun</td><td>14.4%</td><td>12%</td><td>12%</td></tr> <tr><td>Jul</td><td>13%</td><td>12%</td><td>12%</td></tr> <tr><td>Aug</td><td>13.5%</td><td>12%</td><td>12%</td></tr> <tr><td>Sep</td><td>11.5%</td><td>12%</td><td>12%</td></tr> <tr><td>Oct</td><td>13%</td><td>12%</td><td>12%</td></tr> <tr><td>Nov</td><td>18%</td><td>12%</td><td>12%</td></tr> <tr><td>Dec</td><td>15.3%</td><td>12%</td><td>12%</td></tr> </tbody> </table>	Month	Actual	Target	Trend	Apr	10%	12%	12%	May	13%	12%	12%	Jun	14.4%	12%	12%	Jul	13%	12%	12%	Aug	13.5%	12%	12%	Sep	11.5%	12%	12%	Oct	13%	12%	12%	Nov	18%	12%	12%	Dec	15.3%	12%	12%	n/a	14.4% (Jun)	11.5% (Sep)	15.3% (Dec)	15.3% (Dec)	17.8%	15.3%	↑G	Lower is better	12% (Tolerance 10% - 20%)	
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Dec	15.3%	12%	12%																																																			
TBC	T35 (KPI 12)	% of children placed more than 20 miles from their homes, outside LA boundary	<table border="1"> <caption>Data for KPI 12</caption> <thead> <tr><th>Month</th><th>Actual</th><th>Target</th></tr> </thead> <tbody> <tr><td>Apr</td><td>19%</td><td>18%</td></tr> <tr><td>May</td><td>19%</td><td>18%</td></tr> <tr><td>Jun</td><td>19%</td><td>18%</td></tr> <tr><td>Jul</td><td>19%</td><td>18%</td></tr> <tr><td>Aug</td><td>19%</td><td>18%</td></tr> <tr><td>Sep</td><td>19%</td><td>18%</td></tr> <tr><td>Oct</td><td>19%</td><td>18%</td></tr> <tr><td>Nov</td><td>19%</td><td>18%</td></tr> <tr><td>Dec</td><td>19%</td><td>18%</td></tr> </tbody> </table>	Month	Actual	Target	Apr	19%	18%	May	19%	18%	Jun	19%	18%	Jul	19%	18%	Aug	19%	18%	Sep	19%	18%	Oct	19%	18%	Nov	19%	18%	Dec	19%	18%	21%	19%	19%	19%	19% (1,179)	19% (1,168)	19% (1,179)	→	Lower is better	18% (Tolerance 17% - 27%)											
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<b>Children's Trust - continued (Please note that this data is for the whole of Northamptonshire and not just the North)</b>														
TBC	T36 (KPI 13)	% of stage 1 complaints responded to within 10 working days		n/a	78% (Jun)	57% (Sep)	50% (Dec)	50% (Dec)	25%	50%	↑G	Higher is better	50% (Tolerance 30% - 60%)	There were 2 statutory complaints closed. One met the 10 working day timescale and the other did not meet timescale.
TBC	T37 (KPI 14)	Stage 2 investigations as a % of stage 1 complaints received within the year to date		n/a	69% (Jun)	40% (Sep)	51% (Dec)	51% (Dec)	53%	51%	↑G	Lower is better	30% (Tolerance 15% - 45%)	Based on 23 stage 2's received and pursued in year (April to Dec) & 45 pursued statutory complaints, there were no escalated complaints received in December. A stage two investigation was closed in December, which included 4 Complaints: 1 upheld, 1 not upheld, 2 partially upheld. This is an indicator that needs further consideration. Some of the stage 2 investigations refer to concerns that had been raised some time in the past and are going through the complaints stages.
TBC	T38 (KPI 16)	% of social worker vacancies		n/a	18% (Jun)	21.9% (Sep)	22.5% (Dec)	22.5%	21.7%	22.5%	↓A	Lower is better	20% (Tolerance 16% - 26%)	The number of social work vacancies has increased by 0.8% since last month.
TBC	T39 (KPI 17)	% of social worker posts filled with agency staff		n/a	18.5% (Jun)	15.4% (Sep)	16.6% (Dec)	16.6%	17%	16.6%	↑G	Lower is better	18% (Tolerance 16% - 26%)	

Key Commitment	Ref No.	Description of Performance Indicator	Infographic / Chart	Benchmark	Quarter 1 Progress (Apr - Jun)	Quarter 2 Progress (Jul - Sep)	Quarter 3 Progress (Oct - Dec)	Year to Date	November 2021/22	December 2021/22 (Quarter 3)	Direction of Travel (Q2-Q3)	Target	Comments
<b>Children's Trust - continued (Please note that this data is for the whole of Northamptonshire and not just the North)</b>													
TBC	T40 (KPI 18)	Average time between the LA receiving court authority to place a child and deciding on a match		169 days	192	250.5	85.8	196	Quarterly Measure, data not due	85.8	↑G	178 (Tolerance 170 - 220)	(Benchmarking = Average across 2016/17-2018/19). No monthly figures available (quarterly available).
					14	14	6			6			
TBC	T41 (KPI 19)	% of children in care who were placed for adoption within 12 months of an agency decision that they should be adopted		n/a	64%	54%	100%	67%	Quarterly Measure, data not due	100%	↑G	72% (Tolerance 57% - 77%)	
					14	13	6			6			
TBC	T42 (KPI 20)	Numbers of data breaches reported or self-reported to the ICO per quarter		n/a	2	3	1	6	Quarterly Measure, data not due	1	↑G	No target tracking purposes only	

**Adults, Communities & Wellbeing**

North Northamptonshire Council Performance Report - December 2021	Ref No.	Description of Performance Indicator	Infographic / Chart	Benchmark	Quarter 1 Progress (Apr, May, Jun)	Quarter 2 Progress (Jul, Aug, Sep)	Quarter 3 Progress (Oct, Nov, Dec)	Year to Date	November 2021/22	December 2021/22	Direction of Travel (November-December)	Polarity	Target	Comments
<b>Housing</b>														
TBC	T7a	Number of households whose homelessness was prevented		n/a	68	61	57	186	20	23	↑	No polarity	No target - tracking indicator only	Performance has fluctuated between months when looking at year to date figures. This reflects the difficulties the Housing Options team are having trying to secure accommodation solutions, particularly in the private sector.
TBC	T7b	Number of households whose homelessness was relieved		n/a	85	72	83	240	22	34	↑	No polarity	No target - tracking indicator only	
TBC	T8	Number of rough sleepers (single night snapshot figure)		12	18 (Jun 2021)	25 (Sep 2021)	4 (Dec 2021)	4 (Dec 2021)	9	4	↓G	Lower is better	9	This data is always the latest single night snapshot each month. There has been a significant reduction in snapshot figures after a spike during August and September which has been maintained in December, achieving better than the target set by DLUHC. The Rough Sleeping Team have been working exceptionally hard to achieve this, responding quickly to any new reports and supporting rough sleepers to succeed in their accommodation.
TBC	T9	Gross number of affordable homes delivered		263	33	29	53	147	29 (Q2)	53 (Q3)	↑G	Higher is better	2021-22 will be used as a baseline for 2022-23	This indicator is based on registered providers sending through their data. The figure is therefore subject to change. This is the data as at 28th January 2021. Wellingborough data cannot yet be broken down by quarter and so has not been included in the quarterly figures. It has, however, been included in YTD figures where 32 homes are in Wellingborough area.
<b>Communities</b>														
TBC	T10	Number of Anti Social Behaviour incidents reported per quarter		n/a	102	493	253	848	68	91	↑	No polarity	No target - tracking indicator only	

Key Commitment	Ref No.	Description of Performance Indicator	Infographic / Chart	Benchmark	Quarter 1 Progress (Apr, May, Jun)	Quarter 2 Progress (Jul, Aug, Sep)	Quarter 3 Progress (Oct, Nov, Dec)	Year to Date	November 2021/22	December 2021/22	Direction of Travel (November-December)	Polarity	Target	Comments
<b>Adult Social Care - Assessment Teams</b>														
TBC	T67	Total number of people allocated to each team		n/a	5584 (Jun)	5248 (Sep)	5488 (Dec)	5488 (Dec)	5313	5488	↑	Lower is better	No target - tracking indicator only	Year to date method is latest snapshot.
TBC	T68	Number of unscheduled review requests		n/a	384	289	283	956	97	83	↓G	Lower is better	No target - tracking indicator only	The figures for Q1 and Q2 have changed slightly as these were reported incorrectly last month.
<b>Adult Social Care - Short and Long Term (SALT) Services - Hospital</b>														
Key Commitment	Ref No.	Description of Performance Indicator	Infographic / Chart	Benchmark	Quarter 1 Progress (Apr - Jun)	Quarter 2 Progress (Apr - Sep)	Quarter 3 Progress (Apr - Dec)	Year to Date	November 2021/22	December 2021/22	Direction of Travel (November-December)	Polarity	Target	Comments
TBC	T69	Percentage of new requests for services (all ages) where route of access was discharge from hospital, that had a sequel of ST-MAX (short term support to maximise independence) (i.e. reablement)		n/a	37%	41%	39%	39%	41%	39%	↓	Higher is better	No target - tracking indicator only	Monthly figures are latest year to date  The lag in data from the demand in hospitals "in Month" will reflect in the transfer to long term services after an assessment outside of hospital. The average time from discharged to Permanent service is 60 days, therefore the December / January surge will not reflect until March / April / May.  Volume related to requests for services where route of access was discharge from hospital.
					146	290	379	379	359	379				
<b>Adult Social Care - Safeguarding</b>														
Key Commitment	Ref No.	Description of Performance Indicator	Infographic / Chart	Benchmark	Quarter 1 Progress (Apr, May, Jun)	Quarter 2 Progress (Jul, Aug, Sep)	Quarter 3 Progress (Oct, Nov, Dec)	Year to Date	November 2021/22	December 2021/22	Direction of Travel (November-December)	Polarity	Target	Comments
TBC	T70	Number of new concerns received		n/a	620	712	836	2168	336	260	↓G	Lower is better	No target - tracking indicator only	Please note historical figures often retrospectively increase slightly due to input delay.
TBC	T71	New concerns determined to be enquiries (both s42 and other)  *(A S42 enquiry must take place if there is reason to believe that abuse or neglect is taking place)		n/a	164	180	249	593	109	55	↓	No polarity	No target - tracking indicator only	This is not a productivity measure as such it just shows the volume of potential enquiries. If a concern is determined to be an enquiry then that means there will be more work as a result. However, an LA can't control if something is S42. However we would want to monitor receiving large numbers as this would be a burden on the teams that carry out the enquiry stage of the process. Please note that historical figures often retrospectively increase slightly due to input delay.



Key Commitment	Ref No.	Description of Performance Indicator	Infographic / Chart	Benchmark	Quarter 1 Progress (Apr, May, Jun)	Quarter 2 Progress (Jul, Aug, Sep)	Quarter 3 Progress (Oct, Nov, Dec)	Year to Date	November 2021/22	December 2021/22	Direction of Travel (November-December)	Polarity	Target	Comments
<b>Adult Social Care - Deprivation of Liberty Safeguards (DoLS)</b>														
TBC	T72	Open cases (No date restriction)		n/a	2023 (Jun)	1970 (Sep)	1831 (Dec)	1831 (Dec)	1889	1831	↓G	Lower is better	No target - tracking indicator only	Data is latest snapshot.
<b>Adult Social Care - In-House Provision</b>														
TBC	T73	Therapy Service-Total Cases of Waiting for Booking & Assessment		n/a	635 (Jun)	638 (Sep)	400 (Dec)	400 (Dec)	432	400	↓G	Lower is better	No target - tracking indicator only	There continues to be reduction in the number of open cases throughout therapy services. We are maintaining a 12 week waiting list despite sickness absence within the team. Data is latest snapshot.
<b>Adult Social Care - Domain Two: Delaying and Reducing the Need for Care and Support</b>														
TBC	T74	Long-term support needs met by admission to residential and nursing care homes, per 100,000 population (older people)		511.7	175.87	324.66	489.28	489.28	442.03	489.28	↑	No polarity	No target - tracking indicator only	This is a cumulative total. Whilst we always want to avoid admissions to care homes this will always increase since care home admission is the right move for some people.
TBC	T75	Delaying and reducing the need for care and support		84.60%	59.9%	59.8%	60.1%	60.1%	60.1%	60.1%	↑G	Higher is better	No target - tracking indicator only	This is a cumulative total and reflects the proportion of people going into short term services, rather than into long term care.

Key Commitment	Ref No.	Description of Performance Indicator	Infographic / Chart	Benchmark	Quarter 1 Progress (Apr, May, Jun)	Quarter 2 Progress (Jul, Aug, Sep)	Quarter 3 Progress (Oct, Nov, Dec)	Year to Date	Previous Period	Latest Available	Direction of Travel (Previous to Latest)	Polarity	Target	Comments
<b>Public Health</b>														
TBC	T76	Smoking quit rate at 4 weeks		n/a	61.5% (Jun 2021)	61.1% (Sep 2021)	TBD	TBD	58.6% (Oct 2021)	65.94% (Nov 2021)	↑G	Higher is better	60%	<p>Latest Data available - November 2021 - North Northants</p> <p>The slight drop in success rates may have occurred due to the end of COVID restrictions (July 21 onwards). Clients who were not 100% set on quitting may have found it especially difficult to resist temptation when the ability to socialise became available again.</p> <p>Q3 figure, December data and YTD will be available in January's report.</p>
TBC	T77	% of infants due a new birth visit that received a new birth visit within 14 days of birth		86.8%	98% (Jun 2021)	96.63% (Sep 2021)	TBD	TBD	96.29 (Oct 2021)	98.33% (Nov 2021)	↑G	Higher is better	90%	<p>This indicator represents the whole of Northamptonshire, 2021-22 data not available at a North Unitary level.</p> <p>Q3 figure, December data and YTD will be available in January's report.</p>
TBC	T79	% of in-year eligible population offered an NHS Health Check		1.5%	2.5% (Jun 2021)	2.3% (Sep 2021)	1.42% (Dec 2021)	1.42% (Dec 2021)	2.4% (Nov 2021)	1.42% (Dec 2021)	↓R	Higher is better	8.4% (100% annual target)	<p>Health check activities are calculated based on the location of the 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 Northants. These patients are included in the North rather than West.</p>
TBC	T80	% of in-year eligible population who received an NHS Health Check		0.6%	0.8% (Jun 2021)	1.6% (Sep 2021)	0.69% (Dec 2021)	0.69% (Dec 2021)	0.89% (Nov 2021)	0.69% (Dec 2021)	↓R	Higher is better	5% (60% annual target)	<p>GPs are still very much recovering and capacity to deliver NHS Health Checks in practices is still limited, considering the winter pressures and the backlog from the 1st and 2nd wave that GPs have to focus on. Compared with national figures, we are much in line with national performance. Benchmark is England Q1 2021/22.</p>

Key Commitment	Ref No.	Description of Performance Indicator	Infographic / Chart	Benchmark	Quarter 1 Progress (Apr, May, Jun)	Quarter 2 Progress (Jul, Aug, Sep)	Quarter 3 Progress (Oct, Nov, Dec)	Year to Date	Previous Period	Latest Available	Direction of Travel (Previous to Latest)	Polarity	Target	Comments
<b>Public Health (continued)</b>														
TBC	T93	Breastfeeding rate at 6-8 weeks	<p>Actual: 53.48% (Jun 2021), 53.05% (Sep 2021) Target: 55% Trend: 57.49% (Oct 2021), 53.94% (Nov 2021)</p>		53.48% (Jun 2021)	53.05% (Sep 2021)	TBD	TBD	57.49% (Oct 2021)	53.94% (Nov 2021)	↓R	Higher is better	55%	This indicator represents the whole of Northamptonshire. Q3 figure, December data and YTD will be available in January's report.
TBC	T94	% of children who received a 6-8 week view by the time they were 8 weeks	<p>Actual: 98.29% (Jun 2021), 97.31% (Sep 2021) Target: 90% Trend: 99.09% (Oct 2021), 98.28% (Nov 2021)</p>		98.29% (Jun 2021)	97.31% (Sep 2021)	TBD	TBD	99.09% (Oct 2021)	98.28% (Nov 2021)	↓	Higher is better	90%	This indicator represents the whole of Northamptonshire. Q3 figure, December data and YTD will be available in January's report.
TBC	T95	% mothers known to be smokers at the time of delivery	<p>Actual: 11.9% (Jun 2021), 11% (Sep 2021) Target: 11% Trend: 11.9% (Jun 2021), 11% (Sep 2021)</p>		11.9% (Jun 2021)	11% (Sep 2021)	TBD	TBD	11.9% (Jun 2021)	11% (Sep 2021)	↓G	Lower is better	11%	This indicator represents the whole of Northamptonshire. Q3 figure, December data and YTD will be available in January's report.
TBC	T96	% substance misuse clients waiting more than 3 weeks for their first intervention	<p>Actual: 0% (Jun 2021), 0% (Sep 2021) Target: 0% Trend: 0% (Jun 2021), 0% (Sep 2021)</p>		0% (Jun 2021)	0% (Sep 2021)	TBD	TBD	0% (Jun 2021)	0% (Sep 2021)	→	Lower is better	TBD	This indicator represents the whole of Northamptonshire. National target will be set up in April 2022. Q3 figure, December data and YTD will be available in January's report.

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## EXECUTIVE 22<sup>nd</sup> February 2022

<b>Report Title</b>	<b>Procurement of Residential and Nursing Care Home and Respite Services for North Northamptonshire</b>
<b>Report Author</b>	David Watts, Executive Director of Adults, Communities & Wellbeing (DASS)
<b>Lead Member</b>	Cllr Helen Harrison, Executive Member for Adults, Communities and Wellbeing

<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 checked="" 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/s for exemption from publication under Schedule 12A Local Government Act 1972</b>	Not applicable

### List of Appendices

**Appendix A** - North Northamptonshire Care Home Capacity and Demand Mapping

**Appendix B** - Care Home Fees Benchmarking exercise

**Appendix C** - Care Home Recommissioning Options Appraisal

### 1. Purpose of Report

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- 1.1. The purpose of this report is to seek agreement from Executive to approve the procurement of a Dynamic Purchasing System framework agreement for the supply of residential and nursing care home services, including respite provision, for older people predominantly aged 65 years and over in North Northamptonshire.

## **2. Executive Summary**

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- 2.1. North Northamptonshire Council currently commissions residential and nursing care home services, including respite services, via a 12-month Dynamic Purchasing System. The current agreement expires on 31<sup>st</sup> August 2022 with no option to extend.
- 2.2. The Council's current annual expenditure on these services is £23.568m. The proposed five-year (4+1) contract value is approximately £117.84m.
- 2.3. Review of the current provision and engagement with both the care home market and stakeholders have been conducted in preparation for the procurement. In addition, benchmarking of both cost and service model has been undertaken with neighbouring local authorities and councils nationally.
- 2.4. Based on the findings, it is proposed a 4-year agreement with the option to extend for a further 1 year is approved in order to provide certainty and stability to the system.
- 2.5. The Dynamic Purchasing System will enable new providers to contract with the Council throughout the term of the agreement, maximising value for money, provider assurance and market engagement for the Council.
- 2.6. Following a robust procurement process, providers will be awarded contracts having been assessed against a range of assurance tools, minimising risk to the Council.

## **3. Recommendations**

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- 3.1. It is recommended that the Executive:
  - a) Approve the procurement of residential and nursing care home services for adults predominantly aged 65 and over in accordance with the Contract Procedure Rules.
  - b) Delegate authority to the Executive Member for Adults, Health and Wellbeing, in consultation with the Executive Director for Adults, Communities and Wellbeing (DASS), to take any further decisions and actions required to conclude this procurement and award the contract.
  - c) Delegate authority to the Executive Member for Adults, Health and Wellbeing, in consultation with the Executive Director for Adults, Communities and Wellbeing, to amend the Expected to Pay Rate mid-year, within budget constraints, to reduce more expensive spot placements.

### 3.1 Reason for Recommendations:-

- i) A Dynamic Purchasing System will deliver a flexible contracting model that maximises opportunities for providers to work with the Council. Key benefits of this approach include reduced need for spot purchasing, increased oversight of commissioned providers and improved relationships with a wider market.
- ii) Commissioning of residential and nursing care home services ensures the Council fulfils its statutory duty under the Care Act 2014 to provide care and support with daily living activities for adults aged 65 and over.
- iii) Delegated authority to award will ensure the service start date of 1<sup>st</sup> September 2022 can be achieved.
- iv) Delegated authority to revise the Expected to Pay Rate mid-year will enable the Council to adjust its contracted rates, within the available budgets, ensuring they are more aligned to neighbouring authorities, the true cost of care and are more attractive to the market.

## 4 Report Background

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- 4.1 The Care Act 2014 places a statutory duty on local authorities to provide care and support to meet the identified needs of individuals. The legacy residential and nursing care home and respite services contract, commissioned by Northamptonshire County Council, expired on 31<sup>st</sup> August 2021.
- 4.2 Following local government reorganisation on 1<sup>st</sup> April 2021, the former county area was divided into two new unitary authorities, who agreed to procure a 12-month contract, based on existing specification and schedules, to enable the authority to invest time to further engage and understand the residential and nursing care home market in North Northamptonshire.
- 4.3 The Council established a multi-disciplinary project group to review current services, identify North Northamptonshire's future needs and assess the contracting options available to the Council. A range of activities were undertaken including:
  - a) Review of current provision, including capacity and demand mapping (**Appendix A**)
  - b) Fee benchmarking with other Local Authorities (**Appendix B**)
  - c) Engagement with current providers and statutory partners
  - d) Undertaking a lessons learnt exercise
- 4.4 The review evidenced that the number of people in North Northamptonshire aged over 75 is projected to increase by over 22,000 over the next 20 years, with the over 85 age group increasing by over 8,000 people.

- 4.5 At the time of writing<sup>1</sup>, there are 699 Council funded residents in care homes within North Northamptonshire alone. Of these, 455 people are in residential placements, with the remaining 244 people in nursing placements.
- 4.6 Despite having a total market capacity of approximately 2640 beds, it should be noted that the Council does not have access to all of these due to a significant proportion of beds being purchased by those privately funding their care.
- 4.7 Furthermore, benchmarking identified that North Northamptonshire is an outlier in respect of its current Expected to Pay rate (**Appendix B**). The data shows that North Northamptonshire Council is offering an average of £105 per week less to providers than the average rate paid across surrounding authorities. This further compounds the Council's ability to place individuals in homes that are unable to accept the contracted rate, further reducing our available market.
- 4.8 As a result, the Council is required to negotiate fees for a significant number of placements on a case-by-case basis in order to secure care. Such spot purchasing not only drives up expenditure but has resulted in few providers contracting with the Council.
- 4.9 Based on the identified population increases and current market capacity (**Appendix A**), it is vital that the Council commissions services in a way that encourages the market to develop in order to meet future demand.
- 4.10 To support this, the specification has been developed to assist providers to deliver the following key outcomes:
- a) Supporting individuals to maintain/gain maximum independence
  - b) Providing quality of care and support that is person centred
  - c) To achieve good outcomes for individuals, giving support and encouragement
  - d) To maintain and maximise physical and mental wellbeing
  - e) To ensure individuals retain maximum dignity and respect for their human rights, maintaining their identity, hopes and aspirations
  - f) To enable individuals to exercise maximum control over their life, being involved in shared decision process
  - g) A quality service that is value for money for both the individual and the Council
- 4.11 In addition, the specification will include a service development clause enabling the Council, and its partners, to work with providers to develop services during the lifetime of the contract, including but not limited to, increased use of assisted technology.
- 4.12 The Commissioning team will also work with both internal and external partners to develop the support available to providers. Access to free training and an increasingly supportive quality and monitoring function will create added value

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<sup>1</sup> Data as at 6 January 2022



for those choosing to work with the Council and will support service development and quality.

- 4.13 The Council has regularly engaged with both current providers and statutory partners since April 2021 in order to maximise buy-in. Feedback received as part of these processes has informed commissioning decisions.
- 4.14 In line with North Northamptonshire Council's Contract Procedure Rules and Constitution, a report has been presented to the Purchasing Gateway Group.

## **5 Issues and Choices**

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- 5.1 Officers have reviewed the existing contractual arrangements in conjunction with colleagues from both the Legal and Procurement teams. This has confirmed there are no options to flex or extend the existing contract and therefore a new arrangement must be adopted in advance of 31<sup>st</sup> August 2022.
- 5.2 Failure to re-commission an effective contractual framework is not an option due to the risk it presents. These are detailed in section 7.4.
- 5.3 As part of the options appraisal (**Appendix C**) consideration was given to co-commission a new service with West Northamptonshire Council. Risks were identified that future service delivery needs may differ in the North and West unitaries and that a single specification would not offer the flexibility to meet North Northamptonshire Council requirements.
- 5.4 The findings of the review identified that a Dynamic Purchasing System was the preferred approach for North Northamptonshire due to the ability to continually add new providers that wished to work with the Council. This not only allows flexibility for the provider but also a level of assurance for individuals as contracted providers are subject to a contract monitoring regime.
- 5.5 Due to the long-established delivery model within care home services and in order to create stability in the market, a total agreement term of five years is proposed.
- 5.6 The Terms and Conditions will include an option for Integrated Care System partners to become co-commissioners of the Dynamic Purchasing System enabling standardised terms for providers.
- 5.7 The proposed service will be advertised to the market on the 31<sup>st</sup> March 2022 to ensure continuity of service on 1<sup>st</sup> September 2022. There is no option to extend the current contract.

## **6 Next Steps**

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- 6.1 Following approval from the Executive, the procurement will be delivered as per the key timelines below.

Executive	22 <sup>nd</sup> February 2022
Tender Published	31 <sup>st</sup> March 2022
Evaluation	11 <sup>th</sup> May 2022
Contract Award	7 <sup>th</sup> July 2022
Contract Start Date	1 <sup>st</sup> September 2022

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

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### **7.1 Resources and Financial**

- 7.1.1 The estimated total value for the five-year contract is £117.84m, this is based on current budget. It is recognised there may be a financial impact against this budget when the Social Care Reform legislation comes into effect, introducing a cap on care costs, in October 2023.
- 7.1.2 An ageing population and rising levels of dependency among older people is likely to result in an increased demand for care homes, creating pressure on the budget though increased placements and delivery of more complex care.
- 7.1.3 A full financial year's data will enable more informed modelling to be undertaken to help inform a revised Expected to Pay rate in 2022/23. By increasing the standard rates that North Northamptonshire is able to offer, there will be a reduced need to pay higher rates resulting from spot purchasing. Currently these account for approximately 50% of expenditure and average £700 per placement.

### **7.2 Legal and Governance**

- 7.2.1 Local Authorities in England have a statutory duty under the Care Act 2014 to provide care assessments and meet the resulting assessed needs through the provision of care and support for older people.
- 7.2.2 There is no option to extend the current contract within the existing Terms and Conditions.
- 7.2.3 The procurement will follow a compliant procurement process, under the Light Touch Regime as set out in Schedule 3 of the Public Contract Regulations 2015, and the Council's Contract Procedure Rules and Constitution.
- 7.2.4 The Adult Social Care Reform legislation will be reflected in the Terms and Conditions allowing for any material changes to be made in line with any legislation requirements to future proof the contract.
- 7.2.5 The Legal team have been engaged throughout the procurement to ensure a full and appropriate contract is prepared to meet the requirement.

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

- 7.3.1 The proposed service supports North Northamptonshire's Corporate Vision of being: "A place where everyone has the best opportunities and quality of life".
- 7.3.2 The service also aligns to Northamptonshire's Health and Care Partnerships vision of "a positive lifetime of health, wellbeing and care in our community".

### **7.4 Risk**

- 7.4.1 There is a risk of limited interest from the market due to current Expected to Pay rates being lower in comparison to our neighbouring authorities (**Appendix B**).
- 7.4.2 The Council faces significant reputational risk if there is a delay to the procurement process or if the decision to re-commission is not agreed. In addition, this would result in having to place individuals in care homes outside of any contractual agreement resulting in an inability to monitor providers, increasing risk to the individual and the Council.
- 7.4.3 There is a risk to the timely conclusion of the procurement and start of the service if delegated authority is not authorised, to enable further decisions and/or actions, without the need to return to the Executive.

### **7.5 Consultation**

- 7.5.1 Market engagement has taken place with providers delivering services in Northamptonshire on our current Dynamic Purchasing System agreement and those on our spot contracts.
- 7.5.2 Additional engagement with all registered care home providers in Northamptonshire and surrounding authorities is scheduled for 9<sup>th</sup> February 2022. This engagement will further contribute to the service specification.
- 7.5.3 A range of internal stakeholders including Adult Social Care, Procurement, Finance and Public Health, are members of the multi-disciplinary project group. This has ensured the service will meet the operational and corporate requirements of the Council.
- 7.5.4 Service User engagement has taken place via our Quality and Care Management teams identifying the outcomes individuals have stated they want to achieve. This has informed the service specification and associated service outcomes.

### **7.6 Consideration by Executive Advisory Panel (EAP)**

- 7.6.1 Following discussion with the Chair of the Health, Wellbeing and Vulnerable People EAP by the Executive Director for Adults, Communities and Wellbeing,

it was not felt necessary for this proposal to be considered by the panel as the proposal is not of a contentious nature and is cognisant of the Council's priorities.

## **7.7 Consideration by Scrutiny**

7.7.1 The procurement process and/or any part of the requirement may be selected for consideration by Scrutiny.

## **7.8 Equality Implications**

7.8.1 In line with the Equality Act (2010) an Equality Screening Assessment has been undertaken and included as part of the report to the Procurement Gateway Group.

7.8.2 The Equality Screening Assessment identifies the service will not adversely impact individuals with protected characteristics.

## **7.9 Climate Impact**

7.9.1. The Council will work continuously with providers to ensure the service maximises the use of technology and exploits service innovations that support the Council's commitment for a greener environment.

## **7.10 Community Impact**

7.10.1 The Council will work with providers to maximise employment opportunities within the local community.

7.10.2 The Service will work collaboratively with the Voluntary, Community and Social Enterprise sector to deliver joined-up and holistic care and support to individuals accessing service.

7.10.3 To support the Council's vision of enabled Connected Communities, the Council will work with providers to support residents to have continuing access to community resources.

## **7.11 Crime and Disorder Impact**

7.11.1 No implications identified.

## **8 Background Papers**

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8.1 Procurement Gateway Group Form

## Appendix A - North Northamptonshire Care Home Capacity and Demand Mapping

### Review of current provision

#### 1) Population

North Northamptonshire is currently home to approximately 354,000 adults. Based on data provided by Projected Adult Needs and Service Information (PANSI), the general population is projected to increase to 372,200 in 2025 (5.17% increase); with a further increase to 386,100 in 2030 (3.18% increase).

One of the main drivers of demand for social care services is population increase, especially amongst the over 75 age group. In the next 2 decades it is estimated the number of people in North Northamptonshire (Kettering, Corby, East Northants & Wellingborough) aged over 75 is projected to increase by over 22,000. Of these people the over 85 age group is predicted to increase by over 8,000 people.

Consideration must therefore be made in relation to the impact of future demand in the delivery of services for these people.

#### Percentage of Population

Year		2020	2025	2030	2035	2040
Population aged over 65	North Northants Total	66,400	73,800	83,700	93,300	100,200
	East Northants	20,600	23,200	26,600	29,900	32,300
% of Increase by year			13%	29%	45%	57%
	Wellingborough	15,900	17,400	19,200	21,200	22,500
			9%	21%	33%	42%
	Kettering	19,400	21,200	24,000	26,500	28,400
			9%	24%	37%	46%
	Corby	10,500	12,000	13,900	15,700	17,000
			14%	32%	50%	62%

#### 2) Demand

The average age of people who are funded by the Council in care homes is 82 years. Over the next decade it is expected that the average age will increase, as per information above, and it is likely that 50% of residents aged over 85 will be living with dementia. Therefore, we can expect an increase in demand for specialist care home/nursing beds. This will require providers to develop services which can meet the increased demand.

#### Key Messages

- Care Homes will predominately be used for people who can no longer live safely at home, and/or have complex nursing and specialist needs, for example dementia. As a result, we will need more care home placements that can care for these people.

- We will continue to work with the care home market to provide sufficient capacity for those customers with the most complex needs at affordable rates, building good, transparent working relationships.
- We will use The Dynamic Purchasing System as our main way of sourcing care home placements.
- We will continue to listen to our customers, promoting independence and individual outcomes.

### **3) North Northamptonshire Capacity**

There are currently 68 registered care homes for older people in North Northamptonshire with a bed occupancy of 2640 beds.

North Northamptonshire Council currently fund approximately 699 placements.

There are currently 149 individuals currently on the Councils unmet needs for care homes, these individuals are waiting for a residential or nursing care home placement.

The inability to place individuals in care home beds are usually due to:

- Personal / Family choice
- Location of the Care Home
- NNC fee rates
- Workforce issues resulting into care homes not operating at full capacity

### **4) Conclusion**

It is accepted that as North Northamptonshire Council embeds and matures, more in depth and regular analysis of our markets, population and demand will increase. However, this initial exercise has demonstrated the requirement for North Northamptonshire to work with the market to develop services to meet demand from both private and funded placements and to ensure services meet the needs of our population, providers and the authority.

## Appendix B – Care Home Fees Benchmarking

### Local Authority Residential and Nursing Care Home Expected to Pay Rates 2021/22

Service	NNC	LA 1	LA 2	LA 3	LA 4	LA 5	LA 6	LA 7	LA 8	Average from benchmarked LAs
Residential Care	<b>£479.11</b>	£662	£628	£578	£620	£585	£552	£583	£557	<b>£595.62</b>
Residential Dementia Care	<b>£580</b>	£683	£655	£626	£640	£600	£552	£632	£629	<b>£627.09</b>
Nursing Care	<b>£531</b>	£800	£790	£621	£700	£700	£553	£632	£594	<b>£673.78</b>
Nursing Dementia Care	<b>£583</b>	£830	£820	£669	£724	£720	£553	£680	£594	<b>£698.76</b>
Overall average rate	<b>£543.28</b>									<b>£648.81</b>

**Appendix C - Recommissioning Residential and Nursing Care Home and Respite Services for North Northamptonshire**

**Options Appraisal**

Option	Risks	Mitigations & Benefits
1. Do Nothing	<ul style="list-style-type: none"> <li>• The contract will expire placing North Northamptonshire Council in breach of their obligations under the Care Act 2014 to deliver care and support to older people requiring residential and nursing care home services.</li> <li>• Placements made would be done so outside of contract and therefore at significant risk to the Council</li> </ul>	<ul style="list-style-type: none"> <li>• None Identified</li> </ul>
2. Commission a new service with West Northamptonshire Council (WNC)	<ul style="list-style-type: none"> <li>• Service delivery needs may differ in North &amp; West unitary.</li> <li>• Less flexibility to adapt the specification to meet North Northamptonshire Council requirements.</li> <li>• Investment levels may differ between authorities making changes to Expected to Pay rates problematic</li> </ul>	<ul style="list-style-type: none"> <li>• Aligned requirements for providers working across North and West.</li> </ul>
3. Commission a new service for North Northamptonshire only	<ul style="list-style-type: none"> <li>• Different contractual terms for providers accepting West and North Northamptonshire residents</li> </ul>	<ul style="list-style-type: none"> <li>• Greater control over contractual requirements</li> <li>• Services can be developed to meet the specific needs of North Northamptonshire population</li> <li>• Ability to build improved</li> </ul>



		relationships with providers
4. Procure a shorter-term (13 month) contract in line with Social Care Reform implementation in October 2023	<ul style="list-style-type: none"> <li>• Delay in Social Care Reform legislation puts the Council at risk of being out of contract by October 2023.</li> <li>• No contractual security for providers</li> </ul>	<ul style="list-style-type: none"> <li>• Contract will be congruent with new legislation</li> </ul>
5. Procure a service on a 4+1 years basis	<ul style="list-style-type: none"> <li>• Social Care Reform creates material change to contractual terms.</li> </ul>	<ul style="list-style-type: none"> <li>• Social Care Reform reflected in Terms and Conditions enabling the Council to amend Schedules as required. In addition, a suitable break clause will be added enabling the Council to serve notice and re-issue new Terms and Conditions if required</li> <li>• Providers able to join Framework at any point in line with their business model</li> <li>• Long term contract creates stability and assurance in the market.</li> <li>• Potential for increased numbers of contracted providers, increasing access and relationships with a wider market.</li> </ul>

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## EXECUTIVE 22<sup>nd</sup> February 2022

<b>Report Title</b>	<b>Proposed Amalgamation of Tennyson Road and Alfred Street Schools</b>
<b>Report Author</b>	AnnMarie Dodds, Director of Children’s Services
<b>Lead Member</b>	Cllr Scott Edwards – Executive Member for Children, Families, Education & Skills

<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 type="checkbox"/> No
<b>Does the report contain confidential or exempt information (whether in appendices or not)?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Applicable paragraph number/s for exemption from publication under Schedule 12A Local Government Act 1972</b>	

### List of Appendices

#### Appendix A – Equality Impact Assessment

#### 1. Purpose of Report

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- 1.1. This report is to seek approval to commence the Department for Education (DfE) amalgamation process for Tennyson Road and Alfred Street Schools at the request of the respective governing bodies with the support of officers.

#### 2. Executive Summary

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- 2.1. To address several financial and operational challenges at Alfred Street and Tennyson Road schools which are located in Rushden, the Council was approached by the governing bodies from both schools to support an amalgamation.

- 2.2. Officers support the request of the governing bodies and agree that the proposed amalgamation would be to the benefit of children in the local area. It would also seek to address financial concerns regarding the long-term viability of operating as two separate schools.
- 2.3. There are strong views regarding the potential site of a new school and therefore an open and transparent consultation should be conducted to gather the views of all interested parties.
- 2.4. If the decision is taken to progress the amalgamation a statutory process as defined by the Department for Education must be followed.

### **3. Recommendations**

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- 3.1. It is recommended that the Executive:
- i) Authorise the commencement of the statutory process relating to the amalgamation of Tennyson Road Infant School and Alfred Street Junior Schools.
  - ii) Authorise the commencement of a consultation on the potential location of the proposed 'new' school.
  - iii) Note that a follow-up report will be considered by the Executive following the first consultation.
- 3.2. Reasons for Recommendations:-
- Ensures full transparency of the process being followed.
  - Allows for all interested parties to have their views heard and considered as part of the decision-making process.
  - Will evidence that appropriate steps are taken in line with statutory guidelines and within appropriate timescales.
  - Allows executive to be further updated on the outcome of the consultation ahead of any further decision making.
  - Is in accordance with the DfE legislation and policy on amalgamations.
  - Demonstrates to the governing bodies of each school that the council are progressing a shared solution in line with their request.
- 3.3. Based upon the financial position and evidence of school performance it is not a viable solution to take no action to progress the consultation on the amalgamation.

## **4. Report Background**

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- 4.1. Tennyson Road Infant School provides education for children aged 4 to 7 years.
- 4.2. Alfred Street Junior School provides education for children aged 7 to 11 years.
- 4.3. Both schools are located in Rushden on separate sites 0.7 miles apart. The schools are linked as children from the Infant School complete their primary phase of education at the Junior School. Both schools have community status.
- 4.4. Both schools currently have 'requires improvement' Ofsted ratings.
- 4.5. There are several challenges currently facing both schools. They include:
- A decreasing number of pupils on school role.
  - Financial challenges due to falling numbers.
  - Staff retention issues because of ongoing uncertainties.
  - High levels of pupil mobility.
- 4.6. Local authority officers have been supporting management challenges for both schools over a lengthy period.
- 4.7. The governing bodies at each school believe that the most comprehensive option for addressing the combined challenges would be to amalgamate. This could provide an all-through provision and would be the preferred route for each governing body.
- 4.8. It is the preference of the governing bodies to locate the newly amalgamated school on a single site.
- 4.9. On the 22<sup>nd</sup> of March 2021 the respective governing bodies of Tennyson Road and Alfred Street formally approached Northamptonshire County Council and requested an amalgamation to form a 'new' all through primary provision.
- 4.10. To progress the amalgamation the statutory process outlined by the DfE must be followed.
- 4.11. The DfE guidance identifies specifics relating to the amalgamation of linked infant and junior schools and how the amalgamation can be achieved.
- 4.12. The options are as follows:
- A technical closure is undertaken at one of the linked schools.
  - The school that remains open extends its age range to become a full primary school.
  - The new school retains the DfE number and the Ofsted rating and becomes an all through primary provision
- OR
- Both schools are formally closed.
  - A new school is established as a primary school.

- The new school will have a new DfE number and will be rated by Ofsted in due course.
- 4.13. Either option is available to the amalgamation of Tennyson Road and Alfred Street schools.
- 4.14. To assist in local decision making on the proposed amalgamation a steering group has been set up. The steering group comprises of members from both schools governing bodies, members of the school effectiveness service at North Northamptonshire Council (NNC) and school place planning representatives.
- 4.15. HR support has been established to assist both schools whilst consultation and decision making are underway. This steering group is chaired by an independent and experienced senior school leader.
- 4.16. There are several questions under consideration by the steering group which include:
- Options relating to technical closure of one or other school.
  - The proposed site for an all through primary provision.
  - The proposed staffing structure of a new school.
  - The budget setting of the proposed new school.
  - The naming of the proposed school.

## 5. Issues and Choices

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- 5.1. There are several issues and choices that can be made relating to the amalgamation.
- 5.2. **Maintain the status quo.** This would not seek to address the issues outlined above in 4. This option does not compare well to good practise and fails to address the issues that are current for both schools. This decision would not be in line with the desired outcome of the governing bodies at each of the current schools. Further problems for both Schools are likely in relation to their ability to meet curriculum requirements and to maintain and improve their current Ofsted ratings. Financial deficit recovery plans would be required to address the financial challenges now and in the future.
- 5.3. **Support a consultation** on the proposed amalgamation of the two schools to create a new all through primary school. **Including a reduction of the pupil admission numbers.** This option would be in line with best practise. It would also be in line with the wishes of the governing bodies at each school. It would allow for future improvement on the effectiveness of the schools from a curriculum and learning perspective as well as a financial perspective. This option is deemed the most appropriate option by officers responsible for school effectiveness.

- 5.4. **Support a consultation** on the proposed amalgamation of the two schools to create a new all through school **without a reduction in pupil admission numbers**. Where the amalgamation would be deemed good practice, this alone cannot address all the challenges which may be faced by the new school. Without a reduction in the pupil admission numbers it would not be possible to locate the new school at either of the existing school sites. This would consequently fail to address some of the benefits that might be realised from locating the new school on one of the current operating sites.
- 5.5. **Reduce the pupil admission numbers from 60 to 30 at each school** without an amalgamation. This would pose challenges to both schools and would place pressure on both in relation to their ability to deliver on the curriculum and their ability to operate financially. Challenges to teaching and learning could place each school at risk of failing to maintain their existing Ofsted ratings and/or their ability to improve the Ofsted ratings.
- 5.6. If the decision is taken to support the amalgamation, then the consultation on the most appropriate site for the new school must then be considered and should be consulted separately.

## **6. Next Steps**

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- 6.1. The proposal to amalgamate any two schools is subject to a statutory process defined by legislation and DfE guidance. This statutory process and any future decisions are detailed in full in section 7.5.2 of this report.
- 6.2. The decision to proceed with the proposed amalgamation would be shared with the respective governing bodies.
- 6.3. An indicative timetable would be shared with the steering group in support of both schools.
- 6.4. Officers from the Council would continue to work with both schools to address the ongoing operational and financial issues.

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

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

- 7.1.1. There is a financial risk to both schools.
- 7.1.2. At present Alfred Street is operating a deficit budget. Where a deficit recovery plan is currently being worked up with school finance colleagues and the governing body. This recovery plan is not believed to be sufficient in isolation to both stabilise and recover the financial model for the school.

- 7.1.3. It will be increasingly difficult to run a financially viable school if structural measures are not put into place. The necessary changes to staffing e.g. a reduction in staffing will place additional pressures on the school to deliver a sound curriculum offer.
- 7.1.4. The financial benefits of amalgamation can be significant, and savings will be made via the rationalisation e.g. senior roles within an amalgamated school. Schools finance colleagues have indicated that an amalgamated school would receive a net benefit to its budget of £264,358 in its first two years of operation and £90,814 per year thereafter.
- 7.1.5. The financial benefits identified above would allow an amalgamated school to recover the current deficit budget position at Alfred Street.
- 7.1.6. Should any deficit recovery plan enacted at Alfred Street not be achievable, the deficit will become a liability against NNC's Dedicated Schools Grant.

## 7.2. **Legal and Governance**

- 7.2.1 Legal implications relate solely to ensuring that any initial period of consultation on this matter is conducted in full compliance with the relevant legislation and guidance that govern the proposed amalgamations of schools. The relevant legislation is [Education and Inspections Act 2006 \(legislation.gov.uk\)](https://www.legislation.gov.uk) . The relevant the Guidance is [Opening and closing maintained schools \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk) and [Making significant changes \('prescribed alterations'\) to maintained schools \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk)
- 7.2.2 The statutory process that will be followed by the Council in relation to this proposal complies with all relevant DfE guidance on the subject and legislation that prescribes how school organisational changes of this nature must be enacted. The statutory process is defined in section 7.5.2 of this report.
- 7.2.3 Both schools are "community schools" and their employees are direct employees of the Council. Accordingly, there is no change of employer arising from any potential amalgamation and the Council's internal HR policies will apply to the process of dealing with any specific job changes which arise from the alteration.

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

- 7.3.1. The DfE guidance booklet 'Opening and closing maintained schools' defines the process that all local authorities must follow when considering amalgamating two schools (section 4); [Opening and closing maintained schools1012.pdf \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk)



#### 7.4. Risk

7.4.1. There are limited risks associated with this decision as to whether to begin the statutory consultation process.

7.4.2. Future risks associated with this proposal are explored below.

7.4.3. Risk(s) associated with undertaking the proposal.

Risk	Mitigation	Residual Risk
Proposals not supported by stakeholders	Process begun at the behest of respective Governing Bodies. Full and comprehensive programme of consultation detailing benefits that can be realised from the proposal, to be distributed to all stakeholders.	Amber

7.4.4. Risk(s) associated with not undertaking the proposal.

Risk	Risk Rating
Pupil numbers continue to fall at each school and each school budget is adversely impacted as a result. Lack of available budget begins to impact upon each school's ability to effectively deliver the curriculum to pupils and impacts upon individual pupils' levels of attainment.	Red
Deficit budget recovery plans at one or both schools are unsuccessful, and any remaining budget deficit becomes a liability to NNC's 'Dedicated Schools Grant'.	Amber
Each school becomes non-viable from a financial perspective because of falling pupil numbers.	Amber
Lack of pupil progression and accountability between Key Stages 1 and 2, resulting from separate infant and junior schools being responsible for individual Key Stages, rather than one 'all-through' school being responsible for pupil progression across the entire primary phase of education.	Red
The linked infant and junior school convert (or are required to convert by the DfE) to academy status with different academy sponsors, exacerbating the problems outlined above and increasing the chance of a pupil attending two schools with different ethos and methods of curriculum delivery, which could impact upon a pupil's level of attainment and education experience.	Amber

## 7.5. Consultation

7.5.1. The statutory consultation process required of any local authority wishing to progress an amalgamation of a linked Infant and Junior School is defined in the DfE guidance booklets, ‘Making significant changes (‘prescribed alterations’) to maintained schools’ October 2018 and ‘Opening and closing maintained schools’ November 2019.

7.5.2. As the amalgamation will require a ‘technical’ closure of one school, the Council is required to follow the statutory consultation process that is prescribed for any school closure. This process (and the proposed timescales for it) is set out below. Items 2 to 4 are dependent upon the decision of the Executive following the initial period of consultation.

Stage	Description	Timescale	Comments
1	Initial consultation period	7 <sup>th</sup> March – 29 <sup>th</sup> April 2022	8 weeks of consultation (to incorporate Easter Holidays). Following Exec approval to begin on <b>24/02/22</b>
2	Publication of Statutory Notice	26 <sup>th</sup> May 2022	Dependent on approval to proceed given at NNC Executive Meeting <b>19/05/22</b>
3	Representation (formal consultation period)	26 <sup>th</sup> May – 23 <sup>rd</sup> June 2022	Period of representation must be for a period of 4 weeks
4	Decision	<b>July Meeting 2022</b> <b>TBA</b>	Final decision made at Executive meeting in July (yet to be arranged)
5	Implementation	None prescribed. To be confirmed	Decision on when schools will formally amalgamate to be confirmed with Steering Group

7.5.3. Although the DfE guidance booklet does not prescribe that a ‘pre-consultation’ stage is statutory, it does state that there is a ‘strong expectation’ that any local authority would conduct this stage prior to making a decision on the publication of any statutory notice relating to a proposal of this nature.

7.5.4. The Council intends to consult the following persons or bodies in relation to this proposal, using the following mechanisms. The DfE guidance booklet, ‘Opening and closing maintained schools’ prescribes a number of statutory consultees when any local authority proposes to close a school, statutory consultees are identified in bold text.

<b>Consultee</b>	<b>Mechanism</b>
<b>Governing Body of the school(s);</b>	Direct Email/Press release/online questionnaire
<b>Pupils at the school;</b>	Via the school(s)
<b>Teachers and other staff employed by the school(s);</b>	Direct Email/Press release/online questionnaire
<b>Relevant Diocesan authorities;</b>	Direct Email/Press release/online questionnaire
<b>Any other LA likely to be affected by the proposal;</b>	Direct Email/Press release/online questionnaire
<b>Governing Bodies or Academy Trusts, teachers and other staff at schools that may be affected by the proposal;</b>	Direct Email/Press release/online questionnaire
<b>Parents of pupils at any other school that may be affected by the proposal;</b>	Press release/Online Questionnaire
<b>Any Trade Union that represents members of staff at the school(s);</b>	Direct Email
The local MP;	Direct Email
NNC Ward Councillors for the area;	Direct Email
Rushden and Higham Ferrers Town Councils;	Direct Email
All other interested stakeholders.	Online Questionnaire

7.5.5. A full summary of all the feedback received during the initial period of consultation will be presented to NNC's Executive Committee prior to the meeting of 14<sup>th</sup> April 2022 and be given full consideration as part of any future decisions relating to this proposal being made.

7.5.6. The feedback received from all stakeholders as part of the initial period of consultation will be used to inform any future decisions required in relation to this proposal.

7.5.7. To ensure corporate awareness and to enable an organisational overview of the proposed consultations [cet@northnorthants.gov.uk](mailto:cet@northnorthants.gov.uk) have been contacted regarding this proposed amalgamation.

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

7.6.1. This report will be considered at the Executive Advisory Panel meeting scheduled for Thursday 27<sup>th</sup> January. This section will be updated after that meeting.

## 7.7. **Consideration by Scrutiny**

7.7.1 This report has not been considered by Scrutiny.

## 7.8. **Equality Implications**

7.8.1. An 'Equalities Screening Assessment' has been completed in respect of this proposal and is attached as **Appendix A**.

7.8.2. This report seeks approval to begin the initial phase of consultation required by the statutory process governing school organisational changes of this nature. The equality implications relating to this report are therefore limited. No detrimental impact on any protected characteristic has been identified as arising from this proposal.

## 7.9. **Climate Impact**

7.9.1. The decision to begin consultation (or not) on this proposal will have a negligible, if any, climate impact.

## 7.10. **Community Impact**

7.10.1. The decision to begin consultation on the possible amalgamation of these schools itself will have a limited community impact. The community impact of future decision making will be considered in subsequent reporting relating to the outcome of the proposed consultation.

7.10.2. A decision not to proceed with the initial period of consultation and fully explore the option of amalgamation, will result in children within the community attending schools that do not provide the best possible educational environment because of the financial challenges each school is facing.

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

7.11.1. This proposal will have a negligible, if any, crime and disorder impact.

## **8. Background Papers**

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- 8.1. The statutory process that must be followed by the local authority if they wish to progress the amalgamation is laid out in the Department for Education guidance booklet 'opening and closing maintained schools'.

This guidance booklet is underpinned by the 'education and inspections act' of 2006 and the school organisation (prescribed alterations to maintain schools) England regulations 2013.

[Opening and closing maintained schools1012.pdf  
\(publishing.service.gov.uk\)](#)

[Making significant changes \('prescribed alterations'\) to maintained schools  
\(publishing.service.gov.uk\)](#)

[Education and Inspections Act 2006 \(legislation.gov.uk\)](#)

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## APPENDIX A

### Equality Screening Assessment Tennyson Road – Alfred Street

The Equality Screening Assessment form must be completed to evidence what impact the proposal may have on equality groups within our community or workforce. Any proposal that identifies a negative impact must have a full Equality Impact Assessment completed before the proposal progresses further.

Page 1: Proposal

Requirement	Detail
Title of proposal	Proposed amalgamation of Tennyson Road and Alfred Street Schools
Type of proposal: new policy / change to policy / new service / change to service / removal of service / project / event/ budget	Change to service
What is the objective of this proposal?	To address a number of operational challenges being experienced at Tennyson Road Infant and Alfred Street Junior Schools, Rushden. Both schools are currently experiencing a number of challenges that relate to a falling school roll, financial issues arising from the falling roll, staff retention and high levels of pupil mobility. The amalgamation proposal aims to address all of these issues for the benefit of current and future pupils of the schools.

Requirement	Detail
<p>Has there been/when will there be consultation on this proposal? (List all the groups / communities, including dates)</p>	<p>Not as yet. The statutory process governing school organisational changes of this nature, prescribes that an informal period of consultation be conducted for a minimum of 6 weeks (exclusive of school holiday periods), followed by a further statutory period of consultation of 4 weeks.</p> <p>The report to NNC's Executive Committee to which this ESA will be attached seeks approval to begin the initial period of consultation on this proposal.</p> <p>Should the Executive Committee approve the beginning of consultation on this matter, it is intended that the initial period of consultation will begin on 7<sup>th</sup> March and conclude on 29<sup>th</sup> April 2022.</p>
<p>Did the consultation on this proposal highlight any positive or negative impact on protected groups? (If yes, give details)</p>	<p>N/A – consultation on this matter will be subject to approval being given on this proposal at the Executive meeting scheduled for 22<sup>nd</sup> December 2021.</p>
<p>What processes are in place to monitor and review the impact of this proposal?</p>	<p>The statutory process that governs school organisational changes of this nature prescribes that all responses received during any period of consultation be feedback to the decision maker i.e. NNC's Executive Committee and be considered to any future decisions on the proposal being made.</p> <p>All feedback received will be provided to and considered by NNC's Executive Committee.</p> <p>The statutory process also prescribes that the following are statutory consultees during any period of consultation;</p>



Requirement	Detail
	<p>Governing Body of the school(s);</p> <p>Pupils at the school(s);</p> <p>Teachers and other staff at the school(s);</p> <p>Relevant Diocesan Authorities;</p> <p>Trade Union's with members at the school(s);</p> <p>Governing Bodies or Academy Trusts, teachers and other staff at schools that may be affected by the proposal;</p> <p>Any other LA likely to be affected by the proposal;</p> <p>Parents of pupils at any other school that may be affected by the proposal;</p> <p>The local MP;</p> <p>NNC Ward Councillors for the area;</p> <p>Rushden and Higham Ferrers Town Councils;</p> <p>All other interested stakeholders.</p>
<p>Who will approve this proposal?</p> <p>(Committee, CLT)</p>	<p>Executive Committee</p>

## 2: Equality Consideration

In turn, consider each protected group to ensure we meet our legal obligations of the Equality Act (2010).

Protected Groups	General Equality Duty Considerations	Changes	Impact
<p><b>Age</b></p> <p>Different age groups that may be affected by the proposal in different ways.</p>	<p>This proposal has been brought forward to address a number of structural challenges that each school is facing arising, mainly, from a falling school roll. Should these challenges not be addressed it is likely they would impact upon each school's ability to effectively deliver the curriculum to pupils attending each setting and as such, this proposal can be considered to have a positive impact upon the children of primary school age.</p> <p>Should the proposal progress it is likely that the two schools would co-locate onto one site, which could result in a longer journey to school for some current pupils. However, NNC would seek to mitigate against any perceived detriment in this respect by letting the consultation inform which school site would be used as a location for the amalgamated school.</p>	<p>NNC intend to utilise feedback from this protected characteristic received as part of the initial period of consultation to help shape this proposal, most notably in respect of the where any new school may be located.</p>	<p>Positive/Neutral</p>
<p><b>Sex</b></p> <p>Is one sex affected more than another or are they affected the same?</p>	<p>It is not considered that the proposal to launch a consultation on the proposal to amalgamate these</p>	<p>N/A</p>	<p>Neutral</p>

Protected Groups	General Equality Duty Considerations	Changes	Impact
	<ul style="list-style-type: none"> <li>• Include factual evidence of how people in this group may be affected.</li> <li>• Consider the outcomes and processes.</li> <li>• Does this seek to <b>eliminate discrimination</b>?</li> <li>• Does this promote <b>fostering good relations</b>?</li> </ul>	<ul style="list-style-type: none"> <li>• What changes can be made to mitigate any negative impact?</li> <li>• Are there opportunities to <b>remove possible barriers or disadvantages</b> that a group may face?</li> </ul>	Delete as appropriate. There can be more than one answer per protected group.
<p><b>Disability</b></p> <p>It is likely to have an effect on a particular type of disability? Why?</p>	Should the proposal be progressed any works required to ensure a newly amalgamated school complies with the Disability and Discrimination Act 2010 will be conducted (if required) once a site for the 'new' school has been identified.	N/A	Neutral
<p><b>Gender Reassignment</b></p> <p>Will there be an impact on trans males and/or trans females?</p>	<p>Admissions to the proposed 'new' primary school will be based on the existing admission criteria for each school. The school will not select pupils on gender.</p> <p>It is not considered that the proposal to launch a consultation on the proposal to amalgamate these schools will have any impact on this protected characteristic.</p>	N/A	Neutral
<p><b>Race</b></p> <p>Are people from one ethnic group affected more than people from another ethnic group?</p>	Admissions to the proposed 'new' primary school will be based on the existing admission criteria for	N/A	Neutral

Protected Groups	General Equality Duty Considerations	Changes	Impact
	<ul style="list-style-type: none"> <li>• Include factual evidence of how people in this group may be affected.</li> <li>• Consider the outcomes and processes.</li> <li>• Does this seek to <b>eliminate discrimination</b>?</li> <li>• Does this promote <b>fostering good relations</b>?</li> </ul>	<ul style="list-style-type: none"> <li>• What changes can be made to mitigate any negative impact?</li> <li>• Are there opportunities to <b>remove possible barriers or disadvantages</b> that a group may face?</li> </ul>	Delete as appropriate. There can be more than one answer per protected group.
<p><b>Sexual Orientation</b></p> <p>Are people of one sexual orientation affected differently to people of another sexual orientation?</p>	each school. The school will not select pupils based upon ethnicity. It is not considered that the proposal to launch a consultation on the proposal to amalgamate these schools will have any impact on this protected characteristic.	N/A	Neutral
<p><b>Marriage &amp; Civil Partnership</b></p> <p>Are people in a Marriage or Civil Partnership treated less favourably?</p>	It is not considered that the proposal to launch a consultation on the proposal to amalgamate these schools will have any impact on this protected characteristic.	N/A	Neutral
<p><b>Pregnancy &amp; Maternity</b></p> <p>Are people who are pregnant, or have a baby of 6 months old or younger, effected by this proposal?</p>	It is not considered that the proposal to launch a consultation on the proposal to amalgamate these	N/A	Neutral

Protected Groups	General Equality Duty Considerations	Changes	Impact
	<ul style="list-style-type: none"> <li>• Include factual evidence of how people in this group may be affected.</li> <li>• Consider the outcomes and processes.</li> <li>• Does this seek to <b>eliminate discrimination</b>?</li> <li>• Does this promote <b>fostering good relations</b>?</li> </ul>	<ul style="list-style-type: none"> <li>• What changes can be made to mitigate any negative impact?</li> <li>• Are there opportunities to <b>remove possible barriers or disadvantages</b> that a group may face?</li> </ul>	Delete as appropriate. There can be more than one answer per protected group.
<b>Religion or Belief</b> Does the proposal effect people differently depending on whether they have or do not have a religion or a belief?	It is not considered that the proposal to launch a consultation on the proposal to amalgamate these schools will have any impact on this protected characteristic.	N/A	Neutral
<b>Health &amp; Wellbeing</b> 1. Health behaviours (E.g. diet, exercise, alcohol, smoking) 2. Support (E.g. community cohesion, rural isolation) 3. Socio economic (E.g. income, education). 4. Environment (E.g. green spaces, fuel poverty, housing standards).	It is not considered that the proposal to launch a consultation on the proposal to amalgamate these schools will have any impact on this protected characteristic.		Neutral

### 3: Equality Impact

Question	Response
What overall impact does the proposal have on the protected groups? If a negative impact is identified anywhere in section 2, the response will be Negative Impact.	No Impact

Question	Response
Does an Equality Impact Assessment need to be completed? (Yes, if any negative impact is found.)	No – not at this stage. A full Equality Impact Assessment may be required as part of the future decision making process relating to this proposal. That requirement will be informed by feedback received during the initial period of consultation.  If yes, this Equality Screening Assessment must be adjoined to the Equality Impact Assessment.
Copy attached to relevant report?	Yes
Is this document going to be published with the relevant report?	Yes

Page 4: Ownership

Question	Response
Directorate	Children's Services
Service area	Education
Lead officer's name	Jo Hutchinson
Lead officer's job title	Service Manager – School Effectiveness
Lead officer's contact details	Jo.Hutchinson@northnorthants.gov.uk
Lead officer's signature	
Date completed	14/12/21

Completed forms must be sent to [Equalities@northnorthants.gov.uk](mailto:Equalities@northnorthants.gov.uk)

## EXECUTIVE 22<sup>nd</sup> February 2022

<b>Report Title</b>	<b>Admission Arrangements for Community and Voluntary Controlled North Northamptonshire schools for 2023 intakes and the Primary and Secondary Co-ordinated Schemes for the 2023 intakes</b>
<b>Report Author</b>	AnnMarie Dodds – Director of Children’s Services
<b>Lead Member</b>	Cllr Scott Edwards – Executive Member for Children, Families, Education & Skills

<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/s for exemption from publication under Schedule 12A Local Government Act 1972</b>	

### List of Appendices

**Appendix A** – “Admission Arrangements for Community and Voluntary Controlled schools in North Northamptonshire for 2023 intakes”.

**Appendix B** – “NNC Primary Co-ordinated Scheme for 2023 Intakes”

**Appendix C** – “NNC Secondary Co-ordinated Scheme for 2023 Intakes”

**Appendix D** - A copy of the EqlA screening assessment

### 1. Purpose of Report

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- 1.1. The Council has a duty to act in accordance with the statutory provisions of the School Admissions Code (2021) and legislation relating to school admissions.

School admission arrangements for all schools must be agreed annually and it is the duty of admission authorities to ensure that admission arrangements are compliant with the School Admissions Code. The purpose of this report is to

provide the necessary information to allow the Council to determine the admission arrangements for its schools (Community and Voluntary Controlled schools) for the 2023 intake.

- 1.2 Each year, all local authorities must formulate and publish on their website, a scheme to co-ordinate admissions to the normal year of entry for all publicly funded schools within their area. Applications will be processed in accordance with the timetables set out in these schemes. The purpose of the report is to allow the council to agree the co-ordinated schemes for the 2023 intake.
- 1.3 The School Standards & Framework Act (1998) requires local authorities to define the parameters of a 'relevant area'. The 'relevant area' is defined as the area for a school within which the admission authority for the school must consult all other prescribed schools on its admission arrangements for maintained schools.

## **2. Executive Summary**

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- 2.1 The Council has proposed to change the Published Admission Number (PAN) for some of its schools and also to add a criterion to the oversubscription criteria for Little Stanion Primary School giving some priority to children of staff members. There were no other proposed changes. The consultation took place from 8<sup>th</sup> November to 31<sup>st</sup> December 2021 and no objections were received.

**Appendix A** "Admission Arrangements for Community and Voluntary Controlled schools in North Northamptonshire for 2023 intakes".

- 2.2 Co-ordinated schemes:  
The dates in the co-ordinated scheme timetables are set annually. The scheme then details how applications will be processed. The LA have proposed to remove the 5pm deadline from our application closing dates. This means parents/carers will be able to apply up until midnight on the closing dates for both Primary and Secondary applications. The consultation took place from 8<sup>th</sup> November to 31<sup>st</sup> December 2021 and no objections were received.

**Appendix B** to this Executive Report is the "NNC Primary Co-ordinated Scheme for 2023 Intakes".

**Appendix C** to this Executive Report is the "NNC Secondary Co-ordinated Scheme for 2023 Intakes".

- 2.3 The "Relevant Area"  
The new relevant area for North Northamptonshire schools will be the North Northamptonshire Council area and its neighbouring local authorities.

The consultation took place from 8<sup>th</sup> November to 31<sup>st</sup> December 2021 and no objections were received.

## **3. Recommendations**

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- 3.1 It is recommended that the Executive;
- i) Agree the admission arrangements as detailed in Appendix A
  - ii) Agree the two co-ordinated schemes for the 2023 intake as detailed in Appendix B and Appendix C.
  - iii) Agree the “Relevant Area” for all North Northamptonshire schools.
- 3.2 Reasons for Recommendations:-
- It is the duty of admission authorities to determine the admission arrangements for all their schools annually. Revised PANs have been proposed in line with falling admission numbers.
  - It is the duty of local authorities to formulate and publish a co-ordinated scheme for the admission of pupils to all schools in the area. The amendment to closing dates for Primary and Secondary applications to remove the 5pm deadline allows parents to apply until midnight on the closing date making the process easier and fairer for parents.
  - It is the duty of local authorities to set the relevant area for its schools.
- 3.3 All the above are statutory requirements.

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

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- 4.1 All admission authorities must determine admission arrangements every year, even if they have not changed from the previous year and no consultation has been required. This is a statutory requirement that must be carried out by 28<sup>th</sup> February in the determination year. It is the duty of local authorities to formulate and publish a co-ordinated scheme for the admission of pupils to all schools in the area.

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

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##### **5.1 Admission Arrangements**

The Council has a duty to manage the supply and delivery of school places to ensure sufficiency and avoid surplus capacity. In this instance it is proposed that several schools reduce their Published Admission Number (PAN) to reflect falling projected admission numbers. These schools are:

Alfred Street Junior School (reduce from 60 to 30)  
Mawsley Primary School (reduce from 60 to 45)  
Tennyson Road Infant School (reduce from 60 to 30)  
Titchmarsh Primary School (reduce from 20 to 15)

The reasons for these changes are set out in Appendix A which provides background details on why this decision has been reached.

5.2 It is proposed that Little Stanion include a new criterion in their oversubscription criteria giving priority to children of staff. This will be criterion 3, following Looked After Children (LAC), Previously Looked After Children (PLAC) and children living in the linked area of the school with a sibling at the school. This change is proposed to support recruitment and retention of key staff at the school.

5.3 Following a review of existing admission arrangements, no further changes are proposed for the coming year.

5.4 Co-ordinated Schemes:

The timetable has been set in line with nationwide deadlines and time constraints, e.g.: appeals deadlines. The amendment to closing dates for Primary and Secondary applications to remove the 5pm deadline allows parents to apply until midnight on the closing date making the process easier and fairer for parents.

## **6. Next Steps**

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6.1 If approved by the Executive then the admission arrangements and co-ordinated scheme will come into effect from September 2022 for the September 2023 admission year.

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

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

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

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

7.2.1 The legislative requirements are set out in the body of the report.

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

7.3.1 There are no links between the corporate policies and plans and the report. The determination of admission arrangements and setting of co-ordinated schemes are annual statutory requirements which must be carried out by admission authorities as per the School Admissions Code (2021).

#### **7.4. Risk**

7.4.1 Risk – That NNC does not fulfil statutory obligations as required by the School Admissions Code (2021).

7.4.2 Mitigation - NNC must determine the admission arrangements for its Community and Voluntary Controlled schools by 28<sup>th</sup> February 2021 and must publish a co-ordinated scheme for admission to the normal points of entry to all schools in the area.

7.4.3 Risk - Admission arrangements may be considered to be unfair or not compliant with the School Admissions Code. A consequence of this could be that NNC would be reported to the Office of the Schools Adjudicator.

#### **7.5. Consultation**

7.5.1. The admission arrangements for Community and Voluntary Controlled schools in the North Northants area for 2023 and the primary and secondary co-ordinated schemes were consulted on from 8<sup>th</sup> November – 31<sup>st</sup> December 2021.

7.5.2 As per the School Admissions Code, the following groups were consulted:

- a) parents of children between the ages of two and eighteen;
- b) other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed admissions;
- c) all other admission authorities within the relevant area (except that primary schools need not consult secondary schools);
- d) whichever of the governing body and the local authority is not the admission authority;
- e) any adjoining neighbouring local authorities where the admission authority is the local authority

As well as through the NNC website, social media and press releases were used to notify of the consultation as well as certain parties being emailed directly, i.e. neighbouring authorities, local schools, other admission authorities, governing bodies.

7.5.3 No comments of objections were received to any of the proposals.

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

7.6.1 The report was deemed not necessary to take to EAP

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

7.7.1 This report has not been taken to scrutiny

## 7.8. Equality Implications

7.8.1 Equality Screening Assessment completed and there is no negative impact on any of the protected equality groups.

7.8.2 A copy of the EqIA screening assessment is included with this report (**Appendix D**).

## 7.9. Climate Impact

7.9.1 No implications arising from any recommendations that are being proposed.

## 7.10. Community Impact

7.10.1 No implications arising from any recommendations that are being proposed.

## 7.11. Crime and Disorder Impact

7.11.1 No implications arising from any recommendations that are being proposed.

## 8. Background Papers

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8.1 School Admissions Code (2021) [School admissions code 2021 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/97222/school-admissions-code-2021.pdf)

Applying for a Primary School Place in North Northamptonshire 2022-23  
[Applying for a Primary School Place in North Northamptonshire \(northnorthants.gov.uk\)](https://www.northnorthants.gov.uk/primary-school-places)

Applying for a Primary School Place in North Northamptonshire 2022-23  
[Applying for a secondary schools place in north northamptonshire 2022 \(northnorthants.gov.uk\)](https://www.northnorthants.gov.uk/secondary-school-places)

## Admission arrangements for Community and Voluntary Controlled schools in North Northamptonshire (2023 intakes)

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### 1. Admission Authorities

The admission authority of a school varies according to the type of school. 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
Academies/Free Schools/UTCs	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).

## 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
- 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 3.7).

### Key:

CE = Church of England (a Voluntary Controlled school)

CEVC = Church of England Voluntary Controlled

PAN = Published Admission Number

### 3.1 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

<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](#)

School	PAN	Linked Area
Mawsley Primary School	45	Mawsley
Nassington Primary School	20	Fotheringhay, Nassington, Woodnewton, Yarwell
Titchmarsh CE Primary School	15	Clopton, Titchmarsh
Warmington School	15	Warmington

**Table 2:** Primary Schools (Rural)

## 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
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 applicants whose home address is 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.

## 3.2 Primary Schools – Urban

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

**Table 3:** Primary Schools (Urban)

## 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
2. Children with a sibling continuing at the school at the time of admission of the child
3. Children whose home address is 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 applicants whose home address is 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.

## 3.3 Infant Schools – Urban

Infant School	PAN	Linked Junior School
Avenue Infant School, The	60	Park Junior School
Tennyson Road Infant School	30	Alfred Street Junior School

Table 4: Infant Schools (Urban)

## 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
2. Children with a sibling continuing at the school or linked Junior school at the time of admission of the child
3. Children whose home address is 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 applicants whose home address is 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.

## 3.4 Infant Schools – Urban with Linked Area

Infant School	PAN	Linked Area	Linked Junior School
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 5: Infant Schools (Urban with linked area)

### 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
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 whose home address is 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 applicants whose home address is 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.

### 3.5 Junior Schools – Urban

Junior School	PAN	Linked Infant School
Alfred Street Junior School	30	Tennyson Road Infant School
Park Junior School (Wellingborough)	60	Avenue Infant School, The

**Table 6:** Junior Schools (Urban)

#### 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
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 whose home address is 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 applicants whose home address is 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.

### 3.6 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 7:** Junior Schools (Urban with linked area)

## **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
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 whose home address is 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 applicants whose home address is 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.

## **3.7 Schools with unique oversubscription 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
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. Children of teaching staff (including Head and Deputy Head Teachers) with a minimum of two years' service at the school

4. Other children who live in Little Stanion
5. Children who do not live in Little Stanion but have a sibling continuing at the school at the time of admissions of the child
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 applicants whose home address is 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.

### **Whitefriars Primary School**

The Published Admission Number (PAN) for the Reception year of entry is **60**.

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
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 whose home address is 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 applicants whose home address is 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 (see definition in Section 22(1) of the Children Act 1989)

## Previously Looked After Children (PLAC)

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

- Were adopted under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46), or
- Became subject to a child arrangements order (as defined in Section 8 of the Children Act 1989 and amended in Section 12 of the Children and Families Act 2014). Child arrangements orders replace residence orders and any residence order in force prior to April 2014 is deemed to be a child arrangements order, or
- Became subject to a special guardianship order (see Section 14A of the Children Act 1989)

This includes 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. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a local authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

## 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 or 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. 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 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

### 11.1 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 on **15 January 2023**. They should also make their request for admission to their preferred schools out of the normal age group by the same date - **15 January 2023**. 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 (NNC), 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

## 11.2 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 at a Community or Voluntary Controlled school, must put their request to the School Admissions team at [admissions.ncc@northnorthants.gov.uk](mailto:admissions.ncc@northnorthants.gov.uk).

The LA (NNC), 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 to Voluntary Controlled and Community schools in North Northamptonshire, should be made online to the local authority on 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 PAN 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 'Move school during the school year (in-year)'. 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 for all Community and Voluntary Controlled schools 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 NNC 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.NCC@northnorthants.gov.uk](mailto:appealsteam.NCC@northnorthants.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 15 May 2023**. 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.

# North Northamptonshire Council Primary Co-ordinated Admissions Scheme for 2023

## Section 1

### Timetable for Primary Co-ordinated Admissions Scheme for September 2023 intake

Date	Event
9 September 2022	Online applications open and information to parents/carers
12 December 2022	Generic reminder letter to be sent via schools to parents/carers of Year 2 children at Infant school, advising them of the need to apply for a Junior school place. Email also sent to schools to remind parents/carers of the need to apply
15 January 2023	<b>Closing date for applications</b> (statutory). Late applications, i.e. those received after midnight on 15 January 2023, will not be processed until additional rounds of allocations (see below)
10 February 2023	North Northamptonshire Council (NNC) sends applications to other LAs and Own Admission Authority (OAA) schools
15 February 2023	SEN must have informed the School Admissions Team about any pupils with an EHC Plan, and details of the named school (statutory)
28 February 2023	Own Admission Authority schools send ranked lists to NNC
17 March 2023	NNC applies agreed Scheme for North Northamptonshire schools, informing other LAs of offers to be made to their residents
14 April 2023	Primary schools informed by NNC of the final results via S2S, which may include offers made to pupils living in other LAs
17 April 2023	<b>National Offer Day</b> - offers made to parents/carers by NNC
By 19 April 2023	Schools emailed and final allocation lists (ATFs) uploaded onto the S2S secure site
2 May 2023	School Admissions begins to share late applications with OAA schools and other LAs
10 May 2023	Cut-off date for consideration for inclusion in first round of reallocations
16 May 2023	The deadline by which all school admission appeal forms must be submitted
10 June 2023	Cut-off date for consideration for inclusion in second round of reallocations
28 June 2023	Cut-off date for consideration for inclusion in third round of reallocations
18 July 2023	Appeals lodged before the deadline of 16 May 2023 will be heard by this date
17 May 2023 16 June 2023 4 July 2023	Additional rounds of allocations will start on each of these dates
14 July 2023	Where no previous application has been submitted, places at Junior schools are allocated to children living in the North Northamptonshire Council area who are currently in infant schools. Letters sent to parents/carers to advise them of the places offered
1 August 2023	Co-ordination of in-year application process commences

## Section 2

### Elements of the Scheme

#### 2.1 Regulations

The School Admissions (Co-ordination of Admission Arrangements) (England) Regulations<sup>1</sup> (2008) require all local authorities (LAs) to have a scheme to co-ordinate admission arrangements for all publicly funded schools in its area (excluding special schools). The purpose of a co-ordinated scheme is to establish mechanisms for ensuring, as far as is reasonably practicable, that every parent of a child living within the LA who has applied for a school place in the normal admission round, receives an offer of a single school place on the same day – National Offer Day (16 April or the next working day). All schools must comply with the agreed scheme.

#### 2.2 Applying for a place in a Primary, Infant or Junior school

The normal point of entry to Primary or Infant school is Reception. The normal point of entry to Junior school is Year 3. The local authority co-ordinates the process of allocating places at these schools in these year groups.

#### 2.3 Application forms

The Common Application Form (CAF)(paper or online) must allow parents to apply for a Reception place at any Primary or Infant school (or Year 3 at Junior school) and to give reasons for their preferences. If parents apply directly to a school, the governing body/academy trust must inform the local authority. All applications are co-ordinated by the local authority (NNC) up to and including 31 July.

#### 2.4 Residence in another local authority

Parents resident in one local authority who wish to apply for a Reception place at a Primary or Infant school, or Year 3 at a Junior school maintained by a different local authority, must apply using the Common Application Form (online or paper) for the local authority in which they live (i.e. their home local authority).

#### 2.5 Exchange of information

Local authorities and admission authorities in the area must exchange information on applications received and potential offers to be made by the dates specified in the scheme (see Section 1). A maintaining local authority must inform the home local authority if it intends to offer a place at one of its schools to an applicant living in a different local authority area. Local authorities should exchange information on applications across their borders and seek to eliminate multiple offers across local authority borders wherever possible. The exchange of data must, where possible, be carried out using secure data protection systems.

#### 2.6 Information for Parents

Please note that throughout this scheme, the term “parent” refers to both individual parents as well as those with parental responsibility for the child, e.g. carers.

Parents who live within the North Northamptonshire Council area are encouraged to apply online.

The benefits of using the online process are as follows:

1. Parents are less likely to make errors as the system guides them through the whole process;

2. Parents are able to change preferences up until midnight on the closing date;
3. On National Offer Day, parents will be able to log on to the system to find out which school has been allocated (a letter naming the allocated school will be posted on National Offer Day to all parents who applied using the paper application form);
4. Parents will receive an email with details of the school offered;
5. Parents will be helping to reduce paper usage.

The 'Applying for a Primary School Place in North Northamptonshire 2023-24' composite prospectus will be available in PDF format on the School Admissions pages of NNC's website from September 2022. Paper copies of the composite prospectus can be obtained by request from:

School Admissions  
 North Northamptonshire Council  
 c/o One Angel Square  
 Angel Street  
 Northampton  
 NN1 1ED

The prospectus contains information about:

- How to apply online
- Primary, Infant and Junior schools in each area of North Northamptonshire
- How to complete a common application form
- The Published Admission Number (PAN) for each school
- Each school's oversubscription criteria
- Whether individual schools were oversubscribed in September 2022
- Key dates for the application and allocation process
- Children with special educational needs
- Home-to-school transport
- The process for late applications
- Contact details for the NNC School Admissions Team

## **2.7 Parents living in the North Northamptonshire Council area wanting to complete a paper application form**

Requests for paper application forms and composite prospectuses (for those who do not have access to the internet) should be made to the NNC School Admissions Team.

## **2.8 The Common Application Form (CAF)**

Parents are encouraged to apply online wherever possible. It is the responsibility of all those making an application to ensure that they: a) submit the application on time and receive a submission confirmation email every time a change is made to the application or the application is checked or b) request confirmation of a paper application by emailing the School Admissions Team. It is **not** the responsibility of the School Admissions Team to send reminders to parents.

The application form (either online or paper) will ask the parent to provide:

- A list of up to three preferred schools in rank order (if the applicant is resident in a neighbouring authority where more than 3 preferences can be expressed, any preferences for North Northamptonshire Schools will be treated in line with the child's home local authority)
- Details of siblings (if relevant) who attend the preferred school/s
- Details of the child for whom the application is being made (address, date of birth, any relevant medical information or special social circumstances)
- Confirmation that the child has an EHC Plan (if applicable)
- Reasons for their preferences
- The name of their child's current school

- Details about the person completing the application (name, address, relationship to the child, contact details)

Parents who are using the paper application form will be required to return the completed application form to the School Admissions Team at North Northamptonshire Council by midnight on **15 January 2023**. Applications received after this date will be considered as late applications and will not be processed until after the on-time applications have been dealt with, i.e. after National Offer Day. It is strongly recommended that parents use recorded delivery and obtain a receipt when posting their application forms. North Northamptonshire Council does not accept responsibility for applications received after the closing date due to parents using insufficient postage.

If applying online, parents can submit any additional paperwork (e.g. proof of a house move or evidence of a medical / social need) electronically, or post to the School Admissions Team at North Northamptonshire Council, clearly stating the following: name of child, date of birth and the name(s) of the school (s) the parent is applying for. If a house move takes place after the closing date, the school allocation will be based on the address we hold at the closing date.

## **2.9 Supplementary Information Forms (SIFs)**

If additional information is required by the admission authority of a Foundation, Voluntary Aided or Free school or Academy in order to apply its oversubscription criteria, this will be detailed in their admission arrangements and in the specific section about that school in the LA's composite prospectus. Links to Supplementary information forms (SIFs) for schools which require them will be available on the NNC website from September 2022. Alternatively, contact details for each school are included in the LA's prospectus so parents may contact schools directly to obtain a SIF. **Supplementary Information Forms must be returned to the preferred school by 15 January 2023 unless otherwise stated in the schools' admission arrangements.**

## **2.10 Applications for Foundation, Voluntary Aided or Free Schools and Academies**

The School Admissions Team will ensure that parents' preferences are logged on the School Admissions database. The School Admissions Team will send a list of all applications received, including any additional information, to the relevant Foundation, Free and Voluntary Aided schools, Academies or UTCs.

Applications will be sent to Free, Foundation and Voluntary Aided schools and Academies by the date shown on the scheme timetable in Section 1 and schools will be asked to rank applicants as described in 2.13. Any parent who has not submitted a common application form to the LA will not be considered in the ranking lists with on-time applicants. The LA will check all OAA lists to ensure that this procedure is followed.

## **2.11 Applications for schools outside the LA and for North Northamptonshire schools from families living in other LAs**

Applications from residents in the North Northamptonshire Council area for schools in other LAs will be logged on the Admissions database and information relating to those preferences and any additional information will be electronically forwarded to the relevant maintaining local authority by the date shown on the scheme timetable in Section 1.

Similarly, the School Admissions Team will receive applications forwarded from other LAs for schools in North Northamptonshire. These will be recorded and passed on to Foundation, Voluntary Aided and Free schools or Academies as appropriate. If the application is for a Community or Voluntary Controlled school, the School Admissions Team will process applications along with all other applications for NNC schools.

## **2.12 Multiple Applications**

If more than one application is made for a child prior to the closing date, only the latest dated application form will be processed. Any previously submitted application forms will not be processed.

If an offer of a school place has already been made by the LA and the applicant has chosen to submit further applications, the latest-dated application will take priority over any previous applications.

If it is possible to offer a place at one of the preferences on the latest-dated application, an offer will be made and the previous offer will be withdrawn without further reference to the applicant.

Applicants must place any requests to withdraw applications in writing to the School Admissions Team (by letter or email) prior to the reallocation round.

Where there may be multiple applications from parents who are separated, parents will need to refer to section 2.23 of this scheme for further guidance.

### **2.13 How the co-ordination process produces the offer of a single school place**

All schools have a Published Admissions Number (PAN). This is the number of places available at the normal point of entry. Admission authorities (Local Authorities, Foundation, Voluntary Aided and Free schools and Academies) must consider all the applications they receive and, if there are more applications than places available, they must apply their oversubscription criteria to all applicants. This process can be carried out by the School Admissions Team on behalf of Own Admission Authority schools as part of a Service Level Agreement (SLA). Any school wishing to use this service should inform the School Admissions team by 1 August in the year prior to the year of admission. School Admissions will always confirm any offer made with the school in question.

The local authority must allocate a place at the highest preference school where the child can be offered a place.

- If a child qualifies for a place at all 3 preference schools, the LA will offer a place at the school that is ranked highest on the CAF. The child's name will then be removed from the ranked list(s) at the lower preference schools where they qualified for a place so that other children may be offered a place at these schools
- If a child can be offered a place at only one of their preference schools, they will be offered a place at that school regardless of the preference order on the common application form
- If a child cannot be offered a place within the PAN of any of their preferred schools, the LA will offer a place at the nearest school with a place available (i.e. the nearest school which has not reached their PAN and therefore has a place/places available at the time)
- If a child is offered a place at a school which wasn't their first preference, they can request to be added to the waiting list for any of the schools which was a higher preference than the school offered.
- Parents have the right to appeal against refusal of a place at any school for which they have applied, unless a higher preference has been allocated. Information about how to make an appeal is published on the local authority's website.

All OAA schools are responsible for returning a ranked list of all applicants to the local authority by the date stated in the scheme timetable. Some schools will be oversubscribed, others undersubscribed. The surplus places at undersubscribed schools will be allocated to children who were unable to obtain places at their preferred schools.

The local authority will publish details of how places at all schools were allocated on its website.

Schools using random allocation as a tie-breaker, or as part of their oversubscription criteria, must send lists which include the names of all applicants in ranked order to the School Admissions Team. The ranked list must include all children in the individual bands and not just those ranked up to the school's PAN. This procedure will enable the School Admissions Team to identify why a place has been refused.

All schools which are their own admission authority must return the ranked allocation lists to the School Admissions Team by the date shown in the scheme timetable in Section 1.

For local authority schools (Community and Voluntary Controlled schools), the School Admissions Team will be responsible for applying the oversubscription criteria if the number of applications exceeds the Published Admission Number (PAN) of the school.

If a child is eligible for a place at more than one school, the applicant's order of preference will be considered and the highest preference will be offered.

Where it is not possible to offer a place at any of the preferred schools, a place will be allocated at the school closest to the home address where places are available at the time of allocation. Some children in this situation will be eligible for assistance with transport costs. Parents will be referred to the school travel assistance pages of NNC's website.

A single place will be identified for each child by the end of this co-ordination process. When schools have more applications than places available, places will only be allocated up to the limit of the school's PAN. In the case of Foundation, Voluntary Aided and Free schools and Academies, the admission authorities of these schools **must** notify their local authority of their intention to increase the school's PAN and reference to the change should be made on the school's website. Where further capacity is required to provide every child with a school place, the local authority will consult relevant schools to reach an agreement.

## **2.14 Protocol for children with Education, Health and Care (EHC) Plans**

Reviews of EHC Plans, discussions with parents about preference and placement enquiry procedures, will all be undertaken by the EHC team at NNC. Placement decisions will be made by the date shown on the scheme timetable in Section 1. The admission of children with EHC plans, where the school is named in the plan, will take priority over all other children.

The EHC Team will inform parents of the school allocated for their child on or around or around the date shown on the scheme timetable in Section 1. There may be circumstances where pupils have not been informed of the school allocated by this date. In these cases, schools may be required to admit children over PAN.

The offer of a school place will be made by the EHC Team who will also amend the EHC plan accordingly.

## **2.15 Notification of offers to all schools or other Local Authorities**

As part of the co-ordination process, other LAs will be informed electronically by the date shown on the scheme timetable in Section 1 of any offers of school places that NNC is able to make to their residents. All schools, including Foundation, Voluntary Aided, Free Schools and Academies, will be informed of the final offers, which may include offers made to pupils living in other LAs by the date shown in the scheme timetable in Section 1. Schools **must not** communicate with parents until *after* the offer from NNC has been sent.

## **2.16 Late applications**

Every effort will be made to encourage parents to complete application forms by the closing date of **15 January 2023**. If an application form is received *after 15 January 2023*, it will not be possible to consider it until all the on-time applications have been processed. Late applicants will not receive an offer of a school place on National Offer Day (16 April or the next working day). Late applications will be considered from the relevant reallocation date published in the 'Applying for a Primary School Place in North Northamptonshire 2023-24' composite prospectus and in the scheme timetable in Section 1.

In the co-ordinated scheme in North Northamptonshire, parents/carers will not be allowed to have more than three live primary or secondary preferences at any point in time, prior to the offer date. Parents will not be allowed to change the order or schools listed as preferences after the closing date. After this date, changes to preferences must be made on a late application form and will be processed in the further rounds of allocation (see Section 1).

For Foundation, Voluntary Aided and Free schools and Academies, NNC will forward any late applications directly to the schools for their consideration (by the agreed timelines). If places are not available at the preferred school, the School Admissions Team must be informed by the school so that a place can be offered at an alternative school with places available. If the alternative school is its own admission authority, details of the applicant will be sent to the school before an allocation is made by the local authority.

NB: The co-ordinated process in North Northamptonshire continues up to and including 31 July of each year. From 1 August, the in-year process commences.



## 2.17 Right to appeal

Parents have the right to appeal against refusal of a place at any school for which they have applied. When an admission authority informs a parent of a decision to refuse a place, 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 admission authority **must** establish an independent appeals panel to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal the school is required to admit the child.

## 2.18 Waiting lists

Parents who have been refused a place at a school (this could either be after National Offer Day, after an unsuccessful appeal or after making a late application) may wish to place their child's name on a waiting list. Parents must contact the School Admissions Team in order to request that their child's name is added to the waiting list. Following Primary National Offer Day, there will be no distinction drawn on school waiting lists between on time and late applications: all applications will be ranked in accordance with schools' oversubscription criteria.

For OAA schools (i.e. Academies, Foundation, Voluntary Aided and Free schools), parents need to contact the individual schools directly to ask for information on the waiting list policy for the school.

If a place becomes available, the school's oversubscription criteria will be applied to the waiting list to determine who should be allocated the available place. Any places that become available after the initial allocation will be reallocated in rounds of reallocation (see Section 1) by the School Admissions Team. The local authority continues to co-ordinate the allocation of places at all schools up to and including 31 July. This requires all schools which are their own admission authority to ensure clear and up-to-date communications with the School Admissions Team regarding the ranking lists for each round of allocations. No allocation will be made by the School Admission Team without prior agreement with the individual admission authority.

For every over-subscribed Community and Voluntary Controlled school, the School Admissions Team will retain a waiting list until the end of the 2023 Autumn term (31 December). Following this date, waiting lists will be ended. If parents still wish their child's name to remain on the new waiting lists which will be established for the following term, they will need to request this in writing (via email) to the NNC School Admissions Team. Waiting lists will be restarted every term, so if a parent wishes to remain on a waiting list for a whole academic year, they would make a request in writing to the School Admissions Team at the start of January and following the Easter break (March/April).

## 2.19 Applying for a place in a Junior School

The normal point of entry to Junior Schools is Year 3 and the LA co-ordinates the process of allocating places to these schools in this year group.

Parents of children who are in Year 2 at an Infant school and who want them to attend a Year 3 in a Junior in September 2023 need to apply for places in Junior schools using the Common Application Form.

Parents of children in Year 2 at an Infant school should not apply for a place in Year 3 at a Primary school on the Common Application Form as this form is only used for applications at the normal point of entry to a school. Year 3 is **not** the normal point of entry for a Primary school, any applications for a place in Year 3 in a Primary school for September 2023 should be made on an in-year application form in accordance with the LA's In-year process.

In-year applications applications for a Year 3 place at a Primary school should be made from June 2023.

## 2.20 National Offer Day

The School Admissions Team will notify all on-time applicants of their school offer on National Offer Day (16 April or the next working day) by email (for all online applicants) or by post (a first class letter will be sent to all applicants who submitted a paper application). The communication will include information about how to find out how school places have been allocated in the North Northamptonshire Council area and, if necessary, information about how to appeal. In addition, breakdowns of how places were allocated in accordance with each school's oversubscription criteria will be published on the NNC website. Links to this page will be provided on all offer emails and letters.

The School Admissions Team will assume that the place has been accepted unless communication from the parent is received to advise to the contrary.

## **2.21 Rejection of a school place**

Parents will be required to notify the relevant admission authority and the School Admissions Team in writing (by email or letter) if they **do not** propose to accept the school place offered. These places will then be reallocated following the process as set out above in 2.13. Places will not be removed until the School Admissions Team has been advised by the parent that they have secured an alternative school place for their child.

Schools which are their own admissions authority must inform the School Admissions Team as soon as a place is rejected so that the School Admissions Team has an accurate picture of the available school places prior to the reallocation dates.

## **2.22 Definition of a sibling and sibling link for Community and Voluntary Controlled schools**

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). A sibling is defined as a child's brother or sister. NNC's definition of 'sibling' for Community and Voluntary Controlled schools states that 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 and 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.

The sibling link will only be valid if the sibling will be attending when the child applying starts school. This means that it will not count as a sibling link if a child wants a place in a Primary school, but their brother is in Year 6 and will therefore have left the school when the child applying starts at the school.

Some admission authorities have different definitions of a sibling and sibling link. Parents are advised to check the information in the LA's composite prospectus or in the school's admission arrangements available on their website to see what their definition is.

## **2.23 Parents who do not live together**

NNC's definition of a child's address states that 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.

Other admission authorities may have different definitions of a child's home address. Parents are advised to check the school's individual admission arrangements on their website or in the LA's composite prospectus.

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

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 a child being allocated a place at their preferred school/s.

Further information on parental responsibility can be found on the [DfE website](#)

## **2.24 Children who are part of a multiple birth group**

Under paragraph 2.16 (g) of The School Admissions Code (2021), infant class size restrictions may be exceeded where a child who is part of a multiple birth group is allocated as the 30<sup>th</sup> pupil. For Community and Voluntary Controlled schools, the admission number will be exceeded to accommodate the other children from this birth group. These children will remain as 'excepted pupils' for the time they are in an infant class (Reception, Year 1 and Year 2) or until class numbers fall back to the current infant class limit. Own admission schools may have another policy in place.

## **2.25 Random allocation**

Random allocation, when used as a tie-breaker within an oversubscription criterion for a Community or Voluntary Controlled school, will be observed by an independent person (not employed by the local authority or with a connection to the school). This is to ensure that the process is administered correctly.

If a place is allocated from the waiting list after the initial round of allocations, and the tie-breaker is used, a new round of random allocation will be performed but not observed.

## **2.26 Definition of Looked After and Previously Looked After Children ('Children in Care')**

The highest priority in the oversubscription criteria for all schools must be given to 'looked after children' and 'previously looked after children'. A 'looked after child' is a child who is (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 making an application to a school.

'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). This includes children who appear, to the admission authority, to have been in state care outside England prior to adoption.

## **2.27 Summer born children**

Children born between 1 April and 31 August (inclusive) are known as summer born children. These children do not reach Compulsory School Age (CSA) until a full year after they would normally have started school in Reception, the point at which other children in the age range are beginning Year 1.

If a parent has made the decision that they feel it is not in their child's best interests to start school before s/he reaches CSA, they may be happy for their child to enter straight into Year 1 to join his/her peers. In this case they would need to apply for a Year 1 place at their preferred schools at the end of the academic year in which the rest of their child's normal year group are finishing Reception.

If a parent feels it would be in their child's best interests to enter Reception at this point however, the School Admissions Code (2021) allows parents/carers of summer born children to request that they are admitted outside their normal age group, into Reception rather than Year 1.

Please note, this is a "request" and parents do not have the right to insist that their child is admitted to a particular age group. Each school's admission authority is responsible for making the decision on which year group a child should be admitted to.

Paragraph 2.19 of the School Admissions Code (2021) 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. This will require the admission authority to take account of the child's individual needs and abilities and to consider whether these can best be met in Reception or Year 1. It will also involve taking account of the potential impact on the child of being admitted to Year 1 without first having completed the Reception year. The views of the head teacher will be an important part of this consideration.

Parents/carers of summer born children who could start school in September 2023, but wish to delay applying for a Reception place to start in September 2024, should make their application for a Reception place for their child's normal year of entry before the deadline **on 15 January 2023**. They should also make their request for admission to their preferred schools out of the normal age group by the same date: **15 January 2023**. This is to enable sufficient time for requests to be processed prior to National Offer Day (16 April or the next working day). Requests will still be considered after this date however.

If an admission authority agrees to the parent's request, their application for the normal age group will be withdrawn before a place is offered for their normal year of entry and they must make a new application for that school as part of the main admissions round the following year. One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents/carers should therefore consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference school.

**Please note:** The admission authority for all Community and Voluntary Controlled schools is NNC, whereas the admission authority for Academies, Voluntary Aided (VA), Foundation and Free Schools, is either the Governing Body (VA and Foundation Schools) or the Academy Trust (Academies and Free Schools).

If parents have more than one preferred school, they must make the request to delay their child's Reception application to each of the schools. They should then only apply for a place in Reception the following year at schools whose admission authorities have agreed to the delay.

The following steps will be required depending on the type of school they are applying for.

**A. If the preferred school is a Community or Voluntary Controlled school:**

1. Parents/carers 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. Parents/carers can 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 the 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. Parents/carers make a formal written request (with reasons for the request) to the preferred school;
2. Parents/carers can 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 parents/carers so that a decision can be made (by the admission authority) in consultation with the Head teacher of the school;
4. Following their decision, the admission authority should then inform the parents/carers of their decision in writing, giving detailed reasons if the request is refused.

5. If they agree to the request, the request and written confirmation from the admission authority of the preferred school that they are in agreement with the parents/carers request to delay their application to Reception for a year, must be sent to School Admissions at NNC by either the parent or the school so the Admissions database can be adjusted to accept a Reception application for the following year.

### **What happens next?**

#### **A. If the admission authority of a school agrees to the parents/carers request to delay applying for a Reception place for a year:**

- School Admissions will write to the parents/carers confirming that an application for **that school** can be made in the following year. A copy of the letter sent by School Admissions to the parents/carers will also be sent to the Head teacher of the school(s) concerned;
- If parents/carers have made an application for Reception in the normal year of entry, this application will be withdrawn and a place will not be offered on National Offer Day (16 April or the next working day);
- Parents/carers will then need to submit an application for the schools whose admission authorities have agreed to the delay for Reception the following year;
- Parents/carers should only apply a full year later for a Reception place at schools whose admission authorities have agreed to a delayed application for their child;
- The new 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 criteria. No additional priority will be given to an applicant applying under the summer born policy, nor will they be penalised;
- If it is not possible to offer a place at one of the preferred schools, the Local Authority will make every effort to allocate a Reception place (rather than a Year 1 place) at an alternative school. However, because NNC is not the admissions authority for all schools, a school approached as an alternative school would have to agree to the delayed entry;
- If the Local Authority is 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 (if they do not agree to a delayed application). In this case, the child would be offered a place at a school in Year 1 at the nearest school to their home address with a place available.

#### **B. If the admission authority of a school rejects the parents/carers request to delay applying for a Reception place for a year:**

- Parents/carers will receive a letter from the admission authority of the preferred school providing reasons for refusal.
- Assuming an application for a Reception place for the normal year of entry was submitted on time (by 15 January 2023), parents/carers will receive an offer of a school place on National Offer Day (16 April or the next working day).
- Parents/carers then need to decide if they will accept the place offered for their normal year of entry on National Offer Day, or decline that place and apply for Year 1 place for the following September when their child is compulsory school age. If a parent/carer chooses to decline the place, they must put this in writing to the School Admissions Team (information about how to do this will be included in the offer email);
- Parents/carers who have not applied for a Reception place in their normal year of entry will need to apply as soon as possible if they decide that they would prefer their child to start in Reception rather than waiting until they reach Compulsory School Age and start school in Year 1. Applications received after the deadline on 15 January 2023 will be classed as late applications (see our website for more information on late applications).

### **2.28 Summer born children continuing at current nursery setting**

Parents/carers have the option for their child to stay in an Early Years setting. Children can attend an Early Years setting until the end of the Funding Block (Term) in which they turn 5. In order to ensure that the Early Years setting can secure the funded place for your child/children for September 2023, parents/carers must notify their Early Years setting before the end of the Spring Funding Block (Term) 31 March of the year in which they would normally be starting school. The Early Years setting can then take into account the number of children at the setting when allocating places for September 2023. If parents/carers do not notify their Early Years setting until after nursery allocations have been released, nursery schools and classes will be under no obligation to offer a place above their normal intake number. Children can, of course, be considered for a place through the normal waiting list process.

## **2.29 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 where possible, 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".

Parents/carers may however seek a place for their child out of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. They must put their request in writing to the School Admissions Team (for Community and Voluntary Controlled schools) and directly to the school for schools who are their own admission authority, at the time of application.

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 parents/carers 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/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.

Schools for which the local authority is not the admission authority may have a different process. Please check individual schools' admission arrangements directly with the schools or on their websites to ensure you are following the correct procedure.

Please see further information in the School Admissions Code (2021) about the admission of children outside their normal age group.

## **2.30 Sharing information with schools**

When sharing information regarding the co-ordinated scheme with schools, the local authority (NNC) will:

- Supply information about what is required in the co-ordination process;
- Provide useful tips to schools;
- Be clear about the dates when information should/must be returned to the LA.

If schools already have a Service Level Agreement (SLA) with the School Admissions Team, the team will carry out the agreed work and will share with the school the outcome of applications made to the school by sending out lists of successful applicants.

Schools wishing to establish a Service Level Agreement (SLA) for the co-ordination process should contact the School Admissions Team as soon as possible to discuss their requirements.

### **2.31 Relevant Area**

The relevant area for schools in North Northamptonshire is the area comprising North Northamptonshire and all adjoining local authorities.

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# North Northamptonshire Council Secondary Co-ordinated Admissions Scheme for 2023

## Section 1

### Timetable for Secondary Co-ordinated Admissions for September 2023

Date	Event
9 September 2022	Online applications open and information to parents/carers
7 October 2022	Generic reminder letters sent via schools for parents of Primary and Junior school children, advising them of the need to apply for a Year 7 place. Email sent to schools for them to remind parents of the need to apply
31 October 2022	<b>Closing date for applications</b> (statutory). Late applications, i.e. those received after midnight on 31 October 2022, will not be processed until additional rounds of allocation (see below)
25 November 2022	North Northamptonshire Council (NNC) sends applications to other Local Authorities (LAs) and Own Admission Authority (OAA) schools
12 January 2023	Own Admission Authority schools send ranked lists to NNC
10 February 2023	NNC applies agreed Scheme for North Northamptonshire schools, informing other LAs of offers to be made to their residents
15 February 2023	EHC teams must have informed School Admissions by this date about children who have an EHC Plan with named school (statutory)
27 February 2023	Secondary schools informed by NNC of the final allocations, which may include offers made to pupils living in other LAs
1 March 2023	<b>National Offer Day</b> - offers made to parents/carers by NNC and Secondary schools informed via S2S (Statutory)
By 3 March 2023	Schools emailed and final allocation lists (ATFs) uploaded onto the S2S secure site
13 March 2023	Start to share late applications received with Own Admission Authority schools and other LAs
31 March 2023	Cut-off date for consideration for inclusion in first round of reallocations
29 March 2023	The deadline by which all appeal forms must have been submitted.
12 May 2023	Cut-off date for consideration for inclusion in second round of reallocations
23 June 2023	Cut-off date for consideration for inclusion in third round of reallocations
15 June 2023	Appeals lodged by the deadline of 29 March 2023 will be heard by this date
13 April, 1 June and 4 July 2023	Additional rounds of allocations will start on these dates
14 July 2023	Places allocated to children living in the North Northamptonshire Council area, currently in Primary school and who have not submitted an application for a place in Year 7. Letters sent to parents to advise of the places offered.
1 August 2023	In-year co-ordination commences

## Section 2

### Elements of the Scheme

#### 2.1 Regulations

The School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2008 require local authorities (LAs) to have a scheme to co-ordinate admission arrangements for all publicly funded schools in its area (excluding special schools). The purpose of a co-ordinated scheme is to establish mechanisms for ensuring, as far as is reasonably practicable, that every parent of a child living within the LA who has applied for a school place in the normal admission round, receives an offer of a single school place on National Offer Day (1 March or the next working day). All schools must comply with the agreed scheme.

#### 2.2 Applying for a place in a Secondary school

The normal point of entry to Secondary school is Year 7 and the local authority co-ordinates the process of allocating places at these schools in this year group.

#### 2.3 Application forms

The Common Application Form (CAF)(paper or online) must allow parents to apply for a Year 7 place in any Secondary school and to give reasons for their preferences. If parents apply directly to a school, the governing body/academy trust must inform the local authority. All applications are co-ordinated by the local authority (NNC) up to and including 31 July.

#### 2.4 Residence in another local authority

Parents resident in one local authority who wish to apply for a place in Year 7 at a Secondary school maintained by a different local authority, must apply using the Common Application Form (online or paper) for the local authority in which they live (i.e. their home local authority).

#### 2.5 Exchange of information

Local authorities and admission authorities in the area must exchange information on applications received and potential offers to be made by the dates specified in the scheme (see Section 1). A maintaining local authority must inform the home local authority if it intends to offer a place at one of its schools to an applicant living in a different local authority area. Local authorities should exchange information on applications across their borders and seek to eliminate multiple offers across local authority borders wherever possible. The exchange of data must, where possible, be carried out using secure data protection systems.

#### 2.6 Information for parents

Please note that throughout this scheme the term “parent” refers to both individual parents as well as those with parental responsibility for the child, e.g. carers.

Parents who live within the North Northamptonshire Council area are encouraged to apply online.

The benefits of using the online process are as follows:

1. Parents are less likely to make errors as the system guides them through the whole process;
2. Parents are able to change or amend preferences up until midnight on the closing date;

3. On National Offer Day, parents will be able to log on to the system to find out which school has been allocated (a letter naming the allocated school will be posted on National Offer Day to all parents who applied using the paper application form);
4. Parents will receive an email with details of the school offered;
5. Parents will be helping to reduce paper usage.

The 'Applying for a Secondary School Place in North Northamptonshire 2023-24' composite prospectus will be available on the School Admissions pages of NNC's website from September 2022. Paper copies of the composite prospectus can be obtained by request from:

School Admissions  
 North Northamptonshire Council  
 c/o 1 Angel Square  
 Angel Street  
 Northampton  
 NN1 1ED.

The prospectus contains information about:

- How to apply online
- Secondary schools in each area of North Northamptonshire
- How to complete a common application form
- The Published Admission Number (PAN) for each school
- Each school's oversubscription criteria
- Whether individual schools were oversubscribed in September 2022
- Key dates for the application and allocation process
- Children with special educational needs
- Home-to-school transport
- The process for late applications
- Contact details for the NNC School Admissions Team

## **2.7 Parents living in the North Northamptonshire Council area wanting to complete a paper application form**

Requests for paper application forms and composite prospectuses (for those who do not have access to the internet) should be made to the NNC School Admissions Team.

## **2.8 The Common Application Form**

Parents are encouraged to apply online wherever possible. It is the responsibility of all those making an application to ensure they: a) submit the application on time and receive a submission confirmation email every time a change is made to the application or the application is checked, or b) request confirmation of a paper application by emailing School Admissions. It is **not** the responsibility of the School Admissions Team to send reminders to parents.

The application form (either online or paper) will ask the parent to provide:

- A list of up to three preferred schools in rank order (if the applicant is resident in a neighbouring authority where more than 3 preferences can be expressed, any preferences for North Northamptonshire schools will be treated in line with the child's home local authority)
- Details of siblings (if relevant) who attend the preferred school/s
- Details of the child for whom the application is being made (address, date of birth, any relevant medical information or special social circumstances)
- Confirmation that the child has an EHC Plan (if applicable)
- Reasons for their preferences
- The name of their child's current school
- Details about the person completing the application (name, address, relationship to the child, contact details)

Parents who are using the paper application form will be required to return the completed application form to the School Admissions Team at North Northamptonshire Council by midnight on **31 October 2022**. Applications received after this date will be considered as late applications and will not be processed until after the on-time applications have been dealt with, i.e. after National Offer Day). It is strongly recommended that parents should use recorded delivery and obtain a receipt when posting their application forms. North Northamptonshire Council does not accept responsibility for applications received after the closing date due to parents using insufficient postage.

If applying online, parents can submit any additional paperwork (e.g. proof of a house move or evidence of a medical / social need) electronically, or post this to the School Admissions Team at North Northamptonshire Council, clearly stating the following: name of child, date of birth and the name(s) of the school (s) the parent is applying for. If a house move takes place after the closing date, the school allocation will be based on the address we hold at the closing date.

## **2.9 Supplementary Information Forms (SIFs)**

If additional information is required by the admission authority of a Foundation, Voluntary Aided or Free school or Academy in order to apply its oversubscription criteria, this will be detailed in their admission arrangements and in the specific section about that school in the LA's composite prospectus. Links to Supplementary Information Forms (SIFs) for schools which require them will be available on the NNC website from September 2022. Alternatively, contact details for each school are included in the LA's prospectus so parents may contact schools directly to obtain a SIF. **Supplementary Information Forms must be returned directly to the preferred school by 31 October 2022 unless otherwise stated in the schools' admission arrangements.**

## **2.10 Applications for Foundation, Voluntary Aided or Free Schools and Academies (known as OAA schools)**

The School Admissions Team will ensure that parents' preferences are logged on the School Admissions database. The School Admissions Team will send a list of all applications received, including any additional information, to the relevant OAA schools and UTCs.

Applications will be sent to OAA schools by the date shown on the scheme timetable in Section 1 and schools will be asked to rank applicants as described in 2.13. Any parent who has not submitted a common application form to the LA will not be considered in the ranking lists with on-time applicants. The LA will check all OAA lists to ensure that this procedure is followed.

## **2.11 Applications for schools outside the LA and for North Northamptonshire schools from families living in other LAs**

Applications from residents in the North Northamptonshire Council area for schools in other LAs will be logged on the Admissions database and information relating to those preferences and any additional information will be electronically forwarded to the relevant maintaining local authority by the date shown on the scheme scheme timetable in Section 1.

Similarly, the School Admissions Team will receive applications forwarded from other LAs for schools in North Northamptonshire. These will be recorded and passed on to OAA schools as appropriate. If the application is for a Community or Voluntary Controlled school, the School Admissions Team will process applications along with all other applications for NNC schools.

## **2.12 Multiple applications**

If more than one application is made for a child prior to the closing date, only the latest dated application form will be processed. Any previously submitted application forms will not be processed.

If an offer of a school place has already been made by the LA and the applicant has chosen to submit further applications, the latest-dated application will take priority over any previous applications.

If it is possible to offer a place at one of the preferences on the latest-dated application, an offer will be made and the previous offer will be withdrawn without further reference to the applicant.

Applicants must place any requests to withdraw applications in writing to the School Admissions Team (by letter or email) prior to the reallocation round.

Where there may be multiple applications from parents who are separated, parents will need to refer to section 2.21 of this scheme for further guidance.

### **2.13 How the co-ordination process produces the offer of a single school place**

All schools have a Published Admissions Number (PAN). This is the number of places available at the normal point of entry. Admission authorities (Local Authorities and OAA schools) must consider all the applications they receive and, if there are more applications than places available, they must apply their oversubscription criteria to all applicants. This process can be carried out by the School Admissions Team on behalf of OAA schools as part of a Service Level Agreement (SLA). Any school wishing to use this service should inform the School Admissions team by 1 August in the year prior to the year of admission. School Admissions will always confirm any offer made with the school in question.

The local authority must allocate a place at the highest preference school where the child can be offered a place.

- If a child qualifies for a place at all 3 preference schools, the LA will offer a place at the school that is ranked highest on the CAF. The child's name will then be removed from the ranked list(s) at the lower preference schools where they qualified for a place so that other children may be offered a place at these schools
- If a child can be offered a place at only one of their preference schools, they will be offered a place at that school regardless of the preference order on the common application form
- If a child cannot be offered a place within the PAN of any of their preferred schools, the LA will offer a place at the nearest school with a place available (i.e. the nearest school which has not reached their PAN and therefore has a place/places available at the time)
- If a child is offered a place at a school which wasn't their first preference, they can request to be added to the waiting list for any of the schools which was a higher preference than the school offered
- Parents have the right to appeal against refusal of a place at any school for which they have applied, unless a higher preference has been allocated. Information about how to make an appeal is published on the local authority's website

All OAA schools are responsible for returning a ranked list of all applicants to the local authority by the date stated in the scheme timetable. Some schools will be oversubscribed, others undersubscribed. The surplus places at undersubscribed schools will be allocated to children who were unable to obtain places at their preferred schools.

The local authority will publish details of how places at all schools were allocated on its website.

Schools using random allocation as a tie-breaker, or as part of their oversubscription criteria, must send lists which include the names of all applicants in ranked order to the School Admissions Team. The ranked list must include all children (in the individual bands if applicable) and not just those ranked up to the school's PAN. This procedure will enable the School Admissions Team to identify why a place has been refused.

All schools which are their own admission authority must return the ranked allocation lists to the School Admissions Team by the date shown in the scheme timetable in Section 1.

For local authority schools (Community and Voluntary Controlled schools), the School Admissions Team will be responsible for applying the oversubscription criteria if the number of applications exceeds the Published Admission Number (PAN) of the school.

If a pupil is eligible for a place at more than one school, the applicant's order of preference will be considered and the highest preference will be offered.

Where it is not possible to offer a place at any of the preferred schools, a place will be allocated at the school closest to the home address where places are available at the time of allocation. Some pupils in this situation will be eligible for assistance with transport costs. Parents will be referred to the school travel assistance information on NNC's website.

A single place will be identified for each child by the end of this co-ordination process. When schools have more applications than places available, places will only be allocated up to the limit of the school's PAN. The admission authorities of OAA schools **must** notify their local authority of their intention to increase the school's PAN and reference to the change should be made on the school's website. Where further capacity is required to provide every child with a school place, the local authority will consult relevant schools to reach an agreement.

## **2.14 Protocol for children with Education, Health and Care (EHC) Plans**

Reviews of EHC Plans, discussions with parents about preference and placement enquiry procedures, will all be undertaken by the EHC team at NNC. Placement decisions will be made by the date shown on the scheme timetable in Section 1. The admission of children with EHC plans, where the school is named in the plan, will take priority over all other children.

The EHC Team will inform parents of the school allocated for their child on or around the date shown on the scheme timetable in Section 1. There may be circumstances where pupils have not been informed of the school allocated by this date. In these cases, schools may be required to admit children over PAN.

The offer of a school place will be made by the EHC Team who will also amend the EHC plan accordingly.

## **2.15 Notification of offers to all schools or other local authorities**

As part of the co-ordination process, other LAs will be informed electronically by the date shown on the scheme timetable in Section 1 of any offers of school places that NNC is able to make to their residents. All schools, including OAA schools, will be informed of the final offers, which may include offers made to pupils living in other LAs, by the date shown in the scheme timetable in Section 1. Schools **must not** communicate with parents until *after* the offer from NNC has been sent.

## **2.16 Late applications**

Every effort will be made to encourage parents to complete application forms by the closing date of **31 October 2022**. If an application form is received *after* 31 October 2022, it will not be possible to consider it until all the on-time applications have been processed. Late applicants will not receive an offer of a school place on National Offer Day (1 March or the next working day). Late applications will be considered from the relevant reallocation date published in the 'Applying for a Secondary School Place in North Northamptonshire 2023-24' composite prospectus and in the scheme timetable in Section 1).

In the co-ordinated scheme in North Northamptonshire, parents will not be allowed to have more than three live primary or secondary preferences at any point in time, prior to the offer date. Parents will not be allowed to change the order of schools listed as preferences after the closing date. After this date, changes to preferences must be made on a late application form which will be processed in the further rounds of allocation (see Section 1).

For OAA schools, NNC will forward any late applications directly to the schools for their consideration (by the agreed timelines). If places are not available at the preferred school, the School Admissions Team must be informed by the school so that a place can be offered at an alternative school with places available. If the alternative school is its own admission authority, details of the applicant will be sent to the school before an allocation is made by the local authority.

NB: The co-ordinated process in North Northamptonshire continues up to and including 31 July of each year. From 1 August, the in-year process commences.

## 2.17 Right to appeal

Parents have the right to appeal against refusal of a place at any school for which they have applied. When an admission authority informs a parent of a decision to refuse a place, 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 admission authority **must** establish an independent appeals panel to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal the school is required to admit the child.

## 2.18 Waiting lists

Parents who have been refused a place at a school (this could either be after National Offer Day, after an unsuccessful appeal or after making a late application) may wish to place their child's name on a waiting list. Parents must contact the School Admissions Team in order to request that their child's name is added to the waiting list. Following Secondary National Offer Day, there will be no distinction drawn on school waiting lists between on time and late applications: all applications will be ranked in accordance with schools' oversubscription criteria.

For OAA schools, parents need to contact the individual schools directly to ask for information on the waiting list policy for the school.

If a place becomes available, the school's oversubscription criteria will be applied to the waiting list to determine who should be allocated the available place. Any places that become available after the initial allocation will be reallocated in rounds of reallocation (see Section 1) by the School Admissions Team. The local authority continues to co-ordinate the allocation of places at all schools up to and including 31 July. This requires all schools which are their own admission authority to ensure clear and up-to-date communications with the School Admissions Team regarding the ranking lists for each round of allocations. No allocation will be made by the School Admission Team without prior agreement with the individual admission authority.

For every over-subscribed Community and Voluntary Controlled school, the School Admissions Team will retain a waiting list until the end of the 2023 Autumn term (31 December). Following this date, waiting lists will be ended. If parents still wish their child's name to remain on the new waiting lists which will be established for the following term, they will need to request this in writing (via email) to the NNC School Admissions Team. Waiting lists will be restarted every term, so if a parent wishes to remain on a waiting list for a whole academic year, they would make a request in writing to the School Admissions Team at the start of January and following the Easter break (March/April).

## 2.19 National Offer Day

The School Admissions Team will notify all on-time applicants of their school offer on National Offer Day (1 March or the next working day) by email (for all online applicants) or by post (a first class letter will be sent to all applicants who submitted a paper application). The communication will include information about how to find out how school places have been allocated in the North Northamptonshire Council area and, if necessary, information about how to appeal. In addition,

breakdowns of how places were allocated in accordance with each school's oversubscription criteria will be published on the NNC website. Links to this page will be provided on all offer emails and letters.

The School Admissions Team will assume that the place has been accepted unless communication from the parent is received to advise to the contrary.

## **2.20 Rejection of a school place**

Parents will be required to notify the relevant admission authority and the School Admissions Team in writing (by email or letter) if they **do not** propose to accept the school place offered. These places will then be reallocated following the process as set out above in 2.13. Places will not be removed until the School Admissions Team has been advised by the parent that they have secured an alternative school place for their child.

Schools which are their own admissions authority must inform the School Admissions Team as soon as a place is rejected so that the School Admissions Team has an accurate picture of the available school places prior to the reallocation dates.

## **2.21 Definition of a sibling and sibling link for Community and Voluntary Controlled schools**

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). A sibling is defined as a child's brother or sister. NNC's definition of 'sibling' for Community and Voluntary Controlled schools states that 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 and 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.

The sibling link will only be valid if the sibling will be attending when the child applying starts school. This means that it will not count as a sibling link if a child wants a place in a Primary school, but their brother is in Year 6 and will therefore have left the school when the child applying starts at the school.

Some admission authorities have different definitions of a sibling and sibling link. Parents are advised to check the information in the LA's composite prospectus or in the school's admission arrangements available on their website to see what their definition is.

## **2.22 Parents who do not live together**

NNC's definition of a child's address states that 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.

Other admission authorities may have different definitions of a child's home address. Parents are advised to check the school's individual admission arrangements on their website or in the LA's composite prospectus.



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

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 a child being allocated a place at their preferred school/s.

Further information on parental responsibility can be found on the [DfE website](#):

### **2.23 Children who are part of a multiple birth group**

Under paragraph 2.16 (g) of The School Admissions Code (2021), infant class size restrictions may be exceeded where a child who is part of a multiple birth group is allocated as the 30<sup>th</sup> pupil. For Community and Voluntary Controlled schools, the admission number will be exceeded to accommodate the other children from this birth group. These children will remain as 'excepted pupils' for the time they are in an infant class (Reception, Year 1 and Year 2) or until class numbers fall back to the current infant class limit. Own admission schools may have another policy in place.

### **2.24 Random allocation**

Random allocation, when used as a tie-breaker within an oversubscription criterion for a Community or Voluntary Controlled school, will be observed by an independent person (not employed by the local authority or with a connection to the school). This is to ensure that the process is administered correctly.

If a place is allocated from the waiting list after the initial round of allocations, and the tie-breaker is used, a new round of random allocation will be performed but not observed.

### **2.25 Definition of Looked After and Previously Looked After Children ('Children in Care')**

The highest priority in the oversubscription criteria for all schools must be given to 'looked after children' and 'previously looked after children'. A 'looked after child' is a child who is (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 making an application to a school.

'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). This includes children who appear, to the admission authority, to have been in state care outside England prior to adoption.

### **2.26 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 where possible, 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”.

Parents/carers may however seek a place for their child out of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. They must put their request in writing to the School Admissions Team (for Community and Voluntary Controlled schools) and directly to the school for schools who are their own admission authority, at the time of application.

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/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.

Schools for which the local authority is not the admission authority may have a different process. Please check individual schools’ admission arrangements directly with the schools or on their websites to ensure you are following the correct procedure.

Please see further information in the School Admissions Code (2021) about the admission of children outside their normal age group.

## **2.27 Sharing information with schools**

When sharing information regarding the co-ordinated scheme with schools, the local authority (NNC) will:

- Supply information about what is required in the co-ordination process;
- Provide useful tips to schools;
- Be clear about the dates when information should/must be returned to the LA.

If schools already have a Service Level Agreement (SLA) with the School Admissions Team, the team will carry out the agreed work and will share with the school the outcome of applications made to the school by sending out lists of successful applicants.

Schools wishing to establish a (SLA) for the co-ordination process should contact the School Admissions Team as soon as possible to discuss their requirements.

## **2.28 Relevant Area**

The relevant area for schools in North Northamptonshire is the area comprising North Northamptonshire and all adjoining local authorities.



## Equality Screening Assessment

The Equality Screening Assessment form must be completed to evidence what impact the proposal may have on equality groups within our community or workforce. Any proposal that identifies a negative impact must have a full Equality Impact Assessment completed before the proposal progresses further.

### 1: Proposal

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Requirement	Detail
Title of proposal	School admission arrangements for community and voluntary controlled schools in North Northants for 2023 admissions and agreement of primary and secondary co-ordinated schemes for 2023 admissions
Type of proposal: new policy / change to policy / new service / change to service / removal of service / project / event/ budget	Annual determination of school admission policies – this is for the 2023 intakes. Small change to policy. Agreement of co-ordinated schemes – produced annually for the next year of admissions. Dates are amended annually and this year we have proposed to remove time from closing dates.
What is the objective of this proposal?	Statutory requirement to determine admission arrangements by 28 Feb each year for the next academic year (admission arrangements are set annually) and to agree the co-ordinated

Requirement	Detail
	<p>schemes for admission to the normal point of entry to Primary (including Infant and Junior) and Secondary schools – must be agreed annually with timetable for the schemes.</p> <p>Consultation to any changes has been carried out.</p>
<p>Has there been/when will there be consultation on this proposal? (List all the groups / communities, including dates)</p>	<p>Yes. Consultation took place from 8 November to 31 December 2021. As per the School Admissions Code (2021), the following groups were consulted:</p> <ul style="list-style-type: none"> <li>a) parents of children between the ages of two and eighteen;</li> <li>b) other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed admissions;</li> <li>c) all other admission authorities within the relevant area (except that primary schools need not consult secondary schools);</li> <li>d) whichever of the governing body and the local authority is not the admission authority;</li> <li>e) any adjoining neighbouring local authorities where the admission authority is the local authority</li> </ul>
<p>Did the consultation on this proposal highlight any positive or negative impact on protected groups? (If yes, give details)</p>	<p>No – no comments or objections received.</p>
<p>What processes are in place to monitor and review the impact of this proposal?</p>	<p>Admission arrangements are reviewed annually and are set for a single academic year – any proposed changes must be consulted on prior to determination. Co-ordinated schemes are also reviewed annually and the dates in the scheme timetable are adjusted for the new admission year.</p>
<p>Who will approve this proposal?</p>	<p>Executive</p>

Requirement (Committee, CLT)	Detail
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## 2: Equality Consideration

In turn, consider each protected group to ensure we meet our legal obligations of the Equality Act (2010).

Protected Groups	General Equality Duty Considerations	Changes	Impact
	<ul style="list-style-type: none"> <li>• Include factual evidence of how people in this group may be affected.</li> <li>• Consider the outcomes and processes.</li> <li>• Does this seek to <b>eliminate discrimination</b>?</li> <li>• Does this promote <b>fostering good relations</b>?</li> </ul>	<ul style="list-style-type: none"> <li>• What changes can be made to mitigate any negative impact?</li> <li>• Are there opportunities to <b>remove possible barriers or disadvantages</b> that a group may face?</li> </ul>	Delete as appropriate. There can be more than one answer per protected group.
<b>Age</b> Different age groups that may be affected by the proposal in different ways.	Not affected – The School Admissions Code (2021) to which local authorities and admission authorities must adhere, in itself seeks to eliminate any discrimination to any of the protected groups. By remaining compliant with the “Code” we are ensuring these groups are not affected.		Neutral
<b>Sex</b> Is one sex affected more than another or are they affected the same?	<p>The sex of the child, parent or carer does not form any part of the considerations for admission during this process.</p> <p>The sex of the child will form part of the criteria for sex specific school.</p>	Keep up-to-date with DFE guidance on sex/intersex admissions.	Neutral
<b>Disability</b> It is likely to have an effect on a particular type of disability? Why?	Children with managed disabilities will apply within this admissions process. Children with an EHCP will use another process.	An applicant with a managed disability who does not have an EHCP will have the opportunity to appeal against a decision to	Positive

Protected Groups	General Equality Duty Considerations	Changes	Impact
	<ul style="list-style-type: none"> <li>• Include factual evidence of how people in this group may be affected.</li> <li>• Consider the outcomes and processes.</li> <li>• Does this seek to <b>eliminate discrimination</b>?</li> <li>• Does this promote <b>fostering good relations</b>?</li> </ul>	<ul style="list-style-type: none"> <li>• What changes can be made to mitigate any negative impact?</li> <li>• Are there opportunities to <b>remove possible barriers or disadvantages</b> that a group may face?</li> </ul>	Delete as appropriate. There can be more than one answer per protected group.
<b>Gender Reassignment</b> Will there be an impact on trans males and/or trans females?	Gender of the child, parent or carer does not form any part of the considerations for admission during this process.	refuse a place. An appeals panel will look at their case on an individual basis. Gender neutral terms to be used, to ensure family/child do not feel excluded.	Positive
<b>Race</b> Are people from one ethnic group affected more than people from another ethnic group?	Race of the child, parent or carer does not form any part of the considerations for admission during this process.		Neutral
<b>Sexual Orientation</b> Are people of one sexual orientation affected differently to people of another sexual orientation?	Sexuality of the child, parent or carer does not form any part of the considerations for admission during this process.		Neutral
<b>Marriage &amp; Civil Partnership</b> Are people in a Marriage or Civil Partnership treated less favourably?	The relationship status of a parent or carer does not form any part of the considerations for admission during this process.		Neutral
<b>Pregnancy &amp; Maternity</b> Are people who are pregnant, or have a baby of 6 months old or younger, effected by this proposal?	N/a		Neutral
<b>Religion or Belief</b> Does the proposal effect people differently depending on whether they	The Religion or Belief of the child, parent or carer does not form any part of the considerations for admission during this process.		Neutral

Protected Groups	General Equality Duty Considerations	Changes	Impact
have or do not have a religion or a belief?			
<b>Health &amp; Wellbeing</b> 1. Health behaviours (E.g. diet, exercise, alcohol, smoking) 2. Support (E.g. community cohesion, rural isolation) 3. Socio economic (E.g. income, education). 4. Environment (E.g. green spaces, fuel poverty, housing standards).	The admission arrangements include giving priority to Looked after and previously looked after children. Some priority is also usually given to siblings of children already on roll and can also be given to children of school staff to improve staff retention and recruitment.		Positive

### 3: Equality Impact

Question	Response
What overall impact does the proposal have on the protected groups? If a negative impact is identified anywhere in section 2, the response will be Negative Impact.	No Impact
Does an Equality Impact Assessment need to be completed? (Yes, if any negative impact is found.)	Yes
Copy attached to relevant report?	Yes
Is this document going to be published with the relevant report?	No

## 4: Ownership

Question	Response
Directorate	Education
Service area	School Admissions
Lead officer's name	Jan Baines
Lead officer's job title	School Admissions Manager
Lead officer's contact details	Jan.Baines@northnorthants.gov.uk
Lead officer's signature	<i>Jan Baines</i>
Date completed	18.01.2022

Completed forms must be sent to [Equalities@northnorthants.gov.uk](mailto:Equalities@northnorthants.gov.uk)



## EXECUTIVE 22<sup>nd</sup> February 2022

<b>Report Title</b>	<b>Provision of school holiday food vouchers for children and young people eligible for benefits related Free School Meals (FSM) in future school holiday periods</b>
<b>Report Author</b>	AnnMarie Dodds, Director of Children's Services
<b>Lead Member</b>	Councillor Jason Smithers, Leader of the Council

<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>	

### 1. Purpose of Report

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- 1.1. The purpose of this report is to provide Members with all the necessary information to make a fully informed decision in respect of the funding and future provision of school holiday food vouchers for the 2022 Easter and May half-term holiday periods. The report will provide the following detail;
- Number of eligible children and young people resident in North Northants;
  - The cost to the Council of providing school holiday food vouchers;
  - The process utilised to distribute vouchers to eligible families.

### 2. Executive Summary

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- 2.1 Northamptonshire County Council (NCC) began to provide school holiday food vouchers to children and young people eligible for benefits related Free School Meals in October 2020, in an effort to ensure that vulnerable families were supported during the Coronavirus pandemic. From 1<sup>st</sup> April 2021, North Northamptonshire Council (NNC) has continued this support in all subsequent school holiday periods.

- 2.2 The number of children and young people eligible for benefits related Free School Meals (FSM) has increased throughout the Coronavirus pandemic, currently 10,095 individuals are eligible (as of 20<sup>th</sup> January 2022) however, this situation is very fluid and is highly likely to increase.
- 2.3 The Department for Education (DfE) standard rate for the provision of FSM is £15 per pupil per week and this is the value that NNC has utilised when providing school holiday food vouchers.
- 2.4 The cost of providing school holiday food vouchers during the Easter holiday period to NNC would be £306,000, with a further £153,000 required to fund vouchers at May half-term (allowing for a small increase in the number of eligible children and young people between now and the school holidays).

### **3. Recommendations**

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- 3.1 It is recommended that the Executive:
- a) Approve the funding of school holiday food vouchers for the 2022 Easter school holiday period at a cost of £306,000, from the 'Household Support Grant' received from central government for the purpose of providing financial support to vulnerable families during the pandemic.
  - b) Approve the provision and funding of school holiday food vouchers for the 2022 May half-term period, at a cost of £153,000 from the 'Household Support Grant' received from central government for the purpose of providing financial support to vulnerable families during the pandemic.
- 3.2 Reasons for Recommendations:–
- Customers will receive the maximum benefit from the option proposed and it will provide support to financially disadvantaged residents of North Northamptonshire during school holiday periods.
  - The recommendation is consistent with previous decisions taken by the Council.
  - Use of the 'Household Support Grant' for this purpose is compliant with the terms of the grant.

### **4. Report Background**

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- 4.1 The Council has partnered with a company named 'Huggg', an online voucher distribution platform, to facilitate the distribution of school holiday food vouchers to eligible families across North Northamptonshire, since the unitary authority was established in April 2021. Voucher codes to the value of £15 per child, per week were generated via the 'Huggg' platform and then sent to individual schools for onwards distribution to families.
- 4.2 Families in receipt of a school holiday food voucher have been able to utilise the voucher at the following retail outlets; Aldi, Asda, Marks and Spencer, McColls Newsagents, Morrisons, Sainsbury's and Tesco.

4.3 Since the 1<sup>st</sup> April 2021, the Council has funded the following amounts of school holiday food vouchers to support financially disadvantaged families during the pandemic;

- Easter 2021: £300,000;
- May half-term 2021: £150,000;
- Summer 2021: £900,000;
- October half-term 2021: £150,000;
- Christmas 2021: £300,000;
- February half-term 2022: £150,000;
- Total: £1,950,000.

4.4 The Council received a total of £2,508,248 as its allocation of the 'Household Support Grant'. The terms of the grant require that at least 50% of the grant is used to support families with children and the proposal to use this grant to fund school holiday food vouchers is fully compliant with the terms of the grant.

## **5. Issues and Choices**

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5.1 To fund school holiday food vouchers from the 'Household Support Grant' for the Easter and May half-term holiday period: This option would allow the Council to provide financial support to residents of North Northamptonshire that require it most during the pandemic, whilst complying with the grant conditions for its use. This option has no impact on the Council's general fund.

5.2 To fund school holiday food vouchers from the 'Household Support Grant' for the Easter but not May half-term holiday period: This option would allow for partial financial support to be provided to financially disadvantaged families, whilst complying with the grant conditions. This option may mean that the Council is unable to utilise the full amount of the 'Household Support Grant' funding received from central government. This option would also be inconsistent with other decisions made in relation to the provision of school holiday food vouchers in the 21/22 academic year.

5.3 To fund school holiday food vouchers from another source: Whilst this option would allow the Council to support financially disadvantaged families resident in North Northants, no other funding stream has been identified for this purpose and would impact upon the NNC general fund. No alternative use has been identified for the 'Household Support Grant' and progression of this option may result in grant funding being returned to central government.

5.4 To not fund school holiday food vouchers: This option would not allow the Council to provide financial support to disadvantaged residents of North Northamptonshire.

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

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### **6.1 Resources and Financial**

- 6.1.1 Use of £459,000 of 'Household Support Grant' funding for the provision of school holiday food vouchers for the 2022 Easter and May half-term school holiday periods would not have any financial implications for the Council as the proposal is to use grant funding received from central government for this purpose. The proposal will not have any impact upon the Council general fund.
- 6.1.2 The Free School Meals Administration Service would be utilised to distribute voucher codes to schools for onwards distribution to families. The team is in place and has distributed vouchers for all previous school holiday periods. The resources for progression of this option are already in place and no further resource would be required.

### **6.2 Legal**

- 6.2.1 The use of the funds is compliant with the grant conditions as set out in the report. It is an Executive function to agree to provide Free School Meals vouchers. The grant forms part of the Council's Budget and Policy Framework and therefore is an Executive function.

### **6.3 Risk**

- 6.3.1 There are no significant risks to the Council that would arise from this proposal.

### **6.4 Consultation**

- 6.4.1 No consultation was required or undertaken in respect of this proposal.

### **6.5 Consideration by Scrutiny**

- 6.5.1 N/A

### **6.6 Climate Impact**

- 6.6.1 N/A

### **6.7 Community Impact**

- 6.7.1 The community impact of this proposal would be positive, as it seeks to provide financial support to disadvantaged families across North Northamptonshire that they otherwise would not receive.

## **7. Background Papers**

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7.1 N/A

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## EXECUTIVE 22<sup>nd</sup> February 2022

<b>Report Title</b>	<b>Central Area Growth Board Membership</b>
<b>Report Author</b>	George Candler, Executive Director of Place and Economy
<b>Lead Member</b>	Councillor David Brackenbury, Executive Member for Growth and Regeneration

<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/s for exemption from publication under Schedule 12A Local Government Act 1972</b>	

### List of Appendices

#### Appendix A – Central Area Growth Board Terms of Reference

#### 1. Purpose of Report

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- 1.1. The purpose of this report is to seek approval to join the Central Area Growth Board and agree the associated Terms of Reference.

#### 2. Executive Summary

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- 2.1. The Executive has to date been an active participant in the Central Area Growth Board demonstrating its commitment to regional working and in so doing bringing together the local authorities located in the middle of the Cambridge - Milton Keynes - Oxford Arc.
- 2.2. The Central Area Growth Board has periodically met. However, in light of an evolving role and changing membership due to local government reorganisation in the last 12 months, it is now being proposed to put the Board on a more formal footing formed of six local authorities.

- 2.3. This report recommends that North Northamptonshire Council becomes a full member of the Central Area Growth Board, based on the document appended at **Appendix A** for the approval of the Executive.

### **3. Recommendations**

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- 3.1. It is recommended that the Executive:
- a) Agree to North Northamptonshire Council formally being part of the Central Area Growth Board, on the basis of the Terms of Reference document at Appendix A;
  - b) Agree that the Leader will be the representative of the Council on the Central Area Growth Board or a nominated deputy from the Executive;
  - c) Agree to the Council making a final contribution to the operation of the Central Area Growth Board of £5,000 for financial year 2022/23.
- 3.2. Reason for Recommendations:  
By becoming a full member of the Central Area Growth Board, the Council will be an active participant in contributing to the strategic agenda on items such as strategic planning, economic development, and infrastructure planning at a sub-regional level.

### **4. Report Background**

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- 4.1 The National Infrastructure Commissions (NIC) interim report (2016) on the Cambridge-MK-Oxford growth corridor identified that one factor holding the area back from achieving its full potential as the UK's 'Silicon Valley' is the lack of joined-up planning of housing, jobs, and infrastructure across traditional local authority boundaries.

***“Current governance mechanisms are not sufficient to deliver the step- change in strategic leadership and collaboration needed... and will require a fundamental shift in the scale at which local authorities collaborate on planning and infrastructure.”***

- 4.2 In its final report on the Cambridge – Milton Keynes - Oxford corridor, 'Partnering for Prosperity: a new deal for the Cambridge – Milton Keynes - Oxford arc' (2017), the NIC encouraged authorities within the central section of the arc to *“strengthen structures for collaborative governance and collective decision making”* and referenced the work ongoing in the central area to establish a Growth Board.
- 4.3 Government, in its initial vision for the Corridor published in the Autumn Budget 2017 stated that *“it will be necessary for authorities to work together much*



*more closely going forwards.”*

- 4.4 Within the Cambridge – Milton Keynes - Oxford corridor, it formalised stronger regional working arrangements have been established at either ‘end’ of the corridor through the Cambridgeshire and Peterborough Combined Authority and the Oxfordshire Growth Board. Establishing a Growth Board for the ‘Central Area’ allows North Northamptonshire Council and its partner authorities to meet the challenge of councils working together more closely in the future.
- 4.5 Previously, the 17 local authorities within the South-East Midlands and Buckinghamshire Thames Valley Local Enterprise Partnerships (LEP) footprints that are locally defined as being within the Cambridge - Milton Keynes - Oxford Arc, with the exception of Buckinghamshire County Council, worked together from summer 2017 on closer regional working. Partners agreed in principle to formally establish a growth board, constituted as a joint committee (see further the legal comments below), to coordinate cross-boundary working within the central area. After its establishment, the former districts and boroughs and County Council were members of the Board.

## **5. Issues and Choices**

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- 5.1. Since 2017 the Growth Board have met on several occasions based on 12 constituent members without formally taking the form of a joint committee. Furthermore, the reorganisation of local authorities from April 2021 within Northamptonshire, and the changing priorities of some of the more peripheral local authorities to the corridor, has led to the need for a refresh of the original establishment and its terms of reference.
- 5.2. Accordingly, the Executive is requested to approve on a fresh basis the participation of the Council in the body known as the Central Area Growth Board. Whilst in law this will not be formally constituted as a joint committee, the intention is that the Growth Board will operate and adopt procedures in line with a joint committee
- 5.3. In addition, the document at **Appendix A** contains proposed detailed Terms of Reference and Standing Orders for the Growth Board for approval. This will be considered by the Growth Board at its first meeting once formally constituted and will then be adopted by the membership with or without amendment. It should be noted that the proposed membership is now six authorities (Milton Keynes, Luton, Bedford, Central Bedfordshire, North Northamptonshire, and West Northamptonshire). Each constituent authority will nominate one Executive member to sit on the Growth Board. The roles of Chair and Vice-chair will rotate between them. Associate membership is also available to other bodies on a co-opted, non-voting basis.
- 5.4. Joint committees (see further the legal comments below) are required to operate in the same way as a local authority in relation to publication of agendas and minutes according to statutory timescales, access to background papers

and public attendance at meetings. Although the Growth Board is not proposed to be a Joint committee, it is proposed to adopt similar procedures. Accordingly, the local authority providing the Chair for a year will also host the Growth Board and provide the committee management support to publish agendas, minute meetings and publish decision records etc. However, decisions will not be subject to call in.

- 5.5. It is proposed that Milton Keynes Council has the role of accountable body for the Central Area Growth Board. The Growth Board is not legally constituted as a separate entity and as such cannot enter contracts, hold funds, or employ staff. Therefore, it is proposed that Milton Keynes Council will carry out this function. The work of the Growth Board will be funded by a financial contribution from each member, starting from the next financial year (2022/23) at £5,000.
- 5.6. Alternative options are that the Council does not continue to join the Board. This is not the recommended option as establishing joint working at the two ends of the Central Area corridor (i.e.: Oxford and Cambridge) has played a significant role in securing investment, flexibilities, and commitments from government. Doing nothing would mean that the local authorities in the central part of the corridor would not have a voice in such regional discussions.

## **6. Next Steps**

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- 6.1. Subject to Executive approval, North Northamptonshire Council will formally become part of the Central Area Growth Board and continue to participate in key strategic growth agenda items. The outcome of this decision will also be formally communicated back to Milton Keynes Council as the accountable body for the Board.

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

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

- 7.1.1. Regional working is a key priority for the Council in accordance with the Corporate Plan approved in October 2021. Collaborating and proactively planning for growth through the forum of a Growth Board will allow regional partners to proactively shape the future growth of their places, rather than having growth imposed from above
- 7.1.2. By joining the Central Area Growth Board, the Council is committing to an ongoing annual £5,000 commitment to support its work and to fund officer roles to support its operation. Further contributions may be sought for specific pieces of work
- 7.1.3. In the years in which the Council is a Host Authority (those in which it chairs the Growth Board), Committee Management services will be provided by it.
- 7.1.4. Milton Keynes Council (MKC) will be acting as the Accountable Body for the Growth Board so will provide Section 151 officer support. MKC's Chief Finance

Officer will therefore be required to provide the Growth Board with a quarterly financial report. Additional remuneration for this role will not be received.

## **7.2. Legal and Governance**

7.2.1. Where local authorities wish to act jointly, then they can either set up formal joint committees, or alternatively groups which have no functions of their own and need to refer decision-making back to the constituent authorities. The legislation governing joint committees is provided for under Section 101 (5), 102 Local Government Act 1972 and extended to executive arrangements by section 9EB of the Local Government Act 2000.

7.2.2. Here it is not proposed to set up a formal joint committee, so the Growth Board will have no formal decision-making powers. Nevertheless, it will carry out the tasks set out in the proposed Terms of Reference at Appendix A of this report, referring to the constituent authorities for decision-making as appropriate.

7.2.3. Once the constituent members have agreed to the re-establishment of the Growth Board based on the appended Terms of Reference, the Growth Board will formally approve its detailed Terms of Reference at its first meeting. Major changes to its Terms of Reference will need to be referred back to the constituent authorities.

7.2.4. The work of the Growth Board at the point of formal establishment will be subject to Freedom of Information legislation on the basis that such information is held by each of the constituent authorities.

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

7.3.1. The function of the Central Area Growth Board and its future work programmes support several aims of the Corporate Plan, including Better, Brighter Futures through for example investment in skills projects, Safe and Thriving Communities through our support of local businesses and Green, Sustainable Environment through business support and other initiatives which support the net-zero agenda.

## **7.4. Risk**

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

## **7.5. Consultation**

7.5.1. There is not a requirement to consult on the details of this report. Each of the six authorities that will become members of the Growth Board are taking similar reports through their governance process.

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

7.6.1. This report has not been to the Climate Change, Environment and Growth EAP due to the timing of the meeting. However, the report has been shared with the Chair who is supportive of the recommendations, particularly given the focus that will be put on the environment and sustainability by the Growth Board, which is in-line with the commitments of North Northamptonshire Council in tackling climate change and protecting the environment.

## **7.7. Consideration by Scrutiny**

7.7.1. Scrutiny could undertake a review of any of the tasks or activities of the Growth Board. Similarly, within the Terms of Reference, it states that the Growth Board may submit a request to scrutiny for an investigation or similar task to be carried out, and then reported back to the Growth Board.

## **7.8. Equality Implications**

7.8.1. An Equality Screening Assessment has been completed achieving a positive outcome for equality groups. At this stage no specific decisions are being made that may impact individual protected groups. However, the inclusion of NNC on the Central Growth Board will enable NNC to meet its obligations of General Equality Duty by partaking in the Key Decision making process of the Central Growth Board.

7.8.2. To ensure our legal obligations to the General Equality Duty are met, NNC will ask that the Central Area Growth Board complete an ESA on all key decisions made by the Board that may impact protected groups.

## **7.9. Climate Impact**

7.9.1. There are no specific climate impacts arising from this report; however, the wider focus of the Growth Board and its activities will have a strong focus on improving the environment, reducing carbon emissions and contributing positively to the wider climate agenda across the Central Area.

## **7.10. Community Impact**

7.10.1. There are no community impact elements arising from this report although specific work that may flow from the Growth Board may require community impact assessments to be undertaken.

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

7.11.1. No specific implications arising from this report.

## **8. Background Papers**

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8.1. None

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## **CENTRAL AREA GROWTH BOARD – DETAILED TERMS OF REFERENCE AND STANDING ORDERS**

Preamble: These Terms of Reference are not legally enforceable between the constituent authorities but set out what the constituent authorities have agreed will form the Growth Board’s structure, detailed terms of reference, voting procedures and funding. These Terms of Reference can be amended on a majority vote of the Growth Board (provided all constituent authorities are represented at the meeting by voting members when such a vote is taken). Major changes need to be approved by the Executive of each constituent authority.

### **CENTRAL AREA GROWTH BOARD**

#### **1. GOVERNANCE**

1.1 The Central Area Growth Board (“the Growth Board”) consists of the following local authorities with effect from 1 September 2021 and these Terms of Reference take effect from (date)

Full Members (also known as “constituent authorities”) are as follows:

- Bedford Borough Council
- Central Bedfordshire Council
- Luton Borough Council
- Milton Keynes Council
- North Northamptonshire Council
- West Northamptonshire Council

Each constituent authority will be represented by one councillor (see also paragraph 4.2 regarding substitute members) as notified by the Democratic Services team of the relevant authority.

1.2 Each constituent authority

- a. Has agreed to the establishment of this Growth Board, and
- b. Has approved these Terms of Reference of the Growth Board (subsequent revisions being subject only to vote by the Growth Board as set out in the preamble above).

1.3 The Growth Board will also include associate members, who as co-opted members will be able to participate in meetings but not be able to vote. In further detail:

- a. The Local Enterprise Partnerships (LEPs) which operate in the area of any constituent authority are automatically entitled to be associate members;
- b. The Growth Board will also automatically include other co-opted non-voting named members from those organisations listed at 4.4 below should they choose to participate; and

- c. The Growth Board may decide on unanimous vote of those present at the meeting concerned that other organisations be invited to be co-opted members.
- d, Each associate member will be entitled to send a single representative to any meeting of the Growth Board subject to prior notification of the identity of the representative to the Host Authority (see paragraph 2.5 below).

## **2. ACCOUNTABLE BODY AND HOST**

- 2.1 The Accountable Body for the Growth Board is Milton Keynes Council which will provide the Section 151 officer role to the Growth Board.
- 2.2 As Accountable Body, Milton Keynes Council will:
  - a) Hold, manage and expend funds against the Growth Board's budget;
  - b) Employ any staff who work on, or contribute to the delivery of, the Growth Board's functions;
  - c) Enter into any contracts required for the delivery of the Growth Board's functions.
- 2.3 Milton Keynes Council's Chief Finance Officer (Section 151 Officer) will provide the Growth Board with a quarterly financial report. This report will provide the Growth Board with an overview of the funds spent, and funds committed against funds allocated.
- 2.4 Programme management will be provided by dedicated Growth Board officer support from the Accountable Body (see further paragraph 8.2 below).

Although the Growth Board is not a joint committee in the sense of being formally constituted under joint committees arrangements set out in s101 (5) and 102(1) of the Local Government Act 1972 and s.9EB Local Government Act 2000, the meetings of the Growth Board will be hosted under local government arrangements for meetings and this hosting role ("the Host") will be rotated in accordance with the arrangements for the Chair (see section 7 below). Committee services will be provided by the Host (see further paragraph 7.3).

## **3 PURPOSE AND FUNCTIONS OF THE CENTRAL AREA GROWTH BOARD**

- 3.1 The Growth Board will only exercise the relevant functions which have been delegated to it by each constituent authority. Consequently, and without prejudice to the generality of this, the decision-making powers on planning matters, will remain vested with the Local Planning Authority for each constituent authority, as set out in the Planning and Compulsory Purchase Act 2004.



## **Purpose**

- 3.2 The purpose of the Growth Board is to work towards the following outcomes in relation to the Central Area:
- a) Accelerate the delivery of planned growth across the area, where this is enabled by investment in infrastructure and services.
  - b) Provide the strategic leadership that will enable existing mechanisms and processes to plan for, and realise an economic transformation across the area.
  - c) Secure long term benefits and opportunities for local communities, and
  - d) Attract increased private sector investment.

## **Main Tasks**

- 3.3 The Growth Board does not have any formal allocation of functions from constituent authorities, however its main tasks relate to the exercise of the constituent authorities' powers under Section 1 of the Localism Act 2011 insofar as they relate to the promotion of development or economic growth or matters ancillary to this in the Central Area, and in relation to the matters listed below:
- a. To apply for central government funding in the name of the Central Area Growth Board, and if received, to determine priorities for expenditure and direct such expenditure and direct the Accountable Body or other constituent authority to implement these.
  - b. To respond to consultations, express views and make recommendations to Government and others, including partners, on matters of general importance to the Central Area. This will all be in the name of the Central Area Growth Board. This will include on:
    - i. Proposals for major development, including local plans.
    - ii. Proposals for major infrastructure.
    - iii. Funding submissions to Government or its agencies.
    - iv. Economic plans and strategies

## **3.4 Other Tasks of the Growth Board**

- 3.4.1 To provide the strategic leadership by representing the Central Areas as a whole, which will enable the constituent authorities to plan for, and realise, an economic transformation across the Central Area, speaking to Government and its Agencies with one co-ordinated voice and encouraging private sector investment.
- 3.4.2 To seek to establish Common Planning Areas to produce an integrated and holistic approach to strategic planning for employment, housing and infrastructure that builds on Local Plans, Local Transport Plans and Economic Plans and Strategies.
- 3.4.3 Coordination in reviewing whether spatial planning, infrastructure and public services are integrated and make recommendations to encourage this.

- 3.4.4 To accelerate and increase the delivery of planned growth across the area, where this is enabled by investment in infrastructure and services.
- 3.4.5 To work to influence the route planning options, in order to realise the opportunity for the area in the Cambridge-Milton Keynes- Oxford growth corridor, (road and rail) and other associated linkages that may be delivered.
- 3.4.6 To approve and monitor the implementation of Central Area programmes of work including those flowing from any Place Deals, Economic Plans and transport strategies and other relevant infrastructure programmes as agreed. (This is not an exhaustive list and may be expanded by agreement of the Growth Board).
- 3.4.7 To bid for and secure investment, including from Government and external sources of resources to support the above purposes.
- 3.4.8 Advise partners on matters of collective interest.
- 3.4.9 Commission and share research and analysis in support of the preparation of statutory and non-statutory plans and strategies (including local plans and economic plans). This will include work designed to assist compliance with the duty to cooperate in connection with plan-making.
- 3.4.10 Lead and coordinate the Homes England liaison process on Central Area wide regeneration and housing issues and contribute to any related interaction with Government agencies.
- 3.4.11 Provide a forum for partnership working and collaboration on spatial planning, economic development, housing, transport, and general infrastructure issues.
- 3.4.12 Input into delivery of a local Industrial Strategy for the Central Area.
- 3.4.13 Engage with and represent the Central Area to the Sub-national Transport Body covering the Central Area.
- 3.4.14 Wherever possible, the Growth Board will aim to streamline existing processes.
- 3.4.15 To contribute and be an active member of the Oxford-Cambridge Arc governance arrangements.
- 3.5.1 These tasks will be exercised concurrently with the constituent members' own primary exercise of responsibilities in these area, and subject to the primary responsibilities. This means that even where the Growth Board has resolved that a certain course of action be followed, one or more of the constituent authorities may then decide to take a different approach.

#### **4. MEMBERSHIP**

- 4.1 There shall be one member from each constituent authority. As the Growth Board is undertaking tasks relating to executive functions then the appointed person from each constituent authority must (where applicable) be from the Executive.
- 4.2 Each constituent authority shall appoint a substitute (also being a member of the Executive). The substitute member shall have the same rights of speaking and voting at the meetings as the member for whom the substitution is made,

however shall only attend a meeting of the Growth Board when the main member is unable to do so.

- 4.3 The principle for chairing meetings of the Growth Board is that there will be a rotating Chair and Vice Chair as set out in paragraph 7.2 below. Where the Chair is not present at a meeting, then the Vice Chair shall take the role of Chair. Where both the Chair and Vice Chair are absent, the Growth Board will elect a Chair for that meeting.
- 4.4 Further to the provisions of section 1 above on associate members, other non-voting members shall be a single named-position representative from the bodies as detailed below:
- England's Economic Heartlands
  - DLUHC/BEIS/Department for Transport
  - Homes England Representative

## **5. VOTING**

- 5.1 One member one vote for each constituent authority member. This includes the Chair who has only one vote. No member has a casting vote.
- 5.2 Normal rules as to declarations of interest and conflicts of interest are to be applied to members representing constituent authorities in accordance with the respective constituent authority's Code of Conduct.
- 5.3 Representatives from associate members which are Local Enterprise Partnerships (LEPs) shall apply the LEP Assurance Framework in relation to whether they need to withdraw from any meeting they are attending.
- 5.4 Any decisions to be taken by the Growth Board will be decided by way of unanimity of constituent authority members present and voting.
- 5.5 A member of a constituent authority shall not be entitled to vote in relation to a decision in the following circumstances:

5.5.1 where that member represents a constituent authority which has not paid the annual subscription (see 10.0 below). (Each constituent authority must pay their contribution before the agreed date for the year, if the subscription is not paid by the agreed date, the member for that constituent authority will only be entitled to observe Growth Board meetings and speak only by invitation from the Chair); or

5.5.2 where the vote on the decision has already been taken but has failed to secure unanimity as required under clause 5.4, and the member or members voting against the proposal are unaffected by it – in this case the Chair shall put the matter to a second vote without those members unaffected by the proposal being entitled to vote.

## **6 QUORUM**

- 6.1 The quorum for a Growth Board meeting shall be 2/3rds of the six constituent authority members, including the Chair.

## **7 MEETINGS**

- 7.1 The Chair and Vice-Chair of the Growth Board will be elected at the first meeting and subsequently at the start of each municipal year (i.e. the first meeting after the date in May that local government elections are or would usually be held).
- 7.2 It is expected that the role of Chair and Vice Chair will rotate on a municipal year basis (except in the first year which will be slightly longer than a municipal year), and that the Vice-chair will serve as the Chair in the following year. It is expected that there will be a rotation of those positions to ensure that each constituent authority member and geographical area of the Central Area has the opportunity to serve, over time.
- 7.3 Meetings shall normally be held on a bi-monthly basis at the premises of the Host (that of the Chair), but meetings may be called as and when required to ensure that important timescales are met, either through being convened by the Chair or on the written request of two or more constituent authority members. Papers will be published in line with the Local Government Act 1972 and the Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012, to include publication of agendas and minutes according to statutory timescales, access to background papers and public attendances at meetings.
- 7.4 Proposals for agenda items and decisions by the Growth Board may be put forward by the Chair or by any member of the Growth Board.
- 7.5 The Growth Board can also invite other relevant observers to meetings of the Board who may speak only by invitation from the Chair. In particular, Chief Executives from constituent authorities may attend meetings in support of the members representing their constituent authority but shall not be entitled to vote in place of their member if he/she is not attending. Local Enterprise Partnership Chief Executives may attend in support of their LEP representative. In either case, speaking at the meeting shall be at the invitation of the Chair.

## **8 SECRETARIAT AND SUPPORT**

- 8.1 The secretariat and support for the Growth Board will be established by the Accountable Body (see section 2 above). Primarily the support will be led by dedicated Growth Board officer support (see paragraph 8.2) and an Executive Officer Group, known as the Central Area Officer group. This group will drive the technical and operational elements and the preparation of advice and recommendations to the Growth Board.
- 8.2 Dedicated Growth Board officer support including a programme manager will be established by the Accountable Body. Such management will include identifying milestones and outcomes to be achieved, monitoring what has been achieved against these milestones and outcomes, reporting to the Growth

Board and the constituent authorities, and, where necessary, ensuring that action plans are put in place to address any concerns.

- 8.3 Support will also be provided by lead executive officers at each constituent authority member and LEP member, each of whom will link into the officer group.
- 8.4 Other investment partners will be involved as appropriate, again connecting directly to the Programme Manager and linking to officer group as the lead co-ordination group for matters of general importance to the Central Area including Homes England, Environment Agency, National Highways, Network Rail and England's Economic Heartlands. These will advise on the investment and work programme.

## **9. FUNDING CONTRIBUTIONS**

- 9.1 The budget of the Growth Board for each financial year will be agreed by the Growth Board not later than 1st December of the preceding financial year. A financial year runs from 1st April in any year to 31st March of the subsequent year. The cost of meeting the expenditure planned in the budget shall, to the extent not met from other sources, be divided equally among the members (both constituent authorities (full members) and associate members) of the Growth Board. This shall be the "Subscription". For financial year 2022/23, the Subscription will be £5k. If the Growth Board wishes to seek additional contributions for any further work, proposals will be referred to the next meeting of the Growth Board for decision.
- 9.2 If the proposed Subscription is higher than the preceding year's subscription plus CPI, if any constituent or associate member is unwilling to pay the Subscription so determined they may give written notice to the Host no later than 1st January preceding the financial year to which the budget will apply. Unless they withdraw in writing that notice they shall cease to be a member from 1st April of that year (and the normal notice period given in Section 10 will not apply).
- 9.3 Any member which has not given due notice under paragraph 9.2 (and whose membership has not come to an end under Section 10) shall be obliged to pay its Subscription for the year.

## **10. WITHDRAWAL**

- 10.1 Any member may give written notice to the Host, on behalf of the Growth Board, of its intention to withdraw from the Growth Board.
- 10.1 Such notice, unless withdrawn in writing, shall come into effect on the first 1<sup>st</sup> April which falls at least 12 months after the notice is given.

## **11. JOINING**

- 11.1 Any principal local authority with an association to the Central Area may apply to become a constituent member of the Growth Board. The Growth Board may approve such an application if it is satisfied that the applicant's area is closely economically linked to the existing Central Area, and that its joining would not render the governance of the Central Area unreasonably difficult.
- 11.2 Any Local Enterprise Partnership may apply to become an associate member of the Growth Board. The Growth Board may approve such an application if it is satisfied that the applicant's area is closely economically linked to the existing Central Area, and that its joining would not render the governance of the Central Area unreasonably difficult.
- 11.3 On the application to join being approved, the new member shall take on the rights and obligations of the existing members of the Growth Board, according to the class of membership as Full member or associate member, including paying the appropriate proportion of the Subscription due from members for the financial year in which it joins.

## **12 SCRUTINY ARRANGEMENTS**

- 12.1 Any constituent authority's overview and scrutiny committee may carry out detailed investigation and prepare reports on matters which form part of the tasks of the Growth Board. Moreover, the Growth Board may submit a request to any constituent authority's overview and scrutiny committee (or to all such committees) for an investigation or similar task to be carried out, in which case the conclusion of such investigation shall be reported back to the Growth Board by the member concerned.

End



## EXECUTIVE 22<sup>nd</sup> February 2022

<b>Report Title</b>	<b>Social Care Provision in Prisons in North Northamptonshire</b>
<b>Report Author</b>	David Watts, Executive Director of Adults, Communities & Wellbeing (DASS)
<b>Lead Member</b>	Cllr Helen Harrison, Executive Member for Adults, Health 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/s for exemption from publication under Schedule 12A Local Government Act 1972</b>	

### List of Appendices

#### Appendix A - Options Appraisal

#### 1. Purpose of Report

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- 1.1. To obtain Executive agreement for establishing funding arrangements for the provision of social care in a new prison in the North Northamptonshire area.

#### 2. Executive Summary

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- 2.1. As of April 2021, North Northamptonshire Council area had no prison estate establishments in operation. It therefore had no dedicated grant funding from the Department of Health and Social Care (DHSC) Social Care in Prisons grant but does receive funding for the provision of social care to those in its area.
- 2.2. HMP Five Wells is a newly built Category C resettlement prison in Wellingborough which started to receive prisoners in February 2022. Once fully

operational, anticipated to be by November 2022, it will have operational capacity for 1,680 male prisoners.

- 2.3. NHS England (NHSE) conducted a competitive tendering exercise for the healthcare provider contract for the prison. The outcome of the procurement was an award of the contract to the Practice Plus Group (PPG). PPG are on-site at the new facility and are recruiting for the healthcare team. Adult Social Care Commissioning representatives were fully involved in the NHSE tendering, evaluation and award process however this contract did not include provision for social care.
- 2.4. The Council is responsible for providing social care to those resident in prisons in its area as a consequence of the Care Act 2014. This paper recommends that the Council enter into an agreement with NHSE to secure social care support as a contract variation to the original agreement between PPG and NHSE.
- 2.5. The cost to the Council of provision of social care to those resident in HMP Five Wells is a maximum value of £415,739.52 over the three year period of the agreement.
- 2.6. The Council currently has received no funding for the care of prisoners, and therefore will need to fund the cost of any care provided in financial year 2021 / 2022 from the existing care budget. This is anticipated to be in the region of £35,000.

### **3. Recommendations**

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- 3.1. It is recommended that the Executive:
  - a) Approve the use of social care funding to enter into a contract arrangement for the provision of Social Care support to meet the assessed needs of prisoners at HMP Five Wells.
  - b) Agree that the Council enter into an agreement with NHS England to vary the existing NHSE healthcare contract with PPG to include social care, utilising the flexibility afforded through the Public Contract Regulations 2015 Regulation 12, paragraph 7.
  - c) Delegate authority to the Executive Member for Adults, Health and Wellbeing, in consultation with the Executive Director of Adults, Communities & Wellbeing, to take any consequent decisions in relation to the contract.



### 3.2. Reasons for Recommendations

- a) The recommended course of action is the most cost-effective way of meeting the Council's statutory duty to assess and meet the eligible social care needs of the prison population anticipated for HMP Five Wells.
- b) The recommended approach delivers maximum benefit to individuals, the Council and other key stakeholders.
- c) Alternative courses of action have been considered in coming to the above recommendations. These alternatives are summarised in Appendix A.

## 4. Report Background

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- 4.1. HMP Five Wells is a newly built Category C resettlement prison in Wellingborough. It started to receive prisoners in February 2022 and will see a gradual increase of 40 prisoner transfers per week to increase the prison population. Once fully operational, anticipated to be by November 2022, it will have operational capacity for 1,680 male prisoners.
- 4.2. It is anticipated that the initial 120 prisoners will facilitate the development of the culture of the prison, including the implementation of Prison Service Instruction for Prisoners Assisting Other Prisoners (PSI 17/2015). This sets out the contribution that prisoners may make to meeting the care and support needs of other prisoners, and what is not appropriate for them to do.
- 4.3. The Council has a statutory duty under the Care Act 2014 to assess the social care needs of the local prison population and commission services to meet eligible assessed needs.
- 4.4. A desktop Health and Social Care Needs Assessment was commissioned by NHS England in August 2020 to inform the healthcare provider contract procurement. The assessment drew upon national data sources and knowledge of the prisons estate to provide estimates of the population profile, in the context of the new-build facility being compliant with equalities obligations and catering for a population in the final 2 years of their sentence. It identified the following presumptions:
  - 4.4.1. Turnover will be 1.0 per annum. This means that the average stay of a prisoner will be 12 months;
  - 4.4.2. the immediate health and care needs of prisoners should already have been, or begun to be, addressed at their previous prison establishment(s);

- 4.4.3. There is a relatively short period of time for many prisoners in which to address longer term needs and to promote and encourage future engagement with health and social care provision following release;
  - 4.4.4. 20% will be serving determinate sentences of over 10 years or indeterminate sentences;
  - 4.4.5. 17% (286) will be aged 50 or over which matches the national average. There will be no one aged under 21 years. Thus, there will be a higher-than-average proportion age 30-50 which is the peak age range for onset of long-term conditions;
  - 4.4.6. Prisoners will be released to an area which is within 90 minutes travel time of the prison;
  - 4.4.7. The ethnic and nationality profiles will be similar to the national average. About a third of residents (599) will report some form of disability. Six percent (101) will be veterans;
  - 4.4.8. Additional liaison with a comparator local authority suggests 80-90% of prison population do not require social care support, with the majority of care hours generated through post-hospital rehab and Occupational Therapy referrals.
- 4.5. The above presumptions have been used to inform and assess the extent of social care need likely to occur within HMP Five Wells, for which the Council is responsible. The value of the contract would be £138,579.84 per annum on a 2-year term, enabling the employment of 4.48 FTE Health Care Assistant posts, with an option for a 1-year extension. This level of funding would enable 24/7 cover by 2 workers.
- 4.6. Although the Council has not received any Social Care in Prisons grant, Northamptonshire County Council did receive a grant of £188,101 in 2020/21. Upon local government reorganisation, this funding was allocated to West Northamptonshire Council given the existing contract provision in place for HMP Onley and HMP Rye Hill. That contract expires in March 2023 and the service provider has indicated they do not wish to expand their service offer to include HMP Five Wells.
- 4.7. The healthcare contract for the prison was awarded to the Practice Plus Group (PPG). PPG are on-site at the new facility and recruiting the healthcare team. Now that prisoners are being transferred to HMP Five Wells, it is important that the Council ensures that appropriate arrangements are in place for it to discharge its social care obligations to them.

## 5. Issues and Choices

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- 5.1 The Council can discharge its obligations to provide for the social care needs of prisoners at HMP Five Wells in a number of ways. A variety of options have been considered, as summarised below, with additional detail as to the advantages and disadvantages set out in **Appendix A**:
- a) Do nothing;
  - b) Enter a sub-contract arrangement with West Northamptonshire Council for the provider of Social Care in Prisons services in the West Northamptonshire Council area to extend provision to HMP Five Wells;
  - c) Directly commission the service with the healthcare provider at HMP Five Wells (PPG);
  - d) Seek a contract variation to the current healthcare contract to secure social care provision with the existing healthcare provider, PPG;
  - e) Establish an Individual Service Fund arrangement with the healthcare provider for the initial mobilisation period;
  - f) Commit in-house reablement resources to meet identified eligible social care needs;
  - g) Undertake full market testing through a competitive procurement tender process;
- 5.2 Executive will note that the recommended option is 5.1(d). This is considered the best option as it allows the Council to secure the provision of social care for prisoners efficiently, taking advantage of an existing contractual arrangement which was procured by NHSE. It effectively buys the Council time to understand the level of social care need which will exist at the prison once it is fully operational, and to undertake an appropriate procurement in accordance with its Financial Procedure Rules.
- 5.3 The Council has statutory obligations under the Care Act 2014 for the care needs of the prisoners therefore (a) is not an option. The current contract operated by West Northamptonshire Council is due to run out in March 2023 and the provider does not wish to expand it to include another prison establishment, which means that (b) is not a viable option open to the Council.
- 5.4 PPG would prefer that the Council directly commission it to provide the social care service however this creates additional risk for the Council given that there is limited opportunity for consultation and engagement, a tight timescale and an

unknown level of social care need at this point. Accordingly, while option (c) is viable, it is not recommended.

- 5.5 Option (e) is not considered viable because prisoners are not eligible for Direct Payments. There are no examples of this model being adopted elsewhere and considerable lack of certainty for any service provider. PPG does not wish to bear the risk of employing staff.
- 5.6 The use of Council reablement resources to meet identified need, as set out at option (f) could be appropriate once the scale and nature of needs within the prison has been established. However, given the Council's current workforce pressures, and the vetting and training required to work with prisoners, this is not considered a viable option at this time.
- 5.7 The Council can always obtain services via a full procurement process. However, such a process is time consuming and the delay which would be caused to service provision while the Council undertakes the process is not considered acceptable. This may however be a suitable option for the future provision of the service.

## **6. Next Steps**

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- 6.1 If Executive confirm that the social care needs of prisoners at HMP Five Wells should be met by a contract variation of the existing arrangement between NHSE and PPG, Legal Services will conclude the contractual necessities.
- 6.2 The service is anticipated to commence in February 2022, the transfer of prisoners into the prison already having begun.

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

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

- 7.1.1. Commitment to a 2-year contract term with an option for a 1-year extension would equate to a total contract value of £415,739.52
- 7.1.2. North Northamptonshire Council has received no funding for Social Care in Prisons for 2021/22<sup>1</sup>.
- 7.1.3. Finance have confirmed that in-year funding to provide Social Care in Prisons would be met from care budget to value of £35,000 in 2021/22.
- 7.1.4. The Social Care Finance Team at the Department of Health and Social Care have been approached to confirm future grant funding. They have confirmed

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<sup>1</sup> [Adult personal social services: specific revenue funding and grant allocations for 2021 to 2022 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/adult-personal-social-services-specific-revenue-funding-and-grant-allocations-for-2021-to-2022)

that allocations and distributions of the Social Care in Prisons Grant will be reviewed as part of the ongoing financial planning exercise, following the Spending Review in September 2021, to ensure the grant is supporting local authorities in the most appropriate way. Allocations are due to be confirmed early in the financial year 2022/23.

7.1.5. A legacy contract arrangement for prison establishments in the county of Northamptonshire has previously been funded through the Social Care in Prisons (DHSC) grant for Northamptonshire County Council, which amounted to £188,101 in 2020/21. That funding did not however relate to HMP Five Wells as it is a new establishment.

7.1.6. As a benchmark, the annual contract liability for the legacy contract arrangement, providing for 2:1 social care support to HMPs Onley and Rye Hill (located within the jurisdiction of West Northamptonshire Council) was £166,400.

## **7.2. Legal and Governance**

7.2.1. There is no current contract arrangement in place for the provision of Social Care in Prisons in the North Northamptonshire Council area.

7.2.2. The recommended approach would enable NHS England to act on the Council's behalf to discharge statutory duties under the Care Act 2014. This will be achieved by the Council entering into an agreement with NHSE in accordance with section 75 of the National Health Service Act 2006. This allows local authorities and NHS bodies to make arrangements for pooling resources and delegating certain NHS and local authority health-related functions to the other partner/s.

7.2.3. The agreement would enable NHSE to secure a variation to the existing contract it has with PPG to provide healthcare services at HMP Five Wells by adding responsibility for the provision of social care. The cost of providing the additional social care provision will be met by the Council, in accordance with the Financial Procedure Rules and the flexibility afforded through the Public Contract Regulations 2015 Regulation 12, paragraph 7.

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

7.3.1. The recommended service promotes and supports North Northamptonshire's corporate vision of: "A place where everyone has the best opportunities and quality of life", with priorities centring on Active, fulfilled lives, and connected communities.

7.3.2. Furthermore, the service is aligned with Northamptonshire Health and Care Partnerships Vision of "a positive lifetime of health, wellbeing and care in our community".

#### **7.4. Risk**

7.4.1. The legacy contract specification for Social Care in Prisons, now held by West Northamptonshire Council, states that the mobilisation of any future prison within Northamptonshire “will be discussed and agreed upon between the Authority and the Provider at that time”. In simple terms, this is an ‘agreement to agree’ and has no legal force and does not meet the requirements of the Public Contract Regulations 2015.

7.4.2. Legal advice is that there is a risk that the current Provider (of Social Care in Prisons in West Northamptonshire) could issue a claim for breach of contract as there are provisions which if interpreted in the widest possible sense could tie the authority in to incorporating the new prison into the existing contract. The argument is weak as the provisions are too vague and unspecific to be legally binding.

7.4.3. These risks have been mitigated by

- Engagement with the current provider of Social Care in Prisons in West Northamptonshire to inform them of commissioning intentions, to which they have responded that do not have the capacity to seek to expand their service
- Engagement with Legal to draft a termination letter for any NNC provision under the legacy contract
- This proposal for a 2-year term contract, with an option for a 1-year extension, will facilitate benchmarking of social care needs in the prison population
- Engagement with Procurement to suggest timetable for full contract award once a baseline of the scale and intensity of need is known.

#### **7.5. Consultation**

7.5.1. Key stakeholders engaged and consulted in the process have included NHS England, the current healthcare provider at HMP Five Wells, the current social care provider for Social Care in Prisons in West Northamptonshire, internal operational management and project group, Adult Social Care providers and commissioners in other local authority areas, and internal stakeholders in Legal and Procurement.

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

7.6.1. Following discussion with the Executive Member for Adults, Health and Wellbeing and the Executive Director for Adults, Communities and Wellbeing, it was not felt necessary for this proposal to be considered by the panel as the proposal is not of a contentious nature and is cognisant of the Council’s priorities.

## **7.7. Consideration by Scrutiny**

7.7.1. The procurement process and/or any part of the requirement may be selected for consideration by Scrutiny

## **7.8. Equality Implications**

7.8.1. The Service proposed does not adversely impact protected characteristics. Recommendations would ensure that social care support would be available to all those in the prison establishment assessed as eligible.

## **7.9. Climate Impact**

7.9.1. HMP Five Wells is a newly built Category C resettlement prison constructed in accordance with the latest environmental requirement.

7.9.2. Commissioning of social care support from the existing healthcare provider will serve to minimise the impact of staff travel to the place of employment.

## **7.10. Community Impact**

7.10.1 The Council will work with the provider to maximise employment opportunities within the local community.

7.10.2 The service will work collaboratively with the existing healthcare provider to deliver joined-up and holistic care and support to individuals accessing service.

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

7.11.1 No implications identified.

## **8. Background Papers**

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8.1 New Prison in Wellingborough Desktop Health and Social Care Needs Assessment, Tamlyn Cairns Partnership, commissioned by East Midlands Health and Justice Team, NHS England and NHS Improvement, August 2020.

8.2 HMP Five Wells Social Care SLT Decision Report, 20 January 2022

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# Appendix A

Options	Risks	Benefits	Recommendation
1. Do Nothing	- <i>NNC will be in breach of their requirements under the Care Act 2014</i>	- <i>None identified</i>	<i>Not recommended</i>
2. Stay with the current provision until the end of the Contract March 2023	<p>- <i>Does not allow provision to be changed to reflect current position and changing pathways</i></p> <p><i>Likely that volume of care will double by the time HMP Five Wells is fully operational ~November 2022.</i></p> <p><i>Enhancement of contract would require effective collaborative working arrangements across two providers, potentially with different infrastructures and operational procedures and practices.</i></p> <p><i>Complexity and number of social care packages will potentially increase once operational.</i></p> <p><i>Current contract value is based on 160 hours input per week at £20 per hour = £166,400.</i></p> <p><i>This provides for double-handed care.</i></p> <p><i>Social Care in Prisons (DH) grant for Northamptonshire County Council area in 2020/21 was £188,101.</i></p>	<p>- <i>Provides consistency for contract arrangements</i></p> <p>- <i>Provides consistency for providers and stakeholders</i></p> <p>- <i>Provides time for commissioners to consult and engage</i></p> <p><i>Each Authority commissions new services (to start 1<sup>st</sup> April 2023 for West provision)</i></p> <p><i>Allows time to develop and consult on new models and ideas</i></p> <p>- <i>Provides time for service user engagement</i></p> <p>- <i>Enables time for benchmarking exercises</i></p> <p>- <i>Provides greater opportunity to work collaboratively with internal and external stakeholders to develop a long term model</i></p>	<p><i>Option does not allow for in-depth reviews, engagement and redesign of services.</i></p> <p><i>Reconfiguration of geographical responsibility means existing contract provision for HMP Onley and HMP Rye Hill lies within West Northamptonshire area.</i></p> <p><i>The new provision at HMP Five Wells lies within North Northamptonshire area.</i></p> <p><i>Not recommended</i></p>

	<p><i>Contract is held by West Northamptonshire Council.</i></p> <p><i>WNC social Care in Prisons provider has indicated they would not wish to expand their service offer.</i></p>		
<p>3. Directly commission the service with Practice Plus Group (PPG) (PPG preferred option).</p>	<p><i>- Provider Market may not be ready for swift mobilisation timetable.</i></p> <p><i>Provides limited time for commissioners to consult and engage</i></p> <p><i>NNC have Contract Procedure Rules which may require a full market testing for the value of the contract</i></p> <p><i>New provision will need to commence from February 2022.</i></p> <p><i>Complexity and number of social care packages will potentially increase once operational.</i></p> <p><i>Tight timescale for a full tender process</i></p> <p><i>Level of social care needs remains unknown.</i></p>	<p><i>- Practice Plus Group hold long-term contract with NHSE for healthcare input at HMP Five Wells</i></p> <p><i>- PPG has indicated they would prefer this option</i></p> <p><i>- Good use of commissioning resources for both Council and NHSE</i></p> <p><i>- Allows the Authority to serve notice after one year to commission their own service if they wish</i></p> <p><i>- Provides consistency for people already using the services</i></p> <p><i>- Gives the Provider Market time to adapt</i></p> <p><i>Indicative quote for service from PPG is for 4.48 wte HCA posts, at annual cost of <b>£138,579.84</b></i></p>	<p><i>A 2-year contract allows for quality commissioning time to complete all tasks as outlined.</i></p> <p><i>The 2-year contract provides time for market engagement and development.</i></p> <p><i>This option allows the Authority to serve notice after one year to recommission if they wish</i></p> <p><i>Not recommended</i></p>

<p>4. CV the new provision on to the current healthcare contract</p>	<p><i>-Does not allow individual authorities to remodel service to meet local need</i></p> <p><i>Provides limited time for commissioners to consult and engage</i></p> <p><i>NNC have Contract Procedure Rules which may require a full market testing for the value of the contract</i></p> <p><i>Complexity and number of social care packages will potentially increase once operational.</i></p> <p><i>Level of social care needs remains unknown.</i></p>	<p><i>- Good use of commissioning resources for both Council and NHSE</i></p> <p><i>- PPG has indicated they would be open to this option</i></p> <p><i>- Stability for service users</i></p> <p><i>- Stability for the Market</i></p> <p><i>- Opportunities for collaboration with internal and external stakeholders</i></p> <p><i>- Reduces the risk of provider failure/take over</i></p> <p><i>- Potential for more options with any future remodelling</i></p> <p><i>Obviates need for full procurement process through s75 agreement</i></p> <p><i>Aligns with ambitions for integrated care system</i></p> <p><i>Healthcare contract is 7 years, plus option for 3</i></p> <p><i>Indicative quote for service from PPG is for 4.48 wte HCA posts, at annual cost of <b>£138,579.84</b></i></p>	<p><i>A 2-year contract allows for quality commissioning time to complete all tasks as outlined.</i></p> <p><i>The 2-year contract provides time for market engagement and development.</i></p> <p><i>The option for a 1-year extension to this term would allow further flexibility including a baseline of needs once the new prison is fully operational. This option allows the Authority to serve notice after one year to recommission if they wish</i></p> <p><b><i>This is Recommended option.</i></b></p>
<p>5. ISF arrangement with healthcare provider for</p>	<p><i>Prisoners are not allowed Direct Payments</i></p>	<p><i>- Enables a full review of the effectiveness of the services through</i></p>	<p><i>Existing healthcare provider would bear risk of employing staff,</i></p>

<p>initial ramping up period (anticipated to November 2022)</p>	<p><i>Under-developed method of contracting for service delivery – no examples to draw upon</i></p> <p><i>Lack of certainty for provider</i></p> <p><i>Complexity and number of social care packages will potentially increase once operational.</i></p>	<p><i>additional time to collect and analyse data</i></p> <ul style="list-style-type: none"> <li>- <i>Allows time to develop and consult on new models and ideas</i></li> <li>- <i>Provides time for service user engagement</i></li> <li>- <i>Enables time for benchmarking exercises</i></li> </ul> <p><i>Provides opportunity to flex provision to meet fluctuating demand.</i></p> <p><i>Obviates need for full procurement process – cost would be RAS determined</i> <i>Personal Budget managed by provider</i></p>	<p><i>which they would not wish to do.</i></p> <p><i>Not currently recommended.</i></p>
<p>6. Internal reablement resource to meet identified need.</p>	<p><i>Contract would require effective collaborative working arrangements across in-house and external providers, potentially with different infrastructures and operational procedures and practices.</i></p> <p><i>Workforce issues and pressures</i></p> <p><i>In-house staff would need to meet vetting</i></p>	<p><i>In-house provision provides for direct management and supervision of social care packages, with a focus on 3 conversations model and achieving outcomes.</i></p> <p><i>Safe level of staff cover to be modelled on 4.48 FTE reablement worker posts</i></p>	<p><i>Option to be considered once scale and nature of needs established.</i></p> <p><i>Not currently recommended.</i></p>

	<p><i>and training requirements</i></p>	<p><i>Provides opportunity to flex provision to meet fluctuating demand both within and without the new HMP.</i></p> <p><i>In-house service management have indicated they would be open to this model, notwithstanding workforce issues</i></p>	
<p>7. Full market testing through tender process</p>	<p><i>Provides limited time for commissioners to consult and engage</i></p> <p><i>NNC have Contract Procedure Rules which may require a full market testing for the value of the contract</i></p> <p><i>New provision will need to commence from February 2022.</i></p> <p><i>Complexity and number of social care packages will potentially increase once operational.</i></p> <p><i>Level of social care needs remains unknown.</i></p> <p><i>Unfeasible timescale for a full tender process</i></p> <p>Procurement to suggest timetable for full process for contract award November 2022</p> <p>- <i>Provider Market may not be ready for</i></p>	<p><i>full market testing for the value of the contract</i></p>	<p><i>Procurement to suggest timetable for full process for contract award once baseline established</i></p>

	<p><i>swift mobilisation timetable.</i></p> <p><i>Contract would require effective collaborative working arrangements across two providers, potentially with different infrastructures and operational procedures and practices.</i></p>		
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## EXECUTIVE 22<sup>nd</sup> February 2022

<b>Report Title</b>	<b>Kettering High Street Heritage Action Zone (HSHAZ)</b>
<b>Report Author</b>	George Candler, Executive Director of Place and Economy
<b>Lead Member</b>	Cllr David Brackenbury, Executive Member for Growth & 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 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/s for exemption from publication under Schedule 12A Local Government Act 1972</b>	

### List of Appendices

None

### 1. Purpose of Report

- 1.1. This report seeks agreement to accept an additional £503,631 grant from Historic England, and to deliver on the investment before 31<sup>st</sup> March 2022. It also asks that Members agree to an extension of the High Street Heritage Action Zone boundary to incorporate Sawyer's Almshouses and the Manor House Gardens in Sheep Street, Kettering.
- 1.2. The reason for this report is to set out that the Council agrees to accept the additional funding grant provided by Historic England and confirm that it will invest the funds into public realm works in line with the conditions required, including to commit to the funds being spent by 31<sup>st</sup> March 2022.
- 1.3. Also, to support an extension to the High Street HAZ area for the benefit of enabling investment of funds to be considered in relation to the restoration of the Grade II\* Listed Sawyer's Almshouses, and potentially Manor House Gardens in Sheep Street, Kettering.

## **2. Executive Summary**

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- 2.1. Officers have been working closely with Historic England and the Council's delivery partners on public realm enhancements in Kettering town centre. Progress has been made such that work on the public realm enhancements started on site on 17<sup>th</sup> January 2022, the programme plans for the scheme to be complete during July 2022, with the Historic England element of the investment complete by 31<sup>st</sup> March 2022.
- 2.2. An Expression of Interest for additional funds from projected underspend nationally on projects was considered late last year. This resulted in Historic England offering the Kettering scheme an additional £503,631 to invest in public realm enhancements as a part of the Kettering High Street HAZ programme.
- 2.3. The funding is conditional on the Council spending the projected additional £503,631 by 31<sup>st</sup> March 2022. The projected spend for this year is already challenging, but with the contractors now on site, and committing extra staff to deliver the project, it is considered achievable.
- 2.4. The area identified for investment is an extension of the current scheme northwards in High Street, Kettering. The scheme design will reflect the choice of materials and design principles already established in the implementation of the design under construction immediately to the south, in High Street.
- 2.5. Members are asked to accept the additional £503,631 grant and thank Historic England for their continued support and confidence in the Council's ability to deliver on a high-quality set of investments for Kettering town centre.
- 2.6. The Council has been approached by the Chief Executive of the Almshouses Association and Historic England who has expressed concern that the Sawyer's Almshouses in Bowling Green Road, Kettering may have fallen into a poor state of repair. Sawyer's Almshouses is Grade II\* Listed and was constructed in 1688. Concerns include issues around poor heating, cracks to a chimney stack and other property cracks, replacing non-breathable materials and potential timber damage. A detailed survey is required as a matter of urgency, it is estimated that a survey and repairs to the almshouses could cost between £5,000 - £30,000. If, however it's found that the condition of the property is very poor, then there's the opportunity to submit an application to Historic England for a regional grant to cover the cost of the building's restoration.
- 2.7. An application for these funds would normally be considered acceptable through the High Street HAZ programme however, Sawyer's Almshouses falls outside the designated High Street HAZ area. It is suggested the area is extended to include the almshouses, and the Manor House Gardens opposite. The gardens feature as an area of historic public garden space serving the town. Both meet characteristics expected to be found in the High Street HAZ area and fall within the Kettering Town Centre Conservation Area.



- 2.8. Members are asked to agree to an extension to the High Street HAZ boundary, enabling the funding to be used as a vehicle to support an important Grade II\* Listed Building in Kettering town centre, and potentially the Manor House Gardens if it is considered necessary.

### **3. Recommendations**

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- 3.1. It is recommended that the Executive:

- a) Agrees to receive an additional £503,631 of Historic England High Street Heritage Action Zone funding, and to commit to the funding being invested to extend the public realm works in High Street before 31<sup>st</sup> March 2022; and
- b) Agrees to the extension of the Kettering High Street Heritage Action Zone boundary to incorporate Sawyer's Almshouses and the Manor House Gardens in Sheep Street, Kettering.

- 3.2. Reasons for Recommendations :-

- a. To formally accept the additional £503,631 grant offer by Historic England and confirm it will be invested in the project for which it was offered.
- b. To commit to deliver the additional spend within the timescale conditional to the funding offer.
- c. To work to optimise the investment for the longer-term benefit of Kettering town centre and its environment.
- d. To enable Sawyer's Almshouses and Manor House Gardens to benefit from support from the High Street HAZ programme.

- 3.3. Alternative Options Considered:-

- a. To not accept the extra £503,631 from Historic England that allows NNC to extend the Public Realm works, was considered but rejected on the grounds that with the approved works ongoing it is better to extend them rather than come back should further funding arise. Also considered was that the funding does not require match funding from the Council.
- b. To not extend the HSHAZ area would prevent any grant funding for the Almshouses. The financial requirement is low at present and should more be required there is an alternative means of funding this from Historic England that would not impact the HSHAZ budget.

## **4. Report Background**

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- 4.1. On 5<sup>th</sup> August 2021, the Executive considered a number of matters in relation to the Kettering High Street Heritage Action Zone programme. Amongst the resolutions agreed was an agreement to accept an additional £150,000 grant from Historic England for works to the cobbles in West Street.
- 4.2. The primary purpose of the High Street HAZ fund is to support historic high streets and town centres in conservation areas through physical improvements, community engagement and cultural activities. 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.
- 4.3. Any funding awarded through HSHAZ must usually be match funded by the Council and would seek to leverage further investment from the private sector. The High Street HAZ programme will run for four years, it's nearing the end of year two.
- 4.4. The indicative total funds identified for Kettering High Street HAZ initially amounted to £4,400,000, £4,000,000 of which was identified for capital projects, namely shopfront and building improvement grants, and public realm enhancements. This rose to £4,150,000 with Historic England's additional grant commitment for West Street.

## **5. Issues and Choices**

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- 5.1. Officers have continued to work closely with Historic England, delivering against the agreed programme of projects, in particular, those associated with building and shopfront grants, and public realm enhancements. Progress has been made in confirming Balfour Beatty as the parent contractor, and Kelbec as the subcontractor in delivering the public realm enhancements. Work on the public realm enhancements started on site on 17<sup>th</sup> January 2022, the programme plans for the scheme to be complete during July 2022, with the Historic England element of the investment complete by 31<sup>st</sup> March 2022.

### **Additional Funding Grant Offer**

- 5.2. In early December 2021, through discussions with Historic England, an Expression of Interest was submitted to seek to secure additional grant funds for the Kettering scheme, from a projected underspend nationally on projects. In mid December, Historic England offered the Council an additional £503,631 to invest in public realm enhancements as a part of the Kettering High Street HAZ programme.

- 5.3. Funding is conditional on the Council not only spending the projected funding it has committed to in this financial year, but also the additional £503,631, all by 31<sup>st</sup> March 2022. The projected spend for this year is already challenging, but with the contractors now on site, and committing extra staff to deliver the project, it is considered achievable. In terms of the additional spend, the Council plans to delay carrying out the works in Meadow Road, which is outside the Conservation Area and so not eligible for Historic England funding, until it has completed that part of the scheme funded by Historic England, at 100% spend. The Council's contribution is simply deferred, and the works to be carried out early in the next financial year will be funded by North Northamptonshire Council's contribution.
- 5.4. The area of Kettering town centre identified for investment is an extension of the current scheme northwards in High Street. The scheme designers are currently working on the scheme plans for this area, but it is expected to reflect the choice of materials and design principles already established in the implementation of the design under construction immediately to the south.
- 5.5. Given the pressing deadline faced with in terms of delivery, and the need to confirm acceptance with Historic England, through the Executive Director for Place & Economy, the Executive Member for Growth & Regeneration, in consultation with the Executive Director, accepted the offer on behalf of the Council. If Members did wish to decline the offer, there is the flexibility for the Council to do so, by refunding the additional £503,631 grant, using its own capital contribution to the High Street HAZ scheme, which would otherwise be invested in the scheme in the next financial year.
- 5.6. Members are asked to accept the additional £503,631 grant and thank Historic England for their continued support and confidence in the Council's ability to deliver on a high-quality set of investments for Kettering town centre.

#### **Extension to High Street HAZ Boundary**

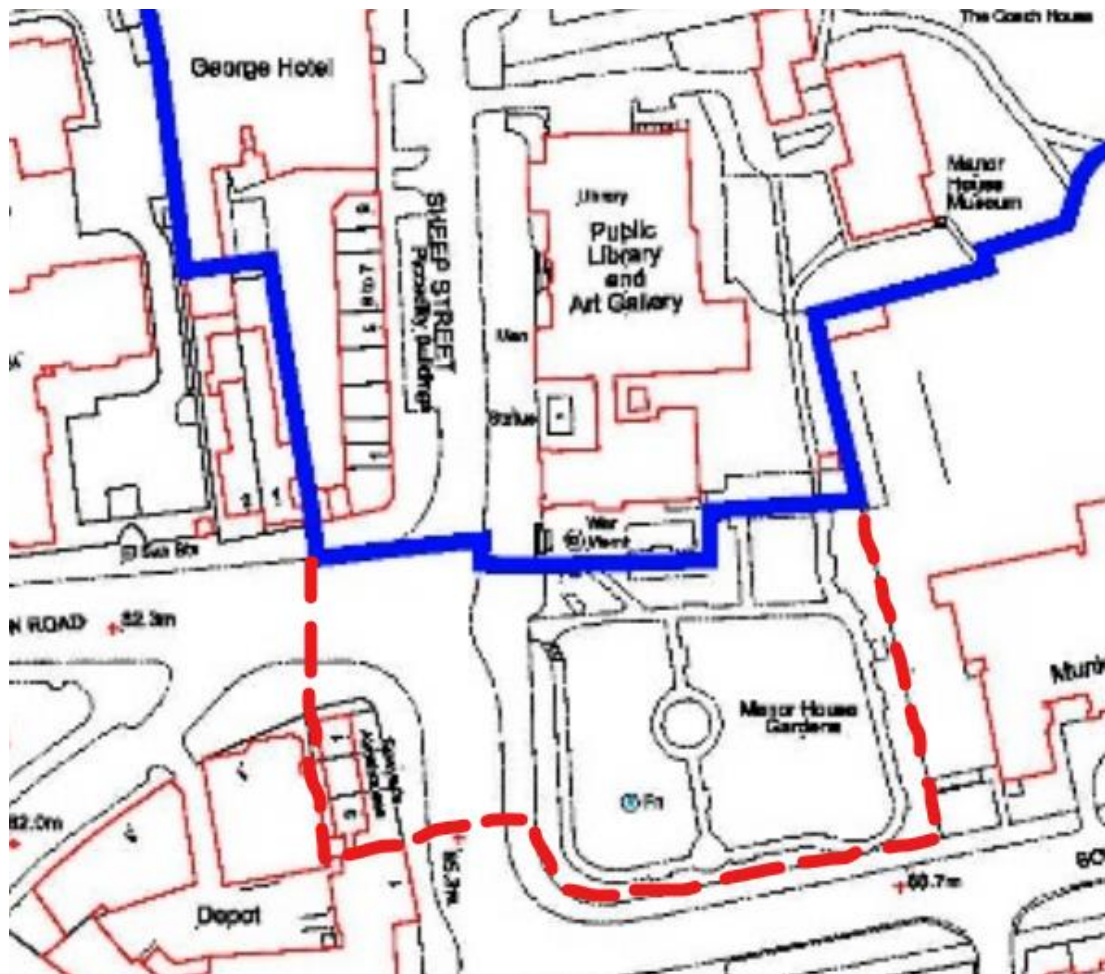
- 5.7. The Council has been approached by the Chief Executive of the Almshouses Association who has expressed concern that the Sawyer's Almshouses in Bowling Green Road, Kettering may have fallen into a poor state of repair after the Trust responsible for their upkeep failed. A photograph of the building in question is provided below to help with the building's identity.



*Sawyer's Almshouses, Sheep Street, Kettering*

- 5.8. Sawyer's Almshouses is Grade II\* Listed and was constructed in 1688, second only in age to St. Peter & St Paul Parish Church in the town. The structure started life as 6 cottages, with ground and first floor accommodation. It has since been converted into 2 cottages, the first floors are considered uninhabitable due to space standards, mainly the low roof height. The cottages are temporarily in the care of the Almshouses Association until a new Trust organisation is found.
- 5.9. Historic England has also been approached and have highlighted that the structure of the building needs survey and repair. Concerns include issues around poor heating, cracks to a chimney stack and other property cracks, replacing non-breathable materials and potential timber damage. A detailed survey is required as a matter of urgency to assess the current condition throughout. It is estimated that a survey and repairs to the Almshouses could cost between £5,000 - £30,000. If, however it's found that the condition of the property is very poor, then there's the opportunity to apply to Historic England for a regional grant to cover the cost of the building's restoration.
- 5.10. Historic England have suggested committing funds for the survey from the High Street HAZ budget. This would normally be standard, and acceptable under the High Street HAZ programme however, unfortunately Sawyer's Almshouses falls outside the designated High Street HAZ area. It is suggested the area is extended to include the almshouses, and the Manor House Gardens opposite. The gardens feature as an area of historic public garden space serving the town. Both meet characteristics expected to be found in the High Street HAZ area and fall within the Kettering Town Centre

Conservation Area. A plan showing the proposed extension is provided below.



*Proposed extension to the High Street HAZ boundary shown in red*

5.11. Historic England will also consider the proposal to extend the High Street HAZ boundary through its own governance processes, initial soundings are positive. Members are asked to agree to the above extension, enabling High Street HAZ to be used as a vehicle to support an important Grade II\* Listed Building in Kettering town centre, and potentially the Manor House Gardens if it is considered necessary.

## **6. Next Steps**

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- 6.1. Following approval an application would be made to Historic England to add the extension to the Council's existing scheme.
- 6.2. The size of the extension is considered as minor and would be decided by the Director of the HSHAZ programme.

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

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

7.1.1. Funding is drawn from both the Council's and Historic England's budgets, the Council's contributions having originally 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 additional £503,631 funding offered by Historic England is a full grant, the Council is not required to match fund the offer made. The spend profile will be managed through the High Street HAZ Board and monitored by the Strategic Capital Board.

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

7.2.1. The Council has agreed a contract to deliver the public realm enhancements using Balfour Beatty, through the SCAPE framework. The Council has flexibility within its own funding contribution to vary scheme design or refund Historic England if it were to become necessary.

7.2.2. It is an Executive function to agree to accept grant funding. The amount of grant funding is over the key decision threshold as noted in the report and therefore in accordance with the Constitution, the Executive must determine the decision.

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

7.3.1. Improvements in the town centre are intended to create an attractive and sustainable environment for people to live and visit. The 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. This will contribute to the Council's Corporate priority of 'Safe and thriving places' by contributing to the priorities of strengthening the cultural identity of the town, helping town centres respond to changing trends and attracting visitors and inward investment.

### **7.4. Risk**

7.4.1. The risks to delivery of this project, and so spending the additional funds before 31<sup>st</sup> March 2022, include loss of workforce due to Covid-19, and lost days due to poor weather conditions. The delivery team is working collaboratively to limit the potential of lost days and have contingency plans in place by increasing the workforce at the site if it becomes necessary. It is recognised that the weather can be unpredictable at this time of year, but what measures can be put in place, are in place. Ultimately, if the deadline for delivery is missed, that part of the additional funding unspent will need to be returned to Historic England, but the Council has sufficient flexibility within its only funding commitment to leave the project with a tidy finish, in an

appropriate place. Further phases can subsequently be picked up and completed at a future date.

## **7.5. Consultation**

7.5.1. Consultation on the original part of the scheme was undertaken by notifying businesses and residents of the works during December. A Consultation Trailer in High Street/Meadow Road was also provided for a morning to meet with any interested parties to discuss the scheme to be delivered. Electronic communication has been important throughout the scheme design, with interested parties being directed to a drone fly-through of the completed design. Discussions have now also taken place with the businesses in the extended area of the scheme. No consultation has taken place with regards the proposed extension to the High Street HAZ area.

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

7.6.1. This report has not been considered by an Executive Advisory Panel.

## **7.7. Consideration by Scrutiny**

7.7.1. This report has not been considered by Scrutiny but the wider project can be considered as part of its work programme if required.

## **7.8. Equality Implications**

7.8.1. An Equalities Screening Assessment has been completed. There are no negative equality impacts identified.

## **7.9. Climate Impact**

7.9.1. 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.

## **7.10. Community Impact**

7.10.1. 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. Also, contribute towards securing an important historic building in Kettering town centre.

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

7.11.1. Improvements to the public realm will create a sense of pride in place which can have a positive impact on the locality and reduce the fear of crime.

### **8. Background Papers**

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8.1. North Northamptonshire Council - Executive meeting 5<sup>th</sup> August 2021  
(<https://northnorthants.moderngov.co.uk/ieListDocuments.aspx?CId=142&MId=324>)





## EXECUTIVE 22<sup>nd</sup> February 2022

<b>Report Title</b>	<b>Procurement of Contract for the Treatment of Collected Organic Garden Waste</b>
<b>Report Author</b>	George Candler, Executive Director of Place and Economy
<b>Lead Member</b>	Cllr Graham Lawman - Executive Member for Highways, Travel & Assets

<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/s for exemption from publication under Schedule 12A Local Government Act 1972</b>	

### List of Appendices

#### Appendix A – Equalities Impact Assessment

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

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- 1.1 The purpose of this report is to seek approval from the Executive to commence a procurement project for a contract for treatment of organic garden waste collected as part of the Council's kerbside waste collection service.

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

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- 2.1. North Northamptonshire Council (NNC) is committed to delivering a high-quality waste collection service. As part of the NNC's statutory duties for waste, there is the provision of the collection of organic garden waste which is one of the most valued aspects of the NNC's waste collection service.

### **3. Recommendations**

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- 3.1. It is recommended that the Executive agrees that delegated authority be given to the Executive Member for Highways, Travel and Assets, in consultation with Executive Director of Place & Economy and the Executive Director for Finance, to commence and conclude a procurement process to identify a preferred bidder and enter into the legal agreements to appoint a preferred bidder for the provision of services relating to the treatment of collected organic garden waste.
- 3.2. Reasons for Recommendations:
- The recommended course of action is the most cost-effective and enables the NNC to make informed decisions regarding its medium-term financial planning.
  - This option ensures the authority has a legally procured, compliant processor which demonstrates best value in respect of the treatment of NNC's organic garden waste.
- 3.3. Alternative Options Considered:
- Extending or modifying the existing contracts. This is not possible as the existing contractual arrangements do not have enough scope to include additional material yield from this activity.
  - Do nothing – This is not possible as it leaves the Council open to challenge and increases the risk that the Council will be left with either an unaffordable outlet, or limitations to the avenues for disposal of the material.

### **4. Report Background**

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- 4.1. NNC as a unitary authority has a responsibility as a Waste Disposal Authority and has a statutory duty to plan for the treatment and disposal of residual municipal waste which includes the collection and disposal of organic garden waste. NNC (including current spend met by Wellingborough Norse) allocated approximately £880k on the treatment and disposal of approximately 28,000 tonnes of compostable garden material per annum.
- 4.2. NNC currently has two arrangements in place for the processing of organic garden waste. The arrangements for the Kettering and Corby areas end on 31<sup>st</sup> March 2022. The intention is to agree an interim arrangement for the disposal of organic garden waste for the Kettering and Corby areas to ensure a reliable disposal route until the new contract is in place. NNC has a separate contract for the treatment of garden waste from the East Northamptonshire and Wellingborough areas which expires in March 2023. As such, it is required to seek a new arrangement which covers all the waste operational areas and

meets with the NNC's requirements for ethical treatment and disposal of materials arising from the NNC's kerbside collection service.

- 4.3. It is proposed that a new contract will be for a period of five years and will contain the ability to extend for up to two twelve-month periods, giving a total contract length of seven years.
- 4.4. Organic garden waste has a high moisture content, which adds to its relative mass against the volume of material produced. As such it is key to limit wherever possible, the distances required to move this material for treatment. This is to ensure that any gains made by the recovery and diversion of this material from landfill and the associated avoidance of leachate is not lost in increases in greenhouse gas emissions from diesel powered road haulage. In addition, there are financial benefits to minimising the costs of haulage for this material.

## **5. Issues and Choices**

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- 5.1. Officers have reviewed the existing contract arrangements which cover East Northamptonshire and Wellingborough, in conjunction with colleagues from both legal and procurement teams and there is no scope to flex or extend existing arrangements.
- 5.2. NNC could procure a contract for a longer or shorter period; however, the recommended length is common and familiar within this market as it provides NNC with certainty that they will have an operator as well as providing the operator with certainty of supply over a period for which they can plan their operations. A longer period can reduce the NNC's ability to reassess the market and reconsider their position. A balance is required to find the optimum length; the additional extensions provide NNC with the ability to seek this optimum length. The length of this contract has been considered following engagement with the local market. There is a requirement for operators to make some capital investment in local infrastructure that will improve the arrangements available to NNC. To give local operators surety for any infrastructure investments they make it is recommended to give a five-year term for this contract.
- 5.3. There are two types of processing available for this type of material. It is recommended that NNC seeks a contract for Industrial Composting. Both types of available process are briefly described at paragraphs 5.3.1 and 5.3.2.
  - 5.3.1 Industrial (Aerobic) Composting – large- scale composting which is designed to handle a very high volume of organic waste. This is the simplest composting method. Microorganisms that need oxygen, break down the material that is gathered in large piles, and turned frequently to promote further oxygenation. This process produces heat as the material decomposes and takes approximately six weeks. Due to the temperatures that are reached, pathogens and weeds are destroyed, and the material is sanitised.

- 5.3.2 Anaerobic Decomposition – This process works with the absence of oxygen, and material is sealed in containers while it decomposes. This is a colder process and can work well if there is food waste material included. This process tends to take up to six months to complete and as such is often a more expensive process for disposal of garden waste only.

## **6. Next Steps**

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- 6.1. Following approval to commence a procurement process, it will be necessary to develop documents and instructions for prospective bidders via a fully compliant tendering process. Officers from procurement teams have already been consulted on the potential requirement to procure a new contract.

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

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

- 7.1.1. There is a risk that the new contract price is greater than the current arrangements. This could result in a budget pressure. Alternatively, it could be lower than the current arrangements and result in reduced expenditure. This will not be known until the outcome of the procurement exercise.
- 7.1.2. There is a 30% difference in costs of disposal under the current arrangements. By harmonising this arrangement, thus benefitting from economies of scale, it is expected that the provision will be within the existing budget profile.
- 7.1.3. The current arrangement for the treatment of organic garden waste in the Kettering and Corby areas does not provide for an increase in duration. Agreeing a short-term, interim arrangement does carry the risk of a procurement challenge under the Public Contract Regulations 2015. This is mitigated to some extent by agreeing to a procurement timetable and providing potential bidders with the opportunity to bid for these services within the next 12 months.

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

- 7.2.1. The Environmental Protection Act 1990 requires local authorities to provide waste collections to households and the Waste (England and Wales) Regulations 2011 requires those collections to encompass arrangements to collect organic garden waste.
- 7.2.2. The Public Contracts Regulations 2015 requires contracts for supplies and services in excess of £189,330 to be tendered in accordance with the regulations by way of a tender process.

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

7.3.1. Procurement of this contract will contribute to NNC's statutory requirement for the provision of waste collection for households and is supported by the Highways and Waste Service plan and the North Northamptonshire Household Waste & Recycling Policies.

### **7.4. Risk**

7.4.1. Loss of recycling processing and disposal facilities has been identified as a key risk for the waste management service and has been included in the corporate risk register. Procurement of a contract is one of the mitigating actions to reduce the likelihood and impact of this risk.

7.4.2. There is a risk that any new contract may be more expensive per tonne than the existing arrangements. This can only be determined by carrying out a procurement exercise. Even if it is more expensive than the current arrangements, it will be the most cost-effective option that the authority can achieve through the legally compliant procurement route, given it is not able to extend the current arrangements.

### **7.5. Consultation**

7.5.1. None

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

7.6.1. Owing to committee timetables, it has not been possible for the Executive Advisory Panel (EAP) for Service Delivery, Performance and Customers to consider the report, however, it has been shared with the Chair of that group for their consideration.

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

7.7.1. This item has not been considered through the scrutiny process

### **7.8. Equality Implications**

7.8.1. An Equalities Impact Assessment (EqIA) screening form has been completed and is attached at Appendix A. There are no negative impacts on any of the protected groups owing to the recommendations of this report.

## **7.9. Climate Impact**

7.9.1. By ensuring the authority has a contract in place for the processing of organic garden waste, it can continue to promote and encourage the separate collection and treatment of this material. This approach seeks to reduce the environmental impact of waste disposal. In addition, by virtue of the contract arrangements NNC can monitor the impacts of managing the material to ensure that it is ethically and environmentally managed in accordance with Waste Management legislation and aligns with NNC's strategy in terms of Climate Change.

## **7.10. Community Impact**

7.10.1. The garden waste service is highly prized by residents who wish to increase the total amount of material recycled from householders by utilising the full range of recycling opportunities available to them. By putting in place a contract, NNC can encourage and promote recycling, which provides all communities with the associated environmental and societal benefits.

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

7.11.1. By providing a convenient, reliable waste and recycling service to all households, it enables and encourages residents to dispose of their waste and recycling in a legally compliant and environmentally responsible way.

## **8. Background Papers**

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8.1. None



## Equality Screening Assessment

The Equality Screening Assessment form must be completed to evidence what impact the proposal may have on equality groups within our community or workforce. Any proposal that identifies a negative impact must have a full Equality Impact Assessment completed before the proposal progresses further.

### 1: Proposal

Requirement	Detail
Title of proposal	Procurement of contract for the treatment of collected organic waste.
Type of proposal: new policy / change to policy / new service / change to service / removal of service / project / event/ budget	Procurement activity.
What is the objective of this proposal?	Procure legally compliant disposal arrangements for collected organic material
Has there been/when will there be consultation on this proposal? (List all the groups / communities, including dates)	No
Did the consultation on this proposal highlight any positive or negative impact on protected groups? (If yes, give details)	Not applicable.
What processes are in place to monitor and review the impact of this proposal?	Material tonnages are monitored and reported as part of the wider organisational and national performance indicators.
Who will approve this proposal?	Committee

Requirement (Committee, CLT)	Detail
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## 2: Equality Consideration

In turn, consider each protected group to ensure we meet our legal obligations of the Equality Act (2010).

Protected Groups	General Equality Duty Considerations	Changes	Impact
	<ul style="list-style-type: none"> <li>• Include factual evidence of how people in this group may be affected.</li> <li>• Consider the outcomes and processes.</li> <li>• Does this seek to <b>eliminate discrimination</b>?</li> <li>• Does this promote <b>fostering good relations</b>?</li> </ul>	<ul style="list-style-type: none"> <li>• What changes can be made to mitigate any negative impact?</li> <li>• Are there opportunities to <b>remove possible barriers or disadvantages</b> that a group may face?</li> </ul>	Delete as appropriate. There can be more than one answer per protected group.
<b>Age</b> Different age groups that may be affected by the proposal in different ways.	Garden Waste services are offered to all residents. Where residents have mobility or other accessibility needs, we offer alternative arrangements and suitable adjustments where required.		Neutral
<b>Sex</b> Is one sex affected more than another or are they affected the same?	Garden Waste services are offered to all residents. Where residents have mobility or other accessibility needs, we offer alternative arrangements and suitable adjustments where required.		Neutral
<b>Disability</b> It is likely to have an effect on a particular type of disability? Why?	Garden Waste services are offered to all residents. Where residents have mobility or other accessibility needs, we offer alternative arrangements and suitable adjustments where required.		Neutral
<b>Gender Reassignment</b> Will there be an impact on trans males and/or trans females?	Garden Waste services are offered to all residents. Where residents have mobility or other accessibility		Neutral




Protected Groups	General Equality Duty Considerations	Changes	Impact
	<ul style="list-style-type: none"> <li>• Include factual evidence of how people in this group may be affected.</li> <li>• Consider the outcomes and processes.</li> <li>• Does this seek to <b>eliminate discrimination</b>?</li> <li>• Does this promote <b>fostering good relations</b>?</li> </ul>	<ul style="list-style-type: none"> <li>• What changes can be made to mitigate any negative impact?</li> <li>• Are there opportunities to <b>remove possible barriers or disadvantages</b> that a group may face?</li> </ul>	Delete as appropriate. There can be more than one answer per protected group.
<p><b>Race</b></p> <p>Are people from one ethnic group affected more than people from another ethnic group?</p>	<p>needs, we offer alternative arrangements and suitable adjustments where required.</p> <p>Garden Waste services are offered to all residents. Where residents have mobility or other accessibility needs, we offer alternative arrangements and suitable adjustments where required.</p>		Neutral
<p><b>Sexual Orientation</b></p> <p>Are people of one sexual orientation affected differently to people of another sexual orientation?</p>	<p>Garden Waste services are offered to all residents. Where residents have mobility or other accessibility needs, we offer alternative arrangements and suitable adjustments where required.</p>		Neutral
<p><b>Marriage &amp; Civil Partnership</b></p> <p>Are people in a Marriage or Civil Partnership treated less favourably?</p>	<p>Garden Waste services are offered to all residents. Where residents have mobility or other accessibility needs, we offer alternative arrangements and suitable adjustments where required.</p>		Neutral
<p><b>Pregnancy &amp; Maternity</b></p> <p>Are people who are pregnant, or have a baby of 6 months old or younger, effected by this proposal?</p>	<p>Garden Waste services are offered to all residents. Where residents have mobility or other accessibility needs, we offer alternative arrangements and suitable adjustments where required.</p>		Neutral
<p><b>Religion or Belief</b></p> <p>Does the proposal effect people differently depending on whether they</p>	<p>Garden Waste services are offered to all residents. Where residents have mobility or other accessibility</p>		Neutral

Protected Groups	<b>General Equality Duty Considerations</b> <ul style="list-style-type: none"> <li>• Include factual evidence of how people in this group may be affected.</li> <li>• Consider the outcomes and processes.</li> <li>• Does this seek to <b>eliminate discrimination</b>?</li> <li>• Does this promote <b>fostering good relations</b>?</li> </ul>	<b>Changes</b> <ul style="list-style-type: none"> <li>• What changes can be made to mitigate any negative impact?</li> <li>• Are there opportunities to <b>remove possible barriers or disadvantages</b> that a group may face?</li> </ul>	<b>Impact</b> Delete as appropriate. There can be more than one answer per protected group.
have or do not have a religion or a belief?	needs, we offer alternative arrangements and suitable adjustments where required.		
<b>Health &amp; Wellbeing</b> <ol style="list-style-type: none"> <li>1. Health behaviours (E.g. diet, exercise, alcohol, smoking)</li> <li>2. Support (E.g. community cohesion, rural isolation)</li> <li>3. Socio economic (E.g. income, education).</li> <li>4. Environment (E.g. green spaces, fuel poverty, housing standards).</li> </ol>	Garden Waste services are offered to all residents.  Where residents have mobility or other accessibility needs, we offer alternative arrangements and suitable adjustments where required.		Neutral

### 3: Equality Impact

Question	Response
What overall impact does the proposal have on the protected groups? If a negative impact is identified anywhere in section 2, the response will be Negative Impact.	<u>No Impact</u> / Positive Impact / Negative Impact
Does an Equality Impact Assessment need to be completed? (Yes, if any negative impact is found.)	Yes / <u>No</u>  If yes, this Equality Screening Assessment must be adjoined to the Equality Impact Assessment.
Copy attached to relevant report?	Yes / No
Is this document going to be published with the relevant report?	Yes / No

#### 4: Ownership

Question	Response
Directorate	Place and Economy
Service area	Waste Services
Lead officer's name	Charlotte Tompkins
Lead officer's job title	Waste Services Manager
Lead officer's contact details	Charlotte.tompkins@northnorthants.gov.uk
Lead officer's signature	
Date completed	07 Feb 2022

Completed forms must be sent to [Equalities@northnorthants.gov.uk](mailto:Equalities@northnorthants.gov.uk)

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## EXECUTIVE 22<sup>nd</sup> February 2022

<b>Report Title</b>	<b>Update on Garden Waste Service</b>
<b>Report Author</b>	George Candler, Executive Director of Place and Economy, George.candler@northnorthants.gov.uk
<b>Lead Member</b>	Cllr Graham Lawman, Executive Member for Highways, Travel and Assets

<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/s for exemption from publication under Schedule 12A Local Government Act 1972</b>	

### List of Appendices

None.

### 1. Purpose of Report

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- 1.1. This report provides the Executive with a summary of the existing garden waste service offered to residents of North Northamptonshire. The report recommends that a public consultation exercise is conducted to seek residents' preferences regarding the future provision of a household garden waste service.

### 2. Executive Summary

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- 2.1. Residents of North Northamptonshire can dispose of garden waste, free of charge, at any of the Council's Household Waste and Recycling Centres (HWRCs). Residents can also have their garden waste collected from outside their home using the Council's kerbside garden waste service. North Northamptonshire has inherited the former district and boroughs models of

collection which differed from one another. These services were transferred to the new unitary authority on 1<sup>st</sup>. April 2021 and remain in operation.

- 2.2. This current situation has resulted in disparities between the services across North Northamptonshire. Notably, the kerbside collection service in Wellingborough operates for a shorter period (8 months of the year) and residents in the area of East Northamptonshire who choose to use the service are required to subscribe for it and pay the subscription charge.
- 2.3. It is important to look towards harmonising the garden waste service across North Northamptonshire so that all residents receive the same service on the same basis.
- 2.4. To achieve harmonisation, several options need to be considered and are presented in this report.
- 2.5. To inform a decision about the future provision of garden waste services, the Executive is recommended to conduct a public consultation exercise. This exercise would look to launch in March 2022, with the results presented to the Executive in July 2022 to inform their decision about future service provision.

### **3. Recommendations**

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- 3.1. It is recommended that the Executive agree to:
  - a) Conduct a public consultation regarding the future provision of a kerbside garden waste collection service.
  - b) Delegate authority to the Executive Member for Highways, Travel and Assets in consultation with the Executive Director of Place and Economy to finalise the content and timing of the consultation.
- 3.2. Reason for Recommendations: The proposed consultation will allow residents to share their views on the future provision of the service. This is particularly important given any decision will affect all residents, including those who do not require or need a garden waste service. Following consultation, the Executive will then be able to consider the responses and determine the nature of the future service.
- 3.3. Alternative Options Considered: The Executive could decide on the future provision of the garden waste service without consulting with residents. This option is not recommended as it will not enable residents to provide their opinions on this matter nor give the Executive analytical data on which to base their decision.

#### 4. Report Background

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- 4.1. The Council currently offers kerbside collection of household and garden waste for their residents.
- 4.2. Residents can also dispose their household and garden waste, free of charge, at any of the Household Waste Recycling Centres in North Northamptonshire; being sited in Corby, Kettering, Rushden and Wellingborough.
- 4.3. The former district and boroughs councils covering the area of North Northamptonshire operated kerbside garden waste services which differed from one another. These services were transferred to the new unitary authority on 1<sup>st</sup>. April 2021 and remain in operation. The current services provided in each area are outlined below:

Area	Collection Period	Subscription charge
Corby and Kettering	12 months, fortnightly	Nil
East Northants	12 months, fortnightly	£55/year
Wellingborough	Early March – Early November (8 months), fortnightly	Nil

- 4.4. This situation has resulted in disparities between the services across North Northamptonshire. Notably, the service in Wellingborough operates for a shorter period and residents in the area of East Northamptonshire who choose to use the service are required to subscribe for it and pay the subscription charge. It should be noted the Council is not the only provider of a subscription service in the East Northants area; a private operator provides a service on a subscription basis.
- 4.5. It is common across England for local authorities to run a subscription-based service requiring residents to pay a subscription charge to access a kerbside collection service. Local authorities are permitted to determine the rate of a reasonable charge and it varies across the country.
- 4.6. During the consultation phase, to inform the emerging Environment Bill, the Government asked whether local authorities should be required to introduce a free fortnightly garden waste collection service. Although the outcome of that consultation has still not been published, the Environment Bill is now enshrined into UK law having been granted Royal Assent in November 2021. Within the Act, there is no restriction on charging for the collection of garden waste. The Government may still change the regulations and restrict local authorities' flexibility to charge residents a fee to receive a garden waste service, but, they have not indicated any further intention to do so.

- 4.7. It is now appropriate to move quickly towards harmonising the garden waste service across North Northamptonshire so that all residents receive the same service on the same basis.
- 4.8. Before deciding upon the nature of the kerbside garden waste service for North Northamptonshire, it is recommended that a full consultation exercise is undertaken to seek the views of residents.

## **5. Issues and Choices**

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- 5.1. To implement a harmonised kerbside garden waste service, the Executive has several key options and considerations which will need to be explored as part of the consultation exercise:
  - 5.1.1. To provide a universal garden waste service to all residents without an additional charge;
  - 5.1.2. To determine which months of the year a kerbside collection service will operate.
  - 5.1.3. To provide a subscription-based garden waste service to residents who wish to subscribe to the service and pay a subscription charge;
  - 5.1.4. If a subscription charge is to be levied, the level of this charge.
- 5.2. To reach a decision on how to operate and fund the kerbside garden waste service, it is recommended that a public consultation exercise is carried out. This consultation will allow residents to share their views on the future provision of the service. This is particularly important given any decision will affect all residents, including those who do not require or need a garden waste service. Following consultation, the Executive will then be able to consider the responses and make decisions on the nature of the future service.

## **6. Next Steps**

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- 6.1. If the Executive agree to consult residents on this matter, a consultation exercise will be launched in March 2022 and sufficient time will be given for residents to consider and respond to the consultation.
- 6.2. The consultation will be carried out using the Council's consultation on-line hub available here: <https://www.northnorthants.gov.uk/have-your-say/current-consultations>
- 6.3. Alternative formats will be made available for those unable to access the Council's website.
- 6.4. The consultation will be publicised through local media outlets, social media and the Council's website.



- 6.5. Following consultation, the Executive will be asked to consider the responses and make a decision on the future service provision. This is expected to occur at their meeting in July 2022.
- 6.6. Should the Executive decide to make changes to the existing arrangements, it is anticipated that these changes can be implemented by Autumn 2022, dependent on the necessary resources being made available.

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

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

- 7.1.1. There are no resource or financial implications arising from the proposal to carry out a consultation exercise. Full financial details on the agreed way forward will be detailed in the July Executive report.

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

- 7.2.1. Continuity provisions contained within the Local Government (Structural Changes) (Transitional Arrangements) (No 2) Regulations 2008 provide that decisions of predecessor Councils automatically transfer to the new Council. The Council is able to continue with the legacy policies, however, to continue for an extended period of time, without working towards harmonisation, increases the risk of legal challenge. The recommended decision demonstrates a commitment to working towards a harmonised approach for North Northamptonshire.
- 7.2.2. The Council is the waste collection authority for the area with a duty to collect specified forms of waste under the Environmental Protection Act 1990.
- 7.2.3. Section 45 of the Environmental Protection Act 1990 enables such authorities to make reasonable charges for the collection for specified waste defined by the Secretary of State. The forms of waste for which the Council may charge is defined in the Controlled Waste (England and Wales) Regulations 2012 at Schedule 1, section 4. This includes green garden waste. The Council can, therefore, agree to implement a subscription-based garden waste collection scheme and make charges for collection, should it decide to do so.
- 7.2.4. In terms of consultation, there is no express statutory duty to consult on this matter. There is, however, a duty on public authorities to act fairly in the exercise of their functions and there is a risk of challenge due to the significance of the decision on residents of North Northamptonshire, if the Council did not consult prior to making a decision.

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

7.3.1. North Northamptonshire Waste and Recycling Policy as approved by Executive on 18<sup>th</sup> November 2021:

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

### **7.4. Risk**

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

7.4.2. The implementation of any proposed changes to the garden waste service, following consultation and further Executive decision, will be subject to risks relating to timescales and costs of implementation.

7.4.3. Should the Government reduce the flexibility of local authorities to charge a fee for the collection of garden waste, the Executive may have to reconsider its options or change the basis of any future service.

7.4.4. The timescales mentioned in this report may not be achieved if insufficient resources are available to implement the Executive decision regarding future service provision or there is a delay in making the Executive decision.

7.4.5. An internal Project Team will be established to ensure the work progresses as planned and to manage and mitigate the risks detailed above.

### **7.5. Consultation**

7.5.1. There has not been any consultation carried out in advance of this report. The proposed consultation is considered to be necessary to ensure an informed decision is made at a later date.

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

7.6.1. This item has not been considered by an Executive Advisory Panel (EAP). It is proposed that the results of any consultation are considered by the Climate Change, Environment and Growth EAP ahead of the Executive making a decision on the future provision of garden waste services.

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

7.7.1. This item has not been considered by the Scrutiny Commission but could be considered as part of its work programme during 2022.

## **7.8. Equality Implications**

7.8.1. The consultation will be hosted on-line and alternative formats will be available to those who are not able to access it through the Council's website. Any changes to the garden waste service which arise from a future Executive decision will be considered in light of The Equality Act and a full Equalities Impact Assessment would be completed

## **7.9. Climate Impact**

7.9.1. Any changes to the kerbside garden waste service which arise from a future Executive decision will be considered in light of the Council's commitment to tackling climate change.

## **7.10. Community Impact**

7.10.1. There are no specific community impacts arising from carrying out the recommended consultation.

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

7.11.1. There are no specific crime and disorder impacts arising from carrying out the recommended consultation. Any changes to the garden waste service which arise from a future Executive decision will consider the importance of ensuring residents have a legal and reasonable route to dispose of their waste.

## **8. Background Papers**

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8.1. None.

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## EXECUTIVE 22<sup>nd</sup> February 2022

<b>Report Title</b>	<b>Budget Forecast 2021/22 as at Period 9</b>
<b>Report Authors</b>	Janice Gotts, Executive Director of Finance
<b>Lead Member</b>	Councillor Lloyd Bunday, Executive Member for Finance and Transformation

<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 A – Savings Schedule

#### 1. Purpose of Report

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- 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<sup>th</sup> February 2021. The purpose of this report is to set out the forecast outturn position for the Council based on the Period 9 monitoring forecasts for the General Fund and the Housing Revenue Account.
- 1.2. The monitoring report 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 December 2021 (Period 9) and the views of the budget managers.
- 1.3. The report recognises that the forecast outturn position is based on indications of spend in a new Council. As previously reported, 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 has also helped to shape the medium-term financial plan.

- 1.4. Some areas remain unchanged from the previous report however, the detail of those variations is included within the report for completeness.

## **2. Executive Summary**

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- 2.1 The report provides commentary on the Council's current forecast financial revenue 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<sup>st</sup> April 2021 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 using the latest intelligence available. The forecast presented in the report is based on the best available data and information of the operations of the Council and the actual and potential impact of the pandemic. However, determining the outturn under the current circumstances presents an element of risk which will continue to be closely monitored during the financial year.
- 2.2 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 the Local Government Reorganisation across the County. Therefore, these services remain forecast at budget at this stage with work continuing between the two authorities to confirm the charges.
- 2.3 The Council retains a level of contingency within the base budget, and this is referred to elsewhere in this report. The contingency can be used to manage risks including pressures that were unknown at the time the budget was set. At present the contingency is considered to be fully committed by year end, however, to the extent that the budget is not used then it can fall back to support the reserves position for future years.
- 2.4 Whilst there are draft balances on the reserves brought forward to the Council, these will not be complete until the accounts of its predecessor Councils are signed off. The draft outturn position for both Kettering Borough Council and the Borough Council of Wellingborough were reported to this Committee on 26<sup>th</sup> August 2021. The audit report 2020/21 for Kettering Borough Council was presented to the Audit and Governance Committee on 27<sup>th</sup> September 2021 and the reserves position previously reported to this Committee remains unchanged. The accounts for the Borough Council of Wellingborough were reported to the Audit and Governance Committee at the meeting on 8<sup>th</sup> November 2021 with reserves position remaining unchanged.
- 2.5 The 2020/21 outturn position for both Corby Borough Council, East Northamptonshire Council and the County Council for 2020/21 were reported to this committee in November. The 2019/20 audit results for both Corby Borough Council and East Northamptonshire Council were reported to the Audit and Governance Committee meeting on 31<sup>st</sup> January 2022, with the results of the 2020/21 audit to follow around March 2022.

### 3. Recommendations

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3.1 It is recommended that the Executive:

- a) Note the Council's forecast outturn position for 2021/22 as summarised in section 4, alongside the further analysis, risks and other considerations as set out from section 5 of the report onwards.
- b) Note the assessment of the current deliverability of the 2021/22 saving proposals in Appendix A.
- c) Note the latest position on the contingency budget as referenced in paragraph 5.5

3.2 Reason for Recommendations – to note the forecast financial position for 2021/22 as at Period 9 and consider the impact on this year and future years budgets.

### 4. Report Background

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#### General Fund

4.1 The Council's Revenue Budget was set at the meeting of the Shadow Authority in February 2021. The overall outturn forecast for the General Fund for 2021/22, as at Period 9 is a forecast underspend of £0.880m 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>P9 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	59,498	59,498	0
Adults Communities & Wellbeing Services	120,581	121,200	619
Place & Economy	54,617	53,219	(1,398)
Enabling & Support Services	33,859	33,758	(101)
<b>Total Directorate Budgets</b>	<b>268,555</b>	<b>267,675</b>	<b>(880)</b>
<b>Total Budget</b>	<b>292,505</b>	<b>291,625</b>	<b>(880)</b>
<b>Net Position 2021/22</b>	<b>0</b>	<b>(880)</b>	<b>(880)</b>

4.2 The forecast underspend as at Period 9 of £0.880m is a favourable movement of £0.892m since the last report to Executive (Period 7) where an overspend of £12k was reported. The following table summarises the movement of £0.892m. The Period 8 report was not taken to Executive to enable the reports for performance and finance to be aligned.

<b>General Fund Forecast Movement (Period 7 v Period 9)</b>				
	<b>Report Reference</b>	<b>P7 Variance £000</b>	<b>Movement in Forecast £000</b>	<b>P9 Variance £000</b>
<b>Adults</b>	<b>5.13 – 5.34</b>			
Adults – Commissioning	5.13 – 5.26	0	(227)	(227)
Adults – Public Health	5.27 – 5.29	596	0	596
Adults – Housing & Community	5.30 – 5.33	250	0	250
<b>Place – Growth &amp; Regeneration</b>	<b>5.39 – 5.42</b>			
Place – Planning Income	5.39	306	66	372
Place – Temporary Toilets	5.40	28	8	36
Place – Markets	5.41	16	0	16
Place – Growth and Regeneration Other	5.42	0	45	45
<b>Place – Assets &amp; Environment</b>	<b>5.43 – 5.52</b>			
Place – Car Parking Income	5.43 – 5.45	468	61	529
Place – Facilities Management	5.46 – 5.48	200	371	571
Place – Commercial Income	5.49	(650)	(5)	(655)
Place – Transport	5.50	(480)	0	(480)
Place – Assets & Environment Other	5.51 – 5.52	0	78	78
<b>Place – Highways &amp; Waste</b>	<b>5.53 – 5.69</b>			
Place – Highways	5.53	381	(50)	331
Place – Waste Management	5.54 – 5.59	(1,090)	(121)	(1,211)
Place – Concessionary Travel	5.60 – 5.62	(826)	(16)	(842)
Place – Bus Service	5.63 – 5.66	36	(14)	22
Place – Transport	5.67 – 5.68	419	198	617
Place – Highways Other	5.69	0	(116)	(116)
<b>Place – Regulatory</b>	<b>5.70 – 5.76</b>			
Place – Emergency Planning	5.70 – 5.71	(178)	(378)	(556)
Place – Trading Standards	5.72	74	7	81
Place – Environmental Health	5.73	(41)	(102)	(143)
Place – Other Regulatory	5.74 – 5.76	0	(93)	(93)
Enabling Services	5.77 – 5.92	503	(604)	(101)
<b>Total</b>		<b>12</b>	<b>(892)</b>	<b>(880)</b>

### **Housing Revenue Account**

- 4.3 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.
- 4.4 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.

4.5 The Council's overall outturn forecast for the Housing Revenue Account as at Period 9, is a forecast pressure of £183k against the approved budget of £35.150m. This will be managed through seeking mitigation in year or use of the HRA reserve - this is unchanged to that reported in Period 7. This is summarised in the table below and further details are set out in Section 7. It is important to note that this is subject to continual review.

<b>Housing Revenue Account Forecast Outturn 2021/22</b>				
<b>Directorate</b>	<b>Expenditure</b>	<b>Income</b>	<b>Net</b>	<b>P9 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	174
Kettering Neighbourhood Account	15,503	(15,503)	0	9
<b>Net Position 2021/22</b>	<b>35,150</b>	<b>(35,150)</b>	<b>0</b>	<b>183</b>

## **5. Overview of Forecast Position 2021/22**

### **Available Resources and Corporate Costs**

- 5.1 The Council is responsible for the collection of local taxes (Council Tax and Business Rates). At the end of December 2021, 84.11% of Council Tax had been collected. The Council has re-introduced debt collection procedures for Council Tax following their suspension during 2020/21 as a result of the uncertainties posed by COVID-19 at that time.
- 5.2 Business Rates collection is 78.06% at the end of December 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. The Government for the first three months of the 2021/22 financial year (April to June) extended the 100% relief available throughout 2020/21 so that there is 100% business rate relief for properties in the retail, hospitality and leisure sectors. From July 2021, those properties will get 66% relief until March 2022. The impact of extended retail relief and the change from 100% relief to 66% during the year, aligned with the need to reapply for relief, has lowered the collection rate at this point in time, however, it is expected that this will level out over the year. Further to this the Government has recently announced further reliefs for the hospitality and leisure sector to run until March 2022. This was reported to Executive at its meeting on 13<sup>th</sup> January 2022.
- 5.3 It is unknown how businesses will be affected in the longer term following the reduction / cessation of financial support. Further to this discretionary rate relief

applications have been issued and the impact of the subsequent awards is likely to be positive on the collection rate.

- 5.4 The total net budget for Corporate Resources is £23.950m which consists of the contingency budget and budgets for treasury related costs.
- 5.5 The contingency budget is held to meet unforeseen or unplanned/unbudgeted costs. The balance on contingency budget at Period 9 is £3.619m which has changed by £74k from £3.545m in Period 7 to reflect the movement on the Chester House forecast (paragraph 5.33), should there be any unspent contingency at year end it will be moved to reserves to enable the Council to safeguard against future risk.

### **Directorate Budgets**

- 5.6 This section of the report provides an analysis of the forecast variations against the 2021/22 General Fund for each of the Directorates as set out in the table at paragraph 4.2.

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

- 5.7 The net revenue budget for Children's Services is £59.498m which includes the Northamptonshire Children's Trust and Education Services not funded by the Dedicated Schools Grant.
- 5.8 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 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.
- 5.9 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
- 5.10 The full year effect of prior year savings decisions already built into the budget 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.

- 5.11 The forecast outturn is for a balanced budget across Children's and Education Services which includes the 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 Children's Trust at the end of Period 9 is showing a pressure of £3.287m (across the County) this can in part be mitigated by bids to both North and West Northamptonshire Council for COVID-19 related funding totalling £2.601m which relate to pressures arising from the pandemic. These bids are currently being considered by both of the Unitary authorities. If the bids are successful, then the remaining overspend of £686k would be met through the use of the carry forward reserve for the Trust which relates to the period November 2020 to March 2021. The main pressure item within the budget relates to the numbers and costs for Looked After Children placements.

**Adults, Communities and Wellbeing Directorate - Forecast overspend of £0.619m**

- 5.12 The net revenue budget covers Adult Social Services, Community Services and Public Health and Wellbeing and totals £120.581m in 2021/22. Significant work continues to be undertaken to understand the likely ongoing commitment to packages of care within the Council 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 and Wellbeing and Commissioning and Performance Services – Forecast underspend £227k.**

- 5.13 Under the 2014 Care Act, local authority Adults Services have a responsibility to make sure that people aged over 18 years who live in their areas are provided with personal day to day care (helping people get dressed, washed, going to the bathroom, eating etc.) where they cannot do things for themselves or access family support. The service also provides other physical or psychological support to people with disabilities in order to help them live a full life. The overriding responsibility is to keep people safe and protect them from harm or neglect.
- 5.14 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.
- 5.15 The service has supported an uplift award ranging between 2.2% and 2.65% to care providers for providing care packages on framework rates during 2021/22, this is expected to cost approximately £1.2m during the year which has been met through additional investment in Adult Social Care as part of the 2021/22 budget setting process.
- 5.16 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.

- 5.17 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 Northamptonshire.
- 5.18 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, and it is currently forecast that these will be met in 2021/22. The position will continue to be monitored throughout the year.
- 5.19 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. These savings have been adversely impacted in 2021/22 as a result of COVID-19, however they have been mitigated in part through early discharge income.
  - 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.
- 5.20 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.
- 5.21 The current forecast is a £227k underspend against budget as 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.

- 5.22 Specialist and Complex - Mental Health - forecast underspend of £1.5m. 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 is currently at c30% and therefore is forecasting an underspend against the allocated budget. Obviously, this service, like most services within Adult Social Care, is subject to demand fluctuation.
- 5.23 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.
- 5.24 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 to date c46% have transferred to the Council.
- 5.25 Additional income of £227k has been received from health partners to cover the first 4 weeks of care following hospital discharge covering costs already forecast within Older Persons Residential & Nursing care.
- 5.26 Other variances across the directorate total a forecast £0.1m underspend.

#### **Public Health – Forecast pressure £596k**

- 5.27 Public Health and Wellbeing is currently leading Northamptonshire's response to the COVID-19 pandemic. The gross expenditure budget is funded by Public Health England.
- 5.28 The service is working with a number of funding streams that have been made available as a result of COVID-19 such as the Contain Outbreak Management Fund. The potential commitments against such funding streams are influenced by the incidence of COVID-19 cases which may change the priority and profile of spend against this funding.
- 5.29 A forecast pressure of £0.596m is reported and this reflects the split between grant and expenditure following disaggregation of the Public Health budget, this remains unchanged from that previously reported.

#### **Housing and Community Services – Forecast pressure £250k**

- 5.30 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 report.
- 5.31 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.
- 5.32 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 visitor numbers. This is in part offset by lower staff costs which are estimated to be around £0.2m. The service has made a claim against COVID-19 funding which is available from Government until the end of June. This will reduce the pressure by £250k which has been included in the forecast.
- 5.33 The Chester House Estate has now had a successful go-live event. The revised Business Plan had projected a £115k pressure in the first six months of trading to the end of the 2021/22 financial year. The latest forecast indicates a position closer to breakeven, which will not require the use of contingency as planned, however West Northamptonshire Council has confirmed its intention to withdraw from the service as of 23<sup>rd</sup> October 2021 and there will be a reduction in contributions as a result, which will be met by North Northamptonshire Council. This shortfall will be around £99k for a full year and will amount to £41k for 2021/22 the use of the contingency has been reduced by £74k to reflect these changes.

### **Place and Economy - £1.398m Underspend**

- 5.34 The Place and Economy net budget totals £54.617m and is forecasting an underspend of £1.398m, which is a favourable change of £61k since the previous report. Place and Economy covers the following four areas:
- Growth and Regeneration
  - Assets and Environment
  - Highways and Waste
  - Regulatory Services
- 5.35 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.
- 5.36 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.

5.37 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.

5.38 The Service has a forecast underspend of £1.398m which consists of the following main movements as outlined in the paragraphs below

#### **Growth & Regeneration – £469k pressure**

##### **Planning Fees Income - £372k Pressure**

5.39 Income from Planning Fees is forecast to be lower than budget, the forecast pressure is £38k reducing by £111k from £149k in Period 7, additional consultancy & legal costs have reduced to £76k from £89k in Period 7. Staffing pressures relating to Development Management due to agency costs covering vacant posts and increased workload across the service has increased the forecast by £190k from £68k in Period 7 to £258k. This is an area that remains difficult to predict in the current economic climate and is one that will continue to be closely monitored. Overall, this results in an increase pressure of £66k from the previous report.

##### **Temporary Toilets - £36k pressure**

5.40 During COVID-19 temporary toilets were set up at Meadow Road in Kettering and these are expected to remain until the end of the year resulting in an additional pressure of £36k (Period 7 was £28k).

##### **Markets - £16k Pressure**

5.41 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 Kettering Town Council.

##### **Minor Variances - £45k Pressure**

5.42 Other minor variances relating to Growth and Regeneration amount to £45k in Period 9.

#### **Assets and Environment – £43k pressure**

##### **Car Parking Income - £529k Pressure**

5.43 As previously reported in Period 7 there was a forecast pressure for car parking income in relation to Kettering following the suspension of charges for a number of months, this pressure remains the same in Period 9 at £158k. Car Parking charges were reintroduced from 9<sup>th</sup> August 2021 following the removal of COVID-19 restrictions on 19<sup>th</sup> July 2021.

- 5.44 There is also a forecast net pressure in Period 9 of £135k (Period 7 £57k) for Corby car parking income as, although charging is in place, receipts have been lower than would normally be expected. 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. This is reflected in the forecast net pressure. There is a further pressure of £26k (Period 7 £43k) relating to additional costs for maintenance work at the car parks in Corby.
- 5.45 The forecast pressure on the number of Fixed Penalty Charges for on-street parking in Period 9 is estimated to be £210k (Period 7 £210k).

#### **Facilities Management - £571k Pressure**

- 5.46 There is a reduction in income due to the expiry of a lease at Eaton Walk in May 2021. The year-to-date impact of this is a loss of income is £143k (Period 7 £165k). In addition, there is an underspend on street lighting of £28k, offset by minor pressures elsewhere in the service of £18k, this is a reduction of £54k from Period 7. This reflects a saving on the budget for repairs and maintenance works.
- 5.47 Further pressures in facilities management relating to one-off maintenance at Grosvenor House and Corby Cube were identified amounting to £108k.
- 5.48 Additional pressures of £330k relating to Knuston Hall have been identified. Knuston Hall is a facility which provides various types of learning, both residential and day courses, for international and national customers. Over the past two years of the pandemic Knuston Hall has suffered losses of income due to lockdown and COVID-19 rules for indoor gatherings etc. The facility is now providing a greatly reduced service because of social distancing rules and clients moving to virtual meetings, with maintenance issues also requiring the closure of the site to overnight guests. The facility is expected to return to normal trading during 2022/23.

#### **Commercial Income - £655k Underspend**

- 5.49 The Council's commercial estate remains an important source of income to the Authority as well as providing a good basis for regeneration and increasing economic activity and jobs creation. The Council's Property Management Team continue to work closely with tenants and despite the challenging economic climate the commercial income portfolio is forecast to be around £655k better than budget, which has increased by £5k from £650k in Period 7.

#### **Transport - £480k Underspend**

- 5.50 During Period 7 additional income of £480k was identified in relation to identifying dedicated routes across North Northamptonshire which aim to aid traffic flow in Wellingborough, this remains unchanged in Period 9.

#### **Other Assets & Environment Areas - £78k Pressure**



- 5.51 In Period 9 a pressure of £75k for fleet costs has been identified, although fuel consumption remains broadly on budget the cost of fuel has increased.
- 5.52 Minor Variances for Assets and Environment amount to £3k in Period 9.

### **Highways and Waste – £1.199m Underspend**

#### **Highways and Traffic Management - £331k Pressure**

- 5.53 There is a forecast pressure of £24k relating to highways and grass verge maintenance, this remains unchanged to that reported in Period 7. Additional pressures include Street lighting £84k (Period 7 £84k), winter maintenance £89k (Period 7 £144k) and additional maintenance work of £134k delivered through the Highways Contract (Period 7 £129k).

#### **Waste Management - £1.211m Underspend**

- 5.54 There is a forecast net underspend of £149k (Period 7 £150k) on the Refuse and Recycling Collection Service across the Kettering and Corby areas. This comprises a projected saving of £319k on co-mingled waste and a projected saving of £19k on food waste due to reduced gate fees. This is partly offset by pressures on garden waste of £127k due to a higher gate fee and a pressure of £62k as the Council previously received an income stream for paper.
- 5.55 There is a total net underspend (overachievement of income) of £304k (Period 7 - £320k) from waste income, this results from forecast additional income for Kettering and Corby trade waste of £216k (Period 7 £100k), additional recycling income of £202k (Period 7 £203k) and additional bulk waste income of £97k (£42k Period 7); these are partially offset by additional costs of £13k relating to East Northamptonshire area trade waste and £199k relating to an increase in disposal costs for the Wellingborough area (Period 7 £24k).
- 5.56 There is work being undertaken to migrate the Wellingborough disposal service from Norse into an inhouse function. Migration costs are currently estimated to be around £100k which have been reflected in the forecast outturn position.
- 5.57 The Waste Management service is also forecasting an underspend of £272k (Period 7 £165k) due to lower than anticipated tonnages for:
- Domestic waste £150k
  - Hazardous Waste £69k
  - Closed landfill sites £53k
- 5.58 There are savings relating to Street cleansing staff of £107k (period 7 141k) due to a higher number of vacant posts.
- 5.59 The Housing Waste Recycling Centres are forecasting an underspend of £479k (Period 7 £314k). The variances relate to;
- Basket price of commodities £295k
  - Transportation efficiencies from haulage contractors £63k
  - Income from Permits £24k

- Disaggregation savings £144k
- Staffing savings £18k
- Additional Site Opening £37k pressure, and
- Traffic signage pressure £28k

### **Concessionary Fares - £842k Underspend**

- 5.60 The Department for Transport had requested that authorities continue to reimburse bus operators based on the average number of journeys in the winter months prior to the COVID-19 outbreak (December 2019 to February 2020).
- 5.61 The alternative is that the Council reverts to paying bus operators on the actual number of journeys. Reimbursing bus operators based on the average rather than the actual usage is estimated to be between £500k and £700k higher. The Council's support to the bus industry helps safeguard local bus services for residents throughout the pandemic and during the recovery period. This approach was agreed by the Executive at the meeting on 26th August. The estimated underspend is £242k (Period 7 - £226k).
- 5.62 Further to this it is forecast that the Council will underspend against the budget determined through the disaggregation principles by around £0.6m.

### **Subsidised Bus Services - £6k Pressure**

- 5.63 There is a forecast pressure of £6k (£20k Period 7) 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.

### **Bus Service W8 Wollaston and Bozeat: Local Bus Contract - £16k Pressure**

- 5.64 The operator informed the Transport Authority that the service is no longer commercially viable and without subsidy, it will withdraw the service. Furthermore, the driver shortage situation that is reported nationally has affected the service locally, whereby it may not be able to provide a service even with subsidy from the Council. Therefore, the operator submitted a formal notice of intention to terminate the service on 15<sup>th</sup> November 2021.
- 5.65 In order to find an alternative operator, a tendering exercise under the Northamptonshire County Council Local Bus Services Framework was conducted and has generated a compliant bid from Stagecoach Midlands. In a subsidy-based bid, they have requested £139/day from the Council to support the service. Under this agreement, they will retain all on-bus revenue as a subsidy-based arrangement.
- 5.66 In accordance with the Constitution the requirement for an urgent decision was agreed between the Executive Director of Finance (S151 Officer) and the Executive Member for Finance and Transformation to provide funding up to £16,263 to the operator of the Bus Service W8 between Wollaston, Bozeat and Wellingborough to cover the period from 20<sup>th</sup> October 2021 (or as soon as reasonably practical to start the service after this date) to 1<sup>st</sup> April 2022.

### **Transport - £617k Pressure**

- 5.67 Transport pressures include a contract management pressure of £158k (£148k Period 7). Loss of income from roundabout sponsorship remains unchanged from Period 7 at £11k. In addition, there is a pressure on the Home to school transport of £740k due to higher student numbers and vehicle related costs. This has increased by £480k from £260k in Period 7 due to two items, namely, walking routes which have not been completed as initially envisaged when setting the budget, leading to a pressure of £232k from unachievable savings, together with a £248k pressure due to confirmed higher pupil numbers.
- 5.68 These pressures have been partially offset by a number of underspends identified in Period 9. These relate to staffing savings of £21k and Bridge Maintenance, skips and scaffolds of £68k. In addition, savings have been identified in relation to disaggregation of Highways amounting to c£203k

### **Other Highways and Waste - £116k Underspend**

- 5.69 As part of the disaggregation process a budget of £125k remains unallocated and is forecast to be underspent. A £9k pressure reflects minor variances within Highways and Waste.

### **Regulatory Services – £711k Underspend**

#### **Emergency Planning - £556k Underspend**

- 5.70 There is an underspend of £276k for emergency planning due to higher-than-expected staff turnover. The underspend has increased by £98k from £178k in Period 7 due to the timing of recruitment.
- 5.71 In Period 9 a favourable variance of £280k was identified as costs previously relating to PPE and funded through emergency planning are covered through COVID-19 funding.

#### **Trading Standards - £81k Pressure**

- 5.72 There is a pressure of £81k for trading standards (£74k Period 7), this is due to increased costs of £94k for a new Trading Standards Database; partially offset by costs recovered from a fraud prosecution case of £21k. There is also a net pressure of £8k due to the impact of the disaggregation.

#### **Environmental Health - £143k underspend**

- 5.73 Staffing vacancy savings of £170k (Period 7 £71k), partially offset by a pressure of £27k (£30k Period 7) from reduced income for training courses.

#### **Other Regulatory Services - £93k underspend**

- 5.74 During Period 9 further savings were identified in relation to Licensing amounting to £182k reflecting staffing savings due to vacant posts.

5.75 These savings have been partially offset by £93k relating to maintenance costs at Wellingborough Doddington of £40k and utility charges at Kettering Crematorium of £53k in Bereavement Services

5.76 A number of smaller items amounting to £4k account for the remaining variance

### **Enabling and Support Services - £101k underspend**

5.77 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

5.78 Overall, for these services the net revenue budget is £33.865m in 2021/22. Currently there is a forecast saving of £0.101m which is set out in the following paragraphs.

5.79 There is a forecast pressure of £534k (Period 7 £534k) relating to income assumptions within the treasury management function. This 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 £282k, the second variance relate to interest on equity of £212k both remain unchanged from period 7. Both areas of income are no longer considered achievable and will become a pressure in 2021/22 and the longer term. In addition, there is a £40k shortfall in the investment income forecast which assumes that the historically low interest rates will continue throughout the year.

5.80 Work is ongoing to mitigate budget pressures through reviewing the council's investment portfolio and seeking further investment opportunities.

5.81 The Revenue and Benefits Service are forecasting an underspend of £33k at the end Period of 9, this has moved by £127k from a pressure of £94k in period 7. The movement relates to additional New Burdens Grant of £127k from Government for the distribution of grants. The remaining variance relates to the under recovery of court costs of £295k, offset by additional income relating to the business rates cost of collection of £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 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 by additional grant 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.

5.82 During Period 5 an ongoing levy of £31k was identified in relation to the management of historic insurance liabilities associated with the former Councils within North Northamptonshire through Municipal Mutual Insurance (MMI). This remains unchanged in Period 9.

- 5.83 Public Sector Audit Appointments Ltd (PSAA) is the body a number of local authorities have used to appoint external auditors. The revenue PSAA receives covers the costs of its auditors and operating expenses. As PSAA operates on a not-for-profit basis surplus funds are redistributed to those authorities who opted into the PSAA, this amounts to one off income for the Council of £41k. This has been offset by a £10k pressure which relates to additional audit fees for the Kettering audit in 2018/19 due to additional work carried out by the external auditors in relation to valuations and pensions. The fee is set by the PSAA.
- 5.84 During Period 9 additional Income of £84k has been identified in relation to the Dedicated Schools Grant. This income variance reflects the Council's Statutory and Regulatory duties in this area.
- 5.85 The required level of Minimum Revenue Provision (MRP) for 2021/22 has been reviewed, together with the provisional slippage of the capital programme in 2020/21 from the legacy authorities, realising a potential underspend of £500k.
- 5.86 The contingency budget is held to meet unforeseen or unplanned/unbudgeted costs. The balance on contingency budget for Period 9 is £3.619m which has changed by £74k from £3.545m in Period 7 to reflect the movement on the Chester House forecast (see paragraph 5.33).
- 5.87 North Northamptonshire Council 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.
- 5.88 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.
- 5.89 The ICT budget is forecasting a pressure of £75k. This is in relation to a historical budget pressure inherited from a legacy borough in relation to contract inflation and remote support from a contract with Capita.
- 5.90 A review of all income budgets within the Transformation Directorate is currently underway, with £300k already being identified as unachievable in relation to ex LGSS income budgets for business systems and change management. These budgets were allocated between Councils as part of the general disaggregation principles for the County Council's budget. This has now been reflected as a pressure within the ICT budget.
- 5.91 An underspend of £400k has been identified in period 9 in relation to in year transformation salaries. This reflects the significant level of vacancies held by the Transformation Team during 2021/22, plans are in place to recruit to the majority of these vacancies.

- 5.92 A pressure of £7k relating to a number of minor variances accounts for the balance.

### Changes to the Pay Scale

- 5.93 In October the Council was pleased to announce that all its direct staff would receive, as a minimum, £9.50 per hour. The change in pay was to be backdated to 1<sup>st</sup> April 2021, this is equivalent to the Real Living Wage set by the Living Wage Foundation in November 2020 and which allows six months for implementation. Alongside this the Council also reviewed the differentiation between pay scales at the lower end of the salary scale increasing the rate of pay further for some employees.
- 5.94 The estimated impact from the minimum pay rate and the change in pay scale differentiation is estimated to be around £0.8m and the Executive in November agreed for this to be funded from the contingency budget. The recurring costs have been incorporated within the Council's medium-term financial plan from 2022/23.

### Summary of General Fund Savings Delivery

- 5.95 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 A**. It is recognised that the continuing numbers of COVID-19 cases may put some savings at risk particularly with regard to Adult Social Care. Where there is concern regarding the achievement of savings mitigations are being sought. The position is unchanged from Period 7.

	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)

## 6. Housing Revenue Account

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- 6.1 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.
- 6.2 The forecast position for the Corby Neighbourhood Account at the end of Period 9 shows a pressure of £174k which is unchanged from Period 7. Rental income from dwellings is forecast to be £125k less than budget – this is a result of the Right to Buy Sales and the void rates being higher than budgeted. There is also a pressure of £43k from lower service charge income. There are also minor pressures of £6k within Repairs and Maintenance. The forecasts for the Corby Neighbourhood Account are reflected in the following table.

<b>Corby Neighbourhood Account</b>			
	<b>Original Budget</b>	<b>Projection P9</b>	<b>Variance</b>
	<b>2021/22</b>	<b>2021/22</b>	
	<b>£000</b>	<b>£000</b>	<b>£000</b>
<b>INCOME</b>			
Rents - Dwellings Only	18,956	18,831	125
Service Charges	622	579	43
HRA Investment Income	69	69	0
<b>Total Income</b>	<b>19,647</b>	<b>19,479</b>	<b>168</b>
<b>EXPENDITURE</b>			
Repairs and Maintenance	5,550	5,556	6
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>19,653</b>	<b>6</b>
<b>Net Operating Expenditure</b>	<b>0</b>	<b>174</b>	<b>174</b>

- 6.3 The forecast position for the Kettering Neighbourhood Account at the end of Period 9 shows a pressure of £9k which is unchanged from that reported in Period 7. Rental income from dwellings is forecast to be £46k less than budget – this is a result of higher void rates than budgeted and there is also a pressure of £22k from lower service charge income. This is offset by savings of £59k within Repairs and Maintenance. 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>P9 Projection 2021/22</b>	<b>Variance</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>
<b>INCOME</b>			
Rents - Dwellings Only	15,066	15,020	46
Service Charges	430	408	22
HRA Investment Income	7	7	0
<b>Total Income</b>	<b>15,503</b>	<b>15,435</b>	<b>68</b>
<b>EXPENDITURE</b>			
Repairs and Maintenance	4,041	3,982	(59)
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>15,444</b>	<b>(59)</b>
<b>Net Operating Expenditure</b>	<b>0</b>	<b>9</b>	<b>9</b>

## **7. Conclusions**

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- 7.1 The forecast underspend as at Period 9 is £0.880m which is a favourable movement of £0.892m since Period 7 where an overspend of £12k was reported.
- 7.2 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.
- 7.3 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.
- 7.4 The Council holds a contingency budget of c£3.6m as referenced in paragraph 5.86. This will support unforeseen risks and is particularly important for a new Council, where a number of transactions remain to be actioned to enable a full year of operation to be assessed, and also at a time of increased uncertainty as COVID-19 continues to impact.



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

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### **Resources and Financial**

- 8.1 The resource and financial implications of North Northamptonshire Council are set out in this report. The current forecast position for the General Fund is an underspend of £880m and the Housing Revenue Account is forecasting an overspend of £183k.
- 8.2 The Council retains a contingency for in-year, unfunded requirements. If the contingency is not utilised, then it can be used to replenish reserves for greater resilience and/or future use.

### **Legal**

- 8.3 The provisions of the Local Government Finance Act 1992 set out requirements for the Council to set a balanced budget with regard to the advice of its Chief Finance Officer (Section 151 Officer).
- 8.4 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**

- 8.5 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 Council budget rather than being built up over a period of time and as such there are inherent risks in the forecast position as the actual activity for North Northamptonshire takes place during the year which may not directly align to the split within the disaggregation.
- 8.6 Where any variances or emerging pressures are identified during the year then mitigating actions will be sought and management interventions undertaken.
- 8.7 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 both expenditure and income.
- 8.8 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.
- 8.9 The Council holds a contingency and a number of reserves to help safeguard against the risks inherent within the budget for 2021/22. Where required pressures and other movements have been included as part of the Council's

2022/23 draft budget and medium-term financial plan updated for 2022/23 onwards and presented to Executive at its meeting on 10<sup>th</sup> February 2022.

### **Consultation**

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

### **Climate Impact**

- 8.11 Among the new Council's priorities will be putting in place plans to improve the local environment and tackle the ongoing climate emergency. Where these have a financial impact then it will be reflected in the budget.

### **Community Impact**

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

## **9. Issues and Choices**

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- 9.1 The report focuses on the forecast revenue outturn against budget for 2021/22 and makes recommendations for the Executive to note the current budgetary position as such there are no specific choices within the report.

## **10. Background Papers**

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- 10.1 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<sup>th</sup> February 2021.

Monthly Budget Forecast Reports to the Executive.

**Budget Savings**

Directorate	Proposal Title	Proposal Description	Proposal Ref	Category	2021/22 £000	RAG
Children & Education	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.	04-02-02-01	Full year effects of previous decisions	(458)	A
Children & Education	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.	04-02-02-02	Full year effects of previous decisions	(115)	A
Children & Education	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.	04-02-02-03	Full year effects of previous decisions	(179)	A
Children & Education	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.	04-02-02-04	Full year effects of previous decisions	(301)	A
Children & Education	Supported Accommodation	A new model of progressive semi-independent accommodation to support the transition for young people to self-supported housing.	04-02-02-05	Full year effects of previous decisions	(85)	A
Children & Education	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.	04-02-02-06	Full year effects of previous decisions	(194)	A
Children & Education	Transport optimisation	Review of transport requirements to reduce costs to ensure an efficient use of service.	04-02-02-07	Full year effects of previous decisions	(97)	A
Children & Education	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)	04-02-02-08	Full year effects of previous decisions	(277)	A
Children & Education	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.	05-02-02-02	Pay	(113)	A
Children & Education	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.	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	03-01-02-01	Demographic/service demand	(25)	A
Adults, Communities & Wellbeing	Library Agency Staff	Removal of budget only required during transformation period	03-01-02-02	Pay	(46)	A
Adults, Communities & Wellbeing	Theatre Interim Mgt Costs	Reduction in Contract Costs relating to the Castle Theatre	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.	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.	04-01-02-03	Full year effects of previous decisions	(1,918)	R
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.	04-01-02-04	Full year effects of previous decisions	(2,153)	A



Directorate	Proposal Title	Proposal Description	Proposal Ref	Category	2021/22 £000	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.	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.	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.	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.	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	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	08-03-02-03	LGR	(44)	A
Place & Economy	additional income	Additional income from fees and charges relating to additional demand	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)	03-06-02-02	Demographic/service demand	(22)	G
Place & Economy	Recycling Credits	Realignment of Recycling Credits Budget	03-06-02-03	Demographic/service demand	(565)	G
Place & Economy	Enterprise Centre Business Case	Increase in income based on appointed operators business case.	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.	04-06-02-05	Full year effects of previous decisions	(95)	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.	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.	04-06-02-01	Full year effects of previous decisions	(140)	G
Place & Economy	Country Parks	Annual revenue benefit of capital investment in Sywell Country Park sewage treatment plant.	04-06-02-07	Full year effects of previous decisions	(15)	G
Place & Economy	Fees and Charges	Harmonisation of Prioritised Fees and Charges	06-03-02-01		(37)	A
Place & Economy	Fees and Charges	Inflationary Uplift of Fees and Charges owing to a new charging strategy.	06-03-02-02		(346)	A
Enabling & Support Services	Insurance Contract	Estimated reduction in the Insurance Contract due to self insuring	03-04-02-05		(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.	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.	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	05-04-02-01	Pay	(250)	A
Legal & Democratic Services & H	Local Elections	Removal of one off increases in budget to cover local elections, subsequently deferred to May 2021.	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)	05-04-02-02	Pay	(417)	A
All Directorates	Staffing Savings	Estimated savings related to the Senior Leadership Structure	08-03-02-01	LGR	(2,300)	A
<b>Total Savings</b>					<b>(19,161)</b>	

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